

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 5 December 2012 at 18:15.

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## **Agenda**

- 1 Apologies.
- 2 Minutes of the meeting of the Executive held on 14 November 2012 (to follow).
- 3 Public Question Time.
- 4 Declaration of Interests  
To receive declarations of personal or prejudicial interests, in accordance with the Code of Conduct.
- 5 Revenues and Benefits Service Feasibility Study. Report of the Corporate and Client Services Manager (attached). Also see agenda item No. 11.  
Reporting Officer: Richard Sealy
- 6 Earmarked Reserves Review. Report of the Strategic Finance Officer (attached).  
Reporting Officer: Maggie Hammond
- 7 Fees and Charges 2013/2014. Report of the Strategic Finance Officer (attached).  
Reporting Officer: Maggie Hammond
- 8 Quarter Two Performance and Financial Monitoring Report. Joint report of the Performance Lead Officer and the Financial Services Manager (attached).  
Reporting Officers: Dan Webb  
Paul Fitzgerald
- 9 Taunton Deane Borough Council Voluntary and Community Sector Grants Panel - Report on Eligibility and Scoring Criteria for Small Grants. Report of the Strategy Lead Officer (attached).  
Reporting Officer: Lisa Redston
- 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 Confidential Appendices 2, 3 and 4 - Revenues and Benefits Feasibility Study (attached). Also see agenda item No.5.  
Paragraphs 2 and 3 - Information which is likely to reveal the identity of an individual and information relating to financial or business affairs.

Tonya Meers  
Legal and Democratic Services Manager

05 March 2013

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 the Corporate Support Unit on 01823 356414 or email [r.bryant@tauntondeane.gov.uk](mailto:r.bryant@tauntondeane.gov.uk)**

## **Executive Members:-**

Councillor J Warmington (Community Leadership)

Councillor J Williams - Leader of the Council (Leader of the Council )

Councillor V Stock-Williams (Portfolio Holder - Corporate Resources)

Councillor N Cavill (Portfolio Holder - Economic Development, Asset Management, Arts and Tourism)

Councillor K Hayward (Portfolio Holder - Environmental Services)

Councillor J Adkins (Portfolio Holder - Housing Services)

Councillor M Edwards (Portfolio Holder - Planning and Transportation/Communications)

Councillor C Herbert (Portfolio Holder - Sports, Parks and Leisure)

# Taunton Deane Borough Council

**Executive - 5 December 2012**

## **Revenues and Benefits Service Feasibility Study**

### **Corporate and Client Services Manager**

(This matter is the responsibility of Executive Councillor Stock-Williams)

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

The forthcoming changes through Welfare Reform (including the introduction of a new local Council Tax Reduction Scheme) and localisation of Business Rates will mean significant changes to our Revenues & Benefits service over the next few years.

This report sets out the results of work undertaken by the Corporate and Client Services team and Southwest One to identify the changes needed to the Revenues & Benefits element of the Southwest One contract to accommodate the legislative changes.

The report includes details of a feasibility study into bringing the Revenues & Benefits service back in-house and recommends that Members should do so.

The report notes this recommendation is not about the performance of the service – Revenues and Benefits continues to be a high-performing service. It is simply about how to best manage the service, cost and service delivery to customers through a period of significant change.

#### **2. Background**

2.1 Our Revenues & Benefits service is provided through our contract with the Southwest One partnership. The structure of the Southwest One contract did not anticipate fundamental changes in either the Revenues or Benefits arenas during the term of the agreement.

2.2 Central Government are implementing significant changes for Benefits and Local Taxation (Council Tax and Business Rates). These changes will be:

- introducing a new local Council Tax Support scheme from April 2013 (to replace Council Tax Benefit);
- new Housing Benefit claims from working age people no longer considered, but instead taken on by the DWP under Universal Credit;
- from early 2014 phased migration of existing Housing Benefit claims from working age people;
- from Autumn 2014 phased take on of housing support under Pension Credit for those of pensionable age;

- greater local flexibility for Council Tax discounts and exemptions;
- partial localisation of Business Rates.

2.3 These changes will take place over the next four years during which we anticipate significant changes in workload for the Revenues & Benefits service coupled with an overall cut in the government grant we receive to administer benefits. Appendix 1 provides a detailed overview of the potential impact of these changes.

2.4 It is clear these legislative changes will require us to make significant changes to our Revenues & Benefits service and consequently to our contractual arrangements for providing these services.

### **3. Key objectives and options considered**

3.1 We have identified three key objectives for the Council in how we carry out the legislative changes in the Revenues & Benefits service. These are:

- i) To minimise the cost to the Authority and the impact on customers of implementing the changes to the Benefits and Local Taxation regulations;
- ii) To maximise our flexibility to manage the Revenues & Benefits service resources through the period of significant change; and
- iii) Look to reduce the costs to the Council of delivering the Revenues & Benefits service.

3.2 There are two broad options for accommodating these changes within our contract with Southwest One which have been tested against these objectives. These are:

- i) Change the pricing model within the contract to provide a pricing structure that can keep pace with a rapidly changing environment and varying workloads, while ensuring we maintain service delivery; or
- ii) Return the Revenues & Benefits service to in-house service provision through the service termination provisions built into the contract.

3.3 We have discussed both options with Southwest One. We have been unable to identify a realistic, flexible pricing structure, which would allow us keep the service in Southwest One and vary the price to accommodate the, as yet, unknown fluctuations in workload and grant funding. Consequently we have agreed that option two is the most effective solution to allow us to meet the objectives outlined above.

3.4 As a result we have undertaken a detailed study into the feasibility of bringing the Revenues & Benefits service back in-house.

3.5 I would stress we are only considering bringing this service back in-house to most effectively manage the significant period of change that Revenues and Benefits will go through. The feasibility study is being worked through in partnership and with the full

cooperation of Southwest One. This is not about the performance of the service and Revenues & Benefits continues to be a high-performing service.

#### **4. The feasibility study**

- 4.1 The feasibility study has been conducted with Southwest One and has looked in detail at the financial, contractual and staffing implications of terminating the Revenues & Benefits service.
- 4.2 We have agreement in principle with Southwest One about the key changes required and discussions are continuing to agree the fine detail.
- 4.3 The results are outlined below and in the attached appendices.

#### **5. Financial implications & comments**

- 5.1 The financial changes required and the implications of these changes have been examined in detailed by the Council's Strategic Finance Officer, Maggie Hammond.
- 5.2 A summary of the financial implications of terminating the Revenues & Benefits service is contained in Appendix 3. (NB. Appendix 3 is confidential as it contains information of a commercial nature which may be prejudicial to the Council's interests if made public).
- 5.3 In conclusion we have identified that it is feasible to make this change from a financial perspective and to do so would not be prejudicial to the Council's overall budget position.

#### **6. Contractual implications**

- 6.1 We have reviewed the contract with Southwest One and taken specialist legal advice to identify the contractual changes required and the implications of changing the contract. A summary of the contractual implications is set out in Appendix 4. (NB. Appendix 4 is confidential as it contains information of a commercial nature which may be prejudicial to the Council's interests if made public).
- 6.2 In conclusion we are satisfied that it is feasible to terminate the Revenues & Benefits service within the terms of the contract and to amend the contract to reflect this change.

#### **7. Implications for staff**

- 7.1 We currently have 39 TDBC staff seconded to the Revenues & Benefits service within Southwest One. Should we decide to terminate the service these staff will de-second in accordance with the terms of the Staffing Agreement. They will lose their right to 'assured employment' at the point that their secondments end.

- 7.2 In addition Southwest One currently employ 9 'direct-hire' staff within Revenues & Benefits. The TUPE Regulations 2006 will apply to direct-hire staff in the service at the point of transfer.
- 7.3 Any termination of the service would be a significant change for staff. Therefore we have conducted a formal consultation exercise with the potentially affected staff. The results of this exercise are contained in Appendix 2. It is clear from the consultation responses that the staff in the Revenues and Benefits Service are supportive of the transfer of the service back to TDBC.
- 7.4 Should the Council support the recommendation to return the services to TDBC, a full change and transition plan will be developed in conjunction with Southwest One to support staff during the transfer.
- 7.5 In addition the Retained HR Manager is keeping the union regularly briefed on progress via the Unison Change Forum. Unison have been involved in the staff consultation exercise and have made the following comments:

*"1. People not already in the Local Government Pension Scheme should seek to join (including 'direct hire' people if the service returns to TDBC). It is unlikely that equally good pension provision could be obtained outside the LGPS.*

*2. People should be aware that, however important they believe their service to be, there is a potential threat to everyone's job arising from ongoing Government spending cuts. The financial situation facing the Council is expected to get worse year by year with a £3.3m deficit forecast by 2015/16 (25% of the annual budget). It should not therefore be assumed that a service being performed by SW1 will continue unchanged if it returns to TDBC. Some of us imagined statutory services to be relatively safe in the 2008 Core Council Review but instead, saw some of our colleagues lose their jobs. Staff who are not already members of UNISON as the representative trade union should consider joining."*

- 7.6 Southwest One are keeping their direct-hire staff within the Revenues and Benefits Service briefed through the Southwest One Staff Council.

## **8. Partnership implications**

- 8.1 Southwest One is one of the Council's key partnerships.
- 8.2 Any significant change to our contract, which a termination of Revenues and Benefits would be, has potentially significant implications for the ongoing viability of the partnership as a whole. Thus we have engaged with all the partners to explain our reasons for this change and continue to brief them regularly.
- 8.3 Revenues and Benefits is a service which is only delivered by Southwest One for TDBC and consequently its removal from the contract should not impact on service delivery by Southwest One to the other partners.

## **9. Conclusions from the feasibility study**

9.1 The feasibility study indicates it is feasible from a financial, contractual and staffing perspective to terminate the Revenues & Benefits service. Ideally we should look to bring the service back in-house from 1 April 2013, although this date would be subject to agreement with Southwest One.

## **10. Next steps/exit management**

10.1 If Members decide to terminate the service we will need to finalise and agree the contract and financial changes with Southwest One. This will need specialist legal support that can be met from within an existing Earmarked Reserve managed by the Corporate and Client Services Manager, Richard Sealy.

10.2 We and Southwest One will have to plan and jointly implement an exit plan. This may require the provision of extra staff resource in the Client & Corporate Services Team to manage the exit process.

10.3 The exit plan will include a detailed change and transition plan to support staff through the transfer process.

10.4 The provisional high level timetable for exit (assuming a 1 April 2013 return of service) is as follows:

- Dec 2012 – Full Council Decision
- Dec 2012 - complete commercial & contractual negotiations & issue termination notice
- Dec 2012 to Mar 2013 – preparation for service transfer
- 1 Apr 2013 – service transfer date
- Apr to Jul 2013 – service stabilisation

10.5 Appendix 4 provides more detail about the exit arrangements.

## **11. Legal Comments**

11.1 Any termination of Revenues & Benefits would be a significant change to our contract with Southwest One. Therefore we need to ensure that we continue to use specialist legal support in order to maintain the consistency of the advice received to date.

## **12. Links to Corporate Aims**

12.1 This links closely to our priority around tackling deprivation.

### **13. Environmental Implications**

13.1 There are no environmental implications.

### **14. Community Safety Implications**

14.1 There are no community safety implications.

### **15. Equalities Impact**

15.1 A detailed Equalities Impact Assessment is attached at Appendix 5.

15.2 The termination of the Revenues & Benefits service will see the secondee staff return to the Council. In practice there will be little day-to-day change resulting from the termination because they will not physically move and their activities will be unchanged.

15.3 Any termination will also affect any Southwest One direct-hire staff working in the service at the point of transfer. They will transfer in accordance with the TUPE Regulations 2006.

### **16. Risk Management**

16.1 Key risks in this project have been identified and are being managed. A project risk register has been produced and is regularly reviewed.

### **17. Corporate Scrutiny comments and recommendations**

17.1 This report was considered by Corporate Scrutiny on 26 November 2012 who recommended acceptance of the recommendations outlined below.

### **18. Recommendations**

18.1 The Executive are asked to consider this report and make a recommendation to Full Council on 11 December 2012 to:

- i) Approve in principle the termination of the Revenues & Benefits element of the Southwest One contract; and
- ii) Delegate authority to the Group Leaders, Chief Executive, S151 Officer, Solicitor to the Council and Corporate and Client Services Manager to decide when to issue the formal termination notice for the Revenues and Benefits service once agreement has been reached with Southwest One regarding the financial and contractual changes required to the contract.

(NB. This recommendation is made for operational reasons because at the present time we are still negotiating the detailed financial and contractual changes required to implement any termination decision. Once these negotiations have been completed we need the ability to serve a termination notice promptly in order to be able to bring the service back in-house as quickly as possible. Going through the Scrutiny, Executive and Full Council process again will result in significant delay, which has potential financial and service delivery implications.)

**Contact:**      Officer Name      Richard Sealy  
                    Direct Dial No      (01823) 358690  
                    E-mail address      [r.sealy@tauntondeane.gov.uk](mailto:r.sealy@tauntondeane.gov.uk)

## APPENDICIES

- Appendix 1 – The impact of the Welfare Benefits Changes
- Appendix 2 – Summary of feedback from the staff consultation exercise (CONFIDENTIAL)
- Appendix 3 – Summary of the cost/budget impact (COMMERCIALY CONFIDENTIAL)
- Appendix 4 – Contractual implications (COMMERCIALY CONFIDENTIAL)
- Appendix 5 – Equalities Impact Assessment

### **The impact of the Welfare Reform & changes to Local Taxation**

The Prime Minister stated the Welfare Reform Act passed in March 2012 was “an historic step in the biggest welfare revolution in over 60 years”. There will be a £19bn annual drop in national welfare spending from 2014. It is estimated the annual benefit loss in Somerset will be £153m and this will be significant for the local economy.

The changes introduced by Welfare Reform have been preceded by significant changes to reduce spending on Housing Benefit. These include cuts in Local Housing Allowance, limits on help towards rent costs for single people under 35 years old and significant increases in deductions for “non-dependants”.

### **Universal Credit & the Role of Local Authority Staff**

From October 2013, Jobseeker’s Allowance, Employment and Support Allowance, Working Tax Credit, Child Tax Credit, Housing Benefit and Income Support will start to be merged into a single Universal Credit payment. Universal Credit will be paid to one person in the household once a month in arrears. Payments of any housing element direct to landlords will be the exception rather than the rule. As Housing Benefit for Local Authority tenants (Rent Rebate) is credited directly to rent accounts, the move towards direct payments to tenants could have a significant effect on the Council’s income and debt collection arrangements.

Universal Credit for new working age customers will roll out in different DWP Districts from October 2013 to April 2014. The Government expects people to claim Universal Credit “on-line” stating that applications for Universal Credit will be “digital by default”. The DWP will provide the core delivery of Universal Credit. However the DWP will need Local Authorities to provide face-to-face support for a “minority” of UC claimants, with more complex needs.

The DWP say they are planning to announce funding decisions for decommissioning alongside the arrangements for the main Housing Benefit administration grant. They have stated that UC “is so fundamentally different from the existing services that it does not represent a relevant transfer for the purposes of TUPE.”

Help towards housing costs for those living in supported accommodation will be provided outside Universal Credit. People in supported accommodation will still be able to claim and receive Universal Credit but their housing costs will be provided separately. The DWP are exploring the feasibility of localised funding.

People of pensionable age will start to receive help towards their housing costs as a Housing Support element in Pension Credit from October 2014.

If all goes according to the DWP’s plan, the gradual migration of Housing Benefit claims to Universal Credit and Pension Credit will be phased from 2014 until Autumn 2017.

In their letter to Local Authority Chief Executives, the DWP state that from 2013 it is important for us “to manage down” benefits services while keeping enough capacity to provide face-to-face support.”

## **Social Sector Size Criteria Changes (“Bedroom Tax”)**

From April 2013 we will have to reduce Housing Benefit for working age social housing tenants where they occupy accommodation with more bedrooms than required by the people in that household. There will be reductions of 14% for one “spare” bedroom and a 25% cut for those with 2 or more “spare” bedrooms. There will be a need for Benefits staff to work closely with the Housing Service in future to manage the impact of this change as well as other cuts in welfare benefits for Social Housing tenants.

## **Maximum Benefit Cap**

In April 2013 the DWP will introduce a cap on the total benefit working-age claimants can receive. The intention is that households on out of work benefits will not get more in benefit than the average weekly wage, after tax and national insurance. For couples the weekly cap will be £500 with a £350 cap for single people. Initially Local Authorities will administer the cap through Housing Benefit. There will be exceptions to the cap for people receiving Working Tax Credit, certain disability benefits, War Widows and Widowers and those who have reached the age to qualify for Pension Credit.

## **Single Fraud Investigation Service (SFIS)**

To support new powers in the Welfare Reform Act, the DWP are developing a Single Fraud Investigation Service (SFIS). This will bring together investigations undertaken by the DWP, HMRC and Local Authorities.

Following a consultation exercise Local Authorities agreed with the DWP that LA staff should remain employed by LAs, but work under SFIS powers, policies and priorities. The DWP have stated that investigations into Localised Council Tax Support and Local Authority Corporate fraud will be out of scope under SFIS.

In Taunton Deane, we have 2 investigation officers (currently seconded to Southwest One) who will join SFIS in April 2013. They will work to DWP priorities, policies and procedures. Their existing line management arrangements will be unchanged. Their line manager does not carry out most her duties in investigative work and therefore will not join SFIS.

This is only an interim operating model for SFIS. It will allow for decisions to be made about the operating arrangements for Universal Credit (UC). The DWP have stated that firm decisions about the long-term organisational model for SFIS cannot be made at this stage as full evaluation of Universal Credit and SFIS Implementation will control future decisions.

## **Localised Council Tax Support Scheme & Data Sharing with the DWP**

From April 2013 Council Tax Benefit (CTB) will be replaced by a localised Council Tax Support Scheme. It is likely much of the information currently collected for Housing Benefit (HB) will be required for the new scheme. In October 2012 we had 8,536 CTB recipients. Our combined HB and CTB caseload is 9,579 (many CTB recipients also claim HB).

Many of our customers are “passported” to maximum Council Tax Benefit through receiving a “qualifying” benefit such as Income Support. However, Universal Credit will consist of different components and is likely to be paid at more generous rates. To classify Universal Credit as a

“passport” to maximum Council Tax Support is likely to be cost prohibitive when funding for such schemes will be cash limited.

Currently we are able to access DWP systems to get information on the benefits and allowances received by our customers. Details on the information available to LAs from the DWP when Universal Credit is implemented have not been confirmed. If we do not have access to a full breakdown of the components of Universal Credit, the administrative requirements of calculating Council Tax Support are going to be extensive and burdensome. Until we have some certainty on the data sharing arrangements between Local Authorities and the DWP it will not be possible to predict the staffing numbers we will need to provide face-to-face support for a “minority” of UC claimants and to run the new localised Council Tax Support Scheme.

At present, the maximum CTB that can be awarded is 100% of the Council Tax liability. This means that some people are not required to pay anything toward their Council Tax; for some, they have not had to pay Council Tax for many years. The design of our Localised Council Tax Support scheme will see many people who have previously not had to pay anything for Council Tax being required to pay a minimum amount of between 20% to 25% of their liability. This will mean the Revenues Team will need to collect comparatively small debts from people who are relatively poor and who have not been used to paying Council Tax in the past.

### **Technical Reforms of Council Tax**

The Government will give new powers to Councils to change the Council Tax exemptions for empty properties in their areas from April 2013. This will allow the Council to raise more Council Tax but has resultant consequences for the Revenues Team in collecting the debt.

In addition, while the default instalment arrangement to collect Council Tax will remain at 10 months, Council Tax payers will have the right to pay their bills over 12 months. This will clearly affect the Council’s cashflow during the year. In addition, the “in-year” collection rate is a key performance indicator for the Southwest One partnership. Any shift in Council Tax payers extending their payments until 31 March will impact on performance in this area. It will leave officers without the opportunity of chasing non-payment in February and March as has previously been the case.

### **Business Rate Retention Scheme**

Currently, all Business Rate income collected by billing authorities is “pooled” nationally (known as the NDR pool). The pool is redistributed to individual councils by the Formula Grant and Central Government carries the full risk of non-collection or decline in the base.

From April 2013 instead of all business rates going straight into the Treasury, Taunton Deane Borough Council will keep some the business rates revenue generated in the local area. This is intended to provide an incentive for local authorities to drive economic growth, as the authorities will be able to keep a share of the growth generated from business rates revenue.

The need to collect Business Rates will be increasingly important to ensure Taunton Deane is able to maximise income. Additionally, inspections undertaken by the Revenues Team to ensure premises are billed properly will require a greater priority in the future.

TDBC are presently working in conjunction with SCC and the other Somerset Districts to operate a Somerset rating Pool from 1st April 2013. Membership of the Pool is discretionary but is likely to be beneficial to TDBC through smoothing future rating volatility and enabling a greater proportion of rate growth to be retained locally than if we were to 'go it alone'. Rate retention and pooling will require more frequent analysis of rate income and liability, trend analysis of write-offs and appeals as well as reporting to CLG and the lead pooling authority.

## **Conclusions**

The impact of Welfare Reform and changes to local taxation will see significant changes which can be summarised as follows:

- Maintaining appropriate staffing for residual Housing Benefits claims with gradual migration to Universal Credit will be extremely problematic against a backdrop of reducing administration grant from Government and internal budget pressures;
- The greatly reduced administration grant from Central government will mean that we are likely to face tough choices in the future around putting more money into the service to maintain service delivery or accepting cuts in service delivery.
- Uncertainty on Local Authority involvement in the delivery model for Universal Credit will make it difficult to predict staffing requirements;
- Localisation of Housing Support for supported accommodation with the potential for future significant change in the delivery model for such support;
- The Benefits Service must work closely with the Housing Service and Registered Social Landlords when housing support is paid directly to claimants as part of Universal Credit;
- The need for Revenues & Benefits Services to contribute to wider Corporate Agendas due to significant decreases in the local economy through cuts in Welfare Benefits;
- Loss of key staff to SFIS and the need to provide for investigating Council Tax Support and Corporate Fraud;
- The potential for an increase in full "means-testing" for more Council Tax Support claimants on the introduction of Universal Credit;
- The potential for an administratively burdensome scheme for Council Tax Support should data sharing on similar levels to those for Council Tax Benefit not be given by the DWP;
- Difficulties faced by Revenues staff in collecting small debts from people who have not previously had to pay Council Tax;
- Changes in instalment arrangements for Council Tax will result in increased difficulty in collection and the consequent effect on performance targets and cashflow;

- Increased emphasis on collection performance for Business Rates with a greater emphasis on inspections.
- Increased monitoring and trend analysis of Business Rates to support the reporting requirements of the lead authority in a Somerset Rating Pool and for internal budgetary monitoring (subject to TDBC participation in the Pool).

## Equality Impact Assessment – pro-forma

<b>Responsible person</b>	Richard Sealy	<b>Job Title:</b> Corporate & Client Service Services Manager
<b>Why are you completing the Equality Impact Assessment? (Please mark as appropriate)</b>	Proposed new policy/service	
	Change to Policy/service	√
	Budget/Financial decision – MTFP	
	Part of timetable	
<b>What are you completing the Equality Impact Assessment on (which, service, MTFP proposal)</b>	Revenues & Benefits Feasibility Study	
<b>Section One – Scope of the assessment</b>		
What are the main purposes/aims of the policy/decision/service?	<p>The Revenues &amp; Benefits Feasibility Study recommends that the Revenues &amp; Benefits element of the Southwest One contract be terminated and be brought back in-house. The aim of this decision is to:</p> <ul style="list-style-type: none"> <li>i) To minimise the cost to the Authority and the impact on customers of implementing the changes to the Benefits and Local Taxation regulations;</li> <li>ii) To maximise our flexibility to manage the Revenues &amp; Benefits service resources through the period of significant change; and</li> <li>iii) Look to reduce the costs to the Council of delivering the Revenues &amp; Benefits service.</li> </ul>	
Which protected groups are targeted by the policy/decision/service?	<p><i>1. Age 2. Disability; 3. Gender Reassignment; 4. Pregnancy and Maturity; 5. Race; 6. Religion or belief; 7. Sex; 8. Sexual Orientation; 9. Marriage and civil partnership</i></p> <p>TDBC currently have 39 staff seconded to the Revenues &amp; Benefits service who will be de-seconded if the service is terminated. In addition Southwest One currently employ 8 'direct-hire' staff within Revenues and Benefits. The TUPE Regulations 2006 will apply to 'direct-hire' staff at the point of transfer.</p>	
What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used The information can be found on....	<p>A consultation exercise has been undertaken with all staff within the service and UNISON the recognised trade union regarding the possibility of the service being returned to the council. The results of that exercise have been reviewed and do not identify any specific impacts for protected group.</p> <p>A detailed list of staff potentially affected by the transfer has been provided to the Council and has been reviewed. No specific impacts have been identified from this exercise in relation to protected groups.</p>	

**Section two – Conclusion drawn** about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality

No specific impacts have been identified in respect of protected groups from the proposal to bring the Revenues and Benefits service back in-house.

The termination of the Revenues & Benefits service will see the secondee staff return to the Council. In practice there will be little day-to-day change resulting from the termination because they will not physically move and their activities will be unchanged.

Any termination will also affect any Southwest One direct-hire staff working in the service at the point of transfer. They will transfer in accordance with the TUPE Regulations 2006. This may result in minor changes to terms and conditions such as pay date, annual leave year etc.

**I have concluded that there is/should be:**

No major change - no adverse equality impact identified	√
Adjust the policy/decision/service	
Continue with the policy/decision/service	
Stop and remove the policy/decision/service	

Reasons and documentation to support conclusions	The staff consultation responses and detailed list of staff potentially affected by the return of the service.
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**Section four – Implementation – timescale for implementation**

- Dec 2012 – Full Council decision as to whether or not to terminate the Revenues & Benefits service followed by the issue of a contractual termination notice
- Dec 2012 to Mar 2013 – exit period
- 1 Apr 2013 – return of the service/TUPE date (NB. This date is provisional and would need to be agreed with Southwest One).

**Section Five – Sign off**

Responsible officer: Richard Sealy Date: 5 November 2012	Management Team Date: 5 November 2012
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**Section six – Publication and monitoring**

Published on

Next review date	Date logged on Covalent
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**Action Planning**

The table should be completed with all actions identified to mitigate the effects concluded.

**Actions table**

<b>Service area</b>		<b>Date</b>	<b>5</b>		
<b>Identified issue drawn from your conclusions</b>	<b>Actions needed</b>	<b>Who is responsible?</b>	<b>By when?</b>	<b>How will this be monitored?</b>	<b>Expected outcomes from carrying out actions</b>
NO SPECIFIC ACTIONS IDENTIFIED					

# Taunton Deane Borough Council

## Executive – 5 December 2012

### Earmarked Reserves Review

#### Report of the Strategic Finance Officer

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

#### 1. Summary

- 1.1 The Earmarked Reserves have been reviewed to ensure that they are still required.
- 1.2 £62,167.44 of earmarked reserves are no longer required to be held and it is recommended that these are transferred to the General Fund Reserve.
- 1.3 £239,652.08 of earmarked reserves are no longer required to be held and it is recommended that these are transferred to the HRA Reserve.

#### 2. Background

- 2.1 Taunton Deane Borough Council holds a number of earmarked reserves for various purposes. The S151 Officer has a responsibility to ensure that the level of earmarked reserves is reviewed each year.
- 2.2 In the report “Financial Outturn 2011/12” to Executive on 11 July 2012 details of the reserves were given and appendix G listed the reserves held by the Council.

#### 3. Review of the Reserves

- 3.1 The level of earmarked reserves as at 31 March 2012 was £7.072m (General Fund and HRA). This includes money set aside for a variety of specific revenue purposes. This does not include £3.336m in General Fund balances or the £1.356 in HRA balances.
- 3.2 The Strategic Finance Officer has reviewed the earmarked reserves to ensure that the level of each reserve is adequate and that the purpose for which the funds were set aside still applies. Any reserves which are not deemed necessary should be transferred back to the General Fund Revenue Account (or HRA depending on the original source of the funding). Under financial regulations this is classed as a virement and

therefore requires Executive approval.

- 3.3 Each reserve has been reviewed and there are various reserves, totalling £301,819.52 that are no longer required. £62,167.44 relates to the general fund and £239,652.08 relates to the HRA. The returned reserves are detailed as follows;

<b>Earmarked Reserve</b>	<b>£</b>	<b>GF/ HRA</b>	<b>Reason</b>
Corporate Services Support	6,000.00	GF	No longer required
Environmental Services Staffing	10,000.00	GF	No longer required
Food Hygiene General Provisions	5,350.00	GF	No longer required
Listed Building Grants	1,823.95	GF	No response to Deputy s151 query therefore assumed no longer required
Retained Functions Reserve	3,000.00	GF	No longer required
Leisure Suspense Account	31,193.49	GF	No longer required
Higher Holway	1,800.00	GF	No longer required
Civil Contingencies Fund	3,000.00	GF	Can release £3k of the reserve as this is not required.
<b>General Fund Total</b>	<b>62,167.44</b>		
HRA Heating Reserve	239,652.08	HRA	No longer required
<b>HRA Total</b>	<b>239,652.08</b>		
<b>Grand TOTAL</b>	<b>301,819.52</b>		

- 3.4 The remaining Earmarked Reserves are listed in Appendix A noting the budget holder.

- 3.5 In its meeting on 26 November 2012, Corporate Scrutiny considered this report. They agreed with the recommendation to transfer the above reserves into their corresponding general fund.

In considering this report Corporate Scrutiny has asked for a further report on the specific earmarked reserves listed below:-

- CEO Initiatives
- Self Insurance Fund
- Youth Homelessness Fund
- Performance and Client Consultancy
- Growth and Regeneration Service Costs.

The date of the committee that will consider these reports has yet to be agreed.

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

4.1 This is a finance report and there are no further comments to be made.

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

5.1 There are no legal implications in this report.

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

6.1 Many of the reserves aid the provision of the Corporate Aims

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

7.1 Some of the reserves aid the provision of environmental and community safety.

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

8.1 There are no equalities impacts

#### **9. Risk Management**

9.1 There is a risk that some of the reserves returned to the General Fund/HRA Reserve are required. This risk has been mitigated by a request from finance for information on the use of the reserves. The risk is low.

#### **10. Partnership Implications**

10.1 There are no partnership implications

#### **11. Recommendations**

11.1 That Executive recommends to Full Council that £62,167.44 of surplus earmarked reserves are returned to the General Fund Reserve and £239,652.08 to the HRA Reserve in 2012/2013 financial year.

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## Appendix A

Description	Portfolio	Responsible Officer	31/03/2012	06/11/2012
DLO Vehicle Replacement Reserve	Corporate Resources	Chris Hall	-116,671.32	-319,318.32
Capital Financing Reserve - General Fund Projects	Corporate Resources	Maggie Hammond	-1,130,607.55	-1,180,607.55
Capital Financing Reserve - HRA Projects	Corporate Resources	Maggie Hammond	-78,801.91	-78,801.91
Halcon Regeneration Scheme Project Costs	Housing Services	James Barrah	-65,000.00	-65,000.00
Climate Change	Community Leadership	Simon Lewis	-24,110.00	-4,110.00
Asset Management - Tone Leisure	Sports Parks & Leisure	Alison North	-783,546.72	-763,546.72
Core Council Review (CCR) - Property Services	Corporate Resources	Brendan Cleere	-146,880.00	-131,880.00
Bursary Account General Provisions	Corporate Resources	Richard Bryant	-5,829.34	-5,829.34
CEO Initiatives	Corporate Resources	Penny James	-60,164.91	-59,184.91
Cordwest Invest. Bequest Accounts	Corporate Resources	Maggie Hammond	-190.06	-190.06
Cordwest Revenue Bequest Accounts	Corporate Resources	Maggie Hammond	-164.00	-164.00
Corporate Training	Corporate Resources	Penny James	-57,988.09	-39,358.09
DLO Trading Account Reserve	Corporate Resources	Chris Hall	-222,374.32	-206,374.32
Elections	Corporate Resources	Craig Morse	-35,000.00	-21,530.00
Energy Efficiency Reserve	Corporate Resources	Simon Lewis	-45,146.80	-45,146.80
Environmental Services Staffing	Environmental Services	Scott Weetch	-10,350.00	-7,850.00
FE Colthurst Revenue Bequest Accounts	Corporate Resources	Maggie Hammond	-390.74	-390.74
FE Colthurst Trust Bequest Accounts	Corporate Resources	Maggie Hammond	-710.07	-710.07
Healthy Workplace	Corporate Resources	Martin Griffin	-28,032.33	-28,032.33
Housing Enabling	Housing Services	Jo Humble	-217,611.42	-215,248.14
Deane Helpline	Housing Services	Richard Burge	-5,930.00	-0.00
Self Insurance Fund	Corporate Resources	Linda Pocock	-750,000.00	-750,000.00
LABGI	Economic Dev & Arts	David Evans	-38,012.98	-38,012.98
Leasehold Schemes HRA Advanced Payments	Housing Services	Phil Webb	-9,638.60	-9,638.60
Local Plan Enquiry General Provisions (LDF)	Planning Policy & Transport	Tim Burton	-237,762.65	-218,462.65
Market Closure Sales / Firepool	Economic Dev & Arts	Mark Green	-31,618.79	-0.00
Planning Delivery Grant - Revenue (HPDG)	Planning Policy & Transport	Joy Wishlade	-237,087.22	-212,087.22
Restorative Justice	Corporate Resources	Scott Weetch	-10,000.00	-10,000.00
Retained Functions Reserve	Corporate Resources	Richard Sealy	-23,000.00	0.00

## Appendix A

Strategic Director SA	Corporate Resources	Shirlene Adam	-10,400.00	-15,900.00
Tenants Forum	Housing Services	Jayne Hayres	-4,000.00	-4,000.00
Taunton Deane In Bloom Co-ordinator	Sports Parks & Leisure	Chris Hall	-2,573.54	-2,573.54
Travel Plan	Corporate Resources	Joy Wishlade	-36,051.99	-46,051.99
Unison	Corporate Resources	Martin Griffin	-8,000.00	-8,000.00
	Planning Policy &			
White Lining	Transport	John Lewis	-6,769.07	-6,769.07
Works of Art and Public Arts Project	Economic Dev & Arts	Tim Burton	-20,810.00	-20,810.00
CCR DLO Transformation	Corporate Resources	Brendan Cleere	-77,681.00	-77,681.00
Habitat Regulations Research	Environmental Services	Ian Clarke	-17,620.00	-17,620.00
Asset Management - General Services Non-HRA	Corporate Resources	Mark Green	-218,051.42	-218,051.42
Civil Contingencies Fund	Corporate Resources	John Lewis	-3,000.00	-3,000.00
Housing Loans to Private Sector Mortgagees	Housing Services	Jim Vernon	-28,841.00	-28,841.00
		Stephen		
Youth Homelessness Fund	Housing Services	Boland/Simon Lewis	-133,470.00	-86,470.00
Heritage New Burdens Grant	Economic Dev & Arts	Ian Clarke	-16,840.00	0.00
Land Charges New Burdens Grant	Corporate Resources	Tonya Meers	-101,420.00	-101,420.00
Performance & Client Consultancy	Corporate Resources	Richard Sealy	-144,000.00	-144,000.00
Eco Towns Projects Funding	Economic Dev & Arts	Mark Green	-149,200.00	-149,200.00
New Homes Bonus Reserve	Housing Services	Shirlene Adam	-391,980.00	-1,039,720.00
Olympic Torch Reserve	Economic Dev & Arts	David Evans	-60,000.00	-20,860.00
Strategy	Corporate Resources	Simon Lewis	-13,000.00	-13,000.00
CLG Preventing Repossessions Fund	Housing Services	David Jones	-34,927.00	-34,927.00
Court Desk Funding	Housing Services	David Jones	-18,500.00	-18,500.00
HB Reform - Transitional Funding for Homelessness	Housing Services	David Jones	-16,951.00	-16,951.00
Growth & Regeneration Service Costs	Growth & Regeneration	Joy Wishlade	-885,575.47	-545,835.47
Total Earmarked Reserves for Revenue Purposes				
<b>Grand Total Earmarked Reserves</b>			<b>-6,772,281.31</b>	<b>-7,031,656.24</b>

# Taunton Deane Borough Council

## Executive – 5 December 2012

### Fees and Charges 2013/2014

#### Report of the Strategic Finance Officer

(This matter is the responsibility of Executive Councillors Ken Hayward, Mrs Jean Adkins, Mrs Vivienne Stock-Williams and Mark Edwards)

#### 1. Executive Summary

1.1 This report sets out the proposed fees and charges for 2013/2014.

#### 2. Background

- 2.1 Taunton Deane Borough Council charges the public for some services that they use. Some of these charges are set by central government whilst others are set by us.

The services that TDBC charge for are:-

- Crematoria
- Cemetery
- Waste Services
- Land Charges
- Housing
- Licensing
- Planning
- Car Parking
- Environmental Health
- Recovery of Court Costs – NNDR and Council Tax
- Housing Act 2004 Notices.

#### 3. Proposed Increases for 2013/2014

- 3.1 Appended to this report are the detailed proposed charges for each service as outlined above.

#### 3.2 Cemeteries and Crematorium (Appendix A)

It is proposed that the main cremation fee be increased by £18 to £608 and make minor increases for other charges within the service. This will

generate additional income of an estimated £39,600.

The table below details charges made by neighbouring crematorium authorities, as yet their proposed fees for 2013/2014 are not yet known.

<b>CREMATORIUM</b>	<b>YEAR 2012/13</b>
Taunton	£590
Weston Super Mare	£645
Yeovil	£510
Bath	£580
Barnstaple	£548.50
Bristol	£584
Exeter	£685

### 3.3 Waste Services (Appendix B)

The Somerset Waste Partnership are keen to harmonise the charges for garden waste, bulky waste and bin delivery across the County. To do so will require us to make slight increases to our charges for garden waste bins and bulky waste collection, as set out in Appendix B. No increases were made in this area last year so it is appropriate to now consider an increase. (NB. The garden waste collection service is not self-financing and relies on subsidy by those council tax payers not currently accessing the service). To be prudent and allow for loss of take up of this service it is assumed that there will be no additional income as a result of these changes.

### 3.4 Land Charges (Appendix C)

As last year, given the current economic climate, it is proposed to keep land charges fees the same as in 2012/13. This coupled with the continuing downturn in demand for the service should mean that the land

charges service breaks even overall, which is in line with Government expectations

### 3.5 Housing (Appendix D)

It is proposed to increase all charges by September RPI. There are 2 exceptions to the RPI increase.

- 1) Garage rents for private tenants and owner occupiers have been increased by 5%;
- 2) and hire charges for the sheltered scheme meeting halls and hire charges for sheltered scheme guest rooms have not been increased, although have been rounded up to the nearest 10p. This is to increase take up of the facilities.

The anticipated additional income that these increases will yield is estimated to be £34.6K

### 3.6 Deane Helpline (Appendix E)

As with the Housing increases the Deane Helpline fees will be increased by September RPI. It is estimated that the Deane Helpline charges will generate additional income of an estimated £34k. The additional income will not add income to the budget due to a current under achievement of budget.

### 3.7 Licensing Fees (Appendix F)

#### Licensing Fees

Many fees and charges for Licensing functions are set by statute, so increases under local arrangements are not possible.

Where there is local flexibility to set fees, Officers have been working to ensure that the Council's costs in administering and enforcing such licenses are adequately met from the subsequent income received, also that our fees are reasonable, and any fees not paid on time are fully pursued. Changes to the Licensing Act allowing for the suspension of licenses following non payment of fees are assisting in this area.

Licensing fees are delicately balanced, put these rates up too much and this may suppress the market and lead to an overall reduction in activity resulting in a reduction in income. A large increase in fees may also encourage more illegal and therefore unregulated trading; resulting in greater risks to public safety and consequently may result in costly enforcement activity by the Licensing Team. If the fee however is kept reasonable and affordable, people will still be inclined to pay it, affording a greater level of protection of public safety in the Borough.

It is recommended that licensing fees are increased as set out in the attached appendix. All fees, except taxi fees, that are set under local powers are proposed to increase by an inflation factor of 3%. The proposed fees are anticipated to generate an additional income of £2,500.

## Taxi Licensing

Following a challenge from the taxi trade a highly detailed analysis of the projected costs and income of the taxi licensing regime has recently been undertaken. The results of this analysis show that efficiencies in the computer system and procedures are expected to reduce the process time for all application types and reduce the amount of time taken on the administration and enforcement for the regime. The results have also shown that the estimation of costs in some areas are higher than the current fees charged. For the next financial year it is recommended that fees are re-set at the levels identified by the analysis to achieve our updated assessment of reasonable cost recovery.

Whilst the proposed changes will lead to some fees increasing and some decreasing, the overall level of income from taxi licensing is expected to be similar to current levels and the increase in income that would have been anticipated through the application of the 3% inflation factor will not be realised. Unless there are significant changes to the Council's costs through different ways of working or legislative requirements, subsequent increases are likely to be inflationary only for the foreseeable future. The Council will consider on a regular basis whether conditions indicate that a further detailed analysis of costs is required, to continue to provide assurance that relevant "reasonable costs" are recovered.

It is intended that over the next year the same level of analysis will also be applied to all other licensing fees where local flexibility exists so that both members and service users can continue to be satisfied that fees are reasonable and in compliance with the appropriate legislation.

### 3.7 Planning (Appendix G)

The planning service offers pre-application advice and charges of this service. It is proposed to increase these charges as detailed in Appendix F. This will generate additional income of an estimated £4,000.

### 3.8 Car Parking Charges

Fees and charges for Car Parks will be discussed outside the scope of this report.

### 3.9 Environmental Health

It is proposed to increase the charges for pest control from 1 April 2013 as detailed below.

	Domestic	Commercial
Rodents	£43.61 inc VAT	£65/hour plus VAT plus materials
Wasps	£43.61 inc VAT	£50 plus VAT
Subsidised rate	£21.80	

Additional nests charged at 20% of either the full or subsidised rate  
A call out fee of £21.24 will be charged if a pre arranged appointment is missed.

Domestic contracts are available for the treatment of rodents at £90/year (including VAT)

Commercial contracts are available for the treatment of rodents, fleas and cockroaches. Contracts are priced on an individual basis

3.10 Recovery of Court Costs

The Council is allowed to add "reasonable costs" to the debts if recovery is assisted through the magistrate's court. The 2012/13 charges were agreed by Council in February 2012. A review of these charges has taken place and the proposed charges for 2013/14 will remain the same as 2012/13. The charge for a summons will remain at £63.50 and the charge for a liability order will remain at £10.

3.11 Charging for Housing Act Notices and Immigration visits (Appendix H)

The Somerset West Private Sector Housing Partnership would recommend the introduction of charging for formal Housing Act 2004 Notices. The Act gives the power to Local Authorities to charge for the serving of Improvement and Prohibition Notices. The partnership endeavour to work with the landlord informally should a complaint arise from a tenant regarding the condition of their property. However, if the hazards remain and the partnership has exhausted informal means then there is no alternative than to serve Notice. There is no set fee structure in statute. The partnership has provided a charge which covers the minimum costs. It is anticipated that the Partnership will serve 10 formal Notices a year.

The partnership would also recommend the introduction of charging for Immigration visits. The visits are requested by immigration applicants who need to provide evidence that they have suitable housing accommodation within the United Kingdom. The evidence needs to show that the property they intend to occupy does not have any Category One hazards under the Housing Health and Safety Rating System and will not become overcrowded when they take up residence. The charge will be flat fee of £129. Based upon previous years, there is expected to be a request for 5 inspections a year.

The intention is to apply this charging structure across the three authorities in the partnership (Sedgemoor District Council, Taunton Deane Borough Council and West Somerset Council). The income generated from the charges in Taunton Deane will remain with the Council

3.12 Comments from Corporate Scrutiny

At its meeting on 26<sup>th</sup> November 2012 Corporate Scrutiny considered the proposed fees and charges for 2013/14. No comments about the proposals were made.

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

4.1 This is a finance report and there are no further comments.

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

5.1 There are no legal implications of this report.

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

6.1 Even though some of the services increasing their charges are linked to the corporate aims there are no specific links within this report.

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

7.1 There are no environmental and community safety implications of this report.

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

8.1 Where equalities issues have been identified the equalities impact assessment is attached in appendix I.

#### **9. Risk Management**

9.1 Not appropriate to this report.

#### **10. Partnership Implications**

10.1 There are no partnership implications of this report.

#### **11. Recommendations**

11.1 The Executive is recommended to support the proposed changes to the fees and charges for 2013/2014 and recommends that Full Council approves the fees and charges.

#### **Contact:**

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## Appendix A

### TAUNTON DEANE CEMETERIES & CEMATORIUM

#### TABLE OF FEES AND CHARGES

#### EFFECTIVE FROM 1<sup>ST</sup> APRIL 2013

Table of fees and other charges, the payment of which may be demanded under Section 9 of the Cremation Act 1902, by the Taunton Deane Borough Council for the cremation of human remains.

#### Part 1 – Cremation

For the Cremation:-	<u>2012/13</u>	<u>2013/14</u>
(i) of the body of a stillborn child or of a child whose age at the time of death did not exceed one month;	No Fee	No Fee
(ii) of the body of a child whose age at the time death exceeded one month but did not exceed sixteen years;	No Fee	No Fee
(iii) of the body of a person whose age at the time of death exceeded sixteen years	£590.00	£608.00
(iv) Cremation delivery fee	£490.00	£505.00
(v) Use of Chapel for additional service time	£110.00	£114.00
(vi) Saturday cremation fee	£840.00	£866.00
(vii) Chapel Attendant pall-bearing fee	£18.00	£19.00

**NOTE:-** The cremation fee includes:-

Use of Chapel, waiting room, etc  
Services of chapel attendant

Medical referee's fee  
 Disposal of cremated remains in Garden of Rest (unwitnessed)  
 Certificate for burial of cremated remains  
 Provision of Polytainer when required  
 Wesley Music System and presentation

**Part 2 – Urns**

**2012/13**

**2013/14**

Supply of Urn or Casket from £26.00

**Part 3 – Cremated Remains**

(i) Temporary deposit of cremated remains:-

First month	£22.00	£23.00
Each subsequent month	£26.00	£27.00

(ii) Forwarding cremated remains excluding Carriage

	£27.00	£28.00
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(ii) Collection of cremated remains on a Saturday (when available)

	£60.00	£63.00
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**Part 4 - Memorials**

(i) Entries in Book of Memory:-

Two line inscription	£58.00	£60.00
Five line inscription	£78.00	£81.00
Eight line inscription	£110.00	£114.00
Flower ) with five or eight line	£53.00	£55.00
Badge or Coat of Arms ) inscription	£74.00	£77.00

(ii) Memorial Cards-

Two line inscription	£30.00	£31.00
Five line inscription	£37.00	£39.00
Eight line inscription	£40.00	£42.00
Flower ) with five or eight line	£53.00	£55.00
Badge or Coat of Arms ) inscription	£74.00	£77.00

(iii) Miniature Books:-

Two line inscription	£58.00	£60.00
Five line inscription	£72.00	£75.00
Eight line inscription	£76.00	£79.00
Flower ) with five or eight line	£53.00	£55.00
Badge or Coat of Arms ) inscription	£74.00	£77.00

Subsequent inscriptions			
	Per line	£21.00	£22.00
	Flower	£53.00	£55.00
	Badge or Coat of Arms	£74.00	£77.00
(iv)	Cornish Granite tablet for a ten year period	<b><u>2012/13</u></b>	<b><u>2013/14</u></b>
		<b><u>Incl VAT at 20%</u></b>	<b><u>Incl VAT at 20%</u></b>
	Standard memorial tablet	£408.00	<b>£421.20</b>
	Memorial tablet with vase	£480.00	<b>£494.40</b>
	Provision of flower container in existing tablet	£66.00	<b>£69.60</b>
	Cost of renewal for 10 year period	£204.00	<b>£211.20</b>
	Cost of renewal for 5 year period	£96.00	<b>£99.60</b>
	Cost of renewal for 3 year period	£60.00	<b>£62.40</b>
	Cost of renewal for 1 year period	£24.00	<b>£25.20</b>
	Resurface	£60.00	<b>£61.00</b>
	Each letter/number	£2.40	<b>£2.50</b>
(v)	Memorial Plaque for a five year period	£295.20	<b>£304.80</b>
	Cost of renewal for 5 year period	£147.60	<b>£152.40</b>
	Cost of renewal for 3 year period	£96.00	<b>£99.60</b>
	Cost of renewal for 1 year period	£36.00	<b>£37.20</b>
(v)	Baby memorial plaques for a ten year period	£90.00	<b>£93.60</b>
	Cost of renewal 50% of current fee	£44.40	<b>£46.80</b>

#### **Part 5 – Other Fees and Charges**

(i)	Certified extract from Register of Cremations	£20.00	£21.00
(ii)	Wesley Music System		
	Provision of Audio recording	£40.00	£42.00

Provision of DVD	£55.00	£58.00
Webcast of Service	£55.00	£57.00
Provision of Webcast and DVD	£75.00	£78.00

## CEMETERIES

### TABLE OF FEES AND CHARGES

#### EFFECTIVE FROM 1<sup>ST</sup> APRIL 2013

Table of fees and other charges fixed by the Taunton Deane Borough Council for and in connection with burials in the Taunton Deane, St Mary's, St James and Wellington Cemeteries.

#### Part 1 – Interments

	<u>2012/13</u>	<u>2013/14</u>
<p>The fees indicated for the various heads of this part include the digging of the grave but do not include the walling of a vault or walled grave.</p>		
1. For the interment of a grave in respect of which an exclusive right of burial has not been granted		
(i) of the body of a stillborn child or a child whose age at the time of death did not exceed one year	No Fee	No Fee
(ii) of the body of a child or person whose age at time of death exceeded one year	No Fee	No Fee
(iii) of the body of a person whose age exceeds ten years	£400.00	£412.00
2. For an interment in a grave in respect of which an exclusive right of burial has been granted		
(i) of a body of a stillborn child or child whose age at the time of death did not exceed one year		

	at SINGLE depth	No Fee	No Fee
	at DOUBLE depth	No Fee	No Fee
	at TREBLE depth	No Fee	No Fee
(ii)	of body of a child or person whose age at the time of death exceeded one year but did not exceed ten.		
	at SINGLE depth	No Fee	No Fee
	at DOUBLE depth	No Fee	No Fee
	at TREBLE depth	No Fee	No Fee
		<b><u>2012/13</u></b>	<b><u>2013/14</u></b>
(iii)	for the body of a person whose age exceeds ten years		
	at SINGLE depth	£450.00	£464.00
	at DOUBLE depth	£550.00	£567.00
	at TREBLE depth	£610.00	£629.00
3.	Saturday burial (when available)	£250.00	£258.00
4.	For the interment of cremated remains:		
(i)	to witness interment in Garden of Rest when cremation has taken place in at Taunton	£23.00	£24.00
(ii)	in any grave in respect of which an exclusive right of burial has been granted	£105.00	£109.00
(iv)	Additional charge for Saturday Interment for Cremated Remains	£50.00	£52.00
(iv)	in the Garden of Remembrance (where cremation has not taken place at Taunton Deane Crematorium	£58.00	£60.00

## **Part 2 – Exclusive Rights of Burial in Earthen Graves**

### **1. Taunton Deane Cemetery;**

For the exclusive of burial for a period of 75 years in an earthen grave.

(i)	in Division L	£550.00	£567.00
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(ii)	in Division A	N/A	N/A
(iii)	in Division B (limited availability)	£560.00	£577.00
(i)	cremated remains grave	£400.00	£416.00
<b>2.</b>	<b>St Mary's and St James Cemeteries;</b>		
	For the exclusive rights of burial for a period of 75 years in an earthen grave	£560.00	£577.00
		<b><u>2012/13</u></b>	<b><u>2013/14</u></b>
<b>3.</b>	<b>Wellington Cemetery;</b>		
	For the exclusive right of burial for a period of 75 years in an earthen grave		
(i)	Cremated Remains Graves	£400.00	£416.00
(ii)	Full Burial Space	£560.00	£577.00
	The fees indicated in Part 2 include Deed of Grant and all expenses thereof.		

### **Part 3 – Memorials and Inscriptions**

For the right to erect or place on a grave or vault in respect of which an exclusive right of burial has been granted

<b>1.</b>	<b>In any "Traditional Section"</b>		
(i)	a flat stone, kerbstone or any other form of memorial	£190.00	£196.00
(ii)	a headstone or cross with base, bases or tablet	£165.00	£170.00
(iii)	an inscribed stone vase	£65.00	£67.00
<b>2.</b>	<b>In any "Lawn Section"</b>		
(i)	a headstone	£165.00	£176.00
(ii)	an inscribed stone vase	£65.00	£67.00
<b>3.</b>	<b>Cremated remains tablet</b>	£165.00	£170.00

4.	Each removal of memorial for additional inscriptions	£65.00	£67.00
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**Part 4 – Other fees and Charges**

1.	Certified extract from the Register of Burials	£21.00	£22.00
2.	Burial service in Crematorium Chapel	£110.00	£114.00
3.	Register search	£21.00	£22.00

## Appendix B

### Waste Services

Waste Collection Authorities (WCA) are empowered by the Environmental Protection Act 1990 and by regulations to charge for the collection of certain types of household wastes. These include bulky items and household garden wastes. Authorities are also empowered to charge for the provision of waste containers.

The proposed charges for 2013/14 are shown in the table below.

	2012/13 £	2013/14 £
<b>Garden Waste Service</b>		
Garden Waste Bin	42.50	45.00
Garden Waste Sack (£ per bundle of 10)	25.00	25.00
<b>Bulky Waste Service</b>		
First Item *	36.50	38.15
Subsequent Items (maximum number of five items per collection)	8.00	8.35
<b>Refuse Collection Service</b>		
Bin delivery/exchange charge	25.00	25.00

## Appendix C

### Local Land Charges Searches and Enquiries

	2012/13	2013/14
	£	£
One parcel of land	85.00	85.00
Several parcels of land		
- first parcel of land	85.00	85.00
- each additional parcel of land	12.00	12.00
Optional enquiries		
Each printed enquiry	8.00	8.00
Solicitors own enquiry	12.00	12.00
Statutory search fee on Form LLC1	30.00	30.00
Highway Authority charge	25.55	25.55
Personal search fee	0.00	0.00

# Appendix D

## Housing

Housing	2012/13	2013/14
<b>Service Charges</b>		
Communal areas	£0.56	£0.57
Grounds maintenance	£0.72	£0.74
<b>Combined Service Charges</b>		
Specialised (Extra Care) Sheltered Housing	£45.99	£47.19
Sheltered Housing	£16.65	£17.08
Low Level Sheltered Support	£8.27	£8.49
<b>Garage Rents</b>		
Council tenants	£5.33	£5.47
Private tenants and Owner Occupiers (exc. VAT)	£6.06	£6.36
Private tenants and Owner Occupiers (inc VAT)	£7.27	£7.63
<b>Hire Charges for Sheltered Scheme Meeting Halls</b>		
First hour	£10.21	£10.20
Each half hour thereafter	£4.09	£4.10
6 hours plus	£51.74	£51.70
Total charge for residents in a scheme and community organisations	£13.36	£13.40
<b>Provision of Meals at Kilkenny Court (Extra Care)</b>		
Cost per meal	£5.90	TBA
* please note the provision of meal service contract is yet to be awarded.		
<b>Hire Charges for Sheltered Scheme Guest Rooms</b>		
No. of nights per person		
1	£11.30	£11.30
2	£18.10	£18.10
3	£24.90	£24.90
4	£31.70	£31.70
5	£39.10	£39.10
6	£45.30	£45.30
7	£52.60	£52.60

<b>Hostels (rent per day)</b>	<b>2012/13</b>	<b>2013/14</b>	<b>Service Charge 2013/14</b>	<b>Gross Per Day</b>
40 Humphreys Road	£8.23	£8.44	Nil	£8.44
1 Gay Street	£8.23	£8.44	£3.37	£11.81
Outer Circle				
113 and 113a (studios)	£7.00	£7.18	£3.37	£10.55
115 and 115a (3 bedroom)	£9.11	£9.35	£4.13	£13.48
119 (2 bedroom)	£7.00	£7.18	£3.37	£10.55
119a (2 bedroom)	£7.00	£7.18	Nil	£7.18
Sneddon Grove				
Unit 1 (2 bedroom)	£8.23	£8.44	£3.37	£11.81
Unit 2 (2 bedroom)	£7.53	£7.73	£3.37	£11.10
Unit 3 (2 bedroom)	£7.53	£7.73	£3.37	£11.10
Unit 4 (3 bedroom)	£9.86	£10.12	£4.13	£14.25
Unit 5 (3 bedroom)	£9.86	£10.12	£4.13	£14.25
Unit 6 (2 bedroom)	£8.23	£8.44	£3.37	£11.81
Unit 7 (3 bedroom)	£9.86	£10.12	£4.13	£14.25
Unit 8 (2 bedroom)	£9.86	£10.12	£4.13	£14.25
Winckworth Way				
Unit 1 (2 bedroom)	£7.53	£7.73	£3.37	£11.10
Unit2 (2 bedroom)	£7.53	£7.73	£3.37	£11.10
Unit 3 (3 bedroom)	£9.86	£10.12	£4.13	£14.25
Wheatley Crescent (4 studios)				
30 (1 bedroom)	£7.00	£7.18	Nil	£7.18
32 (1 bedroom)	£7.00	£7.18	Nil	£7.18
34 (1 bedroom)	£7.00	£7.18	Nil	£7.18
36 (1 bedroom)	£7.00	£7.18	Nil	£7.18

#### Fees and Charges 2013/14 Increases;

Fees and Charges for 2013/14 have been increased across the board by RPI 2.9%, with the following exceptions:

- Garage rents for private tenants and owner occupiers have been increased by 5%; and
- Hire charges for the sheltered scheme meeting halls and hire charges for sheltered scheme guest rooms have not been increased, although have been rounded up to the nearest 10p. This is to increase take up of the facilities.

# Appendix E

## Deane Helpline

### Private Customers

It is proposed to increase the Lifeline charge by 2.6% based on the September RPI increase as reported by The Office of National Statistics.

To protect the majority of our customer base it was decided not to increase existing customer's charges during the 2010 Price Restructure. This has resulted in two price brackets which are 29p per week apart. It is proposed to phase out this discount over the next two years to bring all customers up to the same charge.

Customers who joined the service prior to November 2010 would therefore receive a RPI+15p per week increase in April 2013 (25p per week) and an RPI+14p increase the following April (Approx 28p per week). This increase will generate an additional £8,291.00 in the first year and £17,688.84 in the second and subsequent years. Customers who joined after November 2010 will receive the flat 2.6% RPI increase which will generate approximately £4,713.28.

This does represent some risk as some customers may cancel due to price rises. However I believe this is a necessary change and do not expect the number of cancellations to be significant.

These prices will maintain our charges within the range of our competitors. It is not known what increases our competitors will apply in April 2013.

Service	Price Per Week	Notes
Sedgemoor Lifeline	£4.42	
Swindon Homeline	£5.07	
Careline Camden	£5.30	
Bristol Careline	£3.50	No Response Service or Keyholding
South Somerset	£3.65	No Response Service or Keyholding
Hereford Careline	£3.73	No Response Service or Keyholding
Magna Careline	£4.95	No Response Service or Keyholding

No increase is proposed to the Installation Charge, Additional Pendant Charges, Telecare monitoring or any other peripheral charges in the current financial year.

<b>Lifeline Charges from 1<sup>st</sup> April 2013</b>			
<b>Description</b>	<b>Charge per week</b>	<b>Charge per quarter</b>	<b>Charge per year</b>

Lifeline Rental, Monitoring, Keyholding & Emergency Response Service for contracts starting after 1 <sup>st</sup> November 2010	£4.54	£59.02	£236.08
Lifeline Rental, Monitoring, Keyholding & Emergency Response Service for contracts starting prior to 1 <sup>st</sup> November 2010	£4.40	£57.20	£228.80
Additional Pendant	50p	£6.50	£26.00
Telecare Sensors (each)	50p		
Minuet Watch instead of Pendant (One off Charge)	£40.00		
Installation & Setup Charge (One off charge)	£25.00		
<b>Additional Services</b>	<b>Set up fee</b>	<b>Cost per call</b>	
Welfare Contact Calls	£25.00	50p	

For reference last years charges were:

<b>Lifeline Charges from 1<sup>st</sup> April 2012</b>			
<b>Description</b>	<b>Charge per week</b>	<b>Charge per quarter</b>	<b>Charge per year</b>
Lifeline Rental, Monitoring, Keyholding & Emergency Response Service for contracts starting 1 <sup>st</sup> November 2010 to 31 <sup>st</sup> March 2011	£4.43	£57.59	£230.36
Lifeline Rental, Monitoring, Keyholding & Emergency Response Service for contracts starting prior to 1 <sup>st</sup> November 2010	£4.15	£53.95	£215.80
Additional Pendant	50p	£6.50	£26.00
Telecare Sensors (each)	50p		
Minuet Watch instead of Pendant (One off Charge)	£40.00		
Installation & Setup Charge (One off charge)	£25.00		
Additional Services	Set up fee	Cost per call	
Welfare Contact Calls	£25.00	50p	

### **Public Customers –**

It is proposed to apply the same 2.6% RPI increase to all Public Customers to maintain parity between private and public paying customers.

1,111 Council owned properties are monitored by the Service at the same rate as Private Customers. In addition Deane Helpline provides an Out of Hours Service to the Council covering 6742 hours per year.

	Current Charge 2012/2013	Proposed Charge 2013/2014	Increase in Revenue
Lifeline Monitoring Service	£255,929.96	£262,584.13	£6,654.17
Out of Hours Service	£9,348.30	£9,591.35	£243.05

### Corporate Customers

It is proposed that all Corporate Contracts will receive a 2.6% increase in line with RPI unless their contracts specifically dictate an increase agreement schedule. This increase is expected to return £5985.00 in additional revenue to the Service.

### Summary

If these proposals are implemented the table below shows the changes and increases in revenue for each section of the business (assuming zero growth for 2013/2014).

	Increase in Revenue
Private Lifeline Customers	£13,004.28
HRA funded Customers	£6,897.22
Private Corporate Contracts	£5,985.00
<b>Total Revenue Increase</b>	<b>£25,886.50</b>

# Appendix F

## Licensing

Item	Current Charges	Proposed Charges
<b>Administration Charges</b>		
Administration Charges - Uncleared Cheques	£36.96	£38
Administration Charges - Other	£36.96	£38
<b>Animal Welfare</b>		
Animal Boarding	£142.56	£147
Home Boarding	£142.56	£147
Dog Breeding	£142.56	£147
Pet Shop Licence	£142.56	£147
Riding Establishment Licence	£163.68	£169
Dangerous Wild Animal Licence	£158.40	£163
Zoo Licence	£543.84	£560
Plus vet fees where appropriate for all above		
<b>Gambling Act 2005</b>		
Gambling Act 2005	85% of Maximum charge set by Statute	
<b>Licensing Act 2003</b>		
Licensing Act 2003	Charges set by Statute	
<b>Motor Salvage</b>		
Motor Salvage Operators Registration	£105.60	£109
Motor Salvage Operators Certified Copy of Registration	£58.08	£60
<b>Section 115E Permissions</b>		
Pavement Cafes up to 10m <sup>2</sup>	£660.00	£680
Pavement Cafes up to 10m <sup>2</sup> Renewal	£411.84	£424
Pavement Cafes up to 20m <sup>2</sup>	£718.08	£740
Pavement Cafes up to 20m <sup>2</sup> Renewal	£469.92	£484
Pavement Cafes up to 30m <sup>2</sup>	£871.20	£897
Pavement Cafes up to 30m <sup>2</sup> Renewal	£623.04	£642
Pavement Cafes up to 40m <sup>2</sup>	£939.84	£968
Pavement Cafes up to 40m <sup>2</sup> Renewal	£691.68	£712
Pavement Cafes over 40m <sup>2</sup>	£1,193.28	£1,229
Pavement Cafes over 40m <sup>2</sup> Renewal	£945.12	£973
Promotional Event daily rate	£211.20	£217
Promotional Event daily rate where minimum of 15 days per year booked	£190.08	£196
<b>Sex Establishments</b>		
Sex Establishment Licence	£5,438.40	£5,602
Sex Establishment Licence Renewal	£1,642.08	£1,691
Sex Establishment Licence Variation	£116.16	£120
Sex Establishment Licence Transfer	£116.16	£120

Additional fee if application is to be determined by Licensing Committee	£633.60	£653
<b>Skin Piercing</b>		
Skin Piercing Premises Registration	£110.88	£114
Skin Piercing Individual Registration	£84.48	£87
<b>Street Trading Consents</b>		
Zone 1 food traders	£3,516.84	£3,622
Zone 1 non food traders	£2,935.68	£3,023
Zone 1 daily rate	£47.52	£49
Zone 1 daily rate where minimum of 15 days per year block booked	£42.77	£44
Zone 2 all traders	£1,774.08	£1,827
Zone 3 designated Lay-bys adjacent to Trunk Roads	£3,377.09	£3,478
Zone 3 all other areas	£2,261.95	£2,330
Zones 2 & 3 daily rate	£34.85	£36
Zones 2 & 3 daily rate where minimum of 15 days per year block booked	£31.36	£32
Mobile Traders	£438.24	£451
Site on private land	£438.24	£451
<b>Taxis</b>		
Hackney Carriage/Private Hire Vehicle Licence	£211.20	£180
Transfer of interest (vehicle)	£52.80	£52
Meter test following failure of original test	£22.18	£24
Replacement vehicle plate	£26.40	£50
Replacement Internal Identification Sticker	£3.70	£42
Advertising on vehicles	£105.60	£90
Private Hire Operators Licence	£147.84	£152
Private Hire Operators Licence Renewal	£147.84	£119
Hackney Carriage/Private Hire Driver Licence	£147.84	£193
Hackney Carriage/Private Hire Driver Licence Renewal (1 year)	£126.72	£126
Hackney Carriage/Private Hire Driver Licence Renewal (3 years)	£316.80	£267
Replacement Drivers Badge	£26.40	£44
Medical	£0.00	£21

# Appendix G

## Planning

### CURRENT PLANNING CHARGES

The schedule of charges incorporates fees which are dependent on the nature and scale of your proposal. The charge is per request.

**Level 1** - Householder, Advertisement and Landscape advice. Tree Preservation Orders and Listed Buildings (in cases where planning permission also required):

Written Advice	£60 + vat @ 20% = £72.00
Meeting with note	£80 + vat @ 20% = £96.00

**Level 2a** - Minor developments (e.g. less than 5 dwellings, 500 sq m industrial):

Written Advice	£150 + vat @ 20% = £180.00
Meeting with note	£200 + vat @ 20% = £240.00

**Level 2b** – Larger scale minor developments (e.g. between 5 and 10 dwellings, 500 and 1000 sq m industrial):

Written Advice	£250+ vat @ 20% = £300.00
Meeting with note*	£300+ vat @ 20% = £360.00

**Level 3a** - Major Developments (e.g. more than 10 dwellings, 1,000 sq m industrial):

Written Advice	£500 + vat @ 20% = £600.00
Meeting with note*	£600 + vat @ 20% = £720.00

**Level 3b** – Large Scale Major Developments (e.g. more than 50 dwellings, 5,000 sq m industrial):

Written Advice	£800 + vat @ 20% = £960.00
Meeting with note*	£1000 + vat @ 20% = £1,200.00

\* Where both Development Management and Planning Policy officers need to attend the meeting there will be an additional cost as shown below:

- Level 2b additional £100 + vat @ 20% = £120.00
- Level 3a additional £150 + vat @ 20% = £180.00
- Level 3b additional £200 + vat @ 20% = £240.00

For major developments (level 3a and 3b) pre-application fees are negotiable through the applicant and Council entering into a Planning Performance Agreement (PPA).

There is no charge for advice on revised proposals following a refusal of planning permission or the withdrawal of an application (this exemption is restricted to one letter or meeting only).

Advice on proposals which only require Listed Building Consent do not attract a fee.

Planning Policy advice that is directly related to the preparation of a Local Development Document (LDD) will be exempt from these charges.

#### Other fees

- “Do I need Planning Permission” letter for householders attracting a fee of £40.
- High hedges applications £500 based upon the experience of the resource necessary.

## PROPOSED PLANNING CHARGES FROM APRIL 2013

The schedule of charges incorporates fees which are dependent on the nature and scale of your proposal. The charge is per request.

**Level 1** - Householder, Advertisement and Landscape advice. Tree Preservation Orders and Listed Buildings (in cases where planning permission also required):

Written Advice	£66 + vat @ 20% = £79.20
Meeting with note	£88 + vat @ 20% = £105.60

**Level 2a** - Minor developments (e.g. less than 5 dwellings, 500 sq m industrial):

Written Advice	£165 + vat @ 20% = £198.00
Meeting with note	£220 + vat @ 20% = £264.00

**Level 2b** – Larger scale minor developments (e.g. between 5 and 10 dwellings, 500 and 1000 sq m industrial):

Written Advice	£275+ vat @ 20% = £300.00
Meeting with note*	£330+ vat @ 20% = £360.00

**Level 3a** - Major Developments (e.g. more than 10 dwellings, 1,000 sq m industrial):

Written Advice	£550 + vat @ 20% = £660.00
Meeting with note*	£660 + vat @ 20% = £792.00

**Level 3b** – Large Scale Major Developments (e.g. more than 50 dwellings, 5,000 sq m industrial):

Written Advice	£880 + vat @ 20% = £1,056.00
Meeting with note*	£1,100 + vat @ 20% = £1,320.00

\* Where both Development Management and Planning Policy officers need to attend the meeting there will be an additional cost as shown below:

- Level 2b additional £110 + vat @ 20% = £132.00
- Level 3a additional £165 + vat @ 20% = £198.00
- Level 3b additional £220 + vat @ 20% = £264.00

For major developments (level 3a and 3b) pre-application fees are negotiable through the applicant and Council entering into a Planning Performance Agreement (PPA).

There is no charge for advice on revised proposals following a refusal of planning permission or the withdrawal of an application (this exemption is restricted to one letter or meeting only).

Advice on proposals which only require Listed Building Consent do not attract a fee.

Planning Policy advice that is directly related to the preparation of a Local Development Document (LDD) will be exempt from these charges.

#### Additional changes to fees

- Reintroduce “Do I need Planning Permission” letter for householders attracting a fee of £40 + vat @ 20% = £48.00.
- High hedges applications £550 based upon the experience of the resource necessary.

# APPENDIX H

## Housing Act Notices & Immigration Visits



### SOMERSET WEST PRIVATE SECTOR HOUSING PARTNERSHIP

#### Briefing Paper: Charging for Formal Notices

##### 1. Purpose of the paper

- 1.1 The Somerset West Private Sector Housing Partnership (SWPSHP) are recommending that the Council imposes charges for the serving of Formal Notices. These Formal Notices relate to landlords who own privately rented properties where they have failed to comply with the statutory minimum legal standards despite the attempts by SWPSHP to secure compliance through informal means.

##### 2. Background

- 2.1 Traditionally Local Authorities have not charged for informal or formal Notices. There was the option of charging for Formal Notices in 1996 when the Housing Act 1985 was amended. However many Council's chose not to enact the discretionary power.
- 2.2 The Government reintroduced the discretion under the Housing Act 2004. The partnership had considered the charging for Formal Notices following the change in the Act but did not enact it at the time as there was no value to doing this other than a small amount of income being generated.
- 2.3 In the last year SWPSHP have seen a considerable increase in the number of justifiable complaints concerning living conditions some of which have resulted in formal action. The charges would provide an additional deterrent to landlords in securing compliance through informal means.

##### 3. Charges

- 3.1 The charge would only apply when SWPSHP have had to serve a Formal Notice. It is the partnerships duty to ensure wherever possible that informal means are exhausted first before taking a formal route. Informal involves the Officer encouraging the landlord to undertake works and providing possible solutions. Table One below sets out the proposed charges for the serving of Improvement Notices and Prohibition Notices.
- 3.2 The calculation for the charges is based upon the average time for an Officer in investigating the complaint, average Officer salary plus on costs, mileage and administration.

Table One: Proposed Charges

<b><u>Chargeable Enforcement Notices</u></b>		£
Improvement Notice		131.95*
Prohibition Notice		131.95*
<b>Additional Charges (if applicable)</b>		
1	Where a professional service is required (e.g. Electrician, Gas Safe Engineer etc.) this cost will be past directly on to the owner/persons responsible for the property	
2	*The fixed rate of £131.95 is for 2 visits. If more visits are required to check compliance with the notice each visit will incur an additional cost to the owner/persons responsible	

- 3.2 By bringing the property back into use the landlord will provide 4 affordable units within Local Housing Allowance levels. The number of beds will meet the demand for that area as stipulated by the Housing Options team in Taunton Deane.
- 3.3 It is estimated from previous history that there will be 10 formal Notices served a year. The majority will be Improvement Notices.

#### **4. Equalities Impact Assessment**

- 4.1 The Equalities Impact Assessment is provided within Appendix I of the Fees and Charges Report.

# APPENDIX I

## EQUALITY IMPACT ASSESSMENT

SERVICE	COMMENT	EIA ATTACHED
Cemeteries and Crematoria	No adverse equality impact identified	NO
Waste	EIA completed.	YES
Land Charges	No change in charging policy therefore no EIA completed.	NO
Housing and Deane Helpline	No adverse equality impact on the protected groups	YES – DEANE HELPLINE
Licensing	No change in charging policy therefore no EIA completed	NO
Planning	It is not considered that these increases will have any material impact in terms of people's ability to access this service.	NO
Environmental Health	No adverse equality impact identified	NO
Recovery of Court Costs	No change in charging policy therefore no EIA completed.	NO
Housing Act 2004	EIA completed	YES

## Equality Impact Assessment – pro-forma Waste

<b>Responsible person</b>	<i>Richard Sealy</i>	<b>Job Title: Corporate &amp; Client Service Services Manager</b>
<b>Why are you completing the Equality Impact Assessment? (Please mark as appropriate)</b>	Proposed new policy/service	
	Change to Policy/service	
	Budget/Financial decision – MTFP	√
	Part of timetable	
<b>What are you completing the Equality Impact Assessment on (which, service, MTFP proposal)</b>	<b>Somerset Waste Partnership (SWP) Fees and Charges 2012/2013</b>	
<b>Section One – Scope of the assessment</b>		
What are the main purposes/aims of the policy/decision/service?	<p>The SWP Board are recommending to each partner authority the standardisation of fees and charges across the county. This means:</p> <ul style="list-style-type: none"> <li>▪ Increasing the garden waste bin collection service from £42.50 to £45.00 per annum</li> <li>▪ The charge for garden waste sacks remaining at £25.00 per bundle of 10</li> <li>▪ The bulky waste collection charges to increase from £36.50 to £38.15 for the first item and from £8.00 to £8.35 for each subsequent item up to a maximum of 5</li> <li>▪ The charge for bin delivery or exchange to remain at £25.00</li> </ul>	
Which protected groups are targeted by the policy/decision/service?	<p><i>1. Age; 2. Disability; 3. Gender Reassignment; 4. Pregnancy and Maturity; 5. Race; 6. Religion or belief; 7. Sex; 8. Sexual Orientation; 9. Marriage and civil partnership</i></p>	
What evidence has been used in the assessment - data, engagement undertaken – please list each source that has	<p>The Somerset Waste Board considered the level of proposed fees and charges at their meeting on 28 September 2012.</p>	

been used  
The information can be found on....

**Section two – Conclusion drawn** about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality

The proposed fees and charges increases will apply to all services users.

The impact of the recommended changes will be limited.

In general increases in charges may have a disproportionate impact on the post retirement age group; those on low incomes; people with mobility impairments, or people with sensory impairments that may impact on their mobility. To help to mitigate this we continue to subsidise garden waste collections, promote free and sustainable alternative disposal routes and allow the use of refuse sacks as a charge free alternative to wheeled bins.

People living in rural areas may be disproportionately impacted by the increase in charges, as might people with limited mobility and low income who would find carrying sacks difficult and paying for a replacement bin an unreasonable cost..

**I have concluded that there is/should be:**

No major change - no adverse equality impact identified	
Adjust the policy/decision/service	
Continue with the policy/decision/service	Their maybe minor impacts on some groups, but these are likely to be minimal, as we are only making minor changes to some fees and alternative options are available.
Stop and remove the policy/decision/service	

Reasons and documentation to support conclusions  
Equality Impact Assessment undertaken by the Somerset Waste Partnership

**Section four – Implementation – timescale for implementation**

The proposed increase in fees and charges will be applicable for April 2013

**Section Five – Sign off**

Responsible officer: Richard Sealy Date: 5 October 2012	Somerset Waste Board Date: 28 Sep 2012
<b>Section six – Publication and monitoring</b>	
Published on	
Next review date	Date logged on Covalent

### Action Planning

The table should be completed with all actions identified to mitigate the effects concluded.

Actions table						
Service area	Somerset Waste Partnership		Date	5 Oct 2012		
Identified issue drawn from your conclusions	Actions needed	Who is responsible?	By when?	How will this be monitored?	Expected outcomes from carrying out actions	
<b>Age</b>						
These changes may disproportionately affect customers without the use of a car, impacting on both age (specifically retired people who do not drive) and disability groups.	<b>Garden waste charges</b> will continue to be lower than the actual cost of providing that service and the maximum increase proposed remains around 20 pence per collection.	Somerset Waste Partnership; Somerset Waste Board	1/4/2013	Uptake of services	No significant decline in uptake of services; increase in use of low cost and sustainable alternatives.	
<b>Disability</b>						
These changes may disproportionately affect customers without the use of a car, impacting	<b>Garden waste</b> charges will continue to be lower than the actual cost of	Somerset Waste Partnership; Somerset Waste Board	1/4/2013	Uptake of services	No significant decline in uptake of services;	

on both age and disability groups.	providing that service and the maximum increase proposed remains around 20 pence per collection.				increase in use of low cost and sustainable alternatives.
<b>Gender Reassignment</b>					
There will be no disproportionate impact on this group.					
<b>Marriage and Civil Partnership</b>					
There will be no disproportionate impact on this group.					
<b>Pregnancy and Maternity</b>					
There will be no disproportionate impact on this group.					
<b>Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)</b>					
There will be no disproportionate impact on this group.					
<b>Religion and Belief</b>					
There will be no disproportionate impact on this group.					
<b>Sex</b>					
There will be no disproportionate impact on this group.					
<b>Sexual Orientation</b>					
There will be no					

disproportionate impact on this group.					
<b>Other</b> (including caring responsibilities, rurality, low income, etc)					
Rurality – remoteness from Recycling Centres may increase dependence on collection services so increased charges may have a disproportionate impact. Presence of wildlife (foxes, badgers etc) means that use of refuse sacks as an alternative to wheeled bins may be more problematic . Uptake of Garden Waste is not currently higher in rural areas which may reflect there are generally fewer objections to home composting. Home composting is also more prevalent among the elderly.	Monitoring: Comparing uptake of services in areas of rural and urban profiles.	Somerset Waste Partnership; Somerset Waste Board	2013/14 financial year.	Comparative fluctuations in uptake of services.	Minimal difference in uptake of services in rural compared to urban areas.
Low income groups may find they have less access to refuse bins.	Retain sack collection option as alternative.	SWP	Ongoing	Uptake of replacements bins in deprived areas.	Continued access to service via sack collections.

## Equality Impact Assessment – pro-forma Deane Helpline

### Impact Assessment form and action table

What are you completing this impact assessment for? E.g. policy, service area	<b>Price increases for Deane Helpline</b>
<b>Section One – Aims and objectives of the policy /service</b>	
<p><b>To increase Lifeline charges in line with Inflation for all customers with effect from 1/4/2013 and to reduce the discount received by Legacy customers by 15p per week.</b></p> <p>Details of new prices attached. In 2010 a Price Restructure was undertaken and to protect the customer base, legacy Service Users (those with contracts taken up prior to 1<sup>st</sup> November 2010) remained on their current rate (subject to normal annual increases). This discount will now be reduced over the course of two years to bring them into line with all other paying customers.</p> <p>Each year it is necessary to apply an increase equal to the rate of inflation to maintain the revenue stream at the same position as our competitors and to remain financially viable. Private customers are charged each week for monitoring, lease of equipment, emergency response attendance, key holding and any contact calls.</p> <p>Telecare sensors are at present provided at no cost with a nominal extra charge for the additional monitoring. There is currently an installation charge levied for new contracts of £25 to cover administration and service set up and a nominal charge for multiple Service Users at the same address to cover the increased incidence of calls and emergency attendances. These charges will be increased in larger but less frequent steps and no increase on these fees is planned for the 2013 increase.</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>Each year the September RPI increase, as specified by the Office for National Statistics is used to determine the proposed price increase. Several local and national Carelines are queried for their pricing structure to ensure the Service is in line with the</p>	

industry.

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

As the RPI increase affects all customers equally no group will be affected more heavily than any other. Since the 2010 price restructure and regular annual RPI increases customer numbers have risen so no negative impact has been identified to the Service. As the increases are global and do not affect individual groups differently no negative impact has been identified.

No negative equality impacts have been identified. 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. For this reason the increase to parity with all other customers will be phased in over the course of two years to reduce any financial impact.

**Section six – Examples of best practise**

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

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

## Equalities Impact Assessment – Housing Act 2004

<b>Responsible person</b>	<i>Richard Sealy</i>	<b>Job Title: Corporate and Client Services Manager</b>
<b>Why are you completing the Equality Impact Assessment? (Please mark as appropriate)</b>	Proposed new policy/service	
	Change to Policy/service	
	Budget/Financial decision – MTFP	√
	Part of timetable	
<b>What are you completing the Equality Impact Assessment on (which, service, MTFP proposal)</b>	<b>Private Sector Housing Services: Charging for the service of Formal Notices and Immigration inspections under the Housing Act 2004</b>	
<b>Section One – Scope of the assessment</b>		
What are the main purposes/aims of the policy/decision/service?	<ul style="list-style-type: none"> <li>• <i>Proposal to charge for the serving of formal Notices (Improvement and Prohibition) under the Housing Act 2004.</i></li> <li>• <i>Proposal to charge for requests from immigration applicants who are required to provide evidence that they have suitable housing accommodation within the United Kingdom.</i></li> </ul>	
Which protected groups are targeted by the policy/decision/service?	1. Age; 2. Disability; 3. Gender Reassignment; 4. Pregnancy and Maturity; 5. Race; 6. Religion or belief; 7. Sex; 8. Sexual Orientation; 9. Marriage and civil partnership	
What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used The information can be found on....	<p>1. Engagement No formal engagement has been taken with landlords as the discretion is available to charge and to consult with landlords would contradict what this is attempting to achieve.</p> <p>Evidence has been drawn from other local authorities of similar size to the partnership area and authorities the same size as Taunton Deane. The proposed cost is comparable to the national average.</p>	
<b>Section two – Conclusion drawn</b> about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality		

*The proposed charges will apply to all private sector landlords where informal means has been exhausted and has resulted in the serving of a formal Notice.*

*The threat of the charges will ensure that there is an additional incentive to encourage landlords to undertake the repairs at the informal stage. The majority of the complaints about housing conditions are from vulnerable tenants living in the private rented sector.*

**I have concluded that there is/should be:**

No major change - no adverse equality impact identified	No major change as no adverse equality impact on the protected groups
Adjust the policy/decision/service	
Continue with the policy/decision/service	
Stop and remove the policy/decision/service	

Reasons and documentation to support conclusions

**Section four – Implementation – timescale for implementation**

The proposed increase in fees and charges will be applicable for April 2013

**Section Five – Sign off**

Responsible officer:  
Date:

Management Team:  
Date:

**Section six – Publication and monitoring**

Published on

Next review date

Date logged on Covalent

# Taunton Deane Borough Council

**Executive – 5 December 2012**

**Financial and Performance Monitoring – Quarter 2 2012/2013**

**Joint report of the Performance Lead Officer and Financial Services Manager**

(This matter is the responsibility of Executive Councillor Mrs Vivienne Stock-Williams)

## **IMPORTANT – PLEASE NOTE:**

In order for this performance information to be debated in the most efficient manner at the Executive committee, we would encourage Members who have queries with any aspect of the report to contact the appropriate officer(s) named (at the end of the report) before the meeting so that information can be collated in advance or relevant officers can be invited to the meeting.

## **1. Executive Summary**

This report provides an update on the financial position and the performance of the Council to the end of Quarter 2 of 2012/13 (as at 30 September 2012). The monitoring of the Corporate Strategy, service delivery, performance indicators and budgets is an important part of the overall performance management framework.

The detailed 2012/13 financial position for Quarter 2 is provided in section 2 of this report although a high level summary is also included in the Scorecard (section 3).

The overall financial position for the Council remains under control. The various forecasts for the year show that the Council remains within budget overall, with net underspends being reported.

The current forecast outturn for the financial year 2012/13:

- General Fund Revenue is an under spend of £595,000
- Housing Revenue Account (HRA) is an under spend of £827,950 (before any increase in the budgeted allowance for repayment of capital debt or increased investment in housing standards and growth).

Analysis of the overall performance of the Council reveals that 60% of all performance measures are on target (ie Green alert). This is a slightly worse position compared to the previous quarter (Quarter 1 was 65%) as although there are fewer 'Red' alerts, there are 11 more 'Amber' alerts (indicating *'some concern'* in these areas).

## 2. 2012/13 Financial Position – Quarter 2 Update

### **PART A: REVENUE BUDGETS**

#### **2.1 Introduction**

- 2.1.1 The overall financial position for the Council remains under control. The various forecasts for the year show that the Council remains within budget overall, with net underspends being reported.
- 2.1.2 Members will be aware from previous experience that the position can change between 'in year' projections and the final outturn position. The finance service and budget holders have made significant efforts to improve the budget monitoring process and improve the accuracy of financial forecasts. This is evidenced by a marked improvement in the completion of forecast reports by budget holders. Whilst the improvements are encouraging, there is always a risk that some unforeseen changes could influence the position at the year end, and a number of risks and uncertainty are highlighted in this report. However, the current forecast is considered to be reasonable based on current information.

#### **2.2 Forecast Outturn Summary – General Fund Revenue Account**

- 2.2.1 The purpose of this appendix is to provide an update of potential budget issues.
- 2.2.2 The current forecast outturn for the Council's General Fund services is an under spend of £595k for the financial year 2012/13. A summary of the General Fund Revenue Account budget and forecast for the year is included in **Annex A**.
- 2.2.3 The significant variances to the forecast in this quarter are in the following areas:
- a) **Car Parking Income:** The forecast under recovery of income is estimated at £548k. This is due to further reductions in car park usage during the first six months of 2012/13 compared to last financial year, and forecast parking fines being below budget. It is believed that this is a continuing reflection of the current economic climate, the rising costs of motoring, driver choice, and the availability of the Park & Ride Schemes. Of this, £47k relates to income from the Royal Mail anticipated in the budget that has been delayed.
  - b) **Council Tax Benefit:** The year end outturn position is estimated to be an over recovery by £104k. This is due to the predicted amount of eligible overpayments being different to the original budget estimate. It is worth noting that this is only a 1.5% variance on a gross budget of £6.9m, and that the original budget has been estimated as best as possible on an area that fluctuates significantly based on demand for this scheme.
  - c) **Somerset Waste Partnership:** The forecast year end outturn position is an under spend of £107k. This is due to a number of contributing factors including an under

recovery of income, an under spend on contract costs, and a refund from 2011/12. Some of this under spend may need to be used as additional capital funding (RCCO) for waste bins, but this has not yet been determined.

- d) **Vacancy Factor:** Across the organisation a budget target of £60,500 was set as staff vacancy savings for 2012/13. For Q1 & Q2 a total vacancy saving of £125k has been recorded. This has now been extracted from services creating a saving of £65k. Please note that the amount of vacancy savings that will be achieved during Q3 & Q4 is still uncertain, but further vacancies are likely to increase the surplus in this area.
- e) **Pay Award:** A prudent 1% pay award was built into the staffing budgets for 2012/13. This has now been extracted creating a saving of £69k.
- f) **Interest Payable:** As previously reported, since the budget was approved, the entire external debt has been allocated to the HRA (in line with CIPFA guidance), thus the General Fund is now forecasting to be debt free. This means that an under spend of £226k is forecast. However this may change if the Authority decided to take on any short term loans during this financial year.
- g) **Interest Receivable:** As previously reported, we are currently forecasting to receive more interest on General Fund investments than originally budgeted for by £244k. This has been split into two elements.
  - a. Firstly, £70k is due to the uncertainty around interest rates during budget setting. The Authority has actually received better rates than expected.
  - b. Secondly, £174k is due to the HRA now paying to borrow from the General Fund.

2.2.4 Further information regarding the reported variances to budget and the management action that has been taken, or is planned, is included in **Annex B**.

### **2.3 General Fund Reserves**

2.3.1 The General Fund general reserves balance at the start of the year was £3.337m.

2.3.2 Projected movements in the current year include the approved carry forward of £86k (21 June 2012), the Supplementary Budget transfer to the Capital Programme for the Cremator Replacement Mercury Abatement Project of £113k (11 July 2012), the Supplementary Budget transfer to support the Flood Alleviation Works on the North Curry Moor of £10k (18 July 2012), and the budgeted transfer of £40k to reserves in the Original Budget 2012/13.

2.3.3 The projected balance at the end of the current financial year is £3.168m based on budget approvals, before considering any potential over or under spend in the current year. If the current trend continues on all the budgets above, and the Council takes no further corrective action in the year, the potential under spend of £595k would be

transferred to this reserve – increasing the potential balance to £3.763m by the end of the financial year.

- 2.3.4 This is well above the current minimum balance of £1.25m required in the Council's financial strategy, although Members should note that the Strategic Director/S151 Officer intends to review the minimum reserve balance this year to reflect the increased financial risks faced by the Council.
- 2.3.5 The reserves have been kept deliberately high in view of the ongoing financial pressures faced by the Council and the likely increases in financial risk arising through Localism, Local Government Finance Review, Welfare Reform, and the continuing effects of the wider economy. This "headroom" will provide the Council with some protection from financial risks in the short and medium term. This balance also provides some flexibility to considering funding one off revenue or capital schemes.
- 2.3.6 A summary of the movement in the General Fund Reserves Balance is included in **Annex C**.

## **2.4 General Fund - Risk and Uncertainty**

- 2.4.1 Budgets and forecasts are based on known information and the best estimates of future spending and income of the Council. The income and expenditure of the Council over the financial year 2012/13 is estimated by the budget holders in the Council and then reported through the budget monitoring process. During this process risks are identified which could affect the financial projections but the likelihood and/or amount are uncertain.
- 2.4.2 The following risks have been identified through the Q2 process:
- a) **Earmarked Reserves:** Scrutiny has requested a full and detailed review of the Authority's earmarked reserves by autumn of 2012. This is planned to be presented to Scrutiny in November, and then Executive and Full Council in December 2012. Dependent on the outcome of this analysis, it may transpire that some funds may need to be released. A decision will need to be made as to whether any surpluses are used to (a) fund emerging pressures during the financial year or (b) transfer directly to general reserves.
  - b) **Cemeteries & Crematorium:** There is a possibility that this service will over recover on income as current activity is higher than for the same time last year. However, due to the replacement of the cremators the overtime costs are much higher in order to deal with the increase in demand and consequently offsetting any over recovery if income. This needs further monitoring as the second cremator becomes on-line to assess actual additional income to be received that is not offset by additional costs. This may not be known until Q3.
  - c) **Dog Wardens:** This contract is currently out to tender, therefore there is a risk that the contract price may increase creating a budget pressure. This may result in a consultation to discuss the possibility that this service is brought back in house.

- d) **Concessionary Fares:** There is a creditor accrual for £130k that has been brought forward from 2010/11 for a disputed SCC invoice. If this is resolved as not payable then a surplus variance of £130k will result.
- e) **Planning Fees:** The position regarding Planning Fees has been clarified since this report was issued to Corporate Scrutiny earlier this month. The Fees for Applications, Deemed Applications, Requests and Site Visits Regulations have been agreed in both Houses of Parliament and came into force on 22 November 2012. This has seen Fees increase by 15%. In terms of the implications in the current financial year, this is not expected to impact on the outturn as the Theme Manager proposes to set aside (under delegated powers) any income surplus into a budget to fund the cost of appeals. Appeals costs can vary each year, therefore this proposal will provide some financial resilience for a period of time.
- f) **Audit Fees:** During 2011/12 we under spent on audit fees. There is risk that we may under spend again this financial year as we have not yet received a payment schedule from our new external auditors, Grant Thornton, who started their contract in October 2012.

## 2.5 **Forecast Outturn Summary – Housing Revenue Account**

- 2.5.1 The current forecast outturn for the Council's Housing Revenue Account (HRA) is an under spend of £827,950 for the financial year 2012/13, before any increase in the budgeted allowance for repayment of capital debt or increased investment in housing standards and growth.
- 2.5.2 A summary of the HRA revenue budget and forecast for the year is included in **Annex D**.
- 2.5.3 The significant variances to the forecast in this quarter are in the following areas:
  - a) **Interest Payable:** The forecast under spend is estimated to be £928,100 for 2012/13. This is because the actual rate of interest payable rate on the new self-financing loan was not confirmed until after the budget was set, and was eventually obtained at a much lower rate than previously anticipated.
  - b) **Interest Receivable:** The forecast over spend is estimated to be £110,250 for 2012/13, due to receiving less interest on HRA investments than originally budgeted for.
- 2.5.4 However, it is anticipated that this net under spend of £817,850 (subject to any further variances that may arise during the year) is retained and approval sought to reinvest this into the Social Housing Development Fund. This recommendation is proposed as part of the revised HRA Business Plan that was presented to Community Scrutiny on the 6 November 2012.
- 2.5.5 Further information regarding the reported variances to budgeted and the

management action that has been taken or is planned specifically in relation to those is included in **Annex E**. Management are taking action to address the overall position on the HRA with a view to containing spending within the total budget by the end of the financial year.

## **2.6 HRA - Risk and Uncertainty**

2.6.1 As with the General Fund, budgets and forecasts are based on known information and the best estimates of future spending and income of the Council. The income and expenditure of the Council over the financial year 2012/13 is estimated by the budget holders in the Council and then reported through the budget monitoring process. During this process risks are identified which could affect the financial projections but the likelihood and/or amount are uncertain.

2.6.2 There are no specific risks to the HRA identified through the Q2 process.

2.6.3 The Council carries protection against risk and uncertainty in a number of ways, such as insurances and maintaining reserves.

## **2.7 Housing Revenue Account Reserves**

2.7.1 The HRA general reserves “working balance” at the start of the year was £1.355m. The projected balance at the end of the current financial year is currently £1.843m taking into account planned transfers to/from reserves within the original budget.

2.7.2 This brings the forecast balance into line with the recommended minimum working balance of £1.8m as set out in the HRA Business Plan.

2.7.3 A summary of the movement in the HRA Reserves Balance is included in **Annex F**.

## **2.8 Budget Changes**

2.8.1 The Original Budget for the year was approved by Full Council on 21 February 2012. The budget requirement for the Council may not remain static for the whole financial year, and officers may request changes to approved budgets during the course of the financial year, either in the form of: transfers to/from general reserves, known as “Supplementary Estimates and Returns” (either General Fund or HRA); or transfers between budgets, known as “virements”.

2.8.2 Virements that are above £50,000 in value require Executive approval.

2.8.3 There are no new requested virements in either the General Fund or HRA included in this report.

2.8.4 There are no new requested “Supplementary Estimates and Returns” in either the General Fund or HRA included in this report.

## **2.9 Earmarked Reserves**

- 2.9.1 Earmarked reserves are finite revenue and capital funds that are held in the Council's Balance Sheet for specific purposes. The funds can be withdrawn over one or more years but do not form part of the Council's Base Budget.
- 2.9.2 The Earmarked Reserves balance at the start of the year was £7.071m. This included £6.597m for General Fund and £0.475m for the HRA.
- 2.9.3 A Summary Statement of Earmarked Reserves is included in **Annex H**. This shows the opening balances and the amounts transferred to and from reserves during the year.

## **2.10 Deane DLO Trading Account**

- 2.10.1 The year end outturn position is estimated to be an under spend of approximately £161k. This is mainly due to a forecast under spend on contractor and agency costs, plus a reduction in Southwest One contract payments due to the return of the budget for Stores Staff to DLO.
- 2.10.2 The DLO is experiencing a number of changes this financial year, including a number of services transferring out of the trading account, the ongoing replacement IT project, and the ongoing relocation project.
- 2.10.3 There are some contract changes that could have an impact on the budget, for example the DLO SCC Grass Cutting contract has been reduced by c.£37k. There are also a number of contracts currently being tendered for that, if won, will have a financial impact on the DLO.
- 2.10.4 Areas of risk and uncertainty include investigations currently been made into a possible under-recovery on the grounds maintenance day works account. However until the investigations conclude it is unknown if this will cause a budget variance.
- 2.10.5 A Trading Account Summary and Reserves Position Statement for the DLO will be included in **Annex I** in the future. The trading account reserves are reported as part of the General Fund Earmarked Reserves balance.

## **2.11 Deane Helpline Trading Account**

- 2.11.1 There are no variances to budget declared at this time by Deane Helpline management.
- 2.11.2 A Trading Account Summary and Reserves Position Statement for the Deane Helpline are included in **Annex J**. The trading account reserves are reported as part of the General Fund Earmarked Reserves balance.

## **PART B: CAPITAL BUDGETS**

### **2.12 Forecast Outturn Summary – General Fund Capital Programme**

2.12.1 The current forecast outturn for the Council's General Fund Capital Programme is Net Expenditure of £5.722m, compared to the budget of £6.634m. The forecast under spend is therefore £0.912m (13.75%) for the financial year 2012/13, which relates entirely to slippage on projects into 2013/14.

2.12.2 A summary of the General Fund Capital Programme budget and forecast for the year is included in **Annex K**.

2.12.3 The forecast variances for the year are in the following areas:

a) **Project Taunton – Castle Green**

It is forecast that £300k of the proposed budget for 2012/13 will need to be slipped into the financial year 2013/14 to fund the second phase of the redevelopment of Castle Green. The second phase involves moving the bus stops from Castle Way, resurfacing of Castle Way and installation of additional planters next to the Mecca building. The second phase is not due to start until the new financial year.

b) **Grants to RSL's**

There is slippage reported on the grants to RSL's capital budget of £272k. This is allocated to an affordable housing scheme which is not due to start until 2013/14 (this could either be Parmin Close or Priory Bridge Road but hopefully Priory Bridge Road will be funded by the Homes and Communities Agency).

c) **DLO System**

The project was due to be finished in 2012/13 with a 'go live' date of 1 April 2013. It is currently estimated that this may slip into June/July 2013. The expectation is that 50% of the budget will be spent in 2012/13 and 50% will be spent in 2013/14. This is only a rough estimate and will be updated once more is known.

d) **Project Taunton – Longrun Meadow Bridge C**

There has been slippage reported on this project of £95k. This is because of environmental and ecological issues that have arisen with the Environment Agency which has delayed the project.

e) **PC Refresh Project**

There has been slippage reported on this project of £45k. This is because there has been a delay in the project due to establishing a new five year rolling programme for the replacement of PC's. The budget will be spent in 2013/14.

2.12.4 Further information regarding the reported variances to budget and the management action that has been taken or is planned is included in **Annex L**.

## **2.13 GF Capital Programme Risk and Uncertainty**

2.13.1 The main areas of risk and uncertainty in the General Fund capital programme are detailed below:

a) **Waste Containers**

There is no variance being predicted against this project for Q2 however this budget has had expenditure ranging from £14k - £75k over the past three years. Work is underway by the Theme Manager and Accountant to get information on a regular basis from the Waste Partnership as it is currently only provided at the year end.

b) **Crematorium Mercury Abatement**

No slippage is being reported on this project at the moment. A profile of spend has been requested but not yet received. There is a risk that an element of the project could slip into 2013/14.

c) **Section106 funded projects**

Budgets need to be created for the s.106 funded projects. The accountant is working with the budget holder to identify the budget allocations needed.

## **2.14 Forecast Outturn Summary – Housing Revenue Account Capital Programme**

2.14.1 The current forecast outturn for the Council's Housing Revenue Account Capital Programme is net expenditure of £5.192m against a budget of £5.5m. This comprises a number of variations across a range of 'Major Works' programmes. There are a number of factors that affect the delivery of capital works and the service is applying a sensible flexible approach in response to prevailing circumstances and opportunities. The Theme Manager proposes to review the overall position for the Programme in Q3 and then clarify which programmes are likely to be subject to Budget Carry Forward at the year end.

2.14.2 A summary of the HRA Capital Programme budget and forecast for the year is included in **Annex M**.

## **2.15 HRA Capital Programme Risk and Uncertainty**

2.15.1 The main areas of risk and uncertainty in the Housing Revenue Account capital programme are detailed below:

a) **Cladding**

This work is subject to structural surveys and possible options appraisal regarding regeneration, which are currently underway. The results of the appraisal are expected within the next month. This may delay final decisions regarding spend.

b) **Fascias and Soffits**

This work is still subject to the procurement process, which is currently underway. It is anticipated that the contract will start later in the year than planned. Therefore costs may be different to the current budget allocation.

**c) DDA Work**

It is anticipated that the expenditure on this project will be increased from the budget amount because there was no spend in 2011/12. Although the work is labelled solely as DDA Work it will be a combination of this, fire safety work and possibly heating improvements to ensure that any Housing shared facilities, such as meeting halls, will be fit for purpose. The increased spend will be funded from existing budgets in the HRA Capital Programme.

**d) Heating**

Consultation with tenants in priority need i.e. with current solid fuel or larger properties with electric heating has produced mixed results with not as much interest as expected. This will result in a variety of solutions (gas installations, electric replacement, piloting air source heat pumps in larger properties, and new energy efficient solid fuel systems). Overall there has not been enough interest to achieve the target number of installations which will impact on spend this year. Consideration is being given to an extension of successful air source heat pumps programme in smaller properties to support this project. The department is also considering a large scale replacement of older electric storage heaters with modern, programmable, thermostatically controlled units where gas-fired heating is not an option. Discussions are now being held with SWOne Strategic Procurement Services to ensure we procure the various works that will be necessary in the most advantageous manner. Any under spend in this area is likely to be used to fund any accelerated work mentioned earlier in the text.

2.15.2 Other comments on HRA capital programme projects:

**a) Air Source Heat Pumps**

Highly successful project to date, competitive successful pricing from tendering and under spends elsewhere in the programme will allow higher number of units to be delivered. This is now being executed on site to maximise the cost advantage that this particular project has been demonstrating.

**b) Bathrooms**

Highly competitive tender price from current contractors will allow a greater number of units than the 200 planned to be delivered. Consideration is being given to extend the contract into the next financial year until such time as it is replaced with the new, longer-term contract planned to commence in the summer.

**c) Windows**

This year will see the completion of our complete programme for the stock to have suitable uPVC double-glazed windows. This work will be complete before the end of the financial year, so it is intended to visit the very earliest properties that had uPVC windows with a view to update them to current levels of heat efficiency and security.

**d) Doors and Door Entry Systems**

It is envisaged, that we shall take full advantage of under spends elsewhere as well as excellent door prices and improved door security to deliver the maximum number of secure doors to our tenants homes and to shared access doors in

blocks of flats. Due to changes to the planned programme arising from the issues described above, requests for appropriate virements will be made in Quarter 3.

**e) Community Alarms**

The project under spent in 2011/12 by £24,320 but this was returned to HRA reserves. The budget holder has advised that this money is still needed in 2012/13 and should have been carried forward. It is suggested that a virement is done from another area in the capital programme – this is to be identified by the theme manager.

**3. The Corporate Performance Scorecard (please see Appendix A)**

3.1 The TDBC Scorecard at **Appendix A** contains full details of Quarter 2 performance.

3.2 Scorecard explanation / key:

Each section of the scorecard uses the same template and is structured as follows:

Ref	OBJECTIVES	MEASURES	ALERT	ISSUES (current & future) and IMPACTS
	Strategic & corporate objectives categorised in the 7 sections of the scorecard	Key performance indicators (& targets where possible) used to measure the objective.	Red, Amber or Green (see below)	A brief summary highlighting reasons for and issues surrounding the alert reported (see Green, Amber, Red below). Also any known problems that may jeopardise attainment. Where relevant, CMT will provide further information in addressing under performance.

3.3 Key to performance alerts:

	Reasons for alert	Notes
 <b>Green</b>	Planned actions are on course	Justification for the Green alert will be provided.
	Performance indicators are on target	Key successes or exceptional performance will be outlined.
 <b>Amber</b>	Some uncertainty in meeting planned actions	The reason for the Amber alert will be made clear.
	Some concern that performance indicators may not achieve target	Mitigating actions will be outlined
 <b>Red</b>	Planned actions are off course	A brief high level summary is included within scorecard.
	Performance indicators will not achieve target	Where the Corporate Management Team consider a Red alert to be a priority issue requiring further detail and explanation, a separate one page information sheet for more detail will be appended to the report

3.4 A summary / overview of the Quarter 2 scorecard (appendix A) is in the table below

Section	No. of measures	 Green	 Amber	 Red	N/A	Trend (from last quarter)
1) Corporate Strategy Aims	18	13 (72%)	3 (17%)		2 (11%)	↓
2) Service Delivery	15	9 (60%)	5 (33%)	1 (7%)		↓
3) Managing Finances	12	7 (58%)	3 (25%)	2 (17%)		↔
4) Key Projects	6	3 (50%)	3 (50%)			↓
5) Key Partnerships	8	6 (75%)	2 (25%)			↑
6) People	6	2 (33%)	3 (50%)		1 (17%)	↔
7) Corporate Management	10	5 (50%)	5 (50%)			↑
<b>TOTALS</b>	<b>75</b>	<b>45 (60%)</b>	<b>24 (32%)</b>	<b>3 (4%)</b>	<b>3 (4%)</b>	↓

**KEY:**

↑ = Improving (ie more Green, less Amber &/or Red alerts)

↓ = Worsening (ie less Green, more Amber &/or Red)

↔ = No change

3.5 Proposed scorecard review 2013/14

3.5.1 The current corporate performance scorecard was introduced in 2009/10 (Quarter 3) and has remained largely unchanged since then. CMT have recognised the need for a review of the structure and content of the scorecard to better reflect the Council's priorities and to improve the range of services represented. This is now particularly relevant considering the change from the current Corporate Strategy to the new Corporate Business Plan this year.

3.5.2 Once the new Corporate Business Plan is approved (expected at Full Council in January 2013) CMT will conduct a full review of the scorecard and recommended changes will then be discussed with Members in workshops before the end of the financial year 2012/13. It is envisaged that a refreshed corporate scorecard would be implemented from Quarter 1 report 2013/14.

**4. Comments from Scrutiny**

This report was considered by the Corporate Scrutiny Committee on 26<sup>th</sup> November. There were no specific comments or points raised for consideration by the Executive committee.

**5. Finance Comments (from the Strategic Finance Officer / Deputy S151 Officer):**

- i) The budget monitoring process has been improved to in turn improve the year end projection. There is always a risk that unforeseen events will change the forecast however the current forecast is considered to be reasonable based in current information
- ii) The economic climate continues to have an adverse impact upon aspects of our revenue budget (mainly car parking income)
- iii) The major variances within the general fund revenue fall within a small number of but significant areas of TDBC (car parking, council tax benefit, waste, pay and interest)
- iv) CMT and managers will continue to monitor the budget position throughout the year.
- iii) The HRA, and both capital programmes are currently predicting no significant issues

**6. Legal Comments**

There are no legal implications in this report.

**7. Links to Corporate Aims**

As this report covers all aspects of the Council's performance, all Corporate Priorities are affected.

**8. Environmental and Community Safety Implications**

Please see the following sections of the Scorecard for those areas contributing to the above: 2.4 (Service Delivery – 'Street Scene'); 5.4 (Somerset Waste Partnership).

**9. Equalities Impact**

Ref scorecard section 7.3 for details of equalities progress within the council.

**10. Risk Management**

Ref scorecard section 7.4 for details of risk management progress within the council.

**11. Partnership Implications**

Ref scorecard section 5 for details of the council's key partnerships.

## 12. Recommendations

- 12.1 It is recommended that the Executive Committee review the Council's performance as at the end of Quarter 2, taking corrective action or requesting further information from Theme Managers where necessary.

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## 1. CORPORATE STRATEGY AIMS

### Tackling Deprivation & Sustainable Community Development (Aim 1)

Ref	OBJECTIVES	MEASURES	ALERT	ISSUES (current & future) and IMPACTS
1.1	<b>Objective 1</b> Focus on Taunton East, North Taunton & Rural Deprivation	Index of Multiple Deprivation (IMD) score	<i>For Info only</i>	IMD data is only published every 3 years - the latest IMD data for 2010 highlights that levels of deprivation within Taunton Deane are worsening (especially North Taunton & Taunton East). <b>Our focus is on the delivery of the 'Priority Areas Strategy' (PAS) programme – see below.</b>
		<b>Actions –</b> Progress against key activities	 Green	The 4 priorities are: 1) Encourage strong, informed & active communities; 2) Improve access to services, information & advice; 3) Improve the lives of our most vulnerable households; 4) Improve the look and feel of the local area. Projects have been identified within each of the 4 priorities – each project has a designated lead (some are the responsibility of TDBC, and others fall to other partners). TDP are currently in the process of developing a robust monitoring regime – it is anticipated that the first monitoring report will be available in December. Elements of this will feed into this scorecard in future. The PAS now includes the Troubled Families programme. The intention is that it will also incorporate the action plan (for Taunton Deane) that is to be developed in support of the Somerset Health & Wellbeing strategy.
	<b>Objective 2</b> 'One-Stop' advice on skills, employment & training	<b>Actions –</b> Progress against key activities	 Green	Vista is successfully delivering Job Clubs as per the Service Level Agreement (SLA). The SLA is due for renewal in March 2013.
		Number of people supported / back to work	 Green	SLA targets – 40 attendances per month (combined); 4 jobs per month; 6 'soft' outcomes (placements, training etc). The project had exceeded its job outcomes target for the quarter, helping 28 people find work. A further 69 people progressed towards employment by undertaking voluntary work and/or a training course
	<b>Objective 3</b> Secure medium term future of N. Taunton & Link Partnerships	Funding & delivery against Service Level Agreement (SLA)	 Amber	Funding for 2012/13 is secure and this is the final year of a 3 year agreement. Future funding has not been agreed, and will be considered by TDBC's new Grants Panel as well as potentially through partner (TDP) contributions. The content of the SLA is currently being renegotiated between TDBC, TDP, and the Link/Resource Centres in order to agree measurable outcomes and clarity on the roles and responsibilities of the respective organisations.

Regeneration (Aim 2)				
Ref	OBJECTIVES	MEASURES	ALERT	ISSUES (current & future) and IMPACTS
1.2	<b>Objective 4</b> Facilitate the creation of a leading Green Knowledge economy	<b>Actions –</b> Progress against key activities	 Green	<ul style="list-style-type: none"> <li>The Taunton stage of the Olympic Torch relay was delivered successfully – lessons learned document produced and distributed amongst key partners</li> <li>Proactive programme of events &amp; PR for local businesses is on-going and award of 7 business grants during 2012/13. Currently preparing a business support strategy to focus TDBC resources</li> <li>The new Ec Dev &amp; Regeneration team (including Project Taunton) is designing a new inward investment marketing &amp; fulfillment programme (aiming for launch November 12)</li> <li>Engagement with the Hinkley supply forum and individual potential suppliers is on-going to encourage Taunton Deane businesses to benefit from Hinkley supply opportunities</li> <li>Programme of public events and activities currently underway on Castle Green every weekend on the run-up to Christmas. Extensive support being given to Cllr Kelly Durdan for “<i>Make Taunton Sparkle</i>”</li> <li>Business Improvement District (BID) proposal for Taunton town centre was rejected by businesses at end March 12 – the Town Centre Company is working towards a further BID proposal which will be the subject of a ballot around mid 2013</li> <li>Recruitment of part-time Lead and apprentice posts due to be resolved in November</li> </ul>
		Businesses benefiting from Ec Dev funded events & services	 Green	During 2012/13 approx 168 businesses have been supported since April. The target is to benefit approx 100 businesses during the year.
	<b>Objective 5</b> Facilitate Housing growth	<b>Actions –</b> Progress against key activities	 Green	The Core Strategy was formally adopted in September 2012 (however it is currently subject to pending legal challenge). Officers are in the process of preparing an Issues and Options Plan which will outline further site allocations (report going to Community Scrutiny 6 <sup>th</sup> November).
		Net additional homes provided	N/A	<b>The target for 2012/13 = 700 dwellings</b> (Data is only available annually). We are unable to provide an estimate of either completions to date or anticipated completions until the SHLAA review has been published (Dec 2012). Initial informal projections indicate that the target is unlikely to be met this year.
		Supply of ready to develop housing sites	 Green	<b>Target = 5 year supply</b> of housing land within the Borough. The Core Strategy Inspector found a <b>marginal supply of 5.24 years</b> . This figure provides only limited headroom above requirements. The SHLAA will be published in Dec 12 and provide an update.
	<b>Objective 6</b> Deliver Infrastructure	<b>Actions –</b> Progress against key activities	 Amber	TDBC has adopted an interim policy on Planning. The council has published its preliminary draft Community Infrastructure Levy (CIL) charging schedule. The document will be subject to formal representation & examination in early 2013 (adopted by early 2013/14). There is still considerable work required to ensure that CIL is implemented following receipt of the Inspector’s report.

**Affordable Housing (Aim 3)**

Ref	OBJECTIVES	MEASURES	ALERT	ISSUES (current & future) and IMPACTS
1.3	Objective 7 Making homes more affordable	Actions – Progress against key activities	 Green	<ul style="list-style-type: none"> <li>Affordable Housing Development Partnership is continuing to facilitate the delivery of affordable housing in the borough. The partners are actively working on a range of housing schemes</li> <li>Work is underway to develop the affordable housing supplementary planning document</li> <li>The extra care scheme, Parmin Close, was offered to all Partners with Knightstone as the successful applicant. Full funding is now available and the planning application being progressed.</li> </ul>
		Target of 200 affordable homes delivered	 Amber	<p><b>2012/13 pipeline currently shows 208 homes, with 59 completions to date.</b> All pipeline schemes currently on target to complete by 31 March 2013, but majority fall in Qtr 4 and scheme slippage could occur. The 2012/13 affordable housing target is 200 units.</p>
		% of non-decent council homes	 Green	<p><b>0.07% were non decent as at end Sept 2012</b> Target = max 0.5% (25 properties)</p>
		Somerset West Private Sector Housing Partnership  Objective: Better standards and interventions in the private sector stock, by improving housing conditions	Measure	Quarter 2 - cumulative performance 2012/13
			Energy efficiency measures	125 actual year-to-date (Annual target = 220). Above target – demand driven
			No of private sector homes improved to Decent Homes	21 made decent Annual Target = 10 completed applications Above target due to Accreditation programme
			No of empty properties brought back into use	27 empty properties brought back into use (Annual Target 55).
No of statutory Disabled Facilities Grants approved & implemented	25 completed + 18 approved Annual Target = 78 completed applications			
No of statutory housing standards interventions (enforcement activities)	40 Houses in Multiple Occupation (HMO) inspected (Annual target = 90) 44 statutory housing interventions (Annual target = 150)			

**Climate Change (Aim 4)**

Ref	OBJECTIVES	MEASURES	ALERT	ISSUES (current & future) and IMPACTS
1.4	<b>Objective 8</b> Meet TDBC's & partner organisation's internal climate change commitments	<b>Actions –</b> Produce and implement Carbon Management Plan (CMP)	 Green	<ul style="list-style-type: none"> <li>An updated CMP for 2012/13 (containing 41 actions) was reported to and adopted by the Executive 20 June – a half yearly progress report is due in Jan 2013</li> <li>Between 22 June and 01 Oct 2012, Solar PV on Taunton Pool has already generated 12,000kWh of electricity and an income of £2,600 to the Council.</li> <li>DLO has bought 8 Kia Rios (88mpg) and 13 hybrid vans that will replace less fuel efficient vehicles</li> <li>Scoping of energy efficiency measures proposed by Schneider Electric in progress. Schneider have produced detailed energy audits for all large leisure sites and Deane House. The scheme would be based on 'pay as you save' where the company invests in the infrastructure, training and other initiatives and the Council / Tone repays a 'rental' fee over 7 years after which we own the infrastructure. The headline findings from Schneider are £400k capital costs resulting in £107k energy savings with an overall rental of £71k per annum. A formal report to Councillors / CMT will be prepared at the end of the scoping process. Anticipated report to Scrutiny February 2013</li> </ul>
		3% reduction in CO2 by Mar 13	N/A	Most recent data is from 2011/12: <ul style="list-style-type: none"> <li><b>Carbon savings = -2.1%</b> (2011/12 TDBC sites and Tone Leisure sites combined)</li> <li>TDBC sites: -6.2% / Tone Leisure sites: +3%</li> <li>Tone Leisure increases due to a number of factors including a management restructure during which there was a loss of focus on energy consumption. Tone will address this through installing smart meters at all sites and sub-meters to capture energy use in specific areas in Oct 2012. This will allow Tone to address any energy wastage imminently. The Tone leisure sites are also the main focus of the energy efficiency measures proposed by Schneider Electric.</li> </ul> An Information Report on the 2012/13 year-to-date data will be produced in January
	<b>Objective 9</b> Work with communities to reduce carbon emissions across the Deane	<b>Actions –</b> Progress against key activities	 Green	<ul style="list-style-type: none"> <li>Taunton Deane Partnership has agreed the setting up of working groups to coordinate the development of a Carbon Management &amp; Energy Resilience Strategy for Taunton Deane. Scoping workshops with community stakeholders were held in January &amp; July. 4 working groups are now operational. Officers currently working on compiling a directory of all services available to general public, producing a draft strategy and website. All Stakeholders to reconvene in January 2013. Strategy to be completed Dec 2013.</li> <li>A workshop for Councillors on Sustainable Construction was held in partnership with Building Control in Sept 2012</li> </ul>
	Per capita CO2 emissions in TD area	 Green	Latest data published in Sept 12 showed a <b>9% reduction</b> from 2005 to 2010 in Taunton Deane. At 5.9 tonnes per head, Taunton Deane is 8% better than the South West average, and 11% better than the UK average.	

**2. SERVICE DELIVERY** *Excellent services - Customer driven - A dynamic organisation - Local focus*

Ref	OBJECTIVES	MEASURES	ALERT	ISSUES (current & future) and IMPACTS			
2.1	<b>Ensuring development proposals are dealt with positively, with an emphasis on quality outcomes</b> Delivering the Development Management Service aims	Planning Applications Speed of Processing	 Amber	<b>Type</b>			
				<b>Quarter 1</b>	<b>Targets</b>	<b>Comments</b>	
				a) Large-scale major	33.3%	65%	3 large-scale major with 2 over 13 week due to significant S106 agreements
				b) Small-scale major	85.7%	65%	
		c) Minor	84.5%	75%			
d) Other	90.1%	85%					
		% of appeals allowed against the authority's decision	 Amber	<b>Quarter 2 = 33% (target max 25%)</b> Total number of Appeals to date = 3 with 1 allowed It can be seen as a positive sign that fewer Applicants have actioned their right to appeal and have accepted our reasons for refusal			
2.2	<b>Safeguarding the health, safety &amp; welfare of everyone in the Borough</b> Delivering the aims of the Environmental Health Service	Satisfaction with EH regulatory services	 Green	<b>Quarter 2 = 97% (target = 75%)</b> Satisfaction of EH regulatory services countywide			
		Food Safety compliance	 Green	<b>Quarter 2 = 87% (target = 80%)</b> Food establishments in the area which are broadly compliant with Food Hygiene Law and therefore have a National Food Hygiene Rating of 3 or above			
		Food Inspection	 Red	<b>Quarter 2 = 46% (125 done/274 due) (Target = 100%)</b> This is off target at this stage but will be rectified during quarters 3 and 4 as a result of staff complement returning. The percentage of high risk food safety inspections carried out that should have been carried out' (include all A-C rated premises and unrated)			
		Environmental Protection Team reactive tasks	 Green	<b>Quarter 2 = 92% of total service requests responded to in target time</b> (service requests; pest control, dog matters not warden, noise, odour, drainage, air, pollution, public health)			
		Licensing applications	 Amber	<b>Quarter 2 = 93% (target = 95%)</b> 622 applications in total since April, all except 46 processed within 14 days. This indicator is slightly off target due to a heavy summer of events which have required licensing input and attendance combined with annual leave periods. It is anticipated that this will be back on track by year end.			

As at: 28/11/2012 **TDBC SCORECARD Q2 2012/13** (Appendix A – Executive committee 5 Dec 2012)

Ref	OBJECTIVES	MEASURES	ALERT	ISSUES (current & future) and IMPACTS																																			
2.3	<b>Delivering customer driven services</b> To deliver customer focussed services, achieving high levels of customer satisfaction.	Calls resolved at 1 <sup>st</sup> point of contact	 Green	<b>Quarter 2 actual = 95.1%</b> (Target for Contact Centre 92 %)																																			
		Calls answered within 20 seconds	 Green	<b>Quarter 2 actual = 80.83%</b> (Target 80%) (6,855 out of 35,763 calls answered waited longer than 20 seconds)																																			
		Calls abandoned	 Green	<b>Quarter 2 actual = 4.32%</b> (Target <5%) (1,615 calls out of a total of 37,378 calls offered abandoned)																																			
		Complaints measures -10 day response - % Complaints upheld	 Amber	<table border="1"> <thead> <tr> <th></th> <th colspan="2">Total no. complaints</th> <th colspan="2">% 10 day response</th> <th colspan="2">% upheld</th> </tr> <tr> <th></th> <th>Q2</th> <th>Q2 last year</th> <th>Q2</th> <th>Q2 last year</th> <th>Q2</th> <th>Q2 last year</th> </tr> </thead> <tbody> <tr> <td>TDBC</td> <td>37</td> <td>34</td> <td></td> <td>68%</td> <td></td> <td>38%</td> </tr> <tr> <td>SWP</td> <td>1</td> <td>11</td> <td></td> <td>91%</td> <td></td> <td>63%</td> </tr> <tr> <td><b>Total</b></td> <td><b>38</b></td> <td><b>45</b></td> <td><b>76%</b></td> <td><b>73%</b></td> <td></td> <td><b>44%</b></td> </tr> </tbody> </table>		Total no. complaints		% 10 day response		% upheld			Q2	Q2 last year	Q2	Q2 last year	Q2	Q2 last year	TDBC	37	34		68%		38%	SWP	1	11		91%		63%	<b>Total</b>	<b>38</b>	<b>45</b>	<b>76%</b>	<b>73%</b>		<b>44%</b>
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Benefits Service: Time to process new claims	 Green	<b>Quarter 2 actual = 21.32 days</b> (Target = 22 days) (Q2 last year 2011/12 was 19.16 days)																																					
Landlord Services – satisfaction with repairs	 Amber	<b>97.6% satisfied overall with the repairs service</b> (Target = 98%) (Survey results 16-27 <sup>th</sup> July) Specific issues have been raised by tenants in the survey return, these are being discussed with the relevant department.																																					
2.4	<b>Ensuring the Borough is a clean and attractive place to live, work &amp; visit</b> Delivering Parks, Street Cleansing, Highways & Transport Services that are high quality & cost-effective	Fly tipping – grade will not be known until final quarter	 Green	<table border="1"> <thead> <tr> <th>Type</th> <th>Q2 results</th> <th>Targets</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Fly-tipping 309 incidents</td> <td>Grade 2 (estimate) = 'effective'</td> <td>Grade 2</td> <td>Fly tipping incidents have increased slightly over Q1 and remain at a higher level than in 2010/11 prior to the reduced opening hours being put in place at the civil amenity site. The grade is made up the number of incidents and the number of actions taken.</td> </tr> </tbody> </table>	Type	Q2 results	Targets	Comments	Fly-tipping 309 incidents	Grade 2 (estimate) = 'effective'	Grade 2	Fly tipping incidents have increased slightly over Q1 and remain at a higher level than in 2010/11 prior to the reduced opening hours being put in place at the civil amenity site. The grade is made up the number of incidents and the number of actions taken.																											
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Quality assurance accreditation / Awards	 Green	The results of the Taunton in Bloom judging have been awarded and Taunton has received a Large Gold locally and a Silver Pennant at national level, despite the various cuts to both TDBC services and SCC functions.																																					

### 3. MANAGING FINANCES (ref Appendix B for detailed budget monitoring)

Ref	OBJECTIVES	MEASURES	ALERT	ISSUES (current & future) and IMPACTS		
3.1	<b>Budget monitoring</b> To control spending within approved budget total for the year	<b>General Fund Revenue</b> within 0.5% =  0.5 – 2% =  over 2% = 	 Red	<b>2012/13 Forecast Outturn as at Quarter 2 = under spend of £595k (=5.1%) against budgeted net expenditure of £11.596m.</b> There are various under and over spend variances leading to the net forecast position. This comprises a net under spend of £100k on services (the most significant factors include Off- and On- Street Car Parking, Somerset Waste Partnership, and Council Tax Benefits) and a net under spend of £464.8k on other operating costs (mainly net interest costs). Further information is provided in appendix B of this report.		
		<b>General Fund Capital</b> within 2% =  2 – 3.5% =  over 3.5% = 		 Green	<b>2012/13 Forecast Outturn as at Quarter 2 = no variance to be reported (excluding slippage). Slippage of £912k into 2013/14 reported. Forecast spend of £5.722m in 2012/13 against a budget of £6.634m.</b> Slippage reported on Grants to RSL's, DLO System, PC Refresh Project, Project Taunton Castle Green, and Project Taunton Longrun Meadow Bridge C. Further information is provided in appendix B of this report.	
		<b>Housing Revenue (HRA)</b> within 0.5% =  0.5 – 2% =  over 2% = 			 Green	<b>2012/13 Forecast Outturn as at Quarter 2 = no variance to be reported against budgeted net expenditure of £0.488m.</b> Although there are significant variances reported on net interest costs, these are being managed as part of the HRA Business Plan review, and hence why no variance is being reported here. Further information is provided in appendix B of this report.
		<b>HRA Capital</b> within 2% =  2 – 3.5% =  over 3.5% = 				 Green
<b>3.2 Reserves</b> To maintain an adequate reserve (based on financial risk analysis)	<b>General Fund reserve</b> >£1.25m =  £1 - £1.25m =  <£1m = 	 Green	The estimated reserves position as at the 31 <sup>st</sup> March 2013 is <b>£3.168m</b> . This is well above the minimum balance of £1.25m required in the Council's financial strategy. However, the Council aims to keep balances high in order to help manage financial pressures over the medium term. Further information is provided in appendix B of this report.			
<b>3.3 Next year's budget gap</b>	A balanced budget 2013/14		 Amber	Theme Mangers are currently putting together service option plans and the Council Tax Reduction Scheme and Business Rates Retention still haven't been finalised. A balanced budget must be approved in February but there is still significant work to get there.		

**3. MANAGING FINANCES** (ref Appendix B for detailed budget monitoring)

Ref	OBJECTIVES	MEASURES	ALERT	ISSUES (current & future) and IMPACTS								
3.4	Debt collection	Council Tax Target = 97.8%	 Green	<b>Quarter 2 actual = 63.55%</b> <b>2012/2013 forecast = 97.80%</b> (Q2 last year 2011/12 was 63.53%)								
		NNDR Target = 98.4%	 Amber	<b>Quarter 2 actual = 60.01%</b> <b>2012/2013 forecast = 98.40%</b> (Q2 last year 2011/12 was 64.55%) The economic downturn is affecting our ability to recover outstanding business rates. We are up to date with recovery action. We are assisting businesses with extending the instalment arrangements from 10 to 12 and this has impacted on cash collected in comparison to previous years at the end of Q2.								
		Housing Rent Target = 98.3%	 Green	<b>Quarter 2 = 96.62%</b> <b>2012/2013 forecast = 98.3%</b> (Q2 last year 2011/12 was 96.59%) This is a cumulative target and is a slight improvement on the same period last year. The team have worked exceptionally well to achieve this despite an unusually high level of staff absence.								
		Sundry Debts position  In SAP only*	 Amber		<table border="1"> <thead> <tr> <th></th> <th>End of Quarter 2 (as at 1 Oct 2012)</th> <th>Last year (as at 1 Oct 2011)</th> </tr> </thead> <tbody> <tr> <td><b>Outstanding debt</b></td> <td><b>£1.99m</b></td> <td><b>£3.58m</b></td> </tr> <tr> <td><b>Aged debt over 90 days old</b></td> <td><b>£1.02m</b></td> <td><b>£2.14m</b></td> </tr> </tbody> </table>		End of Quarter 2 (as at 1 Oct 2012)	Last year (as at 1 Oct 2011)	<b>Outstanding debt</b>	<b>£1.99m</b>	<b>£3.58m</b>	<b>Aged debt over 90 days old</b>
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<b>Aged debt over 90 days old</b>	<b>£1.02m</b>	<b>£2.14m</b>										
				Both the total outstanding debt and the proportion of outstanding debt over 90 days continues to reduce and both show significant reductions on the corresponding times in 2011 which in turn showed a significant improvement on the 2010 position. Work is currently underway to reorganise sales offices under new divisions to make it easier for business support teams to identify all of their debts under a single Aged Debt report rather than having to run several, which runs the risk of overlooking some debts. Themes appear to be continuing to give more focus to their debts which is playing a significant role in reducing the level of outstanding debt								
3.5	Benefits subsidy	To achieve 100% subsidy	 Green	<b>Projection for 2012/13 = 100%</b> (by remaining in the lower threshold for LA error overpayments)								
3.6	Procurement Transformation Project Ensure TDBC realises benefits of the various	Value of Procurement Savings against target	 Red	This is red as procurement savings continue to be well behind the original projection made in 2007. It is very unlikely the originally forecast £10m in procurement savings will be materialise during the lifetime of the Sw One contract and consequently it is unlikely this alert will change from the red status. <u>Position at 31st August</u> (latest official published report) - £2.7m savings have been signed-off to date which have delivered savings at 31st Aug of £1.5m, the remainder will be delivered during the lifetime of the contracts to which the savings relate.								

As at: 28/11/2012 **TDBC SCORECARD Q2 2012/13** (Appendix A – Executive committee 5 Dec 2012)

	transformation projects			<p>Two additional procurement savings initiatives, with a total value of £190k are currently progressing through the sign-off process and will take signed-off initiatives very close to the £3m mark.</p> <p>We have secured payment of a true-up amount (just over £400k) from Sw One /SCC under the terms of the Sw One contract. This is a retrospective reduction against the sum TDBC paid Sw One Procurement transformation project.</p> <p>Ian Conner provided a procurement update report to Corporate Scrutiny on 19th July (agenda item 7).</p> <p>We are working with Sw One to refresh the likely projection of procurement savings over the remainder of the Sw One contract.</p>
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## 4. KEY PROJECTS

Ref	OBJECTIVES	MEASURES	ALERT	ISSUES (current & future) and IMPACTS
4.1	<b>DLO transformation project</b>	To deliver the specified benefits (financial and non-financial) of the DLO transformation	 Green	<p>The transformation plan was approved by Full Council on 16 Aug 2011 and is on course to deliver above and beyond the specified benefits.</p> <p>Progress is overseen by the DLO Transformation Members' Steering Group</p>
4.2	<b>New Swimming Pool</b> <i>To deliver a new Swimming Pool for Taunton at Blackbrook Sports Centre; to refurbish and modernise Station Road Pool as well as decommission St James Street Pool. (As per recommendation of T&amp;F Review)</i>	<p>Fully costed business case to councillors on whether to proceed with the project and which options to adopt.</p> <p>A sustainable and affordable option for the Council that can be funded at an acceptable ongoing cost.</p> <p>Delivery of all objectives in a timely and cost-effective manner</p>	 Amber	<ul style="list-style-type: none"> <li>• Further delays in project could cause significant additional costs to maintain St James Street Pool. IMPACT: Capital Costs to the Council</li> <li>• Business Modelling needs to be robust and prudent to ensure Council is not left with additional financial burdens in future:</li> <li>• Programming of projects is critical to minimize disruption to existing customers and loss of income to Tone (and potentially a cost to TDBC)</li> <li>• The need to demonstrate whether a complimentary commercial activity (Spa) is 'right' for the project and whether it can make the project cost-neutral to the taxpayer.</li> <li>• A range of issues need to be resolved to take the business case forward including options appraisal of borrowing options, VAT, delivery and procurement options.</li> <li>• Lack of political alignment over how to progress project could result in loss of confidence by the Tone Board and unwillingness to invest monies at risk.</li> <li>• A successful bid to the Sport England fund (separate to this project) for refurbishment of Station Road Pool will require a significant match-funding commitment of capital reserves from the council that could impact on funding for the overall project.</li> </ul>
4.3	<b>Welfare &amp; Finance Reform</b>	Local Council Tax Support (CTS) scheme	 Amber	<p><b>Objective - affordable Local Council Tax Support (CTS) scheme agreed by TDBC prior to Government deadline of 31st January 2013</b></p> <p>Briefing paper issued to group leaders 18th October about the recent Transitional Grant announcement.</p> <p>Proposed CTS scheme discussed at Corporate Scrutiny 25th October 2012. Unanimous support for recommendations. Further paper going before Executive 14 November 2012. LGFA 2012 now received Royal Assent (01.11.2012).</p> <p>Some concern that regulations not available and financial settlement not known. Also concern that '11th hour' amendments may be introduced internally or externally. Time pressure to get our CTS rules finalised (134+ pages) in time for FC report submission also a concern.</p>

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	<b>Welfare &amp; Finance Reform</b>	Technical Changes of Council Tax (empty properties, 2 <sup>nd</sup> homes)	 Green	<p><b>Objective - new flexibilities surrounding Council Tax on empty properties and second homes considered and suitable policy for TDBC approved by Full Council in December 2012, to bring in additional revenue and support corporate ambition of bringing empty properties back into effective use</b></p> <p>Progressing according to timetable. No particular issues of note at this point. Unanimous support for recommendations. Further paper going before Executive 14 November 2012.</p>
	<b>Welfare &amp; Finance Reform</b>	Business Rate Retention - TDBC readiness for new regime	 Amber	<p><b>Objective – To understand impact on 2013/14 budget setting and MTFP. To understand impact of pooling and for informed decision to be made whether to be included or not within a Somerset Pool by the Government imposed deadline.</b></p> <p>Impact on budget setting not yet fully understood due to absence of clear figures from Government concerning our rate baseline. This uncertainty is the principal reason for the amber status.</p> <p>Pooling MOU drafted and agreed by CEO's of S151's of all 5 districts and SCC. TDBC GL's supportive of the pool. Polling submission submitted to CLG by deadline of 9 November 2012.</p>
<b>4.4</b>	<b>New Corporate Business Plan</b> (clear ambitions, plans & priorities - deliverable & affordable)	Full Council approval of a new 3 year plan (by Dec 2012)	 Green	<p>The new corporate business plan is currently being drafted, and has been informed by the Members' survey and workshops in July-August, and the LGA Peer Review in September.</p> <p>The draft business plan will be considered by Corporate Scrutiny 22 November.</p>

## 5. KEY PARTNERSHIPS

Ref	OBJECTIVES	MEASURES	ALERT	ISSUES (current & future) and IMPACTS				
5.1	Southwest One	Efficient delivery of in-scope services (basket of KPIs)	 Green	<b>Key Performance Indicators – Quarter 2 (2012/13)</b>				
					<b>No. of indicators</b>	<b>No. of times measured in Q2</b>	<b>No. on Target</b>	<b>% on target</b>
				Monthly	13	13	13	100%
				Quarterly	9	9	9	100%
				Annually	21	0	0	-
Total	43	22	22	<b>100%</b>				
			<b>Quarter 2 KPI failures ☹️</b>		<b>Quarter 2 Successes 😊</b>			
			No KPI failures to report for Q2		All SWOne services have achieved contracted KPI targets.			
		Progress against key business objectives	 Green	All SWOne Service Development Plans (SDPs) are agreed and in the progress of being delivered through this financial year.				
5.2	Tone Leisure 'More people, more active, more often'	Target 1% increase in total leisure visits	 Green	<b>Q2 usage for 2012-13 shows a 2% growth on the same period last year.</b> Despite the distraction of the 'Summer of Sport' and in particular the Olympics and Paralympics this growth is very encouraging. It should be noted that Swimming usage was 11% up on the same period last year with over 6000 more swimming admissions.				
		Progress against Tone Leisure key business objectives	 Amber	Tone Leisure continues to operate in a challenging economic climate. At the half year stage the company is forecast to make a small surplus at the year end, which is extremely positive. During Quarter 2, the Health and Fitness membership position grew by 171 heads, Swimskool numbers have reached their highest ever level and the High Ropes course enjoyed very strong visitor numbers over the summer holiday period. Despite this there are areas for the company to work on in the second half of the year particularly around events, golf, energy management and continuing to focus on service standards. Tone Leisure's 6-monthly performance report went to Community Scrutiny 6 <sup>th</sup> Nov				
5.3	<b>Somerset Waste Partnership</b> To increase participation in the	% of household waste sent for reuse, recycling & composting	 Green	<b>Quarter 2 = 48.1%</b> (Target = 45.4%)  (Quarter 2 last year 2011/12 was 47.2%)				

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	recycling service through promotion and enforcement	Residual household waste	 Green	<b>Quarter 2 = 97 kg per household (Target = 380 kg per household)</b> (Quarter 2 last year 2011/12 was 102 kg per household)
		Progress against key business objectives	 Green	Both measures above are quite positive versus target and versus same time last year. Q2 is traditionally a "heavy" quarter for recycling and composting (with overall tonnages dipping in the winter, in large part due to reduced green waste composting), however it is pleasing to note that residual tonnages per household are a little down on the previous year.
5.4	<b>South West Audit Partnership</b>	Target min 90% of 2012/13 Audit plan delivered	 Amber	<b>67% of planned audits as at end of Quarter two were completed or are at draft report</b> (please note would be 100% under previous year's definition)  There were a total of 21 reviews planned for quarters one and two. 14 are complete or at draft and a further 3 reviews where the work has been completed for Audit Manager review before the draft reports are released.

## 6. PEOPLE (Human Resources)

Ref	OBJECTIVES	MEASURES	ALERT	ISSUES (current & future) and IMPACTS
6.1	<b>Staff Sickness</b> Reduce sickness absence through strong absence management, revised policies & procedures, & training	Target = 8.5 working days max lost per FT employee	 Amber	<b>Quarters 1 and 2 actual = 4.93 days</b> <b>2012/13 forecast = 9.86 days</b> (Q1 and Q2 last year was 4.35 days)  The 'Amber' alert is based on the historical records that show sickness is lower in the first half of the year of the financial year and the comparison with last year is a cause for concern. SW1 have completed the Wellbeing and Sickness Absence Action Plan for review by CMT and launch through Leads
6.2	<b>PRED / Training Plans</b> Maintain effective performance management of people and establish & deliver development needs	100% completion of PREDS	N/A	Theme 1 are 50% up-to-date Theme 2 are 100% up-to-date Theme 3 are 0% complete but all scheduled in diaries Theme 4 are 89% complete and remaining scheduled in diaries
		100% completion of Learning & Development plans	 Amber	Only 1 service has not yet completed a Learning & Development plan –SW1 L and D staff are addressing this with Economic Development & Regeneration service plan and will also be assisting all Theme Managers in the production of the 2013/14 plans.
		100% delivery of 'essential' training activities (corporate training plan)	 Amber	100% delivery of all requested training interventions. Several aspects of the plan will be reconsidered following approval of the new Corporate Business Plan.
6.3	<b>Staff Turnover</b>	Target 12% (voluntary leavers as % of staff in post)	 Green	<b>Total turnover = 9.47% Voluntary turnover = 4.55%</b> Early retirement / redundancy = 0.36% Ill-health retirement = 0.18% Other (End of contract/ dismissal) = 0.9% TUPE = 3.46% The overall turnover result has been significantly altered by the TUPE transfer of Car Parking staff in mid June 2012.
6.4	<b>Improve Staff Satisfaction</b>	Results from staff survey / resulting action plan	 Green	Staff Survey Action Plan has been drafted following feedback from Leads at meeting on 28 <sup>th</sup> June 2012 and will now be launched.

## 7. CORPORATE MANAGEMENT

Ref	OBJECTIVES	MEASURES	ALERT	ISSUES (current & future) and IMPACTS
7.1	<b>Corporate Governance Action Plan</b> Deliver the action plan, focussing on high priority areas	Deliver 95% of High priority Actions, and 80% of Medium priority actions by target dates	 Amber	The most recent report of all <i>External</i> audit recommendations was in June, and showed that 76% of all 21 actions were on track (67% of High Priority actions). Work is underway to better understand the status of all <i>Internal</i> audit recommendations. A recent report produced by SWAP indicated that there are currently 218 actions, of which: Priority 4 / 5 = 57 actions (26%) Priority 3 = 125 actions (57%) Priority 1 / 2 = 36 actions (16%) Officers responsible for these actions will be asked to provide progress updates during November, with a report going to Corporate Governance committee 19 <sup>th</sup> December.
7.2	<b>Audit &amp; Inspection</b> Ensure that statutory Audit & Inspection obligations are met	Internal audit findings	 Amber	2012-13 Internal Audit Work: In relation to quarters one & two there were 21 reviews. The following audit assessments were reported in respect of these audits where complete or draft (draft reports could be subject to change):  Comprehensive assurance = 0  Reasonable assurance = 5  Partial assurance = 4  No assurance = 0 Non-Opinion = 1 Follow-up Audit work = 4 Internal Audit (SWAP) reports quarterly on audit plan progress, assurance levels and priority recommendations to the Corporate Governance Committee (next report due December 2012).
		2011/12 Final Accounts unqualified	 Green	The 2011/12 accounts received an unqualified opinion
7.3	<b>Equalities &amp; Diversity</b> Develop practices & policies based on Equalities Framework for Local Govt	Council reports including Equality Impact Assessments (EIA) (Target 100%)	 Amber	Reports to the Executive that should have had an EIA attached or contained a full summary that did = <b>89%</b> (8/9 reports).

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7.4	<b>Risk Management</b> To ensure major risks are managed by embedding Risk Mgt Strategy	Delivery of RM Strategy & Policy & Procedures	 Green	The corporate risk register was reviewed by CMT in September and a report of corporate risk management was taken to the Corporate Governance committee 24 Sept. A corporate risk management action plan is in place and is on track. A recent internal (SWAP) audit on risk management in major projects was assessed as 'Reasonable assurance'.
7.5	<b>Value for Money / Benchmarking</b> To ensure that Services provide excellent value for money	Council Tax charges – in lowest quartile	 Green	TDBC remains in the lowest quartile in 2012/13 (compared with all English Districts).  <i>Council Tax average band D tax bill - amount paid to local services (excluding parishes)</i>
		Target efficiency savings at areas with poor VfM	 Green	The Audit Commission's Annual Governance Report (2011/12) includes the 'value for money conclusion', and was reported to the Corporate Governance committee 24 Sept – an unqualified conclusion was issued stating that TDBC has ' <i>proper arrangements to secure economy, efficiency and effectiveness in out use of resources</i> '. Work will continue to understand 'value for money' and develop benchmarking to support decisions in allocating resources as part of the corporate business planning process.
7.6	<b>Asset Management</b> Develop the Council's Asset Management arrangements	Implementation of Asset Mgt Plan (AMP)	 Green	Condition surveys have been completed and programme prepared to address priority items within budget available. A draft Asset Management Plan for 2013 – 16 will be presented to Scrutiny Committee this year.
		Target 70% of maintenance spend planned	 Amber	As the budgets are managed by different people it is difficult to target funds in this way. Also limited budgets do not allow for the necessary expenditure to be committed to planned projects
7.7	<b>Health &amp; Safety</b> To raise the standard of Health & Safety knowledge & performance	Delivery of H & S Action Plan	 Amber	The consolidation and compliance audit has started with interviews and audit planning sessions with the Directors and Theme Managers. The audit process has been well received and has provided additional motivation to address potential weaknesses within our management system as identified in the TDBC H&S Priorities Plan.

## ANNEX A

## GENERAL FUND REVENUE ACCOUNT SUMMARY 2012/13

	Original Budget £'000	Current Budget £'000	Forecast Outturn £'000	Forecast Variance £'000	
<b>Service Portfolios</b>					
Community Leadership	1,103	1,212	1,225	13	
Corporate Resources	1,238	1,065	860	(205)	
Economic Development, Asset Management, Arts & Tourism	1,162	1,230	1,237	6	
Environmental Services	4,509	4,351	4,193	(157)	
General Services	1,227	1,425	1,277	(148)	
Housing Services	2,572	2,562	2,580	18	
Planning, Transportation & Communications	(1,095)	(1,075)	(636)	439	
Sports, Parks & Leisure	2,584	2,533	2,597	65	
<b>Net Cost of Services</b>	<b>13,301</b>	<b>13,303</b>	<b>13,334</b>	<b>31</b>	<b>0.23%</b>
<b>Other Operating Costs and Income</b>					
Deane Helpline Trading Account	77	88	88	0	
DLO Trading Account	(101)	(101)	(262)	(161)	
Interest Payable and Debt Management Costs	264	239	13	(226)	
Interest and Investment Income	(67)	(71)	(315)	(244)	
Council Tax Freeze Grant	(277)	(278)	(278)	0	
New Homes Bonus Grant	(1,040)	(1,040)	(1,040)	0	
Parish Precepts & Special Expenses	530	530	530	0	
Transfer to/(From) Earmarked Reserves	309	277	297	20	
Capital Expenditure Funded from Revenue (RCCO)	330	380	380	0	
Repayment of Capital Borrowing (MRP)	664	664	650	(14)	
Transfers to Capital Adjustment Account	(2,434)	(2,434)	(2,434)	0	
<b>Total Other Costs and Income</b>	<b>(1,744)</b>	<b>(1,746)</b>	<b>(2,372)</b>	<b>(626)</b>	<b>35.87%</b>
<b>NET EXPENDITURE BUDGET BEFORE FUNDING</b>	<b>11,557</b>	<b>11,557</b>	<b>10,962</b>	<b>(595)</b>	<b>-5.15%</b>
Formula Grant and Council Tax Income	(11,596)	(11,596)	(11,596)	0	
Net (Surplus)/Deficit for the Year	(40)	(40)	(635)	(595)	
<b>Met by Transfer to (from) General Fund Balance</b>	<b>40</b>	<b>40</b>	<b>635</b>	<b>595</b>	

**ANNEX B**

**GENERAL FUND REVEUE ACCOUNT FORECAST VARIANCES TO BUDGET 2012/13**

Item No.	Portfolio	Theme	Cost Centre Description	Forecast outturn variance as at Q2	Variance explanation	Management Action
1	COR	T1a	NNDR Collection	£18,700	Over spend relates to discretionary rate relief paid in arrears exceeding approved budget.	None available due to nature.
2	PTC	T1a	Off-Street Parking	£548,400	<p>Parking Charges - The forecast under recovery of daily ticket sales income is estimated at £332k. This is partly due to delayed implementation of an element of the agreed Transport Strategy, plus a reduction in usage. It is believed that this is a continuing reflection of the economic climate, the rising costs of motoring, driver choice, and the availability of the Park &amp; Ride Schemes.</p> <p>Travel Plan - The total estimated income is £12k lower than expected.</p> <p>Royal Mail - Forecast under recovery of income of £47k for the delayed Royal Mail contract (£22k for 20 season tickets at Wood Street and £25k lease for 30 spaces at TDBC car park).</p> <p>Penalty income - is forecasting an under recovery of £117k. Current trend is significantly below the 'historic' budget allocation.</p> <p>Season ticket - income is forecasting an under recovery of £64k. Current trend is significantly below the 'historic' budget allocation.</p> <p>Service Costs - Forecasting an under spend of £24k on direct expenditure as a result of the new service delivery contract.</p>	Budget holder will review on a monthly basis.

Item No.	Port- folio	Theme	Cost Centre Description	Forecast outturn variance as at Q2	Variance explanation	Management Action
3	PTC	T1a	On-Street Parking	(£120,600)	Forecast under spend of £120k due to the service being transferred to SCC from the 11th June 2012. The variance has arisen because the budget was set as if the service was to remain with TDBC, as the possible outsourcing arrangements had not yet been confirmed. It should be noted that this variance may increase when support service recharges are run at year end, as the consumption of these services will have reduced.	Budget holder will review on a monthly basis.
4	ENV	T1a	SWP	(£107,000)	Savings are projected on contract costs (£75k), contingent budgets (£16k), and refund from 11/12 (£44k); offset by an under recovery of income (£28k).	Budget holder will review on a monthly basis. This under spend provides protection should the capital programme requirement exceed current budget allocations.
5	COR	T1a	HR	(£48,800)	Forecast under spend on the contract costs (c.£60k) due to training and OD coming back to TDBC, and over spend on childcare (c.£3k) and Occupational Health (c.£8k) costs not budgeted for.	Budget holder will review on a monthly basis.

Item No.	Portfolio	Theme	Cost Centre Description	Forecast outturn variance as at Q2	Variance explanation	Management Action
6	HSG	T1a	Housing Standards	£56,050	Forecast over spend due to no longer being affiliated with organisations such as 'Home Aid', therefore no income is now expected from other sources. Also staff costs are over spent as a temporary member of staff backfilling a post is costing more than the post was originally budgeted for and other non-pay expenditure over spends. Christian Trevelyan has just taken over as budget holder so this may change.	Budget holder will review on a monthly basis.
7	COR	T1a	Rent Allowances & Rent Rebates	(£49,900)	The year end outturn position is estimated to be an over recovery. It is worth noting that this is only a 0.17% variance on a gross budget of £29m, and that the original budget has been estimated as best as possible on an area that fluctuates significantly based on demand for this scheme.	Budget holder will review on a monthly basis.
8	HSG	T2	Housing Enabling	(£32,000)	Forecasting over recovery of income by £29k due to a decision to increase partnership income and additional income for affordable housing open days, plus an under spend of £3k due to car leasing costs budgeted for twice in error.	Budget holder will review on a monthly basis.
9	ENV	T1a	Flood Defences	(£11,000)	Forecasting an under spend on a proportion of the contingent budget that is anticipated to not be needed, less an under recovery of income.	Budget holder will review on a monthly basis.
10	HSG	T4	B&B Accommodation	£10,400	Forecasting an over spend due to an increase in demand for bed and breakfast accommodation. This remains a concern and is likely to be for some time to come.	Budget holder will review on a monthly basis.

Item No.	Port- folio	Theme	Cost Centre Description	Forecast outturn variance as at Q2	Variance explanation	Management Action
11	HSG	T4	Leasehold Dwellings	(£15,000)	Forecasting an over recovery of income from the HRA not budgeted for.	Budget holder will review on a monthly basis.
12	HSG	T4	Homelessness Admin	£34,570	Forecast over spend due to write off of £73k offset in part by £43k of bad debt impairment already accrued.	Budget holder will review on a monthly basis.
13	PTC/ GFOTH	T3	Building Control	£36,100	Forecasting an under-recovery of income by c£57k and an over spend of £10k for the Acolaid Licence, partly offset by an unbudgeted income recharge of c£40k to Land Charges. The variance also includes £20k budgeted transfer from earmarked reserve that is not possible due the projected overspend on the service overall. [The BH has spent a significant amount of time ensuring the figs in SAP are accurate and reconcile with the actual income figures held by BC. They have also identified areas of savings within the budget codes, and also corrected errors and miscodings.]	The Budget Holder, Theme Mgr and Strategic Director are looking at cost reduction measures now in order to help manage the shortfall further.

Item No.	Port- folio	Theme	Cost Centre Description	Forecast outturn variance as at Q2	Variance explanation	Management Action
14	ENV	T4	Business Support Theme 4	(£28,000)	Forecasting an operational under spend on staff costs due to backfill arrangements for two maternity leave, a new starter opted out of the pension that was previously budgeted for, a new starter budgeted at the top of the grade is paid at the bottom of the grade, and a post that was budgeted for but is to be paid for by HRA. Part of this under spend has been approved as a virement in the current year only to cover non-pay expenditure.	Budget holder will review on a monthly basis.
15	GEN	T5	Corporate Management	(£133,370)	This under spend is a combination of (a) an over achievement of vacancy savings target at Q2 (target was £60,500 and we achieved £125,130 for Q1 & Q2), and (b) the extraction of the 1% pay award that was prudently budgeted for of £68,740.	Budget holder will review on a monthly basis.
16	COM	T4	Community Safety	£30,000	Under recovery of income due to changes in grant system (previously received from SCC).	Budget holder will review on a monthly basis.
17	COR	T1a	Council Tax Benefit	(£104,300)	The forecast variance of £104k, which is only 1.5% of the total budget, is due to the predicted amount of eligible overpayments being different to the original budget estimate. This means that we have received more income than originally budgeted for.	Budget holder will review on a monthly basis.

Item No.	Port- folio	Theme	Cost Centre Description	Forecast outturn variance as at Q2	Variance explanation	Management Action
18	Various	Various	Insurance	(£28,000)	The premium information has now been received. Only £25k of the agreed £53k carry forward request has needed to be used, therefore £28k remains as un-used carry forward budget.	Budget holder will review on a monthly basis.
19	HSG	T4	Housing Advice	(£30,600)	Forecast under spend due to maternity backfill arrangements costing less plus two posts budgeted for pension that has not been used.	Budget holder will review on a monthly basis.
20	ENV	T4	Pest Control	£10,000	Forecast under recovery of income due to the reduction in demand for wasp visits due to the wet summer experienced this year.	Budget holder will review on a monthly basis.
21	ENV	T4	Licences	(£14,700)	Forecasting an over recovery of income due to the additional demand for events licences for the Olympic and Jubilee events this year, plus some other minor forecast under spends on non-pay expenditure.	Budget holder will review on a monthly basis.
22	SPL	T3	Environmental Maintenance	£20,000	Forecasting to under recover by around £20k due to losing part of the SCC grass verge contract.	Budget holder will review on a monthly basis.
23	COR	T1c	Land Charges	£40,000	Forecast over spend due to un-budgeted building control charge c.£40k for the year.	Budget holder will review on a monthly basis.
24	COR	T1c	Legal Services	(£56,500)	Forecast under spend of c.£59k due to over budgeted hours for Tonya (c.£24k), no backfill arrangements for maternity leave (c.£30.5k), and budgeted pension (c£4.6k) not used.	Budget holder will review on a monthly basis.

Item No.	Portfolio	Theme	Cost Centre Description	Forecast outturn variance as at Q2	Variance explanation	Management Action
25	COR	T1a	Retained HR	£22,000	Forecasting an over spend due to the costs for agency staff covering HR Retained Manager post being higher than the budget for the permanent position.	Budget holder will review on a monthly basis.
26	COM	T1b	Strategy Unit	(£27,000)	Forecasting an over recovery of income by £11.5k, plus an over spend of £5k on non-pay exp, plus a £21k under spend on staff costs.	Budget holder will review on a monthly basis.
27	DLO	T3	DLO Admin	(£82,500)	Forecast under spend on staff costs due to the Stores staff, who were transferred back to the DLO (from SW1), already budgeted for. The DLO then received the contract payment budget from the Client Team.	Budget holder will review on a monthly basis.
28	DLO	T3	DLO Grounds Maintenance	(£64,200)	The forecast under spend relates to budgets for contractor payments and agency payments that will not be spent.	Budget holder will review on a monthly basis.
29	DLO	T3	Vivary Park Trading Account	£31,000	Forecasting an under spend of c.£11k due to the flooding which cancelled events such as the bandstand concert and c.£3k budget not needed on rents, plus a consequential under recovery of car parking income of c.£45k due to the flooding which cancelled events such as the Circus.	Budget holder will review on a monthly basis.
30			Various minor variances	(£13,694)	Net of other minor variances	

Item No.	Port- folio	Theme	Cost Centre Description	Forecast outturn variance as at Q2	Variance explanation	Management Action
31	GFOTH	T0	Interest Payable (GF)	(£226,430)	Under spend due to General Fund (GF) now being debt free and therefore not due to pay any of the originally budgeted interest payments. This may change if the Authority decided to take on any short term loans during the year.	Budget holder will review on a monthly basis.
32	GFOTH	T0	Interest Receivable (GF)	(£243,950)	Over recovery of interest receivable (£70k) due to better interest rate received on GF investments than originally budgeted for, due to uncertainty around interest rates during budget setting; and HRA now paying (174k) to borrow from the GF.	Budget holder will review on a monthly basis.
33	GFOTH	T0	MRP (repayment of debt)	(£14,420)	Our repayment of debt is slightly less than budgeted for.	No further action.
			<b>GRAND TOTAL</b>	<b>(£594,740)</b>		

Key: Portfolios

COM	Community Leadership
COR	Corporate Resources
ECD	Economic Development, Asset Management, Arts & Tourism
ENV	Environmental Services
GEN	General Services
HSG	Housing Services (Non-HRA)
PTC	Planning and Transportation/Communications
SPL	Sports, Parks & Leisure

## ANNEX C

## GENERAL FUND RESERVES SUMMARY 2012/13

	Original Budget £'000	Current Budget & Forecast £'000
<b>Balance Brought Forward 1 April 2012</b>	<b>3,337</b>	<b>3,337</b>
Approved Budget Carry Forward into 2012/13 *(21st June 2012)	0	(86)
<b>Balance in 2012/13 after Carry Forward</b>	<b>3,337</b>	<b>3,251</b>
Supplementary Budget to Capital Programme for Cremator Replacement Mercury Abatement Project *(Executive 11th July 2012)	0	(113)
Supplementary Budget to support Flood Alleviation Works on North Curry Moor *(18th July 2012)	0	(10)
<b>Projected Balance before 2012/13 Outturn</b>	<b>3,337</b>	<b>3,128</b>
Original Budget 2012/13	40	40
<b>Projected Balance Carried Forward 31 March 2013</b>	<b>3,377</b>	<b>3,168</b>

## ANNEX D

## HOUSING REVENUE ACCOUNT SUMMARY 2012/13

	Original Budget £'000	Current Budget £'000	Forecast Outturn £'000	Forecast Variance £'000	Forecast Variance %
<b>Income</b>					
Dwelling Rents	(22,735)	(19,353)	(19,396)	(43)	0%
Non Dwelling Rents	(553)	(577)	(571)	6	-1%
Supported, Sheltered & Extra Care	(364)	(3,980)	(3,970)	10	0%
Other Income (Service Charges, Rechargeable Repairs, Leaseholder Charges and GF Contribution)	(547)	(266)	(461)	(195)	73%
<b>Total Income</b>	<b>(24,200)</b>	<b>(24,176)</b>	<b>(24,398)</b>	<b>(222)</b>	<b>1%</b>
<b>Expenditure</b>					
Supervision & Management	3,252	3,396	3,390	(6)	0%
Maintenance	7,515	6,555	6,787	232	4%
Capital Charges - Depreciation	6,270	6,270	6,270	0	0%
Provision for Bad Debt	30	30	30	0	0%
Debt Management Expenses	50	50	50	0	0%
Other Expenditure (Communal and Rechargeable Costs, Insurance Excess, and Tenants Forum)	95	886	872	(14)	-2%
<b>Total Expenditure</b>	<b>17,211</b>	<b>17,187</b>	<b>17,399</b>	<b>212</b>	<b>1%</b>
<b>Other Costs &amp; Income</b>					
CDC Costs	231	231	231	0	0%
Interest Payable	3,873	3,873	2,945	(928)	-24%
Interest and Investment Income	(127)	(127)	(17)	110	-87%
Transfers To/(From) Earmarked & General Reserves	2,524	2,524	2,524	0	0%
<b>Total Other Costs &amp; Income</b>	<b>6,501</b>	<b>6,501</b>	<b>5,683</b>	<b>(818)</b>	<b>-13%</b>
<b>NET (SUPPLUS)/DEFICIT FOR THE YEAR</b>	<b>(488)</b>	<b>(488)</b>	<b>(1,316)</b>	<b>(828)</b>	<b>170%</b>

## ANNEX E

### HOUSING REVENUE ACCOUNT FORECAST VARIANCES TO BUDGET 2012/13

Item No.	Cost Centre Description	Forecast outturn variance as at Q2	Variance explanation	Management Action
1	Interest Payable	(928,100)	The forecast under spend is estimated to be £928,100 for 2012/13. This is because the actual rate of interest payable rate on the new self-financing loan was not confirmed until after the budget was set, and was eventually obtained at a much lower rate than previously anticipated.	Budget holder will review on a monthly basis as per the HRA Business Plan.
2	Interest Receivable	110,250	The forecast over spend is estimated to be £110,250 for 2012/13, due to receiving less interest on HRA investments than originally budgeted for.	Budget holder will review on a monthly basis as per the HRA Business Plan.
3	Income	(221,800)	Forecasting an over recovery of income due to lower than budgeted voids combined with a large one-off easement which have been offset in part by a pressure in garage rental income caused by to low take-up in some areas. Additional unbudgeted income of £195k is expected across leaseholder charges and rechargeable repairs, which is matched with corresponding expenditure.	Budget holder will review on a monthly basis as per the HRA Business Plan.
4	Expenditure	211,700	Forecasting an over spend due to higher than expected levels of general maintenance, including rechargeable repairs, which have been offset in part by the slippage of some pre-planned maintenance work into next year. It is likely that welfare reform will lead to additional moves within the housing stock leading to a larger number of voids in the short term. Combined with some major work starting on void properties in Halcon.	Budget holder will review on a monthly basis as per the HRA Business Plan.
	<b>SUB TOTAL</b>	<b>(827,950)</b>	<b>Reported Variances</b>	
	<b>Reinvestment Proposed</b>	<b>827,950</b>	Projected balance available for reinvestment into Social Housing Development Fund (or other priorities as determined by Members)	None
	<b>TOTAL</b>	<b>Nil</b>		

## HOUSING REVENUE ACCOUNT RESERVES SUMMARY 2012/13

	Original Budget	Current Budget & Forecast
	£'000	£'000
<b>Balance Brought Forward 1 April 2012</b>	<b>1,355</b>	<b>1,355</b>
Transfer to reserves within original budget	488	488
Forecast under / (over) for the year	0	0
<b>Projected Balance carried forward 31 March 2013</b>	<b>1,843</b>	<b>1,843</b>

**ANNEX G****BUDGET VIREMENTS FOR APPROVAL**

#	Amount £	Fund	From	To	Explanation
			Service / Heading	Service / Heading	
1					
2					
3					
	<b>0 TOTAL VALUE OF BUDGET VIREMENTS</b>				

## ANNEX H

## SUMMARY STATEMENT OF EARMARKED RESERVES 2012/13

	Balance B/F £'000	Transfers In £'000	Transfers Out £'000	Current Balance £'000
<b><i>For General Fund revenue purposes</i></b>				
Growth & Regeneration Service Costs	886	14	(340)	559
Asset Management - Tone Leisure	784	0	(20)	764
Self Insurance Fund	750	0	0	750
New Homes Bonus Reserve	392	648	0	1,040
Local Plan Enquiry General Provisions	238	44	(64)	218
Planning Delivery Grant - Revenue	237	0	(25)	212
DLO Trading Account Reserve	222	0	0	222
Asset Management - General Services	218	0	0	218
Housing Enabling	218	0	(2)	215
Home Improvement Agency	192	0	0	192
Eco Towns Projects Grant Funding	149	0	0	149
CCR Property Services Restructuring Pension Costs	0	25	0	25
Performance & Client Consultancy	144	0	0	144
Youth Homelessness Fund	133	0	(47)	86
Land Charges	101	0	0	101
CEO Initiatives	60	0	(1)	59
Olympic Torch Event Support	60	0	(39)	21
Corporate Training	58	0	(15)	43
LABGI	38	0	0	38
Other Reserves	626	72	(138)	560
<b><i>Sub-total</i></b>	<b>5,506</b>	<b>803</b>	<b>(692)</b>	<b>5,618</b>
<b><i>For General Fund capital financing purposes</i></b>				
DLO Vehicle Replacement Reserve	117	203	0	319
Capital Financing Reserve - General Fund Projects	939	100	(50)	989
<b><i>Sub-total</i></b>	<b>1,055</b>	<b>303</b>	<b>(50)</b>	<b>1,308</b>

	Balance B/F £'000	Transfers In £'000	Transfers Out £'000	Current Balance £'000
<b><i>For HRA revenue purposes</i></b>				
HRA Heating Reserve	240	0	0	240
CCR DLO Transformation (HRA resources)	113	0	(35)	78
Other Reserves	14	0	0	14
<b>Sub-total</b>	<b>366</b>	<b>0</b>	<b>(35)</b>	<b>331</b>
<b><i>For HRA capital financing purposes</i></b>				
Capital Financing Reserve - HRA Projects	79	0	0	79
Halcon Regeneration Scheme Project Costs	65	0	0	65
<b>Sub-total</b>	<b>144</b>	<b>0</b>	<b>0</b>	<b>144</b>
<b>GRAND TOTAL</b>	<b>7,071</b>	<b>1,106</b>	<b>(777)</b>	<b>7,400</b>

## ANNEX I

## DEANE DLO TRADING ACCOUNT AND RESERVES SUMMARY

	Expenditure Budget £'000	Income Budget £'000	Net Budget £'000	Forecast £'000	Forecast Variance £'000
<b>TRADING ACCOUNT PERFORMANCE 2012/13</b>					
Admin	472	0	472	375	(82)
Highways	0	0	0	(0)	(0)
Grounds	2,649	(2,901)	(253)	(317)	(64)
Building	4,343	(4,650)	(308)	(308)	0
Cleansing	0	0	0	0	0
Nursery	103	(116)	(13)	(13)	0
Transport	0	0	0	0	0
<b>DLO Net (Surplus) / Deficit</b>	<b>7,567</b>	<b>(7,668)</b>	<b>(101)</b>	<b>(262)</b>	<b>(146)</b>

**TRADING ACCOUNT RESERVES POSITION**

Balance B/F	222	222
Transfer from 2012/13 Trading Account – Grounds Maintenance	0	(16)
Projected Forecast Surplus to Budget		146
<b>Estimated Balance C/F</b>	<b>222</b>	<b>352</b>

## DEANE HELPLINE TRADING ACCOUNT AND RESERVES SUMMARY

	Expenditure	Income	Net	Forecast	Forecast
	Budget	Budget	Budget	Outturn	Variance
	£'000	£'000	£'000	£'000	£'000
Telecare	150	0	150	150	0
Emergency Response	154	0	154	154	0
Control Centre	374	0	374	374	0
Other	342	(933)	(591)	(591)	0
<b>Deane Helpline Net (Surplus) / Deficit</b>	<b>1,009,380</b>	<b>(932,500)</b>	<b>76,880</b>	<b>76,880</b>	<b>(0)</b>

## TRADING ACCOUNT RESERVES POSITION

Balance b/f	0	0
Transfer from 2012/13 Trading Account	0	0
Estimated Balance c/f	<b>0</b>	<b>0</b>

There is no trading account reserves held. The General Fund has budgeted to meet the deficit in 2012/13.

## ANNEX L

### GENERAL FUND CAPITAL PROGRAMME FORECAST VARIANCES TO BUDGET 2012/13

Item No.	Portfolio	Theme	Cost Centre Description	Q2 Variance £	Variance explanation	Management Action
1	ECD	T2	DLO IT System	£200,000	This variance is due to the go-live date slipping from 1 April 2013 to June/July 2013. It is currently anticipated that 50% of the costs will be payable in 2012/13 and the other 50% in 2013/14.	The under spend on this budget will need to be carried forward into 2013/14.
2	ECD	T2	Castle Green	£300,000	This is to fund the second phase of the redevelopment of castle green. It is expected that the new phase will not begin until the new financial year.	The under spend on this budget will need to be carried forward into 2013/14.
3	HOU	T2	Grants to Registered Providers	£272,100	The slippage here is due to a scheme that is not due to start until 2013/14.	The under spend on this budget will need to be carried forward into 2013/14.
4	COR	T1	PC Refresh Project	£44,940	The slippage here is due to the delay in establishing a new five year rolling programme. This is underway and the budget will be spent in 2013/14.	The under spend on this budget will need to be carried forward into 2013/14.
5	ECD	T2	Longrun Meadow Bridge C	£95,000	The slippage here is due to the environmental and ecological issues that have arose with the Environment Agency which have delayed the project,	The under spend on this budget will need to be carried forward into 2013/14.

## ANNEX K

## GENERAL FUND CAPITAL PROGRAMME SUMMARY 2012/13

Project	Budget	Slippage	Supplements / Returns / Virements	Current Budget	Actuals	Actuals To Date v Budget	Forecast Spend In Year	Forecast Variance In Year	ANALYSIS OF VARIANCE	
									Predicted Slippage into 2013/14	Actual Variance To Budget
									£	£
Climate Change Initiatives	0	100,000	0	100,000	52,112	(47,888)	100,000	0	0	0
	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>100,000</b>	<b>52,112</b>	<b>(47,888)</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
PC Refresh Project	60,000	19,940	0	79,940	6,523	(73,417)	35,000	(44,940)	(44,940)	0
IT Infrastructure Maintenance	0	35,000	0	35,000	9,559	(25,441)	35,000	0	0	0
Members IT Equipment	6,690	650	0	7,340	0	(7,340)	7,340	0	0	0
	<b>66,690</b>	<b>55,590</b>	<b>0</b>	<b>122,280</b>	<b>16,083</b>	<b>(106,197)</b>	<b>77,340</b>	<b>(44,940)</b>	<b>(44,940)</b>	<b>0</b>
DLO Vehicles	280,000	18,840	0	298,840	118,053	(180,787)	298,840	0	0	0
DLO IT System	0	400,000	0	400,000	0	(400,000)	200,000	(200,000)	(200,000)	0
DLO Plant	20,000	0	0	20,000	11,712	(8,288)	20,000	0	0	0
PT Longrun Meadow C	40,000	68,000	0	108,000	62	(107,939)	13,000	(95,000)	(95,000)	0
PT COACH Project	40,000	0	0	40,000	0	(40,000)	40,000	0	0	0
PT Public H and S	10,000	0	0	10,000	0	(10,000)	10,000	0	0	0
PT High Street	100,000	33,000	0	133,000	5,456	(127,544)	133,000	0	0	0
PT Longrun Farm	0	0	0	0	2,500	2,500	0	0	0	0
PT Firepool	0	468,000	0	468,000	6,298	(461,702)	468,000	0	0	0
PT Castle Green	0	1,529,000	0	1,529,000	1,029,788	(499,212)	1,229,000	(300,000)	(300,000)	0
PT High St Retail	0	60,000	0	60,000	62,549	2,549	60,000	0	0	0
PT NIDR	0	35,000	0	35,000	0	(35,000)	35,000	0	0	0
PT Urban Growth	0	58,000	0	58,000	0	(58,000)	58,000	0	0	0
PT Goodlands Gardens	0	0	0	0	(6,271)	(6,271)	0	0	0	0
PT Coal Orchard	0	10,000	0	10,000	0	(10,000)	10,000	0	0	0
PT Bus Station	0	11,000	0	11,000	7,602	(3,399)	11,000	0	0	0
PT Sineage	0	22,000	0	22,000	2,142	(19,858)	22,000	0	0	0
PT Consultancy	0	20,000	0	20,000	0	(20,000)	20,000	0	0	0
HPDG Firepool Weir	0	4,080	0	4,080	0	(4,080)	4,080	0	0	0
	<b>490,000</b>	<b>2,736,920</b>	<b>0</b>	<b>3,226,920</b>	<b>1,239,890</b>	<b>(1,987,030)</b>	<b>2,631,920</b>	<b>(595,000)</b>	<b>(595,000)</b>	<b>0</b>
Taunton/Canal Grant	10,000	0	0	10,000	10,000	0	10,000	0	0	0
Mercury Abatement	0	966,290	113,000	1,079,290	138,326	(940,964)	1,079,290	0	0	0
Waste Containers	50,000	51,180	0	101,180	0	(101,180)	101,180	0	0	0
	<b>60,000</b>	<b>1,017,470</b>	<b>113,000</b>	<b>1,190,470</b>	<b>148,326</b>	<b>(1,042,144)</b>	<b>1,190,470</b>	<b>0</b>	<b>0</b>	<b>0</b>

## ANNEX K

## GENERAL FUND CAPITAL PROGRAMME SUMMARY 2012/13

Project	Budget £	Slippage £	Supplements / Returns / Virements £	Current Budget £	Actuals £	Actuals To Date v Budget £	Forecast Spend In Year £	Forecast Variance In Year £	ANALYSIS OF VARIANCE	
									Predicted Slippage into 2013/14 £	Actual Variance To Budget £
Grants to RSL's	0	694,600	0	694,600	25,000	(669,600)	422,500	(272,100)	(272,100)	0
Private Sector H and S	25,000	0	0	25,000	55,580	30,580	25,000	0	0	0
Energy Efficiency	62,000	0	0	62,000	(5,780)	(67,780)	62,000	0	0	0
Landlord Acc Scheme	90,000	0	0	90,000	0	(90,000)	90,000	0	0	0
Wessex HI Loans	62,000	0	0	62,000	0	(62,000)	62,000	0	0	0
DFGs Private Sector	450,000	246,880	0	696,880	268,403	(428,477)	696,880	0	0	0
	<b>689,000</b>	<b>941,480</b>	<b>0</b>	<b>1,630,480</b>	<b>343,203</b>	<b>(1,287,277)</b>	<b>1,358,380</b>	<b>(272,100)</b>	<b>(272,100)</b>	<b>0</b>
Accolaid Upgrade	20,000	0	0	20,000	0	(20,000)	20,000	0	0	0
Paul St Car Park	218,000	27,120	0	245,120	25,336	(219,784)	245,120	0	0	0
	<b>238,000</b>	<b>27,120</b>	<b>0</b>	<b>265,120</b>	<b>25,336</b>	<b>(239,784)</b>	<b>265,120</b>	<b>0</b>	<b>0</b>	<b>0</b>
Replacement Lift Station Road	0	0	0	0	(9,297)	(9,297)	0	0	0	0
Grants to Clubs Play	46,000	0	0	46,000	30,677	(15,323)	46,000	0	0	0
Grants to Parishes	20,000	12,420	0	32,420	0	(32,420)	32,420	0	0	0
Replace Play Equip	20,000	0	0	20,000	23,570	3,570	20,000	0	0	0
Play Equip Long Run	0	0	0	0	24,949	24,949	0	0	0	0
Play Equip Greenway	0	0	0	0	1,325	1,325	0	0	0	0
Vivary Park Play	0	0	0	0	14,184	14,184	0	0	0	0
Fitzhead Tythe Barn	0	0	0	0	(182)	(182)	0	0	0	0
Play Area Taunton Green	0	0	0	0	3,087	3,087	0	0	0	0
Popham Hall	0	0	0	0	(8,902)	(8,902)	0	0	0	0
Wellington Recreation	0	0	0	0	3,360	3,360	0	0	0	0
Lambrook Green	0	0	0	0	1,650	1,650	0	0	0	0
French Weir Park	0	0	0	0	366	366	0	0	0	0
Cotford St Luke Play	0	0	0	0	1,498	1,498	0	0	0	0
Lyngford Skate Ramps	0	0	0	0	1,349	1,349	0	0	0	0
	<b>86,000</b>	<b>12,420</b>	<b>0</b>	<b>98,420</b>	<b>87,635</b>	<b>(10,785)</b>	<b>98,420</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>1,629,690</b>	<b>4,891,000</b>	<b>113,000</b>	<b>6,633,690</b>	<b>1,912,585</b>	<b>(4,721,105)</b>	<b>5,721,650</b>	<b>(912,040)</b>	<b>(912,040)</b>	<b>0</b>

# ANNEX M

## HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME SUMMARY 2012/13

Project	Budget	Slippage	Supplements / Returns / Virements	Current Budget	Actuals	Actuals To Date v Budget	Forecast Spend In Year	Forecast Variance In Year	ANALYSIS OF VARIANCE	
	£	£	£	£	£	£	£	£	Predicted Slippage into 2013/14 £	Actual Variance To Budget £
HRA Kitchens	0	0	0	0	(18,128)	(18,128)	115,000	115,000	0	115,000
HRA Bathrooms	740,000	0	0	740,000	148,904	(591,096)	740,000	0	0	0
HRA Roofing	960,000	0	0	960,000	333,051	(626,949)	960,000	0	0	0
HRA Windows	415,000	0	0	415,000	209,450	(205,550)	665,000	250,000	0	250,000
HRA Heating Improvements	1,200,000	0	0	1,200,000	1,673	(1,198,327)	800,000	(400,000)	0	(400,000)
HRA Doors	120,000	0	0	120,000	0	(120,000)	200,000	80,000	0	80,000
HRA Fire Safety Work	150,000	0	0	150,000	121,706	(28,294)	250,000	100,000	0	100,000
HRA Cladding	500,000	0	0	500,000	0	(500,000)	0	(500,000)	0	(500,000)
HRA Facias and Soffits	505,000	0	0	505,000	0	(505,000)	150,000	(355,000)	0	(355,000)
HRA Heat Pumps	225,000	0	0	225,000	225,533	533	571,000	346,000	0	346,000
HRA IT Development	15,000	0	0	15,000	11,533	(3,467)	11,533	(3,467)	(3,467)	
HRA Door Entry Systems	75,000	0	0	75,000	1,416	(73,584)	125,000	50,000	0	50,000
HRA Aids and Adaptations	200,000	0	0	200,000	60,597	(139,403)	200,000	0	0	0
HRA Soundproofing	20,000	0	0	20,000	0	(20,000)	10,000	(10,000)	0	(10,000)
HRA DDA Work	20,000	0	0	20,000	0	(20,000)	40,000	20,000	0	20,000
HRA Asbestos Work	50,000	0	0	50,000	2,940	(47,060)	50,000	0	0	0
HRA Tenants Improvements	5,000	0	0	5,000	650	(4,350)	5,000	0	0	0
HRA DFG's	300,000	0	0	300,000	67,584	(232,416)	300,000	0	0	0
Community Alarms	0	0	0	0	27,300	27,300	0	0	0	0
	<b>5,500,000</b>	<b>0</b>	<b>0</b>	<b>5,500,000</b>	<b>1,194,210</b>	<b>(4,305,790)</b>	<b>5,192,533</b>	<b>(307,467)</b>	<b>(3,467)</b>	<b>(304,000)</b>

# Taunton Deane Borough Council

**Executive - 5 December 2012**

## **Taunton Deane Borough Council's Grants Panel Recommendations for Voluntary and Community Sector Service Level Agreement payments for financial year 2013/2014**

**Report of the Strategy Lead Officer**

**This matter is the responsibility of Executive Councillor Warmington**

### **1. Executive Summary**

The TDBC Grants Panel met on the 8<sup>th</sup> November 2012 to discuss proposals for the allocation of Voluntary and Community Sector funding for the next financial year (2013/14) from each of the following service areas: Strategy, Economic Development, Housing, Community Development and Community Leisure.

Recommendations are being made as part of the annual Budget Review Programme from each individual service area on the allocation of budgets.

This report supplements these recommendations by giving an overview of all proposed VCS spending across the authority during 2013/14 and beyond, and makes further recommendations on the allocation of funding.

- The Grants Panel recommends that the proposals for the allocation of funding are supported as listed in this report.
- The Grants Panel recommends that an Impact Assessment be carried out on the withdrawal of funding from the Somerset County Council Accessible Transport.
- The Grants Panel recommends that the general fund contribution to the Youth Fund is increased from £5000 to £15000 to even out the geographical balance of projects that can be supported across the borough.
- The Grants Panel recommends that all Service Level Agreements are signed for a 3 year period (wherever possible) and that there is a commitment from TDBC to not consider those particular funding arrangements as budget savings during the 3 year period.

## **2. Purpose of Report**

Taunton Deane Borough Council (TDBC) provides financial support to a wide range of VCS organisations that help us deliver our corporate priorities and meet wide ranging community needs.

TDBC released a total of £582,300 to the VCS in 2012/2013. Funding is awarded to the VCS through five main service areas:

- Strategy and Performance
- Community Development
- Economic Development
- Housing
- Community Leisure

The detail of historic VCS spend is provided at Appendix B.

This report will:

1. Give an overview of all proposed VCS spend for the financial year 2013 to 2014.
2. Highlight any areas of duplication and potential for providing joint support across service areas.
3. Identify any proposals that are not meeting community priorities.
4. Make recommendations to address any issues identified with the proposals.

## **3. Background**

TDBC recognises the vital role the VCS play in providing services and advice to the community. They engage and empower local people and reach groups and individuals who may be marginalised or disadvantaged.

With a reduction in levels of service, and the removal of some services altogether across the County, TDBC recognises that the VCS are playing an increasing roll in the delivery of services.

The Grants Panel was formed to ensure that the Council has an overview of all VCS spending across the authority to enable Service Managers and Members to make informed decisions on the allocation of budgets.

The allocation of funding is proposed by the relevant Service Area Managers or Lead officers and presented to the Grants Panel for discussion in November for the following financial year.

The Grants Panel put forward their recommendations to Corporate Scrutiny and the Executive for approval as part of the annual budget setting process.

As budgets for the next financial year have not yet been confirmed the recommendations within this report may influence and will ultimately be dependant on the outcomes of the Councils Budget Review Programme.

#### 4. Financial Support for the VCS 2013/2014

The following tables provide information on VCS funding recommendations for 2013/2014

It is the intention that all organisations due to receive funding will have a robust SLA in place from 1<sup>st</sup> April 2013.

A summary giving the details of each Service Level Agreement, including the services to be delivered, benefits to the community, outputs and deliverables and benefits to the authority, have been provided in Appendix A.

##### 4.1 Strategy and Performance VCS funding

	<b>Commitments 2012/2013</b>	<b>Recommendations 2013/2014</b>
Citizens Advice Bureau	85,900	85,900
Community Council for Somerset	5,700	5,700
Accessible Transport (Taunton Deane Community Transport and Slinky)	9,400	Withdraw
Taunton Voluntary Action	24,900	24,900
North Taunton Partnership	5,000	5,000
Taunton East	5,000	5,000
Wiveliscombe Area Partnership and Wivey Link	32,900	31,900
Small VCS Grants	26,200	22,010
TBA dependant on decision to withdraw Accessible Transport Funding	n/a	9,400
TBA due to reduction in WAP funding		1,000
	<b>195,000</b>	<b>190,810</b>

The VCS grants budget was subject to savings in 2012/2013 with all but 2 organisations in receipt of SLA funding having their funding cut by around 6% from the previous year. The Small grants budget was also reduced by half.

The Grants Panel is reluctant to see a further reduction in this budget. However if savings were necessary a reduction of around £4190 (2 % of overall Strategy and Performance budget) would not impact upon any of the organisations in receipt of SLA funding.

The portfolio holder for Housing has offered to provide a contribution from the HRA to the Wiveliscombe Area Partnership SLA of £1000. The contribution has

been offered in recognition of the Housing Services use of the centre to hold Housing Advice Surgeries. The contribution from the Strategy and Performance budget will therefore be reduced by £1000 to keep the level of grant the same as the 12/13 (£32,900). This will release £1000 of general funds back into the Strategy and Performance budget for reallocation to the voluntary sector. Approximately £12000 of the total funding is used to deliver the Wivey Link Service, with the remainder funding the delivery of the Community Office services.

The Grants Panel raised the following concerns regarding the funding of the Accessible Transport Service provided by Somerset County Council:  
 SCC has not been able to provide proof that services are being delivered that benefit residents of Taunton Deane.

Community Transport remains a Somerset County Council responsibility. SCC does not request the funding at the beginning of the financial year which raises doubt that there is a need for the funding.

There are greater priority areas and community needs that could be met through the use of this funding. If the Committee supports the recommendation that an Impact Assessment is carried out a paper will be brought before the Committee in December to assist Councillors in their decision to support the recommendation to withdraw this funding altogether from April 2013.

If the funding is withdrawn Strategy and Performance would look to reallocate this funding to another Voluntary Sector Organisation in line with the Councils Business Plan and to reflect community need.

**The Grants Panel recommends that an Impact Assessment be carried out on the withdrawal of funding from the Somerset County Council Accessible Transport.**

#### 4.2 Community Development – Community Art Grants

	Commitments 2012/2013	Recommendations 2013/2014
Take Art	5,750	5,750
Actiontrack Performance Company	1,955	1,955
Somerset Art Works	1,380	1,380
Somerset Film	2,415	2,415
SPAEDA	500	500
	<b>12,000</b>	<b>12,000</b>

The Community Art Grants budget has been subject to savings over the previous 3 financial years from £32,000 to £12,000 with each organisation having a reduction again in funding during this financial year.

The Grants Panel is reluctant to see a further reduction in this budget for 2013/2014 and recommends continuing support for these organisations.

### 4.3 Economic Development

	<b>Commitments 2012/2013</b>	<b>Recommendations 2013/2014</b>
Brewhouse	152,000	152,000
Vista (Job Clubs)	12,000	12,000
Taunton Town Centre Company	42,700	TBC 42,700
	<b>206,700</b>	<b>206,700</b>

The summary sheets provided in Appendix A are based on the Service Level Agreements that are currently under negotiation, and have not yet been adopted by the provider or TDBC.

The Grants Panel have concerns regarding the specified services to be delivered by the TTCC and the related performance targets which require further clarification from the lead officer for Economic Development. The Grants Panel are not recommending the approval of this grant until further investigation has taken place. During Corporate Scrutiny on 22 November 2012, Cllr Horsley stated that he and David Evans (Economic Development Manager) were meeting with the TTCC to negotiate the terms of a new SLA.

### 4.4 Housing – Housing Revenue Account

	<b>Commitments 2012/2013</b>	<b>Recommendations 2013/2014</b>
North Taunton Partnership	10,000	10,000
Link Partnership	10,000	10,000
Tenants Forum	45,000	45,000
Wiveliscombe Area Partnership	Na	1000
	<b>65,000</b>	<b>66,000</b>

The HRA pays a contribution to the North Taunton Partnership and the Link Partnership SLAs as described in the summary sheet in Appendix A.

The Tenants Forum set aside £18000 from their grant to grant aid specific youth projects that benefit young tenants.

The HRA would like to contribute £1000 to the Wiveliscombe Area Partnership SLA (see note in 4.1).

#### 4.5 Housing – Homelessness Prevention Grant from CLG

	Commitments 2012/2013	Recommendations 2013/2014
Shelter	Yet to be agreed	TBA
Open Door	12,000	TBA
TDBC Rough Sleeping Co-ordinator Post	15,000	15,000
YMCA, Bridgwater Homes Scheme	50,000	End of SLA
Pathways to Independence Youth Housing Service	n/a	50,000
TAH Outreach Worker	7,500	7,500
CAB – MAAP project	6,000	TBA
	<b>90,500</b>	<b>72,500</b>

The Department for Communities and Local Government have confirmed that the Council will receive an annual grant of £122,280 next 2 years for the prevention of homelessness.

Negotiations for the allocation of this grant funding are currently underway; therefore the proposals at this stage are not confirmed.

It is probable that Shelter will cease function as they have from March 2013, with services being reduced to a telephone helpline, or the service being withdrawn altogether. In return for its funding Shelter has provided a Housing Solicitor to run a court desk service to assist those at risk of becoming homeless and training for TDBC's Housing Officers.

With the loss of these services, and the main service provision there is a risk of increased pressure on other voluntary service providers and on the TDBC Housing Service itself.

The Housing Service is currently negotiating with other service provider's alternative means of providing advice and assistance to those who are homeless or at risk of becoming homeless.

It is likely that the funding for the specific Multi Agency group currently administered by the CAB will be withdrawn and replaced with alternative services as a result of current negotiations. Any new service specifications will be written into the current SLA we have with the CAB currently funded by the Strategy and Performance unit.

#### 4.6 Community Development – TDBC Youth Fund

	<b>Commitments 2012/2013</b>	<b>Recommendations 2013/2014</b>
Youth Fund	20,000	20,000 (25,000)
Somerset County Council Youth Windfall		29,495
	<b>20,000</b>	<b>49,495 (54,495)</b>

The 2012/13 Youth Fund totaled £20,000. This was made up of £15,000 from the Taunton Unparished Area Fund and £5,000 from the General Fund. We received 22 applications totaling £63,600. The applications that came in were for projects spread across the whole of Taunton Deane. However, due to the make up of the fund it was felt by Officers and members of Community Scrutiny and the Executive that this gave an unfair advantage to projects from the urban (unparished) areas of Taunton.

Obviously budgets for the next financial year have not yet been confirmed. However, it is anticipated that the Youth Fund (now to be referred to as the TDBC Youth Fund) for 2013/14 will be made up of the same contributions as this year.

Somerset County Council has approached us and offered to contribute some funds to the TDBC Youth Fund 2013/14. Tone Leisure was holding £29,495 on behalf of the County Council for youth club provision in the town centre, namely the Chestnut Tree. As this project has not come to fruition Jeff Brown, The Development Manager for Somerset County Youth and Community Service, has gifted this funding to the TDBC Youth Fund. There is no specific criteria associated with this funding, but Jeff has asked that we give priority to projects providing youth work on estates and projects who can demonstrate a commitment to future sustainability.

Whilst this windfall from County Council is greatly appreciated, it is obviously not an on-going arrangement. It also does not address the issue raised above regarding the disproportionate make up on the Youth Fund from TDBC budgets, and the unfair advantage this gives projects from the urban areas of Taunton.

We do appreciate that both Council's Core Priorities and the Priority Areas Strategy, which the Youth Fund aims to support, indicate that preference should be given to projects working in areas of high deprivation. Clearly many of these areas high need areas are within the Unparished Areas of Taunton. However, there are many identified areas of deprivation, such as those in Wellington and the more rural areas of the Deane and it is currently considered that these projects are immediately disadvantaged due to their location.

Therefore, we would like members to consider increasing the TDBC contributions to the Youth Fund so that more General Fund money was available, thus helping to ensure that all projects have a fair chance when submitting an application.

**The Grants Panel recommends that the general fund contribution to the Youth Fund is increased from £5000 to £15000 to even out the geographical balance of projects that can be supported across the borough.**

## **5. Commitment to VCS Funding**

The Somerset Compact asks authorities where ever possible to provide a longer term commitment to the Voluntary and Community Sector to enable them to plan ahead and ensure that their services are sustainable into the future.

**The Grants Panel recommends that all Service Level Agreements are signed for a 3 year period (wherever possible) and a commitment from TDBC to not consider those particular funding arrangements as budget savings during the 3 year period.**

There is a caveat within all Service Level Agreements that the Council is able to withdraw or reduce funding with 3 months written notice at any point during the period of the agreement. This allows the authority some security in case of it being absolutely necessary but should only be used as a last resort during the period of the agreement.

If it is necessary Service Level Agreements could stipulate a yearly decrease in the level of funding.

## **6. Finance Comments**

The recommendations for the allocation of the VCS budgets are integral to the Council's Budget Review Programme. The recommendations need to be considered alongside projected budgets and service options.

If the recommendation to enter into 3 year SLAs with all service providers is supported it is advised that the Service Managers should consider future pressures on budgets when setting the level of funding each year.

## **7. Legal Comments**

There are no legal implications relating to the proposals and recommendations.

If the Council is required to withdraw or reduce funding then 3 months written notice must be given to the service providers as specified in the Service Level Agreement.

## **8. Links to Corporate Aims**

The funding recommendations made by the Grants Panel in this report have been made to ensure that the Corporate Aims are supported, especially 'Tackling Deprivation and Sustainable Community Development' and 'Regeneration and Growth'.

The service provided by Voluntary and Community Sector are able to support the Council in delivering our priorities and deliver on these priorities where the Council does not have the resources.

Future recommendations will be made in line with the Councils Business Plan.

## **9. Environmental Implications**

It is reasonable to assume that there are no obvious environmental implications as a result of the recommendations.

The Community Council is funded by Strategy and Performance and is committed to helping communities to reduce their carbon emissions.

## **10. Community Safety Implications**

The Grants Panel have considered the impacts of the funding recommendations on safety in local communities, especially those in areas of deprivation where Community Safety is more of a concern. The provision of funding to local community centres enables regular police surgeries to take place, youth initiative funding helps to engage those at risk of offending and has been proven to reduce incidents of anti-social behaviour. The Grants panel are recommending support for organisations to help prevent homelessness and to provide a safe place for homeless people to stay, and are supporting job clubs to help people into work which reduces the risk of offending.

## **11. Equalities Impact**

The Grants Panel has carried out an initial assessment and, as there are no reductions or any withdrawal of funding to any of the voluntary sector organisations, no negative effects have been found on service users, employees or the wider community as a result of these recommendations.

An impact assessment is currently being carried out by Shelter on the potential impacts of the loss of its service.

If the Committee supports the recommendation that an Impact Assessment is carried out on the withdrawal of Community Transport funding a paper will be brought before the Committee in December to assist Councillors in their decision to support the recommendation to withdraw this funding altogether from April 2013.

## **12. Risk Management**

TDBC values its good relationship with the VCS. The Grants panel have the opportunity to develop further working relationships and support the VCS by through regular monitoring of Service Level Agreements and providing support to ensure that services are delivered to a high standard.

Any risks associated with the withdrawal of funding from Community Transport service will be detailed in the Impact Assessment.

There is a risk that committing to 3 year SLAs other organisations may have the opportunity to access funding during that time. This risk is mitigated through the allocation of small grants on an annual basis from the Strategy and Performance VCS budget and Youth Fund. Through this mechanism VCS projects and services can be trialled and if seen to be of long term benefit to the community can be considered for longer term funding through SLA's.

### **13. Partnership Implications**

We have good working relations with the VCS. Many sit on the Taunton Deane Partnership or one of its sub groups e.g. Halcon MAG, NT MAG and the Spatial Planning Working Group. This relationship has been influential in developing important work-streams such as the Priority Area Strategy and the Local Development Framework. It is important to maintain these relationships through an open approach to allocating funding to the VCS.

A number of our existing SLAs are partnership SLAs with Taunton Deane Partnership, SCC and the Primary Care Trust.

### **14. Recommendations**

- The Grants Panel recommends that the proposals for the allocation of funding are supported as listed in this report.
- The Grants Panel recommends that an Impact Assessment be carried out on the withdrawal of funding from the Somerset County Council Accessible Transport.
- The Grants Panel recommends that the general fund contribution to the Youth Fund is increased from £5000 to £15000 to even out the geographical balance of projects that can be supported across the borough.
- The Grants Panel recommends that all Service Level Agreements are signed for a 3 year period (wherever possible) and that there is a commitment from TDBC to not consider those particular funding arrangements as budget savings during the 3 year period.

### **Persons to contact**

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# Taunton Deane Borough Council

## 1 year Service Level Agreement – Recommendation Summary

<b>Name of Organisation</b>	The Brewhouse Theatre & Arts Centre		
<b>Amount to be granted</b>	2013/14	2014/15	2015/16
	152,000		
<b>Summary of Services to be delivered</b>	<p>The Organisation shall:</p> <ul style="list-style-type: none"><li>• Produce a Business Plan for the forthcoming year, which sets out the vision and plans for the organisation, and demonstrates how the Organisations strategy meet the Local Authority's own strategies for the Borough's growth and town centre development.</li><li>• Continue to produce and promote a high quality professional programme that sustains box office income and attracts additional and alternative income sources, including from corporate and public sponsorship. Further support from Arts Council of England or other sources will be sought to develop cross media work.</li><li>• Establish, monitor and maintain a suitable financial management framework to enable the targets within the Business and revised Recovery Plans to be achieved, or variations to be identified.</li><li>• Collect and share audience and participation data with the Councils and sponsors as requested, subject to the provisions of the Data Protection Act</li></ul>		

<p><b>Benefit to the Community</b></p>	<p>The Service Purchaser and Service Provider maintain a shared vision for the 'Brewhouse' to become a vibrant 'Cultural Venue' of regional significance at the heart of Taunton, attractive to residents and visitors alike, providing a balanced mix of high quality professional and amateur performance arts, whilst also providing participation and learning opportunities in performance arts, digital media, and other art forms to residents of Taunton Deane and Somerset.</p> <p>The Brewhouse Theatre &amp; Arts Centre Limited (The Brewhouse) makes a valuable and valued contribution to the cultural life and economy of Taunton Deane and Somerset. The Local Authority is therefore keen that it continues to function as an arts organisation offering a varied programme of performance arts and participatory activities for all ages and abilities, with a particular emphasis on engagement with young people and developing a programme that encourages greater participation from communities that have traditionally been less inclined to participate in cultural and creative activities</p>
<p><b>Outputs and Deliverables</b></p>	<p>See table below</p>
<p><b>Expected Benefit to the Authority (supporting Corporate Business Plan objectives and legislative requirements)</b></p>	<p>The Service Purchaser has agreed to provide core funding to enable The Service provider to continue to function as Somerset's flagship theatre and arts centre, offering a varied programme of performance arts and venue based participatory activities for all ages and abilities.</p>

Outcome	Targets 2012/13	
1a Continue to produce and promote high quality programmes that generate increased box-office income and attract sponsorship	Maintain Box Office income to £500,000 in the 2012/13 financial year  Sponsorship achieved to a minimum of £15,000 in the 2012/13 financial Year	
1b Secure funds for new media work	Arts Council for England and other grants of at least £90,000 to be secured	
1c Introduce new media work that attracts additional audiences, alongside new income streams	Develop and launch the new Brewhouse Cinema in Autumn 2012	
1d Continue to develop new and diverse audiences and participation opportunities that include young people as well as maintaining core audiences		<b>Target</b>
	Maintain theatre audiences at 2011/12 levels	Xxxxx
	Number of attendances at cultural events:	Xxxxx
	Number of children / young peoples' attendances at cultural events:	Xxxxx
	Number of participations in cultural activities:	Xxxxx
	Number of children / young peoples' participations:	Xxxxx
	Number of participations in physical activities:	Xxxxx
	Number of young people participating in physical activities:	Xxxxx
	Number of volunteers directly involved in the organisation:	Xxxxx
	Number of young volunteers directly involved in the	

organisation:

Xxxxx

*See below for definitions*

1e	Increase and extend community participation with the performance arts.	Secure agreement on full-cost recovery or grant funding to ensure use of the Brewhouse for amateur and community groups of at least 8 weeks of the year, subject to demand.
1f	Support the emergence and growth of voluntary sector cultural organisations in Taunton Deane	Actively support xxxxxxxxx voluntary sector cultural organisations in 2012/13.
1g	Develop and implement a programme of cultural outreach activities in Taunton town centre enhancing the cultural content of major public events.	Active support for 4 major public events in Taunton, namely: <ul style="list-style-type: none"><li>• Taunton Stage of the Olympic Torch Relay on 21<sup>st</sup> May 2012,</li><li>• The Queen's Diamond Jubilee on 6<sup>th</sup> June 2012</li><li>• xxxxxxxxx</li><li>• xxxxxxxxx</li></ul>

# Taunton Deane Borough Council

## 1 year Service Level Agreement – Recommendation Summary

<b>Name of Organisation</b>	<p>To be confirmed.</p> <p>Service provided during 2011/12 by VISTA</p>		
<b>Amount to be granted</b>	2013/14 12,000	2014/15	2015/16
<b>Summary of Services to be delivered</b>	<p>Delivery of Job Clubs at The Halcon Link Centre, The Priorswood Community Centre, and The Wellington WHERE (Northfield) Centre to assist unemployed people in those wards within the Borough that demonstrate the highest levels of unemployment to obtain employment.</p>		
<b>Benefit to the Community</b>	<p>To deliver opportunities for unemployed people in Taunton Deane to access the labour market through practical advice, mentoring and guidance, as well as community projects and local training courses.</p> <p>Job Clubs based at The Halcon Link Centre, The Priorswood Community Centre, and The Wellington WHERE (Northfield) Centre. Excluding additional job club sessions run by volunteers, each centre will receive 5 hours per week of time from staff employed by The Provider.</p>		
<b>Outputs and Deliverables</b>	<p>Attendances at Job Clubs: 40 per month</p> <p>Jobs achieved: 4 per months</p> <p>Undertaking informal learning course at Job Club, or undertaking work experience: 6 per month</p>		
<b>Expected Benefit to the Authority (supporting Corporate Business Plan objectives and legislative requirements)</b>	<p>Links to the Regeneration aim of the Corporate Strategy.</p>		

Outcome	Targets 2012/13	
1a Continue to produce and promote high quality programmes that generate increased box-office income and attract sponsorship	Maintain Box Office income to £500,000 in the 2012/13 financial year  Sponsorship achieved to a minimum of £15,000 in the 2012/13 financial Year	
1b Secure funds for new media work	Arts Council for England and other grants of at least £90,000 to be secured	
1c Introduce new media work that attracts additional audiences, alongside new income streams	Develop and launch the new Brewhouse Cinema in Autumn 2012	
1d Continue to develop new and diverse audiences and participation opportunities that include young people as well as maintaining core audiences		<b>Target</b>
	Maintain theatre audiences at 2011/12 levels	Xxxxx
	Number of attendances at cultural events:	Xxxxx
	Number of children / young peoples' attendances at cultural events:	Xxxxx
	Number of participations in cultural activities:	Xxxxx
	Number of children / young peoples' participations:	Xxxxx
	Number of participations in physical activities:	Xxxxx
	Number of young people participating in physical activities:	Xxxxx
	Number of volunteers directly involved in the organisation:	Xxxxx
	Number of young volunteers directly involved in the	

organisation:

Xxxxx

*See below for definitions*

1e Increase and extend community participation with the performance arts.

Secure agreement on full-cost recovery or grant funding to ensure use of the Brewhouse for amateur and community groups of at least 8 weeks of the year, subject to demand.

1f Support the emergence and growth of voluntary sector cultural organisations in Taunton Deane

Actively support xxxxxxxxx voluntary sector cultural organisations in 2012/13.

1g Develop and implement a programme of cultural outreach activities in Taunton town centre enhancing the cultural content of major public events.

Active support for 4 major public events in Taunton, namely:

- Taunton Stage of the Olympic Torch Relay on 21<sup>st</sup> May 2012,
- The Queen's Diamond Jubilee on 6<sup>th</sup> June 2012
- xxxxxxxxx
- xxxxxxxxx

# Taunton Deane Borough Council

## 3 year Service Level Agreement – Recommendation Summary

<b>Name of Organisation</b>	Actiontrack Performance Company		
<b>Amount to be granted</b>	2013/14	2014/15	2015/16
	£1,955.00		
<b>Summary of Services to be delivered</b>	Delivery of opportunities for individuals and groups to access practical involvement and training in music, drama, dance and the visual arts.		
<b>Benefit to the Community</b>	A range of high quality, original participatory arts events.		
<b>Outputs and Deliverables</b>	Inform and develop innovative thinking addressing the role of the creative arts in issues of rurality and cultural diversity. Raise aspirations and empower participants to find their voice and express their point of view. Develop projects that improve expectation, aspirations and life chances of the most vulnerable children and young people in the borough		
<b>Expected Benefit to the Authority (supporting Corporate Business Plan objectives and legislative requirements)</b>	Make an active contribution to the realisation of strategic partnerships in Somerset.		

# Taunton Deane Borough Council

## 3 year Service Level Agreement – Recommendation Summary

<b>Name of Organisation</b>	Somerset Art Works		
<b>Amount to be granted</b>	2013/14	2014/15	2015/16
<b>Summary of Services to be delivered</b>	£1,380.00		
<b>Benefit to the Community</b>	To give visual artists opportunities for innovation and excellence within a supportive and stimulating environment.		
<b>Outputs and Deliverables</b>	Support to the local economy through supporting local artists and makers. Increase in public awareness and involvement with visual artists and makers living in Somerset.		
<b>Expected Benefit to the Authority (supporting Corporate Business Plan objectives and legislative requirements)</b>	Delivery of the annual Somerset Art Weeks event to support local creative businesses. Develop initiatives to encourage local communities to engage in Art Weeks and other SAW projects that contribute to community cohesion and the health and wellbeing of communities within Taunton Deane		
	Delivery of curatorial services to extend the commercial visual arts market in Taunton Deane – e.g. sales initiatives and showcase events.		

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# Taunton Deane Borough Council

## 3 year Service Level Agreement – Recommendation Summary

<b>Name of Organisation</b>	Somerset Film		
<b>Amount to be granted</b>	2013/14	2014/15	2015/16
	£2,415.00		
<b>Summary of Services to be delivered</b>	Provision of an accessible community media centre and base for the services of a registered charity Somerset Film & Video Ltd. To enable and undertake moving image projects across Somerset and the South West.		
<b>Benefit to the Community</b>	Support for grass roots media constituency in Taunton Deane. Provision of targeted support for the emerging independent film and digital sector.		
<b>Outputs and Deliverables</b>	Dedicated range of moving image based projects, facilities and services. Strengthen the role of digital media in areas of regeneration and education. Provision of training, sign-posting, nursery slope and incubator space support. Training support to freelance film and media practitioners.		
<b>Expected Benefit to the Authority (supporting Corporate Business Plan objectives and legislative requirements)</b>	Rise in skill levels and improved employability for people with a range of abilities and aspirations.		

# Taunton Deane Borough Council

## 3 year Service Level Agreement – Recommendation Summary

<b>Name of Organisation</b>	SPAEDA		
<b>Amount to be granted</b>	2013/14	2014/15	2015/16
	£500.00		
<b>Summary of Services to be delivered</b>	Enhancement of the life of every child and young person in Somerset through the arts and creativity.		
<b>Benefit to the Community</b>	Creation of more opportunities for children and young people to access high quality arts activities.		
<b>Outputs and Deliverables</b>	<p>Signposting service with information, advice and guidance.</p> <p>Database of participatory creative practitioners.</p> <p>Best practice and creative training and networking opportunities.</p> <p>Developing and sharing model project that further arts education.</p> <p>Events and showcases that celebrate young people's achievements.</p>		
<b>Expected Benefit to the Authority (supporting Corporate Business Plan objectives and legislative requirements)</b>	Provision of advocate for best practice in arts education, placing the arts and creativity central to children and young people's development.		

# Taunton Deane Borough Council

## 3 year Service Level Agreement – Recommendation Summary

<b>Name of Organisation</b>	Take Art		
<b>Amount to be granted</b>	2013/14	2014/15	2015/16
	£5,750.00		
<b>Summary of Services to be delivered</b>	Promotion of performance & participation in Somerset. Facilitate participation in the arts and explore innovative ways in which artists can enrich communities. Act as an arts development agency with guiding values and principles which occupies the space between public domain and private enterprise.		
<b>Benefit to the Community</b>	To make arts experience of the highest quality accessible to all communities within Taunton Deane.		
<b>Outputs and Deliverables</b>	Create opportunities within Taunton Deane for artists to flourish. Develop new opportunities for individuals to participate in as well as observe, appreciate and enjoy the arts.		
<b>Expected Benefit to the Authority (supporting Corporate Business Plan objectives and legislative requirements)</b>	Promotion the arts as an agent of development and change for individuals and communities. Foster links with participatory and other agencies working on a regional and international level as well as local level within Taunton Deane		

# Taunton Deane Borough Council

## 3 year Service Level Agreement – Recommendation Summary

<b>Name of Organisation</b>	Citizens Advice Bureau		
<b>Amount to be granted</b>	2013/14	2014/15	2015/16
	£85900	£85900	TBA
<b>Summary of Services to be delivered</b>	<p>Current SLA in place until April 2015.</p> <p>To provide a free, confidential and impartial advice service to the public to ensure that individuals do not suffer through lack of knowledge or of the services available to them.</p> <p>To provide outreach services in the most deprived areas of Taunton and Wellington.</p> <p>Funding is paid as a contribution to core running costs of the service.</p>		
<b>Benefit to the Community</b>	<p>The ability to access free advice can help to alleviate poverty, debt and homelessness. The advice can also positively affect peoples health and wellbeing, especially that affected by stress.</p>		
<b>Outputs and Deliverables</b>	<p>Provide advice to the public that includes the following: Benefits, Housing, Tax, Consumer, Legal, Utilities, Employment, Relationships, Health, Debt and Utilities.</p> <p>Assessing problems, researching information, completing forms, negotiating with third parties, representation.</p>		
<b>Expected Benefit to the Authority (supporting Corporate Business Plan objectives and legislative requirements)</b>	<p>The advice and services provided help to reduce the strain on Council services by reducing the amount of advice and repeat contact with customers, as well as proactively assisting people so that there is less demand on council services such as housing, homelessness and benefits.</p>		

# Taunton Deane Borough Council

## 3 year Service Level Agreement – Recommendation Summary

<b>Name of Organisation</b>	Community Council for Somerset		
<b>Amount to be granted</b>	2013/14	2014/15	2015/16
	£5700	£5700	£5700
<b>Summary of Services to be delivered</b>	<p>To provide a Community Building, Community Regeneration and Community Advice service to TDBC staff and communities, especially those in rural areas.</p> <p>The funding covers specific service outlined below and some core costs enabling the organisation to remain viable.</p>		
<b>Benefit to the Community</b>	<p>The community can request and are given regular information and advice on supporting the needs of people in their local area, to help develop and maintain suitable community building, to retain local shops and services and to plan for developing their communities in the long term. There are no other organisations that provide this type of advice locally.</p>		
<b>Outputs and Deliverables</b>	<p>Minimum of 20 hours advice to TDBC staff on Community Buildings and Community Regeneration.</p> <p>Provide written or verbal advice (including visits) to communities on communities buildings (including Governance, Legal, Finance and Funding, Community Consultation and Engagement), community regeneration (maintaining local services, social enterprises and local shops including Finance and funding, structure, legal, best practise and community consultation and evidencing need) and community development and planning.</p> <p>Produce 6 information and advice sheets per year.</p> <p>Provide a minimum of 1 information and networking event per year.</p>		
<b>Expected Benefit to the Authority (supporting Corporate Business Plan objectives and legislative requirements)</b>	<p>TDBC do not have the expertise to provide these services. The organisation adds value by maintaining up to date information, and providing trained specialised staff to assist communities in meeting their own needs. If this service did not exist the demand would fall on Taunton Deane to provide this advice to communities and parish councils which would place a burden on Council resources and the need for specialist staff and training.</p>		

# Taunton Deane Borough Council

## 3 year Service Level Agreement – Recommendation Summary

<b>Name of Organisation</b>	Link Partnership		
<b>Amount to be granted</b>	2013/14	2014/15	2015/16
	£5000	£5000	£5000
<b>Summary of Services to be delivered</b>	<p>Contribution to TDP SLA            TDBC Strategy - £5000            TDBC Housing - £10000            TDP (Health) - £7500            Provision of a Community Resource Centre. Enabling statutory agencies to provide advice surgeries and job clubs. Supporting local community groups, especially during start up. Providing a drop in advice and signposting service. Providing large scale community events, and activities from the centre to improve skills and knowledge and support delivery of the PAS. Producing Community newsletters. Act as the 'Voice' of the Community.</p>		
<b>Benefit to the Community</b>	<p>North Taunton is an identified area of deprivation. Provision of a Community Resource centre, advice, access to statutory agencies, job clubs and training all help to alleviate many issues associated with deprivation. The Centre also enables members of the community to come together to start new initiatives that benefit the community, especially for those who are vulnerable. The wider community also benefits from regular newsletters advertising community events and supporting local business.</p>		
<b>Outputs and Deliverables</b>	<p>Administration of community space for advice surgeries and job clubs.            Administration of community meeting space. Provision of drop in advice service, leaflets and advice booklets.            Regular promotion of community centre, events and services. Fundraising for small projects. 2 Community Newsletters per year. Administration of comments box.            Attendance at the MAG.</p>		
<b>Expected Benefit to the Authority (supporting Corporate Business Plan objectives and legislative requirements)</b>	<p>Provision of locally accessible advice helps to alleviate pressure on council resources, especially repeat contact by the authority and reacting to issues that have arisen that might have been avoided.            The Centre and the services it delivers has a significant impact on the delivery of the Priority Area Strategy and significantly helps to achieve Corporate Aim of Tackling Deprivation.</p>		

# Taunton Deane Borough Council

## 3 year Service Level Agreement – Recommendation Summary

<b>Name of Organisation</b>	North Taunton Partnership		
<b>Amount to be granted</b>	2013/14	2014/15	2015/16
	£5000	£5000	£5000
<b>Summary of Services to be delivered</b>	<p>Contribution to TDP SLA            TDBC Strategy - £5000            TDBC Housing - £10000            TDP (Health) - £7500            Provision of a Community Resource Centre. Enabling statutory agencies to provide advice surgeries and job clubs. Supporting local community groups, especially during start up. Providing a drop in advice and signposting service. Providing large scale community events, and activities from the centre to improve skills and knowledge and support delivery of the PAS. Producing Community newsletters. Act as the 'Voice' of the Community.</p>		
<b>Benefit to the Community</b>	<p>North Taunton is an identified area of deprivation. Provision of a Community Resource centre, advice, access to statutory agencies, job clubs and training all help to alleviate many issues associated with deprivation. The Centre also enables members of the community to come together to start new initiatives that benefit the community, especially for those who are vulnerable. The wider community also benefits from regular newsletters advertising community events and supporting local business.</p>		
<b>Outputs and Deliverables</b>	<p>Administration of community space for advice surgeries and job clubs.            Administration of community meeting space. Provision of drop in advice service, leaflets and advice booklets.            Regular promotion of community centre, events and services. Fundraising for small projects. 2 Community Newsletters per year. Administration of comments box.            Attendance at the MAG.</p>		
<b>Expected Benefit to the Authority (supporting Corporate Business Plan objectives and legislative requirements)</b>	<p>Provision of locally accessible advice helps to alleviate pressure on council resources, especially repeat contact by the authority and reacting to issues that have arisen that might have been avoided.            The Centre and the services it delivers has a significant impact on the delivery of the Priority Area Strategy and significantly helps to achieve Corporate Aim of Tackling Deprivation.</p>		

# Taunton Deane Borough Council

## 3 year Service Level Agreement – Recommendation Summary

<b>Name of Organisation</b>	Pathways to Independence (P2I) Youth Housing service		
<b>Amount to be granted</b>	2013/14	2014/15	2015/16
	£50,000	£50,0000	TBC
<b>Summary of Services to be delivered</b>	<p>Pathways to Independence (P2I) is a multi-agency integrated housing related support service for young people aged 16-25. The service will be designed to allow young people with housing related needs to progress along a pathway of outcome focused needs led provision until they are able to live independently without the need for support. First and foremost however it will attempt to prevent the need for a young person to step onto the pathway at all through targeted prevention measures. A young people focused 'Access Point' in each District will provide advice and information on a range of issues. It will also assess and coordinate housing and accommodation related support for young people according to need.</p>		
<b>Benefit to the Community</b>	<p>The service aims to support young people to maximise their opportunity and ability to enter and sustain independent living. This will help to prevent incidences of anti social behaviour, will help young people into work, or back into education.</p> <p>Through the pathway young people will be encouraged to engage and take an active role within their communities through volunteering and social activities.</p>		
<b>Outputs and Deliverables</b>	<p>P2I will deliver a range of preventative and housing related support services to include as a minimum:</p> <ul style="list-style-type: none"> <li>• Targets prevention activities in schools and colleges</li> <li>• Mediation with families</li> <li>• Floating support and resettlement activities</li> <li>• Emergency accommodation, including nightstop</li> <li>• Supported housing</li> </ul> <p>The tendering process is currently underway and we are looking for</p>		

	innovative and flexible responses to service delivery.
<b>Expected Benefit to the Authority (supporting Corporate Business Plan objectives and legislative requirements)</b>	<p>P21 will fulfil the authority's statutory responsibility to young people who are homeless or at risk of homelessness. It will help the most vulnerable young people in our society preventing the need for more costly initiatives.</p> <p>The project is being funded by Somerset County Council and all other District Councils within Somerset, TDBC's contribution to this project will ensure that more funding is brought into the area.</p>

# Taunton Deane Borough Council

## 3 year Service Level Agreement – Recommendation Summary

<b>Name of Organisation</b>	Somerset County Council – Community Transport		
<b>Amount to be granted</b>	2013/14	2014/15	2015/16
	£9400	£9400	£9400
<b>Summary of Services to be delivered</b>	<p>Contribution to the overall service of Community Transport and Demand Responsive Transport provided by Somerset County Council in the Taunton Deane Area.</p> <p>To provide a complementary door to door specialist accessible transport service for eligible registered users, where the user is unable to use existing public transport services, for residents across the Borough.</p>		
<b>Benefit to the Community</b>	<p>The vast majority of passengers using the service are made by vulnerable residents of Taunton Deane including the elderly and disabled who cannot use conventional bus services due either to mobility issues or because they do not have a bus service available close by.</p> <p>The buses are suitably adapted to provide a transport service for individual elderly, disabled persons and those that are socially excluded and rurally isolated.</p>		
<b>Outputs and Deliverables</b>	<p>Provision of a small fleet of vehicles and 14 full and part time drivers and escorts.</p> <p>Administration of passenger register, timetabling and provision of vehicles, drivers and escorts.</p> <p>The service will be monitored through the number of passengers journeys made, number of registered users, age range, disability and gender monitoring information and various other measures.</p> <p>During the last full year (2011/12) a total of 63,431 passenger journeys were completed across Taunton Deane.</p>		
<b>Expected Benefit to the Authority (supporting Corporate Business Plan objectives and legislative requirements)</b>	<p>In April 2011 TDBC ceased funding its concessionary Taxi Voucher scheme (vouchers were provided for people who could not access conventional buses). In April 2012 TDBC ceased funding its £30k contribution Community Transport.</p> <p>Awaiting confirmation of the Corporate Business Plan – early indication is that the CBP will prioritise Priority areas and access to services. Transport for those in rural and socially excluded areas has been highlighted as a key issue.</p> <p>Transport remains a SCC statutory responsibility.</p>		

# Taunton Deane Borough Council

## 3 year Service Level Agreement – Recommendation Summary

<b>Name of Organisation</b>	Taunton Voluntary Action		
<b>Amount to be granted</b>	2013/14	2014/15	2015/16
	£24900	£24900	£24900
<b>Summary of Services to be delivered</b>	<p>To provide support to voluntary organisations including organisational development, training, assistance with funding applications and back office services.</p> <p>To provide a volunteer centre acting as a broker to match volunteers with organisations.</p> <p>To act as an Umbrella Body for CRB disclosures for paid and unpaid staff.</p>		
<b>Benefit to the Community</b>	<p>Provides access to a central service to find work as a volunteer, increases chances of gaining employment, self esteem, skills and experience.</p> <p>Enables new and established voluntary organisations to become sustainable and provide services that meet wider community needs, especially the needs of the most vulnerable members of our communities.</p>		
<b>Outputs and Deliverables</b>	<p>Engage with Voluntary Organisations and provide development support.</p> <p>Carry out funding searches, help complete application forms, develop policies and procedures, provide advice on legal frameworks. Produce and distribute monthly information fact sheets and quarterly newsletters. Provide networking opportunities and events. Organise and deliver training and workshops to the voluntary sector.</p> <p>Promote volunteering, especially to those who face barriers to volunteering.</p> <p>Advertise volunteering opportunities.</p> <p>Provide a brockage and advice service for volunteers.</p> <p>Process CRB checks</p>		
<b>Expected Benefit to the Authority (supporting Corporate Business Plan objectives and legislative requirements)</b>	<p>Provides a service that supports TDBC's corporate aim of growth and development by increasing chances of employment and building skills. Assists with Tackling Deprivation in our priority areas, specifically by running projects to attract people to volunteering in the community and boosting self esteem.</p>		

# Taunton Deane Borough Council

## 3 year Service Level Agreement – Recommendation Summary

<b>Name of Organisation</b>	Voluntary and Community Sector Small Grants		
<b>Amount to be granted</b>	2013/14	2014/15	2015/16
	£22010		
<b>Summary of Services to be delivered</b>	The fund has been created to support organisations and projects which seek to improve the lives, health and wellbeing of people in Taunton Deane, and to help organisations become sustainable for the future.		
<b>Benefit to the Community</b>	Various		
<b>Outputs and Deliverables</b>	Various		
<b>Expected Benefit to the Authority (supporting Corporate Business Plan objectives and legislative requirements)</b>	Cost savings and relieving pressure on council services.		

# Taunton Deane Borough Council

## 3 year Service Level Agreement – Recommendation Summary

<b>Name of Organisation</b>	Wiveliscombe Area Partnership		
<b>Amount to be granted</b>	2013/14	2014/15	2015/16
	£32900	£32900	£32900
<b>Summary of Services to be delivered</b>	<p>A community advice office in Wiveliscombe to provide signposting advice, enable services to be delivered by statutory agencies, provide the community with free internet access and administration services and provide community groups with a low cost meeting space. Provide a tourist information point and provide advice on local attractions. Supporting new and young community groups with advice and holding their funds. Provide the Wivey Link transport service to individuals whose needs are not met by conventional public transport. The funding also helps to contribute to core running costs to enable to service to remain viable and to organise celebrations such as the 10 Parishes festival, street market and carnival. Approximately £12000 of this funding is used to deliver the Wivey Link Service, with the remainder funding the delivery of the Community Office services.</p>		
<b>Benefit to the Community</b>	<p>The community are able to access the police, cab and housing services without the need to travel into Taunton Deane, helping to alleviate issues associated with rural isolation.</p> <p>The tourist information point, festival and street market encourages tourism into the area and promotes local services and places of interest helping to attract economy into the area.</p> <p>Support for new and young community groups encourages new initiatives to be started to meet community need.</p> <p>The Wivey Link transports service provides a door to door transport service for people who are physically or socially excluded from accessing transport helping to alleviate issues associated with rural isolation.</p> <p>Demand for this has increased since the withdrawal of a local bus service.</p>		
<b>Outputs and Deliverables</b>	<p>Provide space for weekly or monthly advice surgeries from the Police, Tenant Advice and Parish Council.</p> <p>Provide up to date information (including planning apps, transport timetables, leaflets on benefits, tourism, education, health, local events)</p> <p>Provide a PC, internet access, photocopier and telephone.</p> <p>Provide a meeting space of community groups.</p> <p>Provide the Wivey Link transport service.</p>		
<b>Expected Benefit to the Authority (supporting Corporate Business Plan objectives and legislative requirements)</b>	<p>Assists the council in reduce rural isolation and deprivation in Wiveliscombe.</p> <p>Removes the need for the council to provide a community outreach office in Wiveliscombe.</p>		

# Taunton Deane Borough Council

## 1 year Service Level Agreement – Recommendation Summary

<b>Name of Organisation</b>	Taunton Town Centre Company		
<b>Amount to be granted</b>	2013/14	2014/15	2015/16
	42700		
<b>Summary of Services to be delivered</b>	<p>a) Design and delivery of an exciting and innovative programme of events in Taunton town centre. The programme will comprise a pre-Christmas and a Summer event as well as occasional, smaller events held throughout the year. The provision of all events will be subject to the securing of additional funding from third party organisations.</p> <p>b) The design and consultation amongst businesses on a new Business Improvement District programme in the town centre, to be progressed and submitted for ballot during 2013.</p> <p>c) The design and delivery of programmes, across various media, to promote Taunton as a shopper, event and visitor destination, to include the Taunton Town Centre Company website and a shopper 'App'.</p> <p>d) Maintain an awareness of trends and issues in the town centre and provide written reports to the Council twice per year on the following indicators:</p> <ul style="list-style-type: none"> <li>• Footfall levels in various locations</li> <li>• Vacancy numbers and rates amongst retail properties</li> <li>• Visitor and shopper perceptions</li> <li>• Business perceptions</li> <li>• Overall trends affecting the vibrancy and vitality of the town centre</li> </ul> <p>e) Introduce a busker development programme, progressed alongside the Brewhouse Theatre and Arts Centre, intended to encourage high quality busking throughout the town centre.</p> <p>f) Provide support to the Bath Place Traders Association and the xxxx Traders Association</p> <p>g) Maintain the xx poster points in the town centre with up to date and relevant information on events and activities</p>		

<b>Benefit to the Community</b>	<p>The primary objective of Taunton Town Centre Company is to increase the vibrancy and appeal of Taunton town centre; making it the first choice destination for shoppers, visitors and those who come to work, study or live in the town.</p>
<b>Outputs and Deliverables</b>	<p>See table below</p>
<b>Expected Benefit to the Authority (supporting Corporate Business Plan objectives and legislative requirements)</b>	<p>Supports the Regeneration aim of the Corporate Strategy</p>

	Performance Measure	Performance Indicator / Output
<b>a</b>	<b>Events Programme</b>	
	<i>Delivery of two major events, ie. pre-Christmas and Summer</i>	<ul style="list-style-type: none"> <li>• 2 major events held</li> </ul>
	<i>Delivery of other smaller public events</i>	<ul style="list-style-type: none"> <li>• Annual programme delivered</li> </ul>
<b>b</b>	<b>BID Preparation</b>	
	BID Ballot consultation and preparation	<ul style="list-style-type: none"> <li>• Date agreed with TDBC for BID ballot during 2013 by end of SLA term</li> </ul>
<b>c</b>	<b>Marketing and promotion</b>	
	Increase traffic to TTCC Website	<ul style="list-style-type: none"> <li>• Number of visitors to TTCC website in comparison to previous years</li> </ul>
	Town centre app beneficiaries	<ul style="list-style-type: none"> <li>• Number of app users</li> <li>• Number of businesses posting offers on app</li> </ul>
<b>d</b>	<b>Trend analysis</b>	
	Written reports to TDBC on subjects specified	<ul style="list-style-type: none"> <li>• Two reports per year, received in May and November</li> </ul>
<b>e</b>	<b>Busker development</b>	<ul style="list-style-type: none"> <li>• Programme in place before end of SLA</li> <li>• Number of individuals benefiting from development programme</li> </ul>

**16/01/2013, Report:Community Infrastructure Levy - Draft Charging Schedule**  
Reporting Officers:Phil Bisatt

**16/01/2013, Report:2013/2014 Council Tax Base**  
Reporting Officers:Paul Fitzgerald

**16/01/2013, Report:Draft Corporate Business Plan**  
Reporting Officers:Simon Lewis

**16/01/2013, Report:2013/2014 Business Rate Tax Base**  
Reporting Officers:Paul Fitzgerald

**16/01/2013, Report:Asset Management Plan**  
Reporting Officers:John Sumner

**17/04/2013, Report:Swimming Pool Provision in Taunton**  
Reporting Officers:Alison North

**17/04/2013, Report:Planning toolkit for handling large scale and complex development proposals**  
Reporting Officers:Tim Burton

**17/04/2013, Report:Energy efficiency schemes to corporate buildings**  
Reporting Officers:Torsten Daniel

**17/04/2013, Report:Customer Access and Accommodation Project Authorisation**  
Reporting Officers:Joy Wishlade

**17/04/2013, Report:Creechbarrow Road Development Report**  
Reporting Officers:James Barrah

**12/06/2013, Report:DLO Relocation Report**  
Reporting Officers:Joy Wishlade

**10/07/2013, Report:Financial Outturn Report 2012/2013**  
Reporting Officers:Paul Fitzgerald

**10/07/2013, Report:Business Plan Budgeted Service Profile**  
Reporting Officers:Simon Lewis

## **Executive – 5 December 2012**

**Present:** Councillor Williams (Chairman)  
Councillors Mrs Adkins, Cavill, Mrs Herbert, Hayward, Mrs Stock-Williams and Mrs Warmington

**Officers:** Penny James (Chief Executive), Shirlene Adam (Strategic Director), Richard Sealy (Corporate and Client Services Manager), Maggie Hammond (Strategic Finance Manager), Paul Fitzgerald (Financial Services Manager, Southwest One), Dan Webb (Performance Lead), Tonya Meers (Legal and Democratic Services Manager) and Richard Bryant (Democratic Services Manager and Corporate Support Lead).

Also present: Councillors Coles, Horsley and A Wedderkopp.

(The meeting commenced at 6.15 pm.)

### **87. Apology**

Councillor Edwards.

### **88. Minutes**

The minutes of the meeting of the Executive held on 14 November 2012, copies of which had been circulated, were taken as read and were signed.

### **89. Revenues and Benefits Service Feasibility Study**

Considered report previously circulated, concerning the feasibility of bringing the Revenues and Benefits service back in-house in response to the forthcoming changes which were likely through the Government's proposals for Welfare Reform and the localisation of Business Rates.

The Government was currently implementing significant changes for Benefits and Local Taxation which included:-

- introducing a new local Council Tax Support Scheme from April 2013 (to replace Council Tax Benefit);
- no longer considering new Housing Benefit claims from working age people. Such claims would be taken on by the Department of Work and Pensions under Universal Credit;
- from early 2014 the phased migration of existing Housing Benefit claims from working age people;
- from Autumn 2014 the phased take on of housing support under Pension Credit for those of pensionable age;
- greater local flexibility for Council Tax discounts and exemptions; and
- partial localisation of Business Rates.

These changes would take place over the next four years during which it was anticipated there would be significant changes in workload for the Revenues and

Benefits service coupled with an overall cut in the Government grant that was received to administer benefits.

It was clear these legislative changes would require the Council to make significant changes to the Revenues and Benefits service and consequently to the contractual arrangements that existed with Southwest One for providing these services.

Three key objectives for the Council as to how the legislative changes in the Revenues and Benefits service should be carried out had been identified. These were:-

- i) To minimise the cost to the Authority and the impact on customers of implementing the changes to the Benefits and Local Taxation Regulations;
- ii) To maximise the Council's flexibility to manage the Revenues and Benefits service resources through the period of significant change; and
- iii) Look to reduce the costs to the Council of delivering the Revenues and Benefits service.

There were two broad options for accommodating these changes within the contract with Southwest One which had been tested against these objectives. These were:-

Option 1 - Changing the pricing model within the contract to provide a pricing structure that could keep pace with a rapidly changing environment and varying workloads, while ensuring we maintained service delivery; or

Option 2 - Return the Revenues and Benefits service to in-house service provision through the service termination provisions built into the contract.

Both options had been discussed with Southwest One. In the absence of being able to identify a realistic, flexible pricing structure, which would allow the Council to keep the service in Southwest One and vary the price to accommodate the, as yet, unknown fluctuations in workload and grant funding, it had been agreed that Option 2 would be the most effective solution to allow Taunton Deane to meet the objectives outlined above.

As a result a detailed study into the feasibility of bringing the service back in-house had been undertaken which had considered the financial, contractual and staffing implications of terminating the Revenues and Benefits service.

Agreement in principle with Southwest One about the key changes required and discussions were continuing to agree the fine detail. The results were outlined below:-

### **Financial implications**

The financial changes required and the implications of these changes had been examined in detail and a summary of the financial implications of terminating the Revenues and Benefits service was set out in the confidential appendix attached to the report.

It had been concluded that it would be feasible to make this change from a financial perspective and to do so would not be prejudicial to the Council's overall budget position.

### **Contractual implications**

Reported that the contract with Southwest One had been reviewed and specialist legal advice had been taken to identify the contractual changes required and the implications of changing the contract. A summary of the contractual implications was set out in the confidential appendix attached to the report.

It had been concluded that it was feasible to terminate the Revenues and Benefits service within the terms of the contract and to amend the contract to reflect this change.

### **Implications for staff**

There were currently 39 Taunton Deane staff seconded to the Revenues and Benefits service within Southwest One. If it was decided to terminate the service these staff would de-second in accordance with the terms of the Staffing Agreement. They would lose their right to 'assured employment' at the point that their secondments ended.

In addition Southwest One currently employed nine 'direct-hire' staff within Revenues and Benefits. The TUPE Regulations 2006 would apply to direct-hire staff in the service at the point of transfer.

Any termination of the service would be a significant change for staff. Therefore a formal consultation exercise had been conducted with the potentially affected staff, the results of which were reported.

The Chairman read out a statement from the staff who had stated that "they were supportive of the recommendations contained in the report. If it was decided to terminate the Revenues and Benefits part of the contract with Southwest One, all staff would be keen to ensure a smooth transition back to Taunton Deane. Maintaining excellent service for the Council's customers would remain top priority as delivery took place against the challenges of the Welfare Reform and Localisation agendas".

Should the Council support the recommendation to return the services to Taunton Deane, a full change and transition plan would be developed in conjunction with Southwest One to support staff during the transfer.

In addition, the Retained HR Manager was keeping the union regularly briefed on progress via the Unison Change Forum. Unison had been involved in the staff consultation exercise and its comments were reported.

Southwest One was keeping their direct-hire staff within the Revenues and Benefits Service briefed through the Southwest One Staff Council.

Further reported that any significant change to the Southwest One contract could have potentially significant implications for the ongoing viability of the partnership as a

whole. As such, all of the partners had been engaged and the reasons for seeking the proposed change had been explained to them.

Revenues and Benefits was however a service which was only delivered by Southwest One for Taunton Deane and consequently its removal from the contract was unlikely to impact on service delivery by Southwest One to the other partners.

Having concluded that it would be feasible to bring the Revenues and Benefits service back to Taunton Deane it was felt that this should ideally take place on 1 April 2013.

If the decision to proceed was taken by the Council, the next steps would be:-

- to finalise and agree the contract and financial changes with Southwest One; and
- to draft and jointly implement with Southwest One an exit plan which would include a detailed change and transition plan to support staff through the transfer process.

A provisional high level timetable for exit was submitted for the information of Members.

Reported that this issue had been considered by the Corporate Scrutiny Committee on 26 November 2012 who supported the findings of the feasibility study.

**Resolved** that Full Council be recommended to:-

- i) Approve in principle the termination of the Revenues and Benefits element of the Southwest One contract; and
- ii) Delegate authority to the Group Leaders, Chief Executive, Section 151 Officer, the Solicitor to the Council and the Corporate and Client Services Manager to decide when to issue the formal termination notice for the Revenues and Benefits service once agreement had been reached with Southwest One regarding the financial and contractual changes required to the contract.

## 90. **Earmarked Reserves Review**

Considered report previously circulated, concerning the review of a number of earmarked reserves held by the Council for various purposes.

The level of earmarked General Fund reserves as at 31 March 2011 was £7,072,000. This included money set aside for specific revenue purposes, but did not include the £3,336,000 in General Fund balances.

The Strategic Finance Manager had recently reviewed the earmarked reserves to ensure that the level of each reserve was adequate and that the purpose for which the funds were set aside still applied.

As a result of this review, there were various earmarked reserves, totalling £298,819.52, that were no longer required. Details of these reserves were submitted for the information of Members.

This matter had been discussed by the Corporate Scrutiny Committee at its meeting on 26 November 2012. Although the Committee agreed with the recommendation to transfer the above reserves into their corresponding general fund, Members asked for a further report to be submitted on the specific earmarked reserves listed below:-

- CEO Initiatives;
- Self Insurance Fund;
- Youth Homelessness Fund;
- Performance and Client Consultancy; and
- Growth and Regeneration Service Costs.

**Resolved** that Full Council be recommended to transfer £59,167.44 of surplus earmarked reserves to the General Fund Reserve and £239,652.08 to the Housing Revenue Account Reserve in the 2012/2013 financial year.

#### 91. **Fees and Charges 2013/2014**

Considered report previously circulated, which set out the proposed fees and charges for 2013/2014 for the following services:-

- Cemeteries and Crematorium – It was proposed to increase the main cremation fee by £18 to £608 and make minor increases for other charges within the service. It was estimated that this would generate additional income of £39,600;
- Waste Services – The Somerset Waste Partnership was keen to harmonise the charges for garden waste, bulky waste and bin delivery across the County. To do so would require Taunton Deane to make slight increases to the charges for garden waste bins (£42.50 to £45) and bulky waste collection (£36.50 to £38.15). To be prudent and allow for loss of take up of this service it was assumed that there would be no additional income as a result of these changes;
- Land Charges – It was proposed to keep Land Charges fees the same as the current year. This was in line with Government expectations that the service should break even;
- Housing – The proposal was to increase charges by 2.6% (September Retail Price Index (RPI)) with two exceptions:-
  - 1) Garage rents for private tenants and owner occupiers had been increased by 5%; and
  - 2) Hire charges for the sheltered scheme meeting halls and hire charges for sheltered scheme guest rooms had not been increased, although they

had been rounded up to the nearest 10p. This was to increase take up of the facilities.

It was estimated that this would generate additional income of £34,600 for the Housing Revenue Account;

- Deane Helpline - The Deane Helpline fees would be increased by September RPI. It was estimated that the Deane Helpline charges would generate additional income of an estimated £34,000. The additional income would not however add income to the budget due to a current under achievement of budget.
- Licensing – Many licensing fees were set by the Government so increases under local arrangements were not possible.

Where there was local flexibility to set fees, work had taken place to ensure that the Council's costs in administering and enforcing such licenses were adequately met from the subsequent income received, that fees were reasonable and any not paid on time were fully pursued.

Noted that great care had to be taken to set an appropriate rate as many of the licensing fees and charges were deliberately balanced. If rates went up too much, this could easily suppress the market and lead to an overall reduction in income. It could also encourage more illegal and therefore unregulated trading resulting in greater risks to public safety.

It was recommended that licensing fees were increased as set out in the report. All fees, except taxi fees, that were set under local powers were proposed to increase by an inflation factor of 3% which was likely to generate an additional income of £2,500.

Further reported that following a challenge from the taxi trade a highly detailed analysis of the projected costs and income of the taxi licensing regime had been undertaken. This had shown that efficiencies in the computer system and procedures were expected to reduce the process time for all application types and reduce the amount of time taken on the administration and enforcement for the regime.

The results had also shown that the estimation of costs in some areas were higher than the current fees charged. For the next financial year it was recommended that fees were re-set at the levels identified by the analysis to achieve the updated assessment of reasonable cost recovery.

Whilst the proposed changes would lead to some fees increasing and some decreasing, the overall level of income from taxi licensing was expected to be similar to current levels.

It was intended that over the next year the same level of analysis would also be applied to all other licensing fees where local flexibility existed so that both Members and service users could continue to be satisfied that fees were reasonable and in compliance with the appropriate legislation.

- Planning – It was proposed to increase pre-application advice and charges which would generate additional income of an estimated £4,000;
- Car Parking Charges – The fees and charges relating to the Car Park Service would be discussed outside the scope of the report;
- Environmental Health – It was proposed to increase the charges for Pest Control from 1 April 2013 as detailed in the report;
- Recovery of Court Costs – Reasonable costs could be added to debts if recovery was assisted through the Magistrate’s Court. The charge for a summons would remain at £63.50 and the charge for a liability order would remain at £10;
- Charging for Housing Act Notices and Immigration visits - The Somerset West Private Sector Housing Partnership intended to charge for the service of formal Housing Act 2004 Notices, namely Improvement and Prohibition Notices. A charge which covered the minimum costs involved would be made in respect of the 10 formal Notices a year likely to be required.

The Partnership had also recommended the introduction of charging for Immigration visits to provide evidence that applicants had suitable housing accommodation within the United Kingdom. The charge would be a flat fee of £129 for each of the expected five inspections per year.

This matter had been discussed by the Corporate Scrutiny Committee at its meeting on 26 November 2012 when no comments on the proposals had been made.

**Resolved** that Full Council be recommended to approve the proposed fees and charges, for 2013/2014.

## 92. **Financial and Performance Monitoring – Quarter 2 2012/2013**

Considered report previously circulated, concerning the update on the financial position and the performance of the Council to the end of Quarter 2 of 2012/2013 (as at 30 September 2012).

The detailed 2012/2013 financial position for Quarter 2 was set out in the report although a high level summary was also included in the Scorecard. The monitoring of the Corporate Strategy, service delivery, performance indicators and budgets was an important part of the overall performance management framework.

The current forecast outturn for the Council’s General Fund services was an under spend of £595,000 for the financial year 2012/2013. The significant variances to the forecast in this quarter were:-

- a) **Car Parking Income:** Under recovery of income of £548,000;
- b) **Council Tax Benefit:** Over recovery by £104,000;

- c) **Somerset Waste Partnership:** Under spend of £107,000.
- d) **Vacancy Factor:** A saving of £65,000.
- e) **Pay Award:** A saving of £69,000.
- f) **Interest Payable:** An under spend of £226,000 was forecast.
- g) **Interest Receivable:** The Council was likely to receive more interest on General Fund investments than originally budgeted for by £244,000.

Details as to why these variances had occurred were submitted.

Reported that the General Fund Reserves balance at the start of the year was £3,337,000.

Likely movements in the current year were reported which meant that the projected balance at the end of the current financial year was £3,168,000 based on budget approvals, before considering any potential over or under spend in the current year.

Noted that budgets and forecasts were based on known information and the best estimates of future spending and income of the Council. The income and expenditure of the Council over the financial year was estimated by the budget holders in the Council and then reported through the budget monitoring process. During this process, risks were identified which could affect the financial projections but the likelihood and/or amount were uncertain. Details of a number of risks identified during the Quarter 2 process were provided.

Further reported that the current forecast outturn for the Council's Housing Revenue Account (HRA) was an under spend of £827,950 for the current financial year, before any increase in the budgeted allowance for repayment of capital debt or increased investment in housing standards and growth.

The significant variances to the forecast in this quarter were:-

- a) **Interest Payable:** The forecast under spend was estimated to be £928,100. This was because the actual rate of interest payable rate on the new self-financing loan was not confirmed until after the budget was set, and was eventually obtained at a much lower rate than previously anticipated.
- b) **Interest Receivable:** The forecast over spend was estimated to be £110,250, due to receiving less interest on HRA investments than originally budgeted for.

However, it was anticipated that this net under spend of £817,850 should be retained and approval sought to reinvest this into the Social Housing Development Fund.

The HRA General Reserves "working balance" at the start of the year was £1,355,000. The projected balance at the end of the current financial year was currently £1,843,000 taking into account planned transfers to/from reserves within the original budget.

The year end outturn position for the Deane DLO Trading Account was likely to be an under spend of approximately £161,000. This is mainly due to a forecast under spend on contractor and agency costs, plus a reduction in Southwest One contract payments due to the return of the budget for Stores Staff to DLO.

Noted that there were no variances to the Deane Helpline Trading Account to report.

The current forecast outturn for the Council's General Fund Capital Programme was Net Expenditure of £5,722,000, compared to the budget of £6,634,000. The forecast under spend is therefore £912,000 (13.75%) for the financial year, which related entirely to slippage on projects into 2013/2014.

The forecast variances for the year were in the following areas:-

- a) **Project Taunton – Castle Green;**
- b) **Grants to Registered Social Landlords;**
- c) **DLO System;**
- d) **Project Taunton – Longrun Meadow Bridge C; and**
- e) **PC Refresh Project**

Details as to why these variances had occurred were submitted. The main areas of risk and uncertainty in the General Fund capital programme were submitted for information.

The current forecast outturn for the Council's Housing Revenue Account Capital Programme was net expenditure of £5,192,000 against a budget of £5,500,000. This comprised a number of variations across a range of 'Major Works' programmes.

The main areas of risk and uncertainty in the Housing Revenue Account capital programme were detailed in the report and related to Cladding, Fascias and Soffits, Disability Discrimination Act Work and Heating.

Analysis of the overall performance of the Council had revealed that 60% of all performance measures were on target. This was a slightly worse position compared to the previous quarter (Quarter 1 was 65%) as although there were fewer 'Red' alerts, there were 11 more 'Amber' alerts (indicating 'some concern' in these areas). A summary / overview of the Quarter 2 scorecard was shown in the table below:-

Section	No. of measures	☺ Green	☹ Amber	☹ Red	N/A	Trend (from last quarter)
1) Corporate Strategy Aims	18	13 (72%)	3 (17%)		2 (11%)	↓
2) Service Delivery	15	9 (60%)	5 (33%)	1 (7%)		↓
3) Managing Finances	12	7 (58%)	3 (25%)	2 (17%)		↔
4) Key Projects	6	3	3			↓

		(50%)	(50%)			
5) Key Partnerships	8	6 (75%)	2 (25%)			↑
6) People	6	2 (33%)	3 (50%)		1 (17%)	↔
7) Corporate Management	10	5 (50%)	5 (50%)			↑
<b>TOTALS</b>	<b>75</b>	<b>45 (60%)</b>	<b>24 (32%)</b>	<b>3 (4%)</b>	<b>3 (4%)</b>	↓

**KEY:**

↑ = Improving (ie more Green, less Amber &/or Red alerts)

↓ = Worsening (ie less Green, more Amber &/or Red)

↔ = No change

The current corporate performance scorecard had been introduced in 2009/2010 and had remained largely unchanged since then. Once the new Corporate Business Plan was approved, the Corporate Management Team would conduct a full review of the scorecard and recommended changes would then be discussed with Members in workshops before the end of the financial year.

It was envisaged that a refreshed corporate scorecard would be implemented from the Quarter 1 report in the 2013/2014 financial year.

**Resolved** that the report be noted.

93. **Taunton Deane Borough Council's Grants Panel Recommendations for Voluntary and Community Sector Service Level Agreement payments for financial year 2013/2014**

Considered report previously circulated, concerning a number of recommendations made by the Grants Panel concerning the allocation of Voluntary and Community Sector (VCS) funding for the 2013/2014 financial year.

Taunton Deane Borough Council (TDBC) provided financial support to a wide range of VCS organisations that helped deliver the Council's Corporate Priorities and met wide ranging community needs.

A total of £582,300 had been released to the VCS in 2012/2013. Funding was awarded to the VCS through five main service areas:-

- Strategy and Performance;
- Community Development;
- Economic Development;
- Housing; and
- Community Leisure.

The Council recognised the vital role the VCS played in providing services and advice to the community. They engaged and empowered local people and reached groups and individuals who might be marginalised or disadvantaged.

With a reduction in levels of service across the County, Taunton Deane recognised that the VCS were playing an increasing role in the delivery of services.

The Grants Panel had been formed to ensure that the Council had an overview of all VCS spending across the authority. The allocation of funding was proposed by the relevant Service Area Managers or Lead Officers and presented to the Grants Panel for discussion in November for the following financial year.

The following tables provided information on VCS funding recommendations for 2013/2014. It was the intention that all organisations due to receive funding would have a robust Service Level Agreement in place from 1 April 2013.

### Strategy and Performance VCS funding

	<b>Commitments 2012/2013</b>	<b>Recommendations 2013/2014</b>
Citizens Advice Bureau	85,900	85,900
Community Council for Somerset	5,700	5,700
Accessible Transport (Taunton Deane Community Transport and Slinky)	9,400	Withdraw
Taunton Voluntary Action	24,900	24,900
North Taunton Partnership	5,000	5,000
Taunton East	5,000	5,000
Wiveliscombe Area Partnership and Wivey Link	32,900	31,900
Small VCS Grants	26,200	22,010
TBA dependant on decision to withdraw Accessible Transport Funding	n/a	9,400
TBA due to reduction in WAP funding		1,000
	<b>195,000</b>	<b>190,810</b>

The Grants Panel had raised the following concerns regarding the funding of the Accessible Transport Service provided by Somerset County Council (SCC):-

- SCC had not been able to provide proof that services were being delivered that benefitted residents of Taunton Deane;
- Community Transport remained a Somerset County Council responsibility; and
- SCC did not request the funding at the beginning of the financial year which raised doubt that there was a need for the funding.

As there were greater priority areas and community needs that could be met through the use of this funding, the Panel had recommended that the funding should

be withdrawn. If this proposal was accepted, an Impact Assessment would be carried to assist Councillors in making their final decision as to whether to withdraw this funding altogether from April 2013.

### Community Development – Community Art Grants

	<b>Commitments 2012/2013</b>	<b>Recommendations 2013/2014</b>
Take Art	5,750	5,750
Actiontrack Performance Company	1,955	1,955
Somerset Art Works	1,380	1,380
Somerset Film	2,415	2,415
SPAEDA	500	500
	<b>12,000</b>	<b>12,000</b>

### Economic Development

	<b>Commitments 2012/2013</b>	<b>Recommendations 2013/2014</b>
Brewhouse	152,000	152,000
Vista (Job Clubs)	12,000	12,000
Taunton Town Centre Company	42,700	TBC 42,700
	<b>206,700</b>	<b>206,700</b>

The Grants Panel had concerns regarding the specified services to be delivered by the Taunton Town Centre Company and the related performance targets which required further clarification from the Economic Development Manager. The Grants Panel was not recommending the approval of this grant until further investigation had taken place.

### Housing – Housing Revenue Account

	<b>Commitments 2012/2013</b>	<b>Recommendations 2013/2014</b>
North Taunton Partnership	10,000	10,000
Link Partnership	10,000	10,000
Tenants Forum	45,000	45,000
Wiveliscombe Area Partnership	Na	1000
	<b>65,000</b>	<b>66,000</b>

## Housing – Homelessness Prevention Grant from the Department of Communities and Local Government

	Commitments 2012/2013	Recommendations 2013/2014
Shelter	Yet to be agreed	TBA
Open Door	12,000	TBA
TDBC Rough Sleeping Co-ordinator Post	15,000	15,000
YMCA, Bridgwater Homes Scheme	50,000	End of SLA
Pathways to Independence Youth Housing Service	n/a	50,000
TAH Outreach Worker	7,500	7,500
CAB – MAAP project	6,000	TBA
	<b>90,500</b>	<b>72,500</b>

The Department for Communities and Local Government had confirmed that the Council was likely to receive an annual grant of £122,280 for the next two years for the prevention of homelessness.

Negotiations for the allocation of this grant funding were currently underway. Therefore the proposals at this stage could not be confirmed.

Reported that it was probable that Shelter would cease to function as before in March 2013, with services being reduced to a telephone helpline, or the service being withdrawn altogether. In return for its funding, Shelter had provided a Housing Solicitor to run a court desk service to assist those at risk of becoming homeless and training for Taunton Deane's Housing Officers.

The Housing Service was currently negotiating with other service provider's as to an alternative means of providing advice and assistance to those who were homeless or at risk of becoming homeless.

It was likely that the funding for the specific Multi Agency group currently administered by the CAB would be withdrawn and replaced with alternative services as a result of current negotiations.

### Community Development – TDBC Youth Fund

	Commitments 2012/2013	Recommendations 2013/2014
Youth Fund	20,000	20,000 (25,000)
Somerset County Council Youth Windfall		29,495
	<b>20,000</b>	<b>49,495 (54,495)</b>

The 2012/2013 Youth Fund totalled £20,000, made up of £15,000 from the Taunton Unparished Area Fund and £5,000 from the General Fund. 22 applications totalling £63,600 were received for projects spread across the whole of Taunton Deane. However, due to the make up of the fund it was felt by both officers and Members of the Community Scrutiny Committee and the Executive that this gave an unfair advantage to projects from the urban (unparished) areas of Taunton.

Although budgets for the next financial year have not yet been confirmed, it was anticipated that the Youth Fund for 2013/2014 would be made up of the same contributions as this year.

Further reported that SCC had offered to contribute some funds to the Youth Fund next year which had been earmarked for youth club provision in Taunton Town Centre, namely the Chestnut Tree.

As this project had not come to fruition, SCC had gifted this funding to the Youth Fund with the request that priority be given to projects providing youth work on estates and projects which could demonstrate a commitment to future sustainability.

Whilst this one-off windfall was appreciated, it did not address the disproportionate make up on the Youth Fund from Taunton Deane budgets, and the unfair advantage this gave projects from the urban areas of Taunton.

Therefore, the Grants Panel had requested the Executive to consider increasing the contributions to the Youth Fund so that more General Fund money was available, thus helping to ensure that all projects across the district had a fair chance when submitting an application.

Reported that the Somerset Compact requested authorities wherever possible to provide a longer term commitment to the Voluntary and Community Sector to enable it to plan ahead and ensure that their services were sustainable into the future.

As a result of its recent meeting, the Grants Panel had made the following recommendations:-

- That the proposals for the allocation of funding, as listed above, be supported;
- That an Impact Assessment be carried out on the withdrawal of funding from the Somerset County Council Accessible Transport;
- That the General Fund contribution to the Youth Fund be increased from £5,000 to £15,000 to even out the geographical balance of projects that could be supported across Taunton Deane; and
- That all Service Level Agreements be signed for a three year period (wherever possible) and that there was a commitment from Taunton Deane to not consider those particular funding arrangements as budget savings during the three year period.

During the discussion of this matter, the Executive felt the first two recommendations, as drafted, were acceptable. However, with regard to the third recommendation this would need to be considered as part of the Budget setting considerations for the 2013/2014 financial year.

As to the final recommendation, the Executive acknowledged that it would be the ideal situation if all Service Level Agreements could be protected from budget savings during their three year duration. However, in the current economic climate this would be difficult to achieve.

It was noted though that there was already a caveat within all Service Level Agreements that the Council would be able to withdraw or reduce funding with three months written notice at any point during the period of the agreement. This would allow the authority some security in case of it being absolutely necessary to make savings.

**Resolved** that:-

- (1) The proposals for the allocation of funding, as listed above, be supported;
- (2) An Impact Assessment be carried out on the withdrawal of funding from the Somerset County Council Accessible Transport;
- (3) The recommended increase in the General Fund contribution to the Youth Fund be considered during the forthcoming Budget setting process; and
- (4) It be noted that the Executive wished to support the aspiration of entering three year funding agreements and would offer clarity on the level of funding following the Corporate Business Plan process in 2013.

94. **Executive Forward Plan**

Submitted for information the Forward Plan of the Executive over the next few months.

**Resolved** that the Forward Plan be noted.

(The meeting ended at 8.11 pm.)