

## WEST SOMERSET DISTRICT COUNCIL

Meeting to be held on Wednesday 29 February 2012 at 4.30 pm

Council Chamber, Williton

### AGENDA

1. **Apologies for Absence**

2. **Minutes**

Minutes of the Meeting of Council held on 25 January 2012 to be approved and signed as a correct record – **SEE ATTACHED.**

3. **Declarations of Interest**

To receive and record any declarations of interest in respect of any matters included on the agenda for consideration at this meeting.

4. **Public Participation**

The Chairman to advise the Committee of any items on which members of the public have requested to speak and advise those members of the public present of the details of the Council's public participation scheme.

For those members of the public wishing to speak at this meeting there are a few points you might like to note.

A three-minute time limit applies to each speaker and you will be asked to speak before Councillors debate the issue. There will be no further opportunity for comment at a later stage. Your comments should be addressed to the Chairman and any ruling made by the Chair is not open to discussion. If a response is needed it will be given either orally at the meeting or a written reply made within five working days of the meeting.

5. **Chairman's Announcements**

6. **Annual Budget for 2012/13**

To consider Report No. WSC 40/12, to be presented by Councillor K V Kravis, Lead Member for Resources & Central Support – **SEE ATTACHED.**

The purpose of the report is to provide Members with all information required for Council to approve the revenue budget and capital programme for 2012/13.

**7. Council Tax Resolution 2012/13**

To consider Report No. WSC 39/12, to be presented by Councillor K V Kravis, Lead Member for Resources & Central Support – **SEE ATTACHED.**

The purpose of the report is to enable the Council to calculate and set the Council Tax for 2012/13.

**8. Non Domestic Rate - Discretionary Relief & Local Discounts Schemes**

To consider Report No. WSC 25/12, to be presented by Councillor K V Kravis, Lead Member for Resources & Central Support – **SEE ATTACHED.**

The purpose of the report was to seek Council approval of the list of rural settlements, together with a scheme for the granting of discretionary non-domestic rate relief.

**9. Minutes and Notes for Information**

Draft Notes of the Exmoor Area Panel held on 19 January 2012; and draft Notes of the Dunster Area Panel held on 23 January 2012  
– **DISTRIBUTED VIA EMAIL.**

**COUNCILLORS ARE REMINDED TO CHECK THEIR POST TRAYS**

## RISK SCORING MATRIX

Report writers score risks in reports uses the scoring matrix below

**Risk Scoring Matrix**

<b>Likelihood</b>	5	Almost Certain	Low (5)	Medium (10)	High (15)	Very High (20)	Very High (25)
	4	Likely	Low (4)	Medium (8)	Medium (12)	High (16)	Very High (20)
	3	Possible	Low (3)	Low (6)	Medium (9)	Medium (12)	High (15)
	2	Unlikely	Low (2)	Low (4)	Low (6)	Medium (8)	Medium (10)
	1	Rare	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)
			1	2	3	4	5
			Negligible	Minor	Moderate	Major	Catastrophic
<b>Impact</b>							

<b>Likelihood of risk occurring</b>	<b>Indicator</b>	<b>Description (chance of occurrence)</b>
1. Very Unlikely	May occur in exceptional circumstances	< 10%
2. Slight	Is unlikely to, but could occur at some time	10 – 25%
3. Feasible	Fairly likely to occur at same time	25 – 50%
4. Likely	Likely to occur within the next 1-2 years, or occurs occasionally	50 – 75%
5. Very Likely	Regular occurrence (daily / weekly / monthly)	> 75%

- Mitigating actions for high ('High' or above) scoring risks are to be reflected in Service Plans, managed by the Group Manager and implemented by Service Lead Officers;
- Lower scoring risks will either be accepted with no mitigating actions or included in work plans with appropriate mitigating actions that are managed by Service Lead Officers.

**WEST SOMERSET DISTRICT COUNCIL****Minutes of the Meeting held on 25 January 2012 at 4.30 pm  
In the Council Chamber, Williton****Present:**

Councillor A F Knight.....	Chairman
Councillor D D Ross.....	Vice-Chairman
Councillor H J W Davies	Councillor M O A Dewdney
Councillor G S Dowding	Councillor J Freeman
Councillor S Y Goss	Councillor P N Grierson
Councillor A P Hadley	Councillor B Heywood
Councillor K V Kravis	Councillor R P Lillis
Councillor E May	Councillor I R Melhuish
Councillor C Morgan	Councillor P H Murphy
Councillor D J Sanders	Councillor L W Smith
Councillor M A Smith	Councillor T Taylor
Councillor K H Turner	Councillor D J Westcott

**Officers in Attendance:**

Chief Executive (A Dyer)  
 Corporate Director & Monitoring Officer (B Lang)  
 Section 151 Officer (G Carne)  
 Group Manager – Housing & Community (I Timms)  
 Group Manager – Environment and Services (S Watts)  
 Planning Manager (A Goodchild)  
 Principal Accountant (S Plenty)  
 Media, PR and Communications Officer (S Beaumont)  
 Meeting Administrator (H Dobson)  
 Meeting Administrator (K Kowalewska)

**Also in Attendance:**

Steve Read, Managing Director, Somerset Waste Partnership

**C67 Apologies for Absence**

Apologies for absence were received from Councillors A M Chick, M J Chilcott, K M Mills, S J Pugsley, K J Ross and A H Trollope-Bellew.

**C68 Minutes**

(Minutes of the meeting of Council held on 15 November 2011, circulated with the Agenda).

**RESOLVED** that the Minutes of the Meeting of Council held on 15 November 2011 be confirmed as a correct record.

**C69 Awards for Somerset**

The Chairman of Council welcomed Councillor John Edney, Chairman of Somerset County Council, and Mrs Edney to the meeting.

Councillor Edney presented Councillor A F Knight and Councillor E May with the 'Chairman of Somerset Award for Community Service' as a thank you for their dedicated work in the community.

(**Note:** Councillors Knight and May left the Council Chamber to have their photographs taken and returned for Item No. 6 – Chairman's Announcements.)

**C70 Declarations of Interest**

Members present at the meeting declared the following personal interests in their capacity as a Member of a County, Parish or Town Council:

<b>Name</b>	<b>Minute No</b>	<b>Description of Interest</b>	<b>Personal or Prejudicial</b>	<b>Action Taken</b>
Cllr S Goss	All Items	Stogursey	Personal	Spoke and voted
Cllr P N Grierson	All Items	Minehead	Personal	Spoke and voted
Cllr P H Murphy	All Items	Watchet	Personal	Spoke and voted
Cllr K H Turner	All Items	Brendon Hills	Personal	Spoke and voted
Cllr D J Westcott	All Items	Watchet	Personal	Spoke and voted

In addition

- Councillor M A Smith declared a personal interest relating to Item 10 – Hinkley Point C Development – Section 106 Update and Implications, as her friend currently provided tourist information services at Minehead; and
- Councillor E May declared a personal interest relating to Agenda Item 11 – Magna Charitable Status, as he was a Board Member of Magna West Somerset Housing Association.

**C71 Public Participation**

No members of the public had requested to speak on any item on the agenda.

(**Note:** The meeting was adjourned for five minutes.)

**C72 Chairman's Announcements**

16 November 2011	The Institution of Clive Gilbert at a service in St Decumans
20 November 2011	Civic Service, Lynton Town Council, Lynton

26 November 2011	Official Opening and Dedication of the new Railway Footbridge
9 December 2011	Attended the Severn Seas Group of WI's Carol Service
10 December 2011	Opening of Williton Parish Council offices
11 December 2011	Williton District Guides, Brownies and Rainbows Christingle Service
11 December 2011	Rotary of Quantocks Carol Service
18 December 2011	St Decumans Carol Service
During December the Chairman announced that he had been invited to many other Christmas Carol services and fund raising fairs around the county from Wells Cathedral to Frome, Taunton and Old Cleeve.	
5 January 2012	The Woolley Shepherd (a Somerset business promoting the use of sustainable wool products)

In addition, the Chairman announced he would be attending the Royal Garden Party on 22 May 2012.

**C73 Somerset Waste Board Business Plan 2012/13**

(Report No. WSC 26/12, circulated with the Agenda).

The purpose of the report was to seek approval for the draft Somerset Waste Partnership (SWP) Business Plan 2012/12.

The Lead Member for Environment presented the report and suggested that Members discuss the item and direct any questions to Steve Read, Managing Director of the Somerset Waste Partnership prior to any recommendations being proposed.

During the debate the following questions/issues were raised:

- Concern was raised with regards to extending the contract with May Gurney for another 7 years half way through the present contract particularly as there was no facility within the contract for a break clause. It was queried whether a procedure for periodic performance review could be introduced.
- With reference to working with town and parish councils and other community groups to deliver local initiatives, and in light of the current financial climate, what did the Somerset Waste Board have planned.
- Surprise was expressed that there was no mention in the business plan about the future status of the recycling centres and the community recycling sites, and clarification was sought on the charging policy and whether it was considered to extend the number of the community recycling sites.
- It was noted that efficiency savings should be ongoing.

In reply Mr Read made the following responses:

- The basis for the May Gurney contract extension was to obtain a further discount on the annual price and also to receive an annual inflationary

uplift which would result in a saving to the Partnership of around £350,000 per annum. One of the conditions negotiated if the contract were to be extended would be that May Gurney would waive the inflation monies that were owed to them by SWP.

- Regarding problems with Sort It Plus in the rural areas, he advised that Sedgemoor District Council had been through the roll out of Sort It Plus 12 months prior to West Somerset and they were now very pleased with the way things have settled down. He clarified that although there may still be a few residual issues to be sorted out, these would be resolved to Members' satisfaction and he strongly recommended that the contract be extended as proposed.
- He explained that one of the reasons for there being no break clause in the contract was due to the fact that it was a capital intensive contract and he assured Members that, within the terms of the contract, SWP had an annual negotiation with May Gurney over the way the contract was going and over ways of improving and deriving further efficiencies.
- Further assurance was made that the clause within the business plan regarding working with town and parish councils on local initiatives was just to make local enhancements possible if the need arose in the future and SWP were not seeking to 'push' any costs onto them.
- He confirmed that the savings target set by Somerset County Council last year had been achieved, and as there was a long term trend of waste reduction this would be another saving. As a result of these savings there were no proposals in the business plan to close or extend sites, no new or increased charges would be imposed and working hours of the centres would not be reduced.
- West Somerset residents were still encouraged to separate their cardboard and paper for recycling, and in the business plan there were other materials which may be looked at in the future for recycling which included mixed plastic; carpets and mattresses at recycling centres; and absorbent hygiene products and nappies at kerbside.

Following no amendments to the draft Plans, the Lead Member proposed recommendation 2.1 (a) in the report and this was seconded by Councillor M O A Dewdney.

**RESOLVED** that Somerset Waste Partnership Draft Business Plan 2012-17 and associated Draft Communications Plan, be approved.

#### **C74 Hackney Carriage/Private Hire Policy and Regulations**

(Report No. WSC 02/12, circulated with the Agenda).

The purpose of the report was to inform Council of the recommendation from the Licensing Committee at the meeting held on 23 November 2011.

The Lead Member for Housing, Environmental Health & Licensing presented the report and thanked the Licensing Officer, the Group Manager Housing and Community, the Chairman and Members of the Licensing Committee for the tremendous amount of work undertaken in producing the policy and

regulations. He proposed the recommendation in the report and this was seconded by Councillor A P Hadley.

**RESOLVED** that Council approve the Hackney Carriage/Private Hire Policy and Regulations for adoption and to take effect from 1 March 2012, and included as **Appendix A** to the minutes of this meeting.

**C75 Byelaws – Cosmetic, Piercing, Semi-Permanent Skin Colouring, Tattooing, Electrolysis and Acupuncture**

(Report No. WSC 03/12, circulated with the Agenda).

The purpose of the report was to ~~offer comment on proposed~~ advise Council of the recommendation from the Licensing Committee at the meeting held on 23 November 2011.

The Lead Member for Housing, Environmental Health & Licensing presented the report and advised that at present there was no requirement for businesses offering cosmetic piercing and semi-permanent skin colouring to register with the local authority and in order to safeguard hygiene the Lead Member proposed the recommendations in the report, which were seconded by Councillor R P Lillis.

In response to questions regarding the regulation of business operators and how many premises in West Somerset would be covered under the byelaws, the Group Manager Housing and Community responded that operators were trained, regulated and their qualifications were examined, and there were between 8 and 10 premises in the district.

During the debate, concern was expressed over cosmetic piercing and the fact that the practitioners did not have to have any medical qualifications. There was no provision in the byelaws to protect the young and vulnerable of our community and WSC had a duty to protect them. In reply to a further question as to whether the practitioners were CRB checked, the Group Manager Housing and Community advised that they were but he agreed to clarify the fact and would provide all Members with this information.

On being put to the vote, the recommendations were CARRIED with one abstention.

**RESOLVED (1)** that Council approve ~~Cabinet~~ the model byelaws for acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis for adoption in accordance with Section 120 of the Local Government Act 2003 (as amended), and included as **Appendix B** to the minutes of this meeting.

**RESOLVED (2)** that the Legal/Support Officer be authorised to take all of the necessary steps in connection with the making of those byelaws, giving public notice and applying to the Secretary of State of Health for approval and confirmation of the new byelaws.



**RESOLVED (3)** that, subject to the confirmation of the proposed new byelaws, the existing byelaws relating to acupuncture, tattooing, ear-piercing and electrolysis made by Council on 1 November 1984, be revoked.

**C76 Hinkley Point C Development – Section 106 Update and Implications**

(Report No. WSC 15/12, circulated with the Agenda).

The purpose of the report was to set out the corporate implications and agree the necessary steps in light of the Hinkley Point C Site Preparation Works Section 106 Agreement and to make proposals for the allocation of capital monies secured through planning obligations to individual schemes and organisations. Cabinet approved a version of this report in December. Given the financial implications of some of the contributions described within, it is necessary for Council to consider the report.

The Chairman confirmed to Members that all parties had now indicated they would enter into the Section 106 Agreement for site preparation works at Hinkley Point and the Agreement was in the process of being signed by all the parties. It was anticipated that planning permission would be issued early next week. He thanked and congratulated Andrew Goodchild and the Planning team for the hard work they had undertaken in this matter.

The Lead Member for Environment drew attention to an error in recommendations 2.1 (iii) and (iv) of the report and stated that the wording should read "...from EDF Energy,", he then proposed the recommendations in the report which were duly seconded by Councillor A F Knight.

The Planning Manager presented the details in the report and advised that because a lot of the allocations of capital monies were over £25,000 approval was needed by full Council.

In response to a question regarding the tourism contribution relating to supporting Tourism Information Centres, it was advised that the matter would be considered by Cabinet in due course.

On being put to the vote, the recommendations were CARRIED with one abstention.

**RESOLVED (1)** that the following resolutions to this item be subject to the Section 106 Agreement for site preparation works (planning application 3/32/10/032) being signed and planning permission being issued and that the contributions described are paid to West Somerset Council.

**RESOLVED (2)** that, subject to resolution (1) above, Cabinet's decision to nominate West Somerset Council representatives on the Board consist of Councillor Kate Kravis, Lead Member for Resources and Central Support, who will chair the Board meetings, and Ian Timms, Group Manager for Housing and Community and that their substitutes will be Councillor Keith Turner, Lead Member for Housing, Environmental Health and Licensing and Andrew Goodchild, Planning Manager, be noted.

**RESOLVED (3)** that, subject to resolution (1) above, it be noted that Cabinet acknowledged and endorsed the contributions to be paid to third parties as set out in Table 2 of the report and noted the content of Tables 1, 4, 5, 6 and 7 of the report.

**RESOLVED (4)** that, subject to resolution (1) above, it be noted that Cabinet pre-approve the contributions under £25,000 to be paid to third parties as set out in Table 3, of the report, so that the payments can be made to the relevant third party as and when payments are received from EDF Energy.

**RESOLVED (5)** that, subject to resolution (1) above, the contributions over £25,000 to be paid to third parties as set out in Table 3, of the report, so that the payments can be made to the relevant third party as and when payments are received from EDF Energy, be approved.

**RESOLVED (6)** that, subject to resolution (1) above, the allocation of monies set out in Table 8, of the report, to create new posts, be approved and that the content of paragraph 5.3 and 5.4, of the report, relating to recruitment be noted.

**RESOLVED (7)** that, subject to resolution (1) above, the existing posts which are partly or fully funded by the Section 106 Agreement as set out in Tables 11 and 12 of the report, be noted.

**RESOLVED (8)** that, subject to resolution (1) above, it be noted that Cabinet approved the release of £10,000 of the £525,687 of the first Service Level Agreement payment to West Somerset Council (item j of Table 8, of the report) to start the recruitment processes for some of the posts outlined above, in Tables 8 and 9, of the report - this money will be used for advertisements and initial interview costs.

**RESOLVED (9)** that, subject to resolution (1) above, the intention for continued use of contributions secured by Table 11, of the report, to employ the Deputy Planning Manager (renamed Development Manager) and the Planning Support Officer, be noted.

**C77**     **Magna Charitable Status**

(Report No. WSC 21/12, circulated with the Agenda).

The purpose of the report was to outline Magna West Somerset (MWS) Housing Association's intention to become an Industrial and Provident Society (IPS) with charitable tax-exempt status; and to outline Magna West Somerset Housing Association's intention to reorganise its board and committee structure.

The report was presented in detail by the Lead Member for Housing, Environmental Health and Licensing who advised that Magna West Somerset had invested heavily in repairing and maintaining the housing stock since taking it over from the Council in 1998.

The recommendations set out in the report were proposed by Cllr K Turner and seconded by Cllr K Kravis. The first recommendation related to a move towards Magna becoming an Industrial and Provident Society with charitable tax exempt status. This decision had been agreed by Magna WS board and was being progressed through legal channels. This decision was supported by recommendation 2.1 of the report. In debate members expressed broad support for this proposal.

In terms of Recommendation 2.2 and 2.3 the Group Manager for Housing and Community highlighted that although the Magna Board had voted in favour of the recommendations put before the council, they would not be enforced without their tenants support.

With regards to the recommendations 2.2 and 2.3 Members expressed concern that the reason behind the proposal to reorganise it's board and committee structure was to gain control; the change would take away the power and influence of the board, which was local to West Somerset and transfer it out of the area. Concern was further expressed that the tenants might not understand the consultation and it's possible implications.

In response to concerns that tenants had not been consulted, the Group Manager for Housing and Community advised that the day previous to this meeting the proposed changes were considered by MWS board, after which the tenants groups and panels would be consulted.

The Lead Member for Housing, Environmental Health and Licensing advised that Magna WS representatives had attended a Housing PAG in December 2011 to discuss the proposals in the report.

Following the Chairman's ruling recommendation 2.1 was considered separately from recommendations 2.2 and 2.3.

Recommendation 2.1 set out in the report was proposed by Councillor K Turner and seconded by Councillor K Kravis.

On being put to the vote recommendation 2.1 was CARRIED.

An amendment was proposed by Councillor D Ross to defer recommendations 2.2 and 2.3 until further information was available. His amendment was seconded by Councillor J Freeman.

On being put to the vote the amendment was CARRIED.

This then became the new substantive motion.

During the debate concern was expressed that major decisions affecting West Somerset tenants would not be decided by the performance committee but would be made out of the area.

On being put to the vote the substantive motion was CARRIED and it was

**RESOLVED (1)** that the decision by Magna West Somerset Housing Association to become an IPS with charitable tax-exempt status, be endorsed.

**RESOLVED (2)** that consideration of the principle of the decision of Magna West Somerset Housing association to reorganise it's board and committee structure, be deferred until further information was available.

**RESOLVED (3)** that consideration as to whether delegated powers should be granted for the Group Manager – Housing and Community in conjunction with the Portfolio Holder for Housing and Community to agree the finalised proposals relating to board and committee structural changes, subject to local tenant's supporting the proposals, be deferred until further information was available.

**C78 Shadow Crime and Police Panel**

( Report No. WSC 16/12, circulate with the Agenda).

The purpose of the report was to advise Members of the role and membership requirements of the Police & Crime Panel (PCP), what practical steps are required to get the Shadow PCP established by the summer of 2012 and seek agreement on the granting of delegated authority to the Chief Executive to make the decisions necessary to ensure that the timing of the set up is not hindered by individual local authority decision making processes. It is understood that all ten local authorities within the Avon and Somerset Police Constabulary area will be requesting a similar arrangement.

The Leader of the Council presented the report and advised that the setting up of the Police and Crime Panel was a three stage process and the PCP must be in place by the time of the election of the Police and Crime Commissioner in November 2012. The Shadow PCP needs to be politically balanced and how this would be arranged was unclear at the present time.

The point was made that this should be welcomed as West Somerset Council would be having an input into the governance of policing as a result of this proposal.

The Leader proposed the recommendation in the report which was duly seconded by Councillor D J Westcott.

On being put to the vote, the recommendation was CARRIED with four abstentions.

**RESOLVED** that the Chief Executive, in consultation with the political Group Leaders, be delegated authority to lead the Council's input into the establishment of the Shadow PCP, including confirming the Council's agreement to arrangements to be decided for the establishment of the Panel, it's terms of reference and membership.

**C79 Regulation of Investigatory Powers Act (RIPA) 2000**

(Report No. WSC 1/12, circulated with the Agenda).

The purpose of the report was to advise the Council on the outcome of the review of the council's management of covert activities and to seek endorsement of the actions taken/required to implement recommendations emanating from the review.

The Monitoring Officer presented the report and advised Members that under the RIPA Act 2000 West Somerset Council had significant powers to undertake covert activities and therefore needed to have the right framework in place to carry out these powers. An inspection on the process is carried out every three years. He drew attention to the fact that there was now a formal requirement to have a process in place to keep Members informed of developments and this would be done via the Corporate PAG. Training for Officers would also be necessary.

The Chief Executive made it clear that this Act applies to all of the Council's regulatory powers that may require surveillance, not just Housing Benefit fraud.

Councillor K V Kravis proposed the recommendations in the report which were seconded by Councillor K H Turner.

**RESOLVED (1)** that the outcome of the review and the action taken to date, be noted.

**RESOLVED (2)** that the updated Regulation of Investigatory Powers Act (RIPA) 2000 policy, be approved, and included as Appendix C to the minutes of this meeting.

**RESOLVED (3)** that the Corporate Director be designated 'Senior Responsible Officer (SRO)' who shall be responsible for ensuring that the Council complies with the requirements placed upon it under the Regulation of Investigatory Powers Act 2000, as set out in paragraph 10 of the amended operational procedures, and included as **Appendix C** to the minutes of this meeting.

**RESOLVED (4)** that the authorising Officers under RIPA 2000 be as follows: Chief Executive, Corporate Director, Group Manager for Housing and Community, Group Manager for Resources and Central Support and Principal Benefit Officer.

**RESOLVED (5)** that a formal process be introduced to ensure that elected Members of the Council are advised of the level of covert activity and the use of RIPA.

**C80 Treasury Management Update – 30 September 2011**

(Report No. WSC 22/12, circulated with the Agenda).

The purpose of the report was to update the council on the Treasury Management position as at 30 September 2011.

The Lead Member for Resources and Central Support presented the report and proposed the recommendation in the report which was seconded by Councillor C Morgan.

**RESOLVED** that the Treasury Management position as at 30 September 2011, be noted.

**C81 Minutes and Notes for information**

The Lead Member for Environment raised the question as to whether it was necessary to receive the minutes and notes attached to the report in paper format, as not only were the majority of them available on the Council's website but that it would also save resources.

It was proposed by Councillor C Morgan and seconded by Councillor M Smith that in future either the website link or minutes and notes be emailed to everyone on the distribution list.

Members raised concerns that for some paper format was easier and more accessible when attached to the agenda and that others did not feel confident or knowledgeable enough to access documents on the website.

On being put to the vote the recommendation was carried.

**RESOLVED** that, in future, those on the Council agenda distribution list be advised via email when the minutes and notes to this item are on the website, with the link attached, and that those minutes not on the website be included in the email, and should Members wish to receive a copy that they advise Member Services accordingly.

Minutes of the Standards Committee held on 13 December 2011 (circulated with the Agenda).

**RESOLVED** that the draft Minutes of the Standards Committee held on 13 December 2011, be noted.

Draft Notes of the Minehead Area Panel held on 14 December 2011; draft Notes of the Exmoor Area Panel held on 6 September 2011, draft Notes of the Exmoor Area Panel held on 1 November 2011; and draft Notes of the Watchet, Williton & Quantocks Area Panel held on 7 December 2011 (circulated with the Agenda).

**RESOLVED** that the draft Notes of the Minehead Area Panel held on 14 December 2011; draft Notes of the Exmoor Area Panel held on 6 September 2011, draft Notes of the Exmoor Area Panel held on 1 November 2011; and draft Notes of the Watchet, Williton & Quantocks Area Panel held on 7 December 2011, be noted.

Draft minutes of the Hinkley Point – Somerset Nuclear Energy Group (SNEG)

held on 27 September 2011 and 25 October 2011 (circulated with the Agenda).

**RESOLVED** that the draft minutes of the Hinkley Point – Somerset Nuclear Energy Group (SNEG) held on 27 September 2011 and 25 October 2011, be noted.

The meeting closed at 7.12 pm

REPORT NUMBER WSC 40/12  
 PRESENTED BY CLLR KATE KRAVIS - LEAD MEMBER FOR RESOURCES AND  
 CENTRAL SUPPORT  
 DATE 29 FEBRUARY 2012

## ANNUAL BUDGET FOR 2012/13

### 1. PURPOSE OF REPORT

- 1.1. To provide Members with all information required for Council to approve the revenue budget and capital programme for 2012/13.

### 2. RECOMMENDATIONS

That Council approve the following in respect of the 2012/13 Budget: –

- 2.1. To accept the tax freeze grant for 2012/13 from central government as explained in **Appendix A, section 6**,
- 2.2. To therefore increase council tax by 0% for 2012/13 as shown in **Appendix A, Section 6**,
- 2.3. To approve the revenue budget for 2012/13 as presented in **Appendix B**,
- 2.4. To approve the savings as shown in **Appendix B, Section 3 (Table 11)**, having given due regard to the Equalities Impact Assessments in **Appendices F – K**,
- 2.5. To approve the capital programme as presented in **Appendix C, Section 8, (Table 13)**,
- 2.6. To approve the statement on minimum reserves as shown in calculated in **Appendix D**,
- 2.7. To note the revised Medium-Term Financial Plan in **Appendix E (Table 22)** and the budget gap in future years,
- 2.8. To approve a supplementary estimate in respect of the use of New Homes Bonus in 2011/12 up to the maximum of £91,000 as shown in **Appendix A, Section 8 (Table 7)**,
- 2.9. To maintain any locally applied council tax discount at 5%.

### 3. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
Council does not deliver the Medium-Term Financial Plan	Possible (3)	Catastrophic (5)	Very High (15)
<i>The budget for 2011/12 begins to deliver the MTFP</i>	Unlikely (2)	Catastrophic (5)	Medium (10)

The scoring of the risks identified in the above table has been based on the scoring matrix below. Each risk has been assessed and scored both before the mitigation measures have been actioned and after they have.

### 4. BACKGROUND INFORMATION

- 4.1. All necessary background information has been provided in the Budget setting paper 2012/13 (**Appendix A**) plus further **Appendices B – E**, provided with this report. In addition, the Budget Report to Scrutiny on 16<sup>th</sup> January 2012 acts as a summary and précis to the content of some of the attached appendices. The Cabinet agreed to recommend this Budget at its meeting on 1 February 2012.



### **Savings Strategy**

- 4.2. The Council adopted a budget strategy in November 2011, which included 'low-level' savings for 2012/13 and 2013/14 as recommended by Cabinet. Details of the approach are set out below.

### **Strategy for 2012/13 and beyond**

- 4.3. The Financial Settlement for West Somerset means that the Council needs to make considerable savings over the next few years.

As part of the savings to be identified, the Council has stated its intentions to:

- Protect front-line services as much as possible
- Delay (for as long as possible) those savings that have most impact on customers and the community
- Include reductions in staffing numbers to balance savings in service delivery
- Undertake Equality Impact Assessments against key saving initiatives to ensure that their impact upon communities is understood and any possible mitigation actions are identified (see Section 7 below)
- Provide advance warning to stakeholders and partners of any proposed savings.

The Council also wishes to ensure that, if and when additional funding does become available in the future, the services that will be re-instated first are those that provide and improve services to the vulnerable within the community in support of the Strategic Vision of the Council.

Budget savings do not just include budget cuts, they also comprise:

- Service reductions
- Increasing income
- Utilising new funding streams
- Delivering services in different ways

In these times and circumstances, it is very important that the Council has clear priorities to ensure that it is able to focus its limited resource on the things that are important for West Somerset.

The Council also has to focus resource on the delivery of statutory services that the Council must provide under legislation requirements. The standard of service that is provided by the Council must also be reviewed to ensure optimum customer service and service delivery is provided at minimum cost.

The process for identifying and agreeing savings has been as inclusive as possible to ensure that everyone has the opportunity to have their say & influence the difficult decisions that need to be made. The Council has also kept stakeholders and partners informed of the savings proposed, especially those that will be affected to ensure that they have as much time as possible to respond to savings and assess their impact (see 'Equalities and Diversity Implications' and 'Consultation Implications' sections below).

All members were invited to a seminar in Autumn 2011 to discuss and rank proposed savings. Cabinet announced the details of their savings proposals in January 2012, following advice that savings levels would be £150,000 / £50,000 in 2012/13 and 2013/14.

Staff are kept informed of the Council's financial situation via regular all staff sessions where they are able to ask questions directly to the Chief Executive. Staff have the opportunity to suggest savings and service efficiencies in these sessions and via Group Managers and Team Meetings.

## **5. FINANCIAL/RESOURCE IMPLICATIONS**

5.1. These are contained within the appendices to this report.

## **6. SECTION 151 OFFICER COMMENTS**

The Council's forecast financial position at the end of 2011/12 shows minimum risk-assessed balances of at least £500,000 in place, with earmarked reserves financing a number of one-off projects that feature outside of the ongoing revenue budget.

The cuts in Formula Grant allocation continue as part of the Government's debt reduction programme, such that West Somerset's grant allocation is reduced by 11.6% in 2012/13, with forecast further cuts of 7.5% each year in the Medium-Term Financial Plan.

The Council has to set a budget that is financed by available resources. This budget achieves that requirement through use of earmarked reserves to support the in-year deficit of some £600,000.

In future years, expenditure needs to be decreased or income increased considerably in order to set a budget that can be financed from available resources and retains at least £500,000 in the General Fund.

### **6.1. Adequacy Of Reserves Statement**

It is a requirement of the Local Government Act 2003 that the Section 151 Officer advises on the adequacy of reserves and the robustness of the budget.

#### **Adequacy of Reserves**

An assessment of reserves is provided in **Appendix D**. General Fund and Earmarked Revenue Reserves at 31 March 2013 are forecast to be above minimum risk-assessed levels and I recommend that the current and future Councils maintain them at no less than £500,000.

#### **Robustness of the Budget**

It is the assessment of the Section 151 Officer that the budget as presented does provide a robust budget based on all the information available at the time of writing.

## **7. EQUALITY & DIVERSITY IMPLICATIONS**

7.1. The Council's duty under Section 149 of the Equality Act 2010 is to have "due regard" to the matters set out in relation to equalities when considering and making decisions on services and functions including financial decision making. Accordingly, due regard to the need to eliminate discrimination, advance equality, and foster good relations must form an integral part of the decision making process. Therefore assessments have been undertaken involving meetings with the organisations affected to consider the following:

- Equalities, including each of the protected characteristics of age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, sex, sexual orientation, race, religion and belief. Additional local characteristics of rurality and low income have also been considered. The assessments consider the impacts in terms of the general duties with the Equality Act 2010 namely:
  - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
  - Advance equality of opportunity between people who share a protected characteristic and those who do not.
  - Foster good relations between people who share a protected characteristic and those who do not.

- 7.2. Members must consider the effect that implementing a particular policy (including budget decisions) will have in relation to equality before making a decision that may have such an impact.
- 7.3. A number of savings identified/considered have clear equalities impacts and the equality impact assessments relating to these are attached to this report at Appendices F – K, which members need to consider carefully as part of the budget setting process.

## **8. CRIME AND DISORDER IMPLICATIONS**

- 8.1. There are none directly in respect of this report.

## **9. CONSULTATION IMPLICATIONS**

### **Consultation with Organisations**

- 9.1. Representatives of the bodies affected by the proposed savings have been met to assess the impact of the savings on their organisations. Results of these meetings have informed the equalities assessments – see section 7 above - that Council must to consider prior to satisfying itself that it has taken due consideration before arriving at any final budget setting decisions.

### **Consultation with Scrutiny**

- 9.2. The Scrutiny Committee received a report in January 2011 to highlight the overall budget position and were given the opportunity to scrutinise the financial planning process.

## **10. ASSET MANAGEMENT IMPLICATIONS**

- 10.1. Maintenance of the Council's estate has been included in the capital programme, as informed by the Asset Management Group and Asset Management Plan.

## **11. ENVIRONMENTAL IMPACT IMPLICATIONS**

- 11.1. There are none directly in respect of this report.

## **12. LEGAL IMPLICATIONS**

- 12.1. It is a legal requirement that the Council sets a balanced budget, i.e. one that does not result in a deficit using available sources of revenue (including reserves).

## **REPORT TO THE MEETING OF THE COUNCIL TO BE HELD ON 29<sup>TH</sup> FEBRUARY 2011**

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## Appendix A

### West Somerset Council Budget Setting Papers 2012/13

This paper brings together the background information for the Tax Set for the General Fund for the financial year commencing 1 April 2012.

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The Council  
COUNCIL TAX 2012/13  
SECTION 151 OFFICER  
To be submitted 29<sup>th</sup> February 2012

#### 1. Legal Requirement

The District Council is required to set the Council Tax for the financial year starting 1 April 2012 by no later than 11 March each year (3 weeks before the new financial year). West Somerset is the Billing Authority for the district area and must, therefore, set and collect the Tax on behalf of Somerset County Council, Avon and Somerset Police Authority and Devon and Somerset Fire and Rescue. As well as its own expenditure on the provision of services, it must also take account of local precepts issued by the parishes and towns in the District.

Once the Council Tax has been set the process of billing taxpayers can begin. The tax set meeting is arranged for 29<sup>th</sup> February 2012, by which time all the precepts should have been received. Any precepts not received will be assumed at 2011/12 figures. Parish precepts will be advised to Council on 29<sup>th</sup> February 2012.

#### 2. The Medium-Term Financial Plan

The Cabinet received an updated Medium Term Financial Plan (MTFP) for 2012-2017 on 7 December 2011. This forecast that with savings of £150,000 there would be a budget surplus in 2012/13 of £256,839. However, the report also identified that further cuts are required by March 2016 of £971,358 to enable the Council to set a balanced budget in 2015/16 and later years.

The MTFP is constantly being updated for new information, notably budget monitoring, and refinement of estimates. The MTFP as presented also included the impact of Hinkley Point, and for exemplification this now removed and shown as an earmarked reserve in **tables 14 and 16** below.

Following Scrutiny's comments on the layout of the MTFP, the contribution towards council overheads afforded through the Section 106 Planning Obligations and subsequent Service Level Agreement is shown as an earmarked reserve in the short-term.

West Somerset Council Medium-Term Financial Plan extract: -

Table 1

Narrative	MTFP (Cabinet, 7 <sup>th</sup> Dec 2011)		Budget	
	2011/12	2012/13	2011/12	2012/13
Expenditure	£5,459,506	£4,884,780	£5,459,506	£4,972,480
MTFP Assumptions	-	£226,740	-	£126,580
Net Expenditure ( <b>table 2</b> )	-	£5,111,520	£5,459,506	£5,099,060
Target Savings ( <b>table 9</b> )	(£574,726)	(£150,000)	(£574,726)	(£159,457)
Cost of Services	£4,884,780		£4,884,780	£4,939,603
Budget Monitoring to Q2 2011/12 ( <b>table 8</b> )	-	-	£87,700	-
Net Expenditure ( <b>table 3</b> )	£4,884,780	£4,961,520	£4,972,480	£4,939,603
Income	(£4,635,359)	(£4,310,820)	(£4,635,360)	(£4,332,720)
Budget Deficit	£249,421	£650,700	£337,120	£606,883
Year End General Fund Balance (£900k Mar '11)	(£650,579)	DR £121	(£562,880)	DR £44,003
Contribution from earmarked reserves [£430,743 + £113,270] ( <b>table 16</b> )				(£544,003)
Balance on General Fund 31 March 2013				(£500,000)

The MTFP sets the context for the budget in 2012-13 and beyond. Historically, members have agreed to direct funding toward council priorities and to set a minimum level of balances of £500,000. This is the minimum risk-assessed amount that should be maintained in the General Fund to protect the taxpayer from variances identified via budget monitoring plus unforeseen events. To put this into context, a month's award of housing benefit comfortably exceeds £1 million.

Taking the contribution from earmarked reserves into account, balances including other earmarked reserves are forecast to remain above £500,000 during 2012/13.

### 3. The General Fund 2012/13

The proposed budget for 2012/13 is based on known levels of Formula Grant, acceptable Council Tax figures and the announced (Council, December 2011) surplus on the Collection Fund. Essentially, the council has relatively little influence over the amount of revenue it raises (other than through fees and charges) in order to fund services. The balance in the equation is the net cost of its services, with contributions from reserves available as one-off revenue income. This is shown in **table 2** below: –

#### West Somerset Council Budget 2012/13

Table 2

Revenue Budget 2012/13	
Net Expenditure ( <b>table 1</b> )	£5,099,060
Less: Savings identified ( <b>table 9</b> )	(£159,457)
Cost of services ( <b>table 3</b> )	£4,939,603
FINANCED BY	
Formula Grant ( <b>table 4</b> )	£2,236,296
Council Tax (see <b>section 6</b> below)	£1,965,006
Council Tax Freeze Grant – 4 yrs	£49,013
Council Tax Freeze Grant – 12/13	£49,125
Surplus on collection fund	£33,280
Contribution from Reserves ( <b>table 16</b> )	£544,003

Income	£4,876,723
DEFICIT IN YEAR	£62,880
General Fund Balance	
Year end General Fund 2011/12 ( <i>table 1</i> )	(£562,880)
Deficit 2012/13	£606,883
Contribution from Reserves	(£544,003)
Year End General Fund 2012/13	(£500,000)

#### 4. Changes since the budget was presented to Scrutiny in January 2012

Budgets have been further refined following recent and more detailed budget monitoring and identification of expected need in 2012/13. A reconciliation to the budget as presented in the council's service plans (Scrutiny, 16 January 2012) is shown in *table 3* below.

#### Changes to budget since Scrutiny Committee, January 2012

*Table 3*

Description of Change	
CMT Service Plan budget summary (Scrutiny)	£4,903,203
Adjustments to the Waste Contract figure following publication of draft budget (Council, 25 January 2012)	(£27,520)
Funding of the Rural Housing Project (£25k cost, funded from New Homes Bonus – see <i>table 5</i> )	Nil
Funding of the Home Improvement Agency contract (£63k cost, funded from New Homes Bonus – see <i>table 5</i> )	Nil
Forecast income, Summerland Road shop	£500
Car Park management fee projections	£1,800
SCC loss of grass cutting grant	£3,500
IT infrastructure costs	£12,000
Public examination costs of Local Plan	£16,000
Housing market needs assessment	£2,000
Health & Well-being Board – costs	£1,000
Additional Business Rates costs	£8,000
Wall repairs – Anchor St. and Minehead	£5,000
Minehead seafront lights	£3,000
Ecology support – Development Control	£4,000
Benefits – Maternity cover	£21,168
Minimum Revenue Provision adjustment	(£25,000)
Parks and Open Spaces – Transfer of Blenheim Gardens	£7,500
Community Grants – Advice Bureau	£5,312
Community Grants – Homestart	£419
Community Grants – CVS	£419
Community Grants – CLOWNS	£6,102
Litter Collection – Reduced Running Costs	(£5,000)
Watch Town Council – Grass Cutting	(£3,800)
<b>Total (<i>table 1</i>)</b>	<b>£4,939,603</b>

#### 5. The District Council's Budget-Setting Process – Principles

The figures in the budget are calculated based on the following (reference Scrutiny, January 2012): -

- Council Tax Freeze 2012/13 (one-off grant from central government)
- Council Tax Increases 2013/14 onwards of 3.5% (unless indicated otherwise)
- Government Grant Funding 2013/14 and 2014/15 reduced by 7.5% in each year
- Government Grant Funding 2015/16 onwards increased by 1.5% in each year

- Salaries annual increase 2012/13 and 2013/14 1.0% followed by 2.5%
- New Homes Bonus from 2012/13 onwards used as a revenue contribution to fund capital projects and support the level of revenue reserves in the General Fund. (see **table 5**)
- Business Rates Retention will have a neutral impact until 2021/22 when it has been estimated that as a result of Hinkley Point C commencing to produce electricity and pay business rates a sum in the broad region of £500,000 could be retained. It should be noted that with the information currently available this is the best estimate in the circumstances. It is also assumed that this is in addition to any sum that maybe retained to fund Community Benefit Compensation.

The budget for 2012/13 is based on the budget for 2011/12, with service planning informing of any legislative changes or cost pressures in future years. There are five Service Plans covering the four Service Groups, plus Corporate Management Team. They identify how the council's Corporate Priorities will be delivered through key actions and tasks. The plans also identify service improvements and actions to mitigate risks; they contain budget data, risk registers and Group structure charts.

## 6. The Council Tax charge for 2012/13

The tax base is calculated by taking the number of chargeable dwellings in the District converted to the equivalent number of band D properties. The Council Tax charge for the year is simply the District's precept requirement divided by the Tax Base.

$$\frac{\text{Council Tax Requirement 2012/13}}{\text{Tax Base (number of Band Ds)}} = \frac{\pounds 1,965,006}{14,785} = \pounds 132.90 \text{ per band D Equivalent}$$

**The Council Tax Requirement has been increased proportionate to the increased tax base to reflect the fact that there is no increase to the Council Tax charge proposed for 2012/13 (recommendation 2.1)**

The Government has committed to paying a grant, equal to a 2.5% increase in council tax, for 2011/12 and each subsequent year of the Spending Review, to those authorities that froze their council tax charges in 2011/12.

In addition, a one-off grant equal to a further 2.5% is available to authorities that freeze their council tax in 2012/13. This grant is available for one year only and Cabinet are proposing that Council accept this grant (recommendation 2.2).

Council Tax will be capped at 3.5% - any authority wishing to increase its tax by more than this sum is required to hold a local referendum on the merits of the increase.

## 7 Grant Settlement

**Table 4** below compares the grant Settlements across Somerset for 2011/12 and 2012/13: -

### Grant Settlement across Somerset

**Table 4**

	2011/12	2012/13	Reduction %	2012/13 per Population
Mendip	£6.260m	£5.459m	12.8	£49.37
Sedgemoor	£7.798m	£6.886m	11.7	£59.51
South Somerset	£7.730m	£6.812m	11.9	£41.75
Taunton Deane	£5.981m	£5.310m	11.2	£47.72
<b>West Somerset (table 2)</b>	<b>£2.530m</b>	<b>£2.236m</b>	<b>11.6</b>	<b>£62.42</b>
Somerset CC	£130.158m	£120.471m	7.4	£224.53

## 8 New Homes Bonus

The New Homes Bonus (NHB) commenced in April 2011, and based on a national average calculated figure will match fund the additional council tax raised for new homes and empty properties brought back into use, with an additional amount for affordable homes, for the following six years.

In early 2011, allocations for 2011/12 were announced. The income was not taken into account in the budget for 2011/12 as it was unclear as to the timing of the receipt and the potential top-slicing of residual Formula Grant (as NHB is effectively Formula Grant paid in another form, i.e. from the same source). Informally the Cabinet have been minded during 2011/12 to use this income to cover revenue costs associated with the Home Improvement Agency (HIA) which has been historically treated as a capital cost, and to top-up the grant allocation for Disabled Facilities Grants (DFGs) in year 1 only (from year 2 to be funded from capital receipts), i.e. both uses for 2011/12 being housing purposes. However, government have within the last month, announced that the Council will, as a one-off payment, be receiving an additional grant of £32,266 to fund DFGs in 2011/12. This has resulted in an estimated balance at 31<sup>st</sup> March 2012 of £32,666 See **table 5** below.

This has not been formally approved by Council, and is therefore now part of the resolutions proposed (see recommendation 2.3). If this is not approved, NHB will be added to the balance on General Fund, additional DFGs over the level of grant funding will be taken from unapplied capital receipts, and the HIA contract will be a revenue overspend (and thus taken from the General Fund).

An exercise was undertaken earlier in the year to confirm that the number of empty properties claiming exemption from Council Tax was correct and as a result a number were found to be liable. As expected this had a positive impact and resulted in the amount of New Homes Bonus in 2012/13 increasing to £147,213 (including £3,920 in respect of new affordable homes)

In 2012/13, a proposal to fund the Rural Housing Project (£25,000) and Home Improvement Agency (£63,000) from NHB is included as part of the budget proposals. In addition it is proposed to allocate a total of £113,270 to support the General Fund, this includes a sum of £10,962 to compensate for a reduction in target savings 2012/13. The residue of NHB will be allocated to an earmarked reserve in 2012/13 of around £69,000. A summary of the receipt and uses of New Homes Bonus is shown in **table 5** below.

It is expected that Formula Grant levels will fall proportionately in 2013/14 to take account of the top-slicing required to pay NHB, and thus there is a risk that NHB is not 'new money' but taken from elsewhere. The MTFP will continue to assume overall falls in grant funding (Formula Grant and NHB) of 7.5% per year in 13/14 and 14/15.

### Summary of New Homes Bonus to date

**Table 5**

Income	2011/12	2012/13	Total
Year one (2011/12) new homes payment	£91,342	£91,342	£182,684
Year two (2012/13) new homes payment	Nil	£143,293	£143,293
Year one (2011/12) affordable homes bonus payment	Nil	£3,920	£3,920



<b>Total payable</b>	<b>£91,342</b>	<b>£238,555</b>	<b>£329,897</b>
<b>Allocation of funds</b>	<b>2011/12</b>	<b>2012/13</b>	<b>Total</b>
/ HIA Contract	(£59,076)	(£63,000)	(£122,076)
Rural Housing Project	Nil	(£25,000)	(£25,000)
Contribution to General Fund		(£113,270)	(£113,270)
<b>Balance (table 16)</b>	<b>£32,266</b>	<b>£37,285</b>	<b>£69,551</b>

## 9 Future Budget gaps

The Government has announced the scale of cuts to the Formula Grant in 2012/13. What's not currently clear are the cuts that will be made in 2013/14 and 2014/15. We have assumed further cuts of 7.5% in each year, although the formula may be re-based from 2013/14 onwards. The affect of this is shown in **table 6** below, see also **table 19** – MTFP forecast (there are no savings in this example) : –

### West Somerset Council – Future Budget Gaps

**Table 6**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
Cost of Services	£5.099m	£5.234m	£5.366m
Government Grant	£2.236m	£2.069m	£1.913m
Council Tax (incl. 2.5% 4 yr Grant & Freeze grant for 12/13)	£2.096m	£2.093m	£2.175m
Gap	£0.766m	£1.072m	£1.278m

## Appendix B

### Revenue Budget 2011/12

#### 1. Council spending - Budget Book

The budget is presented in Service Plan format, to provide information on the resources allocated to each of the Corporate Priorities. A copy is attached here at **table 7** below -

**Table 7**

<b>Outturn</b>	<b>Budget Book 2012/13</b>	<b>Budget</b>	<b>Budget</b>
<b>2010/11</b>	<b>Expenditure</b>	<b>2011/12</b>	<b>2012/13</b>
£1,086,049	Corporate Director	£1,121,134	£1,155,647
£2,435,431	Group Manager - Environment & Services	£1,898,148	£1,961,365
£626,611	Group Manager - Housing & Community	£659,492	£638,425
<u>£1,049,408</u>	Group Manager - Finance and Central Support	<u>£1,206,007</u>	<u>£1,184,166</u>
<b>£5,197,499</b>	<b>Total</b>	<b>£4,884,781</b>	<b>£4,939,603</b>
2010/11 £	<b>Income</b>	2011/12 £	2012/13 £
(1,951,703)	Council Tax	(£1,960,500)	(£1,965,006)
Nil	Council Tax Grant	(£48,800)	(£49,013)
Nil	Council Tax Grant	£0	(£49,125)
(3,300,086)	Formula Grant	(£2,530,150)	(£2,236,296)
(7,615)	Collection Fund Suplus	(£20,560)	(£33,280)
Nil	Transitional Grant	(£69,510)	£0
(121,545)	Concessionary Fares Grant	£0	£0
Nil	LABGI	£0	£0
<u>(£5,380,949)</u>	<b>Total</b>	<u>(£4,629,520)</u>	<u>(£4,332,720)</u>
<u>(£183,450)</u>	<b>Forecast (Surplus) / Deficit*</b>	<u>£255,261</u>	<u>£606,883</u>

\* Funded from reserves

#### Corporate Director

<u>2010-11 Outturn</u>		<u>2011-2012 Budget</u>	<u>2012-2013 Budget</u>
<b>£ 75,689</b>	<b>Corporate Director</b>	<b>£ 79,284</b>	<b>£ 74,594</b>
£ 74,313	Employee Costs	£ 75,134	£ 73,324
£ 1,016	Transport Related Expenditure	£ 3,880	£ 1,000
£ 360	Supplies & Services	£ 270	£ 270
<b>£ 168,338</b>	<b>Executive Support Team</b>	<b>£ 139,661</b>	<b>£ 136,574</b>
£ 167,179	Employee Costs	£ 139,431	£ 136,174
£ 1,160	Transport Related Expenditure	£ 230	£ 400
<b>£ 54,443</b>	<b>Member Services</b>	<b>£ 56,024</b>	<b>£ 25,089</b>
£ 54,407	Employee Costs	£ 55,474	£ 25,039
£ 36	Transport Related Expenditure	£ 50	£ 50
£ -	Supplies & Services	£ 500	£ -

<b>£</b>	<b>36,757</b>	<b>Elections</b>	<b>£ 65,895</b>	<b>£ 50,345</b>
£	26,764	Employee Costs	£ 27,165	£ 26,365
£	-	Transport Related Expenditure	£ 90	£ 90
£	11,186	Supplies & Services	£ 53,640	£ 23,890
-£	1,193	Income	-£ 15,000	£ -
<b>-£</b>	<b>31,986</b>	<b>Land Charges</b>	<b>-£ 22,178</b>	<b>-£ 23,261</b>
£	25,698	Employee Costs	£ 26,072	£ 24,989
£	34	Transport Related Expenditure	£ 40	£ 40
£	115	Supplies & Services	£ 110	£ 110
£	15,997	Third Party Payments	£ 16,100	£ 16,100
-£	73,830	Income	-£ 64,500	-£ 64,500
<b>£</b>	<b>392,535</b>	<b>Corporate &amp; Democratic Core</b>	<b>£ 430,553</b>	<b>£ 441,852</b>
£	179,220	Employee Costs	£ 234,903	£ 233,216
£	11,693	Transport Related Expenditure	£ 7,000	£ 10,000
£	196,293	Supplies & Services	£ 183,650	£ 193,136
£	5,329	Third Party Payments	£ 5,000	£ 5,500
<b>£</b>	<b>37,804</b>	<b>Postages</b>	<b>£ 40,000</b>	<b>£ 40,000</b>
£	37,804	Supplies & Services	£ 40,000	£ 40,000
<b>£</b>	<b>83,950</b>	<b>Communications Team</b>	<b>£ 91,224</b>	<b>£ 93,979</b>
£	60,462	Employee Costs	£ 77,204	£ 85,724
£	125	Transport Related Expenditure	£ 520	£ 100
£	23,363	Supplies & Services	£ 13,500	£ 8,155
<b>£</b>	<b>125,207</b>	<b>Legal</b>	<b>£ 123,909</b>	<b>£ 130,452</b>
£	28,975	Employee Costs	£ 29,209	£ 28,552
£	13	Transport related expenditure	£ -	£ 100
£	11,888	Supplies and Services	£ 11,200	£ 11,050
£	94,873	Third Party Payments	£ 83,500	£ 90,750
-£	10,542	Income	£ -	£ -
<b>£</b>	<b>88,470</b>	<b>Human Resources</b>	<b>£ 53,985</b>	<b>£ 186,022</b>
£	95,787	Employee Costs	£ 44,405	£ 57,792
£	144	Transport Related Expenditure	£ -	£ 150
-£	7,461	Supplies & Services	£ 9,580	£ 128,080

<b>£</b>	<b>54,844</b>	<b>Group Manager Corporate Services</b>	<b>£ 62,777</b>	<b>£ -</b>
£	54,692	Employee Costs	£ 57,432	£ -
£	151	Transport Related Expenditure	£ 3,150	£ -
£	-	Supplies & Services	£ 2,195	£ -
<b>£</b>	<b>1,086,049</b>	<b>Total</b>	<b>£ 1,121,134</b>	<b>£ 1,155,647</b>

### **Group Manager - Environment & Services**

<b><u>2010-11 Outturn</u></b>			<b><u>2011-2012 Budget</u></b>			<b><u>2012-2013 Budget</u></b>
<b>-£</b>	<b>19,447</b>	<b>Roughmoor Depot</b>	<b>-£</b>	<b>18,800</b>		<b>-£ 18,100</b>
£	19,812	Premises Related Expenditure	£	21,000	£	21,000
£	1,577	Supplies & Services	£	2,500	£	2,500
-£	40,837	Income	-£	42,300	-£	41,600
<b>-£</b>	<b>55,977</b>	<b>Estates - Assets</b>	<b>-£</b>	<b>13,197</b>		<b>-£ 31,369</b>
£	54	Employee Costs	£	50	£	50
£	20,716	Premises Related Expenditure	£	55,773	£	32,673
£	470	Transport Related Expenditure	£	80	£	80
£	9,818	Supplies & Services	£	12,500	£	24,500
-£	87,034	Income	-£	81,600	-£	88,672
<b>-£</b>	<b>42,128</b>	<b>Roughmoor Enterprise Centre</b>	<b>-£</b>	<b>75,700</b>		<b>-£ 70,700</b>
£	16,749	Premises Related Expenditure	£	14,300	£	19,300
-£	58,878	Income	-£	90,000	-£	90,000
<b>£</b>	<b>77,338</b>	<b>Estates</b>	<b>£</b>	<b>76,033</b>		<b>£ 66,441</b>
£	77,338	Employee Costs	£	76,033	£	66,441
<b>£</b>	<b>77,792</b>	<b>West Somerset House</b>	<b>£</b>	<b>72,000</b>		<b>£ 88,600</b>
£	61,348	Premises Related Expenditure	£	79,300	£	88,300
£	19,554	Supplies & Services	£	21,700	£	25,300
-£	3,110	Income	-£	29,000	-£	25,000
<b>£</b>	<b>28,868</b>	<b>Contact Centre</b>	<b>-£</b>	<b>2,500</b>		<b>£ 31,000</b>
£	28,845	Premises Related Expenditure	-£	3,092	£	30,408
£	23	Supplies & Services	£	592	£	592

<b>£</b>	<b>22,921</b>	<b>Harbours</b>	<b>£</b>	<b>24,237</b>	<b>£</b>	<b>16,450</b>
£	8,904	Employee Costs	£	7,787	£	-
£	11,288	Premises Related Expenditure	£	11,850	£	11,850
£	767	Transport Related Expenditure	£	600	£	600
£	13,147	Supplies & Services	£	15,000	£	15,000
-£	11,185	Income	-£	11,000	-£	11,000
<b>£</b>	<b>174,163</b>	<b>Public Conveniences</b>	<b>£</b>	<b>171,531</b>	<b>£</b>	<b>155,278</b>
£	8,076	Employee Costs	£	9,331	£	4,978
£	5,137	Premises Related Expenditure	£	90,500	£	93,600
£	196,336	Third Party Payments	£	114,500	£	99,500
-£	35,385	Income	-£	42,800	-£	42,800
<b>-£</b>	<b>517,089</b>	<b>Parking - Off Street</b>	<b>-£</b>	<b>481,465</b>	<b>-£</b>	<b>392,125</b>
£	50,008	Premises Related Expenditure	£	52,000	£	57,800
£	3,688	Transport Related Expenditure	£	5,700	£	5,700
		Third Party Payments			£	3,000
£	44,207	Supplies & Services	£	42,300	£	42,300
-£	614,993	Income	-£	516,465	-£	485,925
		Approved Savings	-£	65,000	-£	15,000
<b>£</b>	<b>537,740</b>	<b>Public Transport</b>	<b>£</b>	<b>-</b>	<b>£</b>	<b>-</b>
£	537,890	Supplies & Services	£	-	£	-
£	-	Third Party Payments	£	-	£	-
-£	150	Income	£	-	£	-
<b>£</b>	<b>7,193</b>	<b>VIIC</b>	<b>£</b>	<b>193</b>	<b>£</b>	<b>300</b>
£	12,188	Employee Costs	£	1,893	£	2,000
£	10,260	Premises Related Expenditure	£	9,950	£	9,950
£	20,639	Supplies & Services	£	23,950	£	23,950
-£	35,894	Income	-£	35,600	-£	35,600
<b>£</b>	<b>103,750</b>	<b>Parking Staff</b>	<b>£</b>	<b>105,766</b>	<b>£</b>	<b>102,097</b>
£	102,321	Employee Costs	£	104,416	£	100,747
£	879	Transport Related Expenditure	£	860	£	860
£	550	Supplies & Services	£	490	£	490
<b>£</b>	<b>18,386</b>	<b>Building Control</b>	<b>£</b>	<b>40,879</b>	<b>£</b>	<b>36,540</b>
£	154,693	Employee Costs	£	151,809	£	147,695
£	6,771	Transport Related Expenditure	£	5,170	£	5,170
£	6,523	Supplies & Services	£	7,900	£	7,675
-£	149,601	Income	-£	124,000	-£	124,000

<b>£</b>	<b>41,003</b>	<b>Coast Protection</b>	<b>£</b>	<b>10,200</b>	<b>£</b>	<b>10,200</b>
£	38,728	Supplies & Services	£	8,050	£	8,050
£	2,625	Third Party Payments	£	2,500	£	2,500
-£	350	Income	-£	350	-£	350
<b>£</b>	<b>159,873</b>	<b>Development Control</b>	<b>£</b>	<b>90,868</b>	<b>£</b>	<b>80,043</b>
£	265,314	Employee Costs	£	281,080	£	245,145
£	4,254	Transport Related Expenditure	£	2,770	£	2,770
£	14,804	Supplies & Services	£	10,660	£	10,660
£	5,469	Third Party Payments	£	-	£	-
-£	129,967	Income	-£	203,642	-£	178,532
<b>£</b>	<b>6,477</b>	<b>Flood Defence</b>	<b>£</b>	<b>10,500</b>	<b>£</b>	<b>10,500</b>
£	6,477	Supplies & Services	£	10,500	£	10,500
<b>£</b>	<b>289,286</b>	<b>Open Spaces</b>	<b>£</b>	<b>275,031</b>	<b>£</b>	<b>249,903</b>
£	183,062	Employee Costs	£	164,456	£	148,146
£	44,306	Premises Related Expenditure	£	49,950	£	49,950
£	17,452	Transport Related Expenditure	£	19,200	£	19,200
£	65,299	Supplies & Services	£	59,675	£	58,657
-£	20,833	Income	-£	18,250	-£	26,050
<b>£</b>	<b>430,800</b>	<b>Street Cleansing</b>	<b>£</b>	<b>463,000</b>	<b>£</b>	<b>433,000</b>
£	17,801	Supplies & Services	£	20,740	£	20,740
£	435,834	Third Party Payments	£	448,260	£	418,260
-£	22,835	Income	-£	6,000	-£	6,000
<b>£</b>	<b>836,176</b>	<b>Waste</b>	<b>£</b>	<b>939,600</b>	<b>£</b>	<b>1,016,080</b>
£	1,001,817	Third Party Payments	£	1,087,600	£	1,081,080
-£	165,641	Income	-£	148,000	-£	65,000
<b>£</b>	<b>57,140</b>	<b>Community Development</b>	<b>£</b>	<b>16,500</b>	<b>£</b>	<b>15,754</b>
£	62,437	Employee Costs	£	15,390	£	14,644
£	1,202	Transport Related Expenditure	£	1,000	£	1,000
£	-	Supplies & Services	£	110	£	110
-£	6,500	Contributions				
<b>£</b>	<b>106,538</b>	<b>Community Links</b>	<b>£</b>	<b>95,200</b>	<b>£</b>	<b>65,247</b>
£	270,777	Supplies & Services	£	95,200	£	65,247
-£	164,239	Income	£	-	£	-

£	<b>37,620</b>	<b>Community Safety</b>	£	<b>40,350</b>	£	<b>39,663</b>
£	44,929	Employee Costs	£	50,100	£	53,449
£	711	Transport Related Expenditure	£	450	£	450
£	4,505	Supplies & Services	£	4,250	£	2,500
-£	12,525	Income	-£	14,450	-£	16,736
£	<b>56,372</b>	<b>Group Manager Environment &amp; Services</b>	£	<b>57,922</b>	£	<b>56,564</b>
£	55,818	Employee Costs	£	57,582	£	56,224
£	435	Transport Related Expenditure	£	340	£	340
£	119	Supplies & Services	£	-	£	-
£	640	To reconcile				
£	<b>2,435,432</b>	<b>Total</b>	£	<b>1,898,148</b>	£	<b>1,961,365</b>

### Group Manager - Housing & Community

<u>2010-2011 Outturn</u>			<u>2011-2012 Budget</u>		<u>2012-2013 Budget</u>	
-£	<b>57,777</b>	<b>Licensing</b>	-£	<b>52,500</b>	-£	<b>53,424</b>
£	33,166	Employee Costs	£	33,600	£	32,676
£	331	Transport Related Expenditure	£	300	£	300
£	5,739	Supplies & Services	£	5,800	£	5,800
£	-	Support Services				
-£	97,013	Income	-£	92,200	-£	92,200
£	<b>12,060</b>	<b>Housing Bed &amp; Breakfast</b>	£	<b>5,000</b>	£	<b>5,000</b>
£	18,421	Supplies & Services	£	25,000	£	25,000
£	-	Support Services				
-£	6,361	Income	-£	20,000	-£	20,000
£	<b>57,338</b>	<b>Housing Temporary Accommodation</b>	£	<b>56,450</b>	£	<b>56,450</b>
£	57,338	Premises Related Expenditure	£	176,300	£	176,300
£	-	Supplies & Services	£	150	£	150
£	-	Support Services				
£	-	Income	-£	120,000	-£	120,000
£	<b>21,930</b>	<b>Housing Homelessness Admin</b>	-£	<b>9,000</b>	-£	<b>9,000</b>
£	53,506	Supplies & Services	£	41,000	£	41,000
£	-	Support Services				
-£	31,576	Income	-£	50,000	-£	50,000
£	-	<b>Housing Enabling</b>	£	-	£	-
£	-	Support Services				

<b>£</b>	<b>-</b>	<b>Housing Private Sector Renewal</b>	<b>£ 42,000</b>	<b>£ 17,000</b>
£	-	Third Party Payments	£ 42,000	£ 17,000
£	-	Support Services		
<b>£</b>	<b>111,724</b>	<b>Planning Policy</b>	<b>£ 102,400</b>	<b>£ 118,149</b>
£	83,317	Employee Costs	£ 83,950	£ 81,699
£	344	Transport Related Expenditure	£ 1,450	£ 1,450
£	50,563	Supplies & Services	£ 17,000	£ 35,000
£	-	Support Services		
-£	22,500	Income	£ -	£ -
<b>£</b>	<b>167,811</b>	<b>Housing Staff</b>	<b>£ 169,400</b>	<b>£ 164,913</b>
£	166,138	Employee Costs	£ 168,300	£ 163,813
£	1,330	Transport Related Expenditure	£ 1,000	£ 1,000
£	343	Supplies & Services	£ 100	£ 100
£	-	Support Services		
£	-	Support Service Income		
£	-	Income	£ -	£ -
<b>£</b>	<b>68,421</b>	<b>Food Safety</b>	<b>£ 66,350</b>	<b>£ 72,269</b>
£	60,638	Employee Costs	£ 61,550	£ 67,269
£	2,043	Transport Related Expenditure	£ 1,300	£ 1,500
£	5,740	Supplies & Services	£ 3,500	£ 3,500
£	-	Support Services		
£	-	Income	£ -	£ -
<b>£</b>	<b>30,078</b>	<b>Environmental Health</b>	<b>£ 34,250</b>	<b>£ 25,900</b>
		Transport Related Expenditure	£ -	£ -
£	13,457	Supplies & Services	£ 16,400	£ 11,900
£	36,736	Third Part Payments	£ 35,300	£ 29,200
£	-	Support Services		
-£	20,115	Income	-£ 17,450	-£ 15,200
<b>£</b>	<b>111,411</b>	<b>Environmental Health Staff</b>	<b>£ 111,750</b>	<b>£ 110,709</b>
£	108,571	Employee Costs	£ 110,250	£ 106,609
£	2,375	Transport Related Expenditure	£ 900	£ 3,500
£	465	Supplies & Services	£ 600	£ 600
£	-	Support Services		
£	-	Support Services Income		
£	-	Income	£ -	£ -



<b>-£</b>	<b>24,461</b>	<b>Economic Development</b>	<b>£ 23,473</b>	<b>£ 39,710</b>
£	37,632	Employee Costs	£ 101,468	£ 101,205
£	2,115	Premises Related Expenditure	£ 2,200	£ 2,200
£	2,624	Transport Related Expenditure	£ 1,090	£ 1,090
£	-	Third Party Payments	£ -	£ 3,000
£	1,074	Supplies & Services	£ 1,950	£ 1,950
		Support Services Costs		
<b>-£</b>	<b>67,905</b>	<b>Income</b>	<b>-£ 83,235</b>	<b>-£ 69,735</b>
<b>£</b>	<b>75,698</b>	<b>Tourism</b>	<b>£ 52,319</b>	<b>£ 33,526</b>
£	68,658	Employee Costs	£ 33,619	£ 32,676
£	970	Transport Related Expenditure	£ 850	£ 850
£	24,970	Supplies & Services	£ 17,850	£ -
		Support Services Costs		
<b>-£</b>	<b>18,900</b>	<b>Income</b>	<b>£ -</b>	<b>£ -</b>
<b>£</b>	<b>52,380</b>	<b>GM Housing &amp; Community</b>	<b>£ 57,600</b>	<b>£ 57,224</b>
£	51,167	Employee Costs	£ 56,500	£ 55,124
£	582	Transport Related Expenditure	£ 350	£ 350
£	631	Supplies & Services	£ 750	£ 1,750
£	-	Support Services		
£	-	Support Services Income		
<b>£</b>	<b>626,611</b>	<b>Total</b>	<b>£ 659,492</b>	<b>£ 638,425</b>

### Group Manager - Finance & IS

<u>2010-2011 Outturn</u>		<u>2011-2012 Budget</u>	<u>2012-2013 Budget</u>
<b>£230,911</b>	<b>Finance</b>	<b>£347,859</b>	<b>£329,279</b>
£155,932	Employee Costs	£271,169	£267,589
£298	Transport related expenditure	£480	£480
£79,968	Supplies and Services	£80,710	£65,710
-£5,288	Income	-£4,500	-£4,500
<b>£76,890</b>	<b>Internal Audit</b>	<b>£68,300</b>	<b>£68,300</b>
£76,890	Third Party Payments	£68,300	£68,300
<b>£109,126</b>	<b>Investment &amp; Interest</b>	<b>£52,750</b>	<b>£52,750</b>
£151,514	Supplies and Services	£87,750	£87,750
-£42,387	Income	-£35,000	-£35,000

<b>£67,496 Insurance</b>		<b>£65,000</b>	<b>£65,000</b>
£69,976	Supplies and Services	£65,000	£65,000
-£2,480	Insurance recharged		£0
<b>£55,022 Group Manager Finance &amp; IS</b>		<b>£56,296</b>	<b>£54,938</b>
£54,802	Employee Costs	£55,976	£54,618
£335	Transport related expenditure	£320	£320
-£115	Supplies and Services	£0	£0
<b>£254,214 IS</b>		<b>£286,380</b>	<b>£295,922</b>
£87,436	Employee Costs	£94,160	£91,702
£239	Transport related expenditure	£460	£460
£166,539	Supplies and Services	£191,760	£203,760
<b>£75,722 Central Telephones</b>		<b>£79,000</b>	<b>£79,000</b>
£75,722	Supplies and Services	£79,000	£79,000
<b>£85,693 Design and Print</b>		<b>£87,809</b>	<b>£67,500</b>
£22,477	Employee Costs	£23,089	£0
£0	Transport Related Expenditure	£20	£0
£65,154	Supplies & Services	£64,700	£67,500
-£1,939	Income		
<b>-£34,821 CT Benefits</b>		<b>-£10,000</b>	<b>-£10,000</b>
£3,238,064	Transfer Payments	£2,750,000	£2,750,000
-£3,272,885	Income	-£2,760,000	-£2,760,000
<b>-£207,803 HB Admin</b>		<b>-£230,750</b>	<b>-£193,550</b>
£127,043	Supplies and Services	£88,250	£85,450
-£334,846	Income	-£319,000	-£279,000
<b>-£81,020 HB Rent Allowance</b>		<b>-£40,000</b>	<b>-£40,000</b>
£133,358	Supplies and Services	£0	£0
£12,589,824	Transfer Payments	£10,200,000	£13,500,000
-£12,804,203	Income	-£10,240,000	-£13,540,000
<b>£1,956 HB Non HRA Rent Rebate</b>		<b>£20,000</b>	<b>£20,000</b>
£73,881	Transfer Payments	£230,000	£230,000
-£71,925	Income	-£210,000	-£210,000

<b>£151,798 Benefits Staff</b>		<b>£158,471</b>	<b>£153,813</b>
£171,394	Employee Costs	£157,471	£187,260
£1,193	Transport related expenditure	£1,000	£1,000
-£20,789	Income	£0	-£34,467
<b>-£13,294 CT Collection</b>		<b>-£38,300</b>	<b>-£37,300</b>
£31,485	Supplies and Services	£19,250	£20,250
-£44,779	Income	-£57,550	-£57,550
<b>£0 NDR Relief</b>		<b>£56,000</b>	<b>£56,000</b>
£64,930	Supplies and Services	£56,000	£56,000
-£64,930	Income	£0	£0
<b>-£81,175 NDR Collection</b>		<b>-£78,450</b>	<b>-£78,450</b>
£14,533	Supplies and Services	£0	£0
-£95,707	Income	-£78,450	-£78,450
<b>£186,881 Revenues Staff</b>		<b>£158,953</b>	<b>£188,146</b>
£186,339	Employee Costs	£158,163	£187,356
£542	Transport related expenditure	£790	£790
<b>£171,811 Customer Services</b>		<b>£166,689</b>	<b>£137,839</b>
£171,557	Employee Costs	£166,369	£137,519
£254	Transport Related Expenditure	£320	£320
<b>£1,049,408</b>	<b>Total</b>	<b>£1,206,007</b>	<b>£1,184,166</b>

## 2. Predicted Revenue Outturn position at 31<sup>st</sup> March 2012

Budget monitoring to the end of the second quarter of 2011/12 (i.e. 30<sup>th</sup> September) has identified a forecast overspend. This will reduce the amount available in the General Fund, and some of these variances will have a knock-on effect into the 2012/13 Budget.

A summary of the variances is shown in **table 8** below: -

### Quarter 2 Performance Report; Cabinet December 2011 - Variances

**Table 8**

Area	Variance	Reason	Adjustment in 2012/13 Budget
Car Park Income	£54,000	Forecast income not achieved	Budget reduced back down to 2010/11 figures
Roughmoor Centre	£32,000	Budget incorrectly set too high	This income will now be achieved as fully occupied
Other	£1,700	Various	Various
<b>Total</b>	<b>£87,700</b>	<b>(table 1)</b>	

### 3. Savings identified in the 2012/13 Budget

The Cabinet and members of the council's Corporate Management Team have been working together during the autumn of 2011 to agree a savings package that will deliver a balanced budget in 2012/13 and maintain reserves at minimum levels. All-Member seminars have also been held to ensure awareness of the issues facing the council and the need for savings following the detailed Finance Settlement announcements. The package of savings measures, including the identification of external funding and increases to fees and charges as approved by Cabinet at its meeting on 11<sup>th</sup> January 2012, is shown in **table 9** below: -

#### Savings proposals for the 2012/13 Budget

**Table 9**

Area	2011/12 Budget	Saving proposed	2012/13 Budget
Community Safety – CCTV Operating Costs* <sup>1</sup>	£14,450	£12,736	£12,736
Community Safety – CCTV Grant to Minehead Town Council* <sup>1</sup>	£4,000	£4,000	Nil
Parks and Open Spaces – Quantock Hills AONB* <sup>2</sup>	£11,575	£1,618	£9,957
Parks and Open Spaces – Transfer of Blenheim	£164,456	£15,000	£149,456
Parks and Open Spaces – Agency work for Watchet Town Council	Nil	£3,800	(£3,800)
Car Parking – Additional income via CPE	(£485,925)	£15,000	(£500,925)
Public Conveniences – Reduced running costs* <sup>2</sup>	£114,500	£15,000	£99,500
Community Grants – Advice Bureau* <sup>2</sup>	£38,000	Nil	£38,000
Community Grants – Artlife* <sup>2</sup>	£14,700	£2,055	£12,645
Community Grants – Homestart* <sup>2</sup>	£3,000	Nil	£3,000
Community Grants – Somerset Area Sports P'ship	£6,500	£6,500	Nil
Community Grants – CVS* <sup>2</sup>	£3,000	Nil	£3,000
Community Grants – Clowns* <sup>2</sup>	£10,000	£1,398	£8,602
Tourism – Porlock / Watchet TIC* <sup>1</sup>	£4,350	£4,350	Nil
Tourism – Business Development Partners * <sup>1</sup>	£8,500	£5,500	£3,000
Tourism – Dunster Action Plan	£5,000	£5,000	Nil
Corporate Support – General Expenses	£4,600	£4,600	Nil
Printing / Photocopying – General Expenses	£70	£70	Nil
Human Resources – HR Management	£30,000	£7,500	£22,500
Corporate Management – General Expenses	£330	£330	Nil
<b>Savings from discretionary services</b>		<b>£104,457</b>	
Litter Collection – Reduced running costs	£43,710	£12,500	£31,210
Street Cleansing – Reduced running costs	£398,000	£17,500	£380,500
Fees and Charges – Planning	(£100,000)	£10,000	(£110,000)
Financial Central Support – Computer system	£70,000	£15,000	£55,000
<b>Savings from statutory services</b>		<b>£50,000</b>	
<b>Total savings</b>		<b>£159,457</b>	<b>(table 1)</b>

\*<sup>1</sup> Request to be submitted to Cabinet for funding from Hinkley Point C site preparation works Section 106 Agreement

\*<sup>2</sup> Requires the completion of an Equalities Impact Assessment report.

### 8. Service Planning and the Financial Planning Process

Service Planning and Medium-Term Financial Planning are linked. Service Plans have been drafted for 2012/13 that shows how the Council's Corporate Priorities will be translated into key actions and tasks. Following the agreement of the budget by Council, service plans will be adjusted to reflect the level of resource available, and those aspirations managed. The budgets within each service plan have been collectively reconciled to the budget figure in the Council's Medium-Term Financial Plan (see **table 19** below).

## West Somerset Council – Service Plan Summary

**Table 10**

<b>Outturn 2010/11</b>	<b>Service Plan 2012/13</b>	<b>Budget 2011/12</b>	<b>Budget 2012/13</b>
£1,086,049	Corporate Support	£1,121,134	£1,155,647
£2,435,431	Environment & Services	£1,898,148	£1,961,365
£626,611	Housing & Community	£659,492	£638,425
£1,049,408	Finance & Central Support	£1,206,007	£1,184,166
<b>£5,197,499</b>	<b>Total (table 7)</b>	<b>£4,884,781</b>	<b>£4,939,603</b>

The movement between this figure and the Scrutiny Committee (Jan 2012) Service Plan item due to the changes as shown in **table 3**.

### Capital Strategy & Programme 2012-15

## Appendix C

### 1. Capital Strategy

The Council approved its Capital Strategy 2011-15 in December 2010. The Council's approach to funding its capital programme is:

- Through the disposal of land and buildings
- Maximising third party contributions from grant funding or private sector investment
- Use of borrowing, as a last resort, in accordance with the Prudential Code and with full regard of the impact on the revenue budget

The Council will not assume the use of any ongoing revenue funding to support the capital programme during 2012-15, other than one-off use of earmarked reserves that have been historically set aside from revenue sources. See **table 15 below**.

### 2. Capital Receipts

Since the sale of the Council's housing stock in 1998, which realised £ 23 million, West Somerset has taken out very limited borrowing and been able to take advantage of the capital receipt to maintain an ongoing capital programme to deliver a range of projects.

However, the Council now has very limited capital receipts from that original balance. The Council will continue to seek to maximise the receipts achievable. This will mean disposal of some land and assets in order to re-invest sums receivable to achieve our aspirations.

### 3. Use of Receipts

The Council is reliant on the achievement of additional capital receipts for investment in new and emerging capital projects and will seek to maximise receipts for this purpose.

### 4. Borrowing

Where borrowing is required, as a last resort, the Council has agreed that this will be done through the most financially economical method of balancing its investment and borrowing portfolio to finance balance sheet debt liability previously financed from internal resources. This is mainly dependent upon prevailing PWLB rates.

The Council will only undertake new borrowing for capital purposes where appropriate, but only when full regard has been taken of the revenue implications of so doing. Revenue budgeting for new borrowing will take account of both the principle and interest payments required in order to minimise the need to refinance loans when they expire.

## **5. Approach to Borrowing**

As outlined above the Council is committed to minimising the amount of new loans taken out to fund its capital programme in the light of the clear need to minimise the impact on the revenue budget. It will only consider new borrowing for material capital projects with a clear long-term benefit and where the business case can be established. Where possible borrowing will be resisted.

## **6. Direct Revenue Funding**

There is no capacity within the revenue budget to fund capital schemes on an ongoing basis from revenue resources in 2012/13. The capital programme and financing strategy will be developed in this knowledge. Use of New Homes Bonus has been identified in 2011/12 onwards to fund a revenue cost (HIA contract) and some one-off earmarked reserves will contribute to the financing of the Capital Programme as presented below in **table 15**.

As part of its housing and regeneration programmes the Council will also consider the gifting or allocation of either land or property as its contribution to the wider outcomes.

## **7. Approval of Capital Schemes**

Initially all schemes are submitted by a Group Manager to the Corporate Management Team (CMT), consisting of all Group Managers, the Director and Chief Executive, for their review. At each stage any scheme must be submitted on the Council's approved capital submission document (Project Appraisal Report – PAR), which allows for each to be assessed against a range of criteria.

In deciding whether to approve a scheme CMT will give full regard to the Council's Corporate Plan, Service Plans and the Medium Term Financial Plan. Each bid must clearly define the outcomes sought from the proposed project.

The Council's priorities and Objectives for 2012-15 are as follows: -

### **HOUSING – Improving the quality and availability of housing**

- Increase the availability of affordable homes that is appropriate to people's needs
- Mitigate the impact of the proposed Hinkley Point development on the local housing market

### **ECONOMY – A thriving and increasingly varied local economy where people will have the skill to work and prosper.**

- Broaden the variety of employment opportunities within the district
- Increase the opportunities for training and improving skills

### **ENVIRONMENT– Safeguarding the natural and built environment**

- Balance new development with protecting the district's natural and built environment.
- Minimise waste and increase recycling

### **COMMUNITIES – Championing strong local communities**

- People are given the opportunity and encouraged to influence the delivery of local services
- Supporting the communities of West Somerset in responding to the Proposed Hinkley Point development.

### **RESOURCES – Achieving financial sustainability**

- Provide value for money services

- The management of efficient and cost effective resources

#### LEADERSHIP – Actively championing West Somerset

- Maximise external funding opportunities into the council
- Endeavor to ensure communities affected by the Hinkley Point C development are financially compensated

#### 8. Bids for Capital Resource in 2012/13 to 2014/15

A summary of the capital bids for resources in the three years commencing 2012/13 is shown here:

#### Capital Programme 2012 - 2015

**Table 11**

Ref	Capital Programme 2012-13 to 2014-15	Capital Spend 2012/13	Capital Spend 2013/14	Capital Spend 2014/15	Funding
<b>IT Initiatives</b>					
1	Members portable devices	Nil			N/A
2	Hardware Replacement Program	£25,000	£32,000	£43,000	Capital Receipts
3	Mobile Working proposal	£45,000			Capital Receipts
4	Print Management Solution	£8,300			Revenue
5	Cash Receipting chip & pin	£18,840			Revenue / Capital Receipts
<b>IT Projects</b>					
6	SQL Database Upgrade	£11,000			Capital Receipts
6	Backup Solution	£18,000			Capital Receipts
6	Land & Property Database Upgrade		£10,000		Capital Receipts
6	2003 Domain Upgrade		£2,200		Capital Receipts
6	MS Exchange Upgrade	£5,500			Capital Receipts
7	Microsoft Office Upgrade	£25,720			Revenue
<b>Infrastructure</b>					
8	Sort It Plus Bins (Estimate)	£60,000			Revenue
9	Estates Improvements	£196,200	£18,000		Capital Receipts
<b>Housing</b>					
10	Disposal costs of land for housing	£130,000			Capital Receipts
11	Disposal costs of land for housing	£5,000			Capital Receipts
12	Disposal costs of land for housing	£5,000			Capital Receipts
13	Disabled Facilities Grants	£40,000	£50,000	£50,000	Capital Receipts
	Contingency		£50,000	£50,000	Capital Receipts
	<b>Total</b>	<b>£593,560</b>	<b>£162,200</b>	<b>£143,000</b>	

*Total over 3 years = £898,760*

#### Capital Financing

The sources of funding proposed to finance the capital programme is shown in **table 12** below: - **Sources of Capital Funding**

**Table 12**

Source of Funding	2012/13	2013/14	2014/15	Total
Revenue Reserves ( <b>table 15</b> below)	£112,000	Nil	Nil	£112,000
Unapplied Capital Receipts	£481,560	£162,200	£143,000	£786,760
<b>Total</b>	<b>£593,560</b>	<b>£162,200</b>	<b>£143,000</b>	<b>£898,760</b>

In terms of unapplied capital receipts the anticipated balances are shown in **table 13** below: -

### Unapplied Capital Receipts – Forecast balances

**Table 13**

Unapplied Capital Receipts	2012/13
Opening balance at 1 April 2011 (per accounts)	(£1,452,000)
Expected transactions during 2011/12 & 2012/13	(£2,643,400)
Forecast balance at 31 March 2013	(£4,095,400)
Use as above (3 years)	£786,760
Loan Maturity February 2014	£3,500,000
Forecast balance at 31 March 2015 (to fund from additional capital receipts or revenue sources)	<b>(£191,360)</b>

### Minimum Revenue Provision

The revenue impact of the Capital Programme takes place in two of forms: -

1. Loss of interest on internally borrowed sums
2. Minimum revenue provision (set-aside for non-financed capital expenditure)

A recalculation of the Minimum Revenue Provision, based on 4% of the Capital Financing Requirement (adjusted for assets identified for sale), and permits a reduction in the charge of £25,000 (**table 3**).

### Earmarked Reserves

The Council has historically received one-off funding for a number of projects and initiatives, notably the Working Neighbourhoods Fund where approximately £1.5m of Area Based Grant was paid to the Council in order to reduce 'Worklessness'. A number of revenue budget lines were supported by this income but this has now been entirely removed from the base budget. A summary of the 'earmarked' reserves and the forecast position at the year-end is shown in **tables 14 and 16** below, with links to the capital programme funding as presented in **table 11** above.

### West Somerset Council – Earmarked Reserves

**Table 14**

Earmarked Reserve		Balance 1/4/2011	Estimated Transactions 2011/12	Estimated balance 31/3/2012
Description	Reserved For:			
Smithyard Lorry Park - One-off compensation for removal of forfeiture clause	Financing of Capital	Nil	£46,000	£46,000
LSP – Retention of 50% of balance held	Bal. 12/13 – Queen's Diamond Jubilee Celebrations	£27,000	-£13,500	£13,500
Economic Regeneration Reserve [Remains of Foot and Mouth Fund]	Financing of Capital	£27,000	-	£27,000
Area Based Grant (WNF)	£38,721 in 12/13 - Financing of Capital. Other – staffing costs	£390,000	-£169,088	£171,515
			-£49,397	
Housing Benefit Reserve (Gov. Grant)	Grant to fund additional staff resource during current economic climate	£27,000	-£16,361	£10,639
Community Safety Reserve	Part funding of Community Safety posts	£15,000	-£15,000	Nil



Planning Policy Reserve	Funding for a study	£12,000	-£12,000	Nil
Minehead Development Trust	Minehead Old Hospital feasibility study	£3,000	-£3,000	Nil
Land Charges Reserve (Gov. Grant)	Funding to cover anticipated cost of refunds following court ruling	£34,000	-	£34,000
Tourism Reserve	ENPA contribution to Exmoor Tourism Partnership	£10,000	-£10,000	Nil
Building Control Reserve	Software Upgrade	£3,000	-£3,000	Nil
Sort it Plus Reserve [Part fund capital cost of wheelie bins]	Part fund capital cost of wheelie bins	£22,000	-£22,000	Nil
HPC - Planning Performance Agreement Reserve [to October 2011]	Reserved to fund the contingent costs associated with the Hinkley Point C development	£309,000	-£230,000	£430,743
			£193,000	
			-£32,000	
			-£34,257	
HPC - Development Consent Order Examination [Oct 2011 - Dec 2012]	Reserved to fund the cost of examining the DCO application to the IPC re Hinkley Point C development	Nil	£225,000	£50,000
			£150,000	
			-£17,350	
			-£22,230	
			-£13,455	
HPC Preliminary Site Works Section 106 Agreement (SLA) 2011/12		Nil	-£24,127	£382,734
			-£22,838	
			534,275	
			-36,000	
Flood Prevention Reserve [Env. Agency Grant]	Part fund Blue Anchor feasibility study	£1,000	-	£1,000
Seaside Towns Reserve [Gov. Grant]	To fund projects in Minehead	£200,000	-£50,000	£150,000
Improvement Reserve	To fund initiatives with the objective of improving the Council	£14,000	-£14,000	£23,888
			£23,888	
New Homes Bonus ( <b>table 5</b> )			£91,342	£32,266
			-£59,076	
Additional Disabled Facilities Grant awarded during 11/12		Nil	£32,266	Nil
			-£32,266	
<b>Total</b>		<b>£1,094,000</b>	<b>£279,285</b>	<b>£1,373,285</b>

Earmarked reserves identified to fund capital in 12/13 are therefore: -

#### Use of Revenue Reserves to fund capital programme

**Table 15**

Narrative	
Smithyard lorry park	£46,000
Economic Regeneration	£27,000
Area Based Grant (WNF)	£38,721
<b>Total (table 14 above)</b>	<b>£111,721</b>

Overall forecast earmarked reserves as at 31 March 2013 are:-

**Forecast Earmarked Revenue Reserves 31 March 2013**

**Table 16**

	<b>31 March 2012</b>	<b>Used in 12/13</b>	<b>31 March 2013</b>
Smithyard lorry park	£46,000	(£46,000)	Nil
Economic Regeneration	£27,000	(£27,000)	Nil
Area Based Grant (WNF)	£171,515	(£38,721) (£49,397)	£83,397
Queen's Jubilee	£13,500	(£13,500)	Nil
Housing Benefit staffing	£10,639	(£10,639)	Nil
Land Charges	£34,000	-	£34,000
Improvement Reserve	£23,888	(£23,888)	Nil
HPC – PPA (used to support General Fund in 2012/13)	£430,743	<b>(£430,743)</b> <i>table 1</i>	Nil
HPC – DCO	£50,000	(£50,000)	Nil
Flood prevention	£1,000	-	£1,000
Seaside Towns	£150,000	(£150,000)	Nil
HPC – S.106 and SLA – Yr 1 HPC – S.106 and SLA – Yr 2	£382,734	(£100,796)	£281,938
New Homes Bonus (used to support General Fund in 2012/13) ( <i>table 5</i> )	£32,266	£238,555 (£88,000) <b>(£113,270)</b> <i>table 1</i>	£69,551
<b>Total</b>	<b>£1,373,285</b>	<b>(£903,399)</b>	<b>£469,886</b>



## Appendix D

### Risk-based assessment of Reserves

In order to maintain a suitable level of reserves, a risk-assessment has been undertaken to establish the minimum balance required to cope with unexpected variances in income and expenditure. Many components of the council's budget are subject to risk, and by scoring the impact and likelihood of the variances, a reserve level of £500,000 has been identified.

**Table 18**

### RISK BASED REVIEW OF RESERVE REQUIREMENTS - 2012/13

Potential Risk	Impact	Probability	Risk Score	Weighting	Weighted Score	Maximum Score	Financial Exposure		Balances Required	Comments
Sustainability of Base Budget - i.e. Is The Base Budget Sustainable At Current Levels	4	3	12	1	12	16	£4,903,000	2%	£98,060	£73,500 Based on budget monitoring during 2010/11
Central Government Support - Impact Of Changes In Levels Of Government Support	3	4	12	0.5	6	8	£2,285,309	1%	£22,835	£17,140 Based on 1% of Formula Grant
Fees & Charges - Impact Of Budgeted Fees and Charges Not Achieved	3	3	9	1	9	16	£1,451,345	5%	£72,567	£40,819 5% of Fees & Charges Budget
Fees & Charges - Impact Of Land Charges Not Received							£64,500	100%	£64,500	100% of the income
Investment Interest - Impact Of Reduced Level Of Investments							£35,000	100%	£35,000	figure in budget for income
Bad Debts	2	4	8	0.5	4	8	£532,000	20%	£106,400	£53,200 Based on 20% of Sundry Debtors Balance
Clanville Grange - estimated legal costs for 2 sales in year	2	2	4	1	4	8	£20,000	100%	£20,000	Estimated costs of £10k per property
Error in HB and CT Benefits Estimates	3	4	12	0.75	9	12	£16,480,000	1%	£164,800	£123,600 Based on 1% of CTB and HB Payments
Litigation - Cost Of Unplanned Litigation - e.g. Planning Appeals	2	3	6	0.25	1.5	4	£50,000	100%	£50,000	Estimated amount
<b>Minimum Level of General Fund Balances Required</b>							<b>£634,162</b>	<i>Max</i>	<i>Min</i>	<b>£430,259</b>
									<b>Average</b>	<b>£532,210</b>

## Appendix E

### Revised Medium-Term Financial Plan

The 2012/13 Budget and its associated savings permit the updating of the council's Medium-Term Financial Plan. The forecast reserves position at 31 March 2013 is £500,000, although the MTFP Strategy is to maintain reserves at risk-assessed minimum levels of £500,000. Short-term timing differences in funding as a result of the Hinkley Point C project support general balances, as shown in table 20 below.

**Table 19**

**Table 1 Medium-Term Financial Plan**

	2011/12	2012/13	2013/14	2014/15	2015/16	Total
<b>Expenditure</b>						
Base Budget	£4,884,780	£4,972,480	£4,939,603	£3,627,194	£4,088,610	
Cost pressures ( <i>Table 20</i> )	£87,700	£126,580	£135,000	£132,150	£191,750	
<b>Savings target/required</b>		<b>(£159,457)</b>	<b>(£913,023)</b>	<b>(£205,120)</b>	<b>(£77,580)</b>	<b>(£1,355,180)</b>
<b>Net Budget</b>	<b>£4,972,480</b>	<b>£4,939,603</b>	<b>£4,161,580</b>	<b>£4,088,610</b>	<b>£4,202,780</b>	
<b>Financed by</b>						
Council Tax + Coll. Fund	£2,035,700	£2,096,420	£2,093,010	£2,175,180	£2,260,650	
Formula Grant	£2,530,150	£2,236,300	£2,068,570	£1,913,430	£1,942,130	
Transitional Grant	£69,510	-	-	-	-	
<b>Total</b>	<b>£4,635,360</b>	<b>£4,332,720</b>	<b>£4,161,580</b>	<b>£4,088,610</b>	<b>£4,202,780</b>	
Deficit / (Surplus)	£337,120	£606,883	Nil	Nil	Nil	
Opening Reserves	(£900,000)	(£562,880)	(£500,000)	(£500,000)	(£500,000)	
Contr. From Ear. Res.		(£544,033)				
<b>Closing Reserves</b>	<b>(£562,880)</b>	<b>(£500,000)</b>	<b>(£500,000)</b>	<b>(£500,000)</b>	<b>(£500,000)</b>	<b>(£500,000)</b>

**Cost pressures and reductions in spend**

The cost pressures and reductions in 2012/13 and beyond are assumed to be as follows –

**Table 20**

Item	2013/14	2014/15	2015/16
Salaries increases –			
- Pay award (assumed 1% / 2.5%)	£30,000	£70,000	£71,750
- Increased pension contributions	£40,000	£40,000	£40,000
- MRP / Interest Reduction		(£57,850)	
Inflation on contracts –			
- Waste Contract (est.)	£50,000	£50,000	£50,000
- Other contracts & NDR (est.)	£30,000	£30,000	£30,000
Other costs			
- Reduction in interest income (debt repaid)	(£15,000)		
<b>Total (to table 19 above)</b>	<b>£135,000</b>	<b>£132,150</b>	<b>£191,750</b>

# West Somerset Council

## Equality Impact Analysis Record Form 2012

When reviewing, planning or providing services West Somerset Council needs to assess the impacts on people.

We must show we have given due regard to the General Equality Duties in relation to our policies, strategies, services and functions as set out in Section 149 of the Equality Act 2010:

The three aims we **must** have due regard for:

- Eliminate discrimination, harassment, victimisation
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

Service Area: Community	
Title of policy/ practice/ service of function	Proposed reduction in funding to ARTLife

### Section 1 Why are you completing the Impact Assessment (please ✓ as appropriate)

Proposed new policy or service	Change to policy or service	Budget/Financial Decision	
		✓	

### Section 2 : About the Service/Policy Decision

ARTLife is a consortium of 9 voluntary and statutory organisations that have an interest in or responsibility to deliver arts and cultural activity. ARTLife works to provide access to the arts for the people of West Somerset.

In April 2000, the Council's arts service was devolved to ARTLife in a partnership agreement. The partnership delivers an arts development service that assists West Somerset Council achieve their vision and priorities.

The initiatives that ARTLife supports and enables contribute to tourism, economic regeneration, social cohesion, and to underpinning the local activism that makes small rural communities sustainable.

For the life of the 3 year partnership the focus of the service, will be to enhance the quality and range of cultural opportunities available to: young people and children, older people, disabled people and people suffering an economic disadvantage.

The service falls into two parts:

- Core service
- Project & development work

#### Core Service Aims

- To increase opportunities for residents and visitors to participate in and enjoy the arts
- To ensure that the cultural needs of West Somerset are understood and acted upon by other agencies
- To foster and develop the principles of the West Somerset Arts Consortium

#### Development Aim

- To create a central role for the arts in the cultural, social and economic regeneration of West Somerset, particularly targeting people who are denied equal access to resources.

The ARTlife partnership provides a service to all residents and tourists. Groups that receive particular benefit include children and young people, older people, disabled people, people suffering an economic disadvantage, those in very rural communities.

### **Section 3 Information about the change to the service ( explain the proposal and reason for the change)**

The Council adopted a budget strategy in November 2011, which included low level savings for 12/13 & 13/14.

The financial settlement for West Somerset means that the Council needs to make considerable savings over the next few years.

At the meeting of Cabinet on 1<sup>st</sup> February, 2012 a proposal was made to reduce the funding to ARTLife by 13.98%. In other words a reduction from £14,700 to £12,645

The final decision on the budget proposal will be made on the 29<sup>th</sup> February 2012.

### **Section 4: What evidence has been used in the assessment? (List the consultation/engagement undertaken and data or intelligence you have gathered.)**

All the organisations currently in receipt of grant funding were notified in October 2011 that funding reductions were to be expected and asked to complete a feedback form to outline the likely impact.

A follow up meeting was held with Tracey Roberts and Ray Tew from ARTLife on the 3<sup>rd</sup> February, 2012 to discuss the impact of the proposed cut on the organisation.

#### Information Provided for Assessment

Partnership Agreement and SLA  
Performance information submitted by ARTlife – 2010-11 PIs  
Annual Report 2010-11



Report from Minehead Youth Theatre (ARTlife grant recipient)  
Somerset Social Impact Study of the Arts – ref: Take Art's Older People's dance project (pp62-73)  
- attached  
Take Art's 'Kindling' programme with pre-school children – <http://takeart.org/projects/entry/kindling-training/>  
[www.creativesomerset.com](http://www.creativesomerset.com) - a new creative sector business and community website

ARTlife performance indicators for the year show approximately:

- **3,000 participations by children and young people**
- **5,000 participations by the over 60s**
- **6,000 participations by people living in areas of multiple deprivation (as defined by the Health & Social Needs in Somerset rankings)**

## Section 5: What are the community impacts of your proposal?

During the 2010-11 financial year there were approximately 43,000 individual visits to arts events and initiatives in West Somerset as a direct result of the partnership with West Somerset Council. This includes people who don't normally have access to the arts; those in very rural areas, individual creatives making a living from the arts; visitors and West Somerset.

Several major projects led by Somerset Art Works, Somerset Film and Take Art, and funded from national sources (e.g. Lottery and NHS), added to these figures with work targeted at vulnerable groups.

E.g. – Social Impact Study evaluation of Take Art's Time to Move project, which aimed to help **older people** increase their physical ability and confidence and to avoid injury from falls, says: "66.7% of respondents said that the class definitely or perhaps increased their confidence. It increased their confidence through: performance, having something to talk about with other people, being comfortable in a group, distracting thoughts from problems at home, revealing skills they didn't know they had, making them feel more mobile, making them feel happier and stronger in their bodies." (Take Art 'Time to Move, Dance & Older People', in Sedgemoor and West Somerset; £190,930)

### Groups that receive specific targeted benefit from current services:

- **Children, young people and families**, e.g. Take Art's Start programme for pre-school children and their families; and Minehead Youth Theatre's work with 11+ age range
- **People with disabilities** (inc learning disability and mental health needs), e.g. supporting Mind in West Somerset with a grant to continue an art club for its users
- **People in deprived wards/parishes**, e.g. Take Art's Live scheme brings live performance to village hall audiences that might not otherwise have access to the arts
- **Rural isolated communities**, e.g. re-invigorating the Coleridge Way, connecting communities from the Quantock Hills to Exmoor, and adding value to the tourism offer.
- **Older people**, e.g. Take Art's ongoing health work (in partnership with the Health Authority) to increase older people's confidence and physical resilience through dance projects.
- **Low income families**, e.g. Family Connections in Williton (run by Somerset Film) bringing hi-tech digital arts to the community and leaving behind a legacy of equipment.
- **Creative Industries practitioners/businesses**, e.g. Creatives Uncovered (with Making the Links) helping raise the profile of creatives working in isolation, through new networking meetings, a new website for the whole county, and a feasibility study on shared workspace needs.

It is likely that there will be a disproportionate effect on these groups as funding from all sources

continues to be reduced.

Cuts made by SCC at the beginning of 2011-12 have already affected the KSOs. ARTlife's continued, albeit reduced, support of these organisations helps retain their input to the district. Without ARTlife to broker these relationships, there will be further impact on the communities we serve, e.g fewer opportunities for communities to participate and for local creatives to be employed; leading to a poorer economy, and increased social isolation/deprivation.

E.g. Take Art's 'Little Big Bang' **pre-school age** programme brings creative professionals into key Somerset Children's Centres to work as part of their professional teams and supports children's visits to arts venues.

"...children with access to creative learning in early years education are more likely to succeed in adult life by developing the skills they need to perform in the work place and wider society as entrepreneurs and citizens. Contributors to Born Creative point out that vital skills for the modern workplace such as the ability to question, make connections, innovate and reflect critically are best developed early in life through creative and play-based learning.

The collection warns that a move away from creative learning and cultural access for early years could lead to a whole generation of young people growing up without having had access to the arts and developing the skills that creative learning encourages. This is not something that can be fixed once public finances are restored."

(<http://www.creativitycultureeducation.org/data/files/born-creative-web-3-253.pdf> )

ARTlife has taken on an increasingly wider role in the district as part of **economic regeneration** initiatives (e.g. helping Minehead Development Trust to raise £51,000 for the Old Hospital feasibility) and tourism activities (bringing back together the original partners in the Coleridge Way to generate new projects).

We are also involved in the countywide **Creative Somerset** process - a new consortium of arts organisations and the creative business sector that will act as a point of contact and a conduit for funding; develop a Creative Apprenticeships scheme and support emerging leaders; and support and develop existing leaders in the county.

Without an arts service, West Somerset communities (individuals, voluntary groups and creative businesses) risk missing out on opportunities to participate in the arts and culture, with all the benefits that brings:

Arts projects and events are uniquely engaging because of their combination of vividness, freedom of expression, emotional connection and social meaning. All of our case study projects stirred strong positive emotions. For example, 90% of respondents from Time to Move said that they loved the class. 10% said that they liked it. None gave mixed or negative responses. All children in the Safe Routes said that they liked or loved the arts project. These are important statistics since enjoyment is known to increase engagement and learning.

Our review of the social impact of the arts proposed a new theory of the social impact of the arts: that arts activities meet peoples' Basic Psychological Needs for Autonomy, Competence and Relatedness without which they are unable to take up opportunities that are presented to them, whether personal, social, economic or financial. This empowerment process is of direct relevance to local authorities' policy agendas." (Somerset Social Impact Study, 2009).

The steep reduction in funding since 2007 (from £70k to £14,700 this year) has meant that ARTlife cannot fund a full time member of staff (hence no major project work has been possible). We have relied on grant recipients and KSOs to deliver work to key communities. This has mostly

concentrated on children and young people (Somerset Film's Family Connections project; and local grants) and active older people and those in care (e.g. Take Art's Step Change dance project).

ARTLife's volunteer Board members have taken on some of the strategic work and partnerships across the county, which the part time Coordinator no longer has the capacity to manage.

Some project work has still been possible, where additional funding is available. ARTLife is working in a new partnership with Bridgwater Arts Centre, the Regal Theatre, Theatre Melange and Take Art, with Arts Council England funding. **From the Ground Up** is delivering £47k of work across West Somerset and Sedgemoor helping volunteer-run arts groups and those working professionally in the creative sector, to work together better and to develop leadership skills relevant to the current climate.

ARTLife is also fundraising based on outcomes of the feasibility study into revitalising the **Coleridge Way**. This fundraising will probably lead to delivery in 2012/13.

This project funding will not replace WSC investment, or provide an arts service, but it does enable us to maintain links with priority groups and communities, to keep a profile in the county and to respond to new opportunities as they arise.

## 5.1. Equality Impact Assessment

**With reference to the analysis above, for each of the 'protected characteristics' in the table below please record your conclusions with evidence around equality impact in relation to the savings proposal/service change.**

<b>Protected Group</b>	<b>Findings – Highlight potential negative impact or missed opportunities for promoting equality</b>
Age (includes all age groups)	.People from all ages receive targeted benefit from the services provided by ARTLife. Of particular note is the pre-school age project and the Minehead Youth Theatre work with 11+ age range also the Time to Move project aimed at the over 60s.
Disability (includes mental health, physical & sensory)	.ARTLife provides a grant to MIND West Somerset to continue an art club for its users
Gender (Sex)	None identified
Gender reassignment	None identified
Marriage and civil partnership (discrimination)	None identified
Pregnancy and maternity	None identified
Race (includes ethnic origins, colour and nationality)	None identified
Religion and belief including non-belief	None identified

Sexual orientation (includes heterosexual, gay, bisexual)	None identified

Non-statutory

Socio-economic (low income individuals & families)	Family Connections in Williton (run by Somerset Film) bringing hi-tech digital arts to the community and leaving behind a legacy of equipment
Rural Isolation (West Somerset is a rural district with poor transport networks which can affect the way we deliver services)	Take Art's Live scheme brings live performance to village halls audiences who might not otherwise have access to the arts.
Other (Are there other groups other than those already considered e.g. carers, staff)	The Council grant directly funds the ARTLife co-ordinator.

**5.2: What is the cumulative equality impact of your proposal?**

**You may have identified an impact on the lives of a group as a result of your individual savings proposal. However, taken together with other savings changes the cumulative impact of these decisions may be considerable and the combined impact may not be apparent where decisions are taken in isolation.**

The Budget also proposes reduction in grant contributions to other organisations providing services to groups benefiting from those provided by ARTLife.
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**Section 6: ACTION PLAN**

This table must be completed where all negative impacts have been identified, and the steps that could be taken to mitigate this impact or to promote improved equality of opportunity or good relations.

Identified Issue/Negative Impact	Action needed to mitigate impact	Who is responsible	Expected outcomes from carrying out action
The reduction of funding will affect the ability to deliver an arts service.	Impact of funding reductions need to be monitored as the full impact of dis-investment will not materialise immediately	Angela Lamplough/Sam Rawle	Understanding of impacts and information used for future budget/financial decisions

### **Section 7. Monitoring and review/ mainstreaming into service plans**

**Please indicate whether any of your actions have been added to service or work plans and your arrangements for monitoring and reviewing progress/ future impact?**

We will monitor closely the impact of the Council's funding decisions on the organisations affected and review future funding in good time to feed proposals into the 2013/14 budget.

### **Section 8: Publishing the completed assessment**

**How will the assessment, consultation & outcomes be published and communicated.**

All information will be published on WSDC web site.

### **Section 9: Sign Off**

Completed by:	Sam Rawle
Date:	16/2/2012
Reviewed by:	Bruce Lang
Date:	17/2/2012

## **Decision-making processes**

**Where linked to decision on proposals to change, reduce or withdraw service/ financial decisions/ large-scale staffing restructures**

**Attached to report (title): Budget Report 12/13**

**Date of report: 29<sup>th</sup> February, 2012**

**Author of report: Graham Carne**

**Audience for report e.g. Council**

**Outcome from report being considered**

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# West Somerset Council

## Equality Impact Analysis Record Form 2012

When reviewing, planning or providing services West Somerset Council needs to assess the impacts on people.

We must show we have given due regard to the General Equality Duties in relation to our policies, strategies, services and functions as set out in Section 149 of the Equality Act 2010:

The three aims we **must** have due regard for:

- Eliminate discrimination, harassment, victimisation
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

Service Area: Community	
Title of policy/ practice/ service of function	Proposed reduction in funding to Homestart West Somerset

### Section 1 Why are you completing the Impact Assessment (please $\checkmark$ as appropriate)

Proposed new policy or service	Change to policy or service	Budget/Financial Decision	
		$\checkmark$	

### Section 2 : About the Service/Policy Decision

Home Start West Somerset is a visiting support service for vulnerable families with at least one child under 5. Trained volunteers offer practical and emotional support in the home through weekly 2/3 hour visits. They also link families to other specialist services such as Sure Start, West Somerset Advice Bureau. MIND, CLOWNS.

The home visiting covers the whole of West Somerset.

The families supported are affected by low income, disability, isolation, ill-health (mental and physical), bereavement, disability, housing problems and debt.

Home Start West Somerset was established in 2002 and since then 670 families have received support from a trained volunteer.

For the period 1<sup>st</sup> April, 2011 to 31<sup>st</sup> December, 2011 187 children have been supported in West Somerset.



Home Start is a national charity and does not receive Government Funding. All funds have to be raised.

Home Start makes a significant contribution to the 'Every Child Matters' agenda for children.

### **Section 3 Information about the change to the service ( explain the proposal and reason for the change)**

The Council adopted a budget strategy in November 2011, which included low level savings for 12/13 & 13/14.

The financial settlement for West Somerset means that the Council needs to make considerable savings over the next few years.

Whilst the current budget proposals recommended by Cabinet on 1<sup>st</sup> February, 2012 does not propose a cut to Home Start, the original draft budget included a suggested 13.98% reduction of £419, reducing the grant from £3000 to £2,581. The assessment was undertaken in that context.

### **Section 4: What evidence has been used in the assessment? (List the consultation/engagement undertaken and data or intelligence you have gathered.)**

All the organisations currently in receipt of grant funding were notified in October 2011 that funding reductions were to be expected and were asked to complete a feedback form to outline the likely impact on the organisation.

A follow up meeting was held with the Senior Organiser from Home Start on the 25<sup>th</sup> January, 2012 to further discuss the proposed cut on the organisation. The information from the feedback form has been incorporated into this assessment.

#### **Statistical Information for families supported in West Somerset by Home Start:**

1<sup>st</sup> April 2011 to 31<sup>st</sup> December 2011

Total Families Supported – 62  
Total Children Supported – 187

1<sup>st</sup> April 2010 to 31<sup>st</sup> March 2011

Total Families Supported – 104  
Total Children Supported – 202

3% of the families have a lone dad as the main carer

3% have a teenage mum

7% have a disabled child

7% have a disabled parent

8% have a parent with a drug or alcohol issue

9% of the children have a Child Protection Plan

15% of the families have experienced domestic abuse

35% have a lone mum as the main carer  
 25 families live in Minehead/Alcombe  
 33 live in Watchet/Williton  
 6 live in Dulverton  
 8 live in villages around Exmoor  
 32 live in Bridgwater (During 2010 Home Start West Somerset continued to provide an outreach project in Bridgwater following the closure of Home Start Sedgemoor. They were able to maintain the service until a new group of trustees established Home Start Bridgwater and took the project over in January 2011),

Around a fifth of children in West Somerset live in households dependant on benefits.

*Source of Information: Home Start Annual Review, 2011*

## Section 5: What are the community impacts of your proposal?

**The direct impact of the funding reduction will be one family not been supported. This could be more given the leverage affect.**

Also, the reduction in budget would result in a reduction of staff hours, volunteer travel expenses and training expenses. This in turn would have an impact on the number of families who could receive effective support in their homes.

For every £1 received in financial assistance from the Council, Home Start are able to lever in £15 from other funders. The commitment from the Council to Home Starts work is an important factor when making applications to large grant making bodies such as the Big Lottery and NSPCC. It is calculated that the £3000 grant from the Council, has levered in £45000 annually.

### 5.1. Equality Impact Assessment

**With reference to the analysis above, for each of the ‘protected characteristics’ in the table below please record your conclusions with evidence around equality impact in relation to the savings proposal/service change.**

<b><i>Protected Group</i></b>	<b><i>Findings – Highlight potential negative impact or missed opportunities for promoting equality</i></b>
Age (includes all age groups)	Home Start is targeted at those families with a child under the age of 5. The reduction in funding will result in fewer vulnerable families and children being assisted.
Disability (includes mental health, physical & sensory)	In 2010/11 7% of families had a disabled child and 7% of parents identified as disabled.  Depression and mental health issues are identified as common in many of the families supported.
Gender (Sex)	The majority of users of the service are female. 35% have a lone mum as the main carer

Gender reassignment	None identified
Marriage and civil partnership (discrimination only)	None identified
Pregnancy and maternity	None identified
Race (includes ethnic origins, colour and nationality)	None identified
Religion and belief including non-belief	None identified
Sexual orientation (includes heterosexual, gay, bisexual)	None identified

#### Non-statutory

Socio-economic (low income individuals & families)	Users of Home Start predominately fall into low income groups
Rural Isolation (West Somerset is a rural district with poor transport networks which can affect the way we deliver services)	The rural isolation of the district can doubly disadvantage families and increase feelings of isolation and loneliness. Coping with feelings of isolation is a prime issue that families ask Home Start for support with.
Other (Are there other groups other than those already considered e.g. carers, staff)	During 2011/12 Home Start has had 59 volunteers from a range of backgrounds. A reduction in funding would impact on the number of volunteering opportunities available.

#### 5.2: What is the cumulative equality impact of your proposal?

**You may have identified an impact on the lives of a group as a result of your individual savings proposal. However, taken together with other savings changes the cumulative impact of these decisions may be considerable and the combined impact may not be apparent where decisions are taken in isolation.**

The MTFP also proposes reductions in grant contribution to West Somerset Advice Bureau and CLOWNS. In addition CLOWNS sub contract to Home Start to provide a visiting out reach service. These reductions will also impact on the same disadvantaged groups/and low income families.



**Section 6: ACTION PLAN**

This table must be completed where all negative impacts have been identified, and the steps that could be taken to mitigate this impact or to promote improved equality of opportunity or good relations.

Identified Issue/Negative Impact	Action needed to mitigate impact	Who is responsible	Expected outcomes from carrying out action
The funding reduction will have an impact on the number of families with young children assisted	<p>On-going discussion with Home Start to monitor the impact during 2012/13. Continue to monitor data from Home Start in relation to numbers of families using the service.</p> <p>Ensure further discussion about impact and possible mitigation before confirming plans to reduce funding from 2013-14</p>	Angela Lamplough/Sam Rawle	Understanding of impacts and information used for future budget/financial decisions

### **Section 7. Monitoring and review/ mainstreaming into service plans**

**Please indicate whether any of your actions have been added to service or work plans and your arrangements for monitoring and reviewing progress/ future impact?**

We will monitor closely the impact of the Council's funding decisions on the organisations affected and review future funding in good time to feed proposals into the 2013/14 budget.

### **Section 8: Publishing the completed assessment**

**How will the assessment, consultation & outcomes be published and communicated.**

All information will be published on WSDC web site.

### **Section 9: Sign Off**

Completed by:	Sam Rawle
Date:	9 <sup>th</sup> February, 2012
Reviewed by:	Bruce Lang
Date:	17 <sup>th</sup> February, 2012

## **Decision-making processes**

**Where linked to decision on proposals to change, reduce or withdraw service/ financial decisions/ large-scale staffing restructures**

**Attached to report (title): Budget Report 12/13**

**Date of report: 29<sup>th</sup> February, 2012**

**Author of report: Graham Carne**

**Audience for report e.g. Council**

**Outcome from report being considered**

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Mr Adrian Dyer  
West Somerset Council  
West Somerset House  
Killick Way  
Williton  
TA4 4QA

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Home-Start  
West Somerset

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27<sup>th</sup> January 2012

Dear Mr Dyer

I am the senior organiser of local family support charity Home-Start West Somerset which is supported by West Somerset Council, and I am writing on behalf of the 16 members of the trustee board, the 3 part-time members of staff, the 38 home visiting volunteers, the many local 'Friends of Home-Start West Somerset', and the 65 families supported by the charity so far this year.

Firstly, we are very grateful to WSC for the support that we receive. This is not only a crucial part of our income but demonstrates the council's commitment to the value of volunteering and community involvement. However, can I just take a moment of your time to explain what we do and why it works, and what the impact that any cuts made will be on our service in West Somerset

Home-Start believes that every child deserves the best possible start in life; to be loved, to play, to learn and to grow in confidence. We know that parents play the key role in ensuring that children have a happy and secure childhood, but even the most dedicated parents can face challenges that prevent them from doing all they want for their children. We support parents as they grow in confidence, strengthen their relationships with their children and widen their links with the local community. We work closely with health professionals, children's centres, social workers, schools, pre-schools, police, housing officers, drug counsellors and many others, to provide a joined-up service for West Somerset families.

Our committed and caring volunteers offer friendship and informal support to parents with young children during difficult times in their lives. They visit families at home for 2 - 3 hours each week, and are friendly, approachable people who are relied on and trusted by parents to listen without being judgemental, and to respect the needs of each individual family. To Home-Start every family is special and we respond to each family's needs by providing emotional and practical support, as well as links to other universal and specialist services.

Home-Start schemes are rooted in the communities they serve and managed locally. They are supported by the national organisation Home-Start UK but receive no central funding. Home-Start UK offers direction, training, information and guidance to schemes and ensures confident and quality support for parents and children. It has been successfully providing support to Home-Start schemes since 1973. Home-Start West Somerset began its work as a registered charity (number 1113944) in 2002 and became company limited by guarantee in 2005 (5646970). Over the past ten years the support of Home-Start has not only prevented decline but has brought about positive change for over 650 West Somerset families.

Can I tell you about one of them?





Sally, mum of three, referred herself to Home-Start early last year having had experience of the charity three years earlier when she suffered the trauma of a still born child. She had been supported by a Home-Start volunteer for a period of 12 months and had found the gentle approach very comforting through this difficult time. Last year her husband left her and new neighbours moved in next door whose behaviour was very intimidating. She began to feel threatened and stopped allowing her children to play outside. She became withdrawn and depressed and stopped caring for herself. She felt criticised by the school that her older two children attended because they often missed school or were not very clean and tidy, and she was afraid of attending specialist health appointments needed by her oldest child for fear of further criticism. Her husband had left her with debts that left her fearing bailiffs at any point. Her basic skills were limited so she avoided completing forms or even answering the phone. She had become very isolated. A Home-Start volunteer was introduced to the family within three days of the request, and weekly support visits of 3 hours began. The volunteer took time to befriend the family without making any judgements. As trust was built change began to take place. Mum found it difficult to believe at first that someone cared and would help her with no strings attached. The volunteer visited at various times of day so that a range of issues could be tackled. Sometimes this meant an early start to help with the morning school routine, sometimes they went together to the shops to do some budget shopping and then prepared a meal for the family together. Together they went to the CAB for debt advice, the police for advice about the neighbours, the GP, and Somerset Skills and Learning to look at options for some literacy support. They arranged to meet with the school to try to improve the relationship there. The teacher was very understanding once she knew the circumstances and mum now pops into the classroom every day. She shared with her volunteer her ongoing sadness about her stillborn child and how she felt that no-one really took her grief seriously, so the volunteer drove her to the cemetery, buying flowers on the way and together they spent the morning at the graveside just talking about the baby. This was a very precious moment. This family was on a downward spiral of debt, isolation, mental and physical ill-health and under achievement, but with the reliable, consistent support of a trained Home-Start volunteer they have picked themselves up, dusted themselves off and found a new way forward. The children are all doing well and mum has a much more positive outlook on life. This piece of work has recently come to an end after 6 months as mum was able to recognise that can now manage independently. At my final review visit, when she was able to identify many positive outcomes of the support, she asked me to say to her volunteer, 'I still don't know why you cared but the fact that you did changed everything. I felt that there was no way out but now I can see a future for the kids and me. I can't thank you enough.'

This piece of work cost the charity approximately £600.

For every £600 that we lose, we support one less family (over a 6 month period). It is likely that the difficulties would have got quickly worse without our intervention and the cost to statutory services would have been significantly more.

For every £3000 contributed by the council, based on our experience of the past few years, we expect to bring in a further £45,000.

We understand that cuts must be made but please can I respectfully ask that the information above is taken into account as you made your decision.

Yours sincerely,

*Ali Sanderson*

Ali Sanderson  
Senior Organiser

# West Somerset Council

## Equality Impact Analysis Record Form 2012

When reviewing, planning or providing services West Somerset Council needs to assess the impacts on people.

We must show we have given due regard to the General Equality Duties in relation to our policies, strategies, services and functions as set out in Section 149 of the Equality Act 2010:

The three aims we **must** have due regard for:

- Eliminate discrimination, harassment, victimisation
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

Service Area: Community	
Title of policy/ practice/ service of function	Proposed reduction in Funding to CLOWNS

### Section 1 Why are you completing the Impact Assessment (please $\checkmark$ as appropriate)

Proposed new policy or service	Change to policy or service	Budget/Financial Decision	
		$\checkmark$	

### Section 2: About the service

CLOWNS aim is to provide a Mobile Outreach Service to families living in isolated circumstances across West Somerset.

The service consists of Playbus parent/carer toddler sessions  
Holiday Playschemes for 5-13 year olds for 3 weeks of the year during the summer holidays  
Toy Library  
Scrapstore

The Playbus visits 7 different venues per week for 2 hours.

The Toy Library and Scrapstore are open two days per week.

The Play Scheme provision offers daily schemes in 12 venues from 10am to 3pm each day.

CLOWNS make a significant contribution to the 'Every Child Matters' agenda for children.

**Section 3: Information about the change to the service (explain the proposal and reason for the change)**

The Council adopted a budget strategy in November 2011, which included low level savings for 12/13 & 13/14.

The financial settlement for West Somerset means that the Council needs to make considerable savings over the next few years.

The proposed reduction to CLOWNS funding for 12/13 is 13.98%. This will be a reduction of £1'398 from £10'000 to £8'602. The original proposal had been for a reduction of 75% and this was revised at the Cabinet meeting 1<sup>st</sup> February. This assessment has been undertaken in the context of the original proposal, which would have seen funding reduced to £2,500.

**Section 4: What evidence has been used in the assessment?  
(List the consultation/engagement undertaken and data or intelligence you have gathered.)**

All the organisations currently in receipt of grant funding were notified in October 2011 that funding reductions were to be expected and asked to complete a feedback form to outline the likely impact to their operation.

A further meeting was held with representatives from CLOWNS on the 24<sup>th</sup> January, 2012 to further discuss the proposed cut on the organisation. Information from the grant feedback form has been incorporated into this assessment.

CLOWNS Play Scheme Statistics – Number of users

CLOWNS provided 12 days of Playschemes for school age children up to 13 years in 7 different venues across West Somerset during 2011. 202 different children attended 503 days of playschemes across West Somerset.

The average number of children using the scheme on any day is 41.92. This has increased since the inception of the scheme in 2004.

It is calculated that the £10,000 grant from the Council, has levered in £115,235 annually.

**Section 5: What are the community impacts of your proposal?**

**The reduction in funding will directly affect the delivery of the Holiday Play Schemes. It is likely that the Play Schemes would be unable to operate for 12/13 if funding was reduced to £2,500.**

Other impacts identified:

- Definite lack of leverage for funds from external sources. Local Council Grant shows that services are clearly valued.
- Early intervention opportunities lost, cycle of disadvantage will continue
- For many families, our service is the only one on offer to isolated communities

### 5.1. Equality Impact Assessment

**With reference to the analysis above, for each of the ‘protected characteristics’ in the table below please record your conclusions with evidence around equality impact in relation to the savings proposal/service change. Record negative and positive impacts and any missed opportunities for advancing equality or fostering good relations.**

<b>Protected Group</b>	<b>Findings</b>
Age (includes all age groups)	The Holiday Play schemes are for 5-13 year olds. The greatest number of users are from the 7-9 year old group  The non-delivery of the play schemes will also impact on the number of volunteering opportunities available to young adults
Disability (includes mental health, physical & sensory)	Children with additional needs are able to participate in the schemes, as one to one support is provided where necessary. The play schemes offer respite time to parents with disabled children.
Gender (Sex)	It is assumed that there will be a greater impact on women as they tend to be the main carer within a family.
Gender reassignment	None specifically identified
Marriage and civil partnership (discrimination only)	None specifically identified
Pregnancy and maternity	None specifically identified
Race (includes ethnic origins, colour and nationality)	None specifically identified
Religion and belief including non-belief	Non specifically identified
Sexual orientation (includes heterosexual, gay, bisexual)	Non specifically identified

Non-statutory

Socio-economic (low income individuals &	The play schemes do not offer concessions for lower income
------------------------------------------	------------------------------------------------------------

families)	families, however many of the children attending are from low income families who cannot afford to take their children on holiday during the summer. Parents are able to continue to work, as many of them organise their work around the play schemes for their children.
Rural Isolation (West Somerset is a rural district with poor transport networks which can affect the way we deliver services)	The rural isolation of the district can doubly disadvantage families and increase feelings of isolation and loneliness. The play schemes operate across the district enabling children in the more remote areas to attend.
Other (Are there other groups other than those already considered e.g. carers, staff)	Currently CLOWNS employ 12 part time staff. The reduction in funding will result in a reduction in their hours. It is calculated that this will be 10% of their income. During 2011/12 CLOWNS has had 12 volunteers helping with the play schemes. These are mainly recruited from the college. The non delivery of the play schemes will result in fewer volunteering opportunities available for young adults.

## 5.2: What is the cumulative equality impact of your proposal?

**You may have identified an impact on the lives of a group as a result of your individual savings proposal. However, taken together with other savings changes the cumulative impact of these decisions may be considerable and the combined impact may not be apparent where decisions are taken in isolation.**

The MTFP also proposes reductions in grant contribution to West Somerset Advice Bureau and Home Start. These reductions are likely to impact on the same disadvantaged/low income residents.

**Section 6: ACTION PLAN**

This table must be completed where all negative impacts have been identified, and the steps that could be taken to mitigate this impact or to promote improved equality of opportunity or good relations.

Identified Issue/Negative Impact	Action needed to mitigate impact	Who is responsible	Expected outcomes from carrying out action
The funding reduction will have a direct impact on the ability to deliver the summer play schemes.	On-going discussion with CLOWNS to monitor impact of funding reduction. Ensure further discussion about impact & possible mitigation before confirming plans to reduce funding from 2013-14	Angela Lamplough/Sam Rawle	Understanding of impacts and information used for future budget/financial decisions

## **Section 7. Monitoring and review/ mainstreaming into service plans**

**Please indicate whether any of your actions have been added to service or work plans and your arrangements for monitoring and reviewing progress/ future impact?**

We will monitor closely the impact of the Council's funding decisions on the organisations affected and review future funding in good time to feed proposals into the 2013/14 budget.

## **Section 8: Publishing the completed assessment**

**How will the assessment, consultation & outcomes be published and communicated.**

All information will be published on WSDC website

## **Section 9: Sign Off**

Completed by:	Sam Rawle
Date:	9 <sup>th</sup> February, 2012
Reviewed by:	Bruce Lang
Date:	17 <sup>th</sup> February, 2012

## **Decision-making processes**

**Where linked to decision on proposals to change, reduce or withdraw service/ financial decisions/ large-scale staffing restructures**

**Attached to report (title): Budget Report 12/13**

**Date of report: 29<sup>th</sup> February, 2012**

**Author of report: Graham Carne**

**Audience for report e.g. Council**

**Outcome from report being considered**

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# CLOWNS

Creating Learning Opportunities in Western Somerset for children and adults



S Rawle  
West Somerset Council  
West Somerset House  
Williton  
TA4 4QA

January 27<sup>th</sup>, 2012

Dear Sam

Following our meeting with you, Angela Lamplough and Adrian Dyer this week, we would like to confirm the impact of the proposed reduction in the grant we receive from the Council.

We fully understand the difficult decisions having to be made but query why CLOWNS has been singled out for a much greater reduction in its proposed grant.

We used to receive a grant of £25,000 each year until 2002 when the grant was cut to £10,000. The Council then received three year Play Lottery funding (2008 – 2010) and CLOWNS was awarded an additional amount of £15,000 each year from this pot to deliver playschemes and we were able to fund additional activities from the Council's grant of £10,000.

In 2011, we organised and delivered 3 weeks of play scheme provision, offering daily schemes in 12 venues, from 10am to 3pm each day. These were attended by 202 different children, with a total of 503 attendances.

We offer play schemes in village halls, outdoor venues such as Wimbleball Lake and Nutcombe Bottom, providing opportunities for children to participate in risky, adventurous outdoor activities. Many of the children who attend come from low income families who cannot afford to take their children on holiday during the summer. Often the children and parents say that the play schemes are the highlight of their holiday. We offer the play schemes across the whole area, so that children living in more remote areas have the chance to attend. Parents are able to continue to work, as many of them organise their work hours around the play schemes for their childcare.

c/o Minehead Eye, Mart Road, Minehead, Somerset TA24 5BJ

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We are also able to apply for funding from Somerset County Council from their Short Break fund to enable children with additional needs to be able to participate. This fund allows us to pay for one to one support need to help these children enjoy the play opportunities. Parents are thus able to be provided with some respite time.

We employ 12 of our current staff to deliver the play schemes and a further 5 extra staff, plus 12 volunteers , mainly recruited from West Somerset College. These young people need work placements to help them in the chosen future careers with children. We offer them bespoke training and organise transport to enable them to volunteer.

No other organisation delivers such services in West Somerset.

We received funding from the Big Lottery last year for our Playbus project. This enables us to provide parent and toddler sessions throughout the year. The grant is ring fenced for this work and we are unable to use any of this funding to support the play schemes.

Families pay for the play scheme sessions, £5 per child, reduced to £4 for the second child and £3 for the third child. Many of our families find paying for this upfront is a challenge, whilst families with higher incomes sometimes give us extra donations.

You will have noted that the local community often donates money to CLOWNS and the grant from the Council and these local donations help us to lever in much extra funding in our bids to trusts and funds. The grants and donations help prove that our services are valued by the Local Authority and by the community.

If we are unable to provide play schemes in 2012, we risk losing all continuity, 12 of our current part time staff would have a reduction in their hours, of approximate 10% of their income, and we also risk losing trained quality staff for future years.

We realise that we need to plan for further cuts in the grants received, but need considerable time to put in place an appropriate exit strategy without putting at risk the continuity of all our work in the past.

Recently, we have had to find an extra £7,000 per year, as we lost the much appreciated free parking for our vehicles using West Somerset Council depot areas.

We would appreciate reconsideration of the decision to make such a drastic cut in our grant for the coming year.

Yours sincerely

Kathy Morton, Coordinator

# West Somerset Council

## Equality Impact Analysis Record Form 2012

When reviewing, planning or providing services West Somerset Council needs to assess the impacts on people.

We must show we have given due regard to the General Equality Duties in relation to our policies, strategies, services and functions as set out in Section 149 of the Equality Act 2010:

The three aims we **must** have due regard for:

- Eliminate discrimination, harassment, victimisation
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

Service Area: Community	
Title of policy/ practice/ service of function	Proposed reduction in funding to Quantock Hills AONB Partnership

### Section 1 Why are you completing the Impact Assessment (please $\checkmark$ as appropriate)

Proposed new policy or service	Change to policy or service	Budget/Financial Decision	
		$\checkmark$	

### Section 2 : About the Service/Policy Decision

The Quantock Hills AONB Partnership is made up of the local authorities covering the Quantock Hills AONB.; SCC, Sedgemoor DC, Taunton BC & West Somerset Council.  
 The Council has duties and obligations arising from the Countryside and Rights of Way Act 2000 and the Quantock AONB service delivers these duties via a Management Plan on behalf of the partnership.  
 The core objective of the AONB Service is to protect and enhance the nationally protected area of the Quantock Hills This is directly delivered through partnership activities and projects.

### Section 3 Information about the change to the service ( explain the proposal and reason for the change)

The Council adopted a budget strategy in November 2011, which included low level savings for 12/13 & 13/14.

The financial settlement for West Somerset means that the Council needs to make considerable savings over the next few years.

The current budget proposals recommended by Cabinet on 1<sup>st</sup> February 2012 proposes a cut to Quantock Hills AONB Partnership of £1,618 reducing the grant from £11,575 to £9,957.

The final decision on the budget proposal will be made on the 29<sup>th</sup> February 2012.

#### **Section 4: What evidence has been used in the assessment?**

**(List the consultation/engagement undertaken and data or intelligence you have gathered.)**

All the organisations currently in receipt of grant funding were notified in October 2011 that funding reductions were to be expected and asked to complete a feedback form to outline the likely impact.

A follow up meeting was held with the Quantock AONB Manager on the 12th January, 2012 to further discuss the proposed cut on the organisation. The grant feedback form has been incorporated into this assessment.

#### **Section 5: What are the community impacts of your proposal?**

The small reduction will still enable the deliver of the Management Plan, which covers the Councils statutory duty. There may be an impact on the volunteering opportunities available and some of the individual project work around accessibility may be affected.

### **5.1. Equality Impact Assessment**

**With reference to the analysis above, for each of the ‘protected characteristics’ in the table below please record your conclusions with evidence around equality impact in relation to the savings proposal/service change.**

<b><i>Protected Group</i></b>	<b><i>Findings – Highlight potential negative impact or missed opportunities for promoting equality</i></b>
Age (includes all age groups)	There may be a reduction in volunteering operations for young people.
Disability (includes mental health, physical & sensory)	The project work with regard to access may be affected.
Gender (Sex)	None identified
Gender reassignment	None identified
Marriage and civil partnership (discrimination)	None identified
Pregnancy and maternity	None identified

Race (includes ethnic origins, colour and nationality)	None identified
Religion and belief including non-belief	None identified
Sexual orientation (includes heterosexual, gay, bisexual)	None identified

Non-statutory

Socio-economic (low income individuals & families)	None identified
Rural Isolation (West Somerset is a rural district with poor transport networks which can affect the way we deliver services)	None identified
Other (Are there other groups other than those already considered e.g. carers, staff)	None identified

**5.2: What is the cumulative equality impact of your proposal?**

**You may have identified an impact on the lives of a group as a result of your individual savings proposal. However, taken together with other savings changes the cumulative impact of these decisions may be considerable and the combined impact may not be apparent where decisions are taken in isolation.**

None identified
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**Section 6: ACTION PLAN**

This table must be completed where all negative impacts have been identified, and the steps that could be taken to mitigate this impact or to promote improved equality of opportunity or good relations.

Identified Issue/Negative Impact	Action needed to mitigate impact	Who is responsible	Expected outcomes from carrying out action
Impact of funding reductions need to monitored	On-going discussion with Quantock Hills to monitor the impact during 2012/13. There may be potential for 106 funding from the Hinkley Point development to compensate for future funding reductions.	Angela Lamplough/Sam Rawle	Understanding of impacts and information used for future budget/financial decisions

### **Section 7. Monitoring and review/ mainstreaming into service plans**

**Please indicate whether any of your actions have been added to service or work plans and your arrangements for monitoring and reviewing progress/ future impact?**

We will monitor closely the impact of the Council's funding decisions on the organisations affected and review future funding in good time to feed proposals into the 2013/14 budget.

### **Section 8: Publishing the completed assessment**

**How will the assessment, consultation & outcomes be published and communicated.**

All information will be published on WSDC web site.

### **Section 9: Sign Off**

Completed by:	Sam Rawle
Date:	1/2/2012
Reviewed by:	Bruce Lang
Date:	17/2/2012

## **Decision-making processes**

**Where linked to decision on proposals to change, reduce or withdraw service/ financial decisions/ large-scale staffing restructures**

**Attached to report (title): Budget Report 12/13**

**Date of report: 29<sup>th</sup> February, 2012**

**Author of report: Graham Carne**

**Audience for report e.g. Council**

**Outcome from report being considered**

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# West Somerset Council

## Equality Impact Analysis Record Form 2012

When reviewing, planning or providing services West Somerset Council needs to assess the impacts on people.

We must show we have given due regard to the General Equality Duties in relation to our policies, strategies, services and functions as set out in Section 149 of the Equality Act 2010:

The three aims we **must** have due regard for:

- Eliminate discrimination, harassment, victimisation
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

Service Area: Community	
Title of policy/ practice/ service of function	Proposed reduction in funding to West Somerset Advice Bureau

### Section 1 Why are you completing the Impact Assessment (please ✓ as appropriate)

Proposed new policy or service	Change to policy or service	Budget/Financial Decision	
		✓	

### Section 2: About the Service/Policy Decision

West Somerset Advice Bureau provides a free, confidential, impartial & independent advice service to West Somerset residents. The service is enabled through a service level agreement between WSC, SCC & WSAB and runs for the period 1 April 2009 – 31 March 2012.

The Advice Bureau provides advice to clients on:

- Benefits – help with claiming welfare benefits, tribunal help
- Housing – security of tenure, the threat of homelessness, landlord and tenant problems
- Tax
- Consumer – consumer rights, substandard goods and services
- Legal
- Utilities – understanding utility bills and
- Employment – advice on terms & conditions off employment, pay entitlements to dismissals or redundancy. This advice is essential for those unable to afford a Solicitor
- Relationships – partnership breakdown, children and advice following bereavement
- Debt – Consumer debt, mortgage arrears, utility debt, rent arrears, council tax arrears, welfare benefit debts. The Bureau provides a full debt management service.

The service is provided by a mix of paid specialist advisors and volunteers.

The Bureau also provides an outreach service in Watchet on a Thursday afternoon, and Dulverton Children's Centre on a Tuesday afternoon.

The Bureau also works in partnership with other agencies, and accepts and makes referrals to voluntary/charitable organisations such as MIND, Shelter, Turning Point, HomeStart & Novas to name a few.

### **Section 3: Information about the change to the service (explain the proposal and reason for the change)**

The Council adopted a budget strategy in November 2011, which included low level savings for 12/13 & 13/14.

The financial settlement for West Somerset means that the Council needs to make considerable savings over the next few years.

Whilst the current budget proposals recommended by Cabinet on 1<sup>st</sup> February, 2012 does not propose a cut to West Somerset Advice Bureau, the original draft budget did include a suggested 13.98% reduction of £5,312, reducing the grant from £38,000 to £32,688. The assessment was undertaken in this context.

The final decision on the budget will be made by Full Council on 29<sup>th</sup> February, 2012.

### **Section 4: What evidence has been used in the assessment? (List the consultation/engagement undertaken and data or intelligence you have gathered.)**

All the organisations currently in receipt of grant funding were notified in October 2011 that funding reductions were to be expected and asked to complete a feedback form to outline the likely impact.

A follow up meeting was held with the Bureau Manager on the 26th January, 2012 to discuss the impact of the proposed cut on the organisation.

Each year the Bureau see about 10% of the population of West Somerset.

There were 4,857 client contacts during 2010/11 and a total of 3136 interviews undertaken. Out of these 13,641 issues were dealt with (see breakdown analysis attached with this assessment).

Debt and welfare advice accounts for around 73% of the work carried out.

During 2010/11, the Bureau managed £2.2 million of debt on behalf of 130 clients. The majority of debt is 'consumer debt' – overdrafts, loans and credit cards.

During the year the Bureau raised a total of £329,837 for clients in additional benefits. This is mainly Disability Living Allowance and Attendance Allowance. This would reflect the older demographic in West Somerset and also because the claim forms for these benefits are very complex.

The funding from the Council enables the Bureau to lever in additional funding from grant

providers.

## Section 5: What are the community impacts of your proposal?

**The reduction in funding would result in the hours of the specialist advisors for debt and money being reduced by 30%. This would equate to a 450hrs reduction in provision.**

The role that the specialist debt advisor plays in the community has never been more important given the context of the current economic challenges many of the community are experiencing. Any reduction in the service would impact sharply across all ages, income bands and social groups. The volume of work in this area has increased which reflects the economic context.

Further cuts to public services and planned changes to the welfare benefit system are likely to see the services of the Bureau more in demand than ever before.

### 5.1. Equality Impact Assessment

**With reference to the analysis above, for each of the ‘protected characteristics’ in the table below please record your conclusions with evidence around equality impact in relation to the savings proposal/service change. Record negative and positive impacts.**

<b><i>Protected Group</i></b>	<b><i>Findings</i></b>
Age (includes all age groups)	<p>The Advice Bureau provides services that will reach across a number of the protected characteristics.</p> <p><b>A significant proportion of the welfare benefit take up work involves claims for Attendance Allowance. This reflects the ageing demographic profile of the district.</b></p> <p>We will undertake additional profiling work with the Bureau going forwards so that we have a better understanding of the service users.</p>
Disability (includes mental health, physical & sensory)	<p>The Advice Bureau provides services that will reach across a number of the protected characteristics.</p> <p><b>The Advice Bureau report that many of their clients are vulnerable, sick, distressed and a great many suffer from mental health problems. Clients facing debt problems will also be struggling with feelings of anxiety and depression. Assisting clients to deal with these issues will often see an improvement in their health.</b></p> <p>We will undertake additional profiling work with the Bureau going forwards so that we have a better understanding of the service users.</p>

Gender (Sex)	<p>The Advice Bureau provides services that will reach across a number of the protected characteristics.</p> <p>We will undertake additional profiling work with the Bureau going forwards so that we have a better understanding of the service users.</p>
Gender reassignment	<p>The Advice Bureau provides services that will reach across a number of the protected characteristics.</p> <p>We will undertake additional profiling work with the Bureau going forwards so that we have a better understanding of the service users.</p>
Marriage and civil partnership (discrimination Only)	<p>The Advice Bureau provides services that will reach across a number of the protected characteristics.</p> <p>We will undertake additional profiling work with the Bureau going forwards so that we have a better understanding of the service users.</p>
Pregnancy and maternity	<p>The Advice Bureau provides services that will reach across a number of the protected characteristics.</p> <p>We will undertake additional profiling work with the Bureau going forwards so that we have a better understanding of the service users.</p>
Race (includes ethnic origins, colour and nationality)	<p>The Advice Bureau provides services that will reach across a number of the protected characteristics.</p> <p><b>There has been an increase in the number of migrant workers seeking advice. The Bureau have a Polish advisor as part of the team.</b></p> <p><b>The impact of the Hinkley Point development may well see an increase in migrant workers seeking advice from the Bureau in future years.</b></p> <p>We will undertake additional profiling work with the Bureau going forwards so that we have a better understanding of the service users.</p>
Religion and belief including non-belief	<p>The Advice Bureau provides services that will reach across a number of the protected characteristics.</p> <p>We will undertake additional profiling work with the Bureau going forwards so that we have a better understanding of the service users.</p>
Sexual orientation (includes heterosexual, gay, bisexual)	<p>The Advice Bureau provides services that will reach across a number of the protected characteristics.</p> <p>We will undertake additional profiling work with the Bureau going</p>

	forwards so that we have a better understanding of the service users.
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Non-statutory

Socio-economic (low income individuals & families)	Many users of the service are from low income vulnerable families.
Rural Isolation (West Somerset is a rural district with poor transport networks which can affect the way we deliver services)	<p><b>For some residents in West Somerset the advice bureau will be the nearest independent advice service available. There are Citizens Advice Bureaus situated in Taunton, Tiverton &amp; Bridgwater.</b></p> <p><b>The WSAB also offers a visiting home service for those who are sick and/or housebound. There has been an increase in the outreach work.</b></p> <p><b>The majority of the clients using the service do not have access to the internet or are not IT literate, therefore accessing free advice can be challenging.</b></p>
Other (Are there other groups other than those already considered e.g. carers)	<p>The Advice Bureau provides services that will reach across a number of the protected characteristics.</p> <p>We will undertake additional profiling work with the Bureau going forwards so that we have a better understanding of the service users.</p>
Staff	<b>As the specialist debt advisors are paid members of staff there will be a reduction in these staffs hours and income</b>

**5.2: What is the cumulative equality impact of your proposal?**

**You may have identified an impact on the lives of a group as a result of your individual savings proposal. However, taken together with other savings changes the cumulative impact of these decisions may be considerable and the combined impact may not be apparent where decisions are taken in isolation.**

<p>The MTFP also proposes reductions in grant contribution to HomeStart, CLOWNS and Engage. These reductions are likely to impact on the same disadvantaged/low income residents.</p>
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**Section 6: ACTION PLAN**

This table must be completed where all negative impacts have been identified, and the steps that could be taken to mitigate this impact or to promote improved equality of opportunity or good relations.

Identified Issue/Negative Impact	Action needed to mitigate impact	Who is responsible	Expected outcomes from carrying out action
The funding reduction will have a direct impact on amount of specialist advice available for debt advice work.	On-going discussion with WSAB to monitor the impact of the funding reduction and understand the profile of the clients most likely to be affected by any service reduction.  Ensure further discussion about impact and possible mitigation before confirming plans to reduce funding from 2013-14	Angela Lamplough/Sam Rawle	Understanding of impacts and information used for future budget/financial decisions

### **Section 7. Monitoring and review/ mainstreaming into service plans**

**Please indicate whether any of your actions have been added to service or work plans and your arrangements for monitoring and reviewing progress/ future impact?**

We will monitor closely the impact of the Council's funding decisions on the organisations affected and review future funding in good time to feed proposals into the 2013/14 budget.

### **Section 8: Publishing the completed assessment**

**How will the assessment, consultation & outcomes be published and communicated.**

All assessments will be published on the WSC website

### **Section 9: Sign Off**

Completed by:	Sam Rawle
Date:	17/2/12
Reviewed by:	Bruce Lang
Date:	20/2/2012



## **Decision-making processes**

**Where linked to decision on proposals to change, reduce or withdraw service/ financial decisions/ large-scale staffing restructures**

**Attached to report (title): Budget Report 12/13**

**Date of report: 29<sup>th</sup> February, 2012**

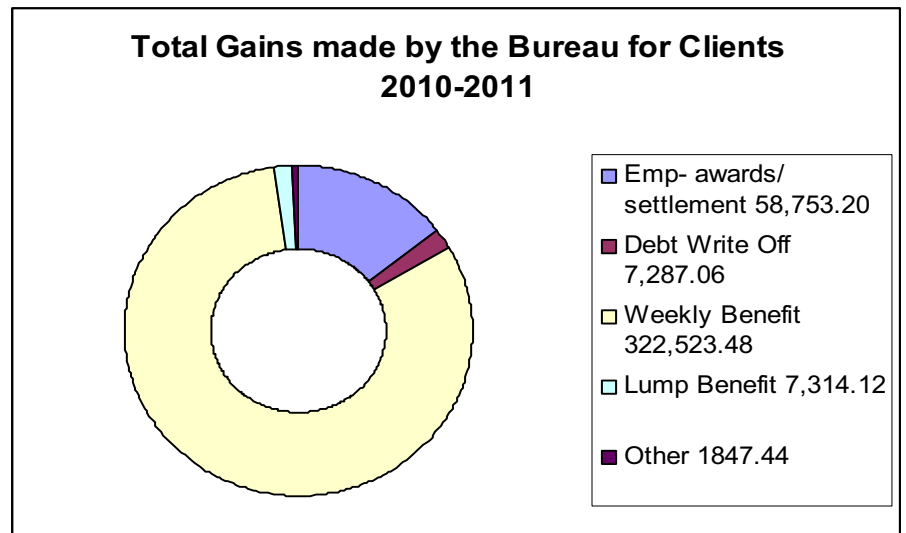
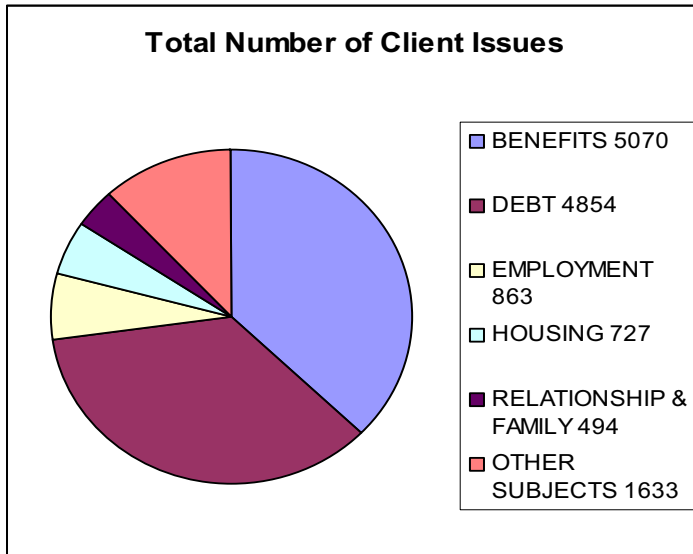
**Author of report: Graham Carne**

**Audience for report e.g. Council**

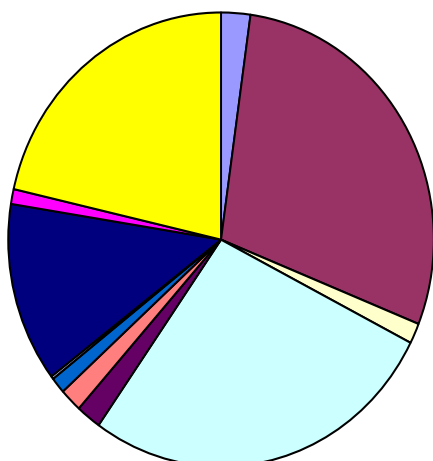
**Outcome from report being considered**

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## Facts and Figures 2010-2011



## **Total Debt managed on behalf of Clients 2010-2011**



Benefit Overpayment	49546.72
Loan/ overdraft	633027.56
Secured Loan	29876
Consumer Credit	597360.67
Utilities	46459.91
Rent Arrears	32722.64
Council Tax	28482.74
Court Fines	1746.17
<b>Mortgage Arrears</b>	<b>285.659.02</b>
Income Tax arrears	22724.78
Mortgage balance (excluding arrears)	469887.48

# West Somerset Council

## Equality Impact Analysis Record Form 2012

When reviewing, planning or providing services West Somerset Council needs to assess the impacts on people.

We must show we have given due regard to the General Equality Duties in relation to our policies, strategies, services and functions as set out in Section 149 of the Equality Act 2010:

The three aims we **must** have due regard for:

- Eliminate discrimination, harassment, victimisation
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

Service Area: Community	
Title of policy/ practice/ service of function	Proposed reduction in funding to Engage West Somerset

### Section 1 Why are you completing the Impact Assessment (please $\checkmark$ as appropriate)

Proposed new policy or service	Change to policy or service	Budget/Financial Decision	
		$\checkmark$	

### Section 2: About the Service/Policy Decision

Engage West Somerset is a second tier voluntary sector organisation. It exists to develop and support other voluntary organisations, i.e registered charities, social enterprises and small community groups.

To do this it currently runs TWO projects:

#### Volunteer Centre

The Volunteer Centre offers services to local charities and community groups who are looking to source volunteers. Organisations can register volunteering opportunities with the co-ordinator who then promotes them through a dedicated volunteering website and the Centre's own opportunities booklet. Members of the community are sourced and matched to available volunteering opportunities.

The Volunteer Centre was established in December 2006 with a 2 ½ year grant from Big Lottery. The Co-ordinator left in March 2011 and, due to lack of funding was not replaced. The service is currently continuing with minimal staff input and volunteer time. Engage are actively seeking

funding to continue this service

**Information, Advice and Guidance service for groups.**

Provides advice and guidance for charities and voluntary organisations. For example:

- Governance advice (constitution, charity commission/CASC registration/CRN checks)
- Organisation development advice (payroll, HR, accounts, business plans)
- Funding sources advice/fundraising
- Funding bid support

This project was funded by Big Lottery through Somerset Voluntary Sector Network. The funding ceased in August 2011.

The original funding enabled Engage to employ a Development Worker for 21 hours per week, to work with new and existing groups to build their capacity to deliver services.

The Trustees recognise the value of this core work to West Somerset groups and are currently continuing the service on the reduced hours of 45 per month.

Engage also hosts the **West Somerset Voluntary Sector Forum.**

Quarterly meeting of individuals, both paid and unpaid, working in voluntary sector organisations come together for peer support and to explore issues and policy changes that affect their work.

Through the Forum, Engage is able to consult members and represent their interests to WSC, SCC and other strategic initiatives, and engage with policy agendas at various levels. We are currently contributing towards the Councils refresh of the **Sustainable Community Strategy.**

Engage also runs ONE other project:

**Furniture Re-use**

Engage Furniture Re-use project takes donations of good quality used furniture and sells it to people, mainly on low incomes. A two-tier pricing structure means that anyone can buy but those on means-tested benefits get a reduction of approx. 30%.

This project also saves usable furniture from going to landfill.

**Section 3: Information about the change to the service (explain the proposal and reason for the change)**

The Council adopted a budget strategy in November 2011, which included low level savings for 12/13 & 13/14.

The financial settlement for West Somerset means that the Council needs to make considerable savings over the next few years.

Whilst the current budget proposals recommended by Cabinet on 1<sup>st</sup> February, 2012 does not propose a cut to Engage West Somerset, the original draft budget did include a suggested 13.98% reduction of £419, reducing the grant from £3000 to £2581. The assessment was undertaken in this context.

The final decision on the budget will be made by Full Council on 29<sup>th</sup> February, 2012.

**Section 4: What evidence has been used in the assessment?  
(List the consultation/engagement undertaken and data or intelligence you have gathered)**

All the organisations currently in receipt of grant funding were notified in October 2011 that funding reductions were to be expected and asked to complete a feedback form to outline the likely impact.

A follow up meeting was held with the Engage Manager on the 23<sup>rd</sup> January, 2012 to discuss the impact of the proposed cut on the organisation. The Manager has provided data in relation to the activity undertaken from 2010 to date. Please see additional information attached with this impact assessment.

The grant of £3000 is not restricted to any one service and as such is a valuable resource that helps towards general overheads and the managing of the projects.

In terms of leverage for each £1 granted by WSC, Engage were able to lever in £41 during 2010/11. The Development Worker has continued to support member groups with funding applications and has been successful in drawing down funding amounting to £32,000.

The Development Worker is currently working with 6 groups on funding bids for a total of £940,000.

**The work of Engage relates to Objective 7 of the 2012-2016 Corporate Strategy – People are given the opportunity and encouraged to influence the delivery of local services.**

**Section 5: What are the community impacts of your proposal?**

**The funding from the Council goes towards the overall running of the projects and the ability to lever in additional funding.**

**The impact of the reduction in funding will need to be monitored throughout 12/13 as at this stage it is not clear how the reduction will affect any one individual project. The ability to lever in additional funding from other sources will also need to be monitored, as this will be crucial for the long term viability of the voluntary sector support function**

Because of the lack of additional funding since 2011, the Council grant is the only lever, which Engage can utilise to draw in additional funding in order to continue the support to organisations within West Somerset. Without additional funding being sourced Engage will need to commence winding-up of its voluntary sector support functions in January 2013, with a view to ceasing them entirely at the end of that financial year.

The continuation of the grant from the Council for 2012/13 will enable Engage to use this as a lever to source and draw down funding to secure the on-going operation of the organisation.

**5.1. Equality Impact Assessment**

**With reference to the analysis above, for each of the ‘protected characteristics’ in the table below please record your conclusions with evidence around equality impact in relation to the savings proposal/service change.**

<b><i>Protected Group</i></b>	<b><i>Findings</i></b>
Age (includes all age groups)	Engage supports a diverse range of organisations and charities, some of which will be focused around older or younger people (see

	<p>development worker support sheet). During 2011/12 eleven organisations were assisted whose purpose was targeted at young people or older people.</p> <p>The impact of the reduction in funding will be monitored and dialogue with Engage will continue so that the impact on future activity can be measured and fed into budget decisions for 2012/13.</p>
Disability (includes mental health, physical & sensory)	Engage supports a diverse range of organisations and charities, some of which will be focused around disabled people (see development worker support sheet). During 2011/12 four organisations were assisted whose purpose was targeted at those with health needs including disability.
Gender (Sex)	None specifically identified
Gender reassignment	None specifically identified
Marriage and civil partnership (discrimination only)	None specifically identified
Pregnancy and maternity	None specifically identified
Race (includes ethnic origins, colour and nationality).	None specifically identified
Religion and belief including non-belief	During 2011/12 two organisations were assisted whose focus is centred around faith.
Sexual orientation (includes heterosexual, gay, bisexual)	None specifically identified

#### Non-statutory

Socio-economic (low income individuals & families)	Low income individuals/families often depend on the voluntary and community sectors for support and help. Many of the organisations that Engage has assisted would have direct contact with people in lower income groups.
Rural Isolation (West Somerset is a rural district with poor transport networks which can affect the way we deliver services)	West Somerset has many isolated rural communities. Engage supports and assists many village groups and clubs.
Other (Are there other groups other than those already considered e.g. carers)	None specifically identified

Staff	None specifically identified
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**5.2: What is the cumulative equality impact of your proposal?**

**You may have identified an impact on the lives of a group as a result of your individual savings proposal. However, taken together with other savings changes the cumulative impact of these decisions may be considerable and the combined impact may not be apparent where decisions are taken in isolation.**

Although the service is not specifically targeted at groups with a protected characteristic, the work crosses all groups. The loss of a voluntary support network may further impact on community organisations which are also facing economic challenges.

**Section 6: ACTION PLAN**

This table must be completed where all negative impacts have been identified, and the steps that could be taken to mitigate this impact or to promote improved equality of opportunity or good relations.

Identified Issue/Negative Impact	Action needed to mitigate impact	Who is responsible	Expected outcomes from carrying out action
The funding reduction may affect Engages ability to support and assist voluntary sector groups within West Somerset	On-going discussion with Engage to monitor the impact during 12/13. Ensure further discussion about impact and possible mitigation before confirming plans to reduce funding from 2013-14	AL	Understanding of impacts and information used for future budget/financial decisions. Members are able to make well informed decisions when it comes to making budget savings
The funding reduction may affect Engages ability to support and assist voluntary sector groups within West Somerset	Provide information to Engage about claiming charitable rate relief on the Furniture Re-use Store	AL/CS	Reduction in overheads and therefore mitigating impact of grant funding reduction



### **Section 7. Monitoring and review/ mainstreaming into service plans**

**Please indicate whether any of your actions have been added to service or work plans and your arrangements for monitoring and reviewing progress/ future impact?**

We will monitor closely the impact of the Council's funding decisions on the organisations affected and review future funding in good time to feed proposals into the 2013/14 budget.

### **Section 8: Publishing the completed assessment**

**How will the assessment, consultation & outcomes be published and communicated.**

All information will be published on WSC website

### **Section 9: Sign Off**

Completed by:	Sam Rawle
Date:	10 <sup>th</sup> February, 2012
Reviewed by:	Bruce Lang
Date:	17 <sup>th</sup> February, 2012

## **Decision-making processes**

**Where linked to decision on proposals to change, reduce or withdraw service/ financial decisions/ large-scale staffing restructures**

**Attached to report (title): Annual Budget 12/13**

**Date of report: 29<sup>th</sup> February, 2012**

**Author of report: Graham Carne**

**Audience for report e.g. Council**

**Outcome from report being considered**

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## **Engage West Somerset – Services and Impact**

Engage West Somerset is a second tier voluntary sector organisation. It exists to develop and support other voluntary organisations, i.e.: registered charities, social enterprises and small community groups.

To do this it currently runs two projects:

### **Volunteer Centre**

The Volunteer Centre was established in December 2006 with a 2 ½ year grant from Big Lottery. The Co-ordinator left in March 2011 and, due to lack of funding was not replaced. The service is currently continuing with minimal staff input and volunteer time. We are actively seeking funding to continue this service

### **Information, Advice and Guidance service for groups.**

This project was funded by Big Lottery through Somerset Voluntary Sector Network. The funding ceased in August 2011.

The original funding enabled Engage to a Development Worker for 21 hours per week, to work with new and existing groups to build their capacity to deliver services. The Development Worker advises on management structures (whether to register as a charity or company etc), policy development, funding and fundraising, business plans etc.

The Trustees recognise the value of this core work to West Somerset groups and are currently continuing the service on the reduced hours of 45 per month.

Engage also hosts the **West Somerset Voluntary Sector Forum**.

Quarterly meeting of individuals, both paid and unpaid, working in voluntary sector organisations come together for peer support and to explore issues and policy changes that affect their work.

Through the Forum, Engage is able to consult members and represent their interests to WSC, SCC, and other strategic initiatives, and engage with policy agendas at various levels.

Engage also runs one other project:

### **Furniture Re-use**

Engage Furniture Re-use project takes donations of good quality used furniture and sells it to people, mainly on low incomes. A two-tier pricing structure means that anyone can buy but those on means-tested benefits get a reduction of approx. 30%.

This project also saves usable furniture from going to landfill.

## **2010/11 stats:**

### **Volunteer Centre:**

Volunteers registered:	88
Volunteers placed:	100
Organisations registered:	16
New opportunities registered:	59

### **IAG to small groups**

Groups on general mailing list for information:	100
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See separate sheet for more detail

### **CRB checks**

140 processed for member groups

### **Voluntary Sector Forum**

Number of Forums:	4
Attendance:	Average of 20 Groups, not always the same ones.

### **Furniture Re-use**

Items Donated:	1084
Items sold:	1262 – some items sold were donated in the previous period
Tonnage saved from landfill:	28.458 (avge 2.371 per month)

## **2011/12 stats to end January:**

### **Volunteer Centre:**

**The volunteer centre has been staffed on an ad hoc basis, by occasional volunteers, since the co-ordinator left in March 2011 and we have not been able to monitor statistics. We hope to rectify this for the year beginning April 2012.**

### **IAG to small groups**

Groups on general mailing list for information:	100
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See separate sheet for more detail

## **CRB Checks**

58 processed for member groups

## **Voluntary Sector Forum**

Number of Forums: 3

Groups attending: average of 20 (not always the same ones)

## **Furniture Re-use**

Items donated: 1160

Items sold: 1265 – some items sold were donated in the previous period

Tonnage saved from landfill to end Dec 2011: 26.425 (avge 2.936 per month)

## **Leverage**

The grant feedback form asks how much additional funding has been levered in per £1 of WSC grant. In 2010/11 that figure was £41 for Engage itself.

In the current financial year there has been no funding that Engage could apply for to support its own work. However, since the Lottery funding for her project ceased in August 2011, our Development Worker has continued to support member groups with funding applications and has been successful in enabling them to draw down funding amounting to £32,000.

Each £1 of WSC grant has therefore enabled us to lever in £11 for the wider West Somerset community.

The Development Worker is currently working with one group on a funding bid for £940,000. If this bid is successful, the leverage figure will be much higher.

REPORT NUMBER WSC 39/12

PRESENTED BY COUNCILLOR K V KRAVIS, LEAD MEMBER FOR RESOURCES & CENTRAL SUPPORT

DATE 29 FEBRUARY 2012

## COUNCIL TAX RESOLUTION 2012/2013

### 1. PURPOSE OF REPORT

- 1.1. The purpose of this report is to enable the Council to calculate and set the Council Tax for 2012/13.

### 2. RECOMMENDATIONS

- 2.1. To approve the formal Council Tax Resolution as shown in Appendix A, B and C to this report.

### 3. RISK ASSESSMENT

Description	Likelihood	Impact	Overall
The key risk is that the Council does not approve the council tax requirement in the correct format	Possible (3)	Major (4)	Medium (12)
<i>The mitigation for this is that Council uses the attached CIPFA format to approve the council tax requirement</i>	Rare (1)	Major (4)	Low (4)

The scoring of the risks identified in the above table has been based on the scoring matrix below. Each risk has been assessed and scored both before the mitigation measures have been actioned and after they have.

### 4. BACKGROUND INFORMATION

- 4.1. The Localism Act 2011 has made significant changes to the Local Government Finance Act 1992 and now requires the billing authority to calculate a Council Tax Requirement for the year, not its budget requirement as reported in previous years.
- 4.2. The precept levels of the other precepting bodies have now been received. These are detailed below:
- 4.3. Somerset County Council met on 15 February 2012 and set their precept at £15,189,245.57, adjusted by a Collection Fund Surplus of £183,820. This results in a Band D Council Tax of £1,027.30 and details can be found in Appendix B to this report.
- 4.4. Avon and Somerset Police Authority met on 8 February 2012 and set their precept at £2,484,407.40, adjusted by a Collection Fund Surplus of £30,160. This results in a Band D Council Tax of £168.03 and details can be found in Appendix B to this report.

- 4.5. Devon and Somerset Fire and Rescue Service met on 17 February 2012 and set their precept at £1,092,952.00, adjusted by a Collection Fund Surplus of £12,740. This results in a Band D Council Tax of £73.92 and details can be found in Appendix B to this report.
- 4.6. The Town and Parish Precepts for 2012/13 are detailed in Appendix C to this report and total £839,928. The increase in the average Band D Council Tax for Parish and Town Councils is 7.94% and results in an average Band D Council Tax figure of £56.81 for 2012/13.
- 4.7. By approving the Council Tax Resolution the total Band D Council Tax will be as follows:

	2011/12 £	2012/13 £	Increase %
West Somerset Council	132.90	132.90	0.0%
Somerset County Council	1,027.30	1,027.30	0.0%
Avon and Somerset Police Authority	168.03	168.03	0.0%
Devon and Somerset Fire and Rescue Service	71.77	73.92	3.0%
<b>Sub-Total</b>	<b>1,400.00</b>	<b>1,402.15</b>	<b>0.2%</b>
Town and Parish Council (Average)	52.63	56.81	7.9%
<b>Total</b>	<b>1,452.63</b>	<b>1,458.96</b>	<b>0.4%</b>

## 5. **FINANCIAL/RESOURCE IMPLICATIONS**

- 5.1. As set out in the report.

## 6. **SECTION 151 OFFICER COMMENTS**

This document is normally part of the appendices in the main budget report but due to the requirements of the Local Government Act 2011 it is considered good practice to exemplify the process of approving the 'Tax Requirement'. It is also a separate item on the agenda in order to track any changes that may occur during the debate on the budget.

## 7. **EQUALITY & DIVERSITY IMPLICATIONS**

- 7.1. None directly in this report.

## 8. **CRIME AND DISORDER IMPLICATIONS**

- 8.1. None directly in this report.

## 9. **CONSULTATION IMPLICATIONS**

- 9.1. None directly in this report.

## 10. **ASSET MANAGEMENT IMPLICATIONS**

- 10.1. None directly in this report.

## 11. **ENVIRONMENTAL IMPACT IMPLICATIONS**

- 11.1. None directly in this report.

**12. LEGAL IMPLICATIONS**

**12.1.** None directly in this report.

**REPORT TO FULL COUNCIL TO BE HELD ON 29 FEBRUARY 2012.**

<b>CONTACT OFFICER:</b>	STEVE PLENTY, PRINCIPAL ACCOUNTANT
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**The Council is recommended to resolve as follows:**

1. It be noted that on 1<sup>st</sup> December 2011 the Council calculated the Council Tax Base 2012/13
  - (a) for the whole Council area as **14,785.6** [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the Act)] (**the tax base for the whole district**); and
  - (b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix C (**the tax base for each parish or town council area**).
  
2. Calculate that the Council Tax requirement for the Council's own purposes for 2012/13 (excluding Parish precepts) is £1,965,006
  
3. That the following amounts be calculated for the year 2012/13 in accordance with Sections 31 to 36 of the Act:

(a)	£24,447,398	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act; (expenditure, including all precepts issued to it by parish and town councils).
(b)	£21,642,464	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act (income, including government grants, benefits subsidy and adjustments for surpluses on the Collection Fund).
(c)	£2,804,934	being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act; as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act); (expenditure less income).
(d)	£189.71	being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year; (this is an overall average amount of Council Tax, per Band D property including Parish precepts).
(e)	£839,928	being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per the attached Appendix C).
(f)	£132.90	being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates (the District Council element of the tax for Band D dwellings).

4. To note that the County Council, the Police Authority and the Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.
5. That the Council, in accordance with Sections 30 ad 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the table below as the amounts of Council Tax for 2012/13 for each part of its area and for each of the categories of dwellings. The table excludes parish and town precepts and special expenses.

### VALUATION BANDS

#### WEST SOMERSET COUNCIL

A	B	9	D	E	F	G	H
£88.60	£103.37	£118.13	£132.90	£162.43	£191.97	£221.50	£265.80

#### SOMERSET COUNTY COUNCIL

A	B	C	D	E	F	G	H
£684.87	£799.01	£913.16	£1,027.30	£1,255.59	£1,483.88	£1,712.17	£2,054.60

#### AVON AND SOMERSET POLICE AUTHORITY

A	B	C	D	E	F	G	H
£112.02	£130.69	£149.36	£168.03	£205.37	£242.71	£280.05	£336.06

#### DEVON AND SOMERSET FIRE AND RESCUE SERVICES

A	B	C	D	E	F	G	H
£49.28	£57.49	£65.71	£73.92	£90.35	£106.77	£123.20	£147.84

#### AGGREGATE OF COUNCIL TAX REQUIREMENTS

A	B	C	D	E	F	G	H
£934.77	£1,090.56	£1,246.36	£1,402.15	£1,713.74	£2,025.33	£2,336.92	£2,804.30

6. Authorities will be required to seek the approval of their local electorate in a referendum if, compared with 2011-2012, they set council tax that exceed 3.5% for Local Authorities or 4% for Police Authorities and Fire and Rescue Authorities. The Council's basic amount of Council Tax for 2012-2013 is not excessive in accordance with principles approved under Section Local Government Finance Act 1992 (as amended).

**APPENDIX B**

**Council Tax Schedule 2012/13**

		<b>Band A</b>	<b>Band B</b>	<b>Band C</b>	<b>Band D</b>	<b>Band E</b>	<b>Band F</b>	<b>Band G</b>	<b>Band H</b>
West Somerset Council		88.60	103.37	118.13	132.90	162.43	191.97	221.50	265.80
Somerset County Council		684.87	799.01	913.16	1,027.30	1,255.59	1,483.88	1,712.17	2,054.60
Avon and Somerset Police Authority		112.02	130.69	149.36	168.03	205.37	242.71	280.05	336.06
Devon and Somerset Fire and Rescue Service		49.28	57.49	65.71	73.92	90.35	106.77	123.20	147.84
Parish/Town only (a)									
Parish/Town & District (b)									
Total (c)									
<b>Bicknoller</b>	(a)	10.98	12.81	14.64	16.47	20.13	23.79	27.45	32.94
	(b)	99.58	116.18	132.77	149.37	182.56	215.76	248.95	298.74
	(c)	945.75	1,103.37	1,261.00	1,418.62	1,733.87	2,049.12	2,364.37	2,837.24
<b>Brompton Ralph</b>	(a)	28.36	33.09	37.82	42.54	52.00	61.45	70.90	85.09
	(b)	116.96	136.46	155.95	175.44	214.43	253.42	292.40	350.89
	(c)	963.13	1,123.65	1,284.17	1,444.69	1,765.74	2,086.78	2,407.82	2,889.39
<b>Brompton Regis</b>	(a)	15.83	18.46	21.10	23.74	29.01	34.29	39.56	47.48
	(b)	104.43	121.83	139.23	156.64	191.45	226.25	261.06	313.28
	(c)	950.59	1,109.02	1,267.46	1,425.89	1,742.75	2,059.62	2,376.48	2,851.78
<b>Brushford</b>	(a)	23.54	27.46	31.39	35.31	43.16	51.00	58.85	70.62
	(b)	112.14	130.83	149.52	168.21	205.59	242.97	280.35	336.42
	(c)	958.31	1,118.03	1,277.74	1,437.46	1,756.90	2,076.33	2,395.77	2,874.92
<b>Carhampton</b>	(a)	24.44	28.51	32.59	36.66	44.81	52.95	61.10	73.32
	(b)	113.04	131.88	150.72	169.56	207.24	244.92	282.60	339.12
	(c)	959.21	1,119.07	1,278.94	1,438.81	1,758.54	2,078.28	2,398.01	2,877.62
<b>Clatworthy</b>	(a)	14.60	17.03	19.46	21.90	26.76	31.63	36.50	43.80
	(b)	103.20	120.40	137.60	154.80	189.20	223.60	258.00	309.60
	(c)	949.37	1,107.59	1,265.82	1,424.05	1,740.50	2,056.96	2,373.41	2,848.10
<b>Crowcombe</b>	(a)	17.23	20.11	22.98	25.85	31.59	37.34	43.08	51.70
	(b)	105.83	123.47	141.11	158.75	194.03	229.30	264.58	317.50
	(c)	952.00	1,110.67	1,269.33	1,428.00	1,745.33	2,062.67	2,380.00	2,856.00
<b>Cutcombe</b>	(a)	24.06	28.07	32.08	36.09	44.11	52.12	60.14	72.17
	(b)	112.66	131.43	150.21	168.99	206.54	244.09	281.64	337.97
	(c)	958.82	1,118.63	1,278.43	1,438.24	1,757.84	2,077.45	2,397.06	2,876.47
<b>Dulverton</b>	(a)	43.90	51.21	58.53	65.85	80.48	95.11	109.74	131.69
	(b)	132.50	154.58	176.66	198.75	242.91	287.08	331.24	397.49
	(c)	978.66	1,141.77	1,304.89	1,468.00	1,794.22	2,120.44	2,446.66	2,935.99
<b>Dunster</b>	(a)	25.04	29.21	33.39	37.56	45.91	54.25	62.60	75.12
	(b)	113.64	132.58	151.52	170.46	208.34	246.22	284.10	340.92
	(c)	959.81	1,119.77	1,279.74	1,439.71	1,759.65	2,079.58	2,399.52	2,879.42
<b>East Quantoxhead</b>	(a)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	(b)	88.60	103.37	118.13	132.90	162.43	191.97	221.50	265.80
	(c)	934.77	1,090.56	1,246.36	1,402.15	1,713.74	2,025.33	2,336.92	2,804.30
<b>Elworhy</b>	(a)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	(b)	88.60	103.37	118.13	132.90	162.43	191.97	221.50	265.80
	(c)	934.77	1,090.56	1,246.36	1,402.15	1,713.74	2,025.33	2,336.92	2,804.30
<b>Exford</b>	(a)	26.33	30.72	35.10	39.49	48.27	57.05	65.82	78.99
	(b)	114.93	134.08	153.24	172.39	210.70	249.01	287.32	344.79
	(c)	961.10	1,121.28	1,281.46	1,441.64	1,762.01	2,082.37	2,402.74	2,883.29
<b>Exmoor</b>	(a)	13.20	15.40	17.60	19.80	24.20	28.60	33.00	39.60
	(b)	101.80	118.77	135.74	152.70	186.64	220.57	254.50	305.40
	(c)	947.97	1,105.96	1,263.96	1,421.95	1,737.94	2,053.93	2,369.92	2,843.90
<b>Exton</b>	(a)	22.27	25.98	29.69	33.40	40.83	48.25	55.67	66.81
	(b)	110.87	129.35	147.82	166.30	203.26	240.22	277.17	332.61
	(c)	957.04	1,116.54	1,276.05	1,435.55	1,754.56	2,073.58	2,392.59	2,871.11
<b>Holford</b>	(a)	17.18	20.05	22.91	25.78	31.50	37.23	42.96	51.55
	(b)	105.78	123.41	141.05	158.68	193.94	229.20	264.46	317.35
	(c)	951.95	1,110.61	1,269.27	1,427.93	1,745.24	2,062.56	2,379.88	2,855.85
<b>Huish Champflower</b>	(a)	19.56	22.82	26.08	29.34	35.86	42.38	48.90	58.68
	(b)	108.16	126.18	144.21	162.24	198.29	234.34	270.40	324.48
	(c)	954.33	1,113.38	1,272.43	1,431.49	1,749.60	2,067.70	2,385.81	2,862.98
<b>Kilve</b>	(a)	16.68	19.45	22.23	25.01	30.57	36.13	41.69	50.03
	(b)	105.28	122.82	140.37	157.91	193.00	228.10	263.19	315.83
	(c)	951.44	1,110.02	1,268.59	1,427.16	1,744.31	2,061.46	2,378.60	2,854.33
<b>Luccombe</b>	(a)	22.26	25.98	29.69	33.40	40.82	48.24	55.66	66.79
	(b)	110.86	129.34	147.82	166.30	203.25	240.21	277.16	332.59
	(c)	957.03	1,116.54	1,276.04	1,435.55	1,754.56	2,073.57	2,392.58	2,871.09
<b>Luxborough</b>	(a)	12.18	14.21	16.24	18.27	22.34	26.40	30.46	36.55
	(b)	100.78	117.58	134.38	151.17	184.77	218.36	251.96	302.35
	(c)	946.95	1,104.77	1,262.60	1,420.42	1,736.07	2,051.72	2,367.37	2,840.85

<b>Minehead</b>	(a)	53.12	61.98	70.83	79.68	97.39	115.10	132.81	159.37
	(b)	141.72	165.34	188.96	212.58	259.82	307.06	354.31	425.17
	(c)	987.89	1,152.54	1,317.19	1,481.83	1,811.13	2,140.43	2,469.72	2,963.67
<b>Monksilver</b>	(a)	6.35	7.41	8.47	9.52	11.64	13.76	15.87	19.05
	(b)	94.95	110.77	126.60	142.42	174.07	205.72	237.37	284.85
	(c)	941.12	1,097.97	1,254.82	1,411.67	1,725.38	2,039.08	2,352.79	2,823.35
<b>Nettlecombe</b>	(a)	13.92	16.24	18.56	20.88	25.52	30.16	34.80	41.76
	(b)	102.52	119.61	136.69	153.78	187.95	222.13	256.30	307.56
	(c)	948.69	1,106.80	1,264.91	1,423.03	1,739.26	2,055.49	2,371.72	2,846.06
<b>Oare</b>	(a)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	(b)	88.60	103.37	118.13	132.90	162.43	191.97	221.50	265.80
	(c)	934.77	1,090.56	1,246.36	1,402.15	1,713.74	2,025.33	2,336.92	2,804.30
<b>Old Cleeve</b>	(a)	7.87	9.18	10.49	11.80	14.42	17.04	19.67	23.60
	(b)	96.47	112.54	128.62	144.70	176.85	209.01	241.17	289.40
	(c)	942.63	1,099.74	1,256.84	1,413.95	1,728.16	2,042.37	2,356.58	2,827.90
<b>Porlock</b>	(a)	40.71	47.49	54.28	61.06	74.63	88.20	101.77	122.12
	(b)	129.31	150.86	172.41	193.96	237.06	280.16	323.27	387.92
	(c)	975.47	1,138.05	1,300.63	1,463.21	1,788.37	2,113.53	2,438.68	2,926.42
<b>Sampford Brett</b>	(a)	10.16	11.85	13.54	15.24	18.62	22.01	25.39	30.47
	(b)	98.76	115.22	131.68	148.14	181.05	213.97	246.89	296.27
	(c)	944.92	1,102.41	1,259.90	1,417.39	1,732.36	2,047.33	2,362.31	2,834.77
<b>Selworthy &amp; Minehead Without</b>	(a)	28.02	32.69	37.36	42.03	51.37	60.72	70.06	84.07
	(b)	116.62	136.06	155.50	174.93	213.81	252.68	291.56	349.87
	(c)	962.79	1,123.25	1,283.72	1,444.18	1,765.11	2,086.04	2,406.97	2,888.37
<b>Skilgate</b>	(a)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	(b)	88.60	103.37	118.13	132.90	162.43	191.97	221.50	265.80
	(c)	934.77	1,090.56	1,246.36	1,402.15	1,713.74	2,025.33	2,336.92	2,804.30
<b>Stogumber</b>	(a)	19.49	22.74	25.98	29.23	35.73	42.22	48.72	58.46
	(b)	108.09	126.10	144.12	162.13	198.16	234.19	270.22	324.26
	(c)	954.25	1,113.30	1,272.34	1,431.38	1,749.47	2,067.55	2,385.64	2,862.76
<b>Stogursey</b>	(a)	25.25	29.46	33.67	37.88	46.30	54.71	63.13	75.76
	(b)	113.85	132.83	151.80	170.78	208.73	246.68	284.63	341.56
	(c)	960.02	1,120.02	1,280.03	1,440.03	1,760.04	2,080.04	2,400.05	2,880.06
<b>Stringston</b>	(a)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	(b)	88.60	103.37	118.13	132.90	162.43	191.97	221.50	265.80
	(c)	934.77	1,090.56	1,246.36	1,402.15	1,713.74	2,025.33	2,336.92	2,804.30
<b>Timberscombe</b>	(a)	24.73	28.85	32.97	37.10	45.34	53.58	61.83	74.19
	(b)	113.33	132.22	151.11	170.00	207.77	245.55	283.33	339.99
	(c)	959.50	1,119.41	1,279.33	1,439.25	1,759.08	2,078.91	2,398.74	2,878.49
<b>Treborough</b>	(a)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	(b)	88.60	103.37	118.13	132.90	162.43	191.97	221.50	265.80
	(c)	934.77	1,090.56	1,246.36	1,402.15	1,713.74	2,025.33	2,336.92	2,804.30
<b>Upton</b>	(a)	11.21	13.08	14.95	16.82	20.56	24.30	28.04	33.64
	(b)	99.81	116.45	133.09	149.72	182.99	216.26	249.54	299.44
	(c)	945.98	1,103.64	1,261.31	1,418.97	1,734.30	2,049.63	2,364.95	2,837.94
<b>Watchet</b>	(a)	65.11	75.96	86.81	97.66	119.37	141.07	162.77	195.33
	(b)	153.71	179.33	204.95	230.56	281.80	333.04	384.27	461.13
	(c)	999.88	1,166.52	1,333.17	1,499.81	1,833.11	2,166.40	2,499.69	2,999.63
<b>West Quantoxhead</b>	(a)	13.87	16.18	18.50	20.81	25.43	30.06	34.68	41.62
	(b)	102.47	119.55	136.63	153.71	187.87	222.02	256.18	307.42
	(c)	948.64	1,106.75	1,264.85	1,422.96	1,739.17	2,055.38	2,371.60	2,845.92
<b>Williton</b>	(a)	55.26	64.46	73.67	82.88	101.30	119.72	138.14	165.77
	(b)	143.86	167.83	191.81	215.78	263.73	311.69	359.64	431.57
	(c)	990.02	1,155.03	1,320.03	1,485.03	1,815.04	2,145.05	2,475.06	2,970.07
<b>Winsford</b>	(a)	15.24	17.78	20.33	22.87	27.95	33.03	38.11	45.73
	(b)	103.84	121.15	138.46	155.77	190.38	225.00	259.61	311.53
	(c)	950.01	1,108.35	1,266.68	1,425.02	1,741.69	2,058.36	2,375.03	2,850.03
<b>Withycombe</b>	(a)	29.03	33.87	38.71	43.55	53.22	62.90	72.58	87.09
	(b)	117.63	137.24	156.84	176.45	215.66	254.87	294.08	352.89
	(c)	963.80	1,124.43	1,285.06	1,445.70	1,766.96	2,088.23	2,409.50	2,891.39
<b>Withypool &amp; Hawkridge</b>	(a)	15.65	18.26	20.87	23.48	28.69	33.91	39.13	46.95
	(b)	104.25	121.63	139.00	156.38	191.13	225.88	260.63	312.75
	(c)	950.42	1,108.82	1,267.22	1,425.63	1,742.43	2,059.24	2,376.04	2,851.25
<b>Wotton Courtenay</b>	(a)	12.08	14.09	16.10	18.12	22.14	26.17	30.19	36.23
	(b)	100.68	117.46	134.24	151.02	184.58	218.13	251.69	302.03
	(c)	946.84	1,104.65	1,262.46	1,420.27	1,735.88	2,051.50	2,367.11	2,840.53

## APPENDIX C

**Town & Parish Council Precepts 2012/13**

Parish/Town Council	2011/12			2012/13			C Tax Increase
	Tax Base	Precepts	Council Tax Band D	Tax Base	Precepts	Council Tax Band D	
Bicknoller	215.2	£2,500.00	£11.62	212.5	£3,500.00	£16.47	41.78%
Brompton Ralph	97.8	£3,000.00	£30.67	99.9	£4,250.00	£42.54	38.69%
Brompton Regis	230.5	£5,250.00	£22.78	231.7	£5,500.00	£23.74	4.22%
Brushford	249.2	£8,750.00	£35.11	247.8	£8,750.00	£35.31	0.56%
Carhampton	374.9	£14,000.00	£37.34	381.9	£14,000.00	£36.66	-1.83%
Clatworthy	40.1	£1,000.00	£24.94	41.1	£900.00	£21.90	-12.19%
Crowcombe	241.3	£4,600.00	£19.06	234.9	£6,072.00	£25.85	35.60%
Cutcombe	175.0	£6,146.00	£35.12	181.4	£6,546.00	£36.09	2.75%
Dulverton	680.1	£42,810.00	£62.95	672.9	£44,308.00	£65.85	4.61%
Dunster	482.7	£16,120.00	£33.40	472.1	£17,732.00	£37.56	12.47%
East Quantoxhead	44.4		£0.00	46.8		£0.00	
Elworhy	35.1		£0.00	34.7		£0.00	
Exford	207.3	£5,100.00	£24.60	205.1	£8,100.00	£39.49	60.53%
Exmoor	71.9	£1,200.00	£16.69	70.7	£1,400.00	£19.80	18.65%
Exton	101.6	£3,200.00	£31.50	95.8	£3,200.00	£33.40	6.05%
Holford	140.4	£4,110.00	£29.27	143.7	£3,704.00	£25.78	-11.95%
Huish Champflower	120.2	£3,000.00	£24.96	119.3	£3,500.00	£29.34	17.55%
Kilve	200.8	£4,000.00	£19.92	199.9	£5,000.00	£25.01	25.56%
Luccombe	77.8	£2,500.00	£32.13	78.6	£2,625.00	£33.40	3.93%
Luxborough	99.4	£1,800.00	£18.11	98.5	£1,800.00	£18.27	0.91%
Minehead	4,566.4	£330,139.00	£72.30	4,573.0	£364,391.00	£79.68	10.22%
Monksilver	62.5	£500.00	£8.00	63.0	£600.00	£9.52	19.05%
Nettlecombe	92.2	£1,900.00	£20.61	91.0	£1,900.00	£20.88	1.32%
Oare	34.7		£0.00	36.3		£0.00	
Old Cleeve	719.4	£7,500.00	£10.43	720.4	£8,500.00	£11.80	13.18%
Porlock	729.8	£43,300.00	£59.33	733.7	£44,800.00	£61.06	2.91%
Sampford Brett	143.2	£2,000.00	£13.97	144.4	£2,200.00	£15.24	9.09%
Selworthy & Minehead Without	251.0	£7,500.00	£29.88	249.8	£10,500.00	£42.03	40.67%
Skilgate	46.8		£0.00	47.2		£0.00	
Stogumber	333.2	£3,000.00	£9.00	342.1	£10,000.00	£29.23	224.66%
Stogursey	529.8	£23,450.00	£44.26	528.0	£20,000.00	£37.88	-14.42%
Stringston	47.3		£0.00	46.3		£0.00	
Timberscombe	190.5	£5,751.00	£30.19	188.7	£7,000.00	£37.10	22.88%
Treborough	28.1		£0.00	28.4		£0.00	
Upton	85.6	£1,420.00	£16.59	86.2	£1,450.00	£16.82	1.40%
Watchet	1,284.3	£125,000.00	£97.33	1,292.7	£126,250.00	£97.66	0.34%
West Quantoxhead	168.4	£3,300.00	£19.60	168.2	£3,500.00	£20.81	6.19%
Williton	971.4	£79,155.15	£81.49	999.6	£82,850.00	£82.88	1.72%
Winsford	165.2	£3,300.00	£19.98	164.0	£3,750.00	£22.87	14.47%
Withycombe	126.5	£5,500.00	£43.48	126.3	£5,500.00	£43.55	0.16%
Withypool & Hawkrigde	123.8	£1,850.00	£14.94	121.4	£2,850.00	£23.48	57.10%
Wootton Courtenay	165.9	£2,700.00	£16.27	165.6	£3,000.00	£18.12	11.31%
<b>TOTAL / AVERAGE</b>	<b>14,751.7</b>	<b>£776,351.15</b>	<b>£52.63</b>	<b>14,785.6</b>	<b>£839,928.00</b>	<b>£56.81</b>	

REPORT NUMBER WSC 25/12  
 PRESENTED BY COUNCILLOR K V KRAVIS, LEAD MEMBER FOR RESOURCES  
 & CENTRAL SUPPORT  
 DATE 29 FEBRUARY 2011

## NON DOMESTIC RATE - DISCRETIONARY RELIEF & LOCAL DISCOUNTS SCHEMES

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek Council approval of the list of rural settlements, together with a scheme for the granting of discretionary non-domestic rate relief.

### 2. RECOMMENDATIONS

That Council approve:

- 2.1 The rural settlements list for 2012/13 as listed in **Appendix 'A'**.
- 2.2 That the current discretionary rate relief scheme as detailed in **Appendix 'C'** and which expires on 31<sup>st</sup> March 2012 is extended for twelve months to 31<sup>st</sup> March 2013.
- 2.3 That the policy of not granting local discounts is approved.
- 2.4 That a review of the scheme is undertaken in 2012/13 and the results reported to Cabinet and Council before end of November 2012.

### 3. RISK ASSESSMENT

#### Risk Matrix

Description	Likelihood	Impact	Overall
The key risk is economic in that the granting of discretionary rate relief is suspended and the rural economy suffers as a result.	Almost Certain (5)	Major (4)	Very high (20)
<i>The mitigation of this risk is the approval of a discretionary rate relief scheme and associated rural settlement list.</i>	Rare (1)	Major (4)	Low (4)

The scoring of the risks identified in the above table has been based on the scoring matrix. Each risk has been assessed and scored both before the mitigation measures have been actioned and after they have.

### 4. BACKGROUND INFORMATION

#### 4.1. Rural Settlement List

- 4.1.1 There are a number rate relief schemes in operation under which certain types of businesses can be eligible to claim rate relief. As a prerequisite to entitlement, businesses must be located within a defined rural settlement and for a number of the schemes they must also be the only business of a class within the rural settlement.

- 4.1.2 In defining a rural settlement there are two rules. Firstly, the settlement must not be within the boundaries designated 'urban areas' and, secondly, they must have a population of less than 3,000. There are no designated 'urban areas' within the borders of West Somerset and, according to Somerset County Council's estimates of population for 2010, (**Appendix 'B'**) as highlighted the only parishes within West Somerset that have a population of more than 3,000 are Minehead and Watchet.
- 4.1.3 A list of settlements that meet both criteria is included at **Appendix 'A'**. Copies of the maps used to determine the boundaries of each settlement are available for inspection at West Somerset House, Williton.

## **4.2 Current Discretionary Relief Scheme**

- 4.2.1 **Mandatory Relief** - Legislation and regulations provide for certain rural businesses and organisations, irrespective of location, to receive mandatory relief from the payment of Business Rates. The percentage of relief entitlement varies, but regardless, is entirely funded by central government. A list of the various entitlements is included at '**Appendix 'C'**'.
- 4.2.2 **Discretionary Relief** - The current discretionary rate relief scheme was approved by Council at its meeting held on 6<sup>th</sup> April 2005 and has subsequently, with Council approval been extended, the latest instance being on 23<sup>rd</sup> February 2011 when Council resolved:
- o That the discretionary relief scheme is extended for a further year until 31<sup>st</sup> March 2012
  - o That all discretionary rate relief is planned to cease with effect from 1<sup>st</sup> April 2012, subject to Council approval of the 2012/13 budget.
  - o That all recipients of discretionary relief are contacted advising them of the planned cessation of the discretionary scheme with effect from 1<sup>st</sup> April 2012.

However, the current 'savings strategy' as approved by Cabinet on 11<sup>th</sup> January 2012 has included provision a budgetary provision for the proposed retention of the existing scheme for a further two years. In agreeing this approach it was however suggested that there should be a fundamental review of the current scheme with any proposed and approved amendments becoming effective from 1<sup>st</sup> April 2013.

It is therefore suggested that the current scheme as detailed in **Appendix 'C'** is extended for a further 12 months until 31<sup>st</sup> March 2013.

## **4.3 Local Discounts**

Clause 69 of the Localism Act 2011 amends section 47 of the Local Government Finance Act 1988 to allow local authorities, from 1<sup>st</sup> April 2012, to reduce the business rates of any local ratepayer (not just those who can be granted discretionary relief) with local authorities being responsible for fully funding any discount granted. This could, in the right circumstances for example, provide the opportunity for a short term discount to be granted in order to attract new enterprise or retain existing.

However, in view of the short timescale available for evaluating this change in legislation and bearing in mind the pressures on the Council's finances it is suggest that a policy of not considering local discounts is adopted. This policy would be reconsidered as part of the review referred to in paragraph 4.2.2 when more information will be available.

## **5. FINANCIAL/RESOURCE IMPLICATIONS**

- 5.1. Approval of the Rural Settlement List will have no direct impact on the revenue budget.
- 5.2. The actual cost of granting discretionary rate relief is obviously dependent upon the number of successful applicants, but based on the current number of claimants the computer

system has produced an estimated cost in 2012/13 of £64,698, some £8,698 above the proposed budget of £56,000. However, this does not take account of the announcement in the Autumn Statement of the government's intention to extend the national 'Small Business Rate Relief' scheme for a further six months from 1<sup>st</sup> October 2012 to 31<sup>st</sup> March 2013. This scheme provides 100% relief, fully funded by government to businesses with a rateable value of less than £6,000. The amount that this extension will save in the cost of discretionary relief is impossible to predict but it is recommended that the proposed budget is retained and reviewed during the year.

- 5.3. The total amount of discretionary relief granted is £202,204.99 with a cost to the government of £137,506.62.

## **6. SECTION 151 OFFICER COMMENTS**

- 6.1 Taken as a whole discretionary rate relief not only provides valuable support for businesses and organisations but it also offers excellent value for money with every pound invested by the Council attracting £2.12 from central government.

## **7. EQUALITY & DIVERSITY IMPLICATIONS**

- 7.1. As there are no proposed amendments to the current scheme there will be no equalities implications.

## **8. CRIME AND DISORDER IMPLICATIONS**

- 8.1. There are considered to be no implications directly related to this report

## **9. CONSULTATION IMPLICATIONS**

- 9.1. If Council on 29<sup>th</sup> February 2012 approve Cabinet recommendations to extend the current scheme and undertake an in year review then it is proposed that all current claimants are written to advising them of this as soon as possible.

## **10. ASSET MANAGEMENT IMPLICATIONS**

- 10.1. There are considered to be no implications directly related to this report.

## **11. ENVIRONMENTAL IMPACT IMPLICATIONS**

- 11.1. There are considered to be no implications directly related to this report.

## **12. LEGAL IMPLICATIONS**

- 12.1. There are considered to be no implications directly related to this report.

## **REPORT TO A MEETING OF COUNCIL THAT IS TO BE HELD ON 29<sup>TH</sup> FEBRUARY 2012.**

**CONTACT OFFICER:** ADRIAN DYER, CHIEF EXECUTIVE  
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**WEST SOMERSET COUNCIL**  
**Rural Settlements List 2012/2013**

PARISH	RURAL SETTLEMENT
Bicknoller	Bicknoller
Brompton Ralph	Brompton Ralph
Brompton Regis	Brompton Regis
Brushford	Brushford
Carhampton	Carhampton
"	Blue Anchor
Clatworthy	Clatworthy
Crowcombe	Crowcombe
Cutcombe	Wheddon Cross
"	Cutcombe
Dulverton	Dulverton
Dunster	Dunster
"	Dunster Marsh
East Quantoxhead	East Quantoxhead
Elworthy	Elworthy
Exford	Exford
Exmoor	Simonsbath
"	Sandyway
Exton	Exton
"	Bridgetown
Holford	Holford
Huish Champflower	Huish Champflower
Kilve	Kilve
Luccombe	Luccombe
Luxborough	Luxborough
Monksilver	Monksilver
Nettlecombe	Nettlecombe
Oare	Oare
Old Cleeve	Old Cleeve
"	Bilbrook
"	Washford
"	Hungerford
"	Roadwater
Porlock	Porlock
Sampford Brett	Sampford Brett
Selworthy & Minehead Without	Bratton
"	Bossington
"	Allerford
"	Selworthy
"	Tivington
Skilgate	Skilgate
Stogumber	Stogumber
Stogursey	Shurton
"	Stogursey
Stringston	Stringston
Timberscombe	Timberscombe
Treborough	Treborough
Upton	Upton
West Quantoxhead	West Quantoxhead
Williton	Williton
"	Doniford
Winsford	Winsford
Withycombe	Withycombe
"	Rodhuish
Withypool	Withypool
"	Hawkridge
Wootton Courtenay	Wootton Courtenay

## Parish Population Estimates 2010

These Parish population estimates come from NHS Somerset. They are based on GP registrations which are modeled to fit closely to the Office for National Statistics mid-year estimates Information obtained from Somerset Intelligence Network website (content managed by Somerset County Council)

Parish	2010
Bicknoller CP	377
Brompton Ralph CP	208
Brompton Regis CP	490
Brushford CP	539
Carhampton CP	902
Clatworthy CP	101
Crowcombe CP	504
Cutcombe	392
Dulverton CP	1,485
Dunster CP	854
East Quantoxhead CP	101
Elworthy CP	74
Exford CP	398
Exmoor CP	143
Exton CP	214
Holford CP	319
Huish Champflower CP	246
Kilve CP	364
Luccombe CP	165
Luxborough CP	203
Minehead CP	12,144
Monksilver CP	109
Nettlecombe CP	202
Oare CP	74
Old Cleeve CP	1,703
Porlock CP	1,421
Sampford Brett	263
Selworthy & Minehead Without CP	515
Skilgate CP	91
Stogumber CP	753
Stogursey CP	1,362
Stringston CP	111
Timberscombe CP	449
Treborough CP	60
Upton CP	158
Watchet CP	3,925
West Quantoxhead CP	361
Williton CP	2,764
Winsford CP	318
Withycombe CP	302
Withypool and Hawkridge CP	227
Wootton Courtenay CP	309

# Draft Discretionary Rate Relief Scheme 2012/13

# APPENDIX 'C'

Types of Organisations / Businesses	Mandatory Relief		Discretionary Relief		
	Entitlement	% Cost to Council	Proposed Entitlement	% Cost to Council	% Cost to Gov.
Charities and similar bodies such as recreation halls, community halls, local youthy organisations, relief and rescue organisations, senior citizen organisations and any organisation that benefits the West Somerset community at large <b>[NOT located in a rural settlement]</b>	80%	0%	20%	75%	25%
Charities and similar bodies such as recreation halls, community halls, local youthy organisations, relief and rescue organisations, senior citizen organisations and any organisation that benefits the West Somerset community at large <b>[Located in a rural settlement]</b>	80%	0%	20%	25%	75%
Non-Profit Making Organisations	Nil	N/A	Range: 30% to 100%	25%	75%
Registered Community Amateur Sports Clubs (CASC)	80%	0%	20%	75%	25%
Other General Rural Businesses	Nil	N/A	Range 15% to 50%	25%	75%
Rural Food Shops (Rateable Value less than £8,500)	50%	0%	50%	25%	75%
Sole General Store in Rural Settlement (Rateable Value less than £8,500)	50%	0%	50%	25%	75%
Sole Petrol Filling Station in Rural Settlement (Rateable Value less than £12,500)	50%	0%	50%	25%	75%
Sole Post Office in Rural Settlement (Rateable Value less than £8,500)	50%	0%	50%	25%	75%
Sole Public House in Rural Settlement (Rateable Value less than £12,500)	50%	0%	50%	25%	75%