



Members of the Cabinet
(Councillors A H Trollope-Bellew (Leader), M J Chilcott (Deputy
Leader), M O A Dewdney, K M Mills, C Morgan, S J Pugsley,
K H Turner and D J Westcott)

Our Ref DS/KK
Your Ref

Contact Krystyna Kowalewska kkowalewska@westsomerset.gov.uk
Extension 01984 635307
Date 23 February 2016

**THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING
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OR IN OTHER LANGUAGES ON REQUEST**

Dear Councillor

I hereby give you notice to attend the following meeting:

CABINET

Date: Wednesday 2 March 2016
Time: 4.30 pm
Venue: Council Chamber, Council Offices, Williton

Please note that this meeting may be recorded. At the start of the meeting the Chairman will confirm if all or part of the meeting is being recorded.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during the recording will be retained in accordance with the Council's policy.

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Yours sincerely

A handwritten signature in black ink, appearing to read "Bruce Lang".

BRUCE LANG
Proper Officer

CABINET

Meeting to be held on 2 March 2016 at 4.30 pm

Council Chamber, Williton

AGENDA

1. **Apologies for Absence**

2. **Minutes**

Minutes of the Meeting of Cabinet held on 3 February 2016 to be approved and signed as a correct record – **SEE ATTACHED.**

3. **Declarations of Interest**

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

4. **Public Participation**

The Leader to advise the Cabinet 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. **Forward Plan**

To approve the latest Forward Plan for the month of April 2016 – **SEE ATTACHED.**

6. **Quarter 3 2015/16 Performance**

To consider Report No. WSC 21/16, to be presented by Councillor A Trollope-Bellew, Leader of the Council – **SEE ATTACHED.**

The purpose of the report is to provide Members with key performance management data up to the end of quarter 3 2015/16, to assist in monitoring the Council's performance.

7. **Financial Monitoring – Quarter 3 2015/16**

To consider Report No. WSC 29/16, to be presented by Councillor M Chilcott, Lead Member for Resources and Central Support – **SEE ATTACHED.**

The purpose of this report is to provide Members with an update on the projected outturn financial position of the Council for the financial year 2015/16 (as at 31 December 2015).

8. HPC Planning Obligations Board – Allocation of CIM Funding

To consider Report No. WSC 28/16, to be presented by Councillor M Chilcott, Lead Member for Resources and Central Support – **SEE ATTACHED**.

The purpose of this report is to present the recommendations of the Hinkley Point C Planning Obligations Board, for the allocation of monies from the Community Impact Mitigation (CIM) Fund secured through the Section 106 legal agreement for the Site Preparation Works at Hinkley Point.

9. Corporate Equality Objectives 2016 - 2019

To consider Report No. WSC 31/16, to be presented by Councillor D Westcott, Lead Member for Community and Customer – **TO FOLLOW**.

The Corporate Equality Objectives 2016 - 2019 sets the council's aims on how to meet its statutory duties with regard to the Equality Act 2010 and the public sector equality duty 2011 toward its service users, members and employees; and to promote equality and eliminate all forms of direct and indirect discrimination.

10. Dulverton Off-Street Parking Fees and Charges

To consider Report No. WSC 19/16, to be presented by Councillor K Mills, Lead Member for Regeneration and Economic Growth – **SEE ATTACHED**.

The report sets out proposals to be considered for the increase in off-street parking fees and permits for WSC car parks located within Dulverton as requested by Dulverton Town Council in the support of traffic management of tourist industry by seeking to influence driver behaviour with the following outcomes:

- Provision of additional short stay parking bays for tourist
- Continue investment in parking assets.

The report also identifies the ongoing investment needs to improve the assets, the customers experience and convenience.

11. Tarr Steps Off-Street Parking Fees and Charges

To consider Report No. WSC 20/16, to be presented by Councillor K Mills, Lead Member for Regeneration and Economic Growth – **SEE ATTACHED**.

The report sets out a proposal to be considered for the increase in off-street parking fees and charges for Tarr Steps car park as requested by Exmoor National Park to support continued investment in the parking asset.

COUNCILLORS ARE REMINDED TO CHECK THEIR POST TRAYS

CABINET**MINUTES OF THE MEETING HELD ON 3 FEBRUARY 2016****AT 4.30 PM****IN THE COUNCIL CHAMBER, WILLITON****Present:**

Councillor A H Trollope-Bellew..... Leader

Councillor M Dewdney
Councillor S J Pugsley
Councillor D J WestcottCouncillor C Morgan
Councillor K Turner**Members in Attendance:**Councillor I Aldridge
Councillor S Y Goss
Councillor B Heywood
Councillor R P Lillis
Councillor P H Murphy
Councillor R WoodsCouncillor G S Dowding
Councillor A P Hadley
Councillor B Leaker
Councillor B Maitland-Walker
Councillor N Thwaites**Officers in Attendance:**Director of Operations/Section 151 Officer (S Adams)
Assistant Chief Executive (B Lang)
Assistant Director – Resources (P Fitzgerald)
Senior Accountant and Deputy s151 Officer (J Nacey)
Corporate Strategy and Performance Officer (H Stevenson) – Item 7
Meeting Administrator (K Kowalewska)**CAB88 Apologies for Absence**

An apology for absence was received from Councillor M Chilcott.

CAB89 Minutes of the Meeting held on 6 January 2016

(Minutes of the Meeting of Cabinet held on 6 January 2016 - circulated with the Agenda.)

RESOLVED that the Minutes of the Meeting of Cabinet held on 6 January 2016 be confirmed as a correct record.**CAB90 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:

Name	Minute No.	Member of	Action Taken
Councillor C Morgan	All	Stogursey	Spoke and voted
Councillor A Trollope-Bellew	All	Crowcombe	Spoke and voted
Councillor K Turner	All	Brompton Ralph	Spoke and voted
Councillor D Westcott	All	Watchet	Spoke and voted
Councillor I Aldridge	All	Williton	Spoke
Councillor S Goss	All	Stogursey	Spoke
Councillor B Maitland-Walker	All	Carhampton	Spoke
Councillor P Murphy	All	Watchet	Spoke
Councillor N Thwaites	All	Dulverton	Spoke

In addition, the following interest was declared:

Name	Minute No.	Description of interest	Personal or Prejudicial	Action Taken
Cllr P Murphy	CAB96	Has a relative on the Board of Artlife	Personal	Spoke

CAB91 Public Participation

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

CAB92 Forward Plan

(Copy of the Forward Plan for the month of March 2016 – circulated with the Agenda.)

The purpose of this item was to approve the Forward Plan.

RESOLVED that the Forward Plan for the month of March 2016 be approved.

Administrator's Note: Following the meeting, it was confirmed that the Community Asset Transfer Policy would be deferred by one month to the April meeting.

CAB93 Cabinet Action Plan

(Copy of the Action Plan – circulated with the Agenda.)

RESOLVED (1) that CAB84 – HPC Planning Obligations Board – Allocations of CIM Funding be deleted as actioned.

RESOLVED (2) that CAB85 – Request for Allocation of Hinkley Point C Planning Obligations Funds be deleted as actioned.

RESOLVED (3) that CAB87 – Parking Fees and Charges be deleted as actioned.

CAB94 Draft Corporate Strategy 2016/20

(Report No. WSC 12/16 – circulated with the Agenda.)

The purpose of the report was to seek support for the adoption of the draft Corporate Strategy for 2016/20 prior to its consideration by Council.

The Leader of Council presented the report and provided information on the key elements of the Strategy. He drew Members' attention to the 'Role and Purpose' section and stated that in light of the Council's financial situation the words contained within were very relevant and that a lot of good work could be achieved for West Somerset residents without the need for financing.

The Leader proposed the recommendation of the report with an addition to the printed recommendation to include Scrutiny Committee's suggestion that the reference on page 8 of the Corporate Strategy 'to support improvement of public transport within West Somerset' be moved from falling under Key Theme 3 to Key Theme 1. The recommendation, as amended, was duly seconded by Councillor K Mills.

During discussion of the item, Members thanked the officer team for taking them through the Strategy development process and welcomed the opportunity to attend member workshops and feedback sessions and to be able to discuss the issues with parish and town councils.

RESOLVED (1) that it be recommended to Council to support the adoption of the Corporate Strategy, subject to the amendment as set out in paragraph 6.9 of the report.

CAB95 Draft Capital Programme 2016/17

(Report No. WSC 13/16 – circulated with the Agenda.)

The purpose of the report was to seek a recommendation to full Council by Cabinet for the Draft Capital Programme 2016/17 including the proposed funding arrangements.

In the absence of the Lead Member for Resources and Central Support, the Leader introduced the item and the Assistant Director for Resources presented the report advising that the approach was to focus on only essential spend in view of limited capital resources and to maintain suitable access to resources to support future investment that will be required but not as yet identified. The Assistant Director outlined the contents of the report and highlighted the following:

- It was proposed there be a 'light touch' approach to the capital programme for 2016/17 with only three schemes included, to be funded through the receipt of external grants and capital receipt reserves.
- Work was underway to develop an asset management programme.
- WSC's funding options and the capital reserves position in respect of capital receipts.
- No requirement to support new capital investment through additional borrowing.
- Further guidance was awaited from Government on what was required in terms of governance and content for the adoption of an Efficiency Statement in order to set aside new capital receipts to support initiatives resulting in revenue savings. It was hoped to communicate more information to Members at the full Council meeting on 24 February 2016.
- Capital borrowing and minimum revenue position – due to the cash flow position no external borrowing was required in the short-term, but it was expected in the future and monitoring undertaken on a regular basis.

The Lead Member proposed the recommendations which were duly seconded.

Members recognised the need for the offsite backup facility as it would produce a revenue saving in the longer term.

In response to a question as to whether the uncommitted balance in capital receipt reserves could be spent on transformation and invest to save schemes, the Assistant Director for Resources advised that this was an option and it would be for Members to decide how the funding for capital projects was prioritised, and encouraged Members to also think longer term.

In response to a further question, Members were advised that it was feasible that future capital receipts could range from £1m to £3m in the next two to four years, subject to the completion/sale of assets.

RESOLVED (1) that it be recommended to Council to approve the 2016/17 Capital Programme Budget totalling £258,500, funded through a combination of capital receipts reserves and external grant funding.

RESOLVED (2) that it be recommended to Council to delegate authority to the Section 151 Officer to approve adjustments to the 2016/17 Disabled Facilities Grant Capital Budget to reflect the grant funding received from the Better Care Fund.

RESOLVED (3) that a Supplementary Estimate be approved to increase the 2015/16 Capital Programme by £15,000 to accurately reflect total asset disposal costs of land in Minehead.

CAB96 Annual Budget and Council Tax Setting 2016/17

(Report No. WSC 14/16 - circulated with the Agenda. An addendum to the recommendations was tabled at the meeting.)

The purpose of the report was to provide Members with all information required for Cabinet to recommend its proposed revenue budget for 2016/17 to full Council, and for Cabinet to recommend its proposed Council Tax rate for 2016/17.

In the absence of the Lead Member for Resources and Central Support, the Leader introduced the item.

Members noted an error in recommendation 3.7 of the report and that it should read "...adding £1.76 to a Band D tax charge per year.". It was also noted that within paragraph 10.18 "Charitable Lottery Feasibility Support" should be amended to read "Charitable Fundraising Feasibility Support".

The Assistant Director for Resources presented the report and provided Members with the background information. He went on to highlight the key points of the report, which included:

- Scrutiny Committee had considered the report and their comments/recommendations were contained within.
- The importance of the statement by the Section 151 Officer on the robustness of the budget and the adequacy of the council's reserves.
- No details had yet been received as to what would be included regarding the acceptance of a four year settlement.
- The forecast on business rates had been completed and the reduction in funding had dropped marginally. The risks were well understood in terms of business rate funding and Members should be mindful that the Council could, in the future, see a further reduction in the funding position.
- The proposed council tax increase of £5 for a Band D – 3.56% on all Tax Bands – was within the Government's referendum trigger limit.
- The Somerset Rivers Authority precept was separate and in addition to the basic council tax increase.
- The draft budget gap for 2016/17 had been closed, however it was noted that the scale of the challenge over the Medium Term Financial Plan remained substantial and serious.
- It was proposed to increase the minimum reserves to £600,000 and an update was provided on the General Fund Reserve position.

The Lead Member proposed the recommendations, as amended, which were duly seconded by Councillor K Turner.

During the debate the following main points were raised:

- Clarification was given on the recommendation to implement a three year Minimum Revenue Provision (MRP) "holiday", and the Section 151 Officer advised that capital money would be used instead of revenue funding.

- It was prudent to set aside a Joint Management and Shared Services (JMASS) Reserve to invest in change and to fund the transformation vision as the cost to deliver this would be significant.
- Concern was expressed with regard to the proposed cuts to voluntary/charitable groups in light of the potential loss of match funded leverage.
- Members needed to strongly support each other in making tough decisions as there would be a need to look at the local community to help the Council achieve financial sustainability.
- Reinforce the message to residents to help them gain a better understanding about what services the Council delivers for just £2.83 per week (for a Band D property), and what could be lost if the Council was not financially viable.

RESOLVED (1) that the forecast Medium Term Financial Plan and Reserves position, and the Section 151 Officer's Robustness Statement, as set out in Appendix A of the report, be noted.

RESOLVED (2) that it be recommended to Council the implementation of a three year MRP "holiday" from 2015/16 to 2017/18, and recommends a transfer of £225,300 from the MRP Budget to General Reserves in 2015/16.

RESOLVED (3) that it be recommended to Council to transfer £51,500 to General Reserves in 2015/16 comprising surplus earmarked reserves of £39,384 plus surplus income of £12,116.

RESOLVED (4) that it be recommended to Council to transfer £200,000 from General Reserves to the Business Rates Smoothing Reserve in 2015/16.

RESOLVED (5) that it be recommended to Council to approve the Draft 2016/17 Budget.

RESOLVED (6) that it be recommended to Council to approve a 2016/17 Council Tax increase of 3.56%, increasing the Band D basic tax rate by £5 to £145.56 per year.

RESOLVED (7) that it be recommended to Council to approve a further 2016/17 one-off Council Tax increase of 1.25% in respect of funding for the Somerset Rivers Authority, adding £1.76 to a Band D tax charge per year.

RESOLVED (8) that it be recommended to Council to approve the minimum reserves level at £600,000.

RESOLVED (9) that it be recommended to Council to approve the transfer of £166,456 from General Reserves to the JMASS Reserve to set aside funds to support transformation.

RESOLVED (10) that it be recommended to Council to delegate a decision to the Leader, Lead Member for Resources and the Section 151 Officer regarding acceptance of a four year settlement provided it is in the Council's interest to do so.

RESOLVED (11) that further to resolution (2) it be recommended to Council the setting side of £429,300 of capital receipts as reported in the Draft Capital Programme 2016/17 Report, to prudently mitigate the effect of the 3-year MRP holiday (3 x £143,100).

RESOLVED (12) that it be recommended to Council to transfer £50,000 from General Reserves to a Planning Service earmarked reserve.

The meeting closed at 5.35 pm.

9
Cabinet Forward Plan April 2016

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
FP/16/4/01 10/02/2015	6 April 2016 By Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held – Quarter 4 Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position	No exempt / confidential information anticipated	Tim Burton, Assistant Director Planning and Environment 01823 358403
FP/16/4/02 10/02/2015	6 April 2016 By Lead Member for Energy Infrastructure	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point	No exempt / confidential information anticipated	Andrew Goodchild, Assistant Director Energy Infrastructure 01984 635245
FP/16/4/03 6/01/2016	6 April 2016 By Lead Member Resources & Central Support	Title: Disposal of Barnsclose Industrial Estate Decision: to recommend to Council to approve the disposal of Barnsclose Industrial Estate	Contains information that could release confidential information relating to the financial or business affairs of any particular person (including the authority holding that information)	Tim Child, Asset Manager 07760260465
FP/16/4/04 6/01/2016	6 April 2016 By Lead Member Resources & Central Support	Title: Closure and Disposal of Blue Anchor Public Conveniences Decision: to recommend to Council to approve the disposal of Blue Anchor Public Conveniences	No exempt / confidential information anticipated	Tim Child, Asset Manager 07760260465
FP/16/4/05 6/01/2016	6 April 2016 By Lead Member Resources & Central Support	Title: Disposal of Church Street Public Conveniences, Dunster Decision: to recommend to Council to approve the disposal of Church Street Public Conveniences, Dunster	No exempt / confidential information anticipated	Tim Child, Asset Manager 07760260465

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
FP/16/4/06 6/01/2016	6 April 2016 By Lead Member Resources & Central Support	Title: Transfer of land at Mill Street, Watchet to Watchet Town Council Decision: to recommend to Council to transfer land at Mill Street, Watchet to Watchet Town Council	No exempt / confidential information anticipated	Tim Child, Asset Manager 07760260465
FP/16/4/07 12/11/2015	6 April 2016 By Lead Member Resources & Central Support	Title: Community Asset Transfer Policy Decision: to recommend to Council to approve the Community Asset Transfer Policy	No exempt / confidential information anticipated	Tim Child, Asset Manager 07760260465
FP/16/4/08 04/06/2015	6 April 2016 By Lead Member Resources & Central Support	Title: Review of Financial Regulations [FR2] Decision: to recommend to Council to approve updated Financial Regulations	No exempt / confidential information anticipated	Paul Fitzgerald, Assistant Director Resources 01823 358680
FP/16/4/09 18/11/15	6 April 2016 By Lead Member Housing, Health and Wellbeing	Title: Empty Homes Strategy and review of Empty Property Coordinator Decision: to approve the Empty Homes Strategy	No exempt / confidential information anticipated	Mark Leeman, Strategy and Partnerships Lead 01823 356411

Note (1) – Items in bold type are regular cyclical items.

Note (2) – All Consultation Implications are referred to in individual reports.

The Cabinet comprises the following: Councillors A H Trollope-Bellew, M Chilcott, M Dewdney, K M Mills, C Morgan S J Pugsley, K H Turner and D J Westcott.

The Scrutiny Committee comprises: Councillors P H Murphy, R Lillis, D Archer, G S Dowding, B Maitland-Walker, J Parbrook, R Clifford, R Woods and A Behan.

Report No. WSC 21/16

West Somerset District Council

Cabinet – 2 March 2016

Quarter 3 2015/16 Performance Report

This matter is the responsibility of The Leader of the Council, Cllr Anthony Trollope-Bellew

Report Author: Paul Harding, Corporate Strategy & Performance Manager

1 Purpose of the Report

1.1 This report provides Members with key performance management data up to the end of quarter 3 2015/16, to assist in monitoring the Council's performance.

2 Recommendations

2.1 It is recommended that:-

- The Cabinet review the Council's performance and highlight any areas of particular concern;

3 Risk Assessment

Risk Matrix

Description	Likelihood	Impact	Overall
The key risk is that the Council fails to manage its performance and use the subsequent information to inform decisions and produce improved services for customers.	Likely (4)	Major (4)	High (16)
The mitigation for this will be the continued strong leadership from Lead Members and JMT to ensure that performance management remains a priority.	Unlikely (2)	Major (4)	Medium (8)

4 Background and Full details of the Report

4.1 Regularly monitoring our performance is a key element of the Council's Performance Management Framework.

4.2 There are **62** individual measures which are reported within the main body of this report and within the Corporate Scorecard. Additionally, separate detailed highlight reports are provided in relation to the Joint Management and Shared Services (JMASS) programme and the Energy Infrastructure programme, both of which are key programmes in supporting the priorities of the Council.

- 4.3 The WSC Corporate Scorecard at Appendix A contains details of the Quarter 3 2015/16 position against the Council's key priorities, finance and corporate health indicators. It should be stressed that this information is at **31st December 2015**.
- 4.4 Each action/measure is given a coloured status to provide the reader with a quick visual way of identifying whether it is on track or whether there might be some issues with performance or delivery or an action.
- 4.5 The key used is provided below:

KEY:

Green	No significant Issues	Amber	Some uncertainty in meeting planned actions	Red	Planned actions are significantly off course
	Performance indicators are on target		Some significant but resolvable issues or uncertainty.		Significant concern that performance indicators may not achieve target.

The JMASS highlight report is attached at **Appendix B** and the Energy Infrastructure programme highlight report is attached as **Appendix C**.

- 4.6 The table below provides an overview of the reported indicators within the Corporate Scorecard.

GREEN 😊	AMBER 😐	RED 😞	NOT DUE	NOT AVAILABLE	TOTAL
41 (44)	13 (13)	2 (1)	3 (2)	3 (2)	62

Figs in brackets relate to Q2

Please refer to Appendix A for full details of each of the reported measures.

The two red measures being reported this quarter are:

- **Ref KPI 90B** % minor planning applications determined within 8 weeks
- **Ref KPI 160** Staff Sickness

4.9 Further detail is provided concerning these measures below:

<p>KPI 90B Minor Planning Applications</p> <p>Target 80% of minor planning application determined within 8 weeks or an agreed extension of time.</p> <p>Q3 = 46%</p> <p>(Q1 =48% Q2 = 85.1%)</p> <p>Out of 26 minor applications determined, 12 of these were dealt within 8 weeks or an agreed extension of time.</p> <p>This drop in performance is explained by periods of staff sickness with little resilience to cover that workload. Agency staff have now been appointed to address the short-term backlog with two permanent members of staff about to be recruited, which will bring staff numbers back to the establishment level. Performance should therefore improve from Q4 onwards.</p>
<p>KPI 160 Staff Sickness</p> <p>The target is an average of 8 days or lower per full time equivalent (FTE) member of staff for the year.</p> <p>(In 2015/16 the final position was an average of 7.89 days per FTE).</p> <p>Average sickness at the end of Q3 is 7.55 days, predicted @ 10 days per annum by end Q4.</p> <p>The 7.55 days consists of 3.32 days (44%) due to short term absence and 4.23 days (56%) due to long term absence. Long-term absences are currently high but the majority are due to operations or cancer. The number of stress-related cases is low and many of the long-term cases reflect the fact that 70% of the One Team workforce is currently aged 40 years +.</p>

5 Links to Corporate Aims / Priorities

5.1 This report includes highlights of progress against delivery of the corporate priorities.

6 Finance / Resource Implications

6.1 The scorecard references some financial performance measures, a separate more detailed financial performance report for the quarter is listed as a separate item on this agenda.

7 Legal Implications

7.1 There are no legal implications associated with this report.

8 Environmental Impact Implications

8.1 There are no direct environmental impact implications associated with this report although the scorecard includes measures relating to fly-tipping and parks and open spaces.

9 Safeguarding and/or Community Safety Implications

9.1 There are no safeguarding and /or community safety implications associated with this report.

10 Equality and Diversity Implications

10.1 There are no equality and diversity implications associated with this report.

11 Social Value Implications

11.1 There are no Social Value implications associated with this report.

12 Partnership Implications

12.1 A number of corporate aims and objectives reported within the corporate scorecard are delivered in partnership with other organisations, in particular through shared services arrangements with Taunton Deane Borough Council. .

13 Health and Wellbeing Implications

13.1 There are no direct health and wellbeing implications associated with this report although the corporate scorecard includes measures relating to disabled facilities grants which enable residents to live independently, for example.

14 Asset Management Implications

14.1 There are no direct asset management implications associated with this report.

15 Consultation Implications

15.1 The performance scorecard has been reviewed by JMT at the performance review day held on 27th January 2016. This performance report will be published on the Council's website for public scrutiny and information.

Democratic Path:

- **Scrutiny - No**
- **Executive – Yes**
- **Full Council – No**

Reporting Frequency: Quarterly

List of Appendices (delete if not applicable)

Appendix A	Corporate Scorecard
Appendix B	JMASS Programme highlight summary
Appendix C	Energy Infrastructure Programme highlight summary

Contact Officers

Name	Paul Harding
Direct Dial	01823 356309
Email	p.harding@tauntondeane.gov.uk

Ref	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year Performance	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Comments
1.5.1	Bruce Lang	1. WSC Local Democracy	1. WSC Local democracy and accountability remains within West Somerset by working with Taunton Deane Borough Council to further develop shared service delivery models that deliver effective, efficient services and retain customer satisfaction.	Develop more effective mechanisms for communicating the Council's priorities, performance and key messages to our residents and businesses.	Increase the number of followers of the WSC Twitter account by 20% during 2015/16 (compared to a baseline set in March 2015)	2360 followers at the end of Q4 2014/15.	GREEN	GREEN	GREEN	Q3 = 2,880 Followers as at 4/1/16 (increase of over 500 followers since 1st April 2015)
1.6.1	Richard Sealy	1. WSC Local Democracy	1. WSC Local democracy and accountability remains within West Somerset by working with Taunton Deane Borough Council to further develop shared service delivery models that deliver effective, efficient services and retain customer satisfaction.	Obtain customer feedback regarding overall satisfaction in the Council and Value for Money	The percentage of West Somerset respondents who agree that the Council provides value for money is equal or greater than the 2014/15 level of 82.9% (Reported Q1)	82.9%	GREEN	NOT DUE	NOT DUE	83% of respondents agree that the Council provides value for money.
1.6.2	Richard Sealy	1. WSC Local Democracy	1. WSC Local democracy and accountability remains within West Somerset by working with Taunton Deane Borough Council to further develop shared service delivery models that deliver effective, efficient services and retain customer satisfaction.	Obtain customer feedback regarding overall satisfaction in the Council and Value for Money.	Overall satisfaction with the way in which WSC runs things is equal or greater than the 2014/15 level of 81.5% (Reported Q1)	81.5%	GREEN	NOT DUE	NOT DUE	81% of respondents were satisfied with the way in which WSC runs things.
3.1.3	Andrew Goodchild	2. WSC New Nuclear	3. WSC Communities in West Somerset can access and understand the process for accessing funding opportunities provided for by the development at Hinkley Point and are supported in delivering funded projects and initiatives	To ensure that potential applicants are offered advice within 10 working days of submitting an Expression of Interest Form	90%		GREEN	GREEN	GREEN	Q1 8 OF 8 - 100% (3 of which receiving further officer/Engage support) Q2 7 OF 7 - 100% (0 of which receiving further officer/Engage support) Q3 6 OF 6 - 100% (2 of which receiving further officer/Engage support)
3.1.4	Andrew Goodchild	2. WSC New Nuclear	3. WSC Communities in West Somerset can access and understand the process for accessing funding opportunities provided for by the development at Hinkley Point and are supported in delivering funded projects and initiatives	To ensure that general enquires regarding the CIM Fund are answered within 10 working days	Target - 95%		GREEN	GREEN	GREEN	West Somerset Enquiries only Q1 10 OF 10 - 100% Q2 9 OF 9 - 100% Q3 12 OF 12 - 100%
3.4.1	Andrew Goodchild	2. WSC New Nuclear	3. WSC Communities in West Somerset can access and understand the process for accessing funding opportunities provided for by the development at Hinkley Point and are supported in delivering funded projects and initiatives	By March 2016 to deliver a programme of investment within West Somerset for the leisure funding provided directly to the council from the development at Hinkley Point	Working with SASP and Sport England identify and secure match funding opportunities for the leisure contributions and submit proposals to the WSC Planning Obligations Group	N/A	GREEN	GREEN	GREEN	Q1 •Report presented and approved by members in July 2015. This included 20 expressions of interest for leisure projects along the coastal strip. Hinkley Leisure Planning Obligations Group had their inaugural meeting on 14.10.15 and approved: oHL13 Beach Hotel - YMCA – Fitness Suite oHL20 Williton Parish Council – Pavilion Project
4.1.1	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Provide bespoke business support activity to build the capacity and capability of businesses to realise the opportunities offered by the Sites Services requirement of the HPC Project. To include encouraging collaboration and upskilling of existing staff.	Number of businesses attended training events of min 2 hours duration - 75 Number of new businesses registered on Supply Chain Portal - 20		GREEN	GREEN	GREEN	30 new Supply Chain registrations this quarter - total for WSC now 342. target exceeded 16 businesses attending min of 2 hours training this Quarter. 52 in total. More training scheduled Q4, so expect target to be met.

Ref	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year Performance	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Comments
4.1.2	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Diversify the local economy and build additional resilience by supporting the key sectors of niche specialist manufacturing / creative Industries/ food & drink and retail.	Number of business collaborations - 5		GREEN	GREEN	GREEN	Total of 9 initiatives. Tourism and Retail businesses in Watchet supported through collaboration on social media 'whatsonwatchet' promotion, radio advertisement, leaflet promotion and infographic activity map. Target exceeded. 1 new collaboration Q3 Business Start-up networking Group
4.2.1	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Address identified skills gaps and raise attainment levels through delivering packages of support to ensure that individuals are suitably skilled for work and are able to make the most of job opportunities.	Number of skills initiatives delivered - 8		GREEN	GREEN	GREEN	2 further initiatives to add to the 3 delivered in Q2 Business Start-up course for unemployed 50 attended Hub Volunteering training 14 attended
4.2.2	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Raise aspirations and improve motivation through developing knowledge of local employment and training opportunities and associated progression routes. Identify specific training needs and seek to deliver within the locality.	Number of initiatives delivered - 8		GREEN	GREEN	GREEN	Contacts made via employment hubs have identified employers willing to participate in work placement and apprenticeships. Work carried out with JCP on facilitating work placements for those on JSA. A referral system is being set up with Minehead JCP to establish client support. Land Management and Skills Confidence building programme commenced with two taster days in October.
4.2.3	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Address identified barriers which are restricting individual's access to employment and training opportunities. Provide access to mentoring, training and employment opportunities to support those furthest away from the labour market.	Number of people reached – 300 Number of people into employment - 15		GREEN	GREEN	GREEN	Number Reached to date 232. Number reached this quarter 95. The employment hubs in Williton and Watchet continue to be well used. The Minehead Hub is due to open in January. £3972 grant received from DWP towards set-up costs. Planning for a further hub in the Stogursey area is underway.
4.1.2	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Work with key partners and EDF Energy to support businesses to gain economic benefits from the development in terms of contracts awarded to local suppliers, as well as helping to make businesses more resilient in terms of any displacement and leakage of staff.	Provide bespoke support for businesses to become more resilient in respect of dealing with the effects of displacement of activity or staff to the HPC development. To include Improving the quality of their offering and upskilling and development of current employees. Target: Number of individuals accessing specific business support programmes on a 1:1 basis - 50		GREEN	GREEN	GREEN	Business Support Programme 'Get Business Get Digital' has now been set up in partnership with Sedgemoor DC and HTAP with delivery of workshops and 1-2-1 support to commenced in November 2015 16 business supported to date.
4.1.4	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Work with key partners and EDF Energy to support businesses to gain economic benefits from the development in terms of contracts awarded to local suppliers, as well as helping to make businesses more resilient in terms of any displacement and leakage of staff.	Continue to build and develop relationship with the Heart of the South West LEP to understand and exploit funding opportunities via Hinkley Strategic Delivery Forum, Senior Economic Development Officers Group and 1:1 opportunities Target: Funding bids considered and submitted as appropriate		GREEN	GREEN	GREEN	Somerset Chamber has been issued the contract for the interim HPC Supply Chain LEP wide Contract to which WSC has contibuted, therefore continuity of provision continues. WS based businesses have received intensive support in respect of supply chain contracts from Hinkly Enabling Team (confidentially commercial information)

Ref	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year Performance	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Comments
4.3.1	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Work with tourism partners to mitigate the negative effects of the development and take advantage of any opportunities created.	Work with Hinkley Tourism Action Partnership to commission and deliver the following requirements of the S106 Agreement (1) Tourism Monitoring Surveys (2) Visitor Management & Travel Plan Target: Number of tourism surveys undertaken - 1 Number of businesses directly communicated with visitor management information - 500		GREEN	GREEN	GREEN	*** Both targets achieved by Q2, work ongoing *** This Quarter: 1. The first of four visitor monitoring surveys was carried out in Jul/Aug 2015. 451 surveys were conducted at locations across the county. The results are now available. 2. A draft Visitor Travel Management plan was agreed by the Hinkley Tourism Action Partnership in Dec 2015. As FID has not taken place yet, the draft plan focuses on the impacts of the road works at Huntworth, J24 of M5. The lessons learnt will feed into the final travel plan. 3. 600 businesses continue to receive regular electronic newsletters containing Hinkley management information.
4.3.2	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Work with tourism partners to mitigate the negative effects of the development and take advantage of any opportunities created.	Work with the Hinkley Tourism Action Partnership to deliver the key activity / actions identified within the HTAP Action Plan for 2015/16 Targets: Number of marketing and promotional initiatives delivered - 5 Number of initiatives delivered promoting day visits - 4 Number of initiatives delivered promoting week-end visits - 4		GREEN	GREEN	GREEN	*** 3 targets of the 13 targets were achieved in Q1/Q2 *** *** A further 6 targets achieved in Q3 - 7 expected in Q4 *** This quarter: 1. HTAP Communications plan signed off 2. PR Agency developed Secret Somerset Campaign Plan 3. PR Agency ran Blood Moon PR campaign 4. PR Agency ran Carnival and Winter Festivals campaign 5. Discussions held with Great Western Railway re joint marketing activity. 6. Content provided to Visit England led South West Overseas marketing campaigns.
4.3.3	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Work with tourism partners to mitigate the negative effects of the development and take advantage of any opportunities created.	Deliver capacity building support for the Tourism Industry (via key Organisational groupings and networks) and identify and bid for external funding streams to add value to this activity. Target: Number of business support initiatives delivered - 8 Number of business collaborations - 4		GREEN	GREEN	GREEN	*** 5 of the 8 business support and 3 of the 4 collaboration targets were achieved in Q1 and Q2 *** *** Another 5 have been achieved in Q3 with at least 2 more expected in Q4 *** This quarter 1. A second EU Interreg bid with significant WSC input was developed. 2. Cosmic began to roll out their programme of business and digital support 3. Training workshops were developed for Welcome International and COOL Business Toolkit. 4. TIC customer Service review resulted in staff attending Welcome International 5. Worked with Exmoor Tourism and Visit Somerset to develop proposals for potential closer working ties.

Ref	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year Performance	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Comments
4.4.1	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Support, enable and facilitate placed based regeneration projects and initiatives.	Support place based community groupings to achieve their economic development / regeneration aspirations by helping with accessing external funding / making dealing with Local Authority Departments as easy as relevantly possible (single conversation) and influencing other stakeholders.		GREEN	GREEN	GREEN	Consultant commissioned to deliver Minehead Economic Plan - consultation events on-going. Contract meeting deadlines and milestones. 3 Coastal revival fund bids with in WS successful levering in over £90K. Steam Coast Trail, Watchet Rope Walk and Minehead Enterprising Esplanade. Managing and commissioning activity for the former.
4.4.2	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Support, enable and facilitate placed based regeneration projects and initiatives.	Support local groups and Parish / Town Councils to achieve public realm and public vitality and vibrancy activity (signage / street furniture / street markets / interpretation / digital infrastructure and events) Target: Number of projects supported - 4		GREEN	GREEN	GREEN	Support being provided for Minehead Farmers Market to become independant of DC Council GM / DLO services
4.4.3	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Support, enable and facilitate placed based regeneration projects and initiatives.	Identify appropriate funding streams and programmes to assist in the delivery of schemes. Assist in formulation of funding application bids to secure funding for projects Target: Number of applications made / supported - 4		GREEN	GREEN	GREEN	Porlock Oyster Project - Power to Change bid successful (£75K) Team provided support to Porlock Futures. 3 successful CRF bids (£90K) - 2 written by WS Team Our Place - further £10K awarded for employment & skills activity DWP award for Minehead employment hub. (Circa £4K) CIM fund bid being scoped for Employment Hub expansion Princes Countryside Fund bid being scoped for rural transport / employment project
5.3.1	Paul Fitzgerald	2. WSC New Nuclear	5. WSC Increase the availability of housing supply within West Somerset to mitigated the extra demands linked to Hinkley Point workers	To work with landlords and owners of empty properties to reduce the number of long-term empty homes in the District as measured by the 1st October CTB1 return.	At least 5% reduction compared to previous year CTB1 return (October)	New measure	NOT DUE	GREEN	NOT DUE	This is reported annually in October. 202 long term empty properties as at 5/10/15 compared to 224 at 6/10/15
5.1.2	Andrew Goodchild	2. WSC New Nuclear	5. WSC Increase the availability of housing supply within West Somerset to mitigated the extra demands linked to Hinkley Point workers	Using the Hinkley Point Housing Fund to provide 185 additional bed spaces in the West Somerset area by 31st Mar 2016	Facilitate the delivery of 30 bed spaces by housing associations in priority areas through Implementation of their Downsizing Policies.		AMBER	AMBER	AMBER	16 bed spaces have been delivered in 15/16 so far although only 3 were delivered in Q3. We anticipate 12 more bed spaces will be freed up in Q4 which takes the anticipated year-end total to 28 of 30. Partners have also been concentrating on mutual exchanges which, whilst not technically freeing up bed-spaces, resolves the housing need of tenants without recourse to the waiting list and the allocation of voids. Leaflets are also being placed in Taunton and Sedgemoor to promote cross-boundary moves.
5.1.3	Andrew Goodchild	2. WSC New Nuclear	5. WSC Increase the availability of housing supply within West Somerset to mitigated the extra demands linked to Hinkley Point workers	Using the Hinkley Point Housing Fund to provide 185 additional bed spaces in the West Somerset area by 31st Mar 2016	Facilitate the delivery of 50 bed spaces by private developers using the enabling fund within the Hinkley Section 106 agreement		AMBER	AMBER	AMBER	We are currently in discussion with private developers to bring forward suitable schemes

Ref	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year Performance	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Comments
5.1.4	Andrew Goodchild	2. WSC New Nuclear	5. WSC Increase the availability of housing supply within West Somerset to mitigated the extra demands linked to Hinkley Point workers	Using the Hinkley Point Housing Fund to provide 185 additional bed spaces in the West Somerset area by 31st Mar 2016	Provide empty property grants and advice to deliver 5 bed spaces through bring properties back into use		AMBER	AMBER	AMBER	Q3 - 1
5.1.5	Andrew Goodchild	2. WSC New Nuclear	5. WSC Increase the availability of housing supply within West Somerset to mitigated the extra demands linked to Hinkley Point workers	Using the Hinkley Point Housing Fund to provide 185 additional bed spaces in the West Somerset area by 31st Mar 2016	Provide 4 first time buyer loans to supplement tenants savings thereby freeing up private/social rented properties		AMBER	AMBER	AMBER	All policies have been agreed and we are now ready to start identifying potential purchasers No referrals made to date
5.1.6	Andrew Goodchild	2. WSC New Nuclear	5. WSC Increase the availability of housing supply within West Somerset to mitigated the extra demands linked to Hinkley Point workers	Using the Hinkley Point Housing Fund to provide 185 additional bed spaces in the West Somerset area by 31st Mar 2016	Facilitate the delivery of 100 bed spaces through the landlord and tenant services scheme		GREEN	NOT AVAILABLE	GREEN	(information from SWELT) – 487 bedspaces advertised on Homelet, 5 grants via YMCA under the lodging scheme; 2 Landlord training provided and 5 Tenant Ready schemes funded
6.2.3	Andrew Goodchild	2. WSC New Nuclear	6. WSC The development at Hinkley Point is carried out in accordance with approved plans and ensuring that the Council actively monitors the development and responds to any complaints received in a timely and sound manner	To monitor and publicise Noise and Air Quality Data on the Councils website to enable communities affected to access data and, following the agreed complaints procedure, to respond appropriately to issues which arise from development activity.	Investigate and respond proactively to complaints received in relation to the development being carried out at Hinkley Point within 10 working days		GREEN	GREEN	GREEN	No complaints in Q2 & Q3 as there is limited activity on site
7.1.1	Andrew Goodchild	2. WSC New Nuclear	7. WSC Minimise the effects on the environment by working with partners to positively respond to opportunities to enhance the environment in the affected communities using secured funding within Section 106 agreements are mitigated	Develop a programme of investment within West Somerset for the ecology funding provided directly to the council from the development at Hinkley Point	Using data supplied from EDF Energy develop a range of sites suitable for the provision of ecology mitigation Target: TBC		AMBER	AMBER	AMBER	The Major Projects Manager who was leading this work is no longer in post and this project has not been progressed. An equivalent post of Planning Lead will be appointed as part of the Energy Infrastructure structure in due course. Status is amber as there is no time bound commitment for WSC to progress this project
KBI 132	Paul Fitzgerald	Corporate Health	Corporate Health	% of undisputed invoices for commercial goods and services paid within 30 days of receipt	90% or more	92.26%	GREEN	AMBER	AMBER	Q3 =83.20% (Q1= 92.90%, Q2= 86.23%) Average of 87.4% year to date. Slightly below target but target is still attainable. Corporate message needed to ensure invoices are reviewed and approved promptly once received to minimise any delay in the end to end process.

Ref	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year Performance	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Comments
KPI 133	Paul Fitzgerald	Corporate Health	Corporate Health	Number of invoices received	Measure only - no target.	2771 recieved	GREEN	GREEN	GREEN	619 invoices received in Qtr 3
KPI 21	Richard Sealy	Corporate Health	Corporate Health	Number of unique visitors to Council Website	Target - 80,000	162,000 (although a significant number in Q3 were resultant from external testing)	GREEN	GREEN	AMBER	Q3 = 46,403
HC5.32	Terry May	Service Measure	Corporate Health	Increase supply of affordable housing within West Somerset	34 homes pa average (102 homes over 3 years) (Based on 35% of the emerging Local Housing Plan annualised new build housing figure of minus 30% to take account of small sites.)	28 homes for 2014/15	AMBER	AMBER	GREEN	Number of Affordable Homes Completed – 12 (8 x Affordable Rent and 4 x Shared Ownership) at Croft Court, Williton (Knightstone Scheme)
HC5.20	Simon Lewis	Service Measure	Service Measure	Number of Households making homeless applications (lower is better). KPI 45	195 or fewer for the year	124 applications	GREEN	GREEN	GREEN	Q1 - 15 Q2 - 18 Half way through the year we are showing 33 so forecast should be well under the 124 applications taken last year Q3 = 13.
HC5.14	Simon Lewis	Service Measure	Service Measure	Disabled facilities grants - Average time to complete DFG process once allocated by SWPSHP Measures the time from allocating the case until the work has been completed. KPI 52	Average time to complete DFG process once allocated by SWPSHP Target - 24 Weeks (as per the Home Improvement Agency's target)	New Measure - Introduced for Q3	NOT AVAILABLE	NOT AVAILABLE	GREEN	Q3 - Removing exceptions from the report, the time taken was 23 weeks. The exception was a case which was held up considerably by the client. With the exception included, the time taken is 30 weeks.
KPI 90A	Tim Burton	Service Measure	Service Measure	% major planning applications determined within 13 weeks (or within agreed extension of time)	60%	74%	GREEN	GREEN	AMBER	Q3 = 33% Out of 3 major applications determined, 1 of these was dealt within 13 weeks or an agreed extension of time. Given the very low number of major applications determined during Q3, this is not considered to be statistically significant. Overall performance for the year is on target at 67%

Ref	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year Performance	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Comments
KPI 90B	Tim Burton	Service Measure	Service Measure	% minor planning applications determined within 8 weeks	80%	85.9%	RED	GREEN	RED	Q3 = 46% (Q1 =48% Q2 = 85.1%) Out of 26 minor applications determined, 12 of these were dealt within 8 weeks or an agreed extension of time. This drop in performance is explained by periods of staff sickness with little resilience to cover that workload. Agency staff have now been appointed to address the short-term backlog with two permanent members of staff about to be recruited, which will bring staff numbers back to the establishment level. Performance should therefore improve from Q4 onwards.
KPI 90C	Tim Burton	Service Measure	Service Measure	% of other planning applications determined within 8 weeks	95%	94.2%	GREEN	GREEN	GREEN	Q3 = 98% Out of 48 other applications determined, 47 of these were dealt within 8 weeks or an agreed extension of time.
KPI 160	Richard Sealy	Service Measure	Service Measure	Number of days sickness per FTE	Average of 8 days or lower per FTE	7.89 days 2014/15	GREEN	AMBER	RED	Q1 = projection of 7.4 days is below the target of 8.1 days for 2015/16. Q2 - 4.13 days/ projection of 8.3 days per FTE for the year. Q3- Sickness absence rates have worsened. Current average days sickness per FTE = 7.55 days. Projection is 10 days per FTE by end of Q4 which would be 25% above target. 56% of sickness is long-term.
KBI 3	Paul Fitzgerald	Service Measure	Service Measure	Housing Benefit - % Local Authority error against overall expenditure (lower is better)	<0.48%	0.30%	GREEN	GREEN	GREEN	Q1 = 0.41% Q2 = 0.3% Q3 = 0.3%
KPI 5	Paul Fitzgerald	Service Measure	Service Measure	Average processing times or new Housing Benefit claims	22 days or lower	22.69 days	AMBER	AMBER	NOT AVAILABLE	Q1 = 30.67 days Q2 = 28.23 days Q3 = not available due to system conversion. Will be able to report during February 16
KPI 6	Paul Fitzgerald	Service Measure	Service Measure	Average processing times for changes in circumstances (lower is better).	9 days or lower	6.52 days	GREEN	GREEN	NOT AVAILABLE	Q1 = 9.25 days Q2= 7.82 days Q3 unavailable due to system conversion. Results should be available during February 16

Ref	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year Performance	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Comments
KPI 10	Paul Fitzgerald	Service Measure	Service Measure	% Council Tax collected	97.8% by 31st March	97.25%	GREEN	GREEN	GREEN	Q1 = 32% Q2 = 49% Q3 = 90.96% On target
KPI 12	Paul Fitzgerald	Service Measure	Service Measure	% Business Rates collected	98% or more by 31st March	98.5%	GREEN	GREEN	GREEN	Q1 = 50.06% Q2 = 63.1% Q3 = 91.8%
KPI 103	Chris Hall	Service Measure	Service Measure	Street Cleansing % service requests actioned within 5 working days	85% target	93%	GREEN	GREEN	GREEN	Q3 = 100%
KCI 81	Chris Hall	Service Measure	Service Measure	Street Cleansing - No. of complaints (lower is better)	Average of 20 or fewer over the year		GREEN	GREEN	GREEN	None received in Q3
KPI 88	Chris Hall	Service Measure	Service Measure	Waste & Recycling Fly-tipping: % removed within 48 hrs	75%	82.5%	GREEN	GREEN	GREEN	Q2 = 95%
KPI 90	Chris Hall	Service Measure	Service Measure	Waste & Recycling Fly-tipping: No of incidents	No target -measure only	98 Incidents	AMBER	AMBER	AMBER	Q3 = 43 Total for 15/16 - 136

Ref	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year Performance	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Comments
KPI 87	Chris Hall	Service Measure	Service Measure	Waste & Recycling % missed collections collected within 24 hours	100%	98.78%	AMBER	AMBER	AMBER	Q2 = 98%
KPI 86	Chris Hall	Service Measure	Service Measure	Waste & Recycling % of waste recycled and composted	target - 41%	48.94%	GREEN	NOT AVAILABLE	NOT AVAILABLE	Data is produced by SWP one month in arrears. Q1= 51.16 % of waste reused, recycled or composted. Down 0.28% on previous Qtr. Data for Q3 not yet published by SWP
KPI 94	Chris Hall	Service Measure	Service Measure	Building Control Dangerous structures - % of incidents responded to within 24 hrs.	Target - 95%	100%	GREEN	GREEN	GREEN	Q1 = 100% (4 Dangerous structures reported. All seen within 24 hours) Q2 = 100% (5 Dangerous structures reported. All seen within 24 hours) Q3 = 100% (3 dangerous structures, all responded to within 24 hours)
KPI 92	Chris Hall	Service Measure	Service Measure	Building Control % applications registered within agreed timescale (5 days)	Target - 95%	97%	GREEN	GREEN	GREEN	Q1 = 96.84% Q2 = 95% (which is very good - seeing it was holiday time). Q3 = 95%
KPI 93	Chris Hall	Service Measure	Service Measure	Building Control % of inspections carried out on day registered	Target - 95%	99.01%	GREEN	GREEN	GREEN	Q1 = 100% Q2 = 95% (one inspector during some of this quarter due to holidays – this is an excellent result). Q3 = 100%
KPI 25	Richard Sealy	Service Measure	Service Measure	Customer Access Abandoned in queue call rate %	Target - <8%	7.86%	GREEN	AMBER	GREEN	Q1 = 7.24% Q2 = 8.83% Q3 = 5.22%

Ref	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year Performance	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Comments
KPI 123	Richard Sealy	Service Measure	Service Measure	Customer Complaints	95% of complaints responded to with 20 working days	New WSC Measure	AMBER	AMBER	AMBER	<p>Q3 = 0 decisions investigated by the ombudsman requiring a remedy (excludes minor injustices)</p> <p>66% of customer complaints received and recorded by the Council, have been closed and had a full response with 20 working days . (6 responded within time and closed).</p> <p>There are however 3 recorded complaints where the due date has passed but the response date and copy of the response has not been recorded. The outcome of those complaints could materially affect the % reported above.</p> <p>Of these complaints: Breakdown of AD area for outstanding complaints: 3 - CH</p>
KPI 124	Richard Sealy	Service Measure	Service Measure	FOI requests provided with substantive response within 20 days.	<p>Measure: - Number of FOI enquiries received.</p> <p>Target 75% answered witin 20 working days.</p>	New WSC Measure	GREEN	GREEN	GREEN	<p>153 FOI received in Q3</p> <p>97% responded within 20 working days</p> <p>520 FOI Received so far in 15/16</p>
KPI 54	Chris Hall	Service Measure	Service Measure	Environmental Health Average time taken to respond to initial request for service (days)	Average of 4 days or lower	1.5 days	GREEN	GREEN	GREEN	Q2 perf: 90% of service requests in WSC were responded to within 4 days. Ave 0.5 days (96%) for Q3
KPI 56a	Chris Hall	Service Measure	Service Measure	Environmental Health % of requests completed within stated service standard (60 days)	75% or higher	66%	GREEN	GREEN	AMBER	<p>83% of EH SR's were completed within 60 days in Q2</p> <p>73% of EH SR's were completed within 60 days in Q3 - this is due to several complicated service requests (including a public health funeral, an ongoing noise complaint, complaint about holiday accom and a planning application taking longer than the standard 60 days).</p>
KPI 59	Chris Hall	Service Measure	Service Measure	Licensing % of licenses issued on time.	90%	94%	AMBER	GREEN	GREEN	Crystal report shows 100% of licenses were issued on time in Q3.

Ref	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year Performance	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Comments
HC5.15	Simon Lewis	Service Measure	Service Measure	Average overall waiting time for high priority DFGs (once recommendation made by OT) KPI 52a (The priority is determined by the Occupational Therapist and the assessment is determined on the combined risk and functional independence score. The score puts them into High, Medium or Low. Low = 0 - 8 points, Medium = 9 - 14, High = 15+ points).	Measure Only - no target	New Measure	NOT AVAILABLE	NOT AVAILABLE	AMBER	Q3 - 2 cases in the high priority band were completed in the quarter. Average completion 70 weeks. However it must be noted that due to the budget position, these cases were on the waiting list since 2013 and 2014. Allocated to a Technical Officer at the end of January 2015.
HC5.22	Simon Lewis	Service Measure	Service Measure	% of homeless applications accepted as statutory homeless (lower is better). KPI 46	23% or lower	29.25%	GREEN	GREEN	GREEN	Q1: 8 accepted cases which was 53% of the overall homeless applications. (last year Q1 where we accepted 8 cases = 24%) Q2 9 accepted cases which is 50% of overall homeless applications. (last year Q2 which shows 11 accepted cases = 32%.) Q3: 8 homeless cases accepted NB we are focusing on prevention so we will expect to see a decrease in application numbers but this will see a rise in acceptances as a percentage due to the majority of failed prevention are acceptable homeless cases. We would have had an increase in the number of applications in the past two quarters however the focus on prevention has caused a marked rise in cases being prevented before becoming homeless applications.
HC5.24	Simon Lewis	Service Measure	Service Measure	Number of homelessness events prevented (higher is better). KPI 47	TBC	76	NOT DUE	GREEN	GREEN	Q1: 7 Q2: 32 Q3: 29 cases where homelessness prevented
HC5.27	Simon Lewis	Service Measure	Service Measure	Number of households in B&B accommodation. KPI 48	TBC	New WSC Measure	GREEN	GREEN	GREEN	Q1: 0 Q2: 1 Q3: 0
HC5.29	Simon Lewis	Service Measure	Service Measure	Number of households in temporary accommodation (excluding B&B for which there is a separate measure). KPI 49	TBC	New WSC Measure	GREEN	GREEN	GREEN	Q1: 5 Q2: 6 Q3: 1

JMASS Phase 2 - Highlight Summary - Jan 2015

1. Project status					
	Project	Delivery status		Funding status	
		Last period (Dec)	This period	Last period	This period
	Transition Projects	G	G		
	T&Cs review	A	A		
	SWO Succession Planning	G	G		
	Deane House Relocation	A	A		
	Project 1 - Visioning	G	G		
	Project 2 - Affordability	G	G		

2. Key progress / achievement (Jan 2016)	
Transition Plan	<ul style="list-style-type: none"> • Programme Resource – Interviews for the Comms and Admin post were held on 6 and 12 Jan and appointments have been made for both the Comms post and the Assistant post. There were no applications received for the Accountancy post. • Customer Access – The draft customer access strategy from iESE is still being reviewed and further clarification regards potential savings is being discussed with Lesley Kragt. Meeting being held on Monday 11 January between RS and Jan Stafford to update on the CASA project of the work being undertaken by TD/WS regards Customer Access • Finance continue to support to the programme and its associated projects, including SWO Succession planning. • ICT Update Wifi extension – go live delayed due to firewall configuration issues affecting both TD & WS wifi extension. Issue currently with Aruba consultants for a resolution. New One Team Intranet development -. migration due to commence on 4 Jan and should be completed by end Jan. Current plans identify a go live date of march./April '16 in preparation for the current intranet server switch in June 2016 (date moved back by SWO) Visit by Alan Evans on 7 Jan to further discuss the draft ICT strategy and delivery plan was very useful and informative. A follow-up visit to Aylesbury Vale DC will be scheduled to gain further insight into their overall transformation approach and the supporting ICT projects. • Building Control Partnership – Inter-authority agreement detail being progressed. - Partnership Manager has been appointed. - H.R, Finance & ICT workstreams continuing to support the actions required for a 1 April go-live date. The next project board meeting scheduled for 15 Jan will determine whether this timescale is still deliverable.
T&Cs review	<ul style="list-style-type: none"> • Terms & Conditions review progressing – Initial consultation with staff undertaken between 10 Sept and 9 Oct including 10 staff briefing sessions held • Feedback from the staff consultation was presented to JPB on 12 Oct. • Five consultation meetings with UNISON Representatives and Regional Officer have been held and amended proposals shared. • Discussions with the new Regional Officer took place in December 2015 and a further session is scheduled for 7 January 2016 to discuss whether a package of proposals can be put together. Additional information on the financial situation was provided to Regional Office before the Christmas and New Year

	break. A briefing session for Leaders and Portfolio Holders is scheduled for 8 January 2016.
SWO Succession Planning	<ul style="list-style-type: none"> • Completed options appraisal of various service delivery methods • Analysed staffing and contract end implications • Reviewed suitability of SAP and timeframes for implementing alternatives • Estimated one-off costs calculated • Initial staff and UNISON consultation completed • Member approval process completed and Council agreed recommendations on 26 January 2016 • Awaiting formal response from SWO in respect of exit phasing and commercial implications
Deane House Relocation	<ul style="list-style-type: none"> • SCC and TDBC are continuing to review the concept designs for County Hall and are collaborating to ensure we deliver a solution that best meets the needs of our customers, members and staff.
Transformation 1-Visioning	<ul style="list-style-type: none"> • Democratic process for approval of draft strategies commences with Scrutiny meetings in Jan at both Councils and will progress to the respective full Councils for approval in Feb/March 2016. • Project closedown report drafted for this particular project.
Transformation 2-Affordability	<ul style="list-style-type: none"> • LGA/Bill Roots draft report being considered. • Impact of CSR being reviewed

3. Key milestones / actions for next period (Feb-Mar 16)

Transition Plan	<ul style="list-style-type: none"> • Programme resource – Communications/Engagement Officer and Assistant posts starting date of 1 Feb on 12 month fixed term contract. Various options for the Accountancy post (no applicants from the advert) are being considered • Work continues with iESE to develop the recommendations & next actions • To progress the feedback and findings of the new Customer Access Strategy. • Visit to South Hams/West Devon scheduled in Feb. • Research continues regards other Councils that have undertaken Transformation and the investment and savings that have been made and this will inform the JMASS phase 2 business case. • Overall programme communications plan to support the transformation programme plan to be drafted and developed. • The all members 'Making the difference' series are currently planning the next event for mid/ late March to focus on customer focus and the member role in transformation
T&Cs Review	<ul style="list-style-type: none"> • January 2016 – consideration of current position/options and UNISON Regional Officer discussions of 7 January 2016.
SWO Succession Planning	<ul style="list-style-type: none"> • Commence SAP Replacement systems project • Complete Exit Agreement with SWO (end Feb) • Develop and implement project plans for contract exit incl service transition, comms, staff consultation etc
Deane House Relocation	<ul style="list-style-type: none"> • SCC and TDBC are continuing to review the concept designs for County Hall and are collaborating to ensure we deliver a solution that best meets the needs of our customers, members and staff.
Transformation 1-Visioning	<ul style="list-style-type: none"> • Public consultation exercise commenced 4th Jan, running to 30th Jan– the online consultation has been promoted on the home page of each Council's website, through tweets to each Council's many hundreds of Twitter followers and by direct email to Town and Parish Councils, faith groups, charity and voluntary groups as well as business representatives.
Transformation 2-Affordability	<ul style="list-style-type: none"> • Preparing for development of action plan resulting from the Affordability Review report. • Ongoing work on MTFP to model options for 16/17 Interim Solution and Review of Reserves & Risks

- | | |
|--|--|
| | <ul style="list-style-type: none">• Settlement issued pre-christmas – financial forecasts updated to reflect any new issues. |
|--|--|

Energy Infrastructure Programme – Highlight Summary

Quarter 3 – October to December 2015/16

Andrew Goodchild – AD Energy Infrastructure

WSC Corporate Priority: Maximising opportunities for West Somerset communities and businesses to benefit from the potential development whilst protecting local communities and the environment

Delivery Status	RAG
Project / Activity not yet due to start	
No Significant Issues / Progress on target	G
Some significant but resolvable issues	A
Fundamental issue / significant delay	R

Project – Hinkley Point C Highlighted Areas	Overall Status		Progress last Quarter	Actions for next Quarter
	Last	This		
1. Accommodation and Housing				
a) Private Sector Initiatives	A	A	Initiatives progressing with further contracts entered into with delivery partners. Housing Officer post remains vacant.	External advert required, to be progressed further after EDF Energy FID announcement and confirmation of Transition
b) Housing Enabling Schemes	R	R	Agreement from HCA to fund ‘state of the market’ and ‘update of accommodation requirements’ studies to assist in targeting activity and to assist in case to Government to introduce freedoms and flexibilities within HCA initiatives. Some starts on site but significant issues with deliver of most affordable housing products given costs of build rising and income profile reduced due to rent cap announced by Government	Participation in completion of ‘state of the market’ and ‘update of accommodation requirements’ studies. Continue to discuss potential schemes with developers and registered providers.
2. Community Impact Mitigation				
a) Administering Funds	G	G	100% of both Enquires and EOI’s received advice within specified timescales. Applications considered at the Planning Obligations Board, Cabinet and Full Council at anticipated meetings	Expected ramp up in activity should FID take place and CIM Fund opportunity pushed through a programme of community engagement by partners

b) Assisting WSC Communities	A	G	Those EOI's and potential projects being discussed are receiving support from relevant officers (although numbers of projects are low). Potential refinements being considered by the team and as part of the Scrutiny Task and Finish Group which will report to Cabinet in January. Alignment with Engage WS now improved with regular liaison taking place.	Implement any changes as a result of the Scrutiny Task and Finish Group following consideration by Cabinet
c) Developing WSC Projects	A	A	Stogursey Victory Hall project progressing well. Very limited scope within existing resources to develop WSC projects	Await FID and confirmation of timescales before commissioning 'overarching funding strategy' for WS area
3. Economic Development	G	G	Launch of business support programme 'Get Business Get Digital' business support workshops and 1-2-1 support for businesses. Finalised mitigation activity in Watchet during works at Washford Cross. Coastal Towns support secured linking to town and village centre activity. Redundancy support to the Paper Mill and discussions commenced on alternative uses for the site.	Continued delivery of 'Get Business Get Digital' business support programme. Update of inward investment information in preparation to facilitate potential HPC related investors find workspace Continue to liaise with paper mill on potential employment / development uses for the site Commence delivery of business support linked to landscape skills.
4. Skills and Training	G	G	Business Growth Start Up Event well attended 50 participated/gained support. Community Employment Hubs in Watchet and Williton well established/attended. New Minehead/Alcombe Hub open 29th January 2016 funding secured from DWP. Worked closely with Watchet Paper Mill in terms of support/partnership building and engagement (ongoing)	Community Employment hub possibility in Stogursey and Dulverton/Brushford. Delivery of courses to support upskilling and routes to employment to be delivered from 'Hubs' to enhance the service. Landscape and skills courses delivered in West Somerset to support the rural environment via SYRP and Bridgwater College, funded by WSC
5. Tourism	G	G	Results of monitoring survey analysed, PR campaigns and business support programmes now in full flow, EU Interreg bid submitted, Welcome International and Toolkit training	Marketing strategy launched and delivery begins, Secret Somerset PR campaign to be launched, Feasibility of Local Ambassador scheme begun,

			delivered, Marketing planning begun, draft travel management plan created	strategic partnership with Great Western Railway developed, Watchet funding support completed
6. Staff / Funding for Staff	A	A	Funding currently only in place to fund existing team until April 2016. Broad issue of resources raised with DECC Minister for Energy during visit to Somerset in December	Progress discussions with EDF Energy over further 'advanced payments' from funds payable / due from the DCO Section 106 agreement. Acknowledging the overall concern that taking funding now will present problems further into the project with key officers not in place at the peak of construction
7. Community Benefit	R	R	Announcements from Government on business rate retention and lack of clarity from DECC on arrangements for initial period where Community Benefit is linked to business rates retention leave the position on this key issue very unclear	Continue to engage with Government, working with SCC and SDC as appropriate. Engagement with other New Nuclear Local Authorities as appropriate
8. Government Issues	A	A	Chinese strategic investment announced in October with Final Investment Decision from EDF Energy expected during early part of 2016	Further discussion with EDF Energy on remobilisation plans during 2016. Continue to monitor and engage as appropriate

Project – Hinkley Point C Account / Budget / Reserve	Income last Quarter	Actual Expenditure last Quarter	Overall Uncommitted Balance	Current Issues
Accommodation and Housing	£0	£0	£2,162,154	Note: Many of the Private Rented sector initiatives are being administered by SDC
Community Impact Mitigation Fund	£0	£187,211	£4,802,544	Agreements with spend profile in place for most of approved projects
Stogursey Contribution	£0	£0	£531,544	Plan of proposed expenditure in relation to the Victory Hall and School agreed with Stogursey Parish Council following approval of feasibility study
Ecology	£0	£0	£250,000	Not being progressed at present. No staff resources or expertise to deliver
Economic Development	£0	£51,363	£30,880	Projects and plans in place and approved
Health	£0	£0	£20,000	No expenditure to date

Landscape and Visual – Landscape Art	£0	£0	£3,000	Artlife aware of funding available to them
Landscape and Visual – Land Management	£0	£0	£127,750	Plans in place and approved
Leisure – West Somerset	£0	£0	£255,149	Leisure Obligations Group approved Gym at Beach Hotel (now opened) and Williton Pavilion in October
Leisure – Stogursey	£0	£7,800	£518,832	Plan of proposed expenditure in relation to the Victory Hall and School agreed with Stogursey Parish Council following approval of feasibility study
Skills and Training – Outreach	£0	£0	£6,607	Sufficient funds in place for planned activity
Skills and Training – Fit to Work	£0	£38	£18,380	Sufficient funds in place for planned activity
Tourism – Marketing and Promotion	£0	£2,845	£297,456	Hinkley Tourism Action Partnership has approved plans in place
Tourism – Information Centres	£0	£8,500	£77,099	Sufficient funds in place and approved

Project – National Grid Highlighted Areas	Overall Status		Progress last Quarter	Actions for next Quarter
Planning Status	G	G	Requests from DECC on behalf of SoS received and responded to within timescales.	Secretary of State’s decision due mid-January 2016. Next session with Joint Councils planned in end January post SoS’s decision and session with National Grid thereafter

Project – National Grid Account / Budget/ Reserve	Income last Quarter	Expenditure last Quarter	Overall Balance	Current Issues
Planning Performance Agreement			£0	Finance from Planning Performance Agreement phase of project closed down in accounts for 14/15
Condition Discharge Fees			£0	
S106 Receipts			£0	

Project – Tidal Lagoon Highlighted Areas	Overall Status		Progress last Quarter	Actions for next Quarter
Tidal Lagoon Power / Bridgwater Bay Planning Status	G	G	No overall progress. Activity and resources not expected until Q4 2016. Tidal Lagoon Power presented to Energy Infrastructure Panel meeting in November.	Continue engagement with Tidal Lagoon Power as appropriate
Wider Bristol Channel and Severn Estuary Local Authorities Group	G	G	Attended Sustainable Severn event in Bristol. MOU signed with some limited press activity	Further programme of activity to be agreed for 2016 in Jan / Feb on the back of the signed MOU

Project – Tidal Lagoon Account / Budget / Reserve	Income last Quarter	Expenditure last Quarter	Overall Balance	Current Issues
No PPA in place at present			£0	

Energy Infrastructure Staff Budget	Staff Income last Quarter	Staff Expenditure last Quarter	Overall Balance	Current Issues
From EDF Energy	£25,754	£76,794	£231,814	Progress discussions with EDF Energy over further 'advanced payments' from funds payable / due from the DCO Section 106 agreement. Acknowledging the overall concern that taking funding now will present problems further into the project with key officers not in place at the peak of construction
From National Grid			£0	Funding agreement has now come to an end and any further work will be on a cost recovery basis should National Grid achieve consent and commence activity in West Somerset
From Tidal Lagoon Power			£0	Discussions regarding a Planning Performance Agreement, no income expected until at least end of 2016
From other sources			£0	Potential contracts for advisory work continue alongside Somerset County Council

WSC 29/16

West Somerset Council

Cabinet – 2 March 2016

Financial Monitoring – Quarter 3 2015/16

This matter is the responsibility of Councillor Mrs Mandy Chilcott

Report Author: Steve Plenty Finance Manager

1 Executive Summary

- 1.1 This report provides an update on the projected outturn financial position of the Council for the financial year 2015/16 (as at 31 December 2015).
- 1.2 Monitoring the budget is an important part of the Council's performance management framework.
- 1.3 The overall financial position of the council remains within 1% of the approved budget.
- 1.4 The current forecast outturn for the financial year 2015/16 is a net underspend of £45,267.
- 1.5 The General Reserves forecast for 2015/16 shows a projected balance of £702,721, which is £102,721 above the recommended minimum. The Earmarked Reserves projected balance is £3,858,976, of which £3,230,228 relates to business rates funding volatility.
- 1.6 The current forecast position for the General Fund capital programme in 2015/16 is on target with forecast spend of £3,812,035 during the year and £583,599 of the approved Programme planned to be spent in future years.

2 Recommendations

- 2.1 That Cabinet note the Council's financial performance as at the end of Quarter 3 with the estimated position at the end of the financial year.
- 2.2 That Cabinet recommends to Full Council the transfer of £50,000 of the predicted underspend to the Business Rates Smoothing Reserve.
- 2.3 That Cabinet recommends to Full Council the transfer of £50,000 of the projected underspend to the Sustainability Reserve.

3 Risk Assessment (if appropriate)

Risk Matrix

Description	Likelihood	Impact	Overall
That the Authority overspends against the approved budget	2	4	8
Regular budget monitoring reports are produced and managers actively manage the budgets under their responsibility	1	4	4

Risk Scoring Matrix

Likelihood	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
Impact							

Likelihood of risk occurring	Indicator	Description (chance of occurrence)
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%

4 Background and Full details of the Report

- 4.1 The regular monitoring of financial information is a key element in the Council's Performance Management Framework. Crucially it enables remedial action to be taken in response to significant budget variances, some of which may be unavoidable. It also provides the opportunity to assess any consequent impact on reserves and the Council's the Medium Term Financial Plan.

- 4.2 Members will be aware from previous experience that the position can change between 'in-year' projections and the final outturn position, mainly due to demand-led services. The budget monitoring process involves a detailed review of all budgets. Budget Holders, with support and advice from their accountants, regularly review the position and update their forecasts based on currently available information and knowledge of service requirements for the remainder of the year. As with any forecast there is always a risk that some unforeseen changes could influence the position at the year end, and a number of risks and uncertainties are highlighted within this report. However, the following forecast is considered to be reasonable based on current information.

General Fund Revenue Account – 2015/16 Forecast Outturn

- 4.3 This is the Q3 financial monitoring report for 2015/16. This report provides an indication of the forecast outturn for the year and any significant variances to budget. There are risks and uncertainties within the forecast, and Officers will continue to monitor the position closely throughout the remainder of the year and will provide updates as appropriate.
- 4.4 The current forecast outturn for the 2015/16 Revenue Budget shows a projected underspend of £45,267 which is a decrease compared to the reported underspend of £107,489 in Q2. Table 1 below provides a summary revenue budget and outturn for the year.

Table 1 – Summary Predicted Revenue Outturn 2015/16

	Original Budget £	Current Budget £	Predicted Outturn £	Variance £
Corporate	88,640	88,640	88,640	0
Operations	3,528,383	3,841,273	3,754,273	-127,000
Housing and Communities	573,727	468,727	483,727	15,000
Growth and Development	449,383	550,181	550,181	0
Subtotal - Net Service Costs	4,640,133	4,948,821	4,836,821	-112,000
Interest costs and income	20,000	-8,800	-8,800	0
Revenue Funding of Capital Costs	76,633	76,633	76,633	0
Capital debt repayment ("MRP")	225,300	0	0	0
Subtotal – Net Costs	4,962,066	5,016,654	4,904,654	-112,000
Transfers from Earmarked Reserves	-149,928	-839,327	-839,327	0
Transfers to Earmarked Reserves	0	566,456	666,456	100,000
Transfers to/from General Reserves	0	268,355	268,355	0
NET BUDGET AND EXPENDITURE	4,812,138	5,012,138	5,000,138	-12,000
Business Rates Funding	-1,554,776	-1,754,776	-1,788,043	-33,267
Revenue Support Grant	-880,491	-880,491	-880,491	0
New Homes Bonus	-571,015	-571,015	-571,015	0
Council Tax	-1,885,584	-1,885,584	-1,885,584	0
Collection Fund Deficit - Business Rates	149,928	149,928	149,928	0
Collection Fund Surplus - Council Tax	-70,200	-70,200	-70,200	0
TOTAL FUNDING	-4,812,138	-5,012,138	-5,045,405	-33,267
NET UNDER(-)/OVERSPEND FOR THE YEAR	0	0	-45,267	-45,267

Only significant variations to budget are included in this report, with the following overspends and underspends highlighted.

4.5 Overspends

- a) The main projected overspend is £15,000 related to Bed and Breakfast temporary accommodation costs for people who are homeless. This forecast position reflects the cost of demand which is higher than estimated when the budget was set in February 2015. No significant variance was reported in Q2.

Underspends

- b) There is a predicted underspend on Rent Allowances of £87,000, as reported in Q2, due to ongoing benefit adjustments that are being recovered from claimants in respect of Housing Benefit overpayments and this is projected to exceed the budget estimate.
- c) There is a predicted underspend of £24,000 on the cost of waste containers. The original 2015/16 budget for waste included an amount for waste containers however it has since been established that this is included within Somerset County Council's budget and monthly precept. There is also predicted additional income from garden waste collection of £16,000 giving a total underspend this year of £40,000. No variances were reported at Q2.
- d) Business Rates Funding is predicted to exceed the current budget by £33,267. This relates to a combination of a reduction in Levy costs and additional renewable energy income being received compared to the current budget. A variance of £20,489 was predicted at Q2.

The reported variance also reflects the two recommended transfers to earmarked reserves totalling £100,000, which would allocate part of the reported underspend – see section 4.10 and 4.11 below.

General Fund Reserves

- 4.6 The following table shows that the current projected reserves balance at the end of the current financial year is £873,910, assuming Full Council approves current year transfers as part of the budget setting report on 24 February 2016.

Table 2 – General Reserves Balance 31 March 2016

	£
Balance Brought Forward 1 April 2015	529,899
<i>Supplementary Budget Allocations Already Approved:</i>	
Wheddon Cross public convenience	-12,000
Exford public convenience	-9,000
Transfer of 2015/16 budget savings (Approved by Full Council on 18 th November ; net of supplementary allocations of £13,000 Assistant Harbour Master and £5,000 Port Marine Safety Code costs, approved September 2015)	212,092
Transfer of earmarked reserves (Approved by Full Council on 18 th November)	156,119
Supplementary estimate for asset compliance costs (Approved by Full Council on 18 th November 2015)	-80,000
Current approved reserves balance	797,110
Recommended transfer of MRP savings in 2015/16 (revised policy)*	82,200
Recommended transfer of MRP savings in 2015/16 (MRP holiday)*	143,100
Recommended transfer of surplus earmarked reserves*	51,500
Recommended transfer to Business Rates Smoothing Reserve*	-200,000
Sub-total Projected Balance 31 March 2016	873,910
Proposed transfer to JMASS Reserve*	-166,456
Proposed transfer to Planning Service Earmarked Reserve*	-50,000
Budgeted Balance 2016/17	657,454
2015/16 Projected Outturn Variance	45,267
Projected Balance	702,721
Recommended Minimum Balance*	600,000
Projected Balance above recommended minimum	102,721

*Subject to Full Council decisions on 24 February 2016

- 4.7 The budgeted balance reduces to £657,454, as presented in the 2016/17 Budget report to Full Council on 24 February 2016. The Council report of 24 February 2016 proposes a recommended minimum balance of £600,000. Based in the latest forecast outturn for 2015/16 – which is only **a forecast at this stage and subject to change** – the projected balance on 1 April 2016 is £702,721 which would be £102,721 above the recommended minimum balance. In view of the Council's future financial position the strong advice is maintain reserves above the recommended minimum, to protect services to the community, to provide flexibility for unknown costs and to support transformation, and to better reflect the increasing risks faced.

Earmarked Reserves

- 4.8 Earmarked Reserves are amounts that have been set aside for specific purposes from existing resources, where the expenditure is expected to be incurred in future years. The table below provides a summary of the movement in earmarked reserve balances during 2015/16 financial year to date.

Table 3 – Estimated Earmarked Reserves Balance 31 March 2016

	Balance £
Balance Brought Forward 1 April 2015	3,901,346
Transfers From Earmarked Reserves in 2015/16	-386,251
Transfers To Earmarked Reserves in 2015/16	200,000
Approved Transfers to General Reserves (Full Council 18 th Nov)	-156,119
Proposed transfer to BRR from General Reserve (Full Council 24 Feb)	200,000
Proposed transfer to BRR (Cabinet recommendation 2 March)	50,000
Proposed transfer to Sustainability Reserve(Cabinet recommendation 2 March)	50,000
Proposed Balance Carried Forward 31 March 2016	3,858,976

- 4.9 As can be seen from the table above, the current estimated reserves balance as at 31 March 2016 stands at £3,858,976. Full details of earmarked reserves can be found in Appendix A to this report. A significant proportion of the balance - £3,230,228 – relates to the Business Rates Smoothing Reserve which is committed to fund the projected Collection Fund deficit of £2,729,063 in the 2016/17 budget and provide a contingency for business rates funding volatility.
- 4.10 Despite holding this contingency sum, and the previous Hinkley B appeal being concluded, the risk of funding volatility in future remains high. For example, within the recommended Budget for 2015/16 the Council could experience funding losses of approximately £516,000 before a Safety Net payment is triggered. It is therefore prudent for the Council to increase its contingency to cover the impact of budget losses on business rates funding, and an additional transfer of £200,000 from General Reserves to the Business Rates Smoothing Reserve in 2015/16 is recommended, increasing the Smoothing Reserve balance to £451,165. This is to mitigate the new risks around business rates that could be in excess of £300,000 more than our current estimate of possible business rates refunds and to implement any necessary action to respond to a change in the underlying funding position. With this in mind the Cabinet recommends that £50,000 of the predicted underspend is transferred to the Business Rates Smoothing Reserve.
- 4.11 Cabinet also recommends a transfer of £50,000 of the projected underspend to the Sustainability Reserve to set aside funding to help support invest to save schemes and other measures to help smooth the transition as the Council implements change and initiatives that have a positive impact upon the long term sustainability of the Authority.

Capital Budget Predicted Outturn 2015/16

- 4.12 The following table summarises the position for both general schemes and Hinkley-funded schemes. Actual spend up to 31 December 2016 totals £1,479,931, and at this stage no significant variances against budget have been reported with a minor net underspend of £1,168 across the whole programme.

Table 4 – Summary Capital Programme Outturn Q3 2015/16

	General Schemes £	Hinkley Funded Schemes £	Total £
Original Capital Budget 2015/16	790,000	0	790,000
Supplementary Budget Approvals	523,460	1,607,474	2,130,934
Carry Forwards from 2014/15	577,719	898,149	1,475,868
Revised Capital Budget 2015/16	1,891,179	2,505,623	4,396,802
Actual Spend to date	738,660	741,271	1,479,931
Forecast spend January 2016 to March 2016	567,752	1,764,352	2,332,104
Forecast Outturn 31/03/16	1,306,412	2,505,623	3,812,035
Projected Year End Spend v Budget	-584,767	0	-584,767
Projected Spend in 2016/17 subject to Carry Forward approval at year end	583,599	0	583,599
Total Forecast Spend on All Schemes	1,890,011	2,505,623	4,395,634
Net Underspend (-) / Overspend	-1,168	0	-1,168

- 4.13 Although this report covers the period to December 2015, Table 4 and the Appendix reflect approved supplementary budgets since 31 December to ensure the budget information is up to date. A scheme by scheme analysis of the 2015/16 Q3 is set out in Appendix B.

Capital Receipts Reserve

- 4.14 The overall General Fund capital funding position remains very limited, and it needs to be borne in mind that the current Capital Programme requires funding of £1,168,549 from the Useable Capital Receipts Reserve and the proposed 2016/17 Capital Programme requires funding of £17,500. The 2016/17 Budget also includes a recommendation to implement a three year MRP “holiday” which will provide a revenue saving of £143,100 in 2015/16, 2016/17 and 2017/18. This relies on a mitigating action of setting aside the equivalent amount in capital receipts reserves (£143,100 x 3 years) thus making a prudent reduction in capital debt whilst relieving some of the pressure on the revenue budget.

Table 5 – Useable Capital Receipts Reserve Balance 31 March 2016

	Actual £
Balance Brought Forward 1 April 2015	896,581
Actual Capital Receipts to date	807,608
Net receipt in November from disposal of Seaward Way leisure land	1,062,982
Current Balance of Capital Receipts Available	2,767,171
Funding of capital costs approved in the 2015/16 Original Budget (refer to Annual Budget & Council Tax Setting Report to Council 25 February 2015 for detail)	-472,367
Funding of capital costs approved in the 2014/15 Carry Forwards (refer to Revenue and Capital Outturn Report to Council 19 August 2015 for detail)	-421,182
Capital Receipts Required to fund 2015/16 Supplementary Approvals (2 x Clanville Grange property purchases, £93,000 and £117,000; Watchet cargo shed demolition £50,000)	-260,000
2015/16 Supplementary Estimate Land Disposal Costs	-15,000
Current Capital Receipts Funding Required for Approved Schemes	1,598,622
2016/17 Proposed Capital Programme	-17,500
Ring-fence to fund MRP holiday in 2015/16	-143,100
Ring-fence to fund MRP holiday in 2016/17 & 2017/18	-286,200
Uncommitted Capital Receipts Balance	1,151,822

4.15 Currently the approved Capital Programme has not required an increase in the underlying capital borrowing requirement.

5 Links to Corporate Aims / Priorities

5.1 The financial performance of the Council underpins the delivery of corporate priorities and therefore all Corporate Aims.

6 Finance / Resource Implications

6.1 Contained within the body of the report.

7 Legal Implications

7.1 There are no legal implications associated with this report.

8 Environmental Impact Implications

8.1 None for the purpose of this report.

9 Safeguarding and/or Community Safety Implications

9.1 None for the purpose of this report.

10 Equality and Diversity Implications

10.1 None for the purpose of this report.

11 Social Value Implications

11.1 None for the purpose of this report.

12 Partnership Implications

12.1 None for the purpose of this report.

13 Health and Wellbeing Implications

13.1 None for the purpose of this report.

14 Asset Management Implications

14.1 None for the purpose of this report.

15 Consultation Implications

15.1 None for the purpose of this report.

16 Scrutiny Comments / Recommendation(s)

16.1 Not applicable.

Democratic Path:

- **Scrutiny – No**
- **Cabinet – Yes 2 March 2016**
- **Full Council – No**

Reporting Frequency: **Once only** **Ad-hoc** **x Quarterly**
 Twice-yearly **Annually**

List of Appendices

Appendix A	Summary of Predicted Earmarked Reserves
Appendix B	General Fund Capital Programme

Contact Officers

Name	Steve Plenty	Name	
Direct Dial	01984 635217	Direct Dial	
Email	sjplenty@westsomerset.gov.uk	Email	

Name		Name	
Direct Dial		Direct Dial	
Email		Email	

APPENDIX A

SUMMARY OF PREDICTED EARMARKED RESERVES AS AT 31 DECEMBER 2016

Earmarked Reserve Account	1 April Balance £	Transfers In	Transfers Out	Transfers Between Accounts	31 March (Projected Balance) £	Comments
Area Based Grant	84,384		-84,384		0	Fund 40% of economic regeneration manager. Approved by Full Council on 18 th Nov 2015 that £45,000 be returned to General Reserves and on 24 th Feb 2016 recommended balance of £39,384 also be returned to General Reserves.
Community Safety	3,533				3,533	External funding specifically earmarked for community safety initiatives
Land Charges	25,511				25,511	Government grant specifically earmarked for providing refunds when due
Tourism	12,107				12,107	Specifically earmarked for tourism and is topped up by Exmoor National Park Authority
Sustainability Reserve	57,698		-40,000		17,698	Earmarked for initiatives that have a positive impact upon the long term sustainability of the Council, used for essential asset maintenance and health and safety works
Minehead Events	396				396	Mary Portas grant – specifically earmarked
DHP Reserve	44,861		-44,861		0	Government Grant received 'on account' and unused balance held in reserve pending repayment to Government under regulations. During 2015/16 £44,861 was deducted at source from the Government Grant paid in the current year, therefore balance held returned to General Reserves. Approved by Full Council on 18 th Nov 2015.
District Election Reserve	30,000				30,000	Earmarked for costs of 2015 elections
Water Bathing Signs	1,266				1,266	Environmental grant specifically earmarked
Other Election Reserve	23,663				23,663	Funds to meet the additional costs of Individual Electoral Registration

Earmarked Reserve Account	1 April Balance £	Transfers In	Transfers Out	Transfers Between Accounts	31 March (Projected Balance) £	Comments
Inspire	7,131				7,131	Earmarked for costs under the Inspire Directive
Transparency Code	2,588		-2,588		0	Earmarked to meet the cost of complying with the Transparency Code. Approved by Full Council on 18 th Nov that £2,588 be returned to General Reserves
Exmoor at your Fingertips	1,780		-1,780		0	LARC Fund to fund the Exmoor at your fingertip project
Minehead Town Centre Signage	500				500	Contribution from Minehead Chamber of Trade and Morrison s106 to fund the signs
Our Place	10,934				10,934	Contribution for the Our Place project
CCTV	1,565				1,565	Underspend in 2013/14 earmarked to fund the purchase of a new CCTV camera
Homelessness Prevention	43,620				43,620	Balance of Homeless Prevention funding plus remainder of Mortgage Rescue Grant
Morrison's Footpath	6,000				6,000	Earmarked to part fund the footpath upgrade
JMASS Reserve	275,714				275,714	Funding to support transformation costs under JMASS, which comprises £150,000 share of Transformation Challenge Grant, £105,514 remainder of the £358,000 allocated to fund original JMASS Business Case, and £20,200 for up front Business Case costs.
Watchet Harbour Dredging	13,200		-13,200		0	Underspend in 2013/14 earmarked to fund additional dredging.
Customer Service Equipment Reserve	666		-666		0	Specialised Chair Required (Health and Safety)
Car Parking Reserve	15,767		-5,767		10,000	Monies set aside in respect of maintenance and signage required during 2015/16. Approved by Full Council on 18 th Nov that £5,767 be returned to General Reserves

Earmarked Reserve Account	1 April Balance £	Transfers In	Transfers Out	Transfers Between Accounts	31 March (Projected Balance) £	Comments
Environmental Health Reserve	3,718				3,718	Destitute Burial Reserve
Minehead Harbour Dredging Reserve	5,500		-5,500		0	2014/15 unused budget carried forward to 2015/16
Online DHP Reserve	5,375		-5,375		0	Online Software Requirement for Revenues and Benefits
Compliance Works – Estates	26,736	50,000	-26,736		50,000	Asset maintenance compliance works to be completed in 2015/16
Strategic Housing Market Area Assessment Reserve	1,000		-1,000		0	Contribution towards the Strategic Housing Market Area Assessment in 2015/16
Business Development Reserve	3,195				3,195	Funding from various sources (Somerset Skills & Learning £500, Chairman Fund £1,500, Hinkley C S106 £1,000 plus £100 from Eat Exmoor ER) to fund initiatives to support small businesses
Planning Reserve	20,000		-20,000		0	Carry forward of £20,000 from planning fee income to fund specialist technical advice for major planning applications. E.g. Landscape visual impact assessments, retail studies etc.
Somerset Growth Board	957		-957		0	Growth Board core costs for 2015/16
Dulverton Mill Leat	12,195				12,195	Carry forward of unused budget agreed as part of 14-15 financial monitoring reports

Earmarked Reserve Account	1 April Balance £	Transfers In	Transfers Out	Transfers Between Accounts	31 March (Projected Balance) £	Comments
Hinkley Corporate Cost Reserve	50,000		-50,000		0	To Earmark Hinkley Contribution to the Corporate Core (Full Cost as we are still under the SPW Agreement at 31st March) to cover salary cost in the event that the transition to the DCO is significantly delayed or does not happen. Approved by Full Council on 18 th Nov that £50,000 be returned to General Reserves
Revenues and Benefits Reserve	67,905		-7,903		60,002	Transfer to earmarked reserve to mitigate reduction in New Burdens grant. Approved by Full Council on 18 th Nov that £7,903 be returned to General Reserves
Training Reserve	10,000		-10,000		0	Underspend carried forward to 2015/16
Licensing Staff Reserve	10,000		-10,000		0	To fund extra resource within West Somerset Council.
Finance Reserve	15,000				15,000	Underspend to provide resilience / maternity cover cost share
Community Right to Challenge	5,000				5,000	Government Grant set aside to support the administration of applications under regulations.
Assets of Community Value	10,000				10,000	Government Grant set aside to support the administration of applications under regulations.
Business Rates Retention Smoothing Account	2,930,156	450,000	-149,928		3,230,228	The balance brought forward of £2,930,156 is required to fund the Council's 40% share of the Business Rates Collection Fund Deficit reported for 2014/15 and forecast for 2015/16. This reflects the impact of total £7.18m refund for Hinkley B. The current balance shown does not include the proposed transfer in of £200,000 included in the recommendations in Q1.
Planning Policy Reserve	61,725		-61,725		0	Monies set aside and to be drawn down in 2015/16 to cover additional costs arising and relating to the West Somerset Local Plan preparation through to examination and beyond to adoption.

Earmarked Reserve Account	1 April Balance £	Transfers In	Transfers Out	Transfers Between Accounts	31 March (Projected Balance) £	Comments
Totals	3,901,346	500,000	-542,370	0	3,858,976	

Scheme	Original Budget 2015-16 £	Carry Forward 2014-15 £	Supplementary Estimates 2015-16 £	Current Budget 2015-16 £	Actual Spend 31.12.2015 £	Forecast Spend Rest of Year £	Total Spend in 2015-16 £	Total Spend v Current Budget £	Forecast Spend in Future Years £	Total Programme Spend £	Forecast Programme Variance £
GENERAL FUND											
General Schemes											
Street Cleansing Vehicles	0	138,000	0	138,000	133,000	0	133,000	(5,000)	5,000	138,000	0
Exford Public Conveniences	0	0	9,000	9,000	0	9,000	9,000	0	0	9,000	0
Wheddon Cross Public Conveniences	0	0	12,000	12,000	0	12,000	12,000	0	0	12,000	0
Superfast Broadband	240,000	0	0	240,000	0	0	0	(240,000)	240,000	240,000	0
JMASS ICT Transformation	221,000	52,915	0	273,915	0	0	0	(273,915)	273,915	273,915	0
Single IT Platform Revenues	0	71,680	0	71,680	11,217	60,463	71,680	0	0	71,680	0
Microsoft Licence	12,000	0	0	12,000	10,832	0	10,832	(1,168)	0	10,832	(1,168)
IS Annual Projects	61,000	0	0	61,000	30,976	30,024	61,000	0	0	61,000	0
Dulverton Weir	0	2,191	0	2,191	0	2,191	2,191	0	0	2,191	0
Disabled Facilities Grants	241,000	50,080	0	291,080	145,540	145,540	291,080	0	0	291,080	0
Decent Homes	0	21,200	0	21,200	15,947	5,253	21,200	0	0	21,200	0
Stair Lift Recycling	0	1,000	0	1,000	240	760	1,000	0	0	1,000	0
Former Visitor Information Centre Disposal Costs	0	4,200	0	4,200	0	4,200	4,200	0	0	4,200	0
7 The Esplanade, Watchet	15,000	0	0	15,000	0	15,000	15,000	0	0	15,000	0
East Wharf Contingent Disposal Costs	0	64,684	0	64,684	0	0	0	(64,684)	64,684	64,684	0
Demolition of the Cargo Shed	0	0	50,000	50,000	3,124	46,876	50,000	0	0	50,000	0
Harbours - Pre Cast Concrete Columns (Watchet)	0	23,574	0	23,574	3,850	19,724	23,574	0	0	23,574	0
Harbours - Pile Bracket Fixings (Watchet)	0	18,330	0	18,330	9,900	8,430	18,330	0	0	18,330	0
Harbours - Replacement Ladder (Watchet)	0	3,000	0	3,000	0	3,000	3,000	0	0	3,000	0
Steam Cost Trail	0	0	34,040	34,040	0	34,040	34,040	0	0	34,040	0
Cuckoo Meadow	0	0	44,420	44,420	31,374	13,046	44,420	0	0	44,420	0
Seaward Way Housing Land	0	21,500	0	21,500	0	21,500	21,500	0	0	21,500	0
Seaward Way Leisure Land	0	7,208	0	7,208	7,208	0	7,208	0	0	7,208	0
Aquasplash Site Disposal Costs	0	13,900	0	13,900	8,800	5,100	13,900	0	0	13,900	0
Land Disposal Costs	0	0	15,000	15,000	0	15,000	15,000	0	0	15,000	0
Clanville Grange Low Cost Housing Scheme	0	0	210,000	210,000	208,811	1,189	210,000	0	0	210,000	0
Sub-total - General Schemes	790,000	493,462	374,460	1,657,922	654,859	418,296	1,073,155	(584,767)	583,599	1,656,754	(1,168)
S106-Funded General Schemes											
Burgage Road Play Area, Stogursey (s106)	0	2,000	0	2,000	2,000	0	2,000	0	0	2,000	0
Heritage Trail Minehead (s106)	0	18,743	0	18,743	18,287	456	18,743	0	0	18,743	0
Watchet Outdoor Gym Project (s106)	0	24,995	0	24,995	24,995	0	24,995	0	0	24,995	0
Illuminations Project (s106)	0	38,519	0	38,519	38,519	0	38,519	0	0	38,519	0
Williton Pavilion	0	0	149,000	149,000	0	149,000	149,000	0	0	149,000	0
Sub-total - S106 Schemes	0	84,257	149,000	233,257	83,801	149,456	233,257	0	0	233,257	0
General Fund Programme Total	790,000	577,719	523,460	1,891,179	738,660	567,752	1,306,412	(584,767)	583,599	1,890,011	(1,168)
Hinkley-Funded Schemes											
Burgage Road Play Area, Stogursey (CMF)	0	51,128	0	51,128	50,674	454	51,128	0	0	51,128	0
Tropiquaria Play Equipment (CMF)	0	17,471	0	17,471	17,471	0	17,471	0	0	17,471	0
Prospect House (HF)	0	37,800	0	37,800	36,000	1,800	37,800	0	0	37,800	0
SHAL Housing Association (HF)	0	80,000	0	80,000	0	80,000	80,000	0	0	80,000	0
Williton Bowling Club (CMF)	0	13,000	0	13,000	8,600	4,400	13,000	0	0	13,000	0
Kilve Cricket Club	0	0	22,000	22,000	0	22,000	22,000	0	0	22,000	0
Williton Pavilion	0	0	250,000	250,000	0	250,000	250,000	0	0	250,000	0
Westfield United Church (CMF)	0	110,000	0	110,000	0	110,000	110,000	0	0	110,000	0
Roadwater Village Trust (CMF)	0	25,000	0	25,000	0	25,000	25,000	0	0	25,000	0
Living Over The Shop (HF)	0	204,750	0	204,750	204,750	0	204,750	0	0	204,750	0
First Time Buyers (HF)	0	105,000	0	105,000	0	105,000	105,000	0	0	105,000	0
Steam Coast Trail (Leisure)	0	4,000	0	4,000	0	4,000	4,000	0	0	4,000	0
Wembdon Village Hall and Playing Field (CMF)	0	250,000	0	250,000	250,000	0	250,000	0	0	250,000	0
Onion Collective	0	0	243,119	243,119	0	243,119	243,119	0	0	243,119	0
North Petherton Playing Field Trust	0	0	46,000	46,000	4,639	41,362	46,000	0	0	46,000	0
Coronation Park Enhancement	0	0	200,000	200,000	115,667	84,333	200,000	0	0	200,000	0
Cannington Village Hall	0	0	186,186	186,186	0	186,186	186,186	0	0	186,186	0
Former Withycutter	0	0	17,471	17,471	0	17,471	17,471	0	0	17,471	0
Monmouth Street	0	0	302,236	302,236	0	302,236	302,236	0	0	302,236	0
Paragon Laundry	0	0	302,662	302,662	0	302,662	302,662	0	0	302,662	0
YMCA-Prospect House	0	0	37,800	37,800	36,000	1,800	37,800	0	0	37,800	0
Hinkley Fund Programme Total	0	898,149	1,607,474	2,505,623	741,271	1,764,352	2,505,623	0	0	2,505,623	0
TOTAL CAPITAL PROGRAMME ALL SCHEMES	790,000	1,475,868	2,130,934	4,396,802	1,479,931	2,332,104	3,812,035	(584,767)	583,599	4,395,634	(1,168)

Report Number: WSC 28/16

West Somerset Council

Cabinet – 2nd March 2016

HPC Planning Obligations Board – Allocation of CIM Funding

This matter is the responsibility of Cllr M Chilcott, Lead Member for Resources and Central Support.

Report Author : Lisa Redston, CIM Fund Manager

1 Purpose of the Report

- 1.1 The purpose of this report is to present the recommendations of the Hinkley Point C Planning Obligations Board, for the allocation of monies from the Community Impact Mitigation (CIM) Fund secured through the Section 106 legal agreement for the Site Preparation Works at Hinkley Point.

2 Recommendations

- 2.1 That Cabinet endorses the recommendations of the Hinkley C Planning Obligations Board as follows.
- 2.1.1 **That the application for £19,850 from Watchet Arts Group should be refused on the basis that it did not sufficiently meet the value for money criteria.**
- 2.2 That Cabinet makes a recommendation to Full Council to endorse the recommendations of the Hinkley Point C Planning Obligations Board for projects applying for over £25,000 as follows:
- 2.2.1 **To release £37,820 from the CIM Fund 1st Annual Payment to Otterhampton Parish Council for the Recreation Ground Enhancement Project.**

3 Risk Assessment

Risk Description	Current Score	Existing and planned control measures	Target Score after control
Lack of quality approvable bids to the CIM Fund due to communities not having the means (skills/resources) to make quality bids and deliver projects resulting in a lack of effective impact mitigation projects	Medium (12)	Community development officers in post in WSC/TDBC and Sedgemoor District councils and Engage WS contracted to support communities in WS in making bids and project delivery. Risk remains feasible as capacity of community development officers is limited.	Medium (9)

Risk of future community impacts not being mitigated due to early demand for funding exceeding available budget resulting in an inability to respond to future or unknown impacts.	Medium (12)	Annual contribution payments (2015 and 2016) will ensure a budget is available to respond to future demand. Planning Obligations Board to continue to develop funding strategy that includes mechanisms for review and reprioritisation and trigger points for release of funding to reflect changes in circumstances and impacts.	Low (8)
Failure of the Planning Obligations Board to allocate CIM fund by August 2017 resulting in continued requirement for staff resource to manage application/decision making process, finances and to support community.	Medium (9)	Planning Obligations Board to continue to develop funding strategy to provide direction for release of funding.	Low (4)
Failure of the Planning Obligations Board to monitor the actual and potential impacts of the development due to the lack of a defined impact monitoring procedure resulting in the inability of the Planning Obligations Board to apply funding to achieve maximum mitigation of impacts.	Medium (16)	Planning Obligations Board to develop process and procedures for monitoring the impact and potential impact of the development and reflect this in the funding strategy.	Low (8)

- 3.1 The scoring of the risks identified in the above table has been based on the WSC and TDBC council's risk assessment scoring matrix. Only those risks that score medium or high are detailed in this report. The full risk assessment is available on request from the CIM Fund Manager.

4 Background

- 4.1 Applications to the CIM Fund are considered by the Planning Obligations Board against nine criteria outlined in the Section 106 legal agreement for the Site Preparation Works at Hinkley Point. A recommendation is subsequently made to West Somerset Council's Cabinet. Any proposals above £25,000 also require approval by West Somerset's Full Council.

Criteria	Evaluation Criterion
Priority Impact Zones	<p>Priority shall be given to those areas that are anticipated in the Environmental Statement to experience or which actually experience the greatest adverse impact from the project in accordance with the following hierarchy:</p> <ol style="list-style-type: none"> 1) Directly adjacent to the site 2) Directly adjacent to the main transport routes to and from the site within West Somerset, Sedgemoor and Somerset 3) Within West Somerset and/or Sedgemoor and directly affected by adverse impacts of the project 4) In Somerset but beyond West Somerset and Sedgemoor and experiencing the next greatest degree of adverse impact, with projects which benefit West Somerset and Sedgemoor as well as its immediate area 5) In Somerset and experiencing indirect adverse impacts or in relation to a measure which benefits West Somerset and/or Sedgemoor.

Quality of Life	The principal purpose of the contribution shall be to enhance the quality of life of communities affected/potentially affected by the Project.
Sustainability	To what extent will the project contribute to achieving sustainable communities, contribute to regeneration objectives and raising environmental sustainability?
Extent of benefit	To what extent has the applicant demonstrated that the project will ensure a positive benefit and/or legacy to an adequate proportion of people within that community?
Community Need	To what extent has the applicant demonstrated a need for the project
Community Support	To what extent is there demonstrable local community and and/or business support for the project?
Partner Support	To what extent is there demonstrable local partner support for the project?
Governance	Demonstrate that good governance arrangements are in place, including financial and project management to ensure deliverability?
Value for Money	Can the applicant demonstrate value for money and that reasonable effort has been made to maximise the impact of any investment? Has match funding been secured where appropriate?

5 CIM Applications considered by the HPC Planning Obligations Board

- 5.1 Two new applications were presented to the HPC Planning Obligations Board for consideration on 12th February 2016. The Board considered the applications against each of the nine funding criteria.
- 5.2 All applications have been subject to financial viability checks, any concerns in relation to the viability of an organisation or project are highlighted within the summary.
- 5.3 Cabinet are asked to consider the following 2 applications for CIM Funding.
- 5.4

Project Name:	Watchet Industrial Heritage Murals
Expression of Interest Ref No:	159
Organisation Applying:	Watchet Arts Group
Summary of Project:	To provide an additional tourist attraction in Watchet that will link with other attractions as part of a trail around the town. The project will create a series of 10 murals depicting the industrial heritage connections of the town, including the Mint, Lime Kiln, Railways, Paper Mill, harbour and Hinkley Point C on the sea defence wall, adding to a community mosaic already installed on the wall and helping to improve a run down and under used area of the town.
Impacts mitigated as stated in application:	[There is likely to be] a negative impact on tourism in the town and area as a result of HPC. Watchet particularly is heavily reliant on the tourism economy. Watchet has already seen a significant impact this year in the reduction of visitors due to the Tropicaria roundabout works and the town is very vulnerable economically.

	The burgeoning arts scene in Watchet will be impacted by a reduction in visitors, reducing the future success of this emergent industry. There may also be community cohesion impacts with Hinkley workers living in and around the town.
Start Date: 01/04/16	Total Project Costs: £21850
Completion Date: 30/09/16	Amount applied for: £19850
CIM Fund Manager Comments:	<p>A well-presented application. The application demonstrates impact of HPC on the local and wider community in relation to the tourist economy and provides a solution that will go some way toward mitigating the impacts through the provision of a new attraction.</p> <p>The project aims to regenerate the harbour wall, attract visitors to an underused area of the town and restore community pride in the area.</p> <p>The project scored particularly well in relation to partner and community support. The project links well with other projects and the wider tourist offer in Watchet.</p> <p>The project offers some opportunities for volunteers to be involved in supporting the paid artists.</p> <p>Ongoing costs of the project are low, however are reliant on further fundraising.</p> <p>The License for a use of wall is given on an annual basis and is renewable after 5 years. If WSC does not renew license WAG must reinstate walls and remove all displays. The benefits of the project will be limited to the life of the license.</p>
POB Comments:	<p>The Board recognised the benefits of the project as an additional tourist offer in Watchet, and the potential for Watchet to benefit from the additional interest in the area due to the Hinkley Point C development.</p> <p>However the Board had concerns in relation to the long term sustainability of the project and the value for money the project offers.</p> <p>The Board had particular concerns over the high project management and artist costs.</p>
POB Recommendation:	The Board recommends that the application from Watchet Art Group is refused.

5.5

Project Name:	Otterhampton Parish enhanced play, recreation and outdoor gym area
Expression of Interest Ref No:	150
Organisation Applying:	Otterhampton Parish Council
Summary of Project:	To replace current play equipment and enhance Combwich Common to include a wider range of play equipment, outdoor gym equipment, improved access to the park (enabling access during winter months), increased landscaping and vegetation. The project aims to reduce the need for the community to travel to other areas to access opportunities, provide access to outdoor play and recreation opportunities for those unable to travel, reduce volume of traffic on C182 and improve the aesthetics of the area.
Impacts mitigated as stated in application:	Parishioners have had & are having difficulties accessing Combwich, Steart & Otterhampton at their junctions with the C182 (their only access). Also numerous delays [due to] roadworks & AIL's along the C182/A39 to Bridgwater for at least the last 18 months. The future impact regarding traffic & access will worsen as Hinkley C work accelerates, plus the additional impact of the Combwich Wharf lay-down area & wharf enhancements.
Start Date: 14/4/16	Total Project Costs: £99,000
Completion Date: 14/6/16	Amount applied for: £37,820
CIM Fund Manager Comments:	<p>A well-presented and very thorough application that meets all funding criteria to a high standard. The application clearly describes the impact of the HPC development on the community and provides a solution that helps to mitigate these impacts.</p> <p>Quality of life for residents and visitors will be improved by the provision of local access to free facilities and removing the need to travel for social and recreational opportunities.</p> <p>The project is sustainable and will leave a lasting legacy for the community.</p> <p>There is a proven high level of community need and support for the project, including inclusion of local school children in the design and linking to other projects in the area.</p> <p>There is a high level of match funding (62% £61k), 100 hours of volunteer time committed and ongoing costs will be funded by the Parish Council.</p> <p>£8961 match funding is still awaiting a decision – if the application is approved for grant funding all additional match funding must be secured before any grant payment is released.</p>

POB Comments:	<p>The Board noted that the current impacts on the parish of Otterhampton and recognised the value of the project and the sound case for funding the project.</p> <p>In reaching their recommendation the Board noted the EDF Energy Community Fund which is due to become available in May 2017 which includes the provision of £500,000 ring-fenced for projects within Otterhampton Parish. The Board will take into account the existence of this ring-fenced fund when considering any future applications within Otterhampton Parish.</p>
POB Recommendation:	<p>The Planning Obligations Board recommend that the application from Otterhampton Parish Council for £37,820 is approved and that the project should be funded from the 1st Annual CIM Fund payment.</p>

6 Links to Corporate Aims / Priorities

- 6.1 The allocation of these funds will enable the Council to deliver against the Corporate Priority of *'maximising opportunities for West Somerset communities and businesses to benefit from the Hinkley development whilst protecting local communities and the environment'*.

7 Finance / Resource Implications

- 7.1 On 6th May 2015, EDF has made the payment for the first anniversary of phase two under the Site Preparation Work (SPW) agreement. Under this, the CIM fund has received £1,751,749, inclusive of inflation uplift. This is in addition to the £3,735,426 previously under phase two, bringing the total CIM Fund received to £5,487,175.
- 7.2 Financial information regarding allocated funding from the Community Impact Mitigation Fund can be found in Appendix A.
- 7.3 These proposals will not have an impact on the Council's own resources.
- 7.4 All organisations applying for funding are subject to financial viability checks to reduce risk associated with the award of grant funding.

8 Legal Implications

- 8.1 These funds have been paid by a developer (NNB Genco) due to the signing of a Section 106 legal agreement for planning permission to carry out the site preparation works at Hinkley Point C (West Somerset Council Planning Application No: 3/32/10/037). As part of this legal agreement West Somerset Council shall take into account the recommendations of the Planning Obligations Board when deciding how to apply those elements of the Community Impact Mitigation Contributions (Schedule 1 – General, Para. 5.3 of the S106).

9 Environmental Impact Implications

- 9.1 There are not considered to be direct implications of approving the release of these monies associated with the Community Impact Mitigation Fund. However, there are obviously environmental impacts associated with the wider proposed development of Hinkley Point C. These have been assessed within the Environmental Statement submitted by NNB Genco with the application to carry out Site Preparation Works at Hinkley Point C (West Somerset Council Planning Application No: 3/32/10/037) and mitigation measures have been secured.

- 9.2 Applicants are encouraged to consider any environmental implications of their project and are asked to describe how their projects will promote environmental sustainability.

10 Safeguarding and/or Community Safety Implications

- 10.1 Applicants are encouraged to consider the promotion of community safety and community cohesion as part of their project.
- 10.2 Applications for projects that provide facilities or services to children, young people or vulnerable adults are required to include copies of the applicants safeguarding policy and procedures.

11 Equality and Diversity Implications

- 11.1 Members must demonstrate that they have consciously thought about the three aims of the Public Sector Equality Duty as part of the decision making process.

The three aims the authority **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.

- 11.2 Organisations applying to the CIM and Stogursey Contributions Funds are required to describe how their project will promote equal opportunities and will be accessible to all people in the community regardless of background, ability or personal circumstances.
- 11.3 Projects that restrict membership or access to services without being able to 'objectively justify' their reasons for doing so will not be eligible to be considered for funding. Projects that wish to limit access must be able to show that the less favourable treatment contributes to a 'legitimate' aim and that it is 'proportionate.'
- 11.4 Organisations are required to provide a copy of their Equal Opportunity Policy with their application to demonstrate awareness of their responsibility to deliver accessible services that advance equality.
- 11.5 Wider community benefit and the ability of the project to promote cohesive communities are both taken into account when scoring applications and making recommendations.

12 Social Value Implications

- 12.1 Applications to the CIM Fund must demonstrate how they provide economic, social and or environmental benefits for the local area. Applicants are also encouraged to provide opportunities for volunteering and community involvement wherever possible.

13 Partnership Implications

- 13.1 The Planning Obligations Board has representative members from Sedgemoor District Council, Somerset County Council, EDF Energy and West Somerset Council.

14 Health and Wellbeing Implications

- 14.1 The Community Impact Contribution and Stogursey Contribution have been paid to West Somerset Council for the purpose of mitigating the impacts of the Hinkley C development on local communities through projects that promote or improve the economic, social or environmental wellbeing of local communities.
- 14.2 The application and scoring process has been developed to prioritise funding of projects that aim to improve the health and wellbeing of people, families and communities affected by the development.
- 14.3 Applications are required to evidence and demonstrate that
- The communities is taking responsibility for their own health and wellbeing;
 - Projects provide benefits which empower communities to be thriving and resilient
 - Projects provide benefits which support people to live independently.

15 Asset Management Implications

- 15.1 There are no asset management implications as a result of these recommendations.

16 Consultation Implications

- 16.1 Applications to the CIM Fund are considered Planning Obligations Board. The Board consists of representatives from EDF, Sedgemoor District Council, West Somerset District Council and Somerset County Council.
- 16.2 All applicants are required to demonstrate that they have consulted with their local and wider communities on project proposals with the aim of informing their need appraisal and to shape delivery of their project.

17 Cabinet Comments / Recommendation(s)

- 17.1 This report contains recommendations to the Cabinet.

Democratic Path:

- **Scrutiny / Corporate Governance or Audit Committees – No**
- **Cabinet/Executive – Yes**
- **Full Council – Yes**

Reporting Frequency : Every 2 months.

List of Appendices

Appendix A	Hinkley Community Impact Mitigation Fund Approval Balances
Appendix B	
Appendix C	

Contact Officers

Name	Lisa Redston, CIM Fund Manager
Direct Dial	01984 635218
Email	lredston@westsomeset.gov.uk

Name	Andrew Goodchild, Assistant Direct Energy Infrastructure
Direct Dial	01984 635245
Email	Agoodchild@westsomeset.gov.uk

Appendix A

Hinkley Community Impact Mitigation Fund Approval Balances

	TOTAL	West Somerset	Sedgemoor	Cannington	1st Annual payment	Stogursey
	£	£	£	£	£	£
CIM Fund Received(including Inflation Uplift)	5,100,000	2,000,000	1,000,000	500,000	1,600,000	500,000
Inflation Uplift	387,175	134,529	67,265	33,632	151,749	33,632
TOTAL Received	5,487,175	2,134,529	1,067,265	533,632	1,751,749	533,632
<u>Less previously approved allocation</u>						
Stogursey Parish Council - Burgage Road Play Area	(90,373)	(90,373)				Stogursey Earplug Scheme (2,087)
Wembdon Village Hall - New VH & Play Area	(250,000)		(250,000)			
Somerset Youth & Community Sailing Association	(9,600)		(9,600)			
Tropiquaria - Relocation of primates	(40,000)	(40,000)				
Tropiquaria - Relocation of play area	(37,350)	(37,350)				
Porlock Shellfish Project	(800)	(800)				
Westfield Street Café	(110,000)		(110,000)			
Williton Bowling Club	(13,000)	(13,000)				
Kilve Cricket Club	(22,000)	(22,000)				
Onion Collective	(243,119)	(243,119)				
Williton Parish Council	(250,000)	(250,000)				
Stogursey Football Club	(750)	(750)				
North Petherton Playing Fields	(46,000)		(46,000)			
SDC - Sydenham Together	(60,000)		(60,000)			
Tropiquaria - Marketing	(1,000)	(1,000)				
Bridgwater Education Trust	(18,295)		(18,295)			
Sydenham and Bower FHWG	(200,000)		(200,000)			
Cannington Village Hall	(186,186)			(186,186)		
Victoria Park Community Centre	(14,524)		(14,524)			
Watchet War Memorial Pavilion	(7,500)	(7,500)				
Current Uncommitted Balance	3,886,678	1,428,637	358,846	347,446	1,751,749	531,545

Less Requested approvals

Otterhampton Parish Play Area

(37,820)

(37,820)

Uncommitted Balance if all requests were approved

3,848,858**1,428,637****321,026****347,446****1,751,749****531,545**

Report Number: WSC 19/16

West Somerset Council

Cabinet – Wednesday 2 March 2016

Dulverton Off-street Parking Fees and Charges

This matter is the responsibility of Cabinet Member Cllr Karen Mills

Report Author: Tracey-Ann Biss, Parking and Community Safety Manager

1 Purpose of the Report

1.1 The report sets out proposals to be considered for the increase in off-street parking fees and permits for WSC car parks located within Dulverton as requested by Dulverton Town Council in the support of traffic management of tourist industry by seeking to influence driver behaviour with the following outcomes:

- Provision of addition short stay parking bays for tourist
- Continue investment in parking assets.

1.2 It also identifies the ongoing investment needs to improve the assets, the customers experience and convenience

2 Recommendations

2.1 For Cabinet to recommend to Full Council the approval of an increase in off-street parking fees.

2.2 For Cabinet to recommend to Full Council the approval of an increase to six months and yearly permits.

3 Risk Assessment (if appropriate)

Risk Matrix

Description	Likelihood	Impact	Overall
Reduction in use of the car parks	3	2	6 (low)
Reduction in the number of permits issued	2	2	4 (low)

4 Background and Full details of the Report

4.1 In May 2014 West Somerset District Council and Dulverton Town Council entered onto a licence and management agreement for the operation of car park services in Dulverton. The regulatory responsibility for the operation of these car parks remain under the authority of WSC and is incorporated within the West Somerset District (Off-

Street Parking Places) Order 2015, however the Agreement does permit DTC to set tariffs after negotiation and agreement with WSC. This report sets out the request from DTC for the change to fees and charges.

- 4.2 Dulverton Off-street car parking tariffs and permits were last revised within the West Somerset Notice of Variation (Off-Street Parking) Civil Enforcement Order 2014 No. 2.
- 4.3 The charge for both the Guildhall and Exmoor House car parks commence at an “up to 2 hour tariff”. The proposal is to introduction an “up to 1 hour tariff” which is likely to increase the availability of short stay parking spaces. At present only the Lion Stable car park offers an “up to 1 hour tariff”.
- 4.4 It is also proposed to amend some tariffs across the three car parks, with the maximum increase being £0.50.

Table 1 Current and proposed tariff charges

Dulverton	Period	Current	Proposed
Lion Stables	Up to 1 hour	£0.50	£0.50
	Up to 2 hours	£1.00	£1.50
	Up to 3 hours	£1.50	£2.00
Guildhall Exmoor House	Up to 1 hour	Not available	£0.70
	Up to 2 hours	£1.00	£1.50
	Up to 3 hours	£1.50	£2.00
	All Day	£4.50	£4.50

- 4.5 The final proposal is to increase both the 6 months and 12 month permits by £5.00.

Table 2 Current and proposed permit charges

Permits	Period	Current	Proposed
Lion Stables	Weekly	£20.00	£25.00
	6 months	£45.00	£50.00
	12 months	£80.00	£90.00
Exmoor House	Weekly	£20.00	£25.00
	6 months	£45.00	£50.00
	12 months	£80.00	£90.00
Guildhall	Weekly	£20.00	£25.00
	6 months	£45.00	£50.00
	12 months	£80.00	£90.00

This increase would still provide a significant saving against the “Cost at Meter”.

Table 3 Example of 12 month Permit Savings (£90.00)

	Cost at Meter	Permit Savings
5 days per week x 48 weeks @ £4.50 =	£1,080	£990
7 days per week x 48 weeks @ £4.50 =	£1,512	£1,422

- 4.6 Ongoing investment needs to improve the assets, the customers experience and convenience. Current surveys have indicated investment will be required in the lighting of the car parks and review of signage.

5 Links to Corporate Aims / Priorities

5.1 Ongoing investment needs to improve the assets, the customers experience and convenience.

6 Finance / Resource Implications

6.1 The proposed changes to the tariff and permit for off-street car parking will be forecasted to raise £4k - £5k additional income.

6.2 Additional resources will be required to make the necessary changes to car park equipment and compensation package of approximately £4k as listed below:

- Changes to tariff board signage – £500 one off;
- Changes to pay and display machine programs £1,000 one off.
- Compensation to Dulverton Town Council for negotiated exit of Agreement - £2,500.

6.3 Preparation and change as appropriate to Traffic Regulation Order (refer to Section 7.1)

7 Legal Implications (if any)

7.1 Implementation of these proposals would be as specified in the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulation 1996.

8 Environmental Impact Implications (if any)

8.1 Not applicable

9 Safeguarding and/or Community Safety Implications (if any)

9.1 Not applicable

10 Equality and Diversity Implications (if any)

10.1 No implication

11 Social Value Implications (if any)

11.1 Not applicable

12 Partnership Implications (if any)

12.1 Not applicable

13 Health and Wellbeing Implications (if any)

13.1 Not applicable

14 Asset Management Implications (if any)

14.1 Investment required in asset

15 Consultation Implications (if any)

15.1 Not applicable

16 Scrutiny Comments / Recommendation(s)

16.1 Scrutiny support the approval for an increase in off-street parking fees.

16.2 Scrutiny support the approval for an increase to six months and yearly permits.

Democratic Path:

- **Scrutiny – Yes**
- **Cabinet – Yes**
- **Full Council – Yes**

Reporting Frequency : **Once only**

Ad-hoc

Quarterly

Twice-yearly

Annually

Equality Impact Assessment – pro-forma

Responsible person	Tracey-Ann Biss	Job Title Parking and Civil Contingencies Manager
Why are you completing the Equality Impact Assessment? (Please mark as appropriate)	Proposed new policy/service	
	Change to Policy/service	
	Budget/Financial decision – MTFP	X
	Part of timetable	
What are you completing the Equality Impact Assessment on (which, service, MTFP proposal)	Increase in off-street parking fees and permits for WSC car parks located within Dulverton as requested by Dulverton Town Council	
Section One – Scope of the assessment		
What are the main purposes/aims of the policy/decision/service?	The purpose is to use income from parking charge increases to continue the legislative management of the parking operation, improve maintenance and investment into the assets. The proposal further backings the desire to increase the availability of short stay parking spaces to support the rural/tourist economy.	
Which protected groups are targeted by the policy/decision/service?	No protected groups have been targeted through this proposal and all users of the car park will be impacted to some degree.	
What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used The information can be found on....	Management knowledge, occupancy of car parking bays and currently asset surveys.	
Section two – Conclusion drawn about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality		
The change will mean parking charges are increased over all in which will allow funding of the investments and projects identified.		

I have concluded that there is/should be:	
No major change - no adverse equality impact identified	
Adjust the policy/decision/service	
Continue with the policy/decision/service	X
Stop and remove the policy/decision/service	
Reasons and documentation to support conclusions The Council's financial position means that it cannot support the level of investment needed without increasing charges to the users	
Section four – Implementation – timescale for implementation	
May 2016	
Section Five – Sign off	
Responsible officer Tracey-Ann Biss Date 01 February 2016	Management Team Date
Section six – Publication and monitoring	
Published on	
Next review date	Date logged on Covalent

Report Number: WSC 20/16

West Somerset Council

Cabinet – Wednesday 2 March 2016

Tarr Steps Off-Street Parking Fees and Charges

This matter is the responsibility of Cabinet Member Cllr Karen Mills

Report Author: Tracey-Ann Biss, Parking and Community Safety Manager

1 Purpose of the Report

The report sets out a proposal to be considered for the increase in off-street parking fees and charges for Tarr Steps car park as requested by Exmoor National Park to support continued investment in the parking asset.

2 Recommendations

- 2.1 For Cabinet to recommend to Full Council for the approval to increase the Tarr Steps car park tariff as requested by Exmoor National Park.

3 Risk Assessment (if appropriate)

Risk Matrix

Description	Likelihood	Impact	Overall
Reduction in use of the car parks	3	2	6 (low)
Reduction in the number of permits issued	2	2	4 (low)

4 Background and Full details of the Report

- 4.1 In April 2008 the District Council of West Somerset in Partnership with Exmoor National Park (ENP) brought into force the 'West Somerset (Off-Street Parking Places) (Tarr Steps) Order 2008.
- 4.2 The regulatory responsibility for the operation of this car park is under the authority of WSC and therefore to vary the Order the process must be compliant with WSC procedures.
- 4.3 Tarr Steps Off-street car parking tariffs were last revised within the West Somerset (Off-Street Parking Places) Order 2008 (as varied) Notice of Variation in July 2013.
- 4.4 The current Tarr Steps parking fee is set at a single tariff of £2.00 for parking during the enforcement hours of 10:00hr and 18:00hrs.

4.5 It is proposed to amend this tariffs to £3.00 for parking during the enforcement hours of 10:00hr and 18:00hrs.

4.6 All income and maintenance of this car park is the responsibility of ENP.

5 Links to Corporate Aims / Priorities

5.1 Not applicable

6 Finance / Resource Implications

6.1 To enable the Order to be varied there is an administrative cost to WSC which ENP have agreed to reimburse.

7 Legal Implications (if any)

7.1 Implementation of these proposals would be as specified in the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulation 1996.

8 Environmental Impact Implications (if any)

8.1 Not applicable

9 Safeguarding and/or Community Safety Implications (if any)

9.1 Not applicable

10 Equality and Diversity Implications (if any)

10.1 No implication

11 Social Value Implications (if any)

11.1 Not applicable

12 Partnership Implications (if any)

12.1 Not applicable

13 Health and Wellbeing Implications (if any)

13.1 Not applicable

14 Asset Management Implications (if any)

14.1 Not applicable

15 Consultation Implications (if any)

15.1 Not applicable

16 Scrutiny Comments / Recommendation(s) (if any)

16.1 Scrutiny support the approval to increase the Tarr Steps car park tariff as requested by Exmoor National Park.

Democratic Path:

- **Scrutiny – Yes**
- **Cabinet – Yes**
- **Full Council – Yes**

Reporting Frequency: **Once only** **Ad-hoc** **Quarterly**
 Twice-yearly **Annually**