

CABINET

Meeting to be held on 3 September 2014 at 4.30 pm

Council Chamber, Williton

AGENDA

1. **Apologies for Absence**

2. **Minutes**

Minutes of the Meeting of Cabinet held on 6 August 2014 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 – **SEE ATTACHED.**

6. **Cabinet Action Plan**

To update the Cabinet on the progress of resolutions and recommendations from previous meetings – **SEE ATTACHED.**

7. **Corporate Performance Quarter 1**

To consider Report No. WSC 118/14, to be presented by Councillor T Taylor, Leader of Council – **SEE ATTACHED.**

The purpose of the report is to provide Members with an update on progress in delivering the corporate priorities, performance of council services covering the period from 2014 to 2015.

8. Financial Monitoring Quarter 1

To consider Report No. WSC 117/14, to be presented by Councillor K V Kravis, Lead Member for Resources and Central Support – **SEE ATTACHED**.

The purpose of the report is to provide updated in year financial information on a range of issues including budgetary monitoring and business rate retention.

9. Hinkley Point C Community Impact Mitigation Fund

To consider Report No. WSC 120/14, to be presented by Councillor K V Kravis, Lead Member for Environment - Hinkley – **SEE ATTACHED**

The purpose of the report is to present the recommendations of the Planning Obligations Board (which consists of EDF, Sedgemoor District Council, Somerset County Council and West Somerset Council) to Cabinet for final approval.

10. Supporting Communities to make CIM Applications

To consider Report No. WSC 115/14, to be presented by Councillor D Westcott, Lead Member for Community and Customer – **SEE ATTACHED**.

The purpose of the report is to seek Cabinet approval for the use of £10,000 of the Hinkley Earmarked Reserve to fund Engage West Somerset in supporting organisations to access the Community Impact Mitigation Fund relating to Hinkley Point C.

11. Blue Anchor Coastal Protection Scheme

To consider Report No. WSC 119/14 to be presented by Councillor A Trollope-Bellew, Lead Member for Environment. – **SEE ATTACHED**.

The purpose of this report is to provide an urgent update to Cabinet on the Blue Anchor coastal protection scheme and the options that now face this Council. The urgency is based around the Environment Agency's inability to hold the allocated money against this project.

COUNCILLORS ARE REMINDED TO CHECK THEIR POST TRAYS

The Council's Vision:

To enable people to live, work and prosper in West Somerset

The Council's Corporate Priorities:

- Local Democracy:

Securing local democracy and accountability in West Somerset, based in West Somerset, elected by the people of West Somerset and responsible to the people of West Somerset.

- New Nuclear Development at Hinkley Point
Maximising opportunities for West Somerset communities and businesses to benefit from the development whilst protecting local communities and the environment.

The Council's Core Values:

- Integrity
- Respect
- Fairness
- Trust

CABINET

MINUTES OF THE MEETING HELD ON 6 AUGUST 2014

AT 4.30 P.M.

IN THE COUNCIL CHAMBER, WILLITON

Present:

Councillor T Taylor.....Leader

Councillor K V Kravis
Councillor C Morgan

Councillor A H Trollope-Bellew
Councillor D J Westcott

Members in Attendance:

Councillor S Dowding
Councillor S Goss
Councillor A P Hadley
Councillor B Heywood

Councillor E May
Councillor P H Murphy
Councillor D J Sanders

Officers in Attendance:

Director – Operations and Deputy Chief Executive Officer (S Adam)
Monitoring Officer (B Lang)
Assistant Director – Resources (P Fitzgerald)
Assistant Director – Housing and Community Development (S Lewis)
Efficiencies and Performance Manager (K Batchelor)
Administrative Support (R Bryant)

CAB22 Apologies for Absence

Apologies were received from Councillors K M Mills, S J Pugsley and K H Turner.

CAB23 Minutes

(Minutes of the Meeting of the Scrutiny Committee held on 14 April 2014 – circulated with the Agenda.)

RESOLVED that the Minutes of the Meeting of Cabinet held on 2 July 2014, be confirmed as a correct record.

CAB24 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
Cllr D J Westcott	All Items	Watchet	Spoke and voted
Cllr P H Murphy	All Items	Watchet	Spoke

Need to add – Cllr S Goss All items Stogursey Spoke

CAB25 Public Participation

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

CAB26 Forward Plan

(Copy of the Cabinet Forward Plan published 22 July 2014, circulated with the Agenda.)

The purpose of this item was to approve the latest Forward Plan published 22 July 2014.

RESOLVED that the latest Forward Plan published 22 July 2014, be approved.

CAB27 Cabinet Action Plan

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

RESOLVED that CAB89 – Tobacco Declaration and CAB19 – Allocation of HPC Section 106 Tourism Information Funds both be removed from the Cabinet Action Plan.

CAB28 Revenue and Capital Outturn 2013/2014

(Report No. WSC 113/14, Circulated with the Agenda.)

The purpose of the report was to provide the Cabinet with details of the Council's financial outturn position for both revenue and capital budgets, together with information regarding end of year reserve balances.

The Lead Member for Resources and Central Support presented the report and clarified that, at this stage, the outturn figures were provisional subject to review by the Council's External Auditor. Should the External Auditor identify any changes to the Accounts these would be reported to the Audit Committee in September.

During the last financial year, Members had been presented with regular financial monitoring information, with reports submitted to Scrutiny and Cabinet on a quarterly basis.

The report provided the detail behind the financial performance for the year. The high level headline information could be summarised as follows:-

- The outturn against the Revenue Budget was a net underspend of £101,000. The Final Budget included an allocation of £102,000 from

General Reserves in the year. However, the underspend meant that only £1,000 had been used;

- The General Reserves Balance at the end of the financial year was £992,000, which was above the recommended minimum balance of £500,000; and
- Total Capital Expenditure for the year was £1,101,000. After taking into account the use of funding from capital grants plus Section 106 contributions, the outturn had produced a £75,000 overspend against budget. This overspend had been funded using the Capital Receipts Reserve.

Reported that the financial outturn had been considered by Scrutiny and details of the comments/questions raised by Members were reported. The Scrutiny report had also included recommendations for two Supplementary Estimates in respect of Blenheim Gardens, Minehead (£5,500) and Minehead Seafront drain clearance works (£10,000) which had been supported and subsequently approved by Full Council on 23 July 2014.

During the discussion of this report clarification was given as to the likely affect successful Rateable Value Appeals could have on the income available to the Council derived from Business Rate Retention. It was also confirmed that:-

- (1) The £25,000 underwritten by the Council towards the preparation of the Joint Management and Shared Services Business Case would be met from the Government Grant; and
- (2) Work was in progress to update the Empty Homes Database and an 'invest to save' business case would be submitted to Members shortly aimed at reducing the number of empty homes in the West Somerset.

RESOLVED that the financial outturn and reserves position for 2013/2014 be noted.

CAB29 Corporate Performance Report – Quarter 4 : April-March 2013-2014

(Report No. WSC 114/14, Circulated with the Agenda.)

The purpose of the report was to provide the Cabinet with an update on progress in delivering the corporate priorities and performance of council services for the period from 1 April 2013 to 31 March 2014.

The Leader introduced the report and stated that monitoring the Council's performance was a key element in the Council's Performance Management Framework. He also congratulated the officers on the clarity and content of the report.

In the 'Local Democracy' Corporate Priority, 38 of the 44 Key Actions had either been completed or were on target. Six Key Actions had missed their target performance and the reasons for this were reported.

With regard to the New Nuclear Development at Hinkley, 31 of the 48 Key Actions had been completed or were on target. 17 Key Actions had missed their target performance due to the delay to the Phase 2 earthworks on the main site. Now works had re-commenced the actions were now expected to progress during 2014/2015.

Further reported that a summary of the 32 Key Service Indicators had shown that 27 had achieved their target. Reasons as to why the remaining five indicators had missed their targets were submitted.

During the discussion of this item, the following matters were raised:-

- What was the current situation relating to the closure of public toilets in Minehead? Had negotiations with the Town Council taken place? It was agreed that moving forward these negotiations should be noted as an 'Action Point';
- The Director – Housing and Communities was currently assessing the options to maximise the available space formerly occupied by Somerset Fire and Rescue;
- The Key Actions relating to improving 50 privately rented properties to the minimum standard and delivering the remaining 295 properties through other mechanisms – which had both missed their targets – would be brought to the Housing Policy Advisory Group for further discussion as to whether the targets set were too high;
- The collection rate for Council Tax had been affected by the Welfare Reforms. Even though a Council Tax Rebate Scheme had been introduced, there was still a requirement for people to pay an element of Council Tax.

RESOLVED that:-

- (1) The progress in delivering the Corporate Priorities for 2013/2014 and any identified mitigating actions proposed to improve delivery of targets which had not been met be noted; and
- (2) The performance against key performance indicators and any identified mitigating actions where there was concern that performance was not on track be also noted.

The meeting closed at 5.16 pm.

Weekly version of Forward Plan published on 15 August 2014

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	Documents and background papers to be available to decision maker	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/14/9/01 24/09/2013	3 September 2014 By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: Corporate Performance & Budget Monitoring Report 2014-15 – Quarter 1 Decision: to provide Members with an update on progress in delivering corporate priorities, performance of council services including budgetary information and customer satisfaction.		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/14/9/02 24/09/2013	3 September 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve community listing		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/14/9/03 6/02/2014	3 September 2014 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, New Nuclear Programme Manager 01984 635245
FP/14/9/04 29/04/2014	3 September 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Hinkley Point C Community Impact Mitigation Fund Decision: to agree the release of funding for the Community Impact Mitigation Fund		No exempt / confidential information anticipated	James Holbrook, Major Projects Manager (Hinkley Point) 01984 635218

AGENDA ITEM 5

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	Documents and background papers to be available to decision maker	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/14/9/05 23/05/2013	3 September 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Medium Term Financial Plan Update Decision: to present the updated Medium Term Financial Plan.		No exempt / confidential information anticipated	Shirlene Adam, Section 151 Officer 01984 635259
FP/14/9/06 31/07/2014	3 September 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Supporting Communities to make CIM Applications Decision: to seek Cabinet approval for the use of £12,000 of the Hinkley Earmarked Reserve to fund Engage West Somerset in supporting organisations to access the Community Impact Mitigation Fund relating to Hinkley Point C.		No exempt / confidential information anticipated	Andrew Goodchild, New Nuclear Programme Manager 01984 635245
FP/14/9/07	3 September 2014 By Councillor A Trollope-Bellew – Lead Member for Environment - General	Title: Blue Anchor Coastal Protection Scheme Decision: to provide an update to Cabinet on the scheme and the options available to the Council.		No exempt / confidential information anticipated	Chris Hall, Assistant Director, Operational Delivery 01823 356361
FP/14/10/01 24/09/2013	1 October 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held – Quarter 2 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	Ian Timms, Assistant Director Business Development 01984 635271

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FP/14/10/02 24/09/2013	1 October 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve community listing		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/14/10/03 6/02/2014	1 October 2014 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, New Nuclear Programme Manager 01984 635245
FP/14/10/04 5/06/2014	1 October 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Proposed Shared Legal Services Partnership Decision: to consider a proposal to establish a shared legal services partnership between Taunton Deane Borough Council, West Somerset Council and Mendip District Council		Exempt information relating to staffing matters	Bruce Lang, Assistant Chief Executive 01984 635200
FP/14/11/01 6/02/2014	5 November 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve community listing		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/14/11/02	5 November 2014	Title: Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, New Nuclear Programme

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6/02/2014	By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Decision: to consider key issues relating to Hinkley Point			Manager 01984 635245
FP/14/11/03 29/04/2014	5 November 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Hinkley Point C Community Impact Mitigation Fund Decision: to agree the release of funding for the Community Impact Mitigation Fund		No exempt / confidential information anticipated	James Holbrook, Major Projects Manager (Hinkley Point) 01984 635218
FP/14/11/04 5/08/2014	5 November 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Council Tax Rebate Scheme – Review for 2015/16 Decision: to provide information on Council Tax Rebate scheme in 2013/14 for recommendation to Council		No exempt / confidential information anticipated	Heather Tiso, Head of Revenues and Benefits 01823 356541 Ext 2245
FP/14/12/01 6/02/2014	3 December 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Review of Financial Regulations [FR2] Decision: to offer comment on the Financial Regulations		No exempt / confidential information anticipated	Shirlene Adam, Section 151 Officer 01984 635259
FP/14/12/02 6/02/2014	3 December 2014 By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: Corporate Performance & Budget Monitoring Report 2014-15 – Quarter 2 Decision: to provide Members with an update on progress in delivering corporate priorities, performance of council services including budgetary information		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200

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		and customer satisfaction.			
FP/14/12/03 6/02/2014	3 December 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve community listing		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/14/12/04 6/02/2014	3 December 2014 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, New Nuclear Programme Manager 01984 635245
FP/15/1/01 6/02/2014	7 January 2015 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Fees and Charges Decision: to propose levels of fees and charges for the period 1 April 2015 to 31 March 2016 (in some cases fee increases will be implemented earlier, this will be stated in the relevant sections of the report).		No exempt / confidential information anticipated	Shirlene Adam, Section 151 Officer 01984 635259
FP/15/1/02 6/02/2014	7 January 2015 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held – Quarter 3 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	Ian Timms, Assistant Director Business Development 01984 635271

AGENDA ITEM 5

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	Documents and background papers to be available to decision maker	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/15/1/03 6/02/2014	7 January 2015 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Draft Capital Programme 2014-15 and Capital Strategy Decision: to present the draft Capital Programme 2014/15 and draft Capital Strategy for recommendation to Council.		No exempt / confidential information anticipated	Shirlene Adam, Section 151 Officer 01984 635259
FP/15/1/04 6/02/2014	7 January 2015 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve community listing		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/15/1/05 6/02/2014	7 January 2015 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, New Nuclear Programme Manager 01984 635245
FP/15/1/06 29/04/2014	7 January 2015 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Hinkley Point C Community Impact Mitigation Fund Decision: to agree the release of funding for the Community Impact Mitigation Fund		No exempt / confidential information anticipated	James Holbrook, Major Projects Manager (Hinkley Point) 01984 635218
FP/15/2/01 6/02/2014	4 February 2015 By Councillor K V Kravis – Lead Member Resources & Central	Title: Annual Budget & Council Tax Setting 2015-16 Decision: to provide Members with all the information required		No exempt / confidential information anticipated	Shirlene Adam, Section 151 Officer 01984 635259

AGENDA ITEM 5

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	Documents and background papers to be available to decision maker	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
	Support	for Council to approve the revenue budget and capital programme for 2015/16 for recommendation to Council.			
FP/15/2/02 6/02/2014	4 February 2015 By Councillor T Taylor – Leader of Council	Title: Draft Corporate Plan for 2015-16 Decision: to introduce the draft West Somerset Council Corporate Plan 2015/16 for recommendation to Council.		No exempt / confidential information anticipated	Penny James, Chief Executive 01984 635246
FP/15/2/03 6/02/2014	4 February 2015 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve community listing		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/15/2/04 6/02/2014	4 February 2015 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, New Nuclear Programme Manager 01984 635245
FP/15/3/01 22/04/2014	4 March 2015 By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central	Title: Corporate Performance & Budget Monitoring Report 2014-15 – Quarter 3 Decision: to provide Members with an update on progress in delivering corporate priorities,		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200

AGENDA ITEM 5

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	Support	performance of council services including budgetary information and customer satisfaction.			
FP/15/3/02 22/04/2014	4 March 2015 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve community listing		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/15/3/03 22/04/2014	4 March 2015 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, New Nuclear Programme Manager 01984 635245
FP/15/4/01 22/04/2014	1 April 2015 By Councillor K V Kravis – 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	Ian Timms, Assistant Director Business Development 01984 635271
FP/15/4/02 22/04/2014	1 April 2015 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve community		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200

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		listing			
FP/15/4/03 22/04/2014	1 April 2015 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, New Nuclear Programme Manager 01984 635245

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 T Taylor, K V Kravis, K M Mills, C Morgan S J Pugsley, A H Trollope-Bellew, K H Turner and D J Westcott.

The Scrutiny Committee comprises: Councillors P H Murphy, R Lillis, M J Chilcott, M O A Dewdney, G S Dowding, J Freeman, P N Grierson, B Heywood and K J Ross.

AGENDA ITEM 6

CABINET ACTION PLAN

Date/Minute Number	Action Required	Action Taken
<p>6 August 2014</p> <p>There were no resolutions/recommendations from the meeting held on 6 August 2014 that required monitoring.</p>		

Report Number: WSC xxx/14
 Presented by: COUNCILLOR TIM TAYLOR, LEADER OF THE COUNCIL
 Author of the Report: PAUL HARDING, CORPORATE STRATEGY AND PERFORMANCE
 Contact Details: MANAGER

Tel. No. Direct Line 01823 356309
 Email: P.HARDING@TAUNTONDEANE.GOV.UK

Report to a Meeting of: CABINET
 To be Held on: 3 SEPT 2014
 Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: [Click here and type Date]

CORPORATE PERFORMANCE REPORT – QUARTER 1 2014/15 – (APRIL TO JUNE)

1. PURPOSE OF REPORT

- 1.1 This report is to provide Members, and the public, with an update on progress in delivering the Council's corporate priorities and the performance of council services for the period from 1st April 2014 to 30th June 2014. The report also provides an overview of the outcome of the Council satisfaction survey.

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 The performance report monitors and reports on the delivery of the corporate priorities, the associated objectives and actions.

3. RECOMMENDATIONS

- 3.1 That Cabinet notes the progress in delivering the corporate priorities for 2014/15 and recommend any mitigating actions where there are concerns over delivery.

4. RISK ASSESSMENT (IF APPLICABLE)

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)
<i>The mitigation for this will be the continued strong leadership from Lead Members and JMT to ensure that performance management remains a priority.</i>	Unlikely (2)	Major (4)	Medium (8)

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

5. **BACKGROUND INFORMATION**

- 5.1 Regularly monitoring our performance is a key element of the Council's Performance Management Framework.
- 5.2 For 2014/15, as previously, performance reports will be presented to Cabinet quarterly. However, at the suggestion of the Scrutiny Committee, for 2014/15, performance reports will only be presented to Scrutiny in quarters 2 and 4, before going to Cabinet. This is a change from previous years. Consequently, this report, on Q1 has not and will not go before the Scrutiny Committee, although all members of Scrutiny have been provided with a copy of the report for their information.
- 5.3 There are 114 measures in total which are reported. These are split over three areas. The first two areas are the Council's two corporate priorities; where there are 29 and 46 measures respectively. The third area relates to service performance indicators of which there are 39 reported measures.
- 5.4 Service indicators were previously sub-divided and presented under the 4 previous WSC group headings (e.g. Corporate Management, Corporate Services, Environment Community & Customer and Housing Economy & Welfare). Now that the new joint JMT structure is in place these groupings are no longer relevant. Therefore, service indicators for 2014/15 are now presented based upon the new JMT structure.
- 5.5 One measure that has been dropped for 2014/15 is the measure of WSC staff sickness absence. This is due to the fact that from 1st August 2014 WSC will not directly employ any staff as all existing staff will have TUPE'd to TDBC as a result of the joint working arrangements previously agreed between the two Councils.
- 5.6 The full performance report is attached at **Appendix A**. 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. The key used is provided below:

Key to Indicators

RED	Planned actions are significantly off course or significant concern. Performance indicators are unlikely to achieve target.
AMBER	Some uncertainty in meeting planned outcomes. Some concern that performance indicators may not achieve target.
GREEN	Planned actions are on course or complete - no current concerns. Performance indicators are on target.
NOT DUE	The indicator isn't due to be reported this quarter or no specific activity was required this quarter.

5.7 A summary of the performance headlines is provided below.

5.8 **Corporate Priority Indicators 1 - LOCAL DEMOCRACY**

RED	AMBER	GREEN	NOT DUE	TOTAL
0	0	24	5	29
0.00%	0.00%	82.76%	17.24%	

There are no 'Red' indicators relating to this corporate priority.

5.9 **Corporate Priority Indicators 2 - NEW NUCLEAR DEVELOPMENT AT HINKLEY POINT**

RED	AMBER	GREEN	NOT DUE	TOTAL
3	10	33	0	46
6.52%	21.74%	71.74%	0.00%	

There are three 'Red' indicators relating to this corporate priority. They are:

Ref	Measure	Target	Q1 Update
5.2.4	Facilitate the delivery of 19 additional affordable homes at Seaward Way in Minehead	Mar-15	Action rolled forward from 2013/14. Scheme progress dependant on sale of land etc which is not concluded.
5.2.6	Facilitate the delivery of 18 additional affordable homes to rent in Watchet	Mar-15	21 affordable homes have been secured on a site in Watchet . Developer likely to start on site later than originally planned and so, whilst these properties will be delivered, it is unlikely they will be complete in the current financial year. The decision to delay the start has been made by the developer on a business basis and there is nothing WSC can do to influence this.
5.2.7	Facilitate the delivery of 4 additional affordable homes for low cost sale in Watchet (Subject to Planning Approval)	Mar-15	These are unlikely to be delivered in this financial year

5.10 Service Performance Indicators

RED	AMBER	GREEN	NOT DUE	TOTAL
2	8	26	3	39
5.13%	20.51%	66.67%	7.69%	

There are two 'Red' service performance indicators. They are:

Development Control

Ref	Measure	Target	Last Year	Performance
KPI 90A	% major planning applications determined within 13 weeks (or within agreed extension of time)	60%	2013/14 86% (Q1 none received, Q2 100%, Q3 79%, Q4 80%)	Q1 - 33% - 3 applications received - only 1 decided out of time but with an agreed extension of time, 2 decided out of time.

The deletion of the Deputy Planning Manager post, after the departure of the postholder, and the former Planning Manager taking up his new role as New Nuclear Programme Manager on 1st April, resulted in the planning team having less resource to deal with planning applications and no dedicated Development Management managerial resource in place to monitor performance during Q1.

A new Area Planning Manager covering both West Somerset and Taunton Deane started in post on 1st August as part of the Joint Management and Shared Services Project. With this now in place, it is anticipated that individual cases for major development can once again be more closely monitored to ensure that they are dealt with in a timely manner.

Private Sector Housing

Ref	Measure	Target	Last Year	Performance
KPI 51	Number of properties brought up to decent homes standard	200	2013/14 130	The PI for this measure is with the service to revisit and make more realistic. This is now mostly responsive and depends on the complaints and requests received by the Environmental Health service to respond. Some of it is proactive (landlord accreditation) but ability to bring homes up to decent standard significantly impacted by loss of Warm Streets funding.

5.11 **Annual Council Satisfaction Survey**

- 5.12 As in previous years the survey was sent out with the annual Council Tax bill. The survey is also available online at www.westsomersetsays.com and in paper format at the Minehead Contact Centre and Williton reception. Links to the survey were also provided via the council's Facebook and Twitter pages.
- 5.13 The results of the annual satisfaction survey (compiled from results received at 30th June 2014) are provided as **Appendix B**.
- 5.14 667 completed surveys have been received back by the 30th June 2014. This compares to 1340 for the same period last year.
- 5.15 Overall the survey shows good satisfaction with council services. Across all services listed the average satisfaction is **79.2%**.

All services areas have seen an increase in satisfaction on the previous year.

- 5.16 Highest satisfaction was with Waste collection at **91%**. Lowest satisfaction was with Planning at **63%**.
- 5.17 **81.5%** of respondents were satisfied with the way in which WSC runs things. This is an increase on each of the previous 3 years.
- 5.18 **89.2%** of respondents agreed that the Council provides value for money. This is the highest it's been for the past 4 years.

6. **FINANCIAL/RESOURCE IMPLICATIONS**

- 6.1 As set out in the financial report on Cabinet agenda 3rd September 2014.

7. **COMMENTS ON BEHALF OF SECTION 151 OFFICER**

- 7.1 As set out in the financial report on Cabinet agenda 3rd September 2014.

8. **EQUALITY & DIVERSITY IMPLICATIONS**

Members need to 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

- 8.1 This report provides an update on performance and does not recommend implementation of new services, policies, practices or changes to service provision which might impact on service users or staff. Therefore officers have not identified any clear equality and diversity implications relating to this report.

9. CRIME AND DISORDER IMPLICATIONS

None directly within this report.

10. CONSULTATION IMPLICATIONS

10.1 This report includes measures relating to customer satisfaction at a service level as well as the results of the annual Council survey.

11. ASSET MANAGEMENT IMPLICATIONS

11.1 None directly within this report.

12. ENVIRONMENTAL IMPACT IMPLICATIONS

12.1 None directly within this report.

13. HEALTH & WELLBEING

Demonstrate that the authority has given due regard for:

- People, families and communities take responsibility for their own health and wellbeing;
- Families and communities are thriving and resilient; and
- Somerset people are able to live independently.

14. LEGAL IMPLICATIONS

14.1 None directly with this report

Key Task	Ref	Key Action /Measure	Target	Update - Q1 2014/15 (1 Apr to 30 June)	Status Q1 2014/15
PRIORITY 1. LOCAL DEMOCRACY					
Objective 1 Local democracy and accountability remains within West Somerset by working with Taunton Deane Borough Council to establish and implement shared service delivery models that deliver effective, efficient services					
Key Task 1.1 Working with TDBC to establish and implement shared services by April 15. With Tiers 2,3 & 4 in place, design the proposed structures by 31st May and implement by 1st Aug 2014 for service leads/supervisors With service leads/supervisors in place, design the proposed structures by 31st Oct and implement by 1st Feb 2015 for service teams	1.1.1	JMT to receive and sign off the proposed structures for service leads/supervisors	31-May-14	With the exception of the Assistant Director – Property & Development (external appointment), Assistant Directors were in post by Feb 2014. The AD for Property and Development was an external appointment and is now in post. With the exception of Economic Growth/Development group all proposed tier 4/5 structures were signed off by the S151 Officer and HR	GREEN
	1.1.2	Recruitment process undertaken and service leads/supervisors structure in place	01-Aug-14	There has been some delay to the Tier 4/5 restructure following UNISON raising some issues regarding TUPE transfer; Despite this, the majority of tier 4/5 officers will be in post by 1st Aug. Any vacant posts within the new structure will be progressed through the agreed recruitment processes. The economic development/growth restructure is still planned for Sept.	GREEN
	1.1.3	JMT to receive and sign off the proposed structures for Service Teams	31-Oct-14	Assistant Directors, with support from their tier 4/5 staff appointed are reviewing the structures required for tier 6 and below; HR are supporting this process	GREEN
	1.1.4	Recruitment process undertaken and Service Teams structure in place	01-Feb-15	The restructure remains on track for completion by 1 Feb 2015.	GREEN
Key Task 1.2 Undertake the work required to deliver the shared services implementation plan including: Subject to acceptance of the business cases, implement the proposals for service transformation of Legal Services & Building Control as the services identified as suitable for fast tracking and any other fast track opportunities that arise by 31st March 2015	1.2.1	Legal Services – take business case through the democratic process	01-Jan-15	The Legal shared services business case has been drafted. The proposed structure will be completed by the End Aug for discussion with HR UNISON after that. ICT proposals will be available end Aug and SWAP to review the proposals. The business case is currently expected to progress through the democratic process for all partners (MDC/TDBC/WSC) between Oct-Dec 2014.	GREEN
	1.2.2	Legal Services - Implement the approved business case in accordance with the agreed timescales	31-Mar-15	It is still planned that the Legal Shared Services partnership will be in place by Feb 2015.	GREEN
	1.2.3	Building Control - take business case through the democratic process	01-Jan-15	Interim management team appointed - Nigel Hunt/MDC appointed as Project manager and drafting the business case scheduled for completion by Nov 2014.	GREEN
	1.2.4	Building Control -Implement the approved business case in accordance with the agreed timescales	31-Mar-15	Subject to details of the project plan and business case, implementation of a shared Building Control service between MDC, SDC, TDBC and WSC is still expected to be in place by 31 March 2015.	GREEN
	1.2.5	Senior Leadership Team (SLT) to receive and sign off the service transformation programme	31-Dec-14	Work has commenced on understanding what transformation will mean for TDBC and WSC. A visit to Eastbourne Borough Council has been followed by Eastbourne Council Leader, together with the Leader of Breckland presenting their experiences and advice at a Joint Members Workshop held on 9 July at Halsway Manor.	GREEN
	1.2.6	Approve the progress of any other fast track/quick wins – including completion of business case and its sign-off via the democratic process	31-Mar-15	This action will follow 1.2.5	NOT DUE
Key Task 1.3 Undertake the technology actions to support joint working and shared services including the introduction of common platforms for email account/calendars an integrated phone system, printing and flexible office space enabling staff and Members to work more effectively by 31st March 2015	1.3.1	Communication line in place between TDBC & WSC	30-Jun-15	The high-speed, secure communications link between TDBC and WSC was installed during May 2014. Email traffic between TDBC and WSC is now being routed over the dedicated communications line and will be used in the future to align systems.	GREEN
	1.3.2	Shared domain implemented and rolled out to all staff	31-Mar-15	The trust relationship between TDBC and WSC is operational and enables outlook calendars and contacts to be integrated and accessible to TDBC that have MS office 2013 installed and all WSC staff Shared domain name has been secured for future use	GREEN
	1.3.3	Shared Intranet – delivering the ICT capability/in place (Sharepoint)	31-Dec-15	A Presentation was held on 10 June to demonstrate the capability of the new Sharepoint 2013 version. Project plan being drafted. Servers being procured and scheduled for installation during Aug; This will provide the basis to develop a OneTeam intranet solution that will enable sharing of key information, policies and documents	GREEN
	1.3.4	SLT to oversee the progress, delivery of the capability and roll-out of ICT functionality in line with the programme plan.	31-Mar-15	ICT progress is reported via the highlight report that is presented to the JMASS Joint Project board (JPB) whose membership includes all members of SLT. ICT update meetings are held weekly to track progress against the project plan	GREEN
Key Task 1.4 Undertake HR actions required to support a review of terms and conditions and the implementation of any required changes by 1st April 2015	1.4.1	Terms & Conditions reviewed and any amendments requiring approval to go through the democratic process and working with UNISON	31-Mar-15	A Joint Unison Board sub-group has been established during June to commence work on the review of Terms & Conditions	GREEN
	1.4.2	Review and harmonise HR policies where appropriate and any changes requiring approval to go through the democratic process	31-Mar-15	HR resource is currently focussed on supporting the shared service restructure and the review of HR policies will commence when resource is available	GREEN
Key Task 1.5 By 31st March undertaken corporate/governance work to review policies and align where necessary, the development of a performance management framework and financial monitoring that supports the requirements of the joint management and shared services programme	1.5.1	Review TDBC & WSC's constitutions and align where appropriate and any changes requiring approval to go through the democratic process	31-Dec-14	A review of the TDBC and WSC constitutions has commenced.	GREEN
	1.5.2	Review and align performance Management frameworks of TDBC & WSC where appropriate	31-Mar-15	Work not yet due to start. Scheduled in work plan for this to commence Sept 2014.	NOT DUE
Key Task 1.6 Draft and implement a strategy and supporting plan for internal and external communications to	1.6.1	Work with the LGA Comms support re: Comms	31-Mar-15	Matt Nicholls/LGA continues to support the communications activity with advice and guidance. Activities are currently focussed on internal communications to support and inform staff and members during the shared service restructure.	GREEN

Key Task	Ref	Key Action /Measure	Target	Update - Q1 2014/15 (1 Apr to 30 June)	Status Q1 2014/15
support the shared services and service transformation programme during 2014/15.	1.6.2	Internal Comms: - Launch new shared Newsletter - Set up shared Intranet	31-Mar-15	The OneTeam newsletter has replaced the JMASS Project newsletter; It is produced and circulated monthly with the first edition in March 2014. A shared intranet will be developed following implementation of Sharepoint 2013 (see action 1.3.3)	GREEN
Objective 2 Identify additional savings, income generation and maximise existing and new funding opportunities to secure financial sustainability by March 2016					
Key Task 2.1 Deliver 2014/15 budget savings and income generation by April 2015. Achieve savings of £78,177 as a proportion of the overall savings from the WSC budget	2.1.1	Monitor the delivery of the 2014/15 savings target of £78,177 and report progress to Performance & Corporate PAG	31-Mar-15	This is the total of the breakdown of savings is shown in 2.1.2 to 2.1.7 below	GREEN (Complete)
	2.1.2	Interest payments due on external loans(£42,850) – repayment of existing loan – ensure budget has been reduced	Jul-14	As part of the 2014/15 final budget process it was agreed to move this saving to 2015/16.	NOT DUE
	2.1.3	External Audit (£2,982) – Decrease in Audit fee – ensure budget has been reduced	Apr-14	2014/15 Budget Reduced By £2,982	GREEN (Complete)
	2.1.4	Staff- Post 83 Accounting Technician(£26,423)- vacant post to be deleted – ensure budget has been reduced	Apr-14	Post removed as part of the 2014/15 Budget Setting Process	GREEN (Complete)
	2.1.5	Staff –shared senior management(£11,400) – ensure budget has been reduced	Apr-14	Saving included as part of the shared services arrangement.	GREEN (Complete)
	2.1.6	Home Improvement Agency Contract (£22,710) - Negotiated Reduction In Contract	Apr-14	2014/15 Budget Reduced By £21,710	GREEN (Complete)
	2.1.7	Staff- Post 66 Housing Options & Advice Officer (£14,662) - Reduction in Hours to 3 days per week	Apr-14	2014/15 Salary Budget reflects reduction in hours to 3 days per week. Saving of £14,662.	GREEN (Complete)
Key Task 2.2 Identify 2015/16 budget savings and income generation opportunities as part of the budget saving process by Feb 2015.	2.2.1		Feb-15	Will be undertaken as part of the 2015/16 budget setting process	NOT DUE
Key Task 2.3 Monitor and review levels of income from New Homes Bonus and Business Rate Retention and assess any subsequent impact on Medium Term Financial Plan	2.3.1		Feb-15	Will be monitored throughout 2014/15 as part of the budget monitoring process, which will in turn feed into the Medium Term Financial Plan	NOT DUE

PRIORITY 2. NEW NUCLEAR DEVELOPMENT AT HINKLEY POINT

Objective 3. 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					
Key Task: 3.1 To explain to the West Somerset community the agreed process for communities and organisations to access and bid for funding, maximising the potential investment in West Somerset from Hinkley Point related funding once funding becomes available	3.1.1	Review and publish the agreed Expression of Interest Form for the Community Impact mitigation fund with the joint Planning Obligations Board	Mar-15	EOI Form approved by Planning Obligations Board in April 2014, EOI form published May 2014	GREEN (Complete)
	3.1.2	Review and publish an agreed Funding Strategy for the community impact mitigation fund with the joint Planning Obligations Board	Mar-15	Funding Strategy approved by Planning Obligations Board in April 2014, Funding Strategy published May 2014	GREEN (Complete)
	3.1.3	Review and publish an agreed set of Frequently Asked Questions for the community impact mitigation fund with the joint Planning Obligations Board	Mar-15	FAQ's approved by Planning Obligations Board in April 2014, FAQ's published May 2014	GREEN (Complete)
	3.1.4	Review and publish an agreed set of Guidance Notes for the community impact mitigation fund with the joint Planning Obligations Board	Mar-15	Guidance Notes approved by Planning Obligations Board in April 2014, Guidance Notes published May 2014	GREEN (Complete)
	3.1.5	Publish agreed set of principles for the operation of the Board with the joint Planning Obligations Board	Mar-15	Principles for operation of the Board approved in April 2014, Principles for operation of the Board published May 2014	GREEN (Complete)
Key Task: 3.2 To improve the community's understanding of the funding available from WSC and Somerset Community Foundation through production of a communications strategy to be launched once each phase of funding becomes available	3.2.1	Review and operate an agreed communications strategy with the joint Planning Obligations Board	Mar-15	Communications Strategy agreed by Planning Obligations Board and being operated. 3 of 4 Area Panels presented to in Q1. Dunster Area Panel in Q2. Community Meeting arranged in Stogursey for Q2. Media awareness raising considered successful by Planning Obligations Board.	GREEN
	3.2.2	Maintain the Councils website, hosting the funding information and outputs from Key Task 3.1	Mar-15	Website went live at launch and feedback from community very good. Website hits over 750 in Q1 alone.	GREEN
	3.2.3	Work with key affected communities to advise and explain process for accessing funding opportunities • Organise a high quality conference aimed at inspiring and instilling vision within the Community with fringe events aimed at raising capability and skills by March 2015. • Develop in partnership key priorities for the communities of West Somerset that will strategically influence and guide project development and delivery by September 2014. • Build resilient and strong partnerships that can deliver and lead community projects that meet current and future local needs and wants by March 2015.	Mar-15	Major Projects Team, Parish Liaison Manager and Economic Development Team (all working alongside the New Nuclear Programme Manager) are working together to deliver bespoke support to communities more generally and specific support for particular projects. The Council is using the Expressions of Interest received to define the level of assistance necessary. The need for a targeted conference is being reviewed along with the level of partnership working achievable within current resources.	GREEN

Key Task	Ref	Key Action /Measure	Target	Update - Q1 2014/15 (1 Apr to 30 June)	Status Q1 2014/15
Key Task: 3.3 To support the community during the bidding process, maximising the number of successful bids and potential investment in West Somerset	3.3.1	Work with key affected communities to identify priorities for funding, along with identifying and help source match funding, for presentation to the Planning Obligations Board	Mar-15	Major Projects Team, Parish Liaison Manager and Economic Development Team (all working alongside the New Nuclear Programme Manager) are working together to deliver bespoke support to communities more generally and specific support for particular projects. The Council is using the Expressions of Interest received to define the level of assistance necessary.	GREEN
	3.3.2	Support appropriate bids from communities in West Somerset if they are compliant with the criteria set out in the s106 legal agreement for funding at the bi-monthly Planning Obligations Board meetings and vote in favour.	Mar-15	The first decision making meeting of the Planning Obligations Board will take place in Q2. Arrangements are in place to ensure that WSC's representatives on the Board are well placed to represent the Councils views.	GREEN
	3.3.3	Present recommendations from the bi-monthly Planning Obligations Board meeting to Cabinet / Council for approval	Mar-15	The first decision making meeting of the Planning Obligations Board will take place in Q2. Any Cabinet / Council decisions necessary are likely to be in September 2014.	GREEN
Key Task: 3.4 By March 2015 develop a programme of investment within West Somerset for the leisure funding provided directly to the council from the development at Hinkley Point	3.4.1	Develop, using existing evidence, an investment strategy for the leisure contributions	Nov-14	Some initial discussions have taken place however, the need to develop an overarching strategy which is cognisant of a number of other activities and proposals with the resources available is proving difficult. The overlap between EOI's regarding CIM and a Leisure Strategy being a good example.	AMBER
	3.4.2	Identify and secure match funding opportunities for the leisure contributions and submit proposals to the WSC Planning Obligations Group	Jan-15	As above	AMBER
	3.4.3	Present funding allocations to Cabinet / Council for approval	Mar-15	As above	AMBER
Objective 4. The economic opportunities that arise from the development and associated activities are maximised					
Key Task 4.1 Work with key partners and EDF Energy to support businesses and the local working age community to gain economic benefits from the development in terms of contracts awarded to local suppliers and increased employment opportunities	4.1.1	Effectively maintain and use the business database to segment business sectors and target those businesses with timely and appropriate communications and information relating to the HPC Project. Provide an update report to the Economic Development PAG on the use of the data.	Quarterly	Segmentation of the database continues to target business groupings where we are aware HPC packages of work are available. Currently working with the Somerset Larder Group, which is a collective cohort of food & drink businesses working to secure the food supply contract. We are supporting businesses who wish to engage to acquire the SALSA accreditation that they will be required (This is a food & drink accreditation meaning Safe and Local Supplier Approval).	GREEN
	4.1.2	Provide bespoke business support activity to build the capacity and capability of businesses within the Facilities Management and Construction sectors To enable them to realise the opportunities offered by the HPC Project and other developments. Provide an update report to the Economic Development PAG	Quarterly	Retail masterclass held in Minehead and Porlock (attended by 35 businesses) with Rowland Gee (former Hugo Boss Ch Exec) working in partnership with the National Skills Academy for Retail. Followed up by three Digital High Street training sessions (12 businesses participated) 10 individuals attended a Dare to Dream business start-up event in Minehead. Cornerstone CIC Business Mentoring Company (run by Volunteer Mentors) launched http://cornerstonementoring.co.uk/ 10 individuals from the Hospitality Industry participated in a training course on how to make better use of locally sourced produce, culminating in a Master Chef type competition.	GREEN
Key Task 4.2 Work with key partners and EDF Energy to provide suitable access to skills, training and employment opportunities to benefit local residents and ensure that local businesses have the access to the skilled workforce that they require	4.2.1	Address identified skills gaps and raise attainment levels through delivering packages of support to ensure that individuals are suitably prepared and skilled for work and are able to make the most of job opportunities. Raise aspirations and improve motivation through developing knowledge of local employment and training opportunities and associated progression routes.	Quarterly	Sector based work academy delivered by West Somerset College through allocated Fit to Work Funding. 12 accessed through delivery of two courses. Food Hygiene Course delivered by Somerset Skills and Learning 7 completed and 7 registered on the EDFE Brokerage. Funded through Community Outreach Budget.	GREEN
	4.2.2	Address identified barriers which are restricting individuals' access to employment and training opportunities. This includes lack of basic skills and IT skills, (mental) health issues, criminal activity / anti-social behaviour and homelessness. Work with the Pre Employment and Skills Steering Group to direct appropriate activity. Report progress to Economic Development PAG	Quarterly	Application made to JCP for funding to develop a number of employment and skills interventions. 3 Skills Roadshows have taken place in Dulverton, Watchet and Williton. 16 attended in total. Currently working with a Watchet Community Group to develop local work club.	GREEN
	4.2.3	Provide access to mentoring, training and employment opportunities for the long term unemployed through delivery of programmes of training identified as an element of action Expand and enhance the provision of appropriate training opportunities to support those furthest away from the labour market.	Quarterly	Funding won from Locality for developing a Local Development Strategy in relation to the provision of additional employment and skills support for West Somerset's deprived communities. Consultation undertaken and Local Development Strategy submitted to meet end of May deadline.	GREEN
Key Task 4.3 Work with tourism partners to mitigate the negative effects of the development and take advantage of any opportunities created.	4.3.1	Work with the Hinkley Action Tourism Partnership to adopt a clear strategy and SMART action plan using the on-going development of the Cool Tourism Project to put into place pilot projects and activity within business networks to test the effectiveness of the strategic aims.	June 14 & Quarterly	HTAP reconvened after a break due to lack of activity on the Hinkley Point C (HPC) project. Now back to regular meetings. Hinkley Action Tourism Partnership (HTAP) Strategy is being drafted with consultation events being planned. A strategy for 2014 support for TIC's has been agreed amongst the three Local Authorities with reports going to Cabinet / Council in July.	GREEN
	4.3.2	Fully develop 2 new tourism business related networks linked to • Dunster; • Coleridge way; and use the lessons learnt to replicate activity over at least two other business networks including Porlock. Provide a package of support to each network to include IT training, research, marketing and promotion	Quarterly	Dunster network progressing well, with work being commissioned in respect of a re-branding exercise, and 'Romantic USP' Coleridge Way has been extended to Lynmouth and the Business Group is up and running with a fresh action plan. Business exchanges are being arranged as part of the Cool Project to allow for learning and networking with other areas doing similar. A consultation event for the Porlock business network is planned for the Autumn, and the refreshed MVG Action Plan references the potential for a Tourism focused business network.	GREEN
Objective 5. The availability of housing supply within West Somerset is increased if funds become available to mitigate the extra demands linked to Hinkley Point workers					
Key Task 5.1 Using the Hinkley Point Housing Fund to provide 100 additional bed spaces in the West Somerset area by 31st Mar 2015	5.1.1	Submit a bid for use of the Hinkley housing fund to the Planning Obligations Board detailing the proposed interventions to deliver the key task.	Mar-15	On-track - documentation ready to present to POB on 12th August 2014	GREEN
	5.1.2	Facilitate the delivery of 15 bed spaces by housing associations in priority areas through Implementation of their Downsizing Policies.	Mar-15	7 bedspaces freed up in the first quarter	GREEN
	5.1.3	Work with private developers to maximise opportunities in conjunction with the fund to bring forward both open market and affordable homes on sites in • Watchet • Williton	Mar-15	Discussions ongoing	GREEN
	5.1.4	Provide empty property grants and advice to deliver an additional 30 bed spaces over and above the requirements of Key task 5.3	Mar-15	Grants not yet available until POB has agreed funding strategy	AMBER
	5.2.1	Facilitate the delivery of the remaining 15 additional affordable homes at Brackensfield (Silvermead) Alcombe	Mar-15	30 of 33 homes complete and occupied.	GREEN
	5.2.2	Facilitate the delivery of 8 additional homes to rent at Ellicombe, Minehead (Subject to Planning Approval)	Mar-15	Planning Approval obtained. Developer has now decided to amend some of the proposed dwellings. On the plus side this will secure one additional affordable home but will also delay the start on site, therefore the completion of the scheme. This decision has been based on a developer business basis and there is little we can do to influence the situation	AMBER
	5.2.3	Facilitate the delivery of 20 additional affordable homes at Townsend Farm in Carhampton	Mar-15	Scheme switched to future year for HCA funding purposes. There had been delays to progress therefore not delivered in 2013/14 as expected. The legal documents are drafted and Hascoe are ready to exchange contracts and keen to progress. Should start on site and be significantly progressed during this financial year. We are doing absolutely everything we can to get this scheme on site.	AMBER

Key Task	Ref	Key Action /Measure	Target	Update - Q1 2014/15 (1 Apr to 30 June)	Status Q1 2014/15
Key Task 5.2 Facilitate the delivery of 80 affordable homes within the West Somerset area by 31st Mar 2015	5.2.4	Facilitate the delivery of 19 additional affordable homes at Seaward Way in Minehead	Mar-15	Action rolled forward from 2013/14. Scheme progress dependant on sale of land etc which is not concluded.	RED
	5.2.5	Facilitate the delivery of 4 additional affordable homes to rent on the Croft House site in Williton	Mar-15	Planning Approval has been granted but SCC appear to have re-opened negotiations for the site in question. Awaiting developments regarding land sale. Whatever the outcome we are likely to deliver more than 4 affordable homes on this site	AMBER
	5.2.6	Facilitate the delivery of 18 additional affordable homes to rent in Watchet	Mar-15	21 affordable homes have been secured on a site in Watchet. Developer likely to start on site later than originally planned and so, whilst these properties will be delivered, it is unlikely they will be complete in the current financial year. The decision to delay the start has been made by the developer on a business basis and there is nothing WSC can do to influence this.	RED
	5.2.7	Facilitate the delivery of 4 additional affordable homes for low cost sale in Watchet (Subject to Planning Approval)	Mar-15	These are unlikely to be delivered in this financial year	RED
Key Task 5.3 To work with landlords and owners of empty properties to return 55 back into use across West Somerset with priority on the eastern area parishes	5.3.1	Return 55 back into use across West Somerset	Mar-15	10 completed so far. Numbers low as awaiting latest Council Tax merge.	AMBER
Key Task 5.4 To work with landlords and owners to bring properties up to the Decent Homes Standard making them available for use across the West Somerset area	5.4.1	In partnership with Wessex Home improvement Loans deliver 15 low interest loan products	Mar-15	4 referrals, 1 drawdown in May, 1 declined and 7 ongoing applications	GREEN
	5.4.2	Delivering 30 Disabled Facilities Grants	Mar-15	Budget has reduced for DFGs and therefore target has come down to 30 (from 40 last year). Despite only completing 3 in first quarter there are many in progress and we are still confident of delivering 30 this year.	GREEN
	5.4.3	Improving 50 privately rented properties to the minimum standard	Mar-15	6 to the end of June 2014 with 8 in progress through landlord accreditation and 9 being dealt with through formal and informal means.	GREEN
Objective 6. 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					
Key Task 6.1 When significant development commences on the Hinkley Point C site to establish and maintain thereafter a programme of site visits to Hinkley Point and associated development sites to ensure that the development is carried out in accordance with the approved plans	6.1.1	To make at least one planned / un-planned visit to Hinkley Point and associated development sites every 2 months	Mar-15	Visited being carried out as per schedule in partnership with planning team	GREEN
	6.1.2	To monitor compliance with planning conditions / requirements and obligations through regular meetings / observations	Mar-15	HPC EHO attending regular meetings with colleagues	GREEN
	6.1.3	Investigate and respond proactively to complaints received in relation to the development being carried out at Hinkley Point within 10 working days	Mar-15	No complaints regarding HPC received by the EH team in Q1 due to work not commencing on site.	GREEN
Key Task 6.2 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.	6.2.1		Ongoing	Noise and air quality updated on WSC website at monthly intervals.	GREEN
Key Task 6.3 Once the development commences, continue working with partners to implement a range of community safety initiatives raising awareness of the development project, its potential impacts and preventative measures.	6.3.1	Deliver a range of projects that ensure the community are aware of the impacts of the new build and identify measures to mitigate those impacts: • Regular engagement with emergency services to identify opportunities for collaborative working • Organise partnership meeting to identify opportunities for shared or supportive working	Mar-15	Awaiting EDF Energy to pay a further contribution which can be used to fund this activity going forward.	AMBER
	6.3.2	Ensure partnership structures are in place and sufficiently robust to facilitate positive partnership activity, this includes: - Partnership workshops - Continued involvement with the ESLAG (emergency Services And Local Authorities Group) - Engagement with EDFE through regular one-to-ones	Mar-15	Awaiting EDF Energy to pay a further contribution which can be used to fund this activity going forward.	AMBER
Objective 7. 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.					
Key Task 7.1 By July 2014 develop a programme of investment within West Somerset for the ecology funding provided directly to the council from the development at Hinkley Point	7.1.1	Using data supplied from EDF Energy develop a range of sites suitable for the provision of ecology mitigation	Mar-15	Discussions with landowners continue with increased intensity now that works have re-commenced on the main site at Hinkley Point	GREEN
	7.1.2	Present funding allocations to WSC Planning Obligations Group / Cabinet / Council for approval	Mar-15	Discussions with landowners continue with increased intensity now that works have re-commenced on the main site at Hinkley Point	GREEN
Key Task 7.2 To actively work with Somerset County Council to ensure that they develop a clear programme of investment within West Somerset for the contributions where the County Council is the initial recipient from the development at Hinkley Point.	7.2.1	Work with SCC and partner organisations such as AONB service to understand and, where appropriate, influence funding allocations to ensure that mitigation is delivered in favour of affected communities in West Somerset	Mar-15	The Hinkley Officer Team is working alongside a range of partner organisations to ensure that funds and activity are appropriately focussed on the West Somerset community. The AONB provided proposals and the Councils comments have been taken on board. Officers continue to work with SCC on the delivery of Rights of Way in Stogursey.	GREEN
	7.2.2	The Delivery Steering Group (WSC, EDF, SDC & SCC) monitor SCC spend and outcomes in West Somerset area to ensure that communities most affected receive funding as appropriate	Mar-15	The DSG is working well and representatives of the Council attend and monitor activity of all the other parties including EDF Energy, SCC and SDC to ensure that activity is co-ordinated and that affected communities receive funding.	GREEN
OPERATIONS DIRECTORATE -Service Performance Indicators					
Street Cleansing - Service Performance Indicators					
	KPI 103 % service requests actioned within 5 working days	85%	2013/14 94% (Q1 98%, Q2 97%, Q3 92%, Q4 90%)	Q1= 89%	GREEN

Key Task	Ref	Key Action /Measure	Target	Update - Q1 2014/15 (1 Apr to 30 June)	Status Q1 2014/15	
	KCI 81	No. of complaints (lower is better)	Average of 20 or fewer over the year	2013/14 14 (Q1 4, Q2 5, Q3 3, Q4 2)	Q1 = 3	GREEN
Waste & Recycling - Service Performance Indicators						
	KPI 88	Fly-tipping: % removed within 48 hrs	75%	2013/14 84% (Q1 86%, Q2 77%, Q3 83%, Q4 84%)	Q1 = 85%	GREEN
	KPI 90	Fly-tipping: No of incidents	No target -measure only	2013/14 77	Q1 = 18	GREEN
	KPI 87	% missed collections collected within 24 hours	100%	2013/14 99% (Q1 99%, Q2 99%, Q3 97%, Q4 99%)	Q1 = 97.5% - Slightly below target and slightly below corresponding point last year.	AMBER
	KPI 86	% of waste recycled and composted	41%	2013/14 45% (Q1 41%, Q2 42%, Q3 45%, Q4 51%)	Data not available until early August - will be reported Q2	NOT DUE
	KCI 82	Waste & Recycling complaints	20 or fewer for the year.	2013/14 7 (Q1 1, Q2 2, Q3 2, Q4 2)	Q1 = 1	GREEN
Building Control - Service Performance Indicators						
	KPI 94	Dangerous structures - % of incidents responded to within 24 hrs.	95%	2013/14 100% (Q1 100%, Q2 100%, Q3 100%, Q4 100%)	100% - 3 dangerous structures reported - two were dangerous, after site visit one was not dangerous although unauthorised work. All three were visited the same day.	GREEN
	KPI 92	% applications registered within agreed timescale (5 days)	95%	2013/14 No comparison for 2013/14 as was against 3 day turnaround and not 5 day)	97.65% - 85 applications validated, 83 within 5 days.	GREEN
	KPI 93	% of inspections carried out on day registered	95%	2013/14 99% (Q1 100%, Q2 99%, Q3 99%, Q4 100%)	98.44% - 192 visits, 189 visited on day specified. Visits are not always scheduled in - when surveyor is passing, may call in if work appears to need an inspection etc.	GREEN
	KCI 187	% of customers who are satisfied or very satisfied with the building control service	85%	2013/14 97%	100% - 303 responses, 224 = very good; 79 = good; 0 = poor; 0 = very poor	GREEN
Customer Access - Service Performance Indicators						
	KPI 25	Abandoned in queue call rate %	<8%	2013/14 8.25% (Q1 12%, Q2 10%, Q3 5%, Q4 6%)	Q1 - 8.28% Very marginally over target. This was affected due to staff sickness in June (3 weeks). However, performance is still ahead of the corresponding time last year.	GREEN
	KPI 21	Number of unique visitors to Council website	80,000	2013/14 100,717 (Q1 24,044, Q2 22,723, Q3 23,048, Q4 30,902)	Q1 - 28,614	GREEN
Environmental Health - Service Performance Indicators						
	KPI 54	Average time taken to respond to initial request for service (days)	4 days or lower	2013/14 1 day (Q1 2DY, Q2 1 DY, Q3 1 DY, Q4 1DY)	Q1 - 1 DAY	GREEN
	KPI 56a	% of requests completed within stated service standard (60 days)	75% or higher	2013/14 67% (Q1 75%, Q2 63%, Q3 70%, Q4 60%)	Q1 - 77%	GREEN
	KCI 44	% of customers who are satisfied or very satisfied with the environmental health service	80%	2013/14 100%	100% Annual indicator - although limited number of postcards returned	GREEN (Complete)
Licensing - Service Performance Indicators						
	KBI 59	% of licenses issued on time	90%	2013/14 96% (Q1 98%, Q2 98%, Q3 97%, Q4 89%)	100% - All licenses applied for issued within timescales	GREEN
	KCI 47	% of customers who are satisfied or very satisfied with the licensing service	70%	2013/14 100%	Q1 - 100% Annual indicator - although limited number of postcards returned	GREEN (Complete)
Benefits - Service Performance Indicators						
	KPI 1	% of customers who are satisfied or very satisfied with the benefits service	97%	2013/14 100%	Low response rate however.	GREEN
	KBI 3	% of 'Local Authority' error against overall expenditure (lower is better)	<0.48	2013/14 0.22 (Q1 0.13, Q2 0.10, Q3 0.12, Q4 0.22)	Q1=0.43%	GREEN
	KPI 5	Average processing times for new claims (lower is better)	22 days or lower	2013/14 18.08 days (Q1 21.14, Q2 20.00, Q3 18.5, Q4 18.08)	Q1 - 26.07% -due to backlogs. These are now clearing which should see performance back on target. June performance was 22.5 days	AMBER

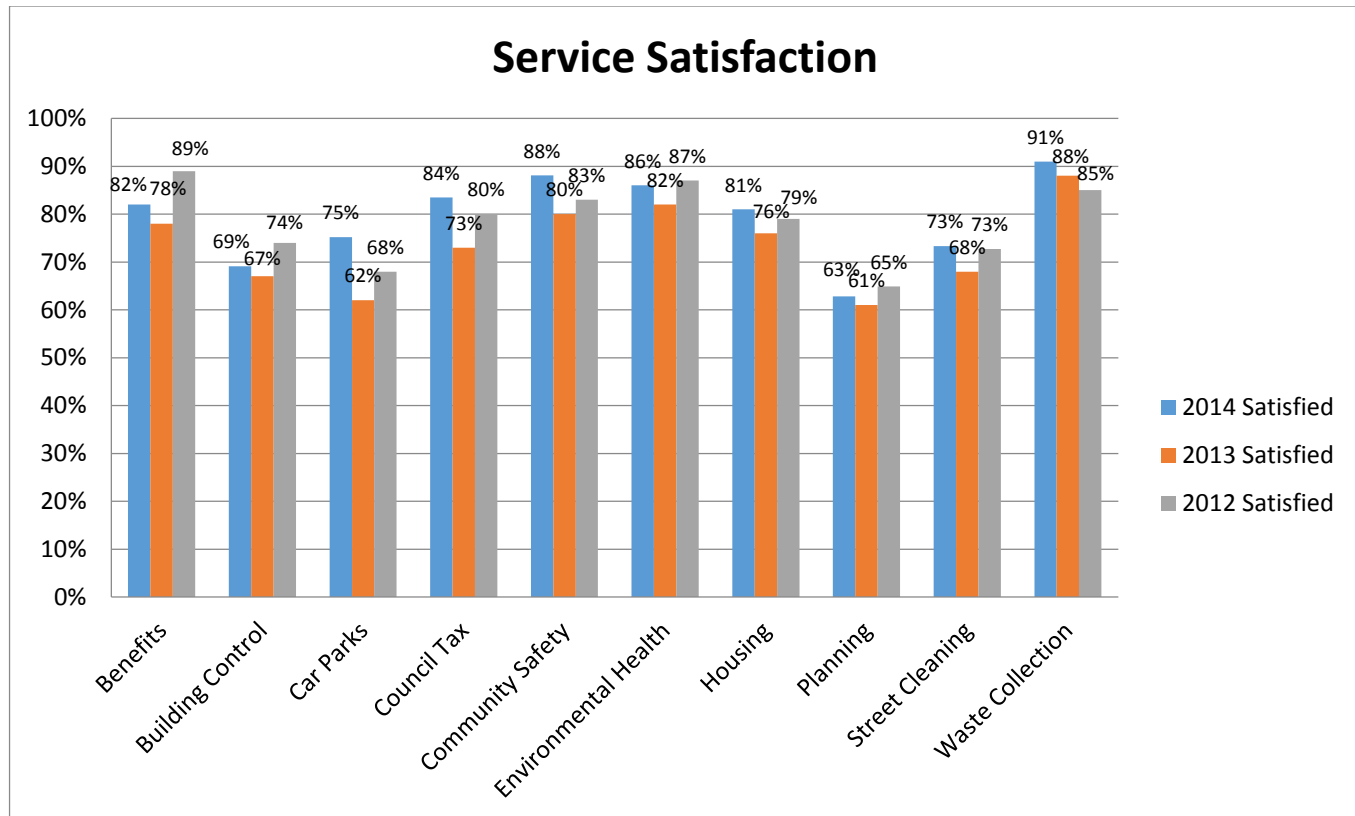
Key Task	Ref	Key Action /Measure	Target	Update - Q1 2014/15 (1 Apr to 30 June)	Status Q1 2014/15	
	KPI 6	Average processing times for changes of circumstances (lower is better)	9 days or lower	2013/14 5.40 days (Q1 7.14, Q2 5.97, Q3 5.5, Q4 5.40)	Q1 - 8.62 days	GREEN
Revenues - Service Performance Indicators						
	KPI 10	% Council tax collected in the year	97.8% or more	2013/14 97% (Q1 30%, Q2 58%, Q3 85%, Q4 97%)	Q1 - 30.36%	AMBER
	KPI 12	% business rates collected in the year	98% or more	2013/14 98% (Q1 32%, Q2 60%, Q3 88%, Q4 98%)	Q1 30.19% (2% dip on corresponding point last year due to some very large ratepayers electing to pay 12 monthly for the first time in 2014/15)	AMBER
Finance - Service Performance Indicators						
	KB1 132	% of invoices for commercial goods or services paid within 30 days of receipt	90%	2013/14 95.68% (Q1 97.08%, Q2 96.53%, Q3 96.23%, Q4 92.88%)	Q1 = 94.99% of invoices paid within 30 days.	GREEN
	KPI 133	Number of invoices received	No target -measure only	2013/14 (Q1 719, Q2 720, Q3 743, Q4 800)	Q1 - 698 invoices received	GREEN
ACE / CORPORATE - Service Performance Indicators						
Electoral Services - Service Performance Indicators						
	KPI 16	Form A's returned after personal visits and before internal checks	90%	2013/14 92%	Q1 = 82%	AMBER
HOUSING AND COMMUNITY - Service Performance Indicators						
Housing Options - Service Performance Indicators						
	KPI 45	Number of Households making homeless applications (lower is better)	195 or fewer for the year	2013/14 144 (Q1 43, Q2 42, Q3 27 Q4 32)	Q1 - 33 applications received.	GREEN
	KPI 46	% of homeless applications accepted as statutory homeless (lower is better)	23% or lower	2013/14 15.8% (Q1 6%, Q2 17%, Q3 15%, Q4 25%)	Q1 - 24% - although only slightly over target this is an appreciable increase over the corresponding point last year. Demand driven.	AMBER
	KPI 47	Number of homelessness events prevented (Higher is better)	42 or more for the year	2013/14 75 (Q1 24, Q2 31, Q3 8, Q4 12)	Q1 - 17 cases	GREEN
	KCI 41	% customers who are satisfied or very satisfied with the service	90%			NOT DUE
Housing Enabling - Service Performance Indicators						
	KCI 42	% of partners involved in the delivery of new affordable houses satisfied or very satisfied with the service	75%	2013/14 100%	This information will be requested towards the end of the financial year but there are no indications that this won't be 100%	GREEN
Private Sector Housing - Service Performance Indicators						
	KPI 51	Number of properties brought up to decent homes standard	200	2013/14 130	The PI for this measure is with the service to revisit and make more realistic. This is now mostly responsive and depends on the complaints and requests received by the Environmental Health service to respond. Some of it is proactive (landlord accreditation) but ability to bring homes up to decent standard significantly impacted by loss of Warm Streets funding.	RED
	KPI 52	Disabled facilities grants - average time taken end to end to complete adaptation work	22 weeks	2013/14 24 weeks	Currently 24 weeks but estimated to increase due to reduced budget available for 2014/15.	AMBER
	KCI 43	% customers who are satisfied or very satisfied with the private sector housing service	75%	2013/14 100%	Currently 98% although will not be the same position by year end as customers with new recommendations will be informed in due course that they will need to wait until the 1st April 2015 before they can apply for a DFG. .	GREEN
GROWTH AND DEVELOPMENT - Service Performance Indicators						
Development Control - Service Performance Indicators						
	KPI 90A	% major planning applications determined within 13 weeks (or within agreed extension of time)	60%	2013/14 86% (Q1 none received, Q2 100%, Q3 79%, Q4 80%)	Q1 - 33% - 3 received - only 1 decided out of time but with an agreed extension of time, 2 decided out of time.	RED
	KPI 90B	% minor planning applications determined within 8 weeks	80%	2013/14 96% (Q1 95%, Q2 100%, Q3 99%, Q4 100%)	Q1 - 81.48%	GREEN
	KPI 90C	% of other planning applications determined within 8 weeks	95%	2013/14 98% (Q1 100%, Q2 100%, Q3 100%, Q4 90%).	Q1 - 91.07%	AMBER
	KCI 86	% of customers satisfied with the service received	85%	2013/14 96%		NOT DUE

ANNUAL CUSTOMER SATISFACTION SURVEY – 2014

Results to end June 2014

Summary of Responses

Q1 - How satisfied have you been with district council services you have used in the last 12 months.



The results for question 1, overall shows good satisfaction with council services. Across all services listed the average satisfaction is 79.2%.

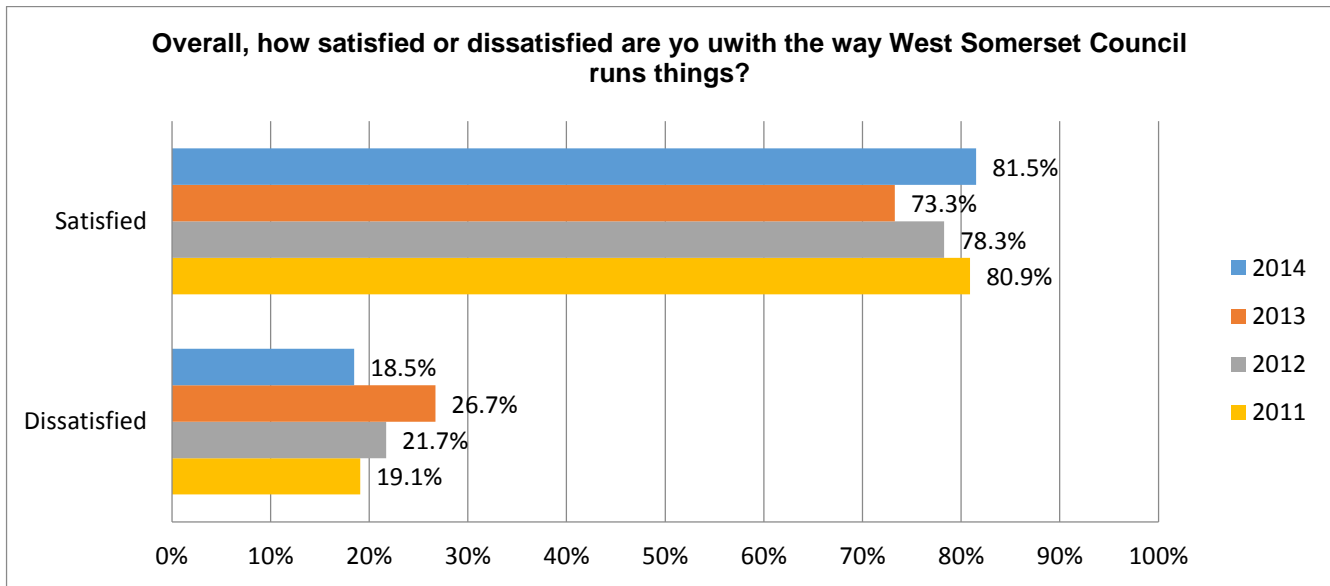
All services areas have seen an increase in satisfaction on the previous year.

Highest satisfaction was with Waste collection at 91%

Lowest satisfaction was with Planning at 63%.

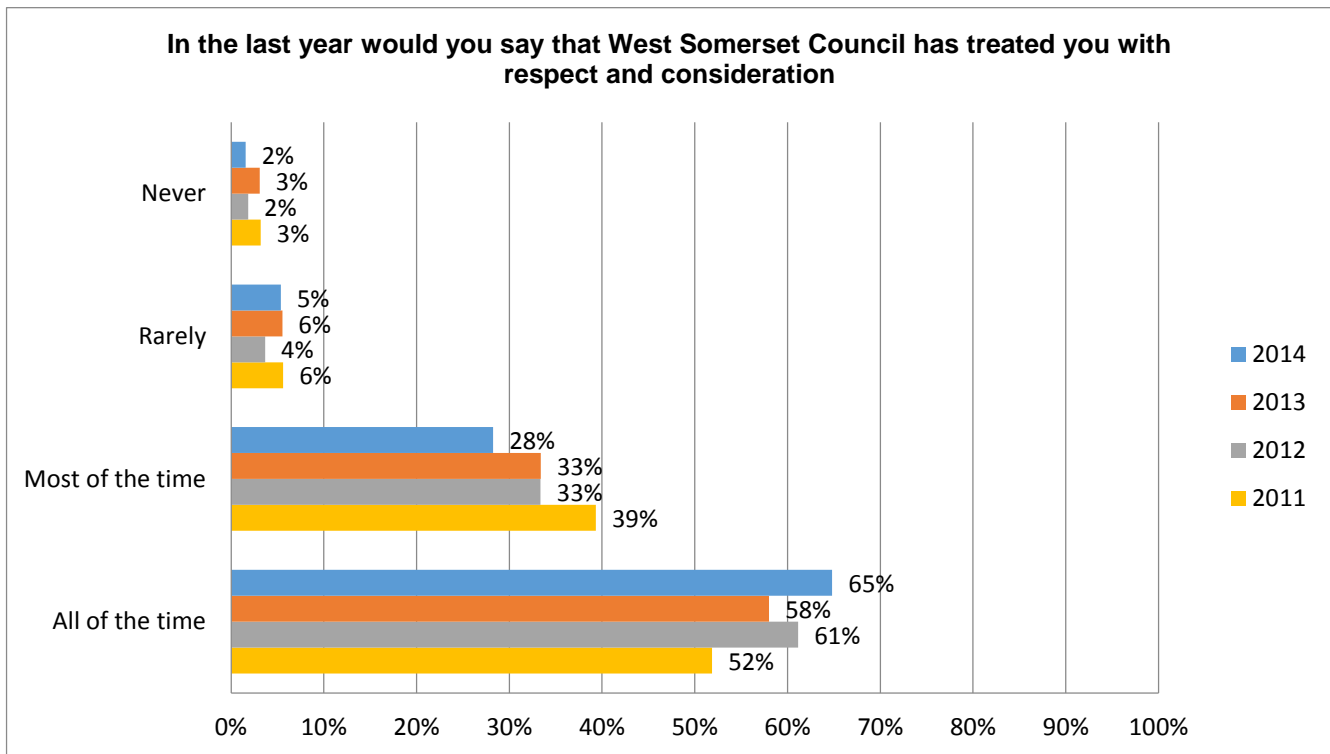
The number of responses also reflects the use/access to services. Respondents were asked to comment on services used within the last 12 months (March-March).

Q2 Overall, how satisfied or dissatisfied are you with the way West Somerset Council runs things?



As can be seen there has again been an increase in customer satisfaction on the previous 3 years

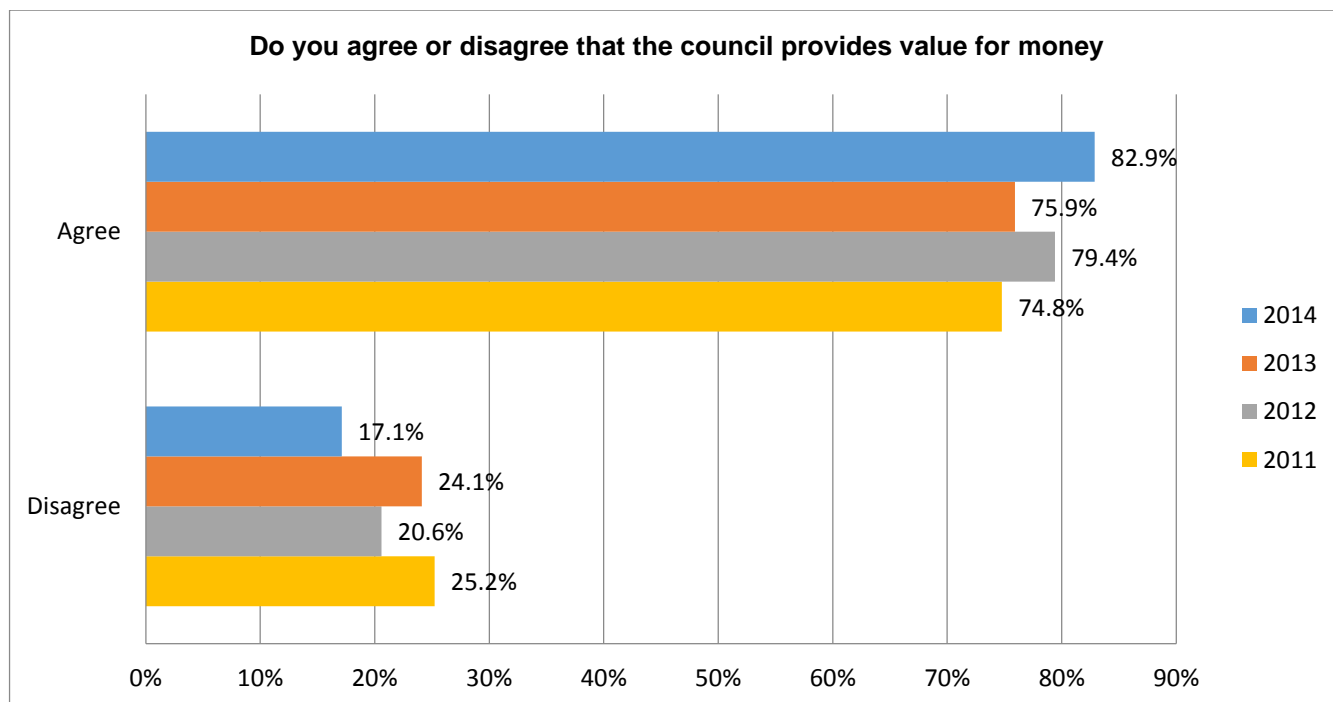
Q3 In the last year would you say that West Somerset Council has treated you with respect and consideration?



As can be seen there has been an increase in how people feel they have been treated by the council, and all this still equates to 93% of respondents feeling that they have most of the time/all of the time been treated with respect and consideration.

Q4 West Somerset retains less than 10% (£133 based on an average Band D property) of the council tax that you pay annually to run all the services that it is responsible for.

With this in mind, do you agree or disagree that the council provides value for money?



There has been an increase in the % that agree the council provides value for money and is the highest it's been for the past 4 years.

Comments received

There have been 290 comments made this year - this is a significant drop on last year's number of over 700.

A significant number of comments related to matters outside of the Council's control such as highways, potholes, Street lighting, hospital provision and social care.

Of the negative comments received that related to WSC services these mostly related to refuse and recycling, litter and street cleaning, car parks and parking and levels of Council Tax charged.

A number of compliments were also received.

Report Number: WSC 117/14
Presented by: Cllr K V Kravis, Lead Member for Resources
Author of the Report: Steve Plenty, Finance Manager
Contact Details:
 Tel. No. Direct Line 01984 635217
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Report to a Meeting of: Cabinet
To be Held on: 3rd September 2014
Date Entered on Executive Forward Plan
Or Agreement for Urgency Granted:

FINANCIAL MONITORING REPORT 2014-15 (APRIL – JUNE 2014)

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide Members with details of the Council's expected financial outturn position in 2014/15 for both revenue and capital budgets, together with information predicting end of year reserve balances.

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 The Council's financial performance is directly linked to the 'Local Democracy' priority in terms of local accountability and maximising government funding.
- 2.2 Additionally, financial performance and monitoring of financial information is crucial to monitoring the progress being made in delivering all Council services.

3. RECOMMENDATIONS

- 3.1 That Cabinet Members note the predicted financial position of the Council for 2014/15.
- 3.2 That Cabinet approves the transfer of £192,345 to the Business Rates Earmarked Reserve, to protect against volatility and offset accounting timing differences in business rates retention funding.

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
That the Authority overspends against the approved budget	3	4	12
<i>Regular budget monitoring reports are produced and managers actively manage the budgets under their responsibility</i>	1	4	4

AGENDA ITEM 8

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

5. **BACKGROUND INFORMATION**

- 5.1 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 the Medium Term Financial Plan.

6. **REVENUE BUDGET OUTTURN 2014/15 AND RESERVES**

- 6.1 This is the first financial monitoring report for 2014/15. As such this report is providing an early indication of the forecast outturn for the year. Clearly there are risks and uncertainties within the forecast, and officers will continue to monitor the position closely through the year and provide regular updates in line with the normal reporting timetable.
- 6.2 The current forecast outturn for the 2014/15 Revenue Budget shows a projected **underspend of £104,960 (2.0%)** against the Net Budget. Table 1 below provides a summary the revenue budget and outturn for the year.

Table 1 – Summary Predicted Revenue Outturn 2014/15

	Budget £	Predicted Outturn £	Variance £
Corporate Operations	229,197	205,054	-24,143
Housing and Communities	4,251,602	4,241,605	-24,496
Growth and Development	421,918	409,994	-11,924
	213,158	188,761	-24,397
Subtotal - Net Service Costs	5,115,875	5,045,414	-84,960
Interest costs and income	27,850	7,850	-20,000
Provision for capital debt repayment	200,400	200,400	0
Subtotal – Net Costs before reserve transfers	5,344,125	5,253,664	-104,960
Transfers from Earmarked Reserves	-51,820	-51,820	0
Transfers to Earmarked Reserves	279,482	471,827	192,345
Transfers to/from General Reserves	-321,108	-321,108	0
NET BUDGET	5,250,679	5,352,563	87,385
Business Rates Funding	-1,405,894	-1,598,239	-192,345
Revenue Support Grant	-1,224,738	-1,224,738	0
New Homes Bonus	-443,644	-443,644	0
Council Tax Support Administration Grant	-240,683	-240,683	0
Other Grants	-59,659	-59,659	0
Council Tax	-1,823,221	-1,823,221	0
Council Tax Freeze Grant	-20,547	-20,547	0
Council Tax Support – Grant to Parishes	87,530	87,530	0
Estimated Surplus on 13/14 NDR	-119,823	-119,823	0
TOTAL FUNDING	-5,250,679	-5,443,024	-192,345
NET UNDER(-)/OVERSPEND FOR THE YEAR			-104,960
Underspend Transferred to General Reserves			-104,960

- 6.3 A detailed breakdown of the main differences between the outturn and budget amounts is provided in **Appendix A**. The most significant variances relate to:
- a) **Business Rates Retention**. The current projected retained funding under Business Rates Retention exceeds the budget by £192,345. This forecast could change during

AGENDA ITEM 8

the year, right through to the year end, and it is considered prudent to set this predicted surplus aside in the Business Rates Smoothing Reserve at this stage. Further detail is included later in this report.

- b) **Building Control.** The income from fees is predicted to be lower than the budget by approximately £34,000. This is partly due to increased competition from private sector suppliers.
- c) **Public Conveniences** The overspend of approximately £40,000 takes in to account that Kilve toilets have transferred to East Quantoxhead Parish and alterations made to Williton toilets that have reduced running costs, however the original budget for 14/15 contained an error in the assumption that £56,450 would be saved by the closure or transfer of toilets. Unfortunately this saving related to 13/14 and not the current year.
- d) **Council Tax Benefit** This is a simple budget error. Council Tax Support is now included within the collection fund and therefore the budget is no longer required within the revenue account which results in an underspend of approximately £41,000.

General Reserves

- 6.4 The original Net Budget for the year included approved transfers from General Reserves of £321,108, effectively providing income to the Revenue Budget. Should this latest forecast be delivered, the transfer from the general reserve would be reduced by £104,960 to £216,148. This represents around 4% of the total funding for the year, and reduces the available balance significantly. As has been highlighted to members previously, reserves are 'one-off' funds and this is not a sustainable basis for funding services long-term, which will need to be addressed through the budget setting process for future years.
- 6.5 The following table shows the predicted movement on the General Reserves Balance to date during the year. The reserves balance is currently **£655,258**, and is forecast to be £760,218 as at 31 March 2015.

Table 2 – Predicted General Reserves Balance 31 March 2015

	Actual £
Balance Brought Forward 1 April 2014 (Unaudited)	991,866
Original Budget 2014/15	-321,108
<u>Supplementary Budget Allocation:</u>	
Sand Clearance – Minehead Seafront	-10,000
Blenheim Gardens	-5,500
Current Balance	655,258
2014/15 Underspend (Predicted)	104,960
Projected Balance Carried Forward 31 March 2015	760,218

Earmarked Reserves

- 6.6 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 2014/15 financial year to date, highlighting that earmarked reserve balances are predicted to be £1,795,947 as at 31 March 2015, an increase of £420,007 Further detail is provided in **Appendix B**.

Table 3 – Estimated Earmarked Reserves Balance 31 March 2015

	Current Balance £	Forecast
Balance Brought Forward 1 April 2014 (Unaudited)	1,375,940	1,375,940
Transfers to Revenue Account (From Earmarked Reserve)	-51,820	-51,820
Transfers from Revenue Account (To Earmarked Reserve)	279,482	471,827
Balance Carried Forward 31 March 2015	1,603,602	1,795,947

Business Rates Retention

- 6.7 2014/15 is the second year of the Business Rates Retention scheme – which incentivises local authorities to support business growth and retain a share of the rewards (and risks) by directly influencing our funding. When the budget for 2014/15 was approved there remained some uncertainties over precisely how the funding would be calculated, although this is now much clearer following receipt of up to date guidance in April/May to support the 2013/14 year end calculations.
- 6.8 The amount of retained funding will comprise some amounts that are fixed from the outset, and some which will ultimately be based on year end balances on 31 March 2015 - the amounts credited to the Revenue Budget in 2014/15 will be identified from a combination of the 2014/15 NNDR1 (Original Budget Estimate) and the 2014/15 NNDR3 (End of Year position):

Heading	Fixed or Variable	Source
40% Standard Share of Business Rates Income	Fixed	2014/15 NNDR1
Tariff to Government	Fixed	2014/15 NNDR1
Share of Previous Year's Collection Fund Surplus	Fixed	2014/15 NNDR1
Levy Payment to Government	Variable	2014/15 NNDR3
Safety Net Receipt from Government	Variable	2014/15 NNDR3
Section 31 Grant (Government-funded Reliefs/ Discounts)	Variable	2014/15 NNDR3

- 6.9 The following table summarises the current forecast in respect of retained business rates funding in 2014/15. As the table shows, retained business rates for the year is £1,598,239. This is higher than estimated for the budget by £192,345, although the Budget Report to Council in February 2014 did indicate that funding could be above budget by around £169,000 pending clarification of final accounting arrangements.

Table 4 – Retained Business Rates Funding Forecast

		Forecast Feb 2014 £	Forecast Jun 2014 £
40% Share of Business Rates Income	Fixed	4,720,092	4,720,092
Tariff to Government	Fixed	-2,979,434	-2,979,434
Section 31 Grant Funding for Reliefs	Variable	0	361,225
50% Levy Payment to Government	Variable	-334,764	-503,644
Retained Business Rates for the Year		1,405,894	1,598,239
Previous Year's Collection Fund Surplus	Fixed	119,823	119,823
Total Business Rates Funding		1,525,717	1,718,062

- 6.10 The following table summarises the calculation of the Levy or Safety Net Payment due to/from central Government under the retention system. The forecast levy of £503,644 – a 50% share of business rates income above our funding baseline – is included in Table 4 above.

Table 5 – Gain/Loss under the Retention Scheme

	£
Forecast Non Domestic Rating Income (Yield)	11,978,042
*Add back: Reliefs funded by S31 Grant	666,586
Adjusted Non Domestic Rating Income (Yield)	12,644,628
40% Standard Share for WSC	5,057,851
Tariff to Government (fixed amount)	-2,979,434
Total Retained Income	2,078,417
WSC Business Rates Baseline	1,071,130
Net Business Rates Growth v Baseline	1,007,287
50% Levy Payment to Government	503,644
Retention of Growth by WSC	503,643

**The funding baseline is adjusted to avoid double-funding for the costs of enhanced Small Business Rates Relief, which is reimbursed to the Council via Section 31 Grant; and for Localism Reliefs to guard against authorities awarding reliefs to the extent that the authority trips into the safety net position.*

- 6.11 As previously reported, the council's share of business rates funding is directly linked to the total amount of business rates due and collected in the area, and a potentially significant risk exists in respect of the costs of refunds and appeals. If these are forecast to vary significantly from budget estimates this will be highlighted in future reports.
- 6.12 Taking into account the inherent risks and uncertainties within the retention system, together with accounting timing differences between financial years, the Council maintains a contingency balance in a Business Rates Smoothing Reserve. It is recommended to transfer the projected surplus of £192,345 to this reserve, which would increase the balance to £681,831. Whilst this might appear a large contingency sum, the risks are significant particularly in respect of the outstanding Hinkley B appeal that has yet to be determined by the Valuation Office. This reserve will be reviewed again later in the year and any "unrequired" funds will be returned to the General Reserve.

7. CAPITAL BUDGET PREDICTED OUTTURN 2014/15

At the present time no major variances have been highlighted. The approved budget was originally £672,618. This has been increased by £20,000 to £692,618 following approval by full council to fund the repairs to Dulverton Weir.

Only the "essential" schemes were approved for 2014/15 as part of budget setting. The Council will need to review its capital programme over the coming months.

8. FINANCIAL/RESOURCE IMPLICATIONS

- 8.1 Contained within the body of the report.

9. COMMENTS ON BEHALF OF SECTION 151 OFFICER

- 9.1 Contained within the body of the report.

10. EQUALITY & DIVERSITY IMPLICATIONS

Members need to 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

AGENDA ITEM 8

- 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

10.1 None directly in this report.

11. CRIME AND DISORDER IMPLICATIONS

11.1 None directly in this report.

12. CONSULTATION IMPLICATIONS

12.1 None directly in this report.

13. ASSET MANAGEMENT IMPLICATIONS

13.1 None directly in this report.

14. ENVIRONMENTAL IMPACT IMPLICATIONS

14.1 None directly in this report.

15. HEALTH & WELLBEING

Demonstrate that the authority has given due regard for:

- People, families and communities take responsibility for their own health and wellbeing;
- Families and communities are thriving and resilient; and
- Somerset people are able to live independently.

15.1 None directly in this report.

16. LEGAL IMPLICATIONS

16.1 None directly in this report.

AGENDA ITEM 8

APPENDIX A

SUMMARY OF PREDICTED REVENUE VARIANCES TO BUDGET AS AT 30TH JUNE 2014

Group and Detail	Q1 Forecast Variance £	Comments
<i>Corporate</i>		
Legal	-10,131	Underspend in relation to the Mendip contract together with a slight over spend against ad hoc legal costs.
Other variances	-14,012	
Group Total	-24,143	
<i>Operations</i>		
Building Control	34,424	Reduction in predicted application fees being received.
Public Conveniences – All	39,502	Approved savings figure not achieved offset by a general under spend in relation to running costs.
Waste	-13,000	Green waste bin renewals higher than expected, therefore increased income.
Council Tax Benefit	-41,160	Costs now included as part of the collection fund, therefore results in an under spend in the revenue budget.
Housing Benefits	9,400	General over spend having looked at payments made against subsidy received in Quarter 1.
Other variances	-53,662	
Group Total	-24,496	
<i>Housing and Communities</i>		
Other variances	-11,924	
Group Total	-11,924	
<i>Growth and Development</i>		
Development Control	-23,807	Increased in application fees being received.
Other variances	-590	
Group Total	-24,397	
<i>Other Variances</i>		

AGENDA ITEM 8

Group and Detail	Q1 Forecast Variance £	Comments
Interest and other income	-20,000	Under spend on predicted external loan interest costs together with increased investment returns.
Total Variances to Budget	-104,960	

AGENDA ITEM 8

APPENDIX B

SUMMARY OF PREDICTED EARMARKED RESERVES AS AT 30TH JUNE 2014

Earmarked Reserve Account	1 April Balance £	Transfers In	Transfers Out	Transfers Between Accounts	31 March (Predicted Balance) £	Comments
Area Based Grant	113,634				113,634	
Community Safety	4,455				4,455	External funding specifically earmarked for community safety initiatives
Land Charges	28,530				28,530	Government grant specifically earmarked for providing refunds when due
Tourism	15,911				15,911	Specifically earmarked for tourism and is topped up by ENPA
Seaside Towns	20,083				20,083	Specifically earmarked for initiatives in Minehead
New Homes Bonus	113,850		-51,820		62,030	Mainly earmarked for Rural Housing project and HIA contract. £51,820 to be transferred to the general fund in year as per approved MTFP. The remainder will remain earmarked for sustainability projects
Sustainability Reserve	57,698				57,698	Earmarked for initiatives that have a positive impact upon the long term sustainability of the Council
Minehead Events	9,651				9,651	Mary Portas grant – specifically earmarked
Housing Benefit Admin	11,782				8,155	Government Grant – specifically earmarked to provide support in times of recession
Council Tax Reform	49,308	59,659			108,967	Government Grant – specifically earmarked to support implementation of Council Tax Reforms
Benefits External Processing	1,657				1,657	Underspend from Previous External Processing Benefit funded from Benefit Reform Grants
DHP Reserve	44,861				218,152	Government Grant – specifically earmarked for Discretionary Hardship Payments
District Election Reserve	20,000				20,000	Earmarked for costs of 2015 elections
Water Bathing Signs	1,266				1,266	Environmental grant specifically earmarked

AGENDA ITEM 8

Earmarked Reserve Account	1 April Balance £	Transfers In	Transfers Out	Transfers Between Accounts	31 March (Predicted Balance) £	Comments
Other Election Reserve	15,107				15,107	Funds to meet the additional costs of IER.
IER Reserve	11,664				11,664	Funds to meet the additional costs of IER
Land Charges Surplus / Deficit	31,547				31,547	Surplus for the year. Service should self-finance over a 3 year period
Inspire	7,131				7,131	Earmarked for costs under the Inspire Directive
Transparency Code	2,588				2,588	Earmarked to meet the cost of complying with the transparency code
Exmoor at your Fingertips	1,780				1,780	LARC Fund to fund the Exmoor at your fingertip project
Roughmoor Signage	1,011				1,011	Contribution from business to fund sign for Roughmoor Enterprise centre
Minehead Town Centre Signage	885				885	Contribution from Minehead Chamber of Trade and Morrision s106 to fund the signs
Our Place	2,500				2,500	Contribution for the Our Place project
Eat Exmoor	500				500	Contribution from SCC for the Eat Exmoor Project
National Grid PPA	16,911				16,911	Earmarked to part fund the post of Nuclear Programme Manager
CCTV	4,000				4,000	Underspend in 13-14 earmarked to fund the purchase of a new CCTV camera
Homelessness Prevention	66,120				66,120	£50,000 Homeless Prevention Grant (part of RSG) plus remainder of Mortgage Rescue Grant
Section 31 - Flooding	13,486				13,486	Funds to support businesses after the winter flooding.
Watchet Harbour Dredging	7,500				7,500	Underspend in 13-14 earmarked to fund additional dredging in 14-15
Planning Staff Salary	6,000				6,000	Part of the 13-14 planning application fees income earmarked to fund additional salary costs in the planning service in 14-15

AGENDA ITEM 8

Earmarked Reserve Account	1 April Balance £	Transfers In	Transfers Out	Transfers Between Accounts	31 March (Predicted Balance) £	Comments
Coast Protection	2,275				2,275	Underspend in 13-14 earmarked to fund sand clearance costs in 14-15
Morrison's Footpath	6,000				6,000	Earmarked to part fund the footpath upgrade
JMASS Reserve	374,983				374,983	£150,000 in respect of Central Government (Transformation Challenge Grant) received. The other £224,983 is the remainder of the £358,000 allocated as part of the Business Case report following the payment of redundancy costs.
Council Tax Discount Scheme	5,000				5,000	Funds to support households after the winter flooding.
Community Right to Challenge	8,547				8,547	Monies set aside for potential claims.
Assets of Community Value	7,855				7,855	Monies set aside for potential claims.
Business Rates Retention Smoothing Account	269,663	412,168			681,831	£219,823 transferred as part of the setting of the 2014/15 budget. As part of Q1 forecast, a surplus of £192,345 for retained BR is currently projected. It is proposed to earmark these funds at this stage and review later in the year
JMASS Project Reserve	20,200				20,200	Monies set aside as agreed as part of the Business Case approval.
Totals	1,375,940	471,827	-51,820	0	1,795,947	

Report Number: WSC 120/14
Presented by: Cllr Kate Kravis
Author of the Report: James Holbrook, Major Projects Manager
Contact Details:
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Report to a Meeting of: Cabinet
To be Held on: 3rd September 2014
Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: 29/04/2014

HPC PLANNING OBLIGATIONS BOARD – ALLOCATIONS OF FUNDING

1. PURPOSE OF 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 secured through the Section 106 legal agreement for the Site Preparation Works at Hinkley Point. The relevant funds are the “Community Impact Mitigation (CIM)” Fund and “Housing Contribution” Fund

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 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’*.

3. RECOMMENDATIONS

- 3.1 That Cabinet note the recommendation of the Planning Obligations Board in relation to the draft Housing Strategy.

That Cabinet makes a recommendation to Full Council to allow for the release of funds for two projects from the £3,500,000 that has been paid by EDF to West Somerset Council for the Community Impact Mitigation (CIM) Fund. This consists of:

- £90,373 for Stogursey Parish Council for the construction of new play area equipment at Burgage Road, Stogursey; and
- £250,000 for Wembdon Village Hall and Playing Fields Trust towards the construction of a new village hall and playing fields in Wembdon.

4. RISK ASSESSMENT (IF APPLICABLE)**Risk Matrix**

Description	Likelihood	Impact	Overall
West Somerset Council fails to deliver or meet its Corporate priorities and objectives	Possible (3)	Major (4)	Medium (12)
<i>The Council has ensured that its corporate priority for Hinkley Point C makes specific reference to maximising opportunities for West Somerset businesses</i>	Possible (3)	Moderate (3)	Medium (9)
Cabinet loses its opportunity for final approval of bids.	Possible (3)	Major (4)	Medium (12)
<i>Mechanisms are in place to ensure that Cabinet shall continue to take into account the recommendations of the Board when deciding how to apply the Community Impact Contribution and will have final approval</i>	Possible (3)	Moderate (3)	Medium (9)

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

5. BACKGROUND INFORMATION**Housing Fund**

- 5.1 The Housing Fund of £4m was secured to provide financial support for initiatives designed to deliver additional housing capacity in order to mitigate any potential adverse effects on the local private rented and low cost housing market that might arise from the Hinkley Point C development.
- 5.2 The fund is provided under the Section 106 Agreement in relation to the Site Preparation Works, with a further £3.5m to be made available when EDF Energy elects to make a transition to the Development Consent Order (minimum of £1m for SDC and £500,000 for WSC).
- 5.3 Sedgemoor District Council and West Somerset Council have been working together to agree initial principles and the general shape of proposed bids to the Housing Fund for specific initiatives to mitigate the impact of the Hinkley C development on accommodation in the districts. The original Housing Funding Strategy presented to the Planning Obligations Board in December 2012 has been comprehensively reviewed and updated in consultation with partners, setting out the strategic direction of future bids to the Housing Fund. A range of inter-dependant initiatives has been developed, designed to alleviate pressures on all sectors of the local housing markets.
- 5.4 The estimated costs may vary as the initiatives are progressed, and other bids will be made, jointly and separately, as further proposals are developed.
- 5.5 This approach was presented to the Planning Obligation Board by Housing officers from West Somerset Council and Sedgemoor District Council on the 12th August 2014.
- 5.6 The Board requested that a working group meeting (at officer level) is held and any subsequent minor amendments that are made to the Strategy should be represented at the next board meeting in October alongside the first tranche of housing bids.

Community Impact Mitigation (CIM) Fund

5.7 Proposals 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 beyond £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	<p>The principal purpose of the contribution shall be to enhance the quality of life of communities affected/potentially affected by the Project.</p>
Sustainability	<p>To what extent will the project contribute to achieving sustainable communities, contribute to regeneration objectives and raising environmental sustainability?</p>
Extent of benefit	<p>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?</p>
Community Need	<p>To what extent has the applicant demonstrated a need for the project</p>
Community Support	<p>To what extent is there demonstrable local community and and/or business support for the project?</p>
Partner Support	<p>To what extent is there demonstrable local partner support for the project?</p>

AGENDA ITEM 9

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?

- 5.8 Four applications were received and presented to the Planning Obligations Board at their August meeting.

Project Name:	JJ's Activity Centre
Expression of Interest Ref No:	6
Organisation Applying:	Jessica Jarvis (Individual)
Issues outstanding from Eligibility Checklist:	Annual Statement of profit and loss accounts, balance sheets, constitution, three competitive quotes, architects plans, planning consents
Documents received:	Business Plan

- 5.9 This application is seeking **£420,000** to open an indoor activity centre. The main activity being soft play (split between three areas (disabled and babies less than 1, children under 4 and children over 4)), indoor sports arena, laser quest, internet café and meeting/function rooms. The centre would be located at Crossways Industrial Estate, Watchet.
- 5.10 The applicant submitted an Expression of Interest and a Full application form was sent out on the basis of the location and type of proposal. West Somerset Council Community Development Officers have been in dialogue with the applicant to make them aware of the criteria that they would need to comply with and what type of projects are unlikely to be supported by the Planning Obligations Board.
- 5.11 The proposal is located within the 3rd level of Priority Impact Zones as it is located within the administrative area of West Somerset. The catchment area for type of proposal could potentially be quite wide and encompass the main Hinkley site and main freight transport routes as the nearest comparable facilities are located within Taunton and Bridgwater.
- 5.12 The application has been submitted and is from an individual rather than a community based group. The information submitted is in the form of a business plan seeking a loan rather than a grant and has previously been used to try to secure loans.
- 5.13 The applicant has not provided any details about their interest (freehold/leasehold) in the site and has confirmed that they do not have planning permission to change the use of the building from a Class B use to Class D use.
- 5.14 In relation to community support, a petition has been signed with several hundred signatures and social networking is being used to provide an update on the project to interested individual.
- 5.15 The applicant has not secured any match funding and is seeking 100% of the total costs of this project from the Community Impact Mitigation (CIM) Fund.

AGENDA ITEM 9

- 5.16 The applicant does not have experience of managing any projects before but have secured the service of a Project Manager, although the Project Manager will be charging for this (budgeted into overall business plan figures).

Planning Obligation Board Recommendation:

- 5.17 The Board has made a recommendation that this proposal should be refused on the basis that this application is from an individual rather than a community based organisation with little evidence to ensure good governance, value for money (no match funding) and town/parish council support.

Project Name:	Church House, Crowcombe - External Fabric Conservation Project
Expression of Interest Ref No:	21
Organisation Applying:	Church House Charity
Issues outstanding from Eligibility Checklist:	Public Liability Insurance
Documents received:	Business Plan, Income and Expenditure Accounts for 2012 and 2013, Constitution, Architects Plan, Letter of Support from Parish Council, History of Church House leaflet, Copy of Village magazine

- 5.18 Church House is a charity which manages a Grade II* Listed Building in Crowcombe. They are seeking **£12,500** (of a total cost of £54,000) for external improvements to the building. This predominantly consists of repointing and repairs to the existing rubble stonework. The existing cement pointing is causing significant damp problems within the building.
- 5.19 The group is looking to secure the monies required over the next two years and since they launched the project they have raised £3,000. Three quotations have been provided and they have secured a contractor. The estimated commencement for the works is June 2016.
- 5.20 In 2013, the building had approximately 150 bookings and was used for over 225 days. The building is used for a mixture of uses including community events, courses, art exhibitions, local clubs and private functions (e.g. wedding receptions etc.).
- 5.21 Crowcombe Parish is located in 3rd level of Priority Impact Zone. The village itself is located at the base of the Quantocks and will not be impacted at this stage by any of the works currently taking place on the main site. However, the wider Parish does consist of an area on the Quantock Hills which does have far reaching extensive views of the main site. It could be considered that a high percentage of the community that currently use the hall also frequent the Quantock Hills.
- 5.22 In relation to Hinkley Point, the application has stated that Church House is both an Emergency Accommodation Centre and an Emergency Rest Centre for the Quantocks area for HPB.
- 5.23 The principal purpose of the contribution is to enhance the quality of life of communities affected/potentially affected by the Project. In this instance the project makes reference to the issue but it is unclear how these works would enhance the quality of life of communities affected by the Project. The application is not clear how the awarding of monies for these works would automatically allow for an increase in usage/booking in subsequent years.

AGENDA ITEM 9

- 5.24 From a 'sustainability' perspective, this scheme enables external works to take place at a Grade II* listed building and ensure that it remains fit for purpose and can continue to be used as a community facility within the village.
- 5.25 The application provides information to show that three estimates have been sought and the organisation has a sound business plan.

Planning Obligation Board Recommendation:

- 5.26 The Board declined the application on the basis that the application does not demonstrate that there is an impact on Crowcombe from the site preparation works at HPC.

Project Name:	Burgage Road Play Area
Expression of Interest Ref No:	22
Organisation Applying:	Stogursey Parish Council
Issues outstanding from Eligibility Checklist:	Copies of relevant policies and Planning Consent
Documents received:	Application Form, Note on Planning Consent, Note on Finance, Annual Accounts, Constitution, Lease, Public Liability Insurance, Business Plan, Architects Drawing, 3 cost estimates

- 5.27 This application seeks to provide play equipment at Burgage Road Play area in Stogursey with associated landscaping and appropriate surfaces. The application is seeking **£90,373** which is the total cost of the scheme. The area previously had play equipment which had to be removed for safety reasons. New equipment will be provided for use by children over six years of age.
- 5.28 The land is owned by West Somerset Council and leased to Stogursey Parish Council. Stogursey Parish Council has listed this as one of their top 5 priority projects in the parish. Planning Permission will be required but the applicant considers that permission will be granted due to previous play equipment being located at the site.
- 5.29 The project would be completed within six months of any monies being awarded. The project has the support of the local school and youth club.

Planning Obligation Board Recommendation:

- 5.30 Recommend approval subject to further clarification being sought in relation to VAT being included or excluded on cost of equipment. There is the potential for contingency funds (5% of contract cost £4,100) to be retained by West Somerset Council and released if required.

Project Name:	Wembdon Village Hall and Playing Fields
Expression of Interest Ref No:	38
Organisation Applying:	Wembdon Village Hall and Playing Fields
Issues outstanding from Eligibility Checklist:	N/A
Documents received:	Cover Letter, Funding Plan, Income and Expenditure Forecast, Proposed Schedule of Charges, Sufficiency Assessment, Financial

	<p>Statements, Constitution, Tender Report, Architects Plans, Planning Decision Notice, Letter of Support from Wembdon Parish Council, Letters of support from Wembdon Cricket Club, Sunshiners Pre-school and Football Club and Public Liability Insurance</p>
--	--

- 5.31 This proposal is seeking **£250,000** of funds to build a village hall and playing fields in Wembdon village (located in the District of Sedgemoor). This would consist of a main hall, community lounge, pre-school rooms, changing rooms and recreational space including 2 cricket pitches and 5 junior football pitches. The total cost of the project is £2.6 million
- 5.32 The project has been identified in a Parish Council Plan (2008) and forms part of the Green Network in the 'Bridgwater Vision' document. The provision of cricket and football pitches also meets the needs outlined in the Sedgemoor Sports and Recreational Facilities Strategy and Delivery Plan.
- 5.33 The project would be managed by a group consisting of the trustees, user group representatives and a Project Manager. The trust has raised over £1.8 million in external funding with the total project cost being £2.6 million. The total projects costs are the result of tenders received from a number of contractors.
- 5.34 Planning permission was granted in November 2012 and the trust is seeking to commence the project by the end of 2014 and the build will take approximately 15 months.
- 5.35 The Trust have outlined that the main beneficiaries of the project will be the residents of the parish of Wembdon. This parish is located on one of the main transport routes from the M5 to the main Hinkley Point C site. The Trust are also seeking to encourage residents of Bridgwater and adjoining parishes to also use them.
- 5.36 The applicant has provided a 'Five year income and expenditure projection' and anticipate an annual income of between £30,000 and £35,000 once the facility is fully established with annual running costs of approximately £15,000. The trust are seeking to make a surplus of between £15,000 and £20,000 per year to be kept in reserve for capital improvements, refurbishment etc. Wembdon Cricket Club will take responsibility for maintaining the 'green wedge' and the sports grounds.

Planning Obligations Board Recommendation:

- 5.37 The Board recommend conditional approval subject to further information regarding:
 - o How the proposal addresses impacts associated with the Site Preparation Works at HPC?
 - o How the £250,000 of funds links into the wider funding for the project and how it enables the release of funding from other grant providers?
 - o Delivery timescales for the project; and
 - o Links with wider community initiatives.
- 5.38 Following the Planning Obligations Board meeting, the applicant has provided additional information to try and address these issues and their response is attached as Appendix A.

6. FINANCIAL/RESOURCE IMPLICATIONS

- 6.1 As per Schedule 1 General, Para. 5.3 of the Section 106 Legal Agreement, West Somerset Council's Cabinet (and/or Full Council) are required to give final approval for the release of these monies. This follows a meeting of the Planning Obligation Board on the 12th August

2014 which agreed to the make a recommendation to Cabinet to allocate initial funds for two projects.

7. COMMENTS ON BEHALF OF SECTION 151 OFFICER

- 7.1 The rules relating to the Section 106 Agreement have been adhered to by bringing this report to Cabinet for recommendation to Full Council. All monies are accounted for within the Community Impact Mitigation (CIM) Fund received from EDF and held by West Somerset Council.

8. EQUALITY & DIVERSITY IMPLICATIONS

Members need to 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

- 8.1 The Councils commitment to equalities and diversity is reflected in the Council's Core Values of the Corporate Plan.

9. CRIME AND DISORDER IMPLICATIONS

- 9.1 There are no direct implications.

10. CONSULTATION IMPLICATIONS

- 10.1 These projects have been presented to the Planning Obligations Board on 12th August 2014. The Board consists of representatives from EDF, Sedgemoor, Somerset County Council. It is chaired by West Somerset Council. The Board have made a request to Cabinet to make a recommendation to Full Council to release fund for two projects.

11. ASSET MANAGEMENT IMPLICATIONS

- 11.1 There are no direct implications.

12. ENVIRONMENTAL IMPACT IMPLICATIONS

- 12.1 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.

13. LEGAL IMPLICATIONS

- 13.1 These fund 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

AGENDA ITEM 9

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).



Expression of Interest No: 38 – Wembdon Village Hall and Playing Fields Trust

Project to build a new Village Hall and Playing Fields in Wembdon, Bridgwater

Impacts of the Hinkley Point C (HPC) construction on the Applicant's community:

Wembdon village is situated on the outskirts of Bridgwater town and straddles the A39 road that forms the main transport link out of Bridgwater to the HPC site. The anticipated period for the realisation of this project is from late 2014 to early 2016 during which time the HPC construction will result in an increasing influx of workers into the Bridgwater area and a steady increase in traffic along the A39 past Wembdon village and alongside our project site.

The EDF Environmental Statement cites a steady increase of workers moving into the areas around the HPC construction site to a peak of 3600 in 2016. The Statement notes that impacts on educational and recreational facilities will occur and that the quality of life for some local residents will be adversely affected. Given the location of Wembdon village and the surrounding area for which it provides community facilities, it is certain to be affected by this influx and experience an increased strain on local services and facilities during the construction phase. Our project business case has already identified an existing need for more community facilities in Wembdon, including improved and enlarged pre-school premises as well as recreational open space incorporating sports pitches. The influx of workers and their families will clearly impact further on these needs to provide even greater justification for our project.

The Environmental Statement also cites a significant impact on severance and pedestrian amenity along the designated transport routes for construction traffic due to both workforce and HGV freight traffic journeys along these routes. These include the Northern Distributor Road (NDR, now officially known as the A39) passing through Wembdon village, which will form the traffic route for workers from large parts of Bridgwater (including the campuses to be built at the old BCL Cellophane site) and also for freight coming from the Freight Management Facility at junction 23 of the M5. In addition, the Statement forecasts that the NDR will be adversely impacted by traffic noise at particular times of the day.

In summary, we believe that the EDF Environmental Statement shows clear evidence that the centre of Wembdon village where our Village Hall and playing fields are to be located will be significantly adversely impacted by the HPC construction.

Wembdon Village Hall and Playing Fields Trust

Treasurer: Mick Bowden, "Macaret", 1b Hectors Stones, Woolavington, Somerset TA7 8EG Tel: 01278 683026

Matched Funding – Timing and Conditions:

The supporting papers to our application listed the following main grants already secured:

Viridor Credits: £1000k essentially for the Hall building
 £250k specifically for the access road and bridge (over a rhyne)

Viridor have already allowed us to spend some money from their grant and are now very keen for us to proceed with the first stage of constructing the access road and bridge. However their money alone will not allow the completion of the project and cannot be used for the playing fields

Football Foundation £320k for both Hall building and playing fields

Sport England £50K for the Hall building
 £50k for the playing fields

These grant givers are requiring us to be fully funded before releasing any funds

In addition, the ECB have essentially promised, but not yet confirmed, a grant of £50k, but will only confirm this when we can show full funding.

Given that the first phase Hall building cost is £1670k and the playing fields cost £300k, it is clear that whilst we can complete the access road and bridge with Viridor money and start the Hall building also with Viridor money, we do not currently have enough total funds to complete the building and cannot start the playing fields work at all until further funds are obtained to release the grants currently held back. If we are successful in our application, then early release of part of the CIM Fund money is essential to enable us to proceed with our planned project timescale (see below)

Project Delivery Timetable:

As stated in our grant application, the project has already received planning permission. We have been provided with professional project management by Viridor and through a formal tendering process we have received officially tendered costs. We have now identified preferred contractors. Once the Section 278 agreement covering the access road is finalised (currently being progressed with Somerset County Council), we plan to proceed to the following timetable;

November 2014: Start access road and bridge construction

February 2015: Start Hall building work

April 2015: Start playing fields work

September 2015: Completion of playing fields work (available for use from September 2016 onwards)

April 2016: Completion of Hall building

Wembdon Village Hall and Playing Fields Trust

Treasurer: Mick Bowden, “Macaret “, 1b Hectors Stones, Woolavington, Somerset TA7 8EG Tel: 01278 683026

APPENDIX A

As stated above, both the Hall building work and the playing fields work due to start in February/April 2015 cannot commence until we have further funds actually available to us

Linkage with the wider Sedgemoor Community:

This project has been supported throughout both by Wembdon Village residents and by local organisations, (including two major Wembdon sports clubs), who draw their memberships from the wider Bridgwater and Sedgemoor areas as well as Wembdon itself. Many of these organisations are not actually located in Wembdon Parish because there are no suitable facilities for them there - neither of the sports clubs is able to play in Wembdon. Hence it is anticipated that our project will provide a significant benefit to people in the wider Sedgemoor community as well as those within Wembdon and once operational, it will be publicised and marketed across Bridgwater and beyond. It has always been the Trust's intention that the Village Hall and Playing Fields will be available for use by all residents of Wembdon and Sedgemoor.

Wembdon Parish Council and Sedgemoor District Council have been fully involved at all stages of our project and both Councils have supported it with grants. In particular we have consulted with the Community Development Officer for Sedgemoor District Council on this application and will continue to do so during both the delivery and ongoing operational phases of the project. Members of the Wembdon Parish Council sit on the team responsible for delivering this project and provide linkage with our local District and County Councillors and the Parish magazine is used to communicate progress to all local residents.

Mick Bowden, Trustee and Treasurer,

On behalf of the Wembdon Project team

August 20th 2014

Wembdon Village Hall and Playing Fields Trust

Treasurer: Mick Bowden, "Macaret", 1b Hectors Stones, Woolavington, Somerset TA7 8EG Tel: 01278 683026

Report Number: WSC 115/14
Presented by: Cllr Dave Westcott, Lead Member for Community
Author of the Report: Andrew Goodchild, New Nuclear Programme Manager
Contact Details:

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Report to a Meeting of: Cabinet
To be Held on: 3rd September 2014
Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: 31st July 2014

SUPPORTING COMMUNITIES TO MAKE CIM APPLICATIONS

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek Cabinet approval for the use of £12,000 of the Hinkley Holding Account to fund Engage West Somerset in supporting organisations to access the Community Impact Mitigation Fund relating to Hinkley Point C.

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 Objective 3 of the Corporate Plan 2013-2016 is:

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

- 2.2 Key Task 3.1 of the Corporate Plan 2013-2016 is:

To explain to the West Somerset community the agreed process for communities and organisations to access and bid for funding, maximising the potential investment in West Somerset from Hinkley Point related funding once funding becomes available

- 2.3 Key Task 3.3 of the Corporate Plan 2013-2016 is:

To support the community during the bidding process, maximising the number of successful bids and potential investment in West Somerset

3. RECOMMENDATIONS

- 3.1 That Cabinet approve the use of £10,000 of the Hinkley Holding Account to fund Engage West Somerset in supporting organisations to access the Community Impact Mitigation Fund relating to Hinkley Point C.
- 3.2 That the New Nuclear Programme Manager, the Economic Regeneration and Tourism Manager and the Housing & Community Project Lead are collectively granted delegated

AGENDA ITEM 10

authority to instruct Engage West Somerset to work with organisations who have submitted Expressions of Interest to assist them in making Full Applications.

- 3.3 That the New Nuclear Programme Manager, the Economic Regeneration and Tourism Manager and the Housing & Community Project Lead provide an update to the Hinkley PAG and the Lead Member for Community on spend and feedback from Engage West Somerset.

4. **RISK ASSESSMENT (IF APPLICABLE)**

Risk Matrix

Description	Likelihood	Impact	Overall
That organisations in West Somerset seeking to access CIM funding are not able to prepare successful bids due to a lack of support and or experience in putting bids together	3	3	9
<i>That Cabinet approve the proposal to fund Engage West Somerset to deliver support</i>	2	3	6
That officers at the Council do not have sufficient capacity to support a large number of organisations seeking to access CIM funding and continue to deliver other priorities	2	3	6
<i>That Cabinet approve the proposal to fund Engage West Somerset to deliver support to supplement the support that Council Officers are able to provide</i>	1	3	3

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

5. **BACKGROUND INFORMATION**

- 5.1 Members will know that the Community Impact Mitigation (CIM) Fund was launched on the 2nd June 2014 following receipt of £4m from EDF Energy prior to the commencement of Phase 2 activity as part of the Site Preparation Works at Hinkley Point C.
- 5.2 Given the need to ensure that Objective 3 and particularly Key Tasks 3.1 and 3.3 are delivered officers held initial discussions with Engage West Somerset (Engage) to see what assistance, over and above that which officers are able to provide, Engage could deliver in addition to the services which they currently provide in West Somerset.
- 5.3 Engage have proposed that for a fee, they would support groups to bring forward robust projects that meet the criteria. This support might include
- Identifying possible match funding
 - Advising on appropriate governance arrangements
 - Assisting with bid writing
 - Advising on policies and insurance
 - Acting as a critical friend
- 5.4 As Members will be aware Engage is well versed in all aspects of community development and funding support, and is able to provide advice and guidance to groups wishing to explore the potential of this fund to improve their communities. They would also be able to give appropriate guidance at an early stage, to prevent or at least reduce unnecessary disappointment.

AGENDA ITEM 10

- 5.5 The proposal from Engage is to charge £20 per hour for the provision of advice, which would include all incidental expenses except mileage, which would be charged at 45p per mile.
- 5.6 Officers have considered the proposal and feel that the proposal from Engage represents good value for money and fits well with the support that officers involved in the Hinkley Point project will be providing to the community. To ensure that the Council is aware of and can align its support to those wanting support from Engage, it is proposed that Council officers will only ask Engage to work with those wanting support after they have submitted an Expression of Interest to the Council i.e. it will be the Council that puts applicants in touch with Engage rather than applicants requesting support directly from Engage.
- 5.7 In addition applicants will be limited to an initial maximum of 15 hours support from Engage which means that the proposed expenditure in Recommendation 3.1 will enable Engage to support between 30 and 40 applicants. Clearly if feedback from Engage indicates that additional support for a particular project is required then this can be considered on a case by case basis.
- 5.8 Clearly supporting communities is an important aspect of the Hinkley Point C project and it is proposed to provide updates to the Hinkley PAG on Engage's activity each quarter so that Members can track their involvement with full applications being submitted and being considered by the Planning Obligations Board.

6. FINANCIAL/RESOURCE IMPLICATIONS

- 6.1 The Hinkley holding account was created to allow one off expenditure associated with the Council, and to allow the Council to assist communities in, considering the Hinkley Point C project while not impacting on the Council's General Fund. The holding account contains various payments for staff which have been made by EDF Energy over the last 4 years including the Planning Performance Agreement. It is anticipated that in December 2014 the account will have a balance of just over £300,000. The proposed expenditure of £10,000 is considered value for money in this context. The type of support that Engage would provide would be relatively expensive and time consuming to provide in house and would compete with a range of other objectives being delivered by Council Officers.

7. COMMENTS ON BEHALF OF SECTION 151 OFFICER

- 7.1 The proposed expenditure is affordable within the current forecast balance within the holding account. Costs would vary according to demand, within the financial limit set, which provides the Council with some assurances that costs will only be incurred where demand exists.
- 7.2 The proposal is for a pilot scheme. In the event that a longer term scheme is required, then a minimum of three written competitive quotes would be required for this service if the cost is estimated to be more than £10,000 and less than £50,000. For a service that costs above £50,000 tenders would be required in line with financial regulations and contract standing orders.

8. EQUALITY & DIVERSITY IMPLICATIONS

Members need to 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

8.1 It is considered that Engage will be able to support a wide range of groups within the proposed funding allocation assisting the Council in meeting the requirements of the Duty.

9. CRIME AND DISORDER IMPLICATIONS

9.1 There are no crime and disorder implications of this report.

10. CONSULTATION IMPLICATIONS

10.1 Ensuring community support is a criteria of CIM Fund Applications and so support with undertaking consultation may well form part of Engage's activity.

11. ASSET MANAGEMENT IMPLICATIONS

11.1 There are no asset management implications of this report.

12. ENVIRONMENTAL IMPACT IMPLICATIONS

12.1 There are no environmental impact implications of this report.

13. HEALTH & WELLBEING

Demonstrate that the authority has given due regard for:

- People, families and communities take responsibility for their own health and wellbeing;
- Families and communities are thriving and resilient; and
- Somerset people are able to live independently.

13.1 Ensuring Health and Wellbeing within particular communities may well form part of applicants proposals and so supporting Engage in working with this bids will assist the Council in having due regard to the above criteria.

14. LEGAL IMPLICATIONS

14.1 There are no legal implications of this report.

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Report to a Meeting of: Cabinet
To be Held on: 3rd September 2014
Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: 15/08/14

BLUE ANCHOR COASTAL PROTECTION SCHEME

1. PURPOSE OF REPORT

- 1.1 This report seeks to provide an urgent update to Cabinet on the Blue Anchor coastal protection scheme and the options that now face this Council. The urgency is based around the Environment Agency's inability to hold the allocated money against this project.

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 [Click here and type text]

3. RECOMMENDATIONS

- 3.1 It is recommended that Cabinet Members consider progressing with option two as the most affordable option, and presents the least risk to this Authority.
- 3.2 It is recommended that should members wish to progress with option three WSC do not financially underwrite the longevity of any scheme in the form of a guarantee to the hotel owners.

4. RISK ASSESSMENT

- 4.1 In addition to the risk assessment matrix below there are a number of risks that need to be considered that might not be apparent from the table.
- 4.2 We have been informed that this is our one chance to gain support funding from the EA, if this opportunity is missed then there will be no other funding source available to us, we have also been advised by the EA that should no further action be taken by September / October '14 then the funding allocation will not be held for this scheme.
- 4.3 There may be moral obligations / expectations on WSC if the do nothing option is taken. Should the hotel be eventually lost to the erosion, then WSC may become liable for the

AGENDA ITEM 11

clear up costs. This would first fall to the owners of the property but if they are unable to pay the waste will still have to be removed and this could cost 10's of thousands of pounds.

- 4.4 There are considerable benefits of the scheme and whilst the hotel owners would be the first beneficiaries the scheme extends well beyond the hotel area. The bid for funding sets out the full detail but the road is one of the main benefits to the area, there are tourist implications as well as more general traffic flow issues that would be created should this road no longer be in operation. SCC's funding contribution to WSC recognises some of this.
- 4.5 One of the largest risks that may not have been previously understood is that if this project is successful in receiving funding it is a WSC project. All of the funds would be paid to us and we would be required to run all elements of the project. This includes areas such as detailed design, technical expertise, procurement, project management and implementation, these are of course services that we could buy in but the project budget would be ours so any additional costs would have to be met by WSC.
- 4.6 There is a contingency in the projected project costs but the EA were concerned that this might not be set appropriately high enough to deal with the unknowns of a construction project of this scale, it also need to be remembered that the erosion is somewhat of a moving feast, each storm has an impact on the remaining cliff and may increase the amount of work that is needed.
- 4.7 The Project costs are based on best estimates, they are not quotes from contractors and subsequent discussions with the contractors have revealed their concerns that the project could be underwritten and a guarantee offered.
- 4.7 It is considered that a key risk to WSC is the need to financially underwrite the project as well as provide the agreed contribution of £20,000. This contribution has not been approved in the capital allocations.

Risk Matrix

Description	Likelihood	Impact	Overall
EA funding opportunity may be withdrawn (estimated Set/Oct) <i>Attempts are being made to progress a Member decision within the timeline.</i>	High		
Stakeholder contributions may be withdrawn <i>WSC have not committed to their contribution, and the hotel owners have also not confirmed theirs as it requires a longevity guarantee. The EA also have a time limit on their funding.</i>	High		
Scheme longevity cannot be guaranteed or underwritten <i>Continue to look for another partner to underwrite the scheme and work with the hotel owners try and negotiate this condition out.</i>	Med		

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

5. BACKGROUND INFORMATION

- 5.1 West Somerset Council (WSC), as the Coastal Protection Authority have the power to lead on a project to protect the coastline. The section of coastline is identified as being "hold the line" in the shoreline management plan. It is therefore understood that the Coastal

AGENDA ITEM 11

Protection Authority would hold the coastline in place and protect it from erosion. There are two exemptions that can be considered for an Authority not to hold the line, these are:

Where a protection scheme in this location may cause damage in another location.

or

Where the cost of a protection scheme is unaffordable.

5.2 WSC has been engaged with the hotel owners, the Environment Agency (EA) and other stakeholders for many years. The aim of this engagement was to gain support funding for a bid to the EA for a coastal protection scheme that would protect the hotel, the highway owned by Somerset County Council (SCC), and a number of other properties identified as being at risk over the next 20 or so years.

5.3 The engagement work was able to identify support funding as follows:

SCC materials in kind	£100,000	Confirmed
SCC contributions in cash	£25,000	Confirmed
WSC contribution in cash	£25,000	Not confirmed
Blue Anchor Hotel owners in cash	£50,000	Not confirmed
Old Cleeve PC contribution in cash	£150	Confirmed

5.5 It was assumed when bidding to the EA that the funding from WSC was confirmed, in fact this has been found not to be the case, the WSC contribution is represented on the list of capital requests but at present there is no member approval for the use of this money for this scheme. With considerable pressures on the capital budget Members would need to consider this scheme alongside the other request for capital resources.

5.5 The financial business case for this scheme is very finely balanced and should any single element of the funding decrease, or costs increase then the scheme would no longer be considered viable by the EA, this is a different assessment to the 32 issues they have raised.

5.6 Through the significant work of Steve Watts and support from John Buttivant at the EA, WSC commissioned a number of pieces of technical work to support our funding bid to the EA. This work has so far cost WSC in the region of £11,500 this spend was at risk, i.e. there has been no support from other agencies on this cost and if the bid fails or is not continued then the money will not be recoverable.

5.7 Through this process the EA have allocated funds to a project, this allocation would not be achieved again if we were starting from the beginning as recent demands on these funds have increased and the Blue Anchor scheme would no longer meet the criteria.

5.8 A bid submission was presented to a panel on 29th January 2014, this was hoped to be the point at which the EA would support the scheme and release their contribution to WSC to run the project.

5.9 In March the EA confirmed that the bid had failed and that there were some 32 issues that they had concerns with regarding the scheme. They have held the funding allocation in place and have offered us the opportunity to resubmit and present the bid.

6. **CONTRACTOR UPDATE**

6.1 It should be noted that WSC did not have the money to deliver this scheme in the normal way. Either in terms of paying for the final works or in the way that services of others have been commissioned. The normal process would be for the Lead Authority to scope out the works and conduct (or commission) all the necessary surveys and produce (or commission) a designed scheme that a contractor could then price. WSC did not do this due to the

AGENDA ITEM 11

financial constraints and has made the best of the funding they did have by working in partnership with a known contractor. This means that the pre works have not been completed which limits the assurances that can be offered by the contractors.

- 6.2 Following a previous informal update to Cabinet Councillors in March '14, officers were requested to go back to the contractors and identify the basis of their costs, and if the recent weather conditions would have made a tangible difference to the delivery of this scheme, either in construction time or financial terms. It should be noted that to date no payments have been made to these contractors and they have conducted a vast amount of work in support of this project. We have reached a point where they are no longer willing to conduct further works at their risk.
- 6.3 Contractors have confirmed that their pricing was always based on a best endeavors approach and was never intended to give the guarantee that we had initially anticipated due to the way the scheme was commissioned. They have requested that limited pre works are carried out in the form of topographical surveys, ground condition surveys, and with a view to testing some of their construction assumptions. These works would cost in the region of £35k and would again be at WSC's risk.
- 6.4 The contractors have provided the statement below as their assessment of where we are with the scheme.

"I think we need to be realistic and frank at this stage and say that we think the best that can ever be offered in these circumstances is a resourceful 'best endeavours' approach where the respective clients and stakeholders need to understand, yes challenge too, and ultimately buy in to measures that will earnestly try and give the best longevity for the money available, but which can never come with a guarantee. I do not think any insurance company would underwrite this type of work at these budget levels for any affordable premium."

7. OPTIONS

- 7.1 As stated above with this being a WSC project there are a number of options to be considered and balanced with the risks set out above. These options are:
- 1) Do nothing – cease any further works towards the bid.
 - 2) Provide further officer resources to resubmit the bid
 - 3) Provide further officer resources and the necessary technical consultancy to resubmit the bid. (£40k)
- 7.2 Option one is presented for Members to recognise that there are still choices to continuing the bidding process. There are considerable disadvantages to taking this route but in the short term this is the most affordable option.
- 7.3 Option two supports officers to continue to work on the bid and answer as many of the 32 issues raised by the EA panel. This option will not provide the best chance of success as there are technical questions that will remain unanswered and without a guarantee of longevity the funding from the hotel owners may be forthcoming. However it will allow WSC to return to the panel for reassessment of the bid without the risk of the EA funding being withdrawn purely through time. Negotiations can continue with the Hotel owners and their mortgage company to try and remove their longevity condition. This option allow WSC to do all that it reasonable can afford whilst and showing a continuing support to the scheme. If approved at the EA panel WSC will still need to support the £25k capital contribution to the scheme.

AGENDA ITEM 11

- 7.4 Options three supports the officer time and provides £40,000 of financial resources to deliver the requested technical consultancy works, this option gives WSC the best chance of the bid being a success but is by no means a guarantee.
- 7.5 Options two and three require members to support the ownership of the project and accept the risks identified above. It is not considered acceptable to be awarded the funding and then make a decision not to proceed unless new information or risk is identified. If Members are uncomfortable with the known risks at this stage this needs to be resolved before any additional works or money is spent.

8. FINANCIAL/RESOURCE IMPLICATIONS

- 8.1 Each option set out has considerable financial implications, in choosing to do nothing the Council may face considerable pressure, through public expectation, to further support the property owners (the hotel in the first instance). In choosing to progress the project there are immediate costs of around £40,000 of technical works, the contribution to the scheme of £25,000, plus the identified financial risks that WSC may need to find resources for.
- 8.2 No available in-budget resources have been identified to support Option 3.

9. COMMENTS ON BEHALF OF SECTION 151 OFFICER

- 9.1 The financial risks are well described in this report and Members need to decide if this is a priority for funding. The challenge is around affordability. The financial challenges facing the Council are well understood and this project places an additional "call" on the councils already scarce capital resources. The decision is whether this is more important to the council and the community it serves than some of the other calls on resources – and indeed whether the Council can underwrite the significant financial risk of the overall project.
- 9.2 If Members are minded to support this scheme (effectively recognising this is a priority against other schemes) then there are choices to be made on funding. The usual choices available include:-
- Unallocated Capital Resources: - not an option as this has been fully utilized in underwriting the funding for the SEP Broadband extension project earlier this year.
 - Revenue Funding:- the first quarters budget monitoring report suggests the Council is heading for an underspend in the 2014/15 financial year. Part of this could be earmarked to support this project. This would require Cabinet approval of a virement. Members need to consider not only the funding needed for the initial studies. The longer term financial risks, and precedents set by such a project would have significant financial implications for the Council and the level of reserves required to support this risks.
 - Future Capital Receipts:- not an option as the current policy is to use these to repay external debt.
- 9.3 I recommend that the Assistant Director also investigates the issue of insurance cover to mitigate the risks identified in the report, and enter into discussions with SCC regarding their ability to run this project on our behalf.

10. EQUALITY & DIVERSITY IMPLICATIONS

Members need to 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. CRIME AND DISORDER IMPLICATIONS

11.1 There are not thought to be any crime and disorder implications at this stage.

12. CONSULTATION IMPLICATIONS

12.1 There are not thought to be any consultation implications at this stage.

13. ASSET MANAGEMENT IMPLICATIONS

13.1 The scheme would continue to be an asset of WSC and periodic inspections with the necessary maintenance would have to be included in future asset management programs.

14. ENVIRONMENTAL IMPACT IMPLICATIONS

14.1 There are considerable environmental implications due to the nature of this scheme. If WSC chose to take the bid no further or are not successful in securing the funding and no other organisation can be found to progress this scheme then it is expected that the erosion will continue leading to the loss of the hotel, the road, and a number of other properties.

15. LEGAL IMPLICATIONS

15.1 Information to date supports the view that WSC can apply the exemptions to hold the line categorisation.

15.2 Information to date suggests that the hotel owners are liable for any costs associated with the prevention of the hotel falling onto the beach, and any clear up costs should they become necessary.

15.3 Clarity is still needed if the EA or WSC have responsibilities should prevention or clean up works be required and subsequent action taken against the owners to recover the costs.