

CABINET

Meeting to be held on 3 December 2014 at 4.30 pm

Council Chamber, Williton

AGENDA

1. **Apologies for Absence**

2. **Minutes**

Minutes of the Meeting of Cabinet held on 5 November 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 published on 21 November 2014 – **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 Report Quarter 2 2014/15 (1 April to 30 September)**

To consider Report No. WSC 164/14, to be presented by Councillor T Taylor, Leader of Council – **SEE ATTACHED.**

The purpose of the 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 to 30th September 2014.

8. Financial Monitoring Report 2014-15 (April-September 2014)

To consider Report No. WSC 163/14, 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 Members with details of the Council's expected financial outturn position in 2014/15 for both revenue and capital budgets, together with information relating to predicted end of year reserve balances.

9. The Somerset Levels and Moors Levels Flood 20 Year Action Plan – Proposed Somerset Rivers Authority (SRA)

To consider Report No. WSC 162/14, to be presented by Councillor T Taylor, Leader of Council – **SEE ATTACHED.**

The report sets out progress to date towards establishing a Somerset Rivers Authority, and seeks endorsement or proposals for the SRA for further development. The report sets out the purpose of the proposed SRA, its scope and role, arrangements for its funding and governance, and a proposed way forward.

10. Fees and Charges 2015/16

To consider Report No. WSC 165/14, to be presented by Councillor K V Kravis, Lead Member for Resources and Central Support – **SEE ATTACHED.**

The purpose of the report is to consider the proposed fees and charges for the period 1 April 2015 to 31 March 2016, prior to submission to Council on 17 December.

11. Hinkley Point C Update – Procurement of Feasibility Study into the Victory Hall and Village Facilities, Stogursey

To consider Report No. WSC 178/14, to be presented by Councillor C Morgan, Lead Member for Environment - Hinkley – **SEE ATTACHED.**

The purpose of the report is to seek Cabinet approval to appoint 2MD Regeneration and Vivid Regeneration to undertake a feasibility study, costing up to £15,000, into the Victory Hall and village facilities in Stogursey pursuant to the Leisure contribution received as part of the Site Preparation Works Section 106 agreement at Hinkley Point C.

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

RISK SCORING MATRIX

Report writers score risks in reports uses the scoring matrix below

Risk Scoring Matrix

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

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

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

CABINET**MINUTES OF THE MEETING HELD ON 5 NOVEMBER 2014****AT 4.30 PM****IN THE COUNCIL CHAMBER, WILLITON****Present:**

Councillor T Taylor Leader

Councillor K M Mills

Councillor C Morgan

Councillor A H Trollope-Bellew

Councillor D J Westcott

Councillor S J Pugsley

Councillor K H Turner

Members in Attendance:

Councillor H J W Davies

Councillor A F Knight

Councillor E May

Councillor D D Ross

Councillor A P Hadley

Councillor R P Lillis

Councillor P H Murphy

Councillor M A Smith

Officers in Attendance:

Assistant Chief Executive (B Lang)

Director of Operations (S Adam)

Finance Manager (S Plenty)

New Nuclear Programme Manager (A Goodchild)

Economic Regeneration and Tourism Manager (C Matthews)

Revenues and Benefits Manager (H Tiso)

Performance and Development Manager (S Doyle)

Assistant Director – Housing and Communities (S Lewis)

Major Projects Manager (J Holbrook)

CIM Fund Manager (L Redston)

Media and Communications Officer (D Rundle)

Housing Initiatives Implementation Officer (A Devine)

Meeting Administrator (K Kowalewska)

Also in Attendance:

Dave Baxter, Sedgemoor District Council

CAB51 Apologies for Absence

An apology for absence was received from Councillor K V Kravis.

CAB52 Minutes of the Meeting held on 1 October 2014

(Minutes of the Meeting of Cabinet held on 1 October 2014 - circulated with the Agenda.)

RESOLVED that the Minutes of the Meeting of Cabinet held on 1 October 2014 be confirmed as a correct record.

CAB53 **Declarations of Interest**

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

| Name | Minute No. | Member of | Action Taken |
|-------------------------|------------|----------------|-----------------|
| Councillor K H Turner | All | Brompton Ralph | Spoke and voted |
| Councillor D J Westcott | All | Watchet | Spoke and voted |
| Councillor P H Murphy | All | Watchet | Spoke |
| Councillor H J W Davies | All | SCC | Spoke |

In addition, the following interests were declared:

| Name | Minute No. | Description of interest | Personal or Prejudicial | Action Taken |
|--------------------------|------------|-------------------------|-------------------------|------------------|
| Cllr A H Trollope-Bellew | CAB64 | Private landlord | Prejudicial | Left the Chamber |
| Cllr K H Turner | CAB64 | Private landlord | Prejudicial | Left the Chamber |
| Cllr D J Westcott | CAB64 | Private landlord | Prejudicial | Left the Chamber |
| Cllr S J Pugsley | CAB64 | Private landlord | Prejudicial | Left the Chamber |
| Cllr D Ross | CAB64 | Landlord | Personal | Spoke |

CAB54 **Public Participation**

No member of the public had requested to speak.

CAB55 **Forward Plan**

(Copy of latest Forward Plan published 16 October 2014 – circulated with the Agenda.)

The purpose of this item was to approve the latest Forward Plan published 16 October 2014.

RESOLVED that the latest Forward Plan published 16 October 2014 be approved.

CAB56 **Cabinet Action Plan**

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

RESOLVED (1) that CAB47 – Request for Allocation of Planning Obligations Funding be deleted as actioned.

RESOLVED (2) that CAB50 – West Somerset Local Plan – Request for Additional Budget be deleted as actioned.

**CAB57 Hinkley Point C Planning Obligations Board – Allocations of
Community Impact Mitigation Funding**

(Report No. WSC 148/14 – circulated with the Agenda.)

The purpose of the report was 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 fund is the “Community Impact Mitigation (CIM)” Fund.

In the absence of the Lead Member for Resources and Central Support the Leader presented the item and referred to the nine criteria outlined in the Section 106 agreement which the Planning Obligations Board used to consider applications submitted for consideration.

The Major Projects Manager provided an overview of the applications considered by the Planning Obligations Board and highlighted their recommendations. He advised that there were two representatives from West Somerset Council on the Board which also included members from other organisations including Sedgemoor District Council, Somerset County Council and EDF Energy. Specific reference was then made to the Durlough Reservoir and Tropiquaria projects and the officer drew Members’ attention to the legal implications which stated that as part of the decision making process relating to the Community Impact Mitigation Contributions WSC should take the recommendations of the Planning Obligations Board into account.

Councillor C Morgan proposed the recommendations contained in the report which were seconded by Councillor A H Trollope-Bellew.

On consideration of the report the following points were raised:

- Disappointment was expressed regarding the Board’s refusal of the Porlock Bay Shellfish Project. Members felt it should have been more favourably considered in light of it matching the criteria in terms of supporting economic growth and tourism, and a request was made that there should be an opportunity for this project to be reassessed by the Board.
- There seemed to be confusion as to what criteria should be considered when determining the applications and it was hoped that future proposals would be better thought out prior to being submitted and more use made of officers to ensure this happened.
- When considering applications, the Planning Obligations Board should take into account those residents living right next to the HPC site and what they will have to endure as a result.
- Concern was expressed regarding other projects which had been turned down by the Planning Obligations Board, and it was hoped that they could be resubmitted for reconsideration in the light of their community benefit.
- Reference was made to missed opportunities and it was felt that applicants who had submitted applications should have tailored their proposals more specifically to meet the criteria.

The Major Projects Officer and the New Nuclear Programme Manager addressed the points raised and confirmed that feedback to the applicant was provided and there was one further opportunity for them to reapply if the application was turned down. Members were informed that a Leisure and Community Facilities Strategy for West Somerset was currently being developed which would help alleviate some of the issues with regards to fulfilling the criteria and the strategy would benefit and help assist people in making links with the Hinkley Point project. It was also confirmed that officers and Engage West Somerset provided advice on particular projects as they come forward via the CIM Fund Manager.

As a result of the suggestion for the Porlock Bay Shellfish Project to be referred back to the Planning Obligations Board due to the criteria not being thought through and applied, an additional recommendation was proposed by Councillor K M Mills and seconded by Councillor D J Westcott.

RESOLVED (1) that the release of £9,600 (excluding VAT) for Somerset Youth and Community Sailing Association based at Durleigh Reservoir for the purchase of four new 'Pico dinghies, covers and trollies from the £3,500,000 that has been paid by EDF to West Somerset Council for the Community Impact Mitigation (CIM) Fund be approved.

RESOLVED (2) that it be recommended to Council to allow for the release of £40,000 (excluding VAT) for Tropiquaria towards the relocation of primates' adversely affected by the works at Washford Cross roundabout from the £3,500,000 that has been paid by EDF to West Somerset Council for the Community Impact Mitigation (CIM) Fund.

RESOLVED (3) that Cabinet refer the Porlock Bay Shellfish Project back to the Planning Obligations Board for further consideration because in the opinion of Cabinet the Board have not given sufficient regard to the Sustainability Criteria in this case - specifically the extent to which the project will contribute to the wider goal of achieving sustainable communities and regeneration objectives.

CAB58 Council Tax Rebate Scheme Review for 2015/16

(Report No. WSC 142/14 – a revised report was circulated prior to the Meeting.)

The purpose of the report was to provide the Cabinet with information on Council Tax Rebate (CTR) scheme in 2013/14; to advise the Cabinet of the outcome of the public response to consultation on options modelled to incentivise work and encourage people to remain in employment for the Council Tax Rebate Scheme in 2015/16; to advise the Cabinet of the changes and impact of funding arrangements on Council Tax Rebate; and to advise Cabinet of the Policy Advisory Group's recommendations on the Council Tax Rebate Scheme for 2015/16.

The Lead Member for Community and Customer presented the item and reported on section 11 of the revised report which requested Members to give careful consideration to the level of grant funding that was affordable in

2015/16 and subsequent years to mitigate CTR impact on parishes, and he drew Members' attention to the four options contained within the report.

The Lead Member proposed the recommendations of the report, and to recommend to Council that Option D be the preferred option in respect of Council Tax Rebate grant funding to be passed on to parish/town councils in 2015/16, which was duly seconded by Councillor A H Trollope-Bellew.

During discussion of this item, the following main points were made:

- To balance the Council's budget the level of funding would have to be reduced by 100%, and if the full saving was not taken, cuts would have to be made elsewhere.
- In response, the Finance Manager provided, as an example, details on how much Minehead Town Council would have to raise their council tax by and the cost to the council tax payer for Option D.

RESOLVED (1) that it be recommended to Council that the 2014/15 Council Tax Rebate Scheme be retained for 2015/16.

RESOLVED (2) that it be recommended to Council that Option D (reduce the level of funding passed through to parishes by 100% reducing grant funding by approx. £87,600 to nil) is the preferred option in respect of Council Tax Rebate grant funding to be passed on to parish/town councils in 2015/16.

CAB59 **Non Recovery of Debts in respect of Somerset Coast Primary Care Trust**

(Report No. WSC 147/14, circulated with the Agenda.)

The purpose of the report was to seek Cabinet approval in accordance with the Financial Regulations to authorise an individual write off in excess of £5,000.

The Leader advised that pending further information the report be deferred.

RESOLVED that the item be deferred.

CAB60 **Earmarked Reserves Review**

(Report No. WSC 150/14, circulated with the Agenda.)

The purpose of the report was to seek review earmarked reserves to ensure they were still required.

In the absence of the Lead Member for Resources and Central Support the Leader presented the item and drew Members' attention to the total amount that was available to be returned to General Reserves from the earmarked reserves.

The Finance Manager advised that a thorough review had been undertaken and budget holders were interviewed in this regard. He also provided Members with information on the general fund balances.

Disappointment was expressed that the New Homes Bonus had not been earmarked for Disabled Facilities Grants and it was proposed and seconded that an additional recommendation be included to read “that should there be a requirement to fund Disabled Facilities Grants in the future, Council should consider the possibility of a supplementary estimate”.

Councillor S J Pugsley proposed the recommendation in the report, subject to the inclusion of an additional recommendation, which was duly seconded by Councillor A H Trollope-Bellew.

RESOLVED (1) that the outcome of the review of earmarked reserves be noted and it be recommended to Council that surplus uncommitted funds amounting to £107,581 are returned to the General Reserve balance.

RESOLVED (2) that should there be a requirement to fund Disabled Facilities Grants in the future, Council should consider the possibility of a supplementary estimate.

CAB61 New Home Improvement Agency Contract

(Report No. WSC 145/14, circulated with the Agenda.)

The purpose of the report was to seek in-principle approval from the Cabinet to continue to fund the Home Improvement Agency for the next three years. The contract is being re-commissioned across Somerset and SCC who acts as lead commissioner requires a commitment from each funding partner.

The Lead Member for Housing, Health and Wellbeing presented the item and provided Members with the background information. He went on to propose the recommendation of the report which was seconded by Councillor S J Pugsley.

During the discussion a question was raised in regard to recycling and buy back and concern was expressed regarding the loss of the Energy Efficiency Officer post.

RESOLVED that the funding of the new Home Improvement Agency and Integrated Community Equipment Service, as shown in the following table for the years 2015/16 and 2017/18, be approved in principle.

| Total Contribution | £70,430 | £53,825 | £50,486 | £49,524 |
|--|-------------------|----------------|----------------|----------------|
| <u>West Somerset District Council</u> | Current (2014/15) | 2015/16 | 2016/17 | 2017/18 |
| Contribution (Revenue) | £33,230 | £22,577 | £19,238 | £18,276 |
| Fee Charge (Capital top-sliced from DFG pot) | £31,200 | £28,920 | £28,920 | £28,920 |
| Handyperson (Revenue) | £6,000 | £2,328 | £2,328 | £2,328 |

CAB62 Invest to Save New Homes Bonus Empty Property Coordinator

(Report No. WSC 146/14, circulated with the Agenda.)

The purpose of the report was to approve the proposal to employ an Empty Property Co-ordinator (EPCo). The EPCo will focus solely on interventions to bring empty properties back into use that will have a positive and direct impact on the New Homes Bonus (NHB). The appointment will be initially fixed term for 12 months. The continuation of the post will be based on sustainability, critically the amount of NHB claimed. This will have a focus on maximising NHB, addressing housing need and standards but will also increase housing supply.

The report was presented in detail by the Lead Member for Housing, Health and Wellbeing who went on to propose the recommendation of the report which was seconded by Councillor D J Westcott.

RESOLVED that the proposal, attached to the report, to employ an Empty Property Co-ordinator across both the Councils initially for a twelve month period and then continue this if the 'invest to save' business case demonstrates that this post as a minimum pays for itself be approved.

CAB63 **Hinkley Tourism Action Plan – Allocation**

(Report No. WSC 151/14, circulated with the Agenda.)

The purpose of the report was to consult with Cabinet on a suggested approach for commissioning Tourism Monitoring Surveys and a rapid response fund for Watchet.

The Lead Member for Economic Regeneration and Tourism presented the report, providing clarity on the recommendations and explained the background to these decisions. The Lead Member proposed the recommendation of the report which was seconded by Councillor A H Trollope-Bellew.

In response to concerns raised regarding the amount of money allocated to visitor monitoring surveys and whether a more cost effective option was available, the Lead Member advised that EDF were very clear in stating that the surveys had to be carried out by an accredited agency in a highly professional manner, and the Lead Member confirmed that the costs had been researched. She went on to point out that this would provide much needed evidence on who would be most affected as a result of the Hinkley project. The Economic Regeneration and Tourism Manager further reassured Members that a robust procurement process would be undertaken to ensure best value and the surveys would become a valuable tool in providing baseline information on the impact of the project on the tourism industry.

RESOLVED (1) that it be recommended to Council the allocation of up to a maximum of £40,000 of the Phase 2 (Part One) S106 Tourism mitigation funds for the commissioning of 2 calendar years of visitor monitoring surveys.

RESOLVED (2) that an additional allocation of £5,000 to provide tourism and marketing activity for the town of Watchet to help mitigate any

potential impacts incurred by the up-coming Washford Cross road junction improvements be made available.

RESOLVED (3) that in respect of this allocation, it be recommended to Council to approve an additional expenditure budget of £45,000 to the Revenue Budget for Hinkley Tourism Action Partnership activity with a corresponding income budget of £45,000 from the S106 Contribution.

CAB64 **EDF Housing Funding Strategy**

(Report No. WSC 149/14, circulated with the Agenda.)

The purpose of the report was to present to Members the recommendations of the Hinkley Point Planning Obligations Board (POB) and to ask that Cabinet recommend to Council the approval of the Housing Funding Strategy (attached at Appendix A to the report). Four associated bids pursuant to the Housing Funding Strategy were also presented and Cabinet was asked to recommend to Council that the allocations be approved.

The Leader of Council introduced the item and drew Members' attention to the housing fund bids and their allocations – namely, Landlord and Tenant Services; Empty Property Regeneration; Home Moves Plus, and SDC Enabling Scheme.

The Housing Initiatives Implementation Officer provided Members with the background information and emphasised the reasons for the Hinkley Housing Fund. She reported that the Housing Funding Strategy was an over-arching strategy which set out the approach to spending the housing fund; and the summary of initiatives, bed spaces and costs were highlighted. The Officer then provided details on each of the four bid proposals.

Members asked a series of questions relating to the Strategy and the four bids.

The Leader proposed the recommendation of the report which was seconded by Councillor K M Mills.

RESOLVED that it be recommended to Council to approve the Housing Funding Strategy (attached as Appendix A to the report) and four initial bids contained in Appendices B – E to the report.

The meeting closed at 7.06 pm

9
Weekly version of Cabinet Forward Plan published on 21 November 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/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 |
| 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 | Simon Lewis, Assistant Director Housing and Community Development 01823 356397 |
| 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 |

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|--|---|---|--|--|--|
| FP/15/1/07 5/06/2014 | 7 January 2015 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/15/1/08 28/10/2014 | 7 January 2015 By Councillor D Westcott – Lead Member for Community and Customer | Title: Assets of Community Value Process Report Decision: to streamline the Assets of Community Value (ACV) process at WSC, to reduce the resource implications for the Council | | No exempt / confidential information anticipated | Angela Summers, Housing and Community Project Lead 01984 635318 |
| FP/15/1/08 18/09/2014 | 7 January 2015 By Councillor K V Kravis – Lead Member Resources & Central Support | Title: Council Tax Write-Off Request Decision: to seek cabinet approval in accordance with the Financial Regulations to authorise individual write offs in excess of £5,000 | | No exempt / confidential information anticipated | Steve Perkins, Senior Debt and Recovery Officer 01984 635247 |
| FP/15/1/09 20/11/2014 | 7 January 2015 By Councillor K Turner – Lead Member for Housing, Health and Wellbeing | Title: HPC Planning Obligations Board – Allocations of Housing Fund Decision: to seek Cabinet's approval for recommendation to Council | | No exempt / confidential information anticipated | Simon Lewis, Assistant Director Housing and Community Development 01823 356397 |

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|---|---|--|---|---|---|
| FP/15/2/01 6/02/2014 | 4 February 2015 By Councillor K V Kravis – Lead Member Resources & Central Support | Title: Annual Budget & Council Tax Setting 2015-16 Decision: to provide Members with all the information required for Council to approve the revenue budget and capital programme for 2015/16 for recommendation to Council. | | No exempt / confidential information anticipated | Paul Fitzgerald, Assistant Director Resources 01823 358680 |
| 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 | Simon Lewis, Assistant Director Housing and Community Development 01823 356397 |
| 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/15/2/06 6/02/2014 | 4 February 2015 By Councillor K V Kravis – Lead Member | Title: Draft Capital Programme 2015-16 and Capital Strategy Decision: to present the draft | | No exempt / confidential information anticipated | Paul Fitzgerald, Assistant Director Resources 01823 358680 |

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|--|--|---|--|--|--|
| | Resources & Central Support | Capital Programme 2015/16 and draft Capital Strategy for recommendation to Council | | | |
| FP/15/3/01 22/04/2014 | 4 March 2015 By Councillor T Taylor – Leader of Council | Title: Corporate Performance Report 2014-15 – Quarter 3 Decision: to provide Members with an update on progress in delivering corporate priorities and performance of council services | | No exempt / confidential information anticipated | Paul Harding, Corporate Strategy and Performance Manager 01823 356309 |
| FP/15/3/05 22/04/2014 | 4 March 2015 Councillor K V Kravis – Lead Member Resources & Central Support | Title: Budget Monitoring Report Quarter 3 Decision: 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 relating to predicted end of year reserve balances | | No exempt / confidential information anticipated | Paul Fitzgerald, Assistant Director Resources 01823 358680 |
| 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 | Simon Lewis, Assistant Director Housing and Community Development 01823 356397 |
| FP/15/3/03 22/04/2014 | 4 March 2015 By Councillor C Morgan – Lead Member for | 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 |

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|---|--|---|---|---|---|
| | Environment – Hinkley Point | | | | |
| FP/15/3/04 6/02/2014 | 4 March 2015 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 | Paul Fitzgerald, Assistant Director Resources 01823 358680 |
| 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 listing | | No exempt / confidential information anticipated | Simon Lewis, Assistant Director Housing and Community Development 01823 356397 |
| 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.

CABINET ACTION PLAN

| Date/Minute Number | Action Required | Action Taken |
|--|--|--|
| <p>5 November 2014</p> <p>CAB57 Hinkley Point C Planning Obligations Board – Allocations of Community Impact Mitigation Funding</p> | <p>RESOLVED (2) that it be recommended to Council to allow for the release of £40,000 (excluding VAT) for Tropiquaria towards the relocation of primates' adversely affected by the works at Washford Cross roundabout from the £3,500,000 that has been paid by EDF to West Somerset Council for the Community Impact Mitigation (CIM) Fund.</p> | <p>At the Council meeting on 5 November 2014 it was RESOLVED (1) that the release of funds for one project, which consists of £40,000 (excluding VAT) for Tropiquaria towards the relocation of primates adversely affected by the works at Washford Cross roundabout, from the £3,500,000 that has been paid by EDF to West Somerset Council for the Community Impact Mitigation (CIM) Fund be approved.</p> <p>RESOLVED (2) that, in light of the further information which had been provided since the Cabinet meeting, having noted the in-principle support of the Planning Obligations Board, and subject to:</p> <ul style="list-style-type: none"> • the consideration of any discussion and any additional observations at the Planning Obligations Board meeting on 2 December; • the receipt of three competitive quotes regarding the cost of the relocation of the play area; • confirmation that the Zoo is continuing to progress towards achieving charitable status; and • the grant of Planning Permission for the relocated play area <p>a maximum allocation of £37,350 towards the cost of replacing the play area at Tropiquaria as part of the works to relocate the primate enclosures at the zoo be approved.</p> |

| | | |
|---|---|---|
| <p>CAB58 Council Tax Rebate Scheme Review for 2015/16</p> | <p>RESOLVED (1) that it be recommended to Council that the 2014/15 Council Tax Rebate Scheme be retained for 2015/16.</p> <p>RESOLVED (2) that it be recommended to Council that Option D (reduce the level of funding passed through to parishes by 100% reducing grant funding by approx. £87,600 to nil) is the preferred option in respect of Council Tax Rebate grant funding to be passed on to parish/town councils in 2015/16.</p> | <p>At the Council meeting on 5 November 2014 it was RESOLVED (1) that the recommendation from Cabinet that the 2014/15 Council Tax Rebate scheme should be retained for 2015/16 be agreed.</p> <p>RESOLVED (2) that the recommendation from Cabinet on its preferred option for Council Tax Rebate grant funding to be passed on to Parish/Town Councils in 2015/16 be agreed.</p> |
| <p>CAB60 Earmarked Reserves Review</p> | <p>RESOLVED (1) that the outcome of the review of earmarked reserves be noted and it be recommended to Council that surplus uncommitted funds amounting to £107,581 are returned to the General Reserve balance.</p> <p>RESOLVED (2) that should there be a requirement to fund Disabled Facilities Grants in the future, Council should consider the possibility of a supplementary estimate.</p> | <p>At the Council meeting on 5 November 2014 it was RESOLVED (1) that the surplus uncommitted funds amounting to £107,581 be returned to the General Reserve balance.</p> <p>RESOLVED (2) that the recommendation by Cabinet to consider the possibility of a supplementary estimate should there be a requirement to fund Disabled Facilities Grants in the future, over and above the grant allocated to West Somerset, be noted.</p> |
| <p>CAB63 Hinkley Tourism Action Plan – Allocation</p> | <p>RESOLVED (1) that it be recommended to Council the allocation of up to a maximum of £40,000 of the Phase 2 (Part One) S106 Tourism mitigation funds for the commissioning of 2 calendar years of visitor monitoring surveys.</p> <p>RESOLVED (3) that in respect of this allocation, it be recommended to Council to approve an additional expenditure budget of £45,000 to the Revenue Budget for Hinkley Tourism Action Partnership activity with a corresponding income budget of £45,000 from the S106 Contribution.</p> | <p>At the Council meeting on 5 November 2014 it was RESOLVED that the allocation of up to a maximum of £40,000 of the Phase 2 (Part One) Section 106 Tourism mitigation funds for the commissioning of two calendar years of visitor monitoring surveys be approved.</p> |

| | | |
|---|---|---|
| <p>CAB64 EDF Housing Funding Strategy</p> | <p><u>RESOLVED</u> that it be recommended to Council to approve the Housing Funding Strategy (attached as Appendix A to the report) and four initial bids contained in Appendices B – E to the report.</p> | <p>At the Council meeting on 5 November 2014 it was <u>RESOLVED</u> that the Housing Funding Strategy, attached as Appendix A to the report, and the four initial bids contained in the Housing Funding Strategy and outlined in Section 6 of the report, be approved.</p> |
|---|---|---|

Report Number: WSC 164/14
Presented by: COUNCILLOR TIM TAYLOR, LEADER OF THE COUNCIL
Author of the Report: PAUL HARDING, CORPORATE STRATEGY AND PERFORMANCE
Contact Details: MANAGER

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Report to a Meeting of: CABINET
To be Held on: 3 December 2014
Date Entered on Executive Forward Plan 06/02/2014
Or Agreement for Urgency Granted:

CORPORATE PERFORMANCE REPORT – QUARTER 2 2014/15 – (1 APR TO 30 SEPT)

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 to 30th September 2014.

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, for 2014/15, performance reports will only be presented to Scrutiny in quarters 2 and 4, before going to Cabinet. Members of Scrutiny will however be sent hard copies of the Cabinet performance reports in quarters 1 and 3.
- 5.3 Scrutiny committee considered this report at their meeting held on 13th November 2014. The report was well received and no areas were identified where the Cabinet were recommended to consider mitigating action. A few matters arose however:
- 1.5.1 within Appendix A – the A.C.E was asked whether the review of the two Councils constitutions would be concluded by the current target date of 31st December. The A.C.E said this was unlikely but a more realistic timeframe would be 31st March 2015. The suggestion is that the target date be revised accordingly. There was no opposition to this.
 - 2.1.5 within Appendix A – a question was asked as to whether the stated saving was net of the additional pension costs which arose. Clarification on this point will be provided.
 - KPI 90B within Appendix A - regarding processing time for minor planning applications– it was noted that although performance had dipped slightly in Q2, largely due to having an unfilled vacancy, the planning team are now up to full strength following the appointment of a temporary planning officer. A question was asked as to whether performance would dip again in January when the temporary member of staff leaves. The Corporate Strategy and Performance Manager clarified that the temporary member of staff was in post while recruitment for a permanent planning officer was being undertaken. There should be no drop in capacity when the temporary officer leaves as he will be replaced with the permanent officer, without a significant gap between these two events.
- 5.4 A separate financial performance report follows the same democratic path as that for this general performance report.
- 5.5 For **Q2** there are a total of **112** measures 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 37 reported measures.
- 5.6 Two measures have been dropped since Q1. These are:
- Electoral registration – 'Form A's returned after personal visits and before internal checks' – this is no longer relevant due to changes introduced nationally to the electoral registration process since Q1.

- Private sector housing - Number of properties brought up to decent homes standard – At Cabinet Members asked that the Housing PAG review this PI. This happened October 2014. Housing PAG recommended deletion of KPI 51 due to loss of Warm Streets and Warm Front monies. This measure has therefore been deleted and is not reported for Q2 onwards.

- 5.7 Service indicators were previously sub-divided and presented under the four 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.
- 5.8 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.
- 5.9 The key used within the report and its appendix 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. |
| NOT AVAILABLE | The measure was due to be reported this quarter but the required information was not available at the point of drafting this report. |

6. PERFORMANCE SUMMARY

- 6.1 A summary of the status of the various performance indicators is provided below:

Corporate Priority Indicators – PRIORITY 1 – LOCAL DEMOCRACY

| GREEN | AMBER | RED | NOT DUE | NOT AVAILABLE | TOTAL |
|------------|----------|-----|----------|---------------|-------|
| 18 (24) | 8 (0) | 0 | 3 (5) | 0 (0) | 29 |

Bracketed figures relate to Q1 reported performance

Corporate Priority Indicators – PRIORITY 2 – NEW NUCLEAR DEVELOPMENT

| GREEN | AMBER | RED | NOT DUE | NOT AVAILABLE | TOTAL |
|------------|-----------|----------|----------|---------------|-------|
| 35 (33) | 8 (10) | 3 (3) | 0 (0) | 0 (0) | 46 |

Bracketed figures relate to Q1 reported performance

Service Performance Indicators

| GREEN | AMBER | RED | NOT DUE | NOT AVAILABLE | TOTAL |
|------------|----------|----------|----------|---------------|-------|
| 25 (25) | 8 (8) | 0 (2) | 3 (3) | 2 (0) | 37* |

Bracketed figures relate to Q1 reported performance

*2 service performance measures deleted since Q1 (See 5.5 above). 1 new measure introduced – sickness. 6.2

6.2 The tables below focus on the 5 measures that were red in Q1 and show the status of these at the end of Q2.

| 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. |
| <p>Q1 commentary - 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.</p> <p>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.</p> <p>Q2 commentary - This measure is now green and back on track. 2 major planning applications were received in Q2 and 1 decided within the time limit and one with an agreed extension of time (100%).</p> | | | | |

| Ref | Measure | Target | Last Year | Performance |
|---|---|--------|----------------|-------------|
| KPI 51 | Number of properties brought up to decent homes standard | 200 | 2013/14 130 | |
| <p>Q1 Commentary – this measure was under review since it was felt impossible for the target to be reached given the loss of Warm Streets and Warm Front monies.</p> <p>Q2 Commentary - At Cabinet Members asked that the Housing PAG review this PI. This happened September 2014. Housing PAG recommended deletion of KPI 51 due to loss of Warm Streets and Warm Front monies. This measure has therefore been deleted and is not reported again for Q2 onwards.</p> | | | | |

| Ref | Measure | Target |
|--|---|---------------|
| 5.2.4 | Facilitate the delivery of 19 additional affordable homes at Seaward Way in Minehead | Mar-15 |
| <p>Q1 Commentary – Action rolled forward from 2013/14. Scheme progress dependant on sale of land etc which is not concluded.</p> <p>Q2 Commentary – This measure remains red in Q2. Delivery depends upon sale of land which is not concluded.</p> | | |
| Ref | Measure | Target |
| 5.2.6 | Facilitate the delivery of 18 additional affordable homes to rent in Watchet | Mar-15 |
| <p>Q1 Commentary - 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.</p> <p>Q2 Commentary - This measure remains red in Q2. Work on the site has slowed down due to unforeseen circumstances that cannot be influenced by the Council. Homes will be delivered but not likely to start on site now until Spring 2015</p> | | |
| Ref | Measure | Target |
| 5.2.7 | Facilitate the delivery of 4 additional affordable homes for low cost sale in Watchet (Subject to Planning Approval) | Mar-15 |
| <p>Q1 Commentary – These are unlikely to be delivered in this financial year</p> <p>Q2 Commentary - This measure remains red in Q2. Work on the site has slowed down due to unforeseen circumstances that cannot be influenced by the Council. Homes will be delivered but not likely to start on site now until Spring 2015.</p> | | |

6.3 There are **no additional red indicators** in **Q2**.

6.4 JMT hold a quarterly performance review day. The last meeting was held on 3rd November 2014. Focus is given by the management team to measures which are off track and where possible remedial action is put in place.

7. FINANCIAL/RESOURCE IMPLICATIONS

7.1 Financial performance of the Council is provided within a separate financial report on the 3rd December 2014 Cabinet Agenda

8. COMMENTS ON BEHALF OF SECTION 151 OFFICER

8.1 As set out in the financial report on the 3rd December 2014 Cabinet Agenda

9. 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.

9.1 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.

10. CRIME AND DISORDER IMPLICATIONS

10.1 None directly within this report.

11. CONSULTATION IMPLICATIONS

11.1 Appendix A includes various references to customer satisfaction.

12. ASSET MANAGEMENT IMPLICATIONS

12.1 None directly within this report.

13. ENVIRONMENTAL IMPACT IMPLICATIONS

13.1 None directly within this report.

14. 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. LEGAL IMPLICATIONS

15.1 None directly with this report

| Key Task | Ref | Key Action /Measure | Target | Q1 UPDATE | Q2 UPDATE | Status Q1 | Status Q2 |
|--|-------|---|-----------|---|--|-----------|-----------|
| 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 | With the exception of the Business Growth service area . All tier 4/5 structure proposals drafted. signed off by the S151. presented to JUB (Joint Unison Board) and JMAP (Joint Members Advisory Panel) | GREEN | 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. | Consultation, recruitment , interviews and appointments completed for Tier 4 & 5's with the exception of vacant posts requiring open appointment, initially internal then out to external advert | GREEN | 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 | All tier 6 structures drafted, advised by HR, signed off by S151, presented to JUB, Joint Project Board and JPAG (Joint Partnership Advisory Group) - completed by 30 Sept. Consultation period for T6 commenced 1 Oct '14 | GREEN | 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. | The restructure remains on track for completion by 1 Feb 2015. The exceptions to this are the wider partnerships of Legal (with MDC) and Building Control (with SDC and MDC) | GREEN | 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. | The legal shared services partnership (MDC, TDBC & WSC) business case is due for completion in Oct for presentation to JPAG of 28 OCT '14. The business case will then be presented to TDBC Scrutiny, Executive and Council and WSC's Scrutiny, Cabinet & Council for approval by end Feb '15. | GREEN | 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. | Current timescales predict a go live of 1 April '15 for the Legal shared services partnership. | GREEN | 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. | An alternative proposal is being created to meet with JMASS requirements and timescales. | GREEN | AMBER |
| | 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. | see above key action: 1.2.3 | GREEN | AMBER |
| | 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. | Preparatory work has started to learn from others that have, or are undertaking transformation. JPAG visit West Dorset DC/Weymouth & Portland BC in Sept. Also further visits to Mid Suffolk/Babergh, North Dorset and West Devon/South Hams by senior management and officers. | GREEN | AMBER |
| | 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 | This action will follow key action 1.2.5 | NOT DUE | AMBER |
| | 1.3.1 | Communication line in place between TDBC & WSC | 30-Jun-15 | The 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 moved in the future to align systems. | With the exception of the Business Growth service area . All tier 4/5 structure proposals drafted. signed off by the S151. presented to JUB (Joint Unison Board) and JMAP (Joint Members Advisory Panel) | GREEN | GREEN |
| Key Task 1.3 | | | | | | | |

| Key Task | Ref | Key Action /Measure | Target | Q1 UPDATE | Q2 UPDATE | Status Q1 | Status Q2 |
|--|-------|---|-----------|---|--|------------------|------------------|
| 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 | 1.3.2 | 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 | Consultation, recruitment , interviews and appointments completed for Tier 4 & 5's with the exception of vacant posts requiring open appointment, initially internal then out to external advert | GREEN | GREEN |
| | 1.3.3 | Shared Intranet – delivering the ICT capability/in place (Sharepoint) | 31-Mar-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 | All tier 6 structures drafted, advised by HR, signed off by S151, presented to JUB, Joint Project Board and JPAG (Joint Partnership Advisory Group) - completed by 30 Sept. Consultation period for T6 commenced 1 Oct '14 | GREEN | 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 | 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 | 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 | Due to HR resource being focussed on supporting the TUPE of all remaining WSC staff to TDBC on 1 Aug and supporting the Tier 6 restructure, the work to review Terms & Conditions will now not commence until the restructure has been completed. | GREEN | AMBER |
| | 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 | As quarter one update. HR policies are now unlikely to be completed by Mar '15 | GREEN | AMBER |
| 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. | A review of the TDBC and WSC constitutions has commenced. | GREEN | AMBER |
| | 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. | Work started - investigating approach adopted by other Councils with joint management teams and will aim to align measures wherever possible with LG Inform to facilitate benchmarking. | NOT DUE | AMBER |
| Key Task 1.6 Draft and implement a strategy and supporting plan for internal and external communications to support the shared services and service transformation programme during 2014/15. | 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. | As per Q1 update - 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 | GREEN |
| | 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) | The OneTeam newsletter continues to be produced monthly and is circulated to all staff and members A shared intranet is still planned. Member workshops are planned to support members in their understanding and preparation for the transformation stage of the programme. | GREEN | 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 | 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 | This is the total of the breakdown of savings is shown in 2.1.2 to 2.1.7 below | GREEN (Complete) | 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. | As part of the 2014/15 final budget process it was agreed to move this saving to 2015/16. | NOT DUE | 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 | 2014/15 Budget Reduced By £2,982 | GREEN (Complete) | GREEN (Complete) |

| Key Task | Ref | Key Action /Measure | Target | Q1 UPDATE | Q2 UPDATE | Status Q1 | Status Q2 |
|--|-------|---|--------|--|--|------------------|------------------|
| savings and income generation by April 2015. Achieve savings of £78,177 as a proportion of the overall savings from the WSC budget | 2.1.4 | 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 | Post removed as part of the 2014/15 Budget Setting Process | GREEN (Complete) | 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. | Saving included as part of the shared services arrangement. | GREEN (Complete) | GREEN (Complete) |
| | 2.1.6 | Home Improvement Agency Contact (£22,710) - Negotiated Reduction In Contract | Apr-14 | 2014/15 Budget Reduced By £21,710 | 2014/15 Budget Reduced By £21,710 | GREEN (Complete) | 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. | 2014/15 Salary Budget reflects reduction in hours to 3 days per week. Saving of £14,662. | GREEN (Complete) | 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 | Will be undertaken as part of the 2015/16 budget setting process | NOT DUE | 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 | 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 | 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 | Action complete during Q1 2014 | GREEN (Complete) | 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 | Action complete during Q1 2014 | GREEN (Complete) | 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 | Action complete during Q1 2014 | GREEN (Complete) | 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 | Action complete during Q1 2014 | GREEN (Complete) | 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 | Action complete during Q1 2014 | GREEN (Complete) | GREEN (Complete) |

| Key Task | Ref | Key Action /Measure | Target | Q1 UPDATE | Q2 UPDATE | Status Q1 | Status Q2 |
|--|-------|--|-----------|---|--|-----------|-----------|
| 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. | Dunster Area Panel, Brendon Hills Group, EDF Energy Main Site Forum and EDF Community Forum all received presentations during Q2. Presentation to Exmoor National Park Authority arranged during Q3. Media reports following Cabinet and Council decision have been positive. | GREEN | 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. | Q2 unique website hits have been over 4,000. | GREEN | GREEN |
| | 3.2.3 | Work with key affected communities to advise and explain process for accessing funding opportunities <ul style="list-style-type: none"> 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 targetted conference is being reviewed along with the level of partnership working achievable within current resources. | The Q1 update remains relevant and accurate. Cabinet agreed in September to allocate £10,000 from the Hinkley Point holding account to bring Engage WVS on board to help potential applicants to develop projects prior to making Full CIM Fund applications to the Planning Obligations Board. | GREEN | GREEN |
| 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. | The Q1 update remains relevant and accurate. Cabinet agreed in September to allocate £10,000 from the Hinkley Point holding account to bring Engage WVS on board to help potential applicants to develop projects prior to making Full CIM Fund applications to the Planning Obligations Board. | GREEN | 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. | The Planning Obligations Board met once during Q1 - in August - of the 4 applications considered 3 were in West Somerset. One was recommended for approval and was approved, one was recommended for refusal and was refused. One was recommended for approval but was refused. WSC representatives at the meeting voted in line with the recommendations. Support to the applicants of the application that was 'overtuned' is being put in place with the potential for a revised/refined application. | GREEN | 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. | A paper recommending the allocation of £10,000 to develop a leisure spending strategy is to be presented to Cabinet on the 1st October. If approved this work will commence during Q3 - the outcomes of the strategy will be known during Q3 although after the November 2014 target date. | GREEN | 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. | A paper recommending the allocation of £10,000 to develop a leisure spending strategy is to be presented to Cabinet on the 1st October. If approved this work will commence during Q3 - the outcomes of the strategy will be known during Q3 although after the November 2014 target date. | AMBER | 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 | The proposed strategy includes provision for identifying and securing match funding opportunities. This is on track to deliver during Q3/Q4. | AMBER | GREEN |
| | 3.4.3 | Present funding allocations to Cabinet / Council for approval | Mar-15 | As above | The proposed strategy should enable some applications to be presented to the Planning Obligations Group by March 2015 in line with the target. | AMBER | GREEN |
| 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 | 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). | Since the last quarter, Somerset Larder Group has won the interim contract to supply Hinkley and we have assisted "Power Travel" (bus and coach group) with finding a training provider to run a free workshop on ISO accreditations. We are now working on segmenting the master copy of the database into HPC registered and non-registered businesses as well as by collaborative grouping as they develop to enable greater definition of target audiences and key messages. Info on the Skills Fund for Hinkley has also been disseminated through the business e-bulletin. | GREEN | GREEN |

| Key Task | Ref | Key Action /Measure | Target | Q1 UPDATE | Q2 UPDATE | Status Q1 | Status Q2 |
|---|-------|--|---------------------|---|--|-----------|-----------|
| gain economic benefits from the development in terms of contracts awarded to local suppliers and increased employment opportunities | 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. | An application to the Local Response Fund will bring approx. £12k to the district for hospitality training. This additional resource will allow us to offer the Welcome Host Gold accredited training and some further training defined by business need. This will be delivered over Q3 and Q4. | GREEN | 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 progressions routes. Report progress to Economic Development PAG | 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. Application made to JCP for funding to develop a number of employment and skills interventions. | Opportunities to take advantage of "Skills for Growth" funds have been highlighted to businesses. We are aware that a number of businesses took advantage of the Level 2 for Personal Licence Holders. | GREEN | 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 | 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. | 53 businesses have received general support or signposting from the ED team and 4 West Somerset based businesses have received specific mentoring support through Cornerstone. | GREEN | 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. | Further to social media training provided in the previous quarter, a social media guide for business has been produced by the ED team. This has been made available on the WSC website. | GREEN | GREEN |
| | 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. | 2014 allocations to TIC's agreed, and SLA's issued and signed. HTAP Consultation Event held with over 60 participants, Members Workshop also held as part of Economic Reneneration PAG Meeting. | GREEN | GREEN |
| Key Task 4.3 Work with tourism partners to mitigate the negative effects of the development and take advantage of any opportunities created. | 4.3.2 | 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 Report on progress of both tasks to Economic Development PAG | 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. | A new Minehead business development network has been set-up, with some dedicated PR support commissioned. Coleridge Way Business Working Group progressing well with Action Plan Aims and Objectives. Workshop held in June to engage with wider industry and another planned in the New Year to follow up on progress. Marketing - new Coleridge Way website to be launched in the autumn, successful Coleridge Way extension launch in June, ideas for a Music Tour along the route and performances along the CW with folk singer Ange Hardy who plans to write a series of songs inspired by the CW and the Romantic Poets, ongoing industry engagement to promote the CW. | GREEN | 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 | On-track. Revised Funding Strategy and four bids were presented to Planning Obligations Board on 7th October 2014 | GREEN | 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 | 3 bedspaces freed up in the 2nd Quarter | GREEN | 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 | Discussions on-going | GREEN | GREEN |

| Key Task | Ref | Key Action /Measure | Target | Q1 UPDATE | Q2 UPDATE | Status Q1 | Status Q2 |
|---|---|---|--|--|--|--|------------------|
| | | | | 32 | | | |
| | 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 | Bid to include Empty Homes regeneration prepared ready for POB in October but still unable to progress in Quarter 2 | AMBER | AMBER |
| Key Task 5.2 Facilitate the delivery of 80 affordable homes within the West Somerset area by 31st Mar 2015 | 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. | All homes complete and occupied | GREEN | GREEN (Complete) |
| | 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 | Developer has now submitted his formal application to amend the numbers of dwellings and has secured approval from an RSL partner to take on the additional affordable unit. This will now be subject to planning approval. | AMBER | 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 Hastoe 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. | Conditional contracts have been exchanged for the sale of the land | AMBER | AMBER |
| | 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. | Dependant on sale of land . Being progressed by property services. | RED | 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 | All land sale issues have now been resolved. Planning Decision Notice has been issued and the site will now deliver 12 Affordable Homes via Knightstone Housing Association | AMBER | GREEN |
| | 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. | Work on the site has slowed down due to unforeseen circumstances that cannot be influenced by the Council. Homes will be delivered but not likely to start on site now until Spring 2015 | RED | 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 | Work on the site has slowed down due to unforeseen circumstances that cannot be influenced by the Council. Homes will be delivered but not likely to start on site now until Spring 2015 | RED | 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 properties brought back into use following intervention. Numbers low as awaiting latest Council Tax merge. | 13 properties brought back into use in Quarter 2 following intervention. Mailshot went out September (220 letters) to all empty properties which should start showing further positive results in Q3. Confident that the target of 55 properties for the year will be achieved. | 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 | The picture remains the same as Q1 with no new referrals although the team have received 4 enquiries which will be referred to Wessex and will appear in Quarter Three. | GREEN | AMBER |
| | 5.4.2 | Delivering 30 Disabled Facilities Grants (Budget has reduced for DFGs and therefore target has come down to 30 (from 40 last year). | Mar-15 | Despite only completing 3 in first quarter there are many in progress and we are still confident of delivering 30 this year. | Completed 5. 9 approved to be completed in quarter three and 22 ongoing enquiries which will lead to approvals and completion in Quarter's 3 and 4. This will make the estimated completions by year end 39. | GREEN | GREEN |
| | 5.4.3 | Improving 15 privately rented properties to the minimum standard (target reduced from 55 homes - agreed at Housing PAG Sept 2014) | 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. | 16 private sector housing complaints have been investigated in the WSC area, two relate to HMO's. Works completed have been confirmed in 2 properties. There are currently 6 outstanding complaints that remain under investigation. The work is seasonal and generally picks up considerably in the next two quarters | GREEN | 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 | Ref | Key Action /Measure | Target | Q1 UPDATE | Q2 UPDATE | Status Q1 | Status Q2 |
|---|-------|---|---------|---|---|-----------|-----------|
| 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 | Visits being carried out as per schedule in partnership with planning team | Visits being carried out as per schedule in partnership with planning team | GREEN | 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 | HPC EHO attending regular meetings with colleagues | GREEN | 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. | Complaints regarding dust nuisance received in Q2 but timely action by EDF mitigated the problem. No other complaints have been received. | GREEN | 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. | Noise and air quality updated on WSC website at monthly intervals. | GREEN | 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. | Still awaiting further payments from EDF Energy. The New Nuclear Programme Manager is attending meetings as required. | AMBER | 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. | Still awaiting further payments from EDF Energy. The New Nuclear Programme Manager is attending meetings as required. | AMBER | 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 recommenced on the main site at Hinkley Point | Discussions have taken place with the Mendip legal team and they consider that they have expertise in place to write up a suitable agreement with interested parties (It will not be the landowner) who will manage the land. The area of land that is potentially suitable is under the control of one landowner (with three tenants). | GREEN | 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 recommenced on the main site at Hinkley Point | Funding allocations have successfully progressed from the Planning Obligations Group through to Cabinet and/or Full Council for approval and the processes are working well. | GREEN | 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. | The work of the County Councils Rights of Way team continues and is focused on delivering Rights of Way improvements in the most affected communities. The Landscape Development fund was launched by the Quantocks AONB service during Q2. WSC benefits from two places on the decision making panel, one is the Chair of the JCIR Clir Trollope-Bellew and one is the New Nuclear Programme Manager | GREEN | 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. | 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 | GREEN |

| Key Task | Ref | Key Action /Measure | Target | Q1 UPDATE | | Q2 UPDATE | Status Q1 | Status Q2 |
|---|---------|--|--------------------------------------|---|--|---|-----------|---------------|
| | | | | | 34 | | | |
| | KPI 103 | % service requests actioned within 5 working days | 85% | 2013/14 94% (Q1 98%, Q2 97%, Q3 92%, Q4 90%) | Q1= 89% | Q2 =93% | GREEN | GREEN |
| | 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 | Q2 =0 | GREEN | 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% | Q2 = 85% | GREEN | GREEN |
| | KPI 90 | Fly-tipping: No of incidents | No target - measure only | 2013/14 77 | Q1 = 18 | Q2 = 26 | GREEN | AMBER |
| | 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. | Q2 = 99%. Slightly below but same as corresponding point last year | AMBER | GREEN |
| | 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 | Data still not available. SWP having issues with data collection. Will not be available until next quarter. | NOT DUE | NOT AVAILABLE |
| | KCI 82 | Waste & Recycling complaints | 20 or fewer for the year. | 2013/14 7 (Q11, Q2 2, Q3 2, Q4 2) | Q1 = 1 | Q2 = 1 | GREEN | 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. | 100% Two incidents of dangerous structures this quarter both visited in 24 hours | GREEN | 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. | 92.5% 94 applications validated, 87 validated within 5 days. Slight slip owing to holidays. | GREEN | AMBER |
| | 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. | 100% - 122 scheduled visits and visited on date specified. 188 visits in total. | GREEN | GREEN |
| | KC 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 | 98% - Results still coming in. 277 responses. To date 167= Very Good; 105=Good; 5=Poor; 0=Very Poor | GREEN | 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. | Q2 - 6.82% - On target. Better than Q1 and improvement on corresponding point last year. | GREEN | GREEN |

| Key Task | Ref | Key Action /Measure | Target | Q1 UPDATE | | Q2 UPDATE | Status Q1 | Status Q2 |
|--|---------|--|------------------|--|--|---|------------------|------------------|
| | 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 ³⁵ | Q2 - 84,522. Figures for this quarter a lot larger than normal due to some testing of website by our external IT health check. | GREEN | 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 1DY, Q3 1DY, Q4 1DY) | Q1 - 1 DAY | Current performance is less than 1 day for Q2. | GREEN | 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% | Current performance is 77% of service requests in Q2 were completed within the service standard of 60 days. This is due to particularly difficult investigations taking more time to investigate and where enforcement action has been taken. | GREEN | 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 | 100% for Q2 but this is an annual indicator | GREEN (Complete) | 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 | Q2 performance at 93% | GREEN | GREEN |
| | KCI 47 | % of customers who are satisfied or very satisfied with the licensing service | 70% | 2013/14 100% | Annual indicator - although limited number of postcards returned | Annual Indicator | NOT DUE | NOT DUE |
| Benefits - Service Performance Indicators | | | | | | | | |
| | KPI | % of customers who are satisfied or very satisfied with the benefits service | 97% | 2013/14 100% | 100% - Low response rate however. | No replies in Q2. Still at 100 % year to date | GREEN | 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% | Year to date = 0.28% | GREEN | 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 days -due to backlogs. These are now clearing which should see performance back on target, June performance was 22.5 days | Q2 - 21.57 days Overall still below target as a result of Q1. Q2 is performing better than target year to date - 23.99 days | AMBER | AMBER |
| | 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 | Q2 - 6.54 days Year to date - 7.64 days | GREEN | 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% | Q2 Year to date - 57.57 % Slightly down on the corresponding time last year. Target for 2014/15 is higher than for 2013/14 and currently there is some concern that the target will not be hit. | AMBER | AMBER |

| Key Task | Ref | Key Action /Measure | Target | Q1 UPDATE | | Q2 UPDATE | Status Q1 | Status Q2 |
|--|---------|--|---------------------------|---|---|--|-----------|-----------|
| | 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) | Q2 year to date - 55.2 % Drop on last year due to large payers taking advantage of 12 month instalments over which to make payment in 2014/15. The expectation is that collection will improve by Q4. | AMBER | 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. | Q2 - 95.09% of invoices paid within 30 days | GREEN | 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 | Q2 - 652 invoices received | GREEN | 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% | The way of registering to vote changed to individual electoral registration and the whole process is dealt with different. Therefore this measure is no longer appropriate. | AMBER | DELETED |
| 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. | Q2 -34 applications received | GREEN | 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. | Q2 - 29%. Less privately rented accommodation available especially at reasonable rents | AMBER | 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 | Q2 - 22 cases | GREEN | GREEN |
| | KCI 41 | % customers who are satisfied or very satisfied with the service | 90% | | | | NOT DUE | 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% | 100% | GREEN | 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. | At Cabinet they asked that the Housing PAG review this PI. This happened September 2014. They agreed to delete KPI 51 due to loss of Warm Streets and Warm Front monies. | RED | DELETED |

| Key Task | Ref | Key Action /Measure | Target | Q1 UPDATE | | Q2 UPDATE | Status Q1 | Status Q2 |
|--|---------|---|----------------------------|---|---|--|--------------|---------------|
| | | | | | 37 | | | |
| | 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. | Current waiting time is 25 weeks. | AMBER | 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. . | Data not currently available as awaiting return of completed questionnaires from customers. Will be reported next quarter. | GREEN | NOT AVAILABLE |
| 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. | 100% 2 applications, 1 decided within the time limit and one with an extension of time | RED | GREEN |
| | KPI 90B | % minor planning applications determined within 8 weeks | 80% | 2013/14 96% (Q1 95%, Q2 100%, Q3 99%, Q4 100%) | Q1 - 81.48% | Q2 - 72% During July and early August there was a vacant planning officer post which has since been filled by a temporary agency planner. There also remains a vacancy at the tier 4/5 level (for which expression of interest have been received and shortlisting will shortly take place) resulting in less resource to deal with planning applications at West Somerset and Taunton Deane. Although performance has improved since the arrival of the agency planner, it is unlikely that the previous levels of 100% performance will be achieved. | GREEN | AMBER |
| | 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% | Q2 - 96.30% | AMBER | GREEN |
| | KCI 86 | % of customers satisfied with the service received | 85% | 2013/14 96% | | | NOT DUE | NOT DUE |
| Additional Measures | | | | | | | | |
| Staff Sickness | | | | | | | | |
| | KPI 160 | Number of days sickness per FTE | 8.2 days or fewer per FTE. | 2013/14 (WSC Actual for 2013/14 7.22 days. TDBC Actual for 2013/14 8.2 days) | For Q1 absence rates were 2.76 days (projected as 11.04 days per annum) for West Somerset Council employees. West Somerset Council's absence rate was influenced by the low headcount and a small number of employees on long-term absence. These employees have in the main, either returned to work or left employment. | Wasn't reported Q1. All staff moved to TDBC wef 1st August. However, Member request for this information to continue to be provided within WSC performance report. Current Average number of Working days lost to sickness absence, year to date: 3.77 Average number of working days lost to sickness absence projected year end totals: 7.55 July 14 – Sep 14 Short Term Absence – 640 / 55% Long Term Absence – 530 / 45% (long-term absence being defined as a continuous period of 28 calendar days or more) | NOT REPORTED | GREEN |

Report Number: WSC 163/14
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Report to a Meeting of: Cabinet
To be Held on: 3rd December 2014
Date Entered on Executive Forward Plan 6/2/14
Or Agreement for Urgency Granted:

FINANCIAL MONITORING REPORT 2014-15 (APRIL – SEPTEMBER 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 relating to predicted 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. 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 notes the current financial standing of the Council together with the estimated position at the end of the financial year.
- 3.2 That Cabinet recommends to Full Council that £95,158 be transferred to General Fund Reserves in respect of the following:
- NDR Administration £75,158
 - Interest Costs £20,000
- 3.3 That Cabinet recommends to Full Council that £49,985 is transferred to the Business Rates Smoothing Reserve to set aside the updated forecast retained business funding surplus in the year.
- 3.4 That Cabinet recommends to Full Council that a budget transfer (virement) of £40,000 of in year underspends is approved, to provide funds necessary to support essential asset condition surveys in respect of key compliance matters along with stock condition information that will support the development of a robust asset management plan to assist with future decision making and prioritisation of works.

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 |

- 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.

- 5.2 The Financial Performance Report has been reviewed by Scrutiny Committee at its meeting on 13 November 2014, and the recommendations were supported. In addition to the following queries/comments were noted:

- a) Building control surplus/deficit – Information related to previous three financial years requested. The position is as follows: 2011/12 = £146,000 net cost, 2012/13 = £127,000 deficit, 2013/14 = £156,000 net cost. The financial position reflects the cost of the service including regulatory non-chargeable work and chargeable work which can be recoverable through building regulation fees. The net budget in 2013/14 was £122,000, therefore there was a 'deficit' against budget of £34,000 last year. Total income for chargeable work has declined during the last three years.
- b) Transformation Challenge Grant – Query the 80:20 split between TDBC and WSC. This was answered at the Scrutiny Committee; the split is notional for accounting purposes and it is expected the whole of the grant will be needed to deliver the ambitions of shared services and transformation for the partnership with Taunton Deane.
- c) Capital Budgets for Street Sweeping Vehicles – Are the budgets in the Capital Programme gross or net of capital receipts for existing vehicles? The budget is based on the total estimated purchase costs, excluding any potential receipts from disposal of existing vehicles.
- d) Capital Receipts – requested that information in respect of Capital Receipts Reserve. This will be incorporated in future reports.

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

- 6.1 This is the half yearly financial monitoring report for 2014/15. This report provides an indication of the forecast outturn for the year. Clearly there are still 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 As the overall forecast underspend is quite large, and there is a high degree of certainty in respect of some areas therefore it is considered appropriate to make budget adjustments to reduce the Net Budget and return in year savings to the general fund. This report therefore includes a recommendation to return £95,158 to reserves. [Note - This recommendation has been amended to that which was included and agreed by the Scrutiny Committee at its meeting of the 13th November 2014 due to additional work being carried out by the Finance Team in relation to the Council Tax Benefits forecast. Subsequent work has established that

the proposed transfer of £41,160 was an incorrect assumption and therefore has been removed at this time. The estimated position at the end of the financial year has subsequently been amended to reflect this.]

- 6.3 The current forecast outturn for the 2014/15 Revenue Budget shows a projected **underspend of £190,575** 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

| | Original Budget £ | Revised Budget £ | Predicted Outturn £ | Variance £ |
|--|-------------------|-------------------|---------------------|-----------------|
| Corporate | 229,197 | 229,197 | 217,922 | -11,275 |
| Operations | 4,251,602 | 4,326,713 | 4,241,868 | -84,845 |
| Housing and Communities | 421,918 | 444,418 | 423,042 | -21,376 |
| Growth and Development | 213,158 | 277,743 | 224,664 | -53,079 |
| Subtotal - Net Service Costs | 5,115,875 | 5,278,071 | 5,107,496 | -170,575 |
| Interest costs and income | 27,850 | 27,850 | 7,850 | -20,000 |
| Revenue Funding of Capital Programme | 0 | 25,000 | 25,000 | 0 |
| Provision for capital debt repayment | 200,400 | 200,400 | 200,400 | 0 |
| Subtotal – Net Costs before reserve transfers | 5,344,125 | 5,531,321 | 5,340,746 | -190,575 |
| Transfers from Earmarked Reserves | -51,820 | -193,450 | -193,450 | 0 |
| Transfers to Earmarked Reserves | 279,482 | 541,511 | 591,496 | 49,985 |
| Transfers to/from General Reserves | -321,108 | -436,358 | -436,358 | 0 |
| NET BUDGET | 5,250,679 | 5,443,024 | 5,302,434 | -140,590 |
| Business Rates Funding | -1,405,894 | -1,598,239 | -1,648,224 | -49,985 |
| Revenue Support Grant | -1,224,738 | -1,224,738 | -1,224,738 | 0 |
| New Homes Bonus | -443,644 | -443,644 | -443,644 | 0 |
| Council Tax Support Admin Grant | -240,683 | -240,683 | -240,683 | 0 |
| Other Grants | -59,659 | -59,659 | -59,659 | 0 |
| Council Tax | -1,823,221 | -1,823,221 | -1,823,221 | 0 |
| Council Tax Freeze Grant | -20,547 | -20,547 | -20,547 | 0 |
| Council Tax Support Grant to Parishes | 87,530 | 87,530 | 87,530 | 0 |
| Estimated Surplus on 13/14 NDR | -119,823 | -119,823 | -119,823 | 0 |
| TOTAL FUNDING | -5,250,679 | -5,443,024 | -5,493,009 | -49,985 |
| NET UNDER(-)/OVERSPEND FOR THE YEAR | 0 | 0 | | -190,575 |
| Proposed transfer of in year savings to reserves immediately (see recommendations) | | | | 95,158 |
| Proposed virement for asset management (see recommendations / 6.6 below) | | | | 50,000 |
| Residual Forecast Underspend projected to transfer to reserves at year end | | | | 45,417 |

- 6.4 It is assumed any final Net Underspend or Overspend at the end of the financial year will be transferred to General Reserves.
- 6.5 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 £49,985. This forecast could change during 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 predicted overspend is mainly due to income from fees being predicted to be lower than the budget by approximately £26,000. This is partly due to increased competition from private sector suppliers.
- c) **NDR Administration:** The cost of collection grant charged to the Collection Fund is allowed to be credited to the billing authority's accounts. This amount was not included within the original budget and therefore leads to an underspend of £75,158. It is proposed to transfer this amount to the general fund balances as an in year budget saving.
- d) **Interest Costs and Income:** The financing costs of the Authority's current loan are predicted to be lower than the approved budgeted figure which results in an underspend of £20,000. It is proposed to transfer this amount to the general fund balances as an in year budget saving.

New Cost Pressure – Asset Management

- 6.6 The Asset Management team have been reviewing the data held on Council assets in relation to compliance matters such as asbestos, electrical safety, legionella and fire safety, in addition to the adequacy of information about the condition of assets. It has been concluded that steps need to be taken to undertake survey work to the Council's assets to ensure we can identify and manage compliance matters and make appropriate decisions on maintenance prioritisation. This information will also support the creation of a refreshed asset management plan including future decisions regarding asset retention or disposal. Therefore additional funding of £40,000 is requested in the current financial year to ensure our statutory responsibilities are effectively managed and we can undertake effective asset management in future. It is proposed to fund this through a virement from other budgets that are forecasting to underspend in the year.

There has also been a request for additional funding of £10,000 in respect of Dulverton Weir works. This is to enable engineering / professional works to be carried out to establish what future works are necessary.

General Reserves

- 6.7 The original Net Budget for the year included approved transfers from General Reserves of £321,108, effectively providing income to the Revenue Budget. Since February 2014 Council has approved supplementary budget allocations totalling £115,250, as shown in the table below, resulting in a current approved transfer to the Revenue Budget of £436,358. As set out in this report, approval is sought to transfer in year savings of £95,158 back to General Reserves.
- 6.8 The following table also shows the requested transfer of £107,581 from uncommitted earmarked reserves currently with Full Council for approval and therefore the forecast movement on the General Reserves Balance during the year. The reserves balance is currently **£555,508**, and is forecast to be £627,247 as at 31 March 2015 (but see note 6.8 below).

Table 2 – Predicted General Reserves Balance 31 March 2015

| | £ |
|--|----------------|
| Balance Brought Forward 1 April 2014 | 991,866 |
| Original Budget 2014/15 | -321,108 |
| <i>Supplementary Budget Allocations:</i> | |
| Sand Clearance – Minehead Seafront | -10,000 |
| Blenheim Gardens | -5,500 |
| Blue Anchor Coastal Protection | -25,000 |
| Planning Policy – Local Plan | -74,750 |
| Current approved Balance | 555,508 |
| <i>Forecast:</i> | |

| | |
|--|----------------|
| | £ |
| In Year Savings – Proposed Transfer To General Reserves | 95,158 |
| Requested transfer of uncommitted balances from Earmarked Reserves | 107,581 |
| Underwritten Broadband Costs (if insufficient capital receipts) | -131,000 |
| Projected Balance Carried Forward 31 March 2015 | 627,247 |
| 2014/15 Residual Forecast Underspend (net of recommended virement) | 45,417 |
| Possible uncommitted balance at year end | 672,664 |

- 6.9 There is an approval to underwrite part of the cost of the Superfast Broadband capital project funding from general reserves, in the event that insufficient capital receipts are in place to fund the scheme. If this is needed, assuming all recommended transfers are approved, the balance of uncommitted reserves would be £627,247 which is £127,247 above the recommended minimum of £500,000. If the current forecast outturn position is accurate the projected balance could increase to £672,664 at the financial year end.
- 6.10 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.

Earmarked Reserves

- 6.11 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 £1,666,405 as at 31 March 2015, an increase of £62,803. The totals below take into account the recommendations proposed within the Earmarked Reserves report currently going to Full Council on 19th November 2014. 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 | 1,375,940 | 1,375,940 |
| Transfers to Revenue Account (From Earmarked Reserve) | -51,820 | -301,031 |
| Transfers from Revenue Account (To Earmarked Reserve) | 279,482 | 591,496 |
| Balance Carried Forward 31 March 2015 | 1,603,602 | 1,666,405 |

Business Rates Retention

- 6.12 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.
- 6.13 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 |

- 6.14 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 projected to be £1,648,224. This is higher than estimated for the revised budget by £49,985.

Table 4 – Retained Business Rates Funding Forecast

| | | Original Budget £ | Forecast Jun 2014 £ | Forecast Sept 2014 £ |
|---|---|----------------------|------------------------|-------------------------|
| 40% Share of Business Rates Income | F | 4,720,092 | 4,720,092 | 4,720,092 |
| Tariff to Government | F | -2,979,434 | -2,979,434 | -2,979,434 |
| Section 31 Grant Funding for Reliefs | V | 0 | 361,225 | 323,461 |
| 50% Levy Payment to Government | V | -334,764 | -503,644 | -415,895 |
| Retained Business Rates for the Year | | 1,405,894 | 1,598,239 | 1,648,224 |
| Previous Year's Collection Fund Surplus | F | 119,823 | 119,823 | 119,823 |
| Total Business Rates Funding | | 1,525,717 | 1,718,062 | 1,768,047 |

F = Fixed, V = Variable

- 6.15 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 £415,895 – 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

| | Original Budget £ | Forecast Jun 2014 £ | Forecast Sept 2014 £ |
|--|----------------------|------------------------|-------------------------|
| Forecast Non Domestic Rating Income | 11,800,231 | 11,978,042 | 11,450,974 |
| *Add back: Reliefs funded by S31 Grant | 0 | 666,586 | 754,908 |
| Adjusted Non Domestic Rating Income | 11,800,231 | 12,644,628 | 12,205,882 |
| 40% Standard Share for WSC | 4,720,092 | 5,057,851 | 4,882,353 |
| Tariff to Government (fixed amount) | -2,979,434 | -2,979,434 | -2,979,434 |
| Total Retained Income | 1,740,658 | 2,078,417 | 1,902,919 |
| WSC Business Rates Baseline | 1,071,130 | 1,071,130 | 1,071,130 |
| Net Business Rates Growth v Baseline | 669,528 | 1,007,287 | 831,789 |
| 50% Levy Payment to Government | 334,764 | 503,644 | 415,895 |
| Retention of Growth by WSC | 334,764 | 503,643 | 415,894 |

**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.*

- 6.16 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.
- 6.17 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 further projected surplus identified in Q2 of £49,985 to this reserve, which would increase the balance to £731,816. 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 at the end of the financial year.

7. CAPITAL BUDGET PREDICTED OUTTURN 2014/15

7.1 The original approved Capital Programme for 2014/15 was £672,618 and related to schemes which were intended to be completed within the twelve month period. The proposed funding sources were as follows:

| | |
|----------|--------------------------------------|
| £433,836 | Funded from Useable Capital Receipts |
| £238,782 | Funded from Grants |

7.2 During the first six months of 2014/15 the following supplementary estimates have also been approved:

| | |
|----------|---|
| £43,053 | Minehead Heritage Trail (Funded from Planning Obligation contributions) |
| £ 2,000 | Burgage Road Play Area (Funded from Planning Obligation contributions) |
| £25,000 | Blue Anchor Coastal Protection Scheme (Funded from Revenue) |
| £20,000 | Dulverton Weir (Funded from Useable Capital Receipts) |
| £240,000 | Superfast Broadband (Funded from Useable Capital Receipts) |

7.3 Therefore the revised Capital Programme (Appendix C to this report) currently stands at £1,002,671 and is forecast to be funded from the following sources:

| | |
|----------|--------------------------------------|
| £693,836 | Funded from Useable Capital Receipts |
| £283,835 | Funded from Grants |
| £ 25,000 | Funded from Revenue Reserves |

7.4 At this time no significant variances have been highlighted to the revised capital programme and it has been assumed that if schemes are not delivered in the current financial year then a formal request will be made to carry over unspent budgets to the next financial year.

7.5 Scrutiny Committee, at its meeting on 13 November 2014, requested that information is included in the Financial Performance information in respect of Capital Receipts Reserve. It is proposed to include this as standard in future reports.

8. FINANCIAL/RESOURCE IMPLICATIONS

8.1 Contained within the body of the report.

9. COMMENTS ON BEHALF OF SECTION 151 OFFICER

9.1 It is prudent to return known in year savings to the Council's General Fund Reserve at this stage, offering maximum flexibility regarding future financial decisions.

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

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.

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

| Group and Detail | Q1 Forecast Variance £ | Q2 Forecast Variance £ | Comments |
|---------------------------|------------------------------|------------------------------|---|
| Corporate | | | |
| Legal | -10,131 | -13,000 | Underspend in relation to the Mendip District Council legal contract. |
| Other variances | -14,012 | 1,725 | |
| Group Total | -24,143 | -11,275 | |
| Operations | | | |
| Building Control | 34,424 | 29,299 | Reduction in predicted application fees being received. |
| Public Conveniences – All | 39,502 | 12,056 | Approved savings budget of £56,450 was shown in total under the public conveniences budget heading as at Quarter 1. However as can be seen from the comment included under the Street Cleansing heading below, the figure has been split across tow service areas, therefore reducing the overspend in respect of public conveniences for Quarter 2. |
| Street Cleansing | 0 | 17,309 | Approved savings budget in respect of rural bin emptying was originally shown under the public conveniences budget heading. However the savings budget of £22,000 has been now allocated to correct service, however the savings have not been fully achieved. |
| Waste | -13,000 | 0 | |
| Council Tax Benefit | -41,160 | 10,000 | Following additional work in this area the finance team has realised that an incorrect assumption was made in relation to this area both in the Quarter 1 report and subsequently in the Q2 report presented to Scrutiny Committee at its meeting on 13 th November. Therefore the budget has been corrected to reflect the revised forecast position and the main body of the report has duly been amended. |
| Housing Benefits | 9,400 | -60,000 | General underspend having looked at payments made against subsidy received in Quarters1 and 2. |
| NDR Administration | | -75,158 | Business Rate collection grant not included within the original 2014/15 budget. |
| Other variances | -53,662 | -18,351 | |
| Group Total | -24,496 | -84,845 | |

| Group and Detail | Q1 Forecast Variance £ | Q2 Forecast Variance £ | Comments |
|---|---------------------------------------|---------------------------------------|---|
| <i>Housing and Communities</i> | | | |
| Estates – Assets | | -11,019 | Generally income received higher than budgeted. |
| Private Sector Renewal | | 35,217 | Sedgemoor contract for 2013/14 not paid or accrued therefore both 2013/14 and 2014/15 to be paid in the current financial year. |
| Other variances | -11,924 | -45,574 | |
| Group Total | -11,924 | -21,376 | |
| <i>Growth and Development</i> | | | |
| Development Control | -23,807 | -63,987 | Increased application fees being received and contributions being received in respect of salary costs. |
| Other variances | -590 | 10,908 | |
| Group Total | -24,397 | -53,079 | |
| <i>Other Variances</i> | | | |
| Interest and other income | -20,000 | -20,000 | Under spend on predicted external loan interest costs together with increased investment returns. |
| Subtotal – Net overspend / underspend before reserve transfers | -104,960 | -190,575 | |

SUMMARY OF PREDICTED EARMARKED RESERVES AS AT 30TH SEPTEMBER 2014

| Earmarked Reserve Account | 1 April Balance £ | Transfers In | Transfers Out | Transfers Between Accounts | 31 March (Predicted Balance) £ | Comments |
|------------------------------|----------------------|--------------|---------------|----------------------------|-----------------------------------|--|
| Area Based Grant | 113,634 | | -9,004 | | 104,630 | It is being recommended as part of the current earmarked reserves report to return £9,004 to general fund balances. |
| Community Safety | 4,455 | | -922 | | 3,533 | External funding specifically earmarked for community safety initiatives |
| Land Charges | 28,530 | | -1,727 | | 26,803 | Government grant specifically earmarked for providing refunds when due |
| Tourism | 15,911 | | -3,154 | | 12,757 | Specifically earmarked for tourism and is topped up by ENPA |
| Seaside Towns | 20,083 | | -9,190 | | 10,893 | Specifically earmarked for initiatives in Minehead |
| New Homes Bonus | 113,850 | | -113,850 | | 0 | £51,820 to be used in 2014/15 for Rural Housing project and HIA contract. It is being recommended as part of the current earmarked reserves report that the remaining £62,030 be returned to general fund balances |
| 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 | | -2,982 | | 6,669 | Mary Portas grant – specifically earmarked |
| Housing Benefit Admin | 11,782 | | | | 11,782 | Government Grant – specifically earmarked to provide support in times of recession |
| Council Tax Reform | 49,308 | 66,044 | -49,572 | | 65,780 | 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 | | | | 44,861 | 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 |

| 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 | | 0 | It is being recommended as part of the current earmarked reserves report to return £31,547 to general fund balances. |
| 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 | | 0 | Contribution from business to fund sign for Roughmoor Enterprise centre. Works have been carried out. |
| Minehead Town Centre Signage | 885 | | | | 885 | Contribution from Minehead Chamber of Trade and Morrison s106 to fund the signs |
| Our Place | 2,500 | 6,949 | | | 9,449 | Contribution for the Our Place project |
| Eat Exmoor | 500 | | -400 | | 100 | Contribution from SCC for the Eat Exmoor Project |
| National Grid PPA | 16,911 | | -16,911 | | 0 | Earmarked to part fund the post of Nuclear Programme Manager. Monies have been utilised. |
| CCTV | 4,000 | | -4,000 | | 0 | Underspend in 13-14 earmarked to fund the purchase of a new CCTV camera |
| Homelessness Prevention | 66,120 | | -22,500 | | 43,620 | £50,000 Homeless Prevention Grant (part of RSG) plus remainder of Mortgage Rescue Grant |
| Section 31 - Flooding | 13,486 | | -13,486 | | 0 | Funds to support businesses after the winter flooding. Monies have been used to support businesses. |
| Watchet Harbour Dredging | 7,500 | | -7,500 | | 0 | Underspend in 13-14 earmarked to fund additional dredging in 14-15. Works have been carried out. |
| Planning Staff Salary | 6,000 | | -6,000 | | 0 | Part of the 13-14 planning application fees income earmarked to fund additional salary costs in the planning service in 14-15. Monies have been utilised. |

| Earmarked Reserve Account | 1 April Balance £ | Transfers In | Transfers Out | Transfers Between Accounts | 31 March (Predicted Balance) £ | Comments |
|--|------------------------------|-------------------------|--------------------------|---|---|--|
| Coast Protection | 2,275 | | -2,275 | | 0 | Underspend in 13-14 earmarked to fund sand clearance costs in 14-15. Works have been carried out. |
| 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 | | 0 | It is being recommended as part of the current earmarked reserves report to return £5,000 to general fund balances. |
| 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 | 462,153 | | | 731,816 | £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. As at Q2 a further surplus of £49,985 for retained BR is predicted. It is again proposed to earmark these funds at this stage and review later in the year. |
| JMASS Project Reserve | 20,200 | | | | 20,200 | £20,200 set aside as part of the Business Case approval. |
| Planning Policy Reserve | 0 | 56,350 | | | 56,350 | Monies set aside and to be drawn down in 2015/16 to cover additional costs arising and relating to the West Somerset Local Plan preparation through to examination and beyond to adoption. |
| Totals | 1,375,940 | 591,496 | -301,031 | 0 | 1,666,405 | |

PREDICTED CAPITAL PROGRAMME AS AT 30TH SEPTEMBER 2014

| | Original Capital Budget (£) | Revised Capital Budget (£) | Predicted Outturn (£) | Variance (£) |
|--|--|---|----------------------------------|---------------------|
| Dulverton Mill Leat / Weir Structure | 0 | 20,000 | 17,809 | -2,191 |
| Seaward Way (Housing Land) – Disposal Costs | 20,000 | 20,000 | 20,000 | 0 |
| Seaward Way (Leisure Land) – Disposal Costs | 16,000 | 16,000 | 16,000 | 0 |
| Microsoft Licence | 13,636 | 13,636 | 13,636 | 0 |
| Watchet Harbour – Impounding Wall | 19,100 | 19,100 | 19,100 | 0 |
| Watchet Harbour – Concrete Columns | 27,000 | 27,000 | 27,000 | 0 |
| Watchet Harbour - Ladder | 3,000 | 3,000 | 3,000 | 0 |
| Street Cleaning Vehicle – Small Sweeper | 48,000 | 48,000 | 48,000 | 0 |
| Street Cleaning Vehicle – Medium Sweeper | 90,000 | 90,000 | 90,000 | 0 |
| Former Aquasplash Site – Disposal Costs | 13,900 | 13,900 | 13,900 | 0 |
| Former Visitor Information Centre – Disposal Costs | 4,200 | 4,200 | 4,200 | 0 |
| Townsend Farm – Disposal Costs | 3,000 | 3,000 | 3,000 | 0 |
| CCTV Installation | 65,000 | 65,000 | 66,807 | 1,807 |
| Disabled Facilities Grants | 183,782 | 183,782 | 183,782 | 0 |
| Shared Service Costs With TDBC | 135,000 | 135,000 | 135,000 | 0 |
| IT Hardware Replacement Programme | 31,000 | 31,000 | 31,000 | 0 |
| Superfast Broadband | 0 | 240,000 | 240,000 | 0 |
| Blue Anchor Coastal Protection Scheme | 0 | 25,000 | 25,000 | 0 |
| Minehead Heritage Trail | 0 | 43,053 | 43,053 | 0 |
| Burgage Road Play Area | 0 | 2,000 | 2,000 | 0 |
| | 672,618 | 1,002,671 | 1,002,287 | -384 |

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Report Number: WSC 162/14
Presented by: Councillor T Taylor, Leader
Author of the Report: Brendan Cleere (Director – Growth & Development)
Contact Details:
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Report to a Meeting of: Cabinet
To be Held on: 3 December 2014
Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: 28/10/2014

The Somerset Levels and Moors Levels Flood 20 Year Action Plan – Proposed Somerset Rivers Authority (SRA)

1. PURPOSE OF REPORT

- 1.1 The report sets out progress to date towards establishing a Somerset Rivers Authority, and seeks endorsement of proposals for the SRA for further development. The report sets out the purpose of the proposed SRA, its scope and role, arrangements for its funding and governance, and a proposed way forward.

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 The Flood Action Plan links closely with the vision set out within the Somerset County Council's County Plan. In particular the objectives which seek to create a thriving local economy, improving key infrastructure and creating better links by joining up with partners, to ensure that services are more effectively delivered to Somerset's residents.

3. RECOMMENDATIONS

- 3.1 That progress to date in the development of the Somerset Rivers Authority proposition is endorsed, together with the way forward as set out in the report, and that a further report follows in due course;
- 3.2 To endorse the ongoing work by the Leader of the Council and the Flood Action Plan Leaders Implementation Group to progress the creation of the shadow Somerset Rivers Authority, as proposed in this report, subject to confirmation by the Government of the proposed interim funding.

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

Risk Matrix

| Description | Likelihood | Impact | Overall |
|---|------------|--------|---------|
| If new collaborative arrangements for the funding, co-ordination and delivery of flood risk management in Somerset are not developed and agreed, there is a significant risk that the intensity and duration of flooding events will continue to adversely affect local communities and businesses, and the County and District Councils in the delivery of services. The County Council's budgetary planning would be likely to be adversely affected, along with its reputation. <i>[Type Description of any mitigating action in place or planned]</i> | | | |
| Key risks also apply to the timescales associated with making the changes required. Unless momentum is able to be maintained in the delivery of this project, there are risks that the new funding arrangements proposed will not be in place for financial year 2016/17. <i>[Type Description of any mitigating action in place or planned]</i> | | | |

5. **BACKGROUND INFORMATION**

- 5.1 The Levels and Moors Flood Action Plan sets out a number of workstreams to achieve a vision for the area, where “the impact of extreme weather events is being reduced.” Amongst the risk reduction actions in the Plan is a proposal to create a Somerset Rivers Board. The Plan makes it clear that: “a renewed, co-ordinated and joined-up approach to addressing flooding and resilience issues is required, with opportunities to develop new approaches to the management of the drained areas and the wider catchment, and for enhanced local leadership.” “We must establish long-term governance. This will include new approaches for long term funding of management work on the levels.”
- 5.2 A Leaders Implementation Group has been established to take forward the Action Plan. The Plan includes a proposal to determine the most appropriate model, and to set up a Somerset Rivers Board, which has greater responsibility for maintaining and improving water and flood risk management, including a new catchment wide funding mechanism. A Project Key Partners Group has been established to advise on developing the project, with representation from the Internal Drainage Boards (IDBs), the County and District Councils, the Department for the Environment, Food and Rural Affairs, the Department for Communities and Local Government, Natural England, the Environment Agency (EA) and the Wessex Regional Flood and Coastal Committee (WRFCC).
- 5.3 While the proposals which follow have been endorsed by the partners through the Leaders Implementation Group, they remain “work in progress” in responding to the Government request to set up a Somerset Rivers Board. The purpose of this report is to provide Members with a report on progress to date and secure endorsement for the way forward. A further meeting of the Leaders Implementation Group takes place on 6 November 2014. Any further information arising from that meeting will be the subject of a verbal update.
- 5.4 **Background Papers**
- The Somerset Levels and Moors Flood Action Plan – Executive Summary, March 2014.
<http://somersetnewsroom.files.wordpress.com/2014/03/flood-action-plan-final.pdf>
 The Somerset Levels and Moors Flood Action Plan - A 20 year plan for a sustainable future – Full Plan March 2014.

<http://somesetnewsroom.files.wordpress.com/2014/03/20yearactionplanfull3.pdf>

Further background information about the SRA proposal can be found in a 'Questions and Answers' document – please see Appendix C

5.5 Somerset Rivers Authority (SRA) project

The current proposals have adopted the title “Somerset Rivers Authority” (SRA). With local communities wanting a higher level of funding and protection than is available from the Environment Agency’s work programme, it will be the SRA’s task to determine, by bringing together the Flood Risk Management Authorities (FRMAs) and representatives of the affected communities, what further work should be done, and to raise the relevant funding from local communities and other sources.

5.6 Purpose

It is proposed that, with its strategic overview, the SRA would be the advocate of what is needed for Somerset in reducing flood risk. Through its influence and decisions, the SRA would be accountable for the Flood Action Plan, for a co-ordinated approach to delivery, and on a Somerset-wide basis, for the funding it raises, and for how it is spent.

As currently proposed, the SRA would empower the FRMAs (the Environment Agency, the IDBs, the Lead Local Flood Authority (Somerset County Council) and the Somerset District Councils) to take on a broader role, to ensure that Somerset’s flood risk management activity benefits from the collective wisdom, experience and knowledge of all its members.

The SRA would not diminish the responsibilities of the individual partners, nor those of riparian owners. The existing FRMAs and their existing associated funding streams, responsibilities and accountabilities would continue. However, opportunities would be taken to join up delivery where agreed. The underlying principle would be one of joint working, which recognises existing organisational accountabilities.

5.7 Scope and Role

As proposed, the SRA would commission the delivery of a costed, co-ordinated Business Plan for enhanced maintenance of river channels, important ordinary watercourses and river flood banks across the whole of Somerset. This would include dredging, and maintenance of dredged profiles. The SRA would also oversee an associated Common Works Programme.

It is also envisaged that the SRA could commission capital works and land management programmes which reduce flood risk, and could provide “partnership funding” to allow more schemes to enter the EA’s work programme.

The SRA would also in due course take over driving forward the implementation of the Flood Action Plan from the Leaders’ Implementation Group. The scope of the SRA would include strategic planning, land management and building local resilience as key activities, and with community engagement around these responsibilities.

The SRA would not include within its scope, activities associated with emergency response and recovery, or with coastal flood risk. This latter point has not been endorsed by West Somerset Council.

5.8 Funding

The proposal is to set up the SRA as a separate precepting body (like the Fire and Rescue Authority), which would raise funds from all households across the whole of Somerset, and from agricultural landowners in Somerset outside the existing IDB areas. Steps would be taken to achieve a more equitable distribution across Somerset of the charges levied for flood risk management and drainage purposes. The potential of funding contributions from business rates is also under consideration.

The IDBs would continue to set budgets for their work programmes as at present, but the special levy would, in future, be placed on the SRA. Existing sources of capital funding for flood risk management would need to continue to be available to the individual partner organisations.

There will need to be greater clarity on the way flood risk management funding is made available throughout Somerset, to balance addressing local flood risk concerns with more strategic priorities, and, in the longer term, to avoid an excessive focus on the Levels and Moors.

5.9 Interim funding

The timescales involved with establishing a new precepting body indicate that new funding raised through this mechanism would not be available for the coming financial year of 2015/16. Accordingly, interim funding of £2.7m is being sought from Central Government. Members will recall the statement made by the Prime Minister at the time of the floods in February: "We cannot let this situation happen again". This further funding will enable the continuation of the flood risk management work which has been initiated in 2014/15, with the additional funding that has already been made available. A copy of the letter sent by the leaders of the County and District Councils to the Secretary of State for the Environment, Food and Rural Affairs on this matter is attached as appendix B. Given the timescales involved, and the constraints under which councils operate in raising funding through council tax, it would not be possible for this additional funding to be raised in 2015/16 by the District Councils as billing authorities through council tax bills.

5.10 SRA Governance

The current proposal is that the SRA would be a new and separate body. Each of the local partners (see para 2.2) would be represented on the SRA Board. There would need to be a technical group sitting beneath the Board, which would be drawn from the existing Somerset Flood Risk Advisory Group and Flood Action Plan Programme Board. To be cost effective, an authority would need to act as host for the SRA functions. The costs of the host authority would be covered by the funding raised by the SRA. However, the SRA would utilise the staff resources of its constituent bodies rather than employing its own staff. Scrutiny arrangements would need to be determined.

5.11 Relationships with Other Organisations

There is a recognised need to establish clearly understood relationships between the proposed SRA and other organisations involved in flood risk management. However, the existing Somerset Water Management Partnership would be seen as a key stakeholder group providing a forum for wider stakeholder consultation for the SRA. It is proposed that there will be widespread consultation with stakeholders and the wider community in developing the proposal further.

5.12 The Way Forward

While much progress has been made, there remains much to do to develop the proposal further, and secure its implementation. There will be a need for continuing lobbying. At this stage, each of the partners for the project are currently seeking to secure endorsement as outlined in this report. Agreement will be needed with central government on the processes to be used in establishing a new precepting body. The lead-in time for doing so, means that the Somerset Rivers Authority as proposed could not be fully functional prior to April 2016. However, subject to securing the necessary endorsements and funding, and wider consultation, a Shadow Rivers Authority (SSRA) could be operational from April 2015. This would undertake the detailed planning, and put in place the necessary arrangements for the new authority. A further more detailed report will be brought to Members early in 2015, following work by the Leaders Implementation Group on the creation of a SSRA. That report will set out the proposed terms of reference, objectives and membership of the SSRA together with:

- The timetable for completion of a detailed business case for the proposed creation of the Somerset Rivers Authority from 2016
- Details of what approvals are required from the Government, partners and local councils to create the Somerset Rivers Authority.

5.13 Options considered and reasons for rejecting them

The interventions believed to be necessary to create a long-term sustainable future for Somerset in the event of severe flood events were reviewed widely in the preparation of the Flood Action Plan. In selecting mechanisms for implementing the Flood Action Plan, the proposal to establish the Somerset Rivers Authority as a precepting body has the advantage of raising additional funding locally in a transparent way, and one which would not be constrained by the restrictions which apply to the existing local authorities.

Alternative proposals to progress a catchment-wide funding mechanism through the extension of the boundaries of the IDBs have been considered. However, with IDB levies on District Councils needing to be funded through the councils' own budgetary processes, this option would neither be deliverable, due to the constraints on councils, nor transparent.

6. FINANCIAL/RESOURCE IMPLICATIONS

- 6.1 At this stage there are no direct financial implications as a result of this decision. Progress in the current financial year will be funded from resources allocated through the Flood Action Plan. Any future financial implications arising from the report will be the subject of a subsequent report and decision.

7. SECTION 151 OFFICER COMMENTS

- 7.1 If a new Precepting Body is established there will be significant implications for Council Tax payers and these will need careful consideration by the respective districts

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 An Equalities Impact Assessment has been drafted by SCC – please refer to appendix A.

9. CRIME AND DISORDER IMPLICATIONS

9.1 None identified in this report.

10. CONSULTATION IMPLICATIONS

10.1 The report has been brought forward from the SCC Leaders Implementation Group which oversees the Flood Action Plan. Also represented on that group with the County Council are the Somerset District Councils and Drainage Boards, the Environment Agency, Government Departments, and other relevant organisations. County council representation on that group includes Councillors John Osman and David Hall, with West Somerset Council represented by Cllr Tim Taylor.

10.2 The Flood Action Plan draws on a wide range of evidence and feedback from the community. It also builds other relevant strategies and plans including Water Level Management Plans, and the Somerset Flood Risk Management Strategy

11. ASSET MANAGEMENT IMPLICATIONS

11.1 None identified in this report.

12. ENVIRONMENTAL IMPACT IMPLICATIONS

12.1 The aim of the project is to improve community safety and well-being, by providing a long term sustainable funding solution to flood risk management.

13. LEGAL IMPLICATIONS

13.1 At this stage there are no direct legal implications as a result of this decision. However, there will be significant legal consequences associated with establishing a separate precepting body, and these will be addressed in any subsequent reports brought forward for decision. The creation of a new precepting body will require specific approval from the Government as the County Council has no legal powers to do so.

Appendix A

| Impact Assessment Form and Action Table 2014 - 2016 (Expand the boxes as appropriate, please see guidance www.somerset.gov.uk/impactassessment) to assist with completion) | | | |
|--|------------------------------------|---|--|
| <p>"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is more than having a cursory glance at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is proportionate in the circumstances, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be considered rigorously and with an open mind."</p> <p>Baroness Thornton, March 2010</p> | | | |
| Why are you completing the Impact Assessment? | | | |
| Proposed New Policy or Service | <u>Change to Policy or Service</u> | MTFP or Paper | Service Review or SCC Change Programme |
| What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)? | | Proposal to establish a Somerset Rivers Authority | |
| Section 1 – Description of what is being impact assessed | | | |
| The Recommendation: That the Cabinet endorses progress to date in the development of the Somerset Rivers Authority proposition, and the way forward as set out in the report, with a further report to follow in due course. | | | |
| Section 2A – People or communities that are targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table) | | | |
| Whole of Somerset | | | |
| Section 2B – People who are delivering the policy or service | | | |
| Staff of Existing Flood Risk Management Authorities | | | |
| Section 3 – Evidence and data used for the assessment (Attach documents where appropriate) | | | |
| Flood Action Plan | | | |
| Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use prompt sheet in the guidance for help with what to consider): | | | |
| Community Safety – the aim is to improve community safety | | | |
| | | | |
| Equality Issues that will need considering as the proposal is developed further are likely to include: | | | |

| | | | | | |
|--|-----|---------------|---------------|-------------------|---|
| <ul style="list-style-type: none"> • The standing of the proposed SRA, and any agreements which underpin it, in relation to the Equality Act 2010; • Adding clarity to the ways in which the SRA will be representative of the community; • Further consideration of the ways in which the SRA will reflect the various characteristics and interests of the communities in Somerset, in terms of equality and diversity; • Developing mechanisms to ensure that information from and regarding the SRA will be openly accessible. | | | | | |
| Health and Safety – none identified at this time | | | | | |
| Health and Wellbeing – the aim is to improve community well-being | | | | | |
| Privacy – none identified at this time | | | | | |
| Sustainability – the aim is to provide a long term sustainable funding solution to flood risk management | | | | | |
| Risk | | | | | |
| Please consider and record the potential risks to the Council following completion of the Impact Assessment. Use the RAG matrix to consider the possible areas of risk, for example, financial, reputation, social. Score the accumulative risk and record here. | | | | | |
| Likelihood | 2 | Impact | 2 | Risk Score | 4 |
| Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken. | | | | | |
| No issues identified at this time. | | | | | |
| Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment | | | | | |
| The impact assessment will be reviewed as the project progresses. | | | | | |
| Completed by: | | | Martin Buckle | | |
| Date | | | 31.10.14 | | |
| Signed off by: | | | Sarah Diacono | | |
| Date | | | 31.10.14 | | |
| Compliance sign off Date | | | | | |
| To be reviewed by: (officer name) | | | Paula Hewitt | | |
| Review date: | | | 31.10.14 | | |
| Version | 0-6 | | Date | 31.10.14 | |

**John Osman**

Leader of Somerset County Council

Somerset County Council

County Hall

Taunton

Somerset

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jdosman@somerset.gov.uk

14 October 2014

The Right Hon Elizabeth Truss
Department for Environment, Food and Rural Affairs
Nobel House
Smith Square
London
SW1P 3JR

Sent on behalf of all Somerset Local Authorities

Dear Elizabeth

Future funding of the Somerset Rivers Authority

We write further to :

1. Our meeting on Friday 10 October 2014
2. A meeting I convened of the District Council Leaders on 13 October 2014

In our meeting on 10 October 2014, you advised us that the £2.7 million of interim funding that we had requested from DEFRA to initially fund the Somerset Rivers Authority would not be available.

Having spoken with the District Council Leaders, we are of the strong view that if the full £2.7 million one year, gap funding cannot be found by DEFRA (or any other Government department), then there can be no Somerset Rivers Authority.

This interim funding of £2.7 million is essentially to continue the vital flood prevention work through 2015/16, whilst the mechanism for permanent long term funding is agreed.

In relation to permanent funding, it is essential that primary legislation is passed to allow the creation of a Somerset Rivers Authority as a separate precepting authority and based on the understanding of your predecessor, this is the approach we have all been working towards over the past 9 months.

Owing to constraints on raising Council tax, funding of the Somerset Rivers Authority cannot be achieved by raising Council taxes without exceeding the referendum thresholds.

If we were to proceed with a referendum, then we believe it would have to be held in May 2015.

A separate, accountable and transparent Somerset Rivers Authority is the only way in which future flooding in Somerset can be tackled and alleviated. If the Somerset Rivers Authority does not have any powers or budget, then it cannot succeed.

You will recall in the middle of the Somerset flooding crisis, the Prime Minister kindly visited and stated that money would be no object, we cannot allow the flooding to happen again, and that no interdepartmental disputes in Whitehall would be allowed to interfere. Unless we receive interim funding and thereafter an ability to create a separate precepting authority, then all of the good work which we have achieved over the last nine months will count for very little.

The County and District Councils have been constructive and are exploring all options for future funding and we have not sought to lay all future funding requirements at Central Government's door.

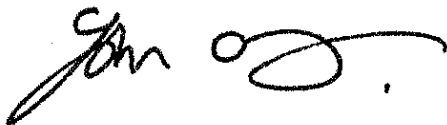
We would ask you to support us in honouring the Prime Minister's commitment by agreeing the interim funding requested and initiating primary legislation to create the Somerset Rivers Authority as a separate precepting authority.

For information we enclose a breakdown of the 2015/16 interim funding requirements which incidentally has gone up to £3 million, but we are prepared to accept £2.7 million.

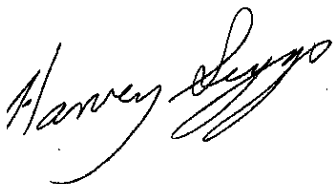
You will note this letter has been signed by Local Authorities' Leaders in Somerset as this shows the collective strength of feeling.

We look forward to receiving a more positive response.

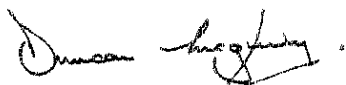
Yours sincerely



Cllr John Osman
Leader of Somerset County Council



Cllr Harvey Siggs
Leader of Mendip District Council



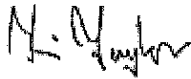
Cllr D McGinty
Leader of Sedgemoor District Council

A handwritten signature in black ink, appearing to read 'Rick Pallister', with a horizontal line underneath.

Cllr Rick Pallister
Leader of South Somerset District Council

A handwritten signature in black ink, appearing to read 'John Williams', written in a cursive style.

Cllr John Williams
Leader of Taunton Deane District Council

A handwritten signature in black ink, appearing to read 'Tim Taylor', written in a cursive style.

Cllr Tim Taylor
Leader of West Somerset District Council

CC David Cameron
Eric Pickles
District Council Leaders

Enc – Breakdown of 2015/16 interim funding requirements

Appendix C

Somerset Levels & Moors Flood Action Plan



Questions and Answers - The Somerset Rivers Authority 31.10.2014

Somerset County Council's Cabinet are being asked to agree and recommend to Full Council, a proposal for a Somerset Rivers Authority, that has been put forward by a special working group as part of the Flood Action Plan.

This includes being asked to endorse progress so far, and recommends creation of a Shadow Authority - subject to Government agreement to provide £2.7m interim funding, as well as supporting legislation to allow it to become a precepting authority (like the Fire and Rescue Service – see details under Funding).

The proposal follows intensive work that considered various options, and has been endorsed by the partners involved in the Flood Action Plan's Leaders Implementation Group. It is still a 'work in progress' before final proposals are formally consulted on, and can be firmed up and implemented.

The following Questions and Answers explain the proposal:

What is the Somerset Rivers Authority (SRA)?

Flood risk management funding from central government to the Environment Agency provides a certain level of flood protection, but with local communities wanting a higher level of funding and protection, the SRA would determine what further work needs to be done and raise funds from local communities and other sources to deliver that work. In addition it would:

- Provide a strategic overview and be *the* advocate of what is needed for Somerset in reducing flood risk
- Be accountable for the current Flood Action Plan, for a co-ordinated and joined up approach to the delivery of flood risk management across the whole of Somerset; for the funding it raises, and for how it is spent
- Empower the Flood Risk Management Authorities (the Environment Agency, the Internal Drainage Boards, the Lead Local Flood Authority - Somerset County Council - and the Somerset District Councils) to take on a broader role, ensuring Somerset's flood risk management activity benefits from the collective wisdom, experience and knowledge of all its members.

It would not diminish the roles, funding and responsibilities of the individual partners (nor those of landowners), but would enable joint working opportunities.

Why do we need it (and what is currently in place)?

The main provider of flood risk management activities is the Environment Agency, whose funds and investment decisions are based on national assessment and cost benefit analysis. After the flood event of 2013/14 the Somerset Levels and Moors Flood Action Plan was developed to achieve a long term vision for the area in which the frequency, duration, depth, extent and impact of flooding had been reduced.

The creation of a SRA is among the risk reduction actions in the Plan, to deliver greater local control and responsibility for maintaining and improving water and flood risk management on the Levels and Moors.

In addition to the Environment Agency's responsibilities and duties, drainage on the Levels and Moors is managed by the Internal Drainage Boards and county and district councils also have flood risk management responsibilities both on the Levels and Moors and in the wider county.

What will it do?

As part of its scope and role the Somerset Rivers Authority would:

- Commission a costed, co-ordinated Business Plan for enhanced maintenance of river channels, important ordinary watercourses and river flood banks across the whole of Somerset. This would include dredging, and maintenance of dredged profiles. It would also oversee an associated Common Works Programme.
- Commission capital works and land management programmes which reduce flood risk, and could provide "partnership funding" to allow more schemes to enter the Environment Agency's work programme.
- Take over implementation of the Flood Action Plan.

Its scope would include strategic planning, land management and building local resilience as key activities, with community engagement around these responsibilities.

It would not include emergency response and recovery, or coastal flood risk activities.

Who will maintain the parts of the rivers that were dredged this year?

It is planned that the future monitoring and maintenance of the Rivers Parrett and Tone 8km dredge will be completed locally by a new Somerset Rivers Authority (SRA) and funded locally outside of central government funds. However that funding will not be in place in the next financial year, which is why Somerset's local authority leaders have written to the Secretary of State asking for essential interim funding.

In the meantime the Environment Agency and Land and Water Services are working with Somerset Drainage Boards Consortium to share lessons learnt from this project and share knowledge on the best monitoring and maintenance options to help the future SRA

Who has drawn up the proposal for the SRA?

With the endorsement of the partners involved in the Flood Action Plan's Leaders Implementation Group, a (SRA) Project Key Partners Group has been established to advise on developing the project. It includes representatives from the Internal Drainage Boards (IDBs), the County and District Councils, the Department for the Environment, Food and Rural Affairs, the Department for Communities and Local Government, Natural England, the Environment Agency (EA) and the Wessex Regional Flood and Coastal Committee (WRFCC).

Governance - Who will be responsible for it?

The current proposal is that the SRA would be a new and separate body, with each of the local partners (mentioned above) represented on its Board. It would need to be a precepting body (see section below) and this would require supporting government legislation, which has been requested.

There would need to be a technical group beneath the Board, drawn from the existing Somerset Flood Risk Advisory Group and Flood Action Plan Programme Board. To be cost effective, a member authority would need to act as host for the SRA, with costs covered by SRA funds, and the SRA would use the staff resources of its members rather than employ its own staff. Scrutiny arrangements would need to be determined.

Funding - Who will pay for it?

Funding is already levied from agricultural landowners on the Levels and Moors, as well as indirectly from all Somerset households. The SRA proposal is for a separate precepting body (like the Fire and Rescue Authority), which would raise additional funds from all households across the whole of Somerset and from agricultural landowners in Somerset outside the existing Internal Drainage Board areas. The funding for the SRA would be clearly identified in council tax bills.

Funding contributions from business rates are also being considered.

The proposal states that there will need to be greater clarity on the way flood risk management funding is made available throughout Somerset, to balance addressing local flood risk concerns with more strategic priorities, and in the longer term, to avoid an excessive focus on the Levels and Moors. Although the flood event of 2013/14 directly affected homes and businesses on the Levels and Moors, flood risks exist throughout the county and affect all aspects from business to tourism to travel.

Until the SRA is operational, interim funding of £2.7m for the coming financial year of 2015/16 is being sought from the Secretary of State for the Environment, Food and Rural Affairs, to continue work begun under the Flood Action Plan.

The Internal Drainage Boards would continue to set budgets for their work programmes as at present, but the special levy would in future be dealt with by the SRA. Existing sources of capital funding for flood risk management (in the main, central government funding through the Environment Agency) would need to continue to be available to individual partner organisations.

What levy would householders and agricultural landowners be expected to pay?

The annual funding required is still being calculated. However, the £2.7m funding sought for 2015/16 would be the equivalent of a 1% increase on council tax bills (i.e. the total bill, including County, District, Parish and Police and Fire and Rescue charges).

How will the required funding be spread across householders and landowners throughout Somerset?

There are a number of different options for this and we are still reviewing these

When will the SRA start and what are the next steps?

While much progress has been made, there remains much to do to develop the proposal for the SRA further, and secure its implementation. At this stage, each of the partners for

the project will seek endorsement for progress so far and 'in principle' support for the creation of a Shadow Authority.

Agreement will be needed with central government on the processes to be used in establishing a new precepting body, and for interim funding. Subject to this, as well as securing the necessary endorsements and wider consultation that would need to take place, a Shadow Rivers Authority could be operational from April 2015.

This would then undertake the detailed planning, and put in place the necessary arrangements for the new SRA to be operational from April 2016.

Has the government agreed to interim funding / legislation to become a precepting authority?

Earlier this year, the previous Secretary of State, Owen Paterson, was supportive of finding the £2.7m funding. As a result this month, John Osman, Chairman of the Flood Action Plan Leaders Implementation Group, and Leader of Somerset County Council, together with all Somerset's Local Authorities' Leaders, wrote to Elizabeth Truss, Secretary of State for the Environment, Food and Rural Affairs requesting interim funding and the necessary legislation. The Secretary of State's response was received on October 28. It said:

"I understand that the source and mechanism for the sustainable long term funding of the Authority will take some time to finalise and that you have not yet been able to identify funding for next year. I have asked my officials to work with you and the Environment Agency to discuss the outcomes we want to achieve and the projects that would be required.

The SRA must be in place, in some form, in order to receive any future funding and take forward this work. In the short term I encourage you to press on with appointing a chairman and board."

In view of the above, what will the next steps be?

The Flood Action Plan Leaders Implementation Group is due to meet on November 6th and will be discussing the next steps at that meeting.

Report Number: WSC 165/14
Presented by: Cllr. Kate Kravis, Lead Member for Resources & Central Services
Author of the Report: Steve Plenty, Finance Manager
Contact Details:
 Tel. No. Direct Line 01984 635217
 Email: sjplenty@westsomerset.gov.uk

Report to a Meeting of: Cabinet
To be Held on: 3rd December 2014
Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: 6/2/14

FEES & CHARGES 2015/16

1. PURPOSE OF REPORT

- 1.1 To consider the proposed fees and charges for the period 1 April 2015 to 31 March 2016, prior to submission to Council on 17 December.

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 Whilst there is no direct contribution to the delivery of corporate priorities the recommendations in the report are aimed at ensuring full costs of service delivery are recovered where allowed.

3. DRAFT RECOMMENDATIONS

- 3.1 Cabinet is requested to recommend to Full Council the proposed Fees and Charges for 15/16 on the following bases.

3.1.1 The following fees are unchanged:

- Hackney Carriage Licences (Existing)
- Private Hire Licences
- Acupuncture/Tattooing/Skin Piercing/Semi-Permanent Skin-Colouring Licences
- Scrap Metal Dealers Licensing
- Animal Welfare Licences
- Street Trading Licences
- Gambling Licences
- Land Search Fees
- Housing Inspections for Immigration Purposes
- Court Summons and Liability Orders for Council Tax and NNDR
- Building Control Charges

3.1.2 The following changes are proposed:

New charges for:

- Caravan site licences and;
- Various additional hackney carriage licences (see Appendix B)

Increased charges for:

- Harbour Mooring and Slipway Fees increase in line with inflation
- Pleasure Boat Dues increase in line with inflation
- Green Waste Charges various
- Private Water Supplies increase in line with inflation
- Pre-Planning Advice

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

| Description | Likelihood | Impact | Overall |
|---|---------------|------------|-----------|
| Fees as set are open to challenge as the basis of charge is not defined <i>Fees are set in accordance with the Council approved policy</i> | 2 Possible | 3 Major | 6 High |
| The council fails to deliver the Medium-Term Financial Plan <i>Fees are set in accordance with the Council approved policy</i> | 2 Possible | 3 Major | 6 High |

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 Council (24th July 2010) approved a Fees and Charges Policy, which governs the setting of all fees and charges by the council for a 3 year period. Fee-setting requires a framework (as identified in the policy) to ensure that reasonable information is taken into consideration when agreeing the level of charges, concessions and acceptability of charges to service users. The policy is now being reviewed by the new shared management team.

5.2 At the Corporate Policy Advisory Group on 29th October 2014, Members supported the principles of either inflationary increases or full cost recovery where appropriate. Proposals for Fees and Charges for 2015/16 have been developed in line with these principles.

5.3 Attached at **Appendix A** is a summary of the sources of fee income generated by the council. In accordance with the policy, this summary shows the considerations applied to each type of fee, notably if it is –

- a statutory fee that the council cannot control
- a discretionary fee that is levied to influence behaviour or recover service costs, or

- a reasonable charge designed to help discharge a council's responsibility.

5.4 **Appendix A** also considers other aspects of the fees policy –

- concessions for some service users
- ability to generate surpluses to fund service maintenance or growth, and
- the need to consult with service users over price amendments.

5.5 Attached at **Appendix B** is a summary of all fees, current levels and proposed increases.

5.6 This report does not contain details in respect of car parking charges. Proposals for car parking are currently being developed, and details of the draft proposals will be shared for informal consultation with Members at Corporate Policy Advisory Group (CPAG) on 27 November 2014, and then through the Council's formal decision process. Formal consultation will then be undertaken in line Traffic Regulations, and details of this consultation and subsequent approval process will be included in the report to CPAG.

5.7 The following is a summary of the proposals for fee changes in 2015/16.

| Charging Area | 2014/15 Arrangements | 2015/16 Proposals |
|---------------------------------|-----------------------------|---|
| Harbour and Slipway Fees | Various | Increased by 2.3% RPI (as at September 2014) |
| Pleasure Boat Dues | £104 | £105.60 Increased by 2.3% RPI (as at September 2014) |
| Caravan Site Licences | New requirement | As at Appendix B |
| Green waste bins – annual | £46.50 | £53.00 |
| Waste - 3 x bulky items | £38.15 | £40.00 |
| Waste - Subsequent items | £8.35 | £10.00 |
| Private Water Supply Testing | Various | Increased by 2.3% RPI (as at September 2014) |
| Pre-planning Application Advice | Various | Increase by 5% |

NOTES ON PARTICULAR FEES

Harbour Fees

5.8 To be increased in line with inflation (RPI = Retail Price Index) of 2.3% based on September 2014 data. These charges include VAT and it would be difficult to change these in year if VAT changed (the charges have to be displayed at the Harbours).

Green Waste Bins

5.9 In line with the principles agreed by Members, the aim is to progress the garden waste kerbside collection and recycling to a full cost recovery basis. Therefore, by removing the current subsidy, the fee for this service in 15/16 would increase to £53 per annum.

5.10 Pre-planning Application Advice

In order to move towards a full cost recovery basis the proposed increase is 5%.

Caravan Site Licences

- 5.11 The Mobile Homes Act 2013 (MHA) amended the Caravan Sites & Control of Development Act 1960 (CSCDA) and was introduced to give greater protection to occupiers of residential mobile (park) homes. It gained royal assent on 26 March 2013 and brought in to effect important changes to park home site licensing from 1st April 2014.
- 5.12 The Council has decided to exercise its discretion and levy fees with the aim of achieving full cost recovery for its site licensing function.

Hackney Carriage Licences

- 5.13 Following a review of the licensing service policies and procedures some changes have been made to the descriptions and types of application and fees for these have been calculated in accordance with the fee construction method detailed above. An example of this is medicals within taxi licensing. This is an element of the licensing criteria that applies to individuals at specific points and not to each licence holder. Therefore to ensure the correct portion of the fee is levied against only those who require it and not borne by the trade as a whole, a separate fee has been calculated.

6. FINANCIAL/RESOURCE IMPLICATIONS

- 6.1 Fees and charges income contributes to the overall costs of running the organisation. The level of fees and charges impact directly on the Council's budget and detailed analysis is required to understand the impact of price increases and decreases on service budgets as a whole. It is important that fee levels comply with statutory requirements and where there are no statutory levels in place, that they are reasonable, affordable and proportionate to the service costs.
- 6.2 In order to set appropriate fees, services will need to analyse trends and understand how fee levels influence their customers. An understanding of risks associated with the fee levels is paramount in setting appropriate levels which will generate a value which can be confidently relied upon for budget setting purposes. Any unforeseen loss of income will impact on the Council's resources and may lead to overspends and affect service delivery.
- 6.3 The draft fees and charges proposed would generate the following estimated net income increases for the Council:

| Service | Additional Income Estimate |
|------------------------|----------------------------|
| Garden Waste | Approx. £12,000 |
| Harbours | Approx. £400 |
| Planning Pre-app | Approx. £1,000 |
| Private Water Supplies | Approx. £250 |

7. COMMENTS ON BEHALF OF SECTION 151 OFFICER

- 7.1 The draft proposed fees have been prepared according to the policy approved by Council in July 2010. That policy is designed to last a number of years to assist officers and members in approving future fee changes. The framework identified by the policy ensures that decisions are made in the light of all information available, to ensure that councillors can be satisfied and stand by their decisions. The policy is being reviewed

by the new shared management team to inform the approach to setting charges in future years.

- 7.2 In order to balance the budget in a challenging economic climate, councils will seek to set fees and charges on a full cost recovery basis for certain services. For us this will be an ongoing exercise which can only be fully developed when the Joint Management and Shared Services arrangements are fully in place. The aim is for relevant areas to be analysed and for updated information regarding total cost to be used in future years' proposals.

8. EQUALITY & DIVERSITY IMPLICATIONS

- 8.1 **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 are:

- 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

- 8.2 All charges are applied universally to customers and as such there are no equality and diversity implications in respect of this report.

9. CRIME AND DISORDER IMPLICATIONS

- 9.1 None in respect of this report.

10. CONSULTATION IMPLICATIONS

- 10.1 None in respect of this report.

11. ASSET MANAGEMENT IMPLICATIONS

- 11.1 None in respect of this report.

12. ENVIRONMENTAL IMPACT IMPLICATIONS

- 12.1 None in respect of this report.

13. HEALTH & WELLBEING

- 13.1 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.

- 13.2 None in respect of this report.

14. LEGAL IMPLICATIONS

- 14.1 Building Control fees; Water Sampling charges; and Licensing are set in accordance with relevant guidance.

West Somerset Council Fees and Charges Strategy

Appendix A

The Council is committed to moving towards a sustainable medium-term financial plan, whilst not making services unaffordable to households on limited incomes. In order to ensure fees and charges are being used effectively, the council will ensure its overall charging policy links with its corporate aims and objectives.

This document sets out an overall policy framework to support and guide a practical approach to fees and charges that is consistent with the council's corporate plan.

Use of powers to charge

It is vital that the council looks at all opportunities for reducing costs and increasing income. The Medium Term Financial Plan shows that based on current estimates, savings are required in the medium term.

Councils do not always make the most effective use of their charging powers. In its 2008 study 'Positively Charged', the Audit Commission identified that: -

- Only one in five councils believed they were using charging to its full potential
- Powers introduced in 2003 to charge for discretionary have remained largely unused by councils
- Nearly half of all councils have no agreed policy to guide their decisions on the use of charges
- Decisions on levels of charging are most often driven by corporate income targets, historic charges and by levels in neighbouring councils rather than knowledge of the likely impact on use of services

They recommended that: -

- Councils need to understand better the likely impact of charges on users, and on patterns of service use, and
- they need to communicate better about the purpose of charging, and be accountable for their charging decisions

Ability to Charge

Charges do more than just raise income. They have a role to play in the achievement of council objectives; controlling access; funding investment; responding to competition; and influencing public behaviour.

Charges should be reviewed annually as part of the setting of the revenue budget, but considered in the context of this strategy.

The basis of the powers that councils have to raise income from charging for services is historic, varied and complex. Broadly they fall into three headings;

Statutory Fees

This includes services such as planning fees, liquor and entertainment licences, where the maximum permissible fee is prescribed in legislation. In many cases there is scope to provide discretionary services over and above

the statutory service with the introduction of a supplementary charge, for example: -

- pre-application planning advice
- pre-application building control advice

Reasonable charges

Services that the council has a duty to provide and can make a 'reasonable' charge (for example commercial waste collection and disposal)

Discretionary Fees

Powers conferred by the Local Government Act 2003 allow best value authorities (i.e. Counties, Districts, Town and Parish Councils) to charge for discretionary services. There is a duty to ensure that, taking one year with another, the charges do not exceed the costs of provision.

The budgeted fees to be raised in 2015/16 are shown in **Appendix A1**.

Proposed framework for charging

The policy framework would apply to any service that the council has a power and discretion to provide to the community, or has a statutory duty to provide, and has discretion to set a charge.

Key principles of the framework

Recovery of cost

- Where possible, the cost of providing a discretionary service should be fully recovered through charges except where the council makes a positive decision to the contrary.
- The Council could aim to maximise the potential to generate income, for example, through differential charging to tap into the value placed on the service by different users.
- Where a service is 'demand-led' and/or competes with others based on quality and cost the charge should be determined by the maximum that users are prepared to pay and take account of competitor pricing.

Concessions for certain service users

- Decisions to exempt a particular service from the full cost recovery requirement may be taken by the Council -
 - To support a particular group or group of users in support of achieving its corporate objectives
 - Where it would be impractical (e.g. public access to parks)
 - Where charging would not be cost effective
- Concessionary charges may be available in the following circumstances:
 - To users on low incomes. This will normally be defined as those in receipt of housing or council tax benefit, pension credit or working tax credit
 - Where a business case is made to support a short-term reduction in charges aimed at increasing take-up and the overall income yield for the service in the long-term.

- Where a service is subsidised as a result of a positive decision by the council, the level of subsidy will be made explicit and the decision will be subject to regular review.

Information relevant to charging

- In order to support the decision-making process behind the level of fees and charges and any service concessions, better information is needed. **Appendix A2** contains suggested areas of consideration that could help to make better decisions about the level of charges that should be set.

New charges

- As part of the process of setting new or reviewing existing charges, targets will be established, both qualitative and quantitative.
- Where considered appropriate, after consultation with the Equality Officer, an Equality Impact Assessment should be carried out in order to consider the likelihood of any disproportionate adverse impact on vulnerable groups
- When introducing new charges or making changes to existing charges, the council will have regard to the views of users and other stakeholders. There is a checklist to complete for new charges in **Appendix A3**.

Contribution to corporate priorities

- There may be circumstances where income generation is not the key driver for the way in which prices are set, for example, where the council wishes to manage demand, deter or incentivise certain behaviour, such as encouraging recycling or reducing car use. In this context, the principles of pricing should apply and in particular that any charged activities, enforcement etc. must at least recover cost.

Annual review of charges

- There will be an annual review of fees and charges by officers and elected members as part of the budget setting process. For each service, charging information will be set out in a format that demonstrates that the income stream has been developed in accordance with the principles and approach in this document. There is a checklist to complete in **Appendix A3**.

Definition of total cost

- The council defines total cost as all costs attributable to the service, including allocated overheads and costs of administration and collection.

Sources of information for this policy

- Oxford City Council Fees and Charges Strategy
- Shepway District Council Fees and Charges Strategy
- “Positively charged” – Audit Commission January 2008
- “Is there something I should know?” – Audit Commission July 2009

Appendix A1 - Sources of Fees

Income from fees and charges is a vital resource for local authorities. West Somerset Council's 2014/15 Budget includes the following income from fees and charges: -

| Income Source | (Income) | Net service (surplus) / cost |
|---------------------------|---------------------|------------------------------|
| Statutory Fees | | |
| Development Control | (£146,500) | £261,151 |
| Licensing | (£88,600) | (£48,960) |
| | | |
| Reasonable Charges | | |
| | | |
| Council Tax court costs | (£57,550) | £193,070 |
| NDR court costs | (£6,450) | £52,060 |
| Harbours | (£14,785) | £26,767 |
| Open Spaces | (£6,200) | £289,886 |
| Environmental Health | (£15,200) | £155,123 |
| | | |
| Discretionary Fees | | |
| Building Control | (£136,550) | £116,408 |
| Land Charges | (£64,500) | £2,846 |
| Housing Private Sector | (£1,500) | £110,657 |
| Parking | (£473,550) | (£197,418) |
| | | |
| Sub-total | (£1,011,385) | £961,590 |
| | | |
| Reasonable Charges | | |
| Waste & Recycling | (£85,500) | £1,101,905 |
| | | |
| Grand Total | (£1,096,885) | £2,063,495 |

In comparison, for 2014/15 budgeted Council Tax revenue is £1.823m, Business Rates Retention £1.406m and Government Grant is £1.989m.

Appendix A2 - Information that will help to set charges

| Clarity on the objectives | | |
|--|---|--|
| Why is this an issue? | <ul style="list-style-type: none"> • A problem within the service area that charging could influence? • A corporate target that charging could help achieve? • A desire to increase take-up or discourage use? • A need to generate income in order to maintain service levels within the service or elsewhere? | |
| What are we hoping to achieve? | <ul style="list-style-type: none"> • Reduction in problems in certain service areas? • Generate economic growth? • Encourage access to services by under-represented groups? • Meet costs and raise money for related objectives? | |
| What are the constraints | <ul style="list-style-type: none"> • Wider council strategic issues • Service plans • Agreed charging policy framework | |
| The impact of different charging options | | |
| Factors to consider | The data that will help | The analysis that is needed |
| Who is using the service and when? | Data on service use, as applicable: <ul style="list-style-type: none"> • By location • By time of day • By day of the week • Seasonal information | <ul style="list-style-type: none"> • Use compared to target • Analysis of customers by age, gender, race, disability, socio-economic group, reasons for service use |
| The impact of changes to service on service use and other objectives | <ul style="list-style-type: none"> • Historical data on the impact on service use when the council made changes to other local charging levels • Impact and evaluation data from similar councils who have implemented changes | <ul style="list-style-type: none"> • Forecasts of the likely impact of the charging options on user type and location • Analysis of the impact of changed car park charges in previous years • Forecasts of impact of changes on wider objectives |

| Understanding costs and income | | |
|---|--|--|
| Factors to consider | The data that will help | The analysis that is needed |
| What are your current costs and income? | <ul style="list-style-type: none"> • Total costs and total income generated • Income data from similar councils | <ul style="list-style-type: none"> • Analysis of income data to show cost and income by location / type / service level • Analysis of cost and income over time, and by location |
| The impact of changed charges on income | <ul style="list-style-type: none"> • Income data from similar councils who have made changes to charging levels | <ul style="list-style-type: none"> • Forecast of the likely impact of the options on income, using forecasts for changes in car park use |
| Does the level of income generation / subsidy reflect local priorities? | <ul style="list-style-type: none"> • The current level of subsidies • Comparison of subsidies with similar councils, with similar community profiles | <ul style="list-style-type: none"> • Analysis of whether income is making desired contribution to the overall income of the council • Analysis of whether any subsidies can be linked to other council priorities (for example reduced charges to promote economic growth) |
| Will further cost pressures be faced in the future? | <ul style="list-style-type: none"> • Data on the efficiencies that the council has planned to make | <ul style="list-style-type: none"> • Forecast of potential future cost pressures, including changes in service, the impact of regeneration • Analysis of impact of future pressures on income |
| What do the public think? | | |
| Factors to consider | The data that will help | The analysis that is needed |
| How acceptable are the proposals to the public? | <ul style="list-style-type: none"> • A breakdown of public views by customer group, geographical area and type of service user • Historical data on how the public reacted to other changes to charging made in previous years | <ul style="list-style-type: none"> • Analysis of complaints, enquiries from focus groups to understand the concerns locally • Analysis of what happened after previous changes to charging levels |
| What impact will the proposals have on the public? | <ul style="list-style-type: none"> • Comparisons of satisfaction levels in similar councils, with similar community profiles, who made similar changes to charging levels | <ul style="list-style-type: none"> • Analysis and forecast of the impact that each option may have on public satisfaction levels. • Analysis of the views and the potential impact on other, for example local retailers |

Appendix A3 – Charging Checklist
Revisions to fees and charges or introduction of new fees – toolkit

| Background Information | |
|---------------------------------|--|
| 1. | Charge to be considered: |
| 2. | Is this a new charge or an amendment to existing? |
| 3. | Is the charge set by Statute? |
| 4. | Is the level of charge set by Statute? |
| 5. | Is the level of charge based on full cost recovery? |
| 6. | Present level of charges: Service Level A Service Level B Service Level C Service Level D Service Level E Service Level F Service Level G Service Level H Service Level I |
| The impact of different options | |
| 7. | Who is using the service and when? (breakdown by customer group) |
| 8. | What impact will changed charges have on service use? |
| 9. | Is there evidence that there will be a disproportionate impact on some customer groups? If yes a full equality impact assessment will need to be carried out |
| 10. | What are the projected impacts on other council objectives? |
| Costs and Income | |
| 11. | What are the current levels of income generated? |
| 12. | What impact will changed charges have on income? |
| 13. | Does the level of income generation reflect local priorities? |
| 14. | Will further cost pressures be faced by the public? |
| Understanding public opinion | |
| 15. | What consultation and involvement has been carried out? |
| 16. | How acceptable are the proposals to the public? |
| 17. | What impact will the options have on the public? |

Hackney Carriage / Private Hire**CHANGES PROPOSED**

| DRIVERS | | |
|---|----------------|-----------------|
| LICENCE | CURRENT | PROPOSED |
| Application for new drivers licence | £80.00 | £80.00 |
| Application for a new 3 year driver's licence | £170.00 | £170.00 |
| Replacement Badge | £15.00 | £15.00 |
| Advertising on vehicles | | £35.00 |
| Medical | | £18.00 |
| VEHICLES | | |
| LICENCE | CURRENT | PROPOSED |
| Hackney Carriage/Private Hire Vehicle Licence | £168.50 | £168.50 |
| Hackney Carriage/Private Hire Vehicle Licence - Renewal | £168.50 | £168.50 |
| Transfer of interest for vehicle | £40.00 | £40.00 |
| Meter test | | £20.00 |
| Trailer Plate | £15.00 | £15.00 |
| Replacement vehicle plate | £15.00 | £15.00 |
| Internal identification sticker | | £16.00 |
| PRIVATE HIRE OPERATOR | | |
| LICENCE | CURRENT | PROPOSED |
| Private Hire Operator Licence 1 year | £70.00 | £70.00 |
| Private Hire Operator Licence 3years | £150.00 | £150.00 |

West Somerset Council Private Water Supply Charges**CHANGES PROPOSED - Increase by RPI 2.3%**

| Activity | Max Charge | WSC Charge | Notes |
|-----------------|------------|--|--|
| Risk Assessment | £500 | Hourly rate x time plus mileage Typically £117 Proposed £119 | Based on time to carry out the risk assessment and sampling combined. It includes time to report, including advice, maintenance of records and time for the preparation of plans & drawings. Time for a simple risk assessment and sampling combined is min. 3.2 hours plus mileage costs (typically charge £117). Cost for analysis is additional (see below) |
| Sampling | £100 | Hourly rate x time plus mileage. Typically £54 Proposed £55 | Based on time taken to carry out the sampling visit. It includes time on site, preparation and reporting time & advice and maintenance of data. For a simple compliance visit time is 1.4 hour plus mileage (typically charge £54). This charge also applies to any requests for |

| Activity | Max Charge | WSC Charge | Notes |
|--|------------|--|---|
| | | | sampling. Cost for analysis is additional (see below) |
| Investigation | £100 | Hourly rate x time plus mileage | Local authority investigation under regulation 15 in the event of a contravention, however if improvements can be secured without the need for an investigation no charge made |
| Authorisation | £100 | Hourly rate x time | Following an application preferably in writing seeking an authorisation (under regulation 17). Costs are related to drafting legal notices and consulting with health authority and other relevant persons (where relevant) |
| Analysis (currently using Somerset Scientific Services) | | | |
| Under Reg. 10 | £25 | £25 | Where supply provides <10m ³ per day or, 50 people and is used for domestic purposes. Cost shown is for Conductivity, Enterococci, E.coli, pH and turbidity. Additional parameters added depending on risk. |
| Check Monitoring | £100 | £43 | Check monitoring is carried out to ensure that water complies with minimum standards according to Schedule 2. Cost shown is for Coliforms, E.coli, Colony Counts, pH, Conductivity, Turbidity, Ammonium, Colour, Taste & Odour and any residual disinfectants. Other parameters (at cost) added depending on site visit and meeting any relevant conditions in Schedule 2 |
| Audit Monitoring | £500 | Typical price is an additional £16 (arsenic & enterococci) | This includes any additional parameters (based on risk) in addition to check monitoring (above) listed in Schedule 1. Parameters can be excluded depending on risk. |

Licensing - Acupuncture/Tattooing/Electrolysis/Skin Piercing/Semi-Permanent Skin-Colouring

NO CHANGES PROPOSED

| Registration | Current | Proposed |
|------------------------|----------------|-----------------|
| Premises | £100.00 | £100.00 |
| Individual at premises | £50.00 | £50.00 |

Licensing - Scrap Metal Dealers

NO CHANGES PROPOSED

| Application Type | Current | Proposed |
|---------------------------------------|----------------|-----------------|
| SMD Licence – Grant (3 year duration) | £755.00 | £755.00 |
| SMD Licence – Renew (3 year duration) | £744.00 | £744.00 |
| SMD Licence – Variation | £50.00 | £50.00 |

Licensing - Animal Welfare**NO CHANGES PROPOSED**

| ANIMAL WELFARE | Current | Proposed |
|---------------------------------------|----------------|-----------------|
| Animal Boarding | £113.50 | £113.50 |
| Dangerous Wild Animals | £173.00 | £173.00 |
| Dog Breeding | £113.50 | £113.50 |
| Home Boarding Licence | £113.50 | £113.50 |
| Pet Shop Licence | £113.50 | £113.50 |
| Riding Establishments Up to 10 horses | £106.00 | £106.00 |
| Riding Establishments 10 - 25 horses | £132.00 | £132.00 |
| Riding Establishments 26+ horses | £165.00 | £165.00 |
| Zoos* | £408.00 | £408.00 |
| Zoos - Transfer | £141.50 | £141.50 |

Licensing – Street Trading**NO CHANGES**

| | Current | Proposed |
|--|----------------|-----------------|
| STREET TRADING CONSENTS | | |
| A' Roads - Annual | £884.00 | £884.00 |
| A' Roads - 6 months | £458.00 | £458.00 |
| A' Roads - 3 months | £230.00 | £230.00 |
| Other Areas - Annual 0800 - 2000 hours | £455.00 | £455.00 |
| Other Areas - Annual 0800 - 2330 hours | £911.00 | £911.00 |
| Other Areas - 6 months 0800 - 2000 hours | £247.50 | £247.50 |
| Other Areas - 6 months 0800 - 2330 hours | £495.00 | £495.00 |
| Other Areas - 3 months (minimum) 0800 - 2000 hours | £124.00 | £124.00 |
| Other Areas - 3 months (minimum) 0800 - 2330 hours | £247.50 | £247.50 |

| DAILY RATES FOR ONE-OFF EVENTS (ALL AREAS) - Stalls 0900 - 2000 | Current | Proposed |
|--|----------------|-----------------|
| Up to 5m2 (50% reduction for charitable organisations) | £16.50 | £16.50 |
| Up to 7m2 (50% reduction for charitable organisations) | £22.50 | £22.50 |
| Replacement/Additional Assistant Badge Fee | £10.00 | £10.00 |
| Temporary Street Trading/Markets | | |
| Charitable Events (75% of proceeds allotted to charity/cause) | £10.00 | £10.00 |
| Commercial Event 5 -24 stalls/vehicles | £25.00 | £25.00 |
| Commercial Event 25 -49 stalls/vehicles | £50.00 | £50.00 |

Licensing – Gambling**NO CHANGES PROPOSED**

| Gambling Premises Licence - Bingo | Current | Proposed |
|--|----------------|-----------------|
| New Application | £3,049.00 | £3,049.00 |
| New Application – with Provisional Statement | £523.00 | £523.00 |
| Provisional Statement | £3,049.00 | £3,049.00 |
| Transfer | £1,045.50 | £1,045.50 |

| | | |
|--|----------------|-----------------|
| Re-instatement | £1,045.50 | £1,045.50 |
| Variation | £1,537.50 | £1,537.50 |
| Annual Fees | £871.50 | £871.50 |
| Gambling Premises Licence - Betting (Not on Course) | Current | Proposed |
| New Application | £2,614.00 | £2,614.00 |
| New Application – with Provisional Statement | £523.00 | £523.00 |
| Provisional Statement | £2,614.00 | £2,614.00 |
| Transfer | £1,045.50 | £1,045.50 |
| Re-instatement | £1,045.50 | £1,045.50 |
| Variation | £1,307.00 | £1,307.00 |
| Annual Fees | £523.00 | £523.00 |

| | | |
|--|----------------|-----------------|
| Gambling Premises Licence - Track Betting (On Course) | Current | Proposed |
| New Application | £2,178.00 | £2,178.00 |
| New Application – with Provisional Statement | £410.00 | £410.00 |
| Provisional Statement | £2,178.00 | £2,178.00 |
| Transfer | £820.00 | £820.00 |
| Re-instatement | £820.00 | £820.00 |
| Variation | £1,127.50 | £1,127.50 |
| Annual Fees | £871.00 | £871.00 |

| | | |
|--|----------------|-----------------|
| Gambling Premises Licence - Adult Gaming Centre (AGC) | Current | Proposed |
| New Application | £1,742.50 | £1,742.50 |
| New Application – with Provisional Statement | £523.00 | £523.00 |
| Provisional Statement | £1,742.50 | £1,742.50 |
| Transfer | £1,045.50 | £1,045.50 |
| Re-instatement | £1,045.50 | £1,045.50 |
| Variation | £871.00 | £871.00 |
| Annual Fees | £871.00 | £871.00 |

| | | |
|--|----------------|-----------------|
| Gambling Premises Licence - Family Entertainment Centre (FEC) | Current | Proposed |
| New Application | £1,742.50 | £1,742.50 |
| New Application – with Provisional Statement | £410.00 | £410.00 |
| Provisional Statement | £1,742.50 | £1,742.50 |
| Transfer | £820.00 | £820.00 |
| Re-instatement | £820.00 | £820.00 |
| Variation | £871.00 | £871.00 |
| Annual Fees | £666.50 | £666.50 |

| | | |
|-----------------------------------|----------------|-----------------|
| Temporary Use Notice (TUN) | Current | Proposed |
| New | £40.00 | £40.00 |
| Replacement | £20.00 | £20.00 |

Licensing - Caravan Sites

NEW CHARGES PROPOSED

| | |
|---------------------------------|---|
| Nature of Proposal | Ability to charge came into force 1 April 2014 |
| Caravan Site Licence - Grant | £152.00 |
| Caravan Site Licence - Transfer | £28.00 |

Local Land Charges - Search Fees**NO CHANGES PROPOSED**

| | Current | Proposed |
|--|----------------|-----------------|
| POSTAL / OVER THE COUNTER | | |
| Whole Search | £99.00 | £99.00 |
| LLC1 | £22.00 | £22.00 |
| LLC1 (Additional parcel of land) | £1.00 | £1.00 |
| CON 29R | £90.00 | £90.00 |
| Additional parcel of land | £10.00 | £10.00 |
| CON290 Printed Questions | £7.50 | £7.50 |
| Additional Enquiries | £10.00 | £10.00 |
| Enquiry on closed search | £20.00 | £20.00 |
| Speed Search | £175.00 | £175.00 |
| Personal Search | No Charge | No Charge |
| NATIONAL LAND INFORMATION (NLIS) SEARCHES | | |
| Whole Search | £95.00 | £95.00 |
| LLC1 | £22.00 | £22.00 |
| CON 29R | £85.00 | £85.00 |
| Additional parcel of land | £10.00 | £10.00 |
| CON290 Printed Questions | £7.50 | £7.50 |
| Additional Enquiries | £10.00 | £10.00 |
| Enquiry on closed search | £20.00 | £20.00 |
| Speed Search | £170.00 | £170.00 |

Private Sector Housing**NO CHANGES PROPOSED**

| | Current | Proposed |
|--|----------------|-----------------|
| Housing Inspections for Immigration Purposes | £129.00 | £129.00 |

Harbour Moorings and Pleasure Boats**CHANGES PROPOSED (all charges include VAT)**

| | Current (2014/15) | Proposed (2015/16) |
|---|------------------------------|-------------------------------|
| Mooring Fees – Annual | £35.50 | £36.30 |
| Mooring Fees – Weekly | £7.50 | £7.70 |
| Mooring Fees – Daily | £1.80 | £1.90 |
| Slipway Fee – Annual | £73.50 | £75.20 |
| Slipway Fee – Weekly | £26.00 | £26.60 |
| Slipway Fee – Daily | £12 | £12.30 |
| All the above fees are cost per metre or part of metre and include VAT | | |

| | | |
|--|--------|---------|
| Mooring Fees are applicable to Minehead only | | |
| Slipway Fees are applicable to both Watchet and Minehead | | |
| | | |
| Mooring Transfer Fee <i>(Transfer between moorings and/or new vessel and where a Sailing Club Mooring is transferred to a WSC mooring, and the annual fee has already been paid to the Sailing Club)</i> <i>Price includes VAT</i> | £39.05 | £40.00 |
| | | |
| Pleasure Boat Dues <i>Cost per visit to Harbour</i> <i>Price includes VAT</i> | £104 | £106.40 |

Court Summons and Liability Orders for Council Tax and Business Rates

NO CHANGES PROPOSED

| | Current Charges | | Proposed Charges | |
|-----------------------|-----------------|-----------------|------------------|-----------------|
| | Summons | Liability Order | Summons | Liability Order |
| Council Tax | £61.00 | £14.00 | £61.00 | £14.00 |
| Business Rates | £61.00 | £14.00 | £61.00 | £14.00 |

Elections

| | |
|-----------------------|--|
| Election Costs | Recharged to parishes on equitable basis |
|-----------------------|--|

Somerset Waste Partnership charges

CHANGES PROPOSED

| | Current | Proposed |
|-----------------------|---------|----------|
| Green Waste Bins | £46.50 | £53.00 |
| Green Waste Sacks x10 | £25.00 | £25.00 |
| 3 x bulky items | £38.15 | £40.00 |
| Subsequent items | £8.35 | £10.00 |

Building Control Charges

NO CHANGES PROPOSED

| Table A – New Dwellings | | |
|--------------------------------|------------------------------|-------------------------------|
| No. | Current Charge (excl VAT) | Proposed Charge (excl VAT) |
| 1 | £670.22 | £670.22 |
| 2 | £982.98 | £982.98 |
| 3 | £1,251.06 | £1,251.06 |
| 4 | £1,429.79 | £1,429.79 |
| 5 | £1,608.51 | £1,608.51 |
| 6 | £1,787.24 | £1,787.24 |
| 7 | £1,921.28 | £1,921.28 |
| 8 | £2,055.32 | £2,055.32 |
| 9 | £2,189.37 | £2,189.37 |

| | | |
|----|-----------|-----------|
| 10 | £2,323.41 | £2,323.41 |
| 11 | £2,457.45 | £2,457.45 |
| 12 | £2,591.49 | £2,591.49 |
| 13 | £2,725.53 | £2,725.53 |
| 14 | £2,859.57 | £2,859.57 |
| 15 | £2,993.61 | £2,993.61 |
| 16 | £3,127.66 | £3,127.66 |
| 17 | £3,261.70 | £3,261.70 |
| 18 | £3,395.74 | £3,395.74 |
| 19 | £3,529.79 | £3,529.79 |

Notes for Table A

1. For 20 or more dwellings or if the floor area of any dwelling exceeds 300m² the charge is Individually determined
2. The Building Notice Charge is the sum of the plan charge and inspection charge + 25%
3. The Regularisation charge is the sum of the plan charge and inspection charge + 50%. Regularisation charges are not subject to VAT.

| Schedule B – Domestic Works | | |
|--|------------------------|------------------------|
| Type of Work | Current Charge | Proposed Charge |
| | (Excluding Vat) | (Excluding Vat) |
| Single storey Extension <10m ² (*) | £312.76 | £312.76 |
| Single storey Extension 10m ² - 40m ² (*) | £428.94 | £428.94 |
| Single storey Extension 40m ² - 80m ² (*) | £464.68 | £464.68 |
| Multi storey Extension <40m ² (*) | £491.49 | £491.49 |
| Multi storey Extension 40m ² - 120m ² (*) | £571.91 | £571.91 |
| Multi storey Extension 120m ² - 200m ² (*) | £607.66 | £607.66 |
| Loft Conversion >40m ² (*) | £402.13 | £402.13 |
| Loft Conversion 40m ² - 100m ² (*) | £428.94 | £428.94 |
| Garage/carport <100m ² | £268.09 | £268.09 |
| Garage conversion | £245.74 | £245.74 |
| Partial glazing (up to 6 windows) | £67.02 | £67.02 |
| Total glazing (up to 20 windows) | £134.04 | £134.04 |
| Electrical installation | £160.85 | £160.85 |
| Renovation of thermal elements, such as wall, floor or roof for work up to £20,000 | £160.85 | £160.85 |

(*) The Building Notice Charge is the sum of the plan charge and inspection charge + 10%

Notes for Table B:

1. Where part of an extension is single storey and part is two-storey the charge for a two-storey extension will be applied.
2. Where a first floor extension is constructed over an existing single storey structure the charge applied is that for a single storey extension of the same floor area.
3. The Regularisation charge is the sum of the plan charge and inspection charge + 50%. Regularisation charges are not subject to VAT.
4. For domestic work up to £75,000 (but not covered in Table B) refer to Table C

| Table C – Domestic work not falling within the above categories | | |
|--|--------------------------------|---------------------------------|
| Estimated Cost £ | Current Charge (excluding VAT) | Proposed Charge (excluding VAT) |
| Up to 2,000 | £134.04 | £134.04 |
| 2,001 – 5,000 | £178.72 | £178.72 |
| 5,001 – 10,000 (*) | £268.09 | £268.09 |
| 10,001 – 15,000 (*) | £335.11 | £335.11 |
| 15,001 – 20,000 (*) | £402.13 | £402.13 |
| 20,001 – 25,000 (*) | £469.15 | £469.15 |
| 25,001 – 30,000 (*) | £513.83 | £513.83 |
| 30,001 – 35,000 (*) | £558.51 | £558.51 |
| 35,001 – 40,000 (*) | £603.19 | £603.19 |
| 40,001 – 45,000 (*) | £647.87 | £647.87 |
| 45,001 – 50,000 (*) | £692.55 | £692.55 |
| 50,001 – 55,000 (*) | £737.24 | £737.24 |
| 55,001 – 60,000 (*) | £781.91 | £781.91 |
| 60,001 – 65,000 (*) | £826.59 | £826.59 |
| 65,001 – 70,000 (*) | £848.94 | £848.94 |
| 70,001 – 75,000 (*) | £871.28 | £871.28 |

(*) The Building Notice Charge is the sum of the plan charge and inspection charge + 10%

Notes for Table C:

1. Charges are individually determined for the larger and /or more complex schemes where the estimated cost exceeds £75,000
2. The Regularisation charge is the sum of the plan charge and inspection charge + 50%. Regularisation charges are not subject to VAT.

| Table D – Other Works | | |
|------------------------------|--------------------------------|---------------------------------|
| Estimated Cost £ | Current Charge (Excluding VAT) | Proposed Charge (Excluding VAT) |
| Up to 2,000 | £134.04 | £134.04 |
| 2,001 – 5,000 | £223.41 | £223.41 |
| 5,001 – 10,000 | £245.74 | £245.74 |
| 10,001 – 15,000 | £312.76 | £312.76 |
| 15,001 – 20,000 | £402.13 | £402.13 |
| 20,001 – 25,000 | £469.15 | £469.15 |
| 25,001 – 30,000 | £536.17 | £536.17 |
| 30,001 – 35,000 | £580.85 | £580.85 |
| 35,001 – 40,000 | £625.53 | £625.53 |
| 40,001 – 45,000 | £670.22 | £670.22 |
| 45,001 – 50,000 | £714.89 | £714.89 |
| 50,001 – 55,000 | £759.57 | £759.57 |
| 55,001 – 60,000 | £804.26 | £804.26 |
| 60,001 – 65,000 | £848.94 | £848.94 |
| 65,001 – 70,000 | £893.61 | £893.61 |
| 70,001 – 75,000 | £938.30 | £938.30 |

Notes for Table D

1. Charges are individually determined for the larger and /or more complex schemes where the estimated cost exceeds £75,000.
2. The Regularisation charge is the sum of the plan charge and inspection charge + 50%. Regularisation charges are not subject to VAT.
3. Building Notice applications are not appropriate for non-domestic work.

Pre-planning Advice Charges CHANGES PROPOSED

| Nature of Proposal | Written Response with a Site Visit | Further Correspondence or meetings / charge per hour | Further meetings involving management team / charge per hour |
|---|------------------------------------|--|--|
| Type 1 Other Development: Householder Developments | Current £50 Proposed £52.50 | Current £30 per hour Proposed £31.50 hour | Current £50 per hour Proposed £52.50 per |
| Type 2 Other Developments: Changes of Use / Advertisements / Listed Building Works / Conservation Area Consents / Lawful | Current £100 Proposed £105 | Current £30 per hour Proposed £31.50 hour | Current £50 per hour Proposed £52.50 per hour |
| Type 1 Minor Developments: 1-4 Dwellings / up to 499m ² of commercial use / sites up to 0.1Ha | Current £225 Proposed £236.25 | Current £40 per hour Proposed £42 per hour | Current £80 per hour Proposed £84 per hour |
| Type 2 Minor Developments: 5-9 Dwellings / 500-999m ² of commercial use / isolated homes in the countryside or rural workers dwellings / sites more than 0.1Ha | Current £400 Proposed £420 | Current £40 per hour Proposed £42 per hour | Current £80 per hour Proposed £84 per hour |
| Type 1 Major Developments: 10-24 Dwellings / 1000-1999m ² of commercial use / sites more than | Current £1,200 Proposed £1,260 | Current £50 per hour Proposed £52.50 per hour | Current £100 per hour Proposed £105 per |
| Type 2 Major Developments: 25-199 Dwellings / more than 2000m ² of commercial use / sites | Current £2000 Proposed £2,100 | Current £50 per hour Proposed £52.50 per hour | Current £100 per hour Proposed £105 per |
| Type 3 Major Developments: 200 Dwellings plus / EIA Development / sites more than 10Ha | Planning Performance | Planning Performance Agreement | Planning Performance Agreement |

- *****All prices are exclusive of VAT which will need to be added to the above charges at the current rate*****
- A site visit will be carried out in advance of all pre-application advice being provided which will be in writing
- Town or Parish Councils are entitled to a 50% reduction in the respective fee
- Works to provide facilities for a disabled person are exempt from paying a pre-application advice fee
- If different elements of works on one site fall into two of the categories above only the larger of the two fees will be charged

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Report Number: WSC 178/14
Presented by: Cllr Chris Morgan, Lead Member Environment – Hinkley
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Report to a Meeting of: Cabinet
To be Held on: 3rd December 2014
Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: April 2014

HINKLEY POINT C UPDATE – PROCUREMENT OF FEASIBILITY STUDY INTO THE VICTORY HALL AND VILLAGE FACILITIES, STOGURSEY

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek Cabinet approval to appoint 2MD Regeneration and Vivid Regeneration to undertake a feasibility study, costing up to £15,000, into the Victory Hall and village facilities in Stogursey pursuant to the Leisure contribution received as part of the Site Preparation Works Section 106 agreement at Hinkley Point C.

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 Key Task 3.4 within the Corporate Plan requires that by December 2014 the Council should have developed a programme of investment within West Somerset for the leisure funding provided directly to the Council from the development at Hinkley Point C.
- 2.2 This is one part of the Council achieving Objective 3 of the Corporate Plan which is that: Communities in West Somerset can access and understand the process for accessing funding opportunities provided for by the development at Hinkley Point and, when funds become available, are supported in delivering projects and initiatives.

3. RECOMMENDATIONS

- 3.1 That Cabinet approve the allocation of £15,000 for the appointment of 2MD Regeneration and Vivid Regeneration to undertake a feasibility study into the Victory Hall and village facilities in Stogursey

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

| Description | Likelihood | Impact | Overall |
|--|------------|--------|---------|
| Failure to allocate monies correctly in line with the requirements of the legal agreement resulting in the need to repay contributions | 3 | 4 | 12 |
| <i>The proposals set out in the report have been developed to ensure that they accord with the requirements of the legal agreement</i> | 1 | 4 | 4 |
| Failure to spend contributions before the date by which they need to be returned if they remain unspent | 2 | 3 | 6 |
| <i>The proposals set out in the report have been developed in advance of the date by which they would need to be returned</i> | 1 | 3 | 3 |
| Failure to achieve sufficient scope for the study resulting in missed opportunities within the parish | 2 | 3 | 6 |
| <i>The scope of the study was developed following consultation with key stakeholders within the parish</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 and after the mitigation measures have been actioned.

5. **BACKGROUND INFORMATION**

- 5.1 Members will recall that the Section 106 agreement for Site Preparation Works provides for £250,000 to be spent on providing new, or improving existing sports/leisure facilities within West Somerset and £500,000 to be spent on providing new, or improving existing sports/leisure facilities within the parish of Stogursey.
- 5.2 Of the £500,000 to be spent within the parish of Stogursey up to £25,000 can be spent on a feasibility study. Officers and Ward Members have been working closely with Stogursey Parish Council and a range of clubs and organisations within the parish to help define the scope of the study. A specification was drafted and agreed by the partners and sent to over 20 organisations who were asked to tender for the work with an indicative budget of £15,000, the proposal to spend over £10,000 therefore complies with the Councils contract standing orders.
- 5.3 At the close of the period for tenders to be received the Council only received one proposal which was from 2MD Regeneration and Vivid Regeneration. Whilst disappointing, upon reflection both officers and the Parish Council considered that the proposal warranted proper consideration and an interview took place on 24th November following which the panel decided to appoint 2MD Regeneration and Vivid Regeneration to carry out the study. The interview panel comprises 2 Officers, 2 Ward Members and 3 Parish Councillors.
- 5.4 Cabinet approval is required to appoint 2MD Regeneration and Vivid Regeneration as contractors on behalf of West Somerset Council and to allocate the Section 106 contribution for this purpose.
- 5.5 The feasibility study tender document stated that the study must include the following:-
- Conduct an audit of existing facilities and current activities within the Parish
 - Consider within the audit any applications from the parish pending for funding*
 - Organise in partnership with the Councils consultation meetings / workshops with key partners in the Parish e.g. community, local clubs, volunteers / current providers of activities, youth groups, local councillors etc.

- Develop a comprehensive map of existing and future provision based on all of the above
- Advise on priorities as a result of the audit and consultation
- Investigate any partnership/match funding opportunities and advise on possible applications
- determine the likely level of volunteer support and fundraising that the community could deliver
- make detailed proposals for the development of the Victory Hall and the land associated with it
- provide site plans and outline building plans for the Victory Hall in sufficient detail to allow them to be put out to tender for an architect to design any buildings or changes to existing buildings
- provide detailed cost estimates for the development of the Victory Hall site and buildings
- demonstrate the sustainability of the development and identify potential sources of income

*Some groups within Stogursey Parish have made Expressions of Interest and formal Applications into other funds available via the Hinkley Point Project.

6. FINANCIAL/RESOURCE IMPLICATIONS

- 6.1 The costs of undertaking the feasibility study are to be covered by the Section 106 contribution, a payment proposal will be agreed with the selected company. Work and activity associated with the production of the tender specification, supporting the interview process and more generalised support through the completion of the study will be borne by the New Nuclear Programme Team. There will be no effect on the Councils General Fund or Earmarked reserves.

7. COMMENTS ON BEHALF OF SECTION 151 OFFICER

- 7.1 The cost detailed above fall within the limits set for expenditure in relation to feasibility studies within the parish of Stogursey, and the process undertaken has complied with West Somerset's Contract Standing Order rules.

8. EQUALITY & DIVERSITY IMPLICATIONS

- 8.1 **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 are:

- 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

- 8.2 The selection process and interview involved questions to ensure that the equality and diversity implications of conducting the study and seeking the widest possible range of views will be met. Ensuring that the results of the work are fit for purpose for all is a key requirement.

9. CRIME AND DISORDER IMPLICATIONS

- 9.1 There are no direct crime and disorder implications in relation to this report

10. CONSULTATION IMPLICATIONS

- 10.1 As set out at paragraph 5.5 a key requirement of the study will be to organise in partnership with the Councils (District and Parish) consultation meetings / workshops with key partners in the Parish e.g. community, local clubs, volunteers / current providers of activities, youth groups, local councillors etc.

11. ASSET MANAGEMENT IMPLICATIONS

- 11.1 The Victory Hall is owned by Trustees who would as landowners need to consent any works proposed to the Victory Hall as a result of the feasibility study. Similarly any other assets affected within the village would also need the consent of landowners at an appropriate point.

12. ENVIRONMENTAL IMPACT IMPLICATIONS

- 12.1 Any environmental implications of any proposed works to the Victory Hall or other assets would be considered as part of any planning application as required.

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 A large part of the study is to develop plans for the Victory Hall and potentially other village facilities to support the health and wellbeing of residents, via sport, recreation, leisure and community facilities during the construction period of the Hinkley Point C project.

14. LEGAL IMPLICATIONS

- 14.1 There are no direct legal implications as a result of this report. Paragraph 2.2 of Schedule 11 of the Section 106 agreement for Site Preparation Works permits the use of up to £25,000 for a feasibility study from the £500,000 allocated to the parish of Stogursey.