

The Council's Vision:

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

CABINET

Meeting to be held on 4 December 2013 at 4.30 pm

Council Chamber, Williton

AGENDA

1. Apologies for Absence

2. Minutes

Minutes of the Meeting of Cabinet held on 6 November 2013 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 22 November 2013 – **SEE ATTACHED.**

6. Cabinet Action Plan

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

7. Review of Financial Regulations

To consider Report No. WSC 159/13, to be presented by Councillor K V Kravis, Lead Member for Resources and Central Support – **SEE ATTACHED.**

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The purpose of the report is for Cabinet to recommend to Council the changes to Financial Regulations.

8. Corporate Performance April – September 2013/14

To consider Report No. WSC 164/13, to be presented by Councillor T Taylor, Leader of Council – **SEE ATTACHED**.

The purpose of the report is to provide Members with an update on progress in delivering the corporate priorities, performance of council services covering the period from 1 April 2013 to 30 September 2013.

9. Financial Monitoring April – September 2013/14

To consider Report No. WSC 165/13, to be presented by Councillor K V Kravis, Lead Member for Resources and Central Support – **SEE ATTACHED**.

The purpose of the report is to provide updated in year financial information on a range of issues including budgetary monitoring and business rate retention together with an updated Medium Term Financial Plan.

10. Review of the Pre-Application Planning Advice Charging Scheme

To consider Report No. WSC 160/13, to be presented by Councillor A Trollope-Bellew, Lead Member for Environment - General – **SEE ATTACHED**.

The report is a review of the pre-application planning advice charging scheme which was introduced in April 2013. This review was a requirement of the formal resolution at the Council meeting in March 2013. The intention of the review is to ensure that any changes to the scheme can be introduced and factored into the budget for 2014/15 and particularly the fees and charges setting process to be introduced in April 2014.

11. Somerset Growth Plan Framework

To consider Report No. WSC 161/13, to be presented by Councillor K Mills, Lead Member for Regeneration and Economic Growth – **SEE ATTACHED**.

The purpose of the report is to advise Cabinet of work to produce the Somerset Growth Plan and to seek endorsement for the framework.

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 6 NOVEMBER 2013****AT 4.30 PM****IN THE COUNCIL CHAMBER, WILLITON****Present:**

Councillor T Taylor Leader

Councillor K M Mills
Councillor S J Pugsley
Councillor K H TurnerCouncillor C Morgan
Councillor A H Trollope-Bellew
Councillor D J Westcott**Members in Attendance:**Councillor G S Dowding
Councillor R P Lillis
Councillor P H Murphy
Councillor L W SmithCouncillor A P Hadley
Councillor E May
Councillor D D Ross
Councillor M A Smith**Officers in Attendance:**Chief Executive (P James)
Corporate Director (B Lang)
Section 151 Officer (S Campbell)
Corporate Manager Housing, Welfare and Economy (I Timms)
Scrutiny and Performance Officer (S Rawle)
Principal Benefits Officer (P Lamb) – Item 8
Meeting Administrator (K Kowalewska)**Also in Attendance:**Councillor Anne Fraser, Portfolio Holder Business Strategy, Sedgemoor District Council
Phillip Adams, Service Manager Economic Development and Housing, Sedgemoor District Council**CAB60 Apologies for Absence**

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

CAB61 Minutes of the Meeting held on 2 October 2013

(Minutes of the Meeting of Cabinet held on 2 October 2013 - circulated with the Agenda.)

RESOLVED that the Minutes of the Meeting of Cabinet held on 2 October 2013 be confirmed as a correct record.

CAB63 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 P H Murphy	All	Watchet	Spoke
Councillor L W Smith	All	Minehead	Spoke
Councillor K H Turner	All	Brompton Ralph	Spoke and voted
Councillor D J Westcott	All	Watchet	Spoke and voted

CAB64 Public Participation

No member of the public had requested to speak.

CAB65 Forward Plan

(Copy of latest Forward Plan published 25 October 2013 – circulated with the Agenda.)

The purpose of this item was to approve the latest Forward Plan published 25 October 2013.

RESOLVED that, subject to deferring 'Review of Low Cost Home Ownership Scheme' to January 2014, the latest Forward Plan published 25 October 2013 be approved.

CAB66 Cabinet Action Plan

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

RESOLVED (1) that CAB52 – Request for Allocation of Planning Obligations Funding be deleted as actioned.

RESOLVED (2) that CAB54 – Classification of Earmarked Reserves be deleted as actioned.

RESOLVED (3) that CAB55 – Somerset Homeless Strategy be deleted as actioned.

RESOLVED (4) that CAB56 – Homefinder Somerset Common Allocations Policy be deleted as actioned.

RESOLVED (5) that CAB59 – Disposal of Council Owned Assets former Aquasplash site and a site (known as leisure land) along Seaward Way, Minehead be deleted as actioned.

CAB67 Request for Allocation of Section 106 Funding – Fit to Work - Hinkley

(Report No. WSC 142/13, circulated with the Agenda.)

The purpose of the report was to outline proposals by Sedgemoor District Council to use their proportion of the fit to work funding contribution provided as an element of the Skills and Training part of the Hinkley Point C site preparation works Section 106 agreement, and in line with the requirements of the Section 106 agreement to seek the approval of West Somerset Council for this allocation.

In the absence of the Lead Member for Resources and Central Support, the Leader introduced and welcomed Councillor Anne Fraser and Phillip Adams from Sedgemoor District Council.

The Corporate Manager Housing, Welfare and Economy presented the report and advised that it was linked to a report which had been considered and agreed by Members in September and was to be the first in a series of reports coming forward to allocate Section 106 monies. The Fit to Work fund, totalling £60,000, had been split equally between West Somerset Council (WSC) and Sedgemoor District Council (SDC) and he advised that Sedgemoor's proposal was similar to West Somerset's in that it concentrated on four key themes with four project areas.

The Leader raised a concern that due to the potentially large amount of reports being presented to future meetings of Cabinet and Council it could add an unnecessary burden to colleagues from SDC in having to travel to West Somerset and that questioning their allocations of the monies was beyond WSC's remit.

The Corporate Manager advised that WSC had a duty to ensure the process ran properly through the governance mechanisms and had to demonstrate to EDF how the money was accounted for and spent.

Councillor Fraser stated that the reporting process gave an opportunity to demonstrate how the two authorities were working together, and also gave the local community (i.e. the unemployed, hard to reach groups) an opportunity to be 'Hinkley ready' to enable them to take up the opportunities that would inevitably be available.

It was proposed that in order to minimise the impact on Sedgemoor colleagues the process could be looked at again to streamline it and Councillor C Morgan proposed the recommendation in the report with an addition to the printed recommendation to include "that in order to assess whether there was a need to further streamline the process, the governance arrangements would continue to be monitored", which was seconded by Councillor K H Turner.

RESOLVED (1) that it be recommended to Council to agree the proposed use of the £30,000 Fit to Work funding by Sedgemoor District Council as described in Appendix A to the report.

RESOLVED (2) that in order to assess whether there was a need to further streamline the process, the governance arrangements would continue to be monitored. Page 3

CAB68 **2014/15 Council Tax Rebate Scheme**

(Report No. WSC 133/13, circulated with the Agenda.)

The purpose of the report was to advise Cabinet of the proposed Council Tax Rebate Scheme for West Somerset.

The Lead Member for Community and Customer presented this item and advised that it was proposed not to change the current scheme for 2014/15. He drew Members' attention to the fact that the scheme was currently 3.85% under budget and would be cost neutral.

An explanation for passported claims was provided and Members debated the need to further investigate the provision of incentives to work as the figures detailed in the report highlighted that the average amount of debt for people who were working was higher than for those unemployed.

In order to demonstrate that the Equalities Impact Assessment, as detailed in Appendix A, had been taken into consideration and that there were no changes to the current scheme, the Lead Member proposed an amended recommendation to read "that it be recommended to Council that no change be made to the 2013/14 Council Tax Rebate Scheme for adoption in 2014/15, with due regard to the Equalities Impact Assessment", which was seconded by Councillor S J Pugsley.

RESOLVED that it be recommended to Council that no change be made to the 2013/14 Council Tax Rebate Scheme for adoption in 2014/15, with due regard to the Equalities Impact Assessment.

CAB69 **Joint Scrutiny Review of Flooding**

(Report No. WSC 141/13, circulated with the Agenda.)

The purpose of the report was to present the recommendations of the Joint Scrutiny Review of Flooding.

The Lead Member for Environment - General presented the report and advised that the main aim was to alleviate the problem of flooding in West Somerset and due to the differing degrees of flooding problems throughout the district the policy being adopted was for parish councils to take responsibility for developing their own flood plan.

The Lead Member proposed the recommendation in the report, with an amendment to the printed recommendation to replace 'consider' with 'accept', which was seconded by Councillor C Morgan.

Councillor R Lillis, who was a member representative on the Joint Steering Group advised, following concerns that more work should be undertaken on flood prevention rather than alleviation, that the Steering Group would continue to ensure that bodies such as the Environment Agency took the issue of flooding more seriously and accepted more

responsibility, and he assured that the recommendations of the Joint Steering Group would be upheld.

Clarification was sought on the disaggregation of the Drainage Board levy as the recommendation of the Joint Scrutiny Review did not mention that parish councils were allowed to precept, and the Corporate Manager Housing, Welfare and Economy advised this was because the levy was only made in the areas where the Internal Drainage Board operated.

It was noted that Minehead was an area in the district which experienced problems with blocked leats which arose from no-one taking responsibility to clear them due to confusion over ownership, and the Corporate Manager Housing, Welfare and Economy reported that investigative work was currently being carried out in this regard. He also advised that a meeting with members of the Scrutiny Committee would take place to provide an update on the range of good work being done at a local level with the parish/town councils where specific areas of flooding occurrence was being looked at.

RESOLVED that the recommendations of the Joint Scrutiny Review at Appendix A to the report, as amended to reflect the views of the Somerset Leaders and Chief Executives contained in Appendix B to the report, be accepted.

The meeting closed at 5.49 pm

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Weekly version of Forward Plan published on 22 November 2013

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
FP/14/1/01 18/01/2013	8 January 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Fees and Charges Decision: to propose levels of fees and charges for the period 1 April 2014 to 31 March 2015 (in some cases fee increases will be implemented earlier, this will be stated in the relevant sections of the report).		No exempt / confidential information anticipated	Section 151 Officer
FP/14/1/02 18/01/2013	8 January 2014 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, Group Manager Housing, Welfare and Economy 01984 635271
FP/14/1/03 18/01/2013	8 January 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Draft Capital Programme 2013-14 and Capital Strategy Decision: to present the draft Capital Programme 2013/14 and draft Capital Strategy for recommendation to Council.		No exempt / confidential information anticipated	Section 151 Officer
FP/14/1/04 13/02/2013	8 January 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200

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FP/14/1/05 4/07/2013	8 January 2014 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245
FP/14/1/06 01/07/13	8 January 2014 By Councillor K Turner – Lead Member for Housing, Health and Wellbeing	Title: Review of Low Cost Home Ownership Scheme Decision: To consider the review of the Low Cost Home Ownership Scheme		No exempt / confidential information anticipated	Ian Timms, Group Manager Housing, Welfare and Economy 01984 635271
FP/14/2/01 18/01/2013	5 February 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Annual Budget & Council Tax Setting 2014-15 Decision: to provide Members with all the information required for Council to approve the revenue budget and capital programme for 2014/15 for recommendation to Council.		No exempt / confidential information anticipated	Section 151 Officer
FP/14/2/02 18/01/2013	5 February 2014 By Councillor T Taylor – Leader of Council	Title: Draft Corporate Plan for 2014-15 Decision: to introduce the draft West Somerset Council Corporate Plan 2014/15 for recommendation to Council.		No exempt / confidential information anticipated	Chief Executive 01984 635212
FP/14/2/03 13/02/2013	5 February 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200

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FP/14/2/04 4/07/2013	5 February 2014 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245
FP/14/2/05 25/10/12	5 February 2014 By Councillor A Trollope-Bellew – Lead Member for Environment - General	Title: Quantock Hills Area of Outstanding Natural Beauty Management Plan 2014-19 Decision: To endorse the Management Plan as a cohesive means to safeguard the unique beauty and distinctive character of the Quantock Hills.		No exempt / confidential information anticipated	Angela Lamplough, Climate Change & Community Liaison Manager 01984 635318
FP/14/3/01 1/03/2013	5 March 2014 By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: Corporate Performance & Budget Monitoring Report 2013-14 – Quarter 3 Decision: to provide Members with an update on progress in delivering corporate priorities, performance of council services including budgetary information and customer satisfaction.		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/14/3/02 19/03/2013	5 March 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/13/3/03	5 March 2014	Title: Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager

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4/07/2013	By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Decision: to consider key issues relating to Hinkley Point			01984 635245
FP/14/4/01 19/03/2013	2 April 2014 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, Group Manager Housing, Welfare and Economy 01984 635271
FP/14/4/02 19/03/2013	2 April 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/14/9/03 4/07/2013	2 April 2014 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245
FP/14/5/01 23/05/2013	7 May 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/14/5/02	7 May 2014	Title: Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager

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4/07/2013	By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Decision: to consider key issues relating to Hinkley Point			01984 635245
FP/14/6/01 23/05/2013	June 2014	Title: Cabinet Appointments on Outside Bodies Decision: to appoint representatives to serve on outside bodies for the period to the Annual Meeting in 2014 (except where specific periods are stated).		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/14/6/02 23/05/2013	June 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/14/6/03 4/07/2013	June 2014 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245
FP/14/7/01 23/05/2013	July 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held – Quarter 1 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, Group Manager Housing, Welfare and Economy 01984 635271

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FP/14/7/02 23/05/2013	July 2014 By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: Corporate Performance & Budget Monitoring Report 2013-14 – Quarter 4 Decision: to provide Members with an update on progress in delivering corporate priorities, performance of council services including budgetary information and customer satisfaction.		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/14/7/03 23/05/2013	July 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Review of Financial Regulations [FR2] Decision: to offer comment on the Financial Regulations.		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/14/7/04 23/05/2013	July 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Medium Term Financial Plan Update Decision: to present the updated Medium Term Financial Plan.		No exempt / confidential information anticipated	Section 151 Officer 01984 635253 01823 355482
FP/14/7/05 23/05/2013	July 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/14/7/06 4/07/2013	July 2014 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245

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/13/8/01 25/07/2013	August 2014 By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: Corporate Performance & Budget Monitoring Report 2013-14 – Quarter 4 Decision: to provide Members with an update on progress in delivering corporate priorities, performance of council services including budgetary information and customer satisfaction.		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/14/8/02 25/07/2013	August 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/14/9/01 24/09/2013	September 2014 By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: Corporate Performance & Budget Monitoring Report 2014-15 – Quarter 1 Decision: to provide Members with an update on progress in delivering corporate priorities, performance of council services including budgetary information and customer satisfaction.		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/14/9/02 24/09/2013	September 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200

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FP/14/10/01 24/09/2013	October 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held – Quarter 2 Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position.		No exempt / confidential information anticipated	Ian Timms, Group Manager Housing, Welfare and Economy 01984 635271
FP/14/10/02 24/09/2013	October 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200

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

CABINET ACTION PLAN

Date/Minute Number	Action Required	Action Taken
<p>6 November 2013</p> <p>CAB67 – Request for Allocation of Section 106 Funding – Fit to Work - Hinkley</p>	<p>RESOLVED (1) that it be recommended to Council to agree the proposed use of the £30,000 Fit to Work funding by Sedgemoor District Council as described in Appendix A to the report.</p>	<p>At the Council meeting on 20 November 2013, it was RESOLVED that the proposed use of the £30,000 Fit to Work funding by Sedgemoor District Council, as described in appendix A to the report, be agreed.</p>
<p>CAB68 – 2014/15 Council Tax Rebate Scheme</p>	<p>RESOLVED that it be recommended to Council that no change be made to the 2013/14 Council Tax Rebate Scheme for adoption in 2014/15, with due regard to the Equalities Impact Assessment.</p>	<p>At the Council meeting on 20 November 2013, it was RESOLVED (1) that the recommendation from Cabinet that no change be made to the 2013/14 Council Tax Rebate Scheme be agreed and adopted for use in 2014/15.</p> <p>RESOLVED (2) that in adopting this scheme the detailed Equality Impact Assessment, as set out in Appendix A to the report, be noted.</p>

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Report Number: WSC 159/13
Presented by: Cllr K V Kravis, Lead Member for Resources and Central Support
Author of the Report: Sharon Campbell, Section 151 Officer
Contact Details:
Tel. No. Direct Line 01984 635253
Email: scampbell@westsomerset.gov.uk
Report to a Meeting of: Cabinet
To be Held on: 4th December 2013
Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: 23rd November 2012

REVIEW OF FINANCIAL REGULATIONS

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is for Cabinet to recommend to Council the changes to Financial Regulations attached as Appendix A

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 None, this is a statutory obligation.

3. RECOMMENDATIONS

- 3.1 That Cabinet recommends to Council the changes to the Financial Regulations as attached at Appendix A

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
Risk – Financial mismanagement as a result of unclear or out of date regulations	Unlikely (2)	Major (4)	Medium (8)
<i>Mitigation – Annual review of regulations to ensure they are up to date and clear for use, including publication of approved regulations on the internet</i>	Low (1)	Negligible (2)	Low (2)

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. Financial Regulations are part of the Council's Constitution and therefore any changes to them have to be approved by Full Council.

The document was last updated in June 2011 and the document is reviewed on an annual basis to ensure it is relevant and consistent with activity at the council.

The Section 151 Officer has undertaken a review of the document with a view to recommending the updated Financial Regulations for approval by Cabinet and Full Council.

This year, the changes are of a housekeeping nature in order to update references to officer and committee titles.

6. FINANCIAL/RESOURCE IMPLICATIONS

- 6.1 Contained within the body of the report.

7. SECTION 151 OFFICER COMMENTS

- 7.1 Contained within the body of the report.

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

9. CRIME AND DISORDER IMPLICATIONS

- 9.1 None directly in this report.

10. CONSULTATION IMPLICATIONS

- 10.1 None directly in this report.

11. ASSET MANAGEMENT IMPLICATIONS

- 11.1 None directly in this report.

12. ENVIRONMENTAL IMPACT IMPLICATIONS

- 12.1 None directly in the report.

13. LEGAL IMPLICATIONS

- 13.1 Financial Regulations form a part of the council's constitution; any changes to them need to be approved by Full Council.

West Somerset District Council Financial Regulations

Issue details	
Title:	Financial Regulations
Issue and version number:	1.2
Officer	Sharon Campbell
Authorisation Level:	Corporate Management Team/Scrutiny Committee/Cabinet/Full Council
Authorisation Date:	July 2011
Review date:	November 2013

Financial Procedure Rules

FINANCIAL REGULATIONS

Introduction

1. All Local authorities are established under legislation that confers rights, powers and duties upon them and their officers.
2. Financial Regulations are a direct result of those statutory duties and ensure compliance with statutory requirements, accounting and auditing standards and codes of practice, which are established by the professional accounting bodies.
3. These financial regulations will apply to all staff employed by the Council (including consultants) and Members.
4. Please refer to the latest key personnel list to identify staff such as the Section 151 Officer. Where the term Director is used this should apply also to Assistant Directors. Any failure to comply with Financial Regulations or associated Codes of Practice could result in appropriate disciplinary action being taken.
5. These definitions are intended to provide all staff and consultants with a clear indication of the financial framework within which this Council works.

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GENERAL

F.R.1 GENERAL

1. The Section 151 Officer shall have overall responsibility for the management of the Council's finances, but will consult with the Chief Executive and Lead member for Resources and Central Support concerning financial policy and/or any matter which will affect the overall finances of the Council. Detailed reports will be submitted to the Joint Management Team, the Cabinet and the Council, and, as appropriate, to Audit Committee or Scrutiny Committee under the Council's Constitution.
2. The Section 151 Officer exercises the statutory duties in relation to the financial administration and stewardship of the District Council. This statutory responsibility cannot be overridden.

The statutory duties arise from –

- Section 151 of the Local Government Act 1972
- The Local Government Finance Act 1988
- The Local Government and Housing Act 1989
- The Accounting and Audit Regulations 1996
- The Accounts and Audit (England) Regulations 2011 and are underpinned by case law.

The Section 151 Officer is responsible for –

- The proper administration of the Council's financial affairs
- Setting and monitoring compliance with financial management standards
- Advising on the corporate financial position and the key controls necessary to secure sound financial management
- Preparing the medium term financial plan which incorporates the annual revenue budget and the capital investment programme
- Advising the council on the requirements to be observed in the setting of the revenue budget and the fixing of the precept and Treasury management
- Acceptance of Grant Conditions. Pursuant to Section 151 of the Local Government Act 1972, the responsible financial officer will have the power to enter into binding financial agreements including, but not limited to, applying for grants or making claims and accepting conditional or non-conditional grants and committing the Council to repay grants in the event that the terms and conditions are not met.

The Section 151 Officer shall review these Regulations annually.

3. References in these Regulations to Directors shall apply equally to all full members of the Councils' Joint Management Team.
4. All reports submitted to the Council, the Cabinet or Committees will be subject to comment on the financial aspects by the Section 151 Officer.
5. These Financial Regulations are created to facilitate and ensure proper control of the Council's finances, accounts, income, expenditure and assets. Adherence to and compliance with these Financial Regulations is a duty and responsibility of all staff employed by the Council.

6. The Financial Regulations ensure compliance with statutory requirements, accounting and auditing standards and codes of practice, which are established by the professional accounting bodies and shall apply to all staff employed by the Council, including consultants.

ACCOUNTING ARRANGEMENTS

F.R.2 ACCOUNTING ARRANGEMENTS

1. All accounts of the Council shall be compiled under the direction of the Section 151 Officer and all systems of accounting shall be subject to approval by the Section 151 Officer, statutory requirements and relevant codes of practice.
2. The Section 151 Officer shall arrange: -
 - (i) Whenever possible for the separation of duties so that staff dealing with the receipt of income shall not be involved with the creation of debits in respect of that income and/or decisions regarding the write off of such sums.
 - (ii) For all financial claims, subsidies and claims on external bodies, etc. to be prepared and submitted within prescribed periods and their receipt verified. All such claims shall be certified by the Section 151 Officer.

F.R.3 BUDGETARY PROCEDURES

1. The Council's Section 151 Officer will submit a three-year medium term financial plan annually, for comment by Scrutiny and approval by the Cabinet and Council.
2. The Section 151 Officer, in conjunction with appropriate Directors, shall prepare annual estimates of income and expenditure for both capital and revenue for each service area. All estimates shall be presented to The Cabinet prior to approval by Council.
3. The Section 151 Officer shall report to The Cabinet if any estimate of expenditure at cost centre level will be significantly exceeded or estimate of income will be significantly unrealised, subject to approved virements. All Directors are required to provide comments on quarterly reports on their budget areas, as requested by the Section 151 Officer, for submission to Joint Management Team, Scrutiny Committee and Cabinet.
4. All requests for supplementary estimates, shall be submitted to the Cabinet by the Section 151 Officer for recommendation to Council.
5. Subject to the provisions of F.R.5e below, Directors may, with the approval of the Deputy Section 151 Officer, vire up to £10,000 within any budget head under their control. A number of virements under £10,000 cannot be aggregated to increase a budget by more than £10,000.
6. Requests for virement –
 - in excess of £10,000 must be approved by The Cabinet
 - any request to vire from income budgets to expenditure budgets must be approved by The Cabinet.

- in excess of £25,000 must be approved by Council (after Cabinet consideration).
7. No virement will be permitted from specific approved resource bids, approved carry forwards, salary budgets and associated budget lines, insurances, central support charges or capital charges.
 8. If a revenue budget does not exist and a virement cannot be identified, a new budget may be created but only if supported by the Section 151 Officer.
 9. The Section 151 Officer shall report to The Cabinet such financial *matters* as may be considered necessary, or as may be required.
 10. All carry forwards of under-spends must be approved by Council. Carry forwards must be £5,000 or greater. Requests for carry forward of budgets should be identified whilst revising budget estimates in December each year. Requests after this date will not be considered unless exceptional circumstances can be demonstrated.
 11. The Head of Paid Service, Monitoring Officer and Directors, in consultation with the relevant portfolio holder, have delegated authority from Cabinet to alter staffing within Services, where no redundancies are proposed, as long as this remains within existing salary budget provision.
 12. When submitting structures for consideration all structures should be shown at the anticipated cost for the current year, the anticipated costs for the next full financial year and also at the maximum of grade to enable comparisons.

F.R.4 RECHARGE OF PROFESSIONAL SERVICES

1. The Section 151 Officer shall, within overall budgetary arrangements, make provision for the recharging of the costs of central services to the appropriate cost centres.
2. Each Director shall be responsible for maintaining adequate detailed records as required by the Section 151 Officer in order that actual expenditure may be regularly and accurately recharged to clients' cost centres within specified deadlines.

F.R.5 CAPITAL EXPENDITURE

1. The Council shall have full regard to The Prudential Code for Capital Finance in Local Authorities.
2. Prudential indicators will be produced at least six monthly and reported to Council via The Cabinet.
3. The Council shall, during each financial year, approve a programme of capital expenditure.
4. Whenever it is proposed to embark upon one of the schemes identified in the capital programme, the Director concerned shall complete a capital submission document and copies of the Business Case and Project Plan

for consideration by the Joint Management Team. This also applies to schemes that are not directly funded by West Somerset Council.

5. Every proposed capital scheme shall be evaluated and prioritised by the Joint Management Team and submitted to the Cabinet to enable a prudent and sustainable capital programme to be approved. New Schemes may only be added to the programme with the approval of the Council.
6. If, during the progress of the scheme, it becomes apparent that the estimates originally submitted are likely to be materially varied (in excess of 10% or £10,000 whichever is the greater) either up or down, the Director shall report and explain the facts as soon as possible to The Cabinet.
7. The duties of a Director under this Regulation may be exercised by any architect, engineer or surveyor engaged by the Council as a consultant where circumstances require it.

F.R.6 MANAGEMENT OF CONTRACTS (See also [Contract Standing Orders](#))

1. The Section 151 Officer will be responsible for maintaining a register of contractual payments. The register will demonstrate the current financial position for those contracts of a staged payment nature (generally involving construction). All contracts must be recorded in this Register, including those for goods and services, and use of consultants.
2. Contract Payment Certificates will be prepared by the Director nominated in the contract. All externally prepared certificates will be passed to the appropriate Client Manager for certification. Payment will be made through the Section 151 Officer on receipt of authorised certificates.
3. The Final Certificate for staged payments will not be issued until a Final Account (see contract conditions) has been verified by the Director and presented to the Section 151 Officer for payment.
4. Where Liquidated/Ascertained Damages are imposed on the contractor for failure to complete the contract within the stipulated time-scales (including authorised extension), the relevant Contract Administrator will inform the Section 151 Officer in writing of the sum to be deducted.
5. On receipt of the confirmed Final Account sum for contracts over £100,000, the Director will report the agreed outcome to The Cabinet.
6. Claims submitted relating to matters outside the terms of any existing contract shall be referred to –
 - (i) The Assistant Chief Executive and Monitoring Officer for legal liabilities, and
 - (ii) The Section 151 Officer for financial matters.

Appropriate Directors will be consulted before any settlement is reached.

Every contract over £50,000 should also include as a minimum the following requirements: -

1. An overseeing project team, consisting of appropriate and/or relevant Councillors and Officers, and possibly co-opted and appropriately qualified member(s) of the public, is established from the outset of a

project to monitor and oversee the project and make reports to Council. This would include the appointment of any Employer's Agent and the terms of payment of the Employer's Agent and terms for any overrun of the project, together with the tender process and appointment of contractor(s).

2. That the specification prior to the tender process is clearly identified to ensure cost certainty to the contract.
3. That clear and documented delegations of authority are given to employed staff involved in the management of future projects.
4. That staff who are to be involved in the management of projects are to have received the necessary project management training.
5. That all staff involved in the delivery of key projects be adequately supported.
6. That the Council ensures there is adequate monitoring and reporting of the management of projects to both Officers and Members.
7. That the Council is represented at all Project Team meetings. No meetings of the Project Team will take place where there is no representative of the Council present.
8. That for all future projects, of whatever size, the Council is able to provide fully supportive minutes and actions to support the decision making process.
9. That the Council ensures that all relevant records, appropriately cross-referenced, are made available to ensure full compliance and demonstrate a clear audit trail using its own records.
10. There is a clear 'sign off' by Officers to the relevant member body, fully minuted, so ensuring that Councillors are part of the process of delivering within their Delegation of Authority levels.
11. That the thresholds of delegation referred to in Financial Regulation FR6 'Management of Contracts' are reviewed as part of the annual review of Financial Regulations.

ORDERING OF GOODS AND SERVICES

F.R.7 ORDERING OF GOODS AND SERVICES

1. Orders shall be issued for all goods and services to be supplied to the Council, except for utility services, small value purchases made from petty cash accounts and any other exceptions as may be approved by the Section 151 Officer. Please also refer to FR6 Management of Contracts and Contracts Standing Orders for orders of more than £10,000.

2. Orders shall be placed using the Council's purchase order system.
3. Orders shall not be issued for goods and services unless the cost is covered by an approved budget or other financial provision. A minimum of three written competitive quotations must be obtained for goods and services estimated to exceed a cost of £10,000, excluding VAT. For goods and services estimated to exceed a cost of £50,000 excluding VAT (but less than the EU thresholds) tenders should be invited in accordance with contract standing orders. For goods and services estimated to exceed EU thresholds reference should be made to contract standing orders. Occasionally there may be reasons for seeking exceptions to these rules. For exemptions for orders over £10,000 see Contract Standing Orders.
4. Details of quantities, prices and discounts must be recorded. All verbal orders must be confirmed in writing.
5. Orders are to be approved by a Director, or authorised signatory on their behalf. These signatures must be in full - not in the form of initials.
6. Orders for the provision of services, *which are subject to Contract Standing Orders*, shall not be issued until or unless the provider has been appropriately verified and accredited for insurance purposes.

F.R.8 FINANCIAL AGREEMENTS FOR SERVICES (see also Contracts Procedures Rules)

1. All written agreements with a committed value exceeding £10,000 but below £50,000 entered into with external organisations will be subject to conditions detailed under F.R.7 Ordering Goods & Services.
2. Arrangements for agreements constituting "contracts" in excess of £50,000 are dealt with in Contracts Procedure Rules.
3. The Assistant Chief Executive and Monitoring Officer will invite the Section 151 Officer to confirm the acceptability of any financial provisions prior to his formal approval of the terms of the agreements. In the event that this is the same person, a Director or Head of Paid Service will provide this role.

F.R.9 EMPLOYMENT OF CONSULTANTS

1. Any appointment of consultants must be in accordance FR7 and Contract Standing Orders section 10.5.
2. No consultant shall make any decision on whether to award a contract or who a contract shall be awarded to. The authorised officer shall ensure that the consultant's performance is monitored.

F.R.10 INFORMATION TECHNOLOGY

1. All hardware and external software purchases, and all items relating to voice/data communications must be made through the Director responsible for Information Technology, who shall report to the Joint Management Team upon any requests that appear to be of a non-corporate nature.

2. When developing a new system, or making significant variations to an existing system the system manager should advise the following Officers -
 - (i) the Officer responsible for Data Protection, and
 - (ii) the Director responsible for Internal Audit prior to reliance on the new/updated system.

PAYMENTS FOR GOODS

F.R.11 PETTY CASH/PURCHASING CARD ACCOUNTS

1. The Section 151 Officer shall provide petty cash accounts or purchasing cards as considered necessary for the purpose of meeting small value expenses. Petty cash should only be used when no other payment method is possible.

Petty Cash –

- (i) Income received shall not be paid into petty cash accounts, but must be accounted for and paid to the Council as provided for in F.R.19.
- (ii) Payments to be limited to small value items under £25 and must ensure compliance with Best Value; each payment shall be supported by either an acceptable VAT receipt (as appropriate) or a receipted voucher. Failure to produce such a receipt may mean that reimbursement is not given.
- (iii) Staff travel expenses must not be reimbursed through petty cash; all such claims should be made through payroll
- (iv) A different employee should certify the petty cash request to the employee that is receiving the cash (iv) Employees responsible for petty cash accounts shall, when requested but at least annually, supply the Section 151 Officer with a certificate showing the state of the account.
- (v) On leaving the employment of the Council, or otherwise ceasing to be responsible for a petty cash account, each employee shall be required to account to the Section 151 Officer for the current balance of the account. Transfers of cash in hand and relevant supporting documents to replacement employees shall be evidenced on every occasion.

F.R.12 PAYMENTS OF CREDITORS

1. The approved method of payment of creditors by the Council shall be by BACS, cheque or other instrument drawn on the Council's bank account by the Section 151 Officer or other nominated member of staff. The Council's preferred method of payment is BACS.
2. Certifying Officers are responsible for ensuring that –
 - (i) The expenditure has been properly incurred and is within the approved estimate provision,
 - (ii) The invoice complies with contract standing orders
 - (iii) The invoice is accurate,
 - (iv) Goods and Services have been received and
 - (v) The invoices has not previously been certified and paid and is properly payable by the Council.
3. Certifying Officers should not certify invoices for payments to relations or friends.

4. All certifications will be evidenced by personal signatures in full - initials will not be accepted.
5. Pro forma Invoices should state the appropriate Committee minute reference and date, or, if this is not available, then sufficient narrative.
6. Each Director will retain up to date specimen signatures of employees personally authorised by them to certify invoices. Copies of these lists must be passed to the Section 151 Officer.
7. Goods and services received should be signed (using a full signature) by a person other than the certifying officer. This person is signing to say that they are satisfied that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.
8. Directors shall, by early April each year (exact date to be notified by the Section 151 officer each year), notify the Section 151 Officer in writing, of all outstanding invoices relating to the previous financial year.
9. When it is a condition of trade that payment accompanies an order, it will be the responsibility of the certifying officer to ensure that goods and services are received.
10. Directors are responsible for prompt submission of invoices (in the prescribed format) for payment to ensure compliance with BVPI8.
11. All invoices that have previously been in dispute should be marked as such in the special instructions box of the accompanying front sheet, including a brief description of the dispute.
12. All suppliers should be asked to quote on all invoices the name of the ordering section, the order number, the contract reference where applicable and the place where the work was done or the goods delivered.

BANKING ARRANGEMENTS

F.R.13 BANKING ARRANGEMENTS

1. Arrangements with the Council's bankers, including tendering for services shall be the responsibility of the Section 151 Officer, subject to procedures contained in F.R.6.
2. Cheques drawn on the Council's bank accounts shall bear the name of the Section 151 Officer and/or be signed manually by Officers nominated and included on the Council's mandate issued to the Council's bankers.
3. All cheques with a value of £10,000 or greater shall bear a manual second signature of an Officer approved by the Council.
4. All BACS release documents shall be authorised by an employee or member of staff nominated by the Section 151 Officer. All payments exceeding £10,000 shall be checked by this employee as part of this process.
5. Bank account reconciliation should be undertaken on a monthly basis.

SALARIES AND RELATED PAYMENTS

F.R.14 SALARIES AND RELATED PAYMENTS

1. The payment of all salaries, wages, compensation and other emoluments to employees, or former employees, and deductions there from shall be the responsibility of the relevant Director in charge of Payroll.
2. The appropriate Director shall notify the relevant Director in charge of Payroll as soon as possible, and in the form prescribed by him, of all matters affecting the payment of salaries, wages or emoluments and, in particular –
 - (i) appointments, resignations, dismissals, suspensions, secondments and transfers,
 - (ii) absences due to sickness and other reasons (excluding annual leave and flexitime),
 - (iii) information necessary to maintain records of service for superannuation, income tax, national insurance, etc.
3. The Chief Executive is required to maintain a record of the Council's approved establishment.
4. Appointment of all employees shall be made in accordance with the Regulations of the Council, approved establishments, grades and rates of pay. Grades shall be subject to the Council's Job Evaluation process. Payments for overtime to salaried staff must be made in accordance with the guidance notes issued to all Directors by the Chief Executive.
5. Overtime claims, in a form approved by the Section 151 Officer, shall be certified by, or on behalf of, a Director for all staff and submitted to the Section 151 Officer. The names of employees authorised to certify overtime claims, together with specimen signatures, shall be approved by the Section 151 Officer. Facsimile signatures are not permitted.
6. In applying conditions of service, Directors shall consult with the Chief Executive.

F.R.15 TRAVELLING, SUBSISTENCE AND OTHER ALLOWANCES – Members and Officers

1. Payments to eligible Members (including co-opted Members of the Council or its Committees) for allowances will be made by the relevant Director in charge of payroll– Claims in respect of attendances, duly certified, should be submitted to the relevant Director in charge of payroll by the 10th day of the following month. The certifications shall mean that Members are entitled to the allowances and that no part of the sum claimed could have been, or will be, claimed from another source. Members are personally responsible for ensuring that their vehicle insurance cover includes journeys on behalf of the Council.

2. All claims for payment of employees' car allowances, subsistence or other related expenses shall be submitted, properly certified, to the relevant Director in charge of payroll for payment by the 10th day of the following month. All travelling, subsistence and other allowances, shall be paid through the Council's payroll system. 'Cash in hand' and other non-PAYE payments are not permitted under any circumstances.
3. Certification of expenses claims shall in all instances be made by the claimants' line manager, with the exception of the Head of Paid Service whose claim should be certified by the Section 151 Officer or Monitoring Officer. The names of employees authorised to certify the claims shall be sent to the relevant Director in charge of payroll by Directors together with specimen signatures. The certifications shall mean that claimants possess a valid driving licence and their vehicle insurance includes cover for business use.
4. Employees are required to provide proof of valid driving licence and insurance cover annually to the Section 151 Officer. Failure to do this will invalidate travel claims.
5. Claims submitted more than six months after the expenses have been incurred shall be paid only under extenuating circumstances, as approved by the Director and counter-signed by the Monitoring Officer or Head of Paid Service.

F.R.16 PAYMENTS TO/FROM EMPLOYEES.

1. Relocation costs for new employees will be paid by the Section 151 Officer in accordance with the approved scheme.
2. Payment of professional subscriptions, home telephones and essential user allowances must be approved by the Section 151 Officer, in accordance with approved schemes.
3. If an external qualification course has been arranged and the employee decides to 'drop-out', the employee will be liable for any course fees incurred. It is the Line Manager's responsibility to inform the Personnel Officer if this situation arises.
4. Funding will normally be granted for the first attempt at an examination. Should the employee fail to be successful then additional costs must be met by the employee. When the employee is successful then the costs associated with that particular retaken examination will be reimbursed to the employee.
5. Study leave and/or financial assistance is granted on the condition that the employee agrees to remain within the Authority for a period of two years from the date on which the qualification is obtained or the date of study ceases. Employees leaving the Authority's service and failing to honour this obligation may be required to repay one twenty-fourth of the total grant for each remaining month of the two year period.
6. Employees attending approved courses are entitled to receive payment of -
 - the course fee
 - examination entry and/or exemption fee

- student membership of a professional body where membership is a condition of entry to that body's examination
 - the cost of excess fares, i.e. the cost of travel to the course or on an educational visit less the cost of the normal home to office journey. If public transport is not used and employees choose to travel by car they will be paid a mileage allowance based on the lowest Essential User Mileage Rate
 - Accommodation costs when attending block release courses. Prior application should be made for this allowance via the Personnel Officer (Employee Development)
 - subsistence, by way of the payment of 'Tea Allowance' where the course finishes at 7.00pm or later and 'Lunch Allowance' in respect of educational visits and placements or examinations taken away from the normal college
 - the cost of course books (against the production of receipts) up to a maximum value as stated in the training and development policy for each academic year of the course
 - reasonable expenses, approved in advance by the Director, for the production of a thesis or project
7. Staff attending approved short courses will be reimbursed the following expenditure subject to the production of receipts/proof of purchase -
- the course fee (where not paid directly by the Council)
 - the travelling expenses (public transport or mileage at the lowest Essential User Mileage Rate) incurred in travelling to and from the course
 - subsistence expenses actually incurred based on the Council's current rates
 - "out of pocket" expenses (as specified in 'car allowances and subsistence') per night for staff attending residential courses.

INTERNAL CONTROL, AUDIT, FRAUD AND IRREGULARITIES

FR.17 INTERNAL CONTROL

AUDIT FRAUD AND IRREGULARITIES

1. Internal control is the system of control devised by management to help ensure the Council's objectives are achieved in a manner which promotes economical, efficient and effective use of resources and that the council's assets and interests are safeguarded.
2. The Council's asset register will be maintained and regularly agreed to the council's estate to ensure that property, plant and equipment are correctly accounted for.
3. The Section 151 Officer is responsible for advising the Directors on effective systems of internal control. These arrangements need to ensure that all statutory and corporate requirements and other relevant statements of best practice are met. They should ensure that public funds are properly

safeguarded and used economically and efficiently and in accordance with the statutory and other authorities that govern their use.

4. Directors are responsible for establishing, in line with that guidance, sound arrangements for planning, appraising, authorising and controlling operations in order to achieve continuous improvement, economy, efficiency and effectiveness in the use of resources in the delivery of their service and the achievement of their financial performance targets.

F.R.18 INTERNAL AUDIT

1. The Section 151 Officer shall ensure that a continuous internal audit service is provided to carry out examinations of accounting, financial and other operations of the Council, in accordance with the CIPFA Code of Practice.
2. The Section 151 Officer shall arrange for the provision of annual and strategic audit plans and consult with Joint Management Team on their contents. These plans shall be reviewed at least six-monthly.
3. The Council's Section 151 Officer, Chief Executive and/or Audit Manager, shall have authority to:
 - (i) Enter, at all reasonable times, on any Council premises or land,
 - (ii) Access all records, documents, and correspondence relating to any financial and other transactions of the Council,
 - (iii) Obtain explanations as necessary concerning any matter under examination, and
 - (iv) Require any employee of the Council to produce cash, stores or other Council property under their control or for which they are responsible.
4. Quarterly statements of activity shall be submitted to the Cabinet.
5. The Council's Section 151 Officer will sign off the annual audit plan and quarterly performance reports submitted by the Internal Audit Manager as provided by the South West Audit Partnership (SWAP).

F.R.19 FRAUD AND IRREGULARITIES

1. Where any employee has reason to believe an irregularity concerning Council property or transactions has occurred, they shall report the details in accordance with the Fraud Response Plan approved by the Council.

INCOME

F.R.20 INCOME

General

1. The collection of income due to the Council shall be under the supervision of the appropriate Directors, although the responsibility for its collection shall remain with the Section 151 Officer.

Setting of charges

2. Each Director shall, at least annually, and in consultation with the Section 151 Officer, review all charges made by the Council falling within their area of responsibility. Approval for the reviewed charges should be obtained

from the Finance Portfolio Holder and Section 151 Officer, for key income lines however recommendations should be submitted to The Cabinet for approval. The Section 151 Officer shall be consulted upon any proposal to introduce new charges. All charges will be automatically increased in accordance with inflation uplift as agreed by the Section 151 Officer, with appropriate rounding, unless the Director justifies an alternative.

Accounting systems for the issue of accounts for collection of income

3. Each Director shall be responsible for ensuring accounts are issued in line with the Council's debt collection process promptly to recover income due, and that these debts are recorded in the Council's accounts. All accounts raised (for miscellaneous income) shall be through the Council's sundry debtor system and raised within 30 days of the 'tax point' or date that the service was provided.
4. Accounts shall not be raised for sums due below the de minimus level (currently £50).
5. No employee should raise invoices or make amendments on accounts for themselves, their family or close friends.
6. All sums collected shall be identified to the related account. Where there is uncertainty regarding which account is being settled, sums shall be credited to the oldest account in all cases.
7. Individual outstanding debts up to £5,000 may be written off by the Section 151 Officer. All sums, from all sources, exceeding £5,000 must be submitted to the Cabinet for approval, including those considered by any panels appointed by the Council or by the Cabinet. Sums shall not be considered for write off until all reasonable avenues of collection have been explored and collection proved unsuccessful. Evidence of such actions must be retained.
8. All debts over £100 credit noted/cancelled must be submitted, by the relevant Director, on a monthly basis to the Section 151 Officer for approval
 - (i) All unallocated income shall be dealt with on a daily basis by either allocation to the correct account or refund, whichever is applicable.
 - (j) Reconciliation of subsidiary systems with the General Ledger should take place monthly (by the last working day of the following month) and be reported to the Section 151 Officer (or his/her nominated deputy).

Stationery

9. Each Director shall be responsible for the storage, supply and issue of all controlled stationery appropriate to their Service.

Collection of money by cash, cheques, credit/debit cards or similar

10. All remittances shall be recorded upon receipt and passed by the receiving officer to the Cash Office promptly. No deduction shall be made from such income except that which the Section 151 Officer specifically authorises in writing. Monies retained must be held securely, and in accordance with insurance requirements.
11. Each individual cheque banked must be identified separately.

12. Personal cheques must not be exchanged for cash held on behalf of the Council.

APPENDIX 'A'

13. As per (5) no employee should receive cash or other money for their own account or that of their family or close friends.
14. All transfers of Council's cash or cheques from one Officer to another shall be evidenced by the signature of the receiving Officer, in a manner approved by the Section 151 Officer.
15. Acknowledgements for money received on behalf of the Council shall not be given by any Officer except on an official receipt form or recorded on a cash register till located in Council premises. This regulation does not apply to legal documents prepared by the Assistant Chief Executive and Monitoring Officer.
16. The Section 151 Officer shall be responsible for ensuring that monies received through the Cash Offices are deposited with the Council's Bank daily. Where the monies are collected by a third party, the liability of the Section 151 Officer shall be restricted to ensuring that monies are passed to an authorised representative and this transaction is signed as evidenced.

INSURANCES

F.R.21 INSURANCES

1. The Section 151 Officer shall effect all insurance cover, including appropriate officers and Members indemnities, investigate and negotiate all claims, in consultation with other Officers, when necessary, and renegotiate revised terms with insurers at appropriate intervals.
2. Directors shall give prompt notification, in writing, to the Section 151 Officer of all new risks, properties, vehicles or equipment which require to be insured and of any changes in circumstances which affect existing insurances. Similarly, the employee responsible for insurance administration shall immediately notify Directors of any changes to practice required or advised by the Council's Insurers.
3. Directors shall immediately notify the Section 151 Officer, in writing, of any loss, liability, damage or any other event likely to lead to a claim and inform the police if required to comply with insurance policy conditions.
4. All employees of the Council shall be included in a suitable fidelity guarantee policy.
5. The Section 151 Officer shall, at least every year, review all existing cover, in consultation with other Directors as appropriate.

6. Directors shall consult with both the Section 151 Officer and the Assistant Chief Executive and Monitoring Officer concerning the terms of indemnities, which the Council is requested to provide. In the event that this is the same person, the Chief Executive will provide this role.
7. Corporate arrangements for the management of risk are under the direction of the Assistant Director – Corporate Services. These arrangements to include a strategy, in accordance with the adopted Insurance and Risk Management Policy Statement, to continuously assess the Council's exposure to risk.
8. Members or employees of the Council who intend to travel abroad on official business must inform the Insurance Officer to ensure that the necessary insurance cover can be arranged.

TREASURY MANAGEMENT

F.R.22 TREASURY MANAGEMENT

1. The Council has adopted the key recommendations of the CLG's Guidance on Local Government Investments ("the Guidance") and the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code").
2. Accordingly, this Authority will create and maintain, as the cornerstones for effective treasury management –
 - a treasury management strategy statement (TMSS), stating the policies and objectives of its treasury management activities;
 - suitable treasury management practices (TMP), setting out the manner in which the organisation will manage and control those activities.
3. The Council will receive reports on its treasury management policies, practices and activities, including, as a minimum, an annual strategy and plan in advance of the year, and an annual report after its close, in the form prescribed in its TMPs.
4. The Council delegates responsibility for the execution and administration of treasury management decisions to the Section 151 Officer, who will act in accordance with the Council's TMPS and TMPs and, if he/she is a CIPFA member, CIPFA's Standard of Professional Practice on Treasury Management.

APPENDIX 'A'

SECURITY

F.R.23 SECURITY

1. Each Director is responsible for maintaining proper security at all times or all premises, stocks, stores, furniture, equipment, cash records, etc. under their control.
2. The Assistant Director – Corporate Services is responsible for the security of voice and data communications.

3. Cash retentions, excluding recorded cheques, shall not exceed the insured maxima, except with the specific authority of the Section 151 Officer, in writing.
4. Keys to safes and similar receptacles must remain in the custody of the responsible employees at all times; the loss of any such keys must be reported to the Section 151 Officer immediately. Directors shall ensure that all keys, identity cards and any equipment, etc. issued to individual employees are recovered when they leave the Council's employment or obtain an alternative post in the Council (as appropriate).
5. The Assistant Director – Corporate Services shall provide adequate facilities for the issue and reissue of identity cards

RECORDS MANAGEMENT

F.R.24 DATA PROTECTION

1. Directors shall notify the employee responsible for the Council's Data Protection of all changes, which are likely to affect the existing notification.
2. The employee responsible for the Council's Data Protection shall have access to all relevant documentation and receive sufficient information to enable the notification to be kept up-to-date and to fully satisfy the Principles prescribed in the legislation.
3. Each Director shall nominate a service representative to the employee responsible for the Council's Data Protection.

F.R.25 MAINTENANCE OF RECORDS

1. The Council's policy for the retention and disposal of all records and documents shall be in accordance with legislative requirements in respect of matters pertaining generally to contracts, employment, taxes, land and property as defined in the Council's retention policy.

HOUSING BENEFITS

F.R.26 HOUSING BENEFITS

1. The Assistant Director - Resources shall be responsible for the administration and processing of all claims for Housing Benefit, in accordance with the appropriate regulations. Reports demonstrating performance associated with fraud enquiries to be submitted, on a regular basis, to The Cabinet.
2. The Assistant Director - Resources shall ensure that the Section 151 Officer is supplied with all information necessary to support the submission of subsidy claims and other financial statements that may be required.
3. The Assistant Director - Resources shall ensure that secure arrangements exist to properly control the issue, custody and return of all Council cheques in respect of rent allowance payments in line with standards set by the Section 151 Officer. Cheques shall be drawn on a separate account for this

purpose, and will be reconciled on a monthly basis by the Section 151 Officer.

BEST VALUE

F.R.27 BEST VALUE

1. The Chief Executive shall have overall responsibility for ensuring that all Regulations pertaining to Best Value are fully complied with.
2. A continuous review of service delivery will be undertaken by Directors to ensure compliance with the Best Value standards and principals.

F.R.28 WORKING IN PARTNERSHIP

1. The Council provides a distinctive leadership role for the community and is able to bring together the contributions of various participants/stakeholders by participating in various partnership/joint working arrangements; as a result, it is able to achieve the promotion or improvement of the economic, social or environmental well being of its area.
2. The Cabinet is responsible for approving the operational framework for the Council's participation in all strategic partnerships/joint working arrangements with other local public, private, voluntary and community sector organisations; this includes the arrangements for delegation to officers and the detailed arrangements for the provision of both financial and physical resources by the Council.
3. In some cases, Lead Members are responsible for approving the operational framework of partnerships, joint working arrangements with other local public, private, voluntary and community sector organisations, which affect their portfolio areas.
4. The Head of Legal Services, Section 151 Officer and Corporate Managers are responsible for promoting and maintaining within all partnership/joint working arrangements the same high standards of conduct with regard to the legal, corporate governance and financial affairs which are detailed in these Financial Regulations and Financial Procedures and elsewhere, and which are applied throughout the Council. This includes the joint management arrangement with Taunton Deane Borough Council.

The Section 151 Officer is responsible for:

- (i) Advising Directors on the need for, and, if appropriate, for appraising and approving the relevant Director's risk assessment of the proposal before any commitment is made for the Council to participate in a partnership or joint working arrangement or scheme; and
- (ii) Specifying the accounting and auditing arrangements to be adopted and approving arrangements, if the Council is to be the lead authority.

Directors are responsible for:

- (i) Ensuring that before committing the Council's participation in a partnership or joint working arrangement or scheme, or before seeking the approval of the Cabinet to such participation, they consult with the

- Section 151 Officer on the need to prepare a risk assessment of the proposal, and if appropriate, obtaining his or her approval to it;
- (ii) Ensuring that the approval of the Cabinet is obtained before any negotiations are concluded where the Council's participation is of a material nature;
 - (iii) Ensuring that all agreements and arrangements are properly documented, including details of the Council's financial and physical commitment to the arrangements which are to be in accordance with procedures specified by the Section 151 Officer;
 - (iv) Observing the Council's standard of conduct for staff whilst having due regard to the partnership or joint working arrangement's governance framework;
 - (v) Ensuring that the body or person maintaining the accounting and auditing arrangements do so to a standard acceptable by the Section 151 Officer in those cases where, under the approved arrangements, the Council is not to be the lead authority but the Council's participation is of a material nature; and
 - (vi) Providing appropriate information to the Section 151 officer to enable him or her to include relevant details in the Council's Statement of Accounts, and other financial statements and returns.
5. External Funding - The Section 151 Officer is responsible for providing specific guidance to Directors to enable them to account properly for funding receivable from external sources.
6. Work for Third Parties - The Section 151 Officer is responsible for providing specific guidance to Directors in respect of contractual arrangements for the provision of services to third parties or external bodies.

Report Number:

WSC 164/13

Presented by:

Cllr. T Taylor, Leader of the Council

Author of the Report:

Sam Rawle, Scrutiny & Performance Officer

*Contact Details:**Tel. No. Direct Line*

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Email:sjrawle@westsomerset.gov.uk*Report to a Meeting of:*

Cabinet

*To be Held on:*4th December 2013*Date Entered on Executive Forward Plan
Or Agreement for Urgency Granted:*

CORPORATE PERFORMANCE REPORT APRIL – SEPTEMBER 2013/14

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide Members with an update on progress in delivering the corporate priorities, performance of council services covering the period from 1st April 2013 to 30th September 2013.

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 Not applicable.

3. RECOMMENDATIONS

- 3.1 That Cabinet notes the process in delivering the corporate priorities for 2013/14 and recommends any mitigating actions where there are concerns over their delivery.
- 3.2 That Cabinet notes the performance against the measures of success and key service indicators, and recommends any mitigating actions where there is concern that performance is not on track.

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
Risk – 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 (3)	Major (4)	High (12)
<i>Mitigation</i> – Continued strong leadership from Lead Members and CMT to ensure that performance management remains a priority	Likely (1)	Major (4)	Low (4)

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

5. BACKGROUND INFORMATION

5.1 Monitoring our performance is a key element in the Council's Performance Management Framework. The quarterly report attached at **Appendix A** pulls together all relevant matters relating to the Council's performance, progress against key service indicators, and the delivery of corporate priorities with the associated objectives, key tasks and measures of success.

5.2 Scrutiny Committee 18th November 2013

The Scrutiny Committee at its meeting on the 18 November, 2013 considered the quarterly performance report. During the course of the debate the following issues were raised:

- Key Action 5.1.2. - In response to concern regarding tenants being able to downsize to properties with fewer bedrooms if necessary, members noted that the Council was working to assist tenants in realizing their options and trying to manipulate the stock in the best possible way. Further, the Silvermead development would provide some small properties.
- Members noted that key action 5.1.3 – support and enable Magna to deliver a portfolio of garage sites delivering 38 bed spaces – would be removed as no affordable housing would be delivered on the sites.
- Key Action 5.2.1 – deliver 25 empty properties in the Quantock panel area - Noted the request that the number of bedrooms be included for each property.
- Key Action 5.3.2 – delivering 40 disabled facilities grants – it was requested that members be advised of the number of schemes approved and the number completed.
- KPI 86 - % of waste recycled and composted – the Corporate Manager agreed with the suggestion that the target be reduced to 41% to reflect the national trend.
- KPI25 – abandoned call rate % - it was explained that the description was misleading as an abandoned call could also include calls that had been abandoned because the recorded message provided the information that was required. The PI would be reviewed to see if it could be made more useful and meaningful.
- KPI92 - % of applications determined within agreed timescales (3 days) – noted that to change the KPI to ‘% of applications registered within agreed timescales (5 days)’ would be more meaningful.
- KPI94 – dangerous structures: % of incidents responded to within 24 hours – noted that the PI would be reviewed as to whether it was a useful PI to retain.

RESOLVED (1) that the progress in delivering the corporate priorities for 2013/14 be noted.

RESOLVED (2) that the performance against Group and service Indicators be noted.

6. FINANCIAL/RESOURCE IMPLICATIONS

6.1 Contained within the body of the report

7. SECTION 151 OFFICER COMMENTS

7.1 Contained within the body of the report

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 There are no direct implications associated with the recommendations in this report

9. CRIME AND DISORDER IMPLICATIONS

9.1 None directly in this report

10. CONSULTATION IMPLICATIONS

10.1 None directly in this report

11. ASSET MANAGEMENT IMPLICATIONS

11.1 None directly in this report

12. ENVIRONMENTAL IMPACT IMPLICATIONS

12.1 None directly in this report

13. LEGAL IMPLICATIONS

13.1 None directly in this report



Performance Monitoring Report 2013/14

July 2013 to Sept 2013 – Quarter 2

Corporate Priority

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

Objective 1:

Local democracy and accountability remains within West Somerset by establishing a resilient operating model that is financially sustainable and delivers effective, efficient services

Key Actions Summary:

There are 32 key actions associated with Objective 1 of which:

- 17 (53%) are completed (green)
- 11 (34%) are on track (green)
- 3 (9%) are of concern (amber)
- 1 (3%) have missed their deadline (red)

KEY TASK 1.1 Research and evaluate alternative options for the future structure of the council where local democracy and accountabilities remain within the district		Milestone	Action Status
Key Action 1.1.1. Research/evaluate other possible models/options to 1.2 to meet objective	<p><u>Qtr 1 Update</u> Work on a plan B is progressing and a paper will be presented to members at the end of September. Different service delivery models will be reviewed as part of the WSC/TDBC Joint Management and shared services project. When shared services are reviewed (phase 3 of the proposal) different service delivery options will be considered.</p> <p><u>Qtr 2 Update</u> An independent 'Assurance Review' has established that the business case for shared management and services with TDBC is financially sound. If the business case is approved by Councils on 12th November 2013 then the reality will be that Plan B will convert to Plan A+ whereby the '+' equals additional reductions in net expenditure required to close the budget gap. Savings identified for 2014/15 will be presented to Cabinet/Council for consideration in Nov</p>	End Sept 2013	Green (Completed)
Key Action 1.1.2. Present any identified options to full Council for consideration	<p><u>Qtr 1 Update</u> The partnership business case will not include specific proposals but provides assurance that all delivery options will be considered when service reviews are undertaken as part of Phase 3</p> <p><u>Qtr 2 Update</u> These options will now focus on what savings initiatives are required to close the long term budget gap. This will include a review of methods of service delivery as well as a review of the affordability of services themselves. The urgency for a report to members on this subject has reduced following the identification of savings that can be delivered in 2014/15 to provide a balanced budget.</p>	Oct 2013	Green (on track)

KEY TASK 1.2 Working with Taunton Deane Borough Council to draft a business case for the commissioning or sharing of services, management and staff		Milestone	Action Status
Key Action 1.2.1 Preparation of detailed business case for joint management arrangements	<p><u>Qtr 1 Update</u> A bid application has been prepared and submitted to CLG on 11th July for transformation funding. Joint Chief Executive proposals submitted to WSC & TDBC Councils in July. Business case being prepared and due to be available for an external assurance review –first week of Sept then to Scrutiny and Full Council at both WSC & TDBC</p> <p><u>Qtr 2 Update</u> .Joint Chief Executive report presented and approved at WSC (& TDBC's) Full Council of 22nd July 2013. Joint CEO comes into effect on 24th Oct 2013. Report detailing the Joint Management proposals prepared for presentation to WSC (& TDBC's) Scrutiny on 24th Oct and Full Council on 12th Nov.</p>	End Sept 2013	Green (Completed)
Key Action 1.2.2 Preparation of Strategic business case for high level joint service arrangements	<p><u>Qtr 1 Update</u> The Business case being drafted will include details about the proposals for shared services. A joint WSC/TDCB service workshop was held in May 2013. Joint meetings have been held for the key services and some initial quick wins identified as a result. Service profiles have been drafted for all WSC & TDBC services, including information about the staffing structure, what the service delivers, Performance information, budget, contracts & ICT systems</p> <p><u>Qtr 2 Update</u> Business case has been completed and Local Partnerships have completed an assurance review during the first week of Sept.</p>	End Sept 2013	Green (Completed)
Key Action 1.2.3 Business cases from 1.2.1 and 1.2.2 presented to full council for approval	<p><u>Qtr 1 Update</u> The business case is still on schedule to be presented to full council in October 2013.</p> <p><u>Qtr 2 Update</u> The business case and supporting reports (creating shared workforce and governance proposals) to be presented to WSC (& TDBC) Scrutiny on 24th Oct and to Full Council on 12th Nov</p>	Oct 2013	Green (on track)

KEY TASK 1.3 Implement any actions agreed as a result of any decisions taken in regard to collaboration or commissioning for the provision of services		Milestone	Action Status
<p>Key Action 1.3.1 If 1.2.1 business case approved (joint management),, undertake necessary actions to implement with effect from 1/4/14</p>	<p><u>Qtr 1 Update</u> The business case (including joint management) is still on schedule to meet the March 2014 milestone and current indications are that joint senior management will be in place by March 2014. The timelines are also dependent on the outcome of the transformation funding bid submission.</p> <p><u>Qtr 2 Update</u> Joint Chief Executive will be in post 24th October 2013 . Pending approval of the business case and associated reports, the majority of the new joint senior management structure is scheduled to be in place by January 2013.</p>	Oct 2013 to March 2014	Green (on track)
<p>Key Action 1.3.2 If 1.2.2 business case approved commence work on detailed business case for joint services</p>	<p><u>Qtr 1 Update</u> The business case (including shared services) is still on schedule to meet the March 2014 milestone and current indications are that some quick wins could be implemented sooner than March 2014. The timelines are also dependent on the outcome of the transformation funding bid submission.</p> <p><u>Qtr 2 Update</u> Pending approval of the business case and associated reports, joining staffing structures as scheduled to commence January 2014 and completed by Feb 2015. Service Transformation also scheduled between Jan 2014-Mar 2016. Work has commenced for Legal Services and Building Control identified as fast track services for sharing services.</p>	Oct 2013 to March 2014	Green (on track)
<p>Key Action 1.3.3 Undertake any other actions, as agreed, in respect of 1.3.2</p>	<p><u>Qtr 1 Update</u> Awaiting completion of 1.3.2</p> <p><u>Qtr 2 Update</u> The business case identifies HR, Governance, Communications and ICT actions to provide the corporate basis for joining management and sharing services. Pending approval of the business case, an implementation plan will be drafted detailing the required actions and associated timescales.</p>	Oct 2013 to March 2014	Green (on track)

KEY TASK 1.4 Ensure that savings and income increases identified for the Medium Term Financial Plan for 2013/14 are achieved		Milestone	Action Status
Corporate Management :			

Qtr 2 July-Sept 2013

<p>Key Action 1.4.10 Regularly monitor progress and report to members throughout the year £305,441 Total savings</p>	<p><u>Qtr 1 Update</u> £160k savings confirmed as of end of qtr 1. Also additional income identified from grounds maintenance/assets of £7.5k. Corporate PAG receive savings updates throughout the year</p> <p><u>Qtr 2 Update</u> £195k savings confirmed as end of Qtr 2. Savings made since qtr1 realised are primarily attributed to the increased income from planning application fees. There is, at Qtr. 2 a predicted overall underspend for the 2013/14 financial year of £135,493</p>	<p>July 2013 Oct 2013 Jan 2014</p>	<p>Green (on track)</p>
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<p>Housing and Economy savings - Achieve savings of £67,116 as a proportion of the overall savings from the WSC budget</p>			
<p>Key Action 1.4.20 Planning Policy - External specialist support not required (£28,000) Ensure that savings have been removed from the budget book</p>	<p><u>Qtr 1 Update</u> Savings of £28,0000 have been removed from budget book</p>	<p>April 2013</p>	<p>Green (completed)</p>
<p>Key Action 1.4.21 Housing - Reduction in prevention budget (£6000) Ensure that budget has been reduced and monitor budget throughout the year</p>	<p><u>Qtr 1 Update</u> Savings of £6000 have been removed from budget book Budget will be monitored throughout the year</p> <p><u>Qtr 2 Update</u> This cost centre is currently within budget.</p>	<p>April 2013</p>	<p>Green (on track)</p>
<p>Key Action 1.4.22 Re-tender contract for dog warden service Ensure that budget has been reduced by identified saving (£11,700) Ensure customer information (via customer services and website) are aware that the rodent & pest control service is no longer subsidised and are signposted to SDK as the approved contractor.</p>	<p><u>Qtr 1 Update</u> Saving has been removed from budget book. Reduction achieved by the re-negotiation of the combined Dog warden/pest control service provided by SDK. Also In discussions with TDBC regarding a joint tendering proposal. Website information amended regarding the provision of a pest control service and customer services aware of the changes.</p> <p><u>Qtr 2 update</u> Work on joint contracts will be progressed when there is clarity about the partnership proposals in quarter 3.</p>	<p>April 2013</p>	<p>Green (completed)</p>

Qtr 2 July-Sept 2013

Key Action 1.4.23 Licensing - Staff costs - reduction in hours (£6220) Ensure that the staffing budget has been reduced	<u>Qtr 1 Update</u> Staffing budget has been reduced by £6220 in line with action	April 2013	Green (completed)
Key Action 1.4.24 Benefits - Reduce external processing capacity (£6000) Ensure that budget has been reduced and monitor budget throughout the year	<u>Qtr 1 Update</u> Budget reduced by £6000 and monitoring is being carried out. Budget spend is less than 25% for quarter one ie on track Budget will be monitored throughout the year <u>Qtr. 2 Update</u> Although more than half the budget has been spent in the first half of the year, benefits enquiries have now steadied as there was significant demand in qtr2 as the reforms took hold. This cost centre is still expected to remain within budget by year end	April 2013	Green (on track)
Key Action 1.4.25 Staff costs - reduction in hours (£6525) Ensure that the staffing budget has been reduced	<u>Qtr 1 Update</u> Staffing budget in Housing options has been reduced by £6525	April 2013	Green (completed)

Corporate Services savings - Achieve savings of £115,421 as a proportion of the overall savings from the WSC budget			
Key Action 1.4.30 Health& Safety - cease annual subscription to technical indexes (£6000) Ensure that savings have been removed from the budget book	<u>Qtr 1 Update</u> £6000 has been removed from Budget book – cost centre 4305-50163	April 2013	Green (Completed)
Key Action 1.4.31 Staff costs -PR/Media post deleted (£41,125) Ensure that savings have been removed from the budget book	<u>Qtr 1 Update</u> £41,125 has been removed from Budget Book – cost centre 4312-50182	April 2013	Green (Completed)

<p>Key Action 1.4.32 Reduction in the number of audits (£10,000) Ensure that budget has been reduced and monitor budget throughout the year</p>	<p><u>Qtr 1 Update</u> £10,000 has been removed from Budget Book - cost centre 4305-50153 Internal Audit plan reflects the reduction</p>	<p>April 2013</p>	<p>Green (Completed)</p>
<p>Key Action 1.4.33 Reduction in LGA subscriptions (£598) Ensure that budget has been reduced</p>	<p><u>Qtr 1 Update</u> £598 has been removed from Budget Book – cost centre 4305-50162</p>	<p>April 2013</p>	<p>Green (Completed)</p>
<p>Key Action 1.4.34 Reduction in cost of private health care scheme (£1500) Ensure that budget has been reduced</p>	<p><u>Qtr 1 Update</u> £1500 has been removed from Budget Book – cost centre 4306-50190</p>	<p>April 2013</p>	<p>Green (Completed)</p>
<p>Key Action 1.4.35 Reduction in staff training (£5000) Ensure that budget is reduced and monitor budget throughout the year</p>	<p><u>Qtr 1 Update</u> £5000 has been removed from Budget Book – cost centre 4306-50109 Budget will need to be monitored throughout the year <u>Qtr 2 Update</u> Training budget - cost centre 4306-50109 is within budget as of end Sept (Qtr 2)</p>	<p>April 2013</p>	<p>Green (on-track)</p>
<p>Key Action 1.4.36 Staff costs -Group Manager post replaced part-time (£11,198) Ensure that budget is reduced and monitor budget throughout the year</p>	<p><u>Qtr 1 Update</u> £11,198 has been removed from Budget Book – cost centre 4359 50182 <u>Qtr 2 Update</u> Finance salaries budget - cost centre 4359-50182 is within budget as of end Sept (Qtr 2)</p>	<p>April 2013</p>	<p>Green (Completed)</p>

Qtr 2 July-Sept 2013

<p>Key Action 1.4.37 Reduction in cost of financial management system (£40,000) Ensure that budget is reduced and monitor budget throughout the year</p>	<p><u>Qtr 1 Update</u> £40,000 has been removed from Budget Book Work is still underway on the financial management system – in-house hosting and training but the predicted savings are still expected.</p> <p><u>Qtr 2 Update</u> Bringing the hosting of the finance system back in house is currently underway. ICT Preparation work – Server has been bought and installed. Cut of information has been taken and testing has been carried out on the local server Associated training for the finance team and data rationalisation was undertaken by Consilium TotalMobile (system provider) in March 2013. It is envisaged that some more assistance will be provided once the system is hosted back in-house. Purchase Ordering and Debtor/Invoicing training has been arranged for week commencing 11th Nov 2013 for members of staff nominated by CMT to undertake those duties.</p>	<p>April 2013</p>	<p>Green (on-track)</p>
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Qtr 2 July-Sept 2013

Environment & Community savings - Achieve savings of £122,904 as a proportion of the overall savings from the WSC budget			
Key Action 1.4.40 Rent of space (D&S F&R) (£4000)	<u>Qtr 1 Update</u> Contract due to be signed in July. Sept to Move in therefore income will be less than expected ~ £2500 (of the annual £4.5k rent) expected. <u>Qtr 2 Update</u> Lease has been signed but no rent payable until Fire & Rescue occupy the space, this is currently on hold due to ICT/Comms issues.	Sept 2013	Red (Milestone missed)
Key Action 1.4.41 Minehead TC contribution towards cost of plants (£3000)	<u>Qtr 1 Update</u> £3000 paid to WSC by Minehead Town Council as a contribution towards cost of planting .	April 2013	Green (Completed)
Key Action 1.4.42 Staff costs - car parking managers post deleted -(part yr in 2012/13 & part in 2013/14) (£8304)	<u>Qtr 1 Update</u> Removed from Budget	April 2013	Green (Completed)
Key Action 1.4.43 Savings identified other than the permanent closure of public toilets (£22,000)	<u>Qtr 1 Update</u> Part year savings from the Veolia contract re-negotiation (£22k in 2012/13 & 322k in 2013/14 Veolia contract savings of £23k minus WSC expenses of £4k (for 6 months) Veolia contract savings of £25k (£15k discount + £10 fly-tip budget not required as absorbed into contract (for 6 months)	March 2014	Green (Completed)
Key Action 1.4.44 Closure of 5 public toilets (36,000)	<u>Qtr 1 Update</u> A summary of the savings to date will be available at the end of Qtr 2 <u>Qtr 2 Update</u> Porlock --£2k predicted savings/rental income. Watchet £3k income contribution. Discussions underway regarding Williton, Watchet, Minehead & Kolve	Dec 2013	Amber (concern)
Key Action 1.4.45 National increase in planning application fees (£16,500)	<u>Qtr 1 Update</u> £126.5k Budget for 2013/14 (including the predicted increase) April-June income of £67.45k is above target. Due to a large application received in Qtr 1 and a further one expected in Qtr 2. <u>Qtr 2 Update</u> £126.5k Budget for 2013/14 (including the predicted increase) April-June income of £146,954k is £20,454 above full year target. Due to large applications being received in Qtr 1 and Qtr 2.	April 2013	Green (Completed)

Qtr 2 July-Sept 2013

<p>Key Action 1.4.46 Introduction of pre-application advice fees (£20,000)</p>	<p><u>Qtr 1 Update</u> Qtr income from pre-Application fees is £4458. £20k prediction did not take into account VAT component, but still broadly on track for the year</p> <p><u>Qtr 2 Update</u> £20k predicted income did not take into account VAT component. Qtr 1 & 2 income from pre-App, fees is £7805</p>	<p>Dec 2013</p>	<p>Amber (concern)</p>
<p>Key Action 1.4.47 Section 106 Administration fees (£10,000)</p>	<p><u>Qtr 1 Update</u> Qtr 1 income from S 106 admin fees is £2.5k</p> <p><u>Qtr 2 Update</u> Qtr 1 & 2 income from S 106 admin fees is £5400 and on track for predicted income</p>	<p>April 2013</p>	<p>Green (on track)</p>
<p>Key Action 1.4.48 5% increase in fees and charges (£3100)</p>	<p><u>Qtr 1 Update</u> Income from fees (applications & inspections) is generally down on previous year. Competition from Private Inspectors/companies having an impact</p> <p><u>Qtr 2 Update</u> Income from Building Control fees (applications & inspections) remains less than predicted in the budget</p>	<p>April 2013</p>	<p>Amber (concern)</p>

Objective 2: Maximise the funding opportunities from Central Government

Key Actions Summary:

There are 8 key actions associated with Objective 2 of which:

- 2 (20%) are completed (green)
- 6 (60%) are on track (green)
- 1 (10%) are of concern (amber)
- 0 have missed their deadline (red)
- 1 (10%) not due to start (blank)

KEY TASK 2.1 Enable and support new housing schemes to increase housing availability within West Somerset		Milestone	Action Status
Key Action 2.1.1 Undertake a review of planning decisions and their effect on increasing supply and report findings to Housing PAG.	<p><u>Qtr 1 Update</u> This work will not commence till the autumn</p> <p><u>Qtr 2 Update</u> This work will be carried out during quarter 3</p>	January 2014	Blank
Key Action 2.1.2 Prepare submission documentation and produce final Local Plan Publication draft for endorsement by council and submission to the Government Inspector	<p><u>Qtr 1 Update</u> Finalised Strategic Housing Market assessment. Council agreed policies and documentation as basis for consultation. This round of consultation will commence in quarter 2 and will be used to produce the publication draft</p> <p><u>Qtr 2 update</u> The Local Plan to 2032 Revised Preferred Strategy consultation was carried out between 29th July and 23rd September including a full consultation list mail out, web based availability of documentation and Westsomersetsays, also including two consultation seminars and drop in sessions with officers in attendance</p>	March 2014	Green (on track)

Qtr 2 July-Sept 2013

Key Action 2.1.3 Through partnership with the rural housing project carry out 4 housing need surveys to aid in identification of new housing sites for inclusion in the joint work plan	<u>Qtr 1 Update</u> Six Parishes have been surveyed Carhampton & Withycombe –to support Townsend farm. To support work with the Crown estates in site identification Dunster, Old Cleeve, Treborough and Luxborough. <u>Qtr 2 update</u> No new surveys in quarter but additional work was done in Brompton Ralph and Clatworthy to further clarify need based on a previous survey	March 2014	Green (completed)
KEY TASK 2.2 Facilitate the delivery of 80 affordable homes within the West Somerset area by 31st Mar 2014		Milestone	Action Status
Key Action 2.2.1 Facilitate the delivery of 33 additional affordable homes at Silvermead, Alcombe	<u>Qtr 1 Update</u> Development is on site and progressing well. For management reasons, Magna will be taking possession of the dwellings in batches between March and June 2014 <u>Qtr 2 Update</u> Development is still progressing well. The first batch of properties are due to be advertised on the Somerset Homefinder Choice Based Lettings system on 13 th November 2013	March 2014	Green (on track)
Key Action 2.2.2 Facilitate the delivery of 5 additional affordable homes at Crowcombe	<u>Qtr 1 Update</u> All ground works have now been completed on site. Build-work due to commence on 29 th July with properties expected to be completed by Christmas 2013 <u>Qtr 2 Update</u> Development is well under way. The properties have been advertised on the Somerset Homefinder Choice Based Lettings system and they are in the process of being allocated.	March 2014	Green (on track)
Key Action 2.2.3 Facilitate the delivery of 20 additional affordable homes at Townsend Farm in Carhampton	<u>Qtr 1 Update</u> Planning permission submitted and validated in July. It is hoped that this will be decided at August Planning Committee. It is anticipated that purchase of the site by Hastoe will take place within 1 month of Planning Approval being granted <u>Qtr 2 Update</u> Land Transfer and Planning Approval are due to be implemented on 18 th November	March 2014	Green (on track)
Key Action 2.2.4 Facilitate the delivery of 19 additional affordable homes at Seaward Way in Minehead	<u>Qtr 1 Update</u> Stalled awaiting developer to respond regarding site preparation costs <u>Qtr 2 Update</u> Developer reviewing proposals based on Environment Agency requirements, Still stalled.	March 2014	Amber (concern)
Key Action 2.2.5 Facilitate the delivery of 2 additional affordable homes in Watchet	<u>Qtr 1 Update</u> The Mill Street scheme is almost complete with many of the open market units associated with the development currently being marketed. Site should be completed by the end of the Summer <u>Qtr 2 Update</u> Scheme was completed during the first week in September and properties are now occupied	March 2014	Green (completed)

Qtr 2 July-Sept 2013

<p>Key Action 2.2.6 Facilitate the delivery of 5 affordable homes to rent at Watery Lane in Williton</p>	<p><u>Qtr 1 Update</u> Development is currently on site. Magna are due to sign contracts with Summerfield shortly. First press release for the scheme was released in July</p> <p><u>Qtr 2 Update</u> Development is well underway. Magna have agreed handover of the properties on 15th January 2014</p>	<p>March 2014</p>	<p>Green (on track)</p>
<p>Key Action 2.2.7 Facilitate the delivery of an additional 4 affordable homes for sale at Watery Lane in Williton</p>	<p><u>Qtr 1 Update</u> Development is currently on site. There is already a great deal of interest in the 4 Low Cost Housing Option units and it is anticipated that the first one will be reserved by the end of July. First press release for the scheme was released in July</p> <p><u>Qtr 2 Update</u> Development is well underway and interest is remaining high in the properties. Should be completed around March 2014</p>	<p>March 2014</p>	<p>Green (on track)</p>

KEY TO ACTIONS:

Action not achieved within target date/milestone.	Red
There are concerns/issues that may mean that the action will not be achieved/within the target date/timescale	Amber
Action completed or on target to be achieved within the target date/milestone	Green
Blank – Milestone not due	Blank

Corporate Priority

NEW NUCLEAR DEVELOPMENT AT HINKLEY

Maximising opportunities for West Somerset communities and businesses to benefit from the development whilst protecting local communities and the environment

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 Actions Summary:

There are 8 key actions associated with Objective 3 of which:

- 0 are completed (green)
- 6 (40%) are on track (green)
- 1 (6%) are of concern (amber)
- 7 (46%) have missed their deadline (red)
- 1 (7%) not due to start (blank)

KEY TASK 3.1 Develop a process for communities and organisations to access and bid for funding, maximising the potential investment in West Somerset from Hinkley Point related funding by May 2013		Milestone	Action Status
Key Action 3.1.1 Develop and publish an agreed Application Form for the community impact mitigation fund with the joint Planning Obligations Board	<u>Qtr 1 Update</u> A draft application form has been agreed by the joint Planning Obligations Board (POB) on the 22 nd January 2013. However it has not been published yet as the joint POB have made a decision to postpone the publication until monies are available (subject to the commencement of Phase 2 earthworks on the main site). Qtr 2 – No further update	April 2013	Red (milestone missed)
Key Action 3.1.2 Develop and publish an agreed Expression of Interest Form for the community impact mitigation fund with the joint Planning Obligations Board	<u>Qtr 1 Update</u> A draft Expression of Interest (Eoi) form has been agreed by the joint Planning Obligations Board on the 22 nd January 2013. However it has not been published yet as the joint POB have made a decision to postpone the publication until monies are available (subject to the commencement of Phase 2 earthworks on the main site). Qtr 2 – No further update	April 2013	Red (milestone missed)
Key Action 3.1.3 Develop and publish an agreed Funding Strategy for the community impact mitigation fund with the joint Planning Obligations Board	<u>Qtr 1 Update</u> A draft Funding Strategy has been agreed by the joint Planning Obligations Board on the 22 nd January 2013. However it has not been published yet as the joint POB have made a decision to postpone the publication until monies are available (subject to the commencement of Phase 2 earthworks on the main site). Qtr 2 – No further update	April 2013	Red (milestone missed)
Key Action 3.1.4 Develop and publish an agreed set of Frequently Asked Questions for the community impact mitigation fund with the joint Planning Obligations Board	<u>Qtr 1 Update</u> A draft Frequently Asked Questions document has been agreed by the joint Planning Obligations Board on the 22 nd January 2013. However it has not been published yet as the joint POB have made a decision to postpone the publication until monies are available (subject to the commencement of Phase 2 earthworks on the main site). Qtr 2 – No further update	April 2013	Red (milestone missed)
Key Action 3.1.5 Develop and publish an agreed set of Guidance Notes for the community impact mitigation fund with the joint Planning Obligations Board (POB)	<u>Qtr 1 Update</u> A draft set of Guidance Notes has been agreed by the joint Planning Obligations Board on the 22 nd January 2013. However it has not been published yet as the joint POB have made a decision to postpone the publication until monies are available (subject to the commencement of Phase 2 earthworks on the main site). Qtr 2 – No further update	April 2013	Red (milestone missed)

Qtr 2 - July-Sept 2013

<p>Key Action 3.1.6 Develop and publish an agreed set of principles for the operation of the Board with the joint Planning Obligations Board</p>	<p><u>Qtr 1 Update</u> A draft set of principles has been agreed by the joint Planning Obligations Board on the 22nd January 2013. However it has not been published yet as the joint POB have made a decision to postpone the publication until monies are available (subject to the commencement of Phase 2 earthworks on the main site). Qtr 2 – No further update</p>	<p>April 2013</p>	<p>Red (milestone missed)</p>
<p>KEY TASK 3.2 Improve the community's understanding of the funding available from WSC and Somerset Community Foundation through production of a communications strategy by July 2013</p>		<p>Milestone</p>	<p>Action Status</p>
<p>Key Action 3.2.1 Develop and operate an agreed communications strategy with the joint Planning Obligations Board</p>	<p><u>Qtr 1 Update</u> A draft Communications Strategy has been progressed and presented to the Board on two occasions. This strategy will be finalised and operating when the Community Impact Mitigation (CIM) Fund process goes live. Qtr 2 – No further update</p>	<p>July 2013</p>	<p>Amber (concern)</p>
<p>Key Action 3.2.2 Development and maintain the Councils website, hosting the funding information and outputs from Key Task 3.1</p>	<p><u>Qtr 1 Update</u> The Major Projects Team, Communications teams and the website editor have produced draft webpages which have been uploaded (but are currently hidden from public view) until such time that the CIM Fund goes live. Qtr 2 – No further update</p>	<p>March 2013</p>	<p>Green (on track)</p>

Qtr 2 - July-Sept 2013

<p>Key Action 3.2.3 Work with key affected communities to advise explain process for accessing funding opportunities</p>	<p><u>Qtr 1 Update</u> All parish and town councils in the Quantock area have been met and information regarding the CIM funding has been shared. This is an on-going process as is the database of enquiries management. Hinkley CIM updates are a standing item at the Voluntary Sector Forums</p> <p><u>Qtr 2 Update</u> Work with key affected communities has continued with the Oral History project led by Stogursey Parish Council. Contact has remained with key affected parish Councils and with wider partnership colleagues through the Voluntary Sector Forum and Community Matters.</p> <p>Supported the WS Intercultural Group with their music event as part of the Watchet Harbour Festival, making useful contacts with the MECA Association regarding European support for workers and a future CIM application.</p> <p>Attended and supported the Housing Fair that drew projects and organisations to support a range of issues and local needs. Established in partnership with SCC the WS Youth Forum, a partnership aiming to provide projects to meet local young people's needs.</p> <p>. There will be funding applications to the CIM fund from young people if services can be maintained during the hiatus where work has yet to start. Supporting the development of the WS Advice partnership following the success of the Lottery Bid. Following a request from St Andrews Church in Stogursey Food Cupboard at the Church in Stogursey</p>	<p>Sept 2013</p>	<p>Green (on track)</p>
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KEY TASK 3.3 To support the community during the bidding process, maximising the number of successful bids and potential investment in West Somerset.	Milestone	Action Status
<p>Key Action 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</p>	<p><u>Qtr 1 Update</u> Where there are project ideas that can be developed these are being worked up. The lottery funded oral history project in Stogursey being one, the advice project for all WS being another. Strategic work is also being completed to encourage co-ordination of ideas and plans so the community get the widest possible benefit. All delays are being communicated and other opportunities followed up including the database of enquiries where if funding is identified that fits any of the projects discussed the lead contact is notified and support to access the funding is offered.</p> <p><u>Qtr 2 Update</u> Funding opportunities have been sent out to groups as relevant to aid them in developing their projects and in the absence of any CIM funding. Supported the co-ordination of the Health and Welling planning with partners to ensure future projects contribute to improving the health and wellbeing of the area as part of the quality of life improvement targets. Worked with Williton Parish Council and the FA to access various sources of funding for their planned new sports pavilion, Established a partnership with Ichoosr encouraging households to switch their gas and electricity bills and reduce their costs. The would put more money into people's pockets and create a small annual community fund for distribution by WS Council to support increased activity. Representing WS on the Social Enterprise Sub-group of the LEP with a view to encouraging new models of organisation in WS that will create a legacy and to strategically align with future funding opportunities that may be suitable forms of match for the Hinkley CIM. In total the Community role has supported £264k of funding to the area with some applications still awaiting decisions. This has more than covered the costs of the role which also leaves projects ready to apply for funding as soon as it becomes available, co-ordinated with a more strategic vision</p>	<p>March 2014</p> <p>Green (on track)</p>
<p>Key Action 3.3.2 Support appropriate bids from communities in West Somerset for funding at the Planning Obligations Board</p>	<p><u>Qtr 1 Update</u> WSC has a Community Development Officer in place who is able to support appropriate bids from communities in West Somerset when the Community Impact Mitigation (CIM) Funding becomes available.</p> <p><u>Qtr 2</u> – No further update</p>	<p>March 2014</p> <p>Green (on track)</p>
<p>Key Action 3.3.3 Present recommendations from the Planning Obligations Board to Cabinet / Council for approval</p>	<p><u>Qtr 1 Update</u> Proposals for the Economic Development allocations have been successfully presented to Cabinet/Full Council for approval.</p> <p><u>Qtr 2 Update</u> No Planning Obligations Board meetings have taken place in Quarter 2 to require recommendations to be presented to Cabinet/Council</p>	<p>March 2014</p> <p>Green (on track)</p>

KEY TASK 3.4 By July 2013 develop a programme of investment within West Somerset for the leisure funding provided directly to the council from the development at Hinkley Point		Milestone	Action Status
Key Action 3.4.1 Develop, using existing evidence, an investment programme for the leisure contribution	<u>Qtr 1 Update</u> Somerset Action Sports Partnership (SASP) Major Sports Facilities Strategy (March 2013) and the SASP Playing Pitch Assessment Report (March 2013), were endorsed, by Cabinet on 3.7.13 to provide a rationale for the Council supporting, in principle, bids for funding being made by local community and voluntary groups for sports and recreation facilities. Qtr 2 – No further update	Sept 2013	Red (milestone missed)
Key Action 3.4.2 Identify and secure match funding opportunities for the leisure contributions and submit proposals to the WSC Planning Obligations Group	<u>Qtr 1 Update</u> This action reliant on completion of 3.4.1	Nov 2013	Blank
Key Action 3.4.3 Present funding allocations to Cabinet / Council for approval	<u>Qtr 1 Update</u> WSC has the resources in place to present funding allocations to Cabinet/Council for approval when the Leisure Contribution (£750,000) becomes available. Qtr 2 – No further update	January 2014	Green (on track)

Objective 4:

The economic opportunities that arise from the development and associated activities are maximised

Key Actions Summary:

There are 8 key actions associated with Objective 4 of which:

- 1 (12%) are completed (green)
- 7 (88%) are on track (green)
- 0 are of concern (amber)
- 0 have missed their deadline (red)

KEY TASK 4.1 Work with key partners and EDF Energy to support businesses and the local working age community to gain economic benefits from the development in terms of contracts awarded to local suppliers and increased employment opportunities		Milestone	Action Status
Key Action 4.1.1 Develop and improve knowledge of the business sector through acquisition of a database of businesses, surveys and targeted communications.	<p><u>Qtr 1 Update</u> Database was acquired and has been added to through local knowledge. Reported detail to Economic Development PAG. Data being used to address training need and plan future actions.</p> <p><u>Qtr 2 Update</u> Continue to populate database, and use to send targeted information, food & drink businesses informed of sector specific training events.</p>	June 2013	Green (completed)
Key Action 4.1.2 Provide business support to West Somerset businesses, by delivering and supporting a range of business support programmes including mentoring, start-up and specific sector skills training.	<p><u>Qtr 1 Update</u> Mentors continue to be recruited and assigned to businesses (40 mentors / 41 businesses) Business Start-up courses successfully run in West Somerset (over 15 participants) Coastal Communities bid submitted on behalf of Porlock Micro-brewery Project</p> <p><u>Qtr 2 Update</u> All of Q1 activity continues, in addition planning underway for retail specific training workshop</p>	Quarterly	Green (on track)

Qtr 2 - July-Sept 2013

<p>Key Action 4.1.3 Building the supply chain in the food and drink sector to enable businesses to be Hinkley ready</p>	<p><u>Qtr 1 Update</u> Successful Food & Drink – Meet the Buyer Event held in April (15 sellers / 52 buyers) Agreed further programme of work to include further information such as leaflet and web links. Business support and reviewing business ability to expand and meet demand. Funding bid has been submitted related to visit Exmoor to provide further events.</p> <p><u>Qtr 2 Update</u> Specific training event for food & drink businesses held covering social media and marketing. Food & Drink business to business information leaflet produced, together with companion guide for visitors.</p>	Quarterly	Green (on track)
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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		Milestone	Action Status
<p>Key Action 4.2.1 Work with EDF Energy via their jobs brokerage programme and WSCC training programmes to maximise the employment opportunities for WS residents during the construction phase of HPC</p>	<p><u>Qtr 1 Update</u> West Somerset Job Fair held (100 attended – 10 gained employment, 1 into Voluntary work, 10 supported with CV, 2 registered with Somerset Skills & Learning Job Club, 2 starting full-time training in Sept.)</p> <p><u>Qtr 2 Update</u> Development of two Fit to Work Projects in conjunction with West Somerset College and EDF Energy Employment Brokerage to ensure that individuals are suitable prepared and skilled for the world of work, paying particular focus on ensuring that local residents develop the skills and / or qualifications required for current and upcoming employment opportunities arising from Hinkley Point C and associated developments helping to bridge the skills gaps and utilise existing facilities. Anticipated delivery November 2013 – June 2014</p>	Quarterly	Green (on track)

Qtr 2 - July-Sept 2013

<p>Key Action 4.2.2 Work with our most disadvantaged communities to provide access to mentoring, training and employment opportunities. Target this activity at the long term unemployed to ensure they are able to access employment and training opportunities offered by the project or to other employers who may have lost employees to the project.</p>	<p><u>Qtr 1 Update</u> Flexible training fund launched (aimed at removing barriers to the most disadvantaged seeking employment / training opportunities) through press information and links to training providers. FIT to work application will focus on a range of groups that require addressing.</p> <p><u>Qtr 2 Update</u> Re-launch of the Access to Employment Fund- Service Level Agreement now in place for West Somerset College to administrate in-line with set eligibility criteria.</p> <p>Employment and Skills outreach support delivered via CLOWNS bus and Children's Centre Activity Days as well as 1-1 employment and skills support for those looking for work.</p> <p>Access to Transport Survey developed and undertaken in partnership with Jobcentre Plus to identify interventions required to address barriers associated with limited and / or lack of transport in order to improve access to employment and training. Meeting to take place 04/11/13 with SCC transport department to discuss identified issues and possible solutions.</p> <p>Development of Fit to Work projects in conjunction with a number of community organisations etc. in order to support those furthest away from work into employment or training through bespoke training activity and skills development packages to encourage further engagement. Anticipated delivery November 2013 – June 2014.</p> <p>Development of Community IT projects to improve and expand access to IT facilities and associated training in order for individuals to develop the required IT skills to be able to compete in today's job market. Anticipated delivery December 2013 – February 2014.</p>	Quarterly	Green (on track)
<p>Key Action 4.2.3 Work with pre-employment providers and others to ensure that adequate provision is provided in West Somerset and gaps in support are covered in our most disadvantaged areas</p>	<p><u>Qtr 1 Update</u> Pre-employment mapping undertaken and Pre-employment Sub- Group established with key organisations. Gaps in provision being scoped to enable relevant targeting by the Fit to Work Budget and form the basis for other funding bids.</p> <p><u>Qtr 2 Update</u> Continuation of Pre-Employment and Skills Steering Group meetings - development of two events focused on supporting pathways to employment and addressing associated barriers. First Event Planned for November 2013, second event planned for February 2014.</p>	Quarterly	Green (on track)

KEY TASK 4.3 Work with tourism partners to mitigate the negative effects of the development and take advantage of any opportunities created.		Milestone	Action Status
<p>Key Action 4.3.1 Support the Hinkley Tourism Partnership to ensure it maximises the opportunities in partnership with other key Tourism partners through the provision of a clear strategy and action plan</p>	<p><u>Qtr 1 Update</u> Euro Intereg Project Cool Tourism project (partners SCC, ENPA, SDC, Norfolk < Essex, Kent, Pas de Calais, Somme) officially launched in Dunster. Set up Hinkley Tourism Partnership steering group.</p> <p><u>Qtr 2 Update</u> Somerset Cool Partners (WSC, ENPA, SCC and SDC) piloting activity and collaborating on projects that will help to establish firm foundations for future Hinkley Tourism Action Partnership. 2 business development networks up and running (Dunster and Coleridge Way). New photography and video images for promotion and marketing has been commissioned.</p>	Quarterly	Green (on track)
<p>Key Action 4.3.2 Drive up the quality of our tourism provision to ensure that the offer is fit for purpose and can compete with other areas to attract visitors, through providing appropriate training and supporting modern marketing and promotion techniques</p>	<p><u>Qtr 1 Update</u> Delivered Joint Marketing with North Devon plus for visit Exmoor mobile website. Working on refresh of Visit Exmoor Website and content ahead of relaunch.</p> <p><u>Qtr 2 Update</u> Delivered a tourism specific social media workshop in Porlock. Working with Porlock Futures to assist Porlock business to establish an Action Plan of activity to improve footfall and profitability.</p>	Quarterly	Green (on track)

Objective 5:

The availability of housing supply within West Somerset is increased to mitigate the extra demands linked to Hinkley Point workers

Key Actions Summary:

There are 13 key actions associated with Objective 5 of which:

- 3 (23%) are completed (green)
- 2 (15%) are on track (green)

- 6 (46) are of concern (amber)
- 2 (15%) have missed their deadline (red)

KEY TASK 5.1 Using the Hinkley Point Housing Fund to provide 100 additional bed spaces in the West Somerset area by 31st Mar 2014		Milestone	Action Status
Key Action 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.	<p><u>Qtr 1 Update</u> Hinkley Bids prepared but will need to be reviewed as and when access to the fund is available</p> <p><u>Qtr 2 Update</u> Hinkley Bids are currently being revised to take account of what has happened to date without funding to ensure that they remain up to date and take account of additional schemes</p>	June 2013	Red (Milestone missed)
Key Action 5.1.2 Facilitate the delivery of 15 bed spaces by housing associations in priority areas through Implementation of their Downsizing Policies	<p><u>Qtr 1 Update</u> Currently assessing ways of promoting the scheme which can work prior to access to funding and enhanced when the fund becomes available.</p> <p><u>Qtr 2 Update</u> During Qtr 2, 6 bedspaces were freed up, in priority areas as a result of downsizing, despite additional funding not being available</p>	March 2014	Amber (concern)
Key Action 5.1.3 Support and enable Magna to deliver a portfolio of Garage Sites delivering 38 bed spaces	<p><u>Qtr 1 Update</u> Scheme would have required some HCA funding in addition to the Hinkley funding. It is unlikely now that it could be delivered using Hinkley Funding to due Magna's contractual obligations to build them before March 2015. Planning Approval has been granted on all sites and schemes have been submitted to the HCA for consideration if there is slippage funding within the current contracts</p> <p><u>Qtr 2 Update</u> Due to the lack of any funding for the project, either through the Hinkley Housing Fund or the HCA, Magna Development Committee have taken the decision to sell the plots of land with planning approval on the open market. No affordable housing will now be delivered on these sites.</p>	March 2014	Red (Milestone missed)
Key Action 5.1.4 Work with the PCT and Bridgwater YMCA to deliver a minimum of 4 bed spaces in Summerland Road, Minehead.	<p><u>Qtr 1 Update</u> Continuing efforts to engage with PCT (now PROPCO as responsible organisation) prior to funds being available</p> <p><u>Qtr 2 Update</u> Property has been put on the market for sale but other options are being explored with the YMCA</p>	March 2014	Amber (concern)

Qtr 2 - July-Sept 2013

<p>Key Action 5.1.5 Work with private developers to maximise opportunities in conjunction with the fund to bring forward both open market and affordable homes on sites in</p> <ul style="list-style-type: none"> • Watchet 120 bed spaces • Williton 50 	<p><u>Qtr 1 Update</u> Continuing to negotiate. One site in Williton brought forward and another early Planning Submission in Watchet expected during the Summer</p> <p><u>Qtr 2 Update</u> Currently working with developers to bring a site in Watchet forward for planning. This could result in 26 affordable homes</p>	March 2014	Amber (concern)
<p>Key Action 5.1.6 Provide empty property grants and advice to deliver an additional 30 bed spaces over and above the requirements of Key task 5.3</p>	<p><u>Qtr 1 Update</u> Unable to offer enhanced grants until access to the Hinkley Fund is possible</p> <p><u>Qtr 2 Update</u> No further action possible</p>	March 2014	Amber (concern)

KEY TASK 5.2 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		Milestone	Action Status
<p>Key Action 5.2.1 Deliver 25 empty properties in The Quantock panel area</p>	<p><u>Qtr 1 Update</u> During Qtr 1 35 properties brought back into use at: Bicknoller 1, Crowcombe 1, Kilve 1, Old Cleeve 3, Watchet 10, Williton 10, Stogursey 4, West Quantoxhead 1, Elworthy 1, Nettlecombe 1, Stogumber 2.</p> <p><u>Qtr 2 Update</u> During Qtr 2 a further 28 properties were returned back into use at: Bicknoller 1, Crowcombe 1, , Old Cleeve 4, Watchet 6, Williton 9, Stogursey 6, Stogumber 1.</p>	March 2014	Green (completed)
<p>Key Action 5.2.2 Deliver 10 empty properties back into use within the Exmoor panel area.</p>	<p><u>Qtr 1 Update</u> During Qtr 1 32 properties brought back into use at: Brompton Ralph 1, Monksilver 1, Timberscombe 2, Brompton Regis 5, Exford 2, Exmoor Simonsbath 4, Exton 2, Porlock 3, Brushford 2, Dulverton 5, Treborough 1, Selworthy Minehead 2, Wooton Courtney 2</p> <p><u>Qtr 2 Update</u> During Qtr 2 a further 14 properties were returned back into use at: Monksilver 1, Brompton Regis 1, , Porlock 2, Brushford 1, Dulverton 5, Selworthy 4,</p>	March 2014	Green (completed)

Qtr 2 - July-Sept 2013

Key Action 5.2.3 Deliver 20 empty properties back into use within Minehead and Dunster Panel areas	<u>Qtr 1 Update</u> During Qtr 1 27 properties brought back into use at: Minehead 25, Dunster 1 <u>Qtr 2 Update</u> During Qtr 2 a further 42 properties were returned back into use at: Minehead 40, Dunster 2	March 2014	Green (completed)
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KEY TASK 5.3 To work with landlords and owners to bring 400 properties up to the Decent Homes Standard making them available for use across the West Somerset area	Milestone	Action Status	
Key Action 5.3.1 In partnership with Wessex Home improvement Loans deliver 15 low interest loan products	<u>Qtr 1 Update</u> 2 Loans approved - the 2 loans approved are following an application to Wessex. One is for a landlord to bring their property up to the Decent Homes Standard in order to be accredited for the voluntary Landlord Accreditation scheme. The other loan is for a vulnerable owner occupier to improve their home to the Decent Homes standard and remove Category One hazards. and 3 enquiries, 1 of which is from a landlord for the accreditation scheme We have 3 enquiries, 1 of which is from a landlord for the accreditation scheme We have a further 2 loans for vulnerable owner occupiers at application stage <u>Qtr 2 Update</u> 5 Loans approved - 3 Loans are for energy efficiency measures for owner occupiers to install insulation and heating improvements. One loan is for a landlord in order to bring their property up to the Decent Homes Standard in order to be accredited for the voluntary Landlord Accreditation scheme. One loan is for heating oil. We have 2 enquires and 1 cancelled and have a further 3 loans for vulnerable owner occupiers at application stage We are in the process of working on a promotional campaign with Wessex Home Improvements to increase targeted take-up.	March 2014	Green (on track)

<p>Key Action 5.3.2 Delivering 40 Disabled Facilities Grants</p>	<p><u>Qtr 1 Update</u> 7 completed Disables Facilities Grants where the work has been completed, signed off by an Officer and monies paid to the contractor. 5 were wet floor showers, 1 a wet floor and stair lift and 1 an extension. 7 approved & 7 applications received 13 Recommendations received by the partnership from an Occupational Therapist have been passed to Aster to assist the applicant with their DFG application to the Council. Aster will also arrange the contractors and oversee the work to completion.</p> <p><u>Qtr 2 Update</u> 10 completed Disables Facilities Grants where the work has been completed, signed off by an Officer and monies paid to the contractor. 7 were wet floor showers, 3 were wet floor showers and stair lifts 4 approved & 11 applications received 12 Recommendations received by the partnership from an Occupational Therapist that have been allocated to Aster to assist the applicant with their Disables Facilities Grants application to the Council. Aster will arrange the contractors and oversee the work to completion</p>	<p>March 2014</p>	<p>Green (on track)</p>
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<p>Key Action 5.3.3 Improving 50 privately rented properties to the minimum standard</p>	<p><u>Qtr 1 Update</u> 4 housing complaints investigated – these are complaints brought by tenants to the Council's attention as they are unhappy about their living conditions. The role of the authority is to ensure that the complaints are investigated and the property brought up to the minimum legal standard in accordance with the Housing Act 2004. The primary aim is to remove or reduce Category One hazards. 5 accredited (via landlord accreditation scheme) properties against the target of 50 is below target for the quarter. The reason is that demand has been low for the scheme in West Somerset. However enquiries have picked up more recently with the newsletter and the partnership is going to be working with Exmoor National Parks to target the properties in the park area including feudal landlords</p> <p><u>Qtr 2 Update</u> There are two routes where privately rented properties are brought up to the minimum standard as assessed under Housing Act 2004; Housing inspection / enforcement; Complaints and also referrals from Homefinder applicants are investigated to ensure more serious housing hazards are identified and brought up to the minimum standard.</p> <ul style="list-style-type: none"> • 5 out of the 25 properties identified as failing Housing Act 2004 standards have been improved by Q2. • A further 2 have recently been brought up to standard and will be reported in Q3 • The remaining 20 properties identified (plus any additional), will be carried forward to Q3 which coincides with return of EHO from maternity leave and larger area to cover (to include Wiveliscombe) Enforcement action has been taken on properties where Category 1 hazards have been identified. A total of 25 properties have currently been identified in West Somerset with Category 1 hazards, 6 notices were served in Q1 & Q2, of these, works have been completed in 2 properties, works remain outstanding in 4 properties. The remaining 19 properties require further investigation throughout Q3. • Enforcement action has been taken on properties where Category 1 hazards have been identified. A total of 25 properties have currently been identified in West Somerset with Category 1 hazards, 6 notices were served in Q1 & Q2, of these, works have been completed in 2 properties, works remain outstanding in 4 properties. The remaining 19 properties require further investigation throughout Q3. <p>Landlord accreditation; In addition to the above there have been;</p> <ul style="list-style-type: none"> • 5 properties accredited (meeting the minimum standards in the Act). Demand has been low for the scheme in West Somerset. However enquiries have recently increased with issue of newsletter and planning to work with Exmoor National Park Authority to identify additional landlords 	<p>March 2014</p>	<p>Amber (concern)</p>
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<p>Key Action 5.3.4 Delivering the remaining 295 properties through other mechanisms</p>	<p><u>Qtr 1 Update</u> 200 - 175 of the properties brought up to the Decent Homes standard have been through energy efficiency measures secured from remaining schemes through Warm Streets/Warm Front and pilot ECO schemes, some through advice from the CSE energy advice line, advice by the SWeLT team to landlords and advice by Housing Standards Officers to landlords/tenants. The remaining 25 were from clients who had been referred to the Handihelp service with Aster Living.</p> <p><u>Qtr 2 Update</u> Without Warm Streets/Warm Front there is no delivery mechanism other than Eco and Green Deal. The team are working with a company to deliver an ECO scheme in West Somerset. This may deliver 30 – 40 insulation measures and boiler installs dependent upon take-up by year end.</p>	<p>March 2014</p>	<p>Amber (concern)</p>
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Objective 6:

The development at Hinkley Point is carried out in accordance with the approved plans and ensuing that the council actively monitors the development and responds to any complaints received in a timely and sound manner

Key Actions Summary:

There are 7 key actions associated with Objective 6 of which:

- 0 are completed (green)
- 6 (86%) are on track (green)
- 0 are of concern (amber)
- 0 have missed their deadline (red)
- 1 (14%) not due to start (blank)

p

KEY TASK 6.1 By May 2013 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		Milestone	Action Status
Key Action 6.1.1 To make at least one planned / un-planned visit to Hinkley Point and associated development sites every 2 months	<p><u>Qtr 1 Update</u> Regular site visits are taking place at the main Hinkley Site. The current slow down on site means that the frequency of these visits may reduce throughout the rest of 2013 and will increase again once the site remobilises.</p> <p><u>Qtr 2 Update</u> Due to the current slow down on site prior to EDF making a Final Investment Decision (FID), the frequency of site visits has reduced. This will increase again once the site remobilises.</p>	March 2014	Green (on track)
Key Action 6.1.2 To monitor compliance with planning conditions / requirements and obligations through regular meetings / observations	<p><u>Qtr 1 Update</u> The Major Projects team continued to work within a Service Level Agreement (SLA) that requires WSC to achieve agreed Performance Standards in discharging planning conditions associated with the Site Preparation Works at Hinkley Point. As part of this agreement WSC had to be formally reviewed twice. The last formal review took place in April 2013 and WSC continued to meet all of its objectives. The Major Projects Team have now started to determine applications for the discharge of requirements (akin to planning conditions) prior to works commencing onsite. WSC is fully complying with the timescales and procedure for the discharge of requirements, as set out in Schedule 14 of the DCO.</p> <p><u>Qtr 2 Update</u> The Major Projects Team have continued to determine applications for the discharge of requirements (akin to planning conditions) prior to work commencing on site. WSC is fully complying with the timescales and procedure for the discharge of requirements, as set out in Schedule 14 of the DCO.</p>	March 2014	Green (on track)
Key Action 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	<p><u>Qtr 1 Update</u> The Major Projects Team has procedures in place to investigate and respond proactively to complaints received in relation to Hinkley Point. However, due to the relative low level of work currently being carried out on site no complaints have been received.</p> <p><u>Qtr 2 Update</u> The Major Projects Team has procedures in place to investigate and respond proactively to complaints received in relation to Hinkley Point. However, due to the relative low level of work currently being carried out on site no formal complaints have been received. Requests for information or clarification from Members have been responded to in an efficient manner to ensure that they are in a position to respond to any concerns raised in the local community.</p>	March 2014	Green (on track)

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.		Milestone	Action Status
Key Action 6.2.1 Monitor Noise levels and Air quality at agreed sites. Publicise data through council website	<u>Qtr 1 Update</u> Noise levels and air quality are monitored on a monthly basis and data published on the council's website <u>Qtr 2 Update</u> This remains the same as quarter one	From April 2013	Green (on track)
Key Action 6.2.2 Address any complaints received relating to these issues and take mitigating action where appropriate.	<u>Qtr 1 Update</u> The site is currently mothballed while strike price negotiations occur. There are some general issues about siting of monitoring which are being addressed. <u>Qtr 2 Update</u> This action relates to site activity so there is currently very little reactive work to address	From April 2013	Blank
KEY TASK 6.3 By March 2015, working with partners to implement a range of community safety initiatives raising awareness of the development project, its potential impacts and preventative measures.		Milestone	Action Status
Key Action 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.	<u>Qtr 1 Update</u> The Community Safety Officer has been involved in a number of shared projects with colleagues from Sedgemoor and the blue light services which have included an education awareness campaign concerning the night Time Economy and an initiative which is ready for delivery to local licensees offering a range of training opportunities aimed at mitigating an influx of workers who are not skilled in the ways of our licensed premises. <u>Qtr 2</u> – No further update	March 2014	Green (on track)

<p>Key Action 6.3.2 Ensure partnership structures are in place and sufficiently robust to facilitate positive partnership activity, this Includes:</p> <ul style="list-style-type: none"> - Partnership workshops - Continued involvement with the ESLAG (emergency Services And Local Authorities Group) - Engagement with EDFE through regular one-to-ones 	<p><u>Qtr 1 Update</u> The ESLAG meetings and the one to ones were continued until May when the project was paused. However, an ESLAG meeting is scheduled for October. The Main Site Neighbourhood Forum meetings have also been attended. Any actions that have ensued from any of these meetings have been completed.</p> <p><u>Qtr 2</u> – No further update</p>	<p>March 2014</p>	<p>Green (on track)</p>
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Objective 7:

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 Actions Summary:

There are 5 key actions associated with Objective 7 of which:

- 1 (20%) are completed (green)
- 3 (60%) are on track (green)
- 0 are of concern (amber)
- 1 (20%) have missed their deadline (red)

KEY TASK 7.1 By July 2013 develop a programme of investment within West Somerset for the ecology funding provided directly to the council from the development at Hinkley Point		Milestone	Action Status
Key Action 7.1.1 Using data supplied from EDF Energy develop a range of sites suitable for the provision of ecology mitigation	<u>Qtr 1 Update</u> A report has been produced by consultants Arup outlining a range of sites potentially suitable for the provision of mitigation for ecology (notably Barbastelle Bats). This was based on data supplied by Arup, work undertaken utilising GIS and site visits.	June 2013	Green (completed)
Key Action 7.1.2 Negotiate with landowners to identify a preferred option for the provision of ecology mitigation	<u>Qtr 1 Update</u> This will be carried out throughout the Autumn/Winter 2013 and the Major Projects Team are working to the September 2013 milestone. However, the team are aware that negotiations with landowners could possibly become protracted. <u>Qtr 2 Update</u> This key action has slipped by 2-3months due to wider external delays associated with the HPC project. However, negotiations will commence in Winter 2013. The team are aware that negotiations with landowners could possibly become protracted.	Sept 2013	Red (Milestone missed)
Key Action 7.1.3 Present funding allocations to WSC Planning Obligations Group / Cabinet / Council for approval	<u>Qtr 1 Update</u> WSC has the resources in place to present funding allocations to Cabinet/Council for approval. <u>Qtr 2</u> – No further update	January 2014	Green (on track)
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		Milestone	Action Status
Key Action 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	<u>Qtr 1 Update</u> WSC has maintained strong links with SCC officers and continue to be involved in discussions regarding funding allocations and mitigation across department s and disciplines. <u>Qtr 2</u> – No further update	March 2014	Green (on track)

<p>Key Action 7.2.2 To monitor SCC spend and outcomes in West Somerset area to ensure that communities most affected receive funding as appropriate</p>	<p><u>Qtr 1 Update</u> WSC has a dedicated Hinkley Point Finance officer and continues to monitor spend with WSC. The officer works closely with colleagues at SCC.</p> <p><u>Qtr 2</u> – No further update</p>	<p>March 2014</p>	<p>Green (on track)</p>
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KEY TO ACTIONS:	
Action not achieved within target date/milestone.	Red
There are concerns/issues that may mean that the action will not be achieved/within the target date/timescale	Amber
Action completed or on target to be achieved within the target date/milestone	Green
Blank – Milestone not due	

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	By March 2016: A financially sustainable and accountable model of local democracy remains at West Somerset	
	Objective 1: Local democracy and accountability remains within West Somerset by establishing a resilient operating model that is financially sustainable and delivers effective, efficient services	
	By March 2014:	
	Level of general reserves is at least £575,000	<i>Forecast reserves 31/3/14 - £1.090,996</i>
	The annual accounts 2012/13 are given an unqualified opinion	<i>Yes</i>
	Overall satisfaction with the Council by residents is maintained at the 2012/13 level of 78%	<i>Customer satisfaction survey carried out annually March 2014.</i>
	Objective 2: Maximise the funding opportunities from Central Government	
	By March 2014:	
	New Homes Bonus for 2013/14 is in excess of the accumulated total of £444k (based on 2012/13 figures)	<i>NHB is yet to be calculated as it is based on data available as at 31/10/13 compared to data as at 31/10/12.</i>
	Deliver 80 affordable homes towards our 2016 target of 140	<i>2 homes delivered and occupied, Watchet. Other schemes progressing well.</i>
Business Rate Retention from economic growth is at least £205,729 in excess of the baseline funding level of £1,050,735	<i>Estimated figure is £244,863. However, this figure has been revised to reflect that the refund to EDF will not occur in 13/14.</i>	
HINKLEY POINT Communities and businesses to benefit from the development and the environment.	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	
	By March 2014:	
	10 projects in West Somerset will have an approved funding bid by March 2014	<i>HPC delayed therefore CIM funding yet to become available</i>
	At least 2 Council promoted projects will have received the necessary funding approvals by March 2014	<i>HPC delayed therefore CIM funding yet to become available</i>
	Objective 4: The economic opportunities that arise from the development and associated activities are maximised	
	By March 2014:	
	20 young people will have undertaken apprenticeship programmes by March 2014	<i>HPC delayed</i>
	20 long-term unemployed have accessed employment/training opportunities by March 2014	<i>2 started full time training following the West Somerset Job Fair</i>
	50 West Somerset residents have gained jobs through the jobs brokerage by March 2014	<i>10 gained employment</i>
	5 West Somerset businesses gained contracts on the Hinkley Point project by March 2014	<i>HPC delayed</i>
50 individuals/tourism businesses will have received specific training/support by March 2014	<i>HPC delayed</i>	
Objective 5: The availability of housing supply within West Somerset is increased to mitigate the extra demands linked to Hinkley Point		
By March 2014:		
Deliver 100 additional bed spaces towards our 2016 target of 300	<i>Qtr 2, 6 bedspaces delivered</i>	

Maximising opportunities for West Somerset development whilst protecting communities	Return 55 empty properties to use towards our 2016 target of 240	Page 82	<i>Returned 63 properties into use by 31/10/13</i>
	Make 400 properties decent towards our 2016 target of 1100		<i>229 homes made decent by 31/10/13</i>
	Objective 6: The development at Hinkley Point is carried out in accordance with the approved plans and ensuing that the council actively monitors the development and responds to any complaints received in a timely and sound manner		
	By March 2014:		
	Arranging at least 6 planned and unplanned site visits to the development site and associated development sites by March 2014		<i>Monitoring carried out monthly</i>
	Responding fully to all complaints made regarding the development within 20 working days		<i>No complaints due to delay in HPC</i>
	Objective 7: 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		
	At least 2 Council promoted projects will have received the necessary funding approvals by March 2014		<i>Delay in HPC project</i>



Key Service Indicators 2013/14

April 2013 to Sept 2013 - Quarter 2

Key Service Indicators

Group: Housing, Economy & Welfare

Group Manager: Ian Timms

Code	Description	2012/13		2013/14					Status	Comment
		Actual	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Target		
Key Service Indicators										
Housing Options										
KPI 45	Number of households making homeless applications (Lower Is Better)	140	170	43	42			195	GREEN (On Target)	ANNUAL TARGET. 2012/13 - Q1 - 37, Q2 - 42, Q3-29, Q4-26
KPI 46	% of homeless applications accepted as statutory homeless (Lower Is Better)	17.73%	20%	6%	17.0%			23%	GREEN (On Target)	ANNUAL TARGET. 2012/13 - Q1 - 21% , Q2 - 11%, Q3-24%, Q4-8%
KPI 47	Number of homelessness events prevented. (Higher Is Better)	30	46	24	31			42	GREEN (On Target)	ANNUAL TARGET. 2012/13 - Q1 -11, Q2 -6, Q3-24, Q4-30
KCI 41	% of customers who are satisfied or very satisfied with the service	76%	75%	Annual Indicator			not due	90%		Corporate Annual Satisfaction Survey
Housing Enabling										
KCI 42	% of partners with whom we work who are satisfied or very satisfied with the service	100%	75%	Annual Indicator			not due	75%		Exit Survey with partners
Private Sector Renewal										
KPI 51	The total number of properties made decent in the private sector through informal or formal action.	400	800	Annual Indicator			not due	200		
KPI 52	Disabled Facilities Grant: Average time taken end to end to complete adaptation work	18 dys	18 dys	Annual Indicator			not due	16 dys		

Key Service Indicators

Group: Housing, Economy & Welfare

Group Manager: Ian Timms

Code	Description	2012/13		2013/14					Status	Comment
		Actual	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Target		
KCI 43	% of customers who are satisfied or very satisfied with the private sector housing service	100%	75%	Annual Indicator			not due	75%		
Environmental Health										
KPI 54	EH: Average time taken to respond to initial request for service (days)	1 dy	4 dys	2dy	1 dy			4 dys	GREEN (On Target)	2012/13 - Q1 - 1 dy, Q2 -1 dy, Q3-1 dy, Q4-1dy
KPI 56a	EH: % of requests completed within stated service standard (60 days)	93%	80%	75%	63%			75%	RED (Below Target)	2012/13 - Q1 - 85%, Q2 - 82%, Q3-76%, Q4-93%
KCI 44	% of customers who are satisfied or very satisfied with the Environmental Health service	100%	80%	Annual Indicator			not due	80%		
Licensing										
KPI 59	% of licenses issued on time	98%	90%	98%	98%			90%	GREEN (On Target)	2012/13 - Q1-98%, Q2 -99%, Q3-98%, Q4-98%
KCI 47	% of customers who are satisfied or very satisfied with the Licensing service	100%	70%	Annual Indicator			not due	70%		
Benefits										
KBI 3	% of 'Local Authority' error against overall expenditure (Lower Is Better)	0.12	<0.48	0.13	0.10			<0.48	GREEN (On Target)	2012/13 - Q1-0.24, Q2 -0.21, Q3-0.10, Q4 -0.12

Key Service Indicators

Group: Housing, Economy & Welfare

Group Manager: Ian Timms

Code	Description	2012/13		2013/14					Status	Comment
		Actual	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Target		
KPI 5	Average processing times for new claims (Lower Is Better)	18.14	16.5	21.14	20.0			22	GREEN (On Target)	2012/13 - Q1-18.60, Q2 -17.84, Q3-17.48, Q4-18.14
KPI 6	Average processing times for changes of circumstances (Lower Is Better)	6.75	5.5	7.14	5.97			9	GREEN (On Target)	2012/13 - Q1-6.68, Q2 -5.99, Q3-5.86, Q4-5.49
Revenues										
KPI 10	% of Council Tax collected in the year	97.50%	98.2%	30%	58%			98.2%	GREEN (On Target)	2012/13- Q1 -31%, Q2 - 58.56%,Q3-86%,Q4-98%
KPI 12	% of Business Rates collected in the year	98.00%	98.00%	32%	60%			98.00%	GREEN (On Target)	2012/13 - Q1 -32%, Q2-60%, Q3-88%,Q4-98%

Key Service Indicators

Group: Environment and Community

Group Manager: Steve Watts

Code	Description	2012/13		2013/14						Comment
		Actual	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Target	Status	
Key Service Indicators										
Street Cleansing										
KPI 103	% of service requests actioned within 5 working days	93%	85%	98%	97%			85%	GREEN (On Target)	2012/13 - Q1 - 97%, Q2 - 91%, Q3 - 93%, Q4 - 92%
KCI 81	No of complaints	7	17	3	4			20	GREEN (On Target)	20 is the Annual Target
Waste & Recycling										
KPI 87	Time taken to restore missed collections	99%	100%	99%	99%			100%	GREEN (On Target)	2012/13 - Q1 - 98%, Q2 - 100%, Q3 - 100%, Q4 - 99%
KPI 86	% of waste recycled and composted (NI 192)	44.07%	50%	41.00%	41.90%			50%	RED (Below Target)	2012/13 - Q1 -41%, Q2 -49% , Q3 -42% , Q4 -44%. The target is being reviewed by the Group Manager.
KPI 88	Fly-tipping: % removed within 48 hrs	88%	75%	86%	77%			75%	GREEN (On Target)	2012/13 - Q1- 81%, Q2 - 86%, Q3 - 97%, Q4 - 86%
KPI 90	Fly-tipping: No of incidents	78	Target not set	21	44			Target not set		2012/13 -Q1 - 41, Q2 - 58, Q3 -63, Q4 - 78
KCI 82	Waste & Recycling: No of complaints	8	23	1	2			20	GREEN (On Target)	Annual Target
Development Control										

Key Service Indicators

Group: Environment and Community

Group Manager: Steve Watts

Code	Description	2012/13		2013/14						Comment
		Actual	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Target	Status	
KPI 90a	% of major planning applications determined within 13 weeks.	75%	75%	no applications received	100%			75%	GREEN (On Target)	2012/13 - Q1- 100%, Q2 - 71%, Q3-50%, Q4 -75%
KPI 90b	% of minor planning applications determined within 8 weeks	95%	80%	95%	100%			80%	GREEN (On Target)	2012/13- Q1-90%,Q2-97%, Q3-100%, Q4-89%
KPI 90c	% of other planning applications determined within 8 weeks	99%	95%	100%	100%			95%	GREEN (On Target)	2012/13- Q1 - 97%,Q2- 100%, Q3- 100%, Q4-100%
KCI 86	% of customers satisfied with the service received	96%	85%	Annual Indicator			not due	85%		Service Exit Survey
Building Control										
KPI 92	% of applications determined within agreed timescale (3 dys)	100%	95%	81%	63%			95%	RED (Below Target)	The target is being reviewed by the Group Manager.
KPI 93	% of inspections carried out on day requested	100%	95%	100%	99%			95%	GREEN (Above Target)	
KPI 94	Dangerous Structures: % of incidents responded to within 24 hrs	100%	95%	100%	100%			95%	GREEN (Above Target)	
KCI 87	% of customers satisfied with the service received	97%	85%	Annual Indicator			not due	85%		Corporate Annual Satisfaction Survey
Community Safety										
NEW	Total hours performed by the CCTV volunteers			308	619			Target not set		New Indicator for 2013. A target has not been set for this indicator. Because the activity is based on volunteers, it is difficult to set a target.

Key Service Indicators

Group: Environment and Community

Group Manager: Steve Watts

Code	Description	2012/13		2013/14						Comment
		Actual	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Target	Status	
KPI 62	The total number of evidence packages produced using material captured by CCTV	94	75	29	56			90	GREEN (On Target)	2012/13 - Q1-19, Q2-37, Q3-64, Q4-94
Customer Access										
KPI 25	Abandoned call rate %	6.8%	>5%	12%	8%			>5%	RED (Below Target)	2012/13 - Q1 -8%, Q2- 8%, Q3- 4%, Q4 - 7%. The target is being reviewed by the Group Manager.
KPI 21	Number of unique visitors to Council website	87,343	60,000	24,044	22,723			60,000	GREEN (On Target)	The target is being reviewed by the Group Manager.

Key:

KBI - Budget/Cost Indicator

KPI - Performance/Process Indicator

KCI - Customer Satisfaction Indicator

Key Service Indicators

Group: Corporate Services

Group Manager: Bruce Lang

Code	Description	2012/13		2013/14				Target	Status	Comment
		Actual	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4			
Key Service Indicators										
Electoral Services										
KPI 17	% Turnout for local elections	22%	45%	Annual Indicator		not due				
KPI 16	Form A's returned after personal visits & before internal checks.	92%	90%	Annual Indicator		not due				
Finance										
KPI 132	% of invoices for commercial goods or services paid within 30 days of receipt	97.30%	90%	97.08%	96.53%			90%	GREEN (On Target)	
KPI 133	Number of invoices received	3255		719	720					No target set - provides context for KPI 132.

Key Service Indicators

Group: Corporate Management

Responsible Officer: Adrian Dyer

Code	Description	2012/13		2013/14					Comment	
		Actual	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Target		Status
Service Indicators										
Corporate Management										
KPI 158	Overall Staff satisfaction	94%	90%	Annual Indicator			not due	90%		Staff Survey planned for 2013/14.
KPI 160	Number of days sickness per FTE (whole organisation)	5.54	5.75	1.31 dys	2dys			5.75 dys	GREEN (On Target)	The annual target for this indicator is 5.75 days. The measure is per employee.
KCI 145	% of customers satisfied with the Council	73%	82%	Annual Indicator			not due	82%		
KCI 146	% of customers that think that the Council is delivering value for money	76%	75%	Annual Indicator			not due	75%		
KCI 147	% of people who would consider they are treated with respect and consideration	91.40%	90%	Annual Indicator			not due	90%		
	Number of complaints received by the Ombudsman	3	7	Annual Indicator			not due	7		

Key:

KBI - Budget/Cost Indicator

KPI - Performance/Process Indicator

KCI - Customer Satisfaction Indicator

Report Number: WSC 165/13
Presented by: Cllr K V Kravis, Lead Member for Resources and Central Support
Author of the Report: Sharon Campbell, Chief Finance Officer
Contact Details:
 Tel. No. Direct Line 01984 635253
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Report to a Meeting of: Cabinet
To be Held on: 4 December 2013
Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: N/A

FINANCIAL MONITORING REPORT APRIL – SEPTEMBER 2013/14

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide updated in year financial information on a range of issues including budgetary monitoring and business rate retention together with an updated Medium Term Financial Plan.

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 Although not contributing to the actual delivery of the corporate priorities the regular monitoring of financial information is crucial to monitoring the progress being made in delivering the Council's 'Local Democracy' priority.

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.

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
Risk - The key risk is 'financial' in that there is a failure to identify major budgetary variances in time for the required change in budget strategy to have an impact.	Likely (4)	Major (4)	High (16)
<i>Mitigation – Regular monitoring of key financial indicators and the implementation of any subsequent identified necessary change to the budget strategy</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. 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 **Summary Position – Revenue**

Resources	Annual Budget (£)	Predicted Spend 2013-14 (£)	Variance (£)
Performance against Budget	5,036,645	4,937,070	(99,575)

5.3 **Major estimated Budget Variances – Revenue (by Group)**

Group and Detail	Annual Budget £	Predicted Spend 2013-14 (£)	Variance (£)
Housing, Economy & Welfare			
Licensing – Underspend on salaries due to long term sickness, higher than expected taxi licence income	(64,548)	(72,459)	(7,911)
Housing (Temporary Accommodation) – Overspend in relation to all property costs due to no tenant occupation	18,450	49,550	31,100
Housing Staff – Underspend on salaries due to reduction in hours	163,321	157,205	(6,116)
Environmental Health Staff – Underspend on salaries due to maternity leave	73,917	64,907	(9,010)
Housing Benefits – Underspend on statutory payments, Income from overpayment invoices, Reduced Rent Allowance Grant	(40,000)	(124,286)	(84,286)
Miscellaneous	787,499	789,214	1,715
Group Total	938,639	864,131	(74,508)
Environment & Community			
Customer Services – underspend on salaries due to EDF secondment	139,239	118,353	(20,886)
Development Control – Underspend on salaries due to post being vacated and increased application fees	60,530	(41,401)	(101,931)
Building Control – Overspend on consultants fees and reduced application fees	19,121	40,761	21,640
Public Conveniences – General overspend due to non-closure of some sites	121,690	163,945	42,255
Open Spaces – Underspend on salaries, Increased income from agency work	212,075	199,130	(12,945)
Waste – General contract overspend and container supplies not being included within the original budget	990,880	1,038,780	47,900
Street Cleansing – General contract underspend	436,000	422,660	(13,340)
Information Technology – Overspend on annual maintenance and support, Underspend on salaries	316,078	326,007	9,929
Miscellaneous	217,304	218,561	1,257
Group Total	2,512,917	2,491,114	(21,803)
Corporate Services			
Elections – Overspend on canvasser fees and contribution to salaries received from SCC in respect of County Council elections	48,703	45,428	(3,275)
Land Charges – Increased application fees received	(22,991)	(26,400)	(3,409)
Corporate and Democratic Core – Underspend on bank charges and basic allowance payments, Overspend on	410,555	436,564	26,009

salaries due to inclusion of Joint Chief Executive costs			
Human Resources – Overspend on HR Management Costs and vacancy rate due to underspends being recorded in specific services rather than centrally	220,879	248,057	27,178
Finance – Underspend on salaries due to vacant post, past service costs and bailiff fees	278,892	241,001	(37,891)
Internal Audit – Underspend on fees due to redistribution of partnership surplus from previous years	58,300	48,615	(9,685)
Miscellaneous	418,780	417,522	(1,258)
Group Total	1,413,118	1,410,787	(2,331)
Corporate Management			
Miscellaneous (No major variances)	171,971	171,038	(933)
Group Total	171,971	171,038	(933)
OVERALL TOTAL	5,036,645	4,937,070	(99,575)

5.4 Estimated Budget Variances - Capital (by Group Manager)

Group Manager	Scheme	Annual Budget 2013-14 (£)	Predicted Spend 2013-14 (£)	Variance (£)
Ian Timms	Clanville Housing	0	200,000	200,000
Ian Timms	Disabled Facilities Grants	96,000	96,000	0
Ian Timms	Disposal - Seaward Way Housing Land	50,000	80,000	30,000
Ian Timms	Disposal – Seaward Way Leisure Land	0	25,000	25,000
Ian Timms	Disposal – Aquasplash Site	50,000	50,000	0
Ian Timms	Disposal – Simonsbath Site	5,000	5,000	0
Ian Timms	Disposal – Townsend Farm	5,000	5,000	0
Ian Timms	Decent Homes	84,000	84,000	0
Steve Watts	East Wharf Warehouse	34,000	7,000	(27,000)
Steve Watts	Roughmoor – CCTV *	0	0	0
Steve Watts	Car Parks Resurfacing *	0	0	0
Steve Watts	Watchet Harbour	29,500	12,500	(17,000)
Steve Watts	Quay Street Cliffs	7,000	6,619	(381)
Steve Watts	Dulverton Mill Leat	10,000	14,000	4,000
Steve Watts	Coast Protection	5,000	5,000	0
Steve Watts	Public Conveniences	50,000	20,000	(30,000)
Steve Watts	Replacement Lanterns	2,000	2,000	0
Steve Watts	PCN Hand Computer	2,500	0	(2,500)
Steve Watts	Beach Rake	8,000	9,083	1,083
Steve Watts	Watchet CCTV	0	21,600	21,600
Steve Watts	Blue Anchor Hotel – Coast Protection	0	12,000	12,000
Steve Watts	TASK Financial System	50,000	60,000	10,000
Steve Watts	Hardware Replacement	65,000	55,000	(10,000)
Steve Watts	Backup Solution	18,000	16,000	(2,000)
Steve Watts	MS Exchange Upgrade	5,700	5,700	0
Steve Watts	2003 Domain Upgrade	7,000	7,000	0
Steve Watts	Microsoft Licence	13,636	13,636	0
Steve Watts	Oracle Upgrade	0	11,000	11,000
	TOTAL	597,336	823,138	225,802

* Budget virement to be completed in order to fund the installation of railings at Watchet Harbour.

5.5 Forecast Reserves

Opening Reserves (£)	Budget Variances (£)	Reserves at 31 March 2014 (£)
(991,421)	(99,575)	(1,090,996)

5.6 Salary Costs

Salaries	2013-14 Budget (£)	2013-14 Predicted Outturn (£)	Variance (£)
Authority Total	2,617,727	2,542,592	(75,135)
Employers Additional Pension	160,000	160,000	0
Total	2,777,727	2,702,592	(75,135)

5.7 Business Rate Retention

5.7.1 At a meeting of Cabinet held on 8th June 2013 a number of recommendations from Scrutiny Committee were approved regarding the monitoring of the impact that the new Non-Domestic Rate Retention Scheme was having on the Councils financial position. These included: -

- An updated estimate of the amount to be retained (table 1)
- An updated Medium Term Financial Plan (table 2)
- An aged debtor report in respect of unpaid Non-Domestic Rates (table 3)

Summary of Draft NNDR1 Form 2013/14 – Table 1

	Jun. 13	Sept. 13
Gross Yield	£14,387,966	£14,393,691
Less Deductions:		
Refunds	-£1,850,000	-£1,500,000
Write-Off's	-£100,000	-£100,000
Mandatory Relief	-£1,682,244	-£1,697,891
Discretionary Relief	-£205,405	-£219,892
Other Deductions	-£143,727	-£330,837
Net Yield	£10,406,590	£10,545,069
Amounts Retained		
Government (Central) Share (50%)	£5,203,295	£5,272,535
WSC Share (80% of 50%)	£4,162,636	£4,218,028
SCC Share (18% of 50%)	£936,593	£949,056
D & S F & R Share (2% of 50%)	£104,066	£105,450
	£10,406,590	£10,545,069
WSC Retained	£4,162,636	£4,218,028

Tariff to Government (fixed amount)		-£2,922,502	-£2,922,502
Gross Retention		£1,240,134	£1,295,526
WSC Baseline Funding (fixed amount)		-£1,050,663	-£1,050,663
Net Retention		£189,471	£244,863
50% Levy Payment to Government		-£94,736	-£122,431
NET AMOUNT RETAINED BY WSC		£94,736	£122,431

5.7.2 As can be seen from the table above the gross yield has reduced increased by £27,695 to £122,431 as at September 2013.

5.7.3 It should be emphasised that this calculation still relies very heavily on estimates of the amount of successful appeals and natural changes in the rate base.

5.8 Medium Term Financial Plan (MTFP)

5.8.1 The summary MTFP below takes account of changes that have been instigated since the budget meetings in February 2013 together with an analysis in the notes to the table.

Medium Term Financial Plan (Updated) – Table 2

	2013/14		2014/15		2015/16	
	Feb 13	Oct 13	Feb 13	Oct 13	Feb 13	Oct 13
EXPENDITURE						
Net Expenditure	5,354,029	5,416,059	5,221,465	5,283,863	5,325,816	5,301,577
Savings Target	(379,414)	(379,414)	(54,529)	(120,089)	(196,161)	(483,817)
TOTAL Net Expenditure	4,974,615	5,036,645	5,166,936	5,163,774	5,129,655	4,817,730
INCOME						
Council Tax	1,772,613	1,772,613	1,836,427	1,836,427	1,900,702	1,900,702
Rev Support Grant	1,579,297	1,579,297	1,210,808	1,184,000	982,121	801,000
CT Support Admin Grant	272,850	272,850	272,000	272,000	272,000	272,000
New Homes Bonus	383,956	383,956	444,956	444,956	647,956	647,956
Possible NHB top-slice	0	0	0	0	0	(227,368)
NNDR Retention *	1,232,380	1,832,380	1,832,452	1,273,028	1,832,452	1,914,488
NNDR Levy	(90,859)	(390,858)	(390,859)	(100,676)	(390,859)	(410,689)
CT Grant to Parishes	(110,262)	(110,262)	(112,467)	(95,156)	(114,717)	(80,359)
CT Support New Burdens	32,680	32,680	59,659	59,659	0	
Efficiency Support Grant	0	23,156	0	0	0	
TOTAL Income	5,072,655	5,395,812	5,152,976	4,874,238	5,129,655	4,817,730
(Surplus)/ Deficit	(98,040)	(359,167)	13,961	289,536	0	0
To Earmarked Reserves	202,343	502,343	159,659	159,659	100,000	100,000
From Earmarked	(88,038)	(150,068)	(12,500)	(376,930)	0	0
Rev reserve balance b/fwd.	1,115,517	991,421	1,099,252	998,312	938,132	926,047
Rev reserve balance c/fwd.	1,099,252	998,312	938,132	926,047	838,132	826,046

Reconciliation of MTFP Feb 13 to Oct 13**Reconciliation of Amendments to MTFP from Feb 2013 to Oct 2013**

Original Balance B/Fwd	1,115,517		
Original Closing Balance	838,131		
Change in balance of reserves		277,386	
Revised Balance B/Fwd	991,421		
Revised Closing Balance	826,046		
Change in balance of reserves		165,375	
Total Change in Use of Reserves			(112,011)
<hr/>			
Summary of Changes	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>
Payment to HIA	62,030	62,030	62,030
Reduction to HIA	0	(22,710)	(62,030)
Transfer from reserves	(62,030)	(64,430)	0
Efficiency grant	(23,156)	0	0
Corrections: interest, salaries, double counting etc	0	(42,482)	(76,089)
Reduction in RSG	0	26,808	181,121
* Changes to NNDR re refund and forecast growth	(300,000)	269,242	(62,206)
Possible claw back on NHB	0	0	227,368
Possible reduction in parish grant	0	(17,311)	(34,358)
Changes to savings target	0	0	(235,838)
	<hr/>	<hr/>	<hr/>
	(323,156)	211,147	(2)
Total Change in Use of Reserves			(112,011)
<hr/>			

* It should be noted that there are significant changes to the amount of business rates now forecast to be retained in both 2013/14 and 2014/15. This is due to the fact that the Authority is now led to believe that the anticipated refund of business rates in respect of Hinkley Point power station is likely to be made in 2014/15 rather than the current year, as was originally envisaged.

5.9 Business Rates – Outstanding Liabilities

Business Rates Liabilities @ 30th September 2013 – Table 3

Year	Total Net Liability	Costs Raised	Gross Amount Collectable	Write Offs	Net Amount Collectable	Balance	% O/S
2000-08	£116,811,084	£21,497	£116,832,581	£373,181	£116,459,400	£15,554	0.013%
2009	£7,608,678	£4,311	£7,612,989	£81,196	£7,531,793	£5,525	0.073%
2010	£8,497,059	£4,059	£8,501,118	£46,381	£8,454,737	£14,601	0.172%
2011	9,385,528	£3,449	£9,388,977	£67,893	£9,321,084	£60,760	0.647%
2012	£10,522,953	£3,235	£10,526,188	£5,779	£10,520,409	£164,724	1.565%
	£152,825,302	£36,551	£152,861,853	£574,430	£152,287,423	£261,164	0.171%
2013	£11,719,311	£1,486	£11,720,797	£0	£11,720,797	£4,650,670	39.684%
	£164,544,613	£38,037	£164,582,650	£574,430	£164,008,220	£4,911,833	2.995%

5.9.1 The balance outstanding for the years 2000 – 2012 is £261,164 which is £92,600 less than the figure at 30th June 2013 of £353,764.

5.10 Discretionary Housing Payment Scheme & Council Tax Reduction Discretionary Scheme

5.10.1 At Full Council on the 27th March, 2013 the policies for Discretionary Housing Payment and Council Tax Reduction Scheme were approved. On consideration of the report, it was confirmed that expenditure under the schemes would be monitored as part of the quarterly service plan monitoring.

	Discretionary Housing Payment Scheme	Council Tax reduction Discretionary Scheme
Annual Budget 2013/14	£150,303.00	£22,500.00
Expenditure to 31/10	£48,355.33	£3,697.07
Number of Awards	107	41

6. FINANCIAL/RESOURCE IMPLICATIONS

6.1 Contained within the body of the report.

7. SECTION 151 OFFICER COMMENTS

7.1 Contained within the body of the report.

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

9. CRIME AND DISORDER IMPLICATIONS

9.1 None directly in this report.

10. CONSULTATION IMPLICATIONS

10.1 The report was considered at the meeting of Scrutiny Committee held on 18 November 2013 and noted its contents.

11. ASSET MANAGEMENT IMPLICATIONS

11.1 None directly in this report.

12. ENVIRONMENTAL IMPACT IMPLICATIONS

12.1 None directly in the report.

13. LEGAL IMPLICATIONS

13.1 None directly in this report.

Report Number: WSC 160/13

Presented by: Cllr Anthony Trollope-Bellew, Lead Member for Environment - General

Author of the Report: Andrew Goodchild, Planning Manager

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Report to a Meeting of: Cabinet

To be Held on: 4th December 2013

Date Entered on Executive Forward Plan Or Agreement for Urgency Granted:

REVIEW OF THE PRE-APPLICATION PLANNING ADVICE CHARGING SCHEME

1. PURPOSE OF REPORT

- 1.1 This report is a review of the pre-application planning advice charging scheme which was introduced in April 2013 – a copy of the current scheme is attached at Appendix A. This review was a requirement of the formal resolution at the Council meeting in March 2013. The intention of the review is to ensure that any changes to the scheme can be introduced and factored into the budget for 2014/15 and particularly the fees and charges setting process to be introduced in April 2014. Based on the recommendations a revised charging schedule which will need to be approved when setting fees and charges is provided at Appendix B. This report was presented to Scrutiny Committee in November, comments from that meeting have informed the recommendation relating to VAT.

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 The proposed introduction of charging for pre-application planning advice meets Corporate Objective 1 and Key Task 1.4 within the 2013-2016 Corporate Plan, which is to:

Ensure that savings and income increases identified for the medium term financial plan for 2013/14 are achieved.

- 2.2 The Environment, Community and Customer Service Plan 2013-14 identifies that the pre-application charging scheme is expected to contribute £20,000 towards income to meet Corporate Objective 1.4

3. RECOMMENDATIONS

- 3.1 That Cabinet consider the report and its recommendations below to inform the budget setting process for 2014/2015 and particularly the fees and charges setting process for April 2014 onwards.
- (i) That fees are increased by 20% (or other such appropriate amount) to reflect the fact that the provision of advice is VAT rated (a revised fee schedule would be produced if the VAT rate changed during the course of the financial year)

- (ii) That the Council positively consider increasing the fee for Type 2 Minor Developments and above which will be paid to the County Council to enable the provision of timely and effective Highways advice in accordance with an agreed Countywide approach
- (iii) That Town and Parish Councils contemplating development to provide community related facilities are given a 50% fee reduction
- (iv) That the fee schedule be amended to remove the option to seek pre-application advice without a site visit
- (v) That the Major development categories (Types 1, 2 and 3) is amended to include the provision of written advice and 2 meetings within the initial fee
- (vi) That where work is proposed which falls into two categories on the same site the fee payable is the higher of the two categories and not the combined fee for the two categories
- (vii) That accompanying information makes it clearer that the initial fee is payable on submission and will not be invoiced upon the provision of the advice

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
That, because of the charging scheme, customers choose not to seek pre-application advice resulting in poor quality submissions when applications are submitted to the Council	3	3	9
<i>That regular customers understand the scheme and the benefits it will bring to their clients and that the benefits of seeking advice continue to be seen when applications are determined by either Officers or Members at Planning Committee</i>	2	3	6
That following the changes set out within the recommendations the Council either charges too much or too little for the advice it is providing	3	2	6
<i>That an understanding of the scheme in comparison to other nearby Councils is maintained and that charges are reviewed on a yearly basis</i>	1	2	2
That overall workload or staff levels within the Planning Team are not sufficient to deliver a good service once a charging scheme is introduced	3	3	9
<i>That the Council recognises the link between this issue and income received via the charging scheme</i>	2	3	6

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 agreed in March 2013 that the Council would begin charging for the provision of pre-application planning advice. This was part of a programme of service changes within the planning team and provided an immediate positive response to the Local Government Report regarding the future of the Council received in early 2013. The income target of £20,000 was an estimate based on a wide range of factors as set out in the Council report in March 2013.
- 5.2. Since the introduction of the scheme on 1st April a total of 34 pre-application submissions have been made which, when compared within the number of actual applications – 189 –

since the 1st April, means that the ratio of pre-application submissions to applications is approximately 1:6.

- 5.3. Importantly since April 2013 the provision of advice has been confirmed as a VAT rated service and so the actual income received is 20% less than would have otherwise been the case.
- 5.4. Since the introduction of the scheme in the 6 months to the end of September 2013 the income overall (after VAT) was £7,805 i.e. nearly £2,200 less than the budgeted 6 monthly figure of £10,000. However, this is largely due to VAT needing to be deducted without which the figure would have been approximately £9,350 i.e. £650 below the budgeted 6 monthly figure.

Post Scrutiny Committee Meeting Note: The income received as at 18th November 2013 was £14,500 (after VAT)

- 5.5. Of the fees paid in the first 6 months two have been the Type 2 Major fee of £2,000 accounting for nearly 40% of the income received. The table below shows the spread of fees received by category:

Month	Total Pre-apps	Type 1 Other	Type 2 Other	Type 1 Minor	Type 2 Minor	Type 1 Major	Type 2 Major	Type 3 Major
April	3	1	1	1				
May	7	4	1				2	
June	9	1	2	4	2			
July	7	1	1	4	1			
August	1				1			
Sept	7	1	2	1	3			
Total	34	8	7	11	6		2	
	%	44%		50%		6%		

- 5.6. The above table shows that the majority of pre-application requests have been in the minor and other categories which is to be expected however further analysis against applications shows that the balance of pre-application submissions is quite different to the profile of applications, this is set out in the table below:

Apps / Type since April 2013	Other	Minor	Major
Pre-Applications	44%	50%	6%
Applications	70%	25%	5%

- 5.7. In addition to the table above it is worth noting that only 8 householder pre-apps have come forward in comparison to 74 applications of the same time (or a ratio of 1:9). This table is beginning to demonstrate that arguably applicants for smaller developments are not choosing to seek advice whereas those seeking consent for slightly larger proposals are seeing the benefits of the scheme (in the minor category 17 pre-apps have been dealt with and 47 applications since April – a ratio of 1:3).
- 5.8. An analysis of who is submitting pre-apps and applications reveals that approximately 50% of pre-apps have been submitted by Agents whereas over 75% of applications have been submitted by Agents.

- 5.9. To date only 3 potential applicants for pre-application advice have said to the Planning Team, on the basis that the Council now charges, that they would not be choosing to use the service.
- 5.10. Some Members, when the Council was discussing introducing the charging scheme, were concerned that introducing the scheme would lead to more poor quality applications being received. Clearly the introduction of the fees is still relatively recent however, the following analysis of applications does not reveal an issue in this respect:

	April '12 – March '13	April '13 – Sept '13
Applications Received	374	190
Applications Refused	32	14
% Application Refused	8.5%	7.3%

- 5.11. In addition the introduction of the pre-application charging scheme has not adversely impacted on the performance of the Planning Team which remains incredibly strong. So far 70% of Major applications have been determined in 13 weeks, 98% of Minor applications have been determined in 8 weeks and 100% of Other applications have been determined in 8 weeks since April 2013. In Quarter 2 the Planning Team determined 100% of applications in time in all three categories.
- 5.12. Overall the analysis of the scheme to date shows that the income which was expected is broadly consistent with the actual income, if VAT had been factored in, and therefore it is recommended that VAT is added to the scheme from April 2014 (suggested recommendation (i)). In addition those that have sought advice have tended to be the medium scale projects rather than householders, the introduction of the scheme has not seen a reduction in the quality of applications nor has the performance of the planning team been adversely affected.
- 5.13. Since the introduction of the scheme budget cuts at Somerset County Council have resulted in the loss of Officers who have traditionally provided advice to the Council and to applicants on smaller scale projects. This has resulted in the County Council asking the District Councils to rely on 'standing advice' on such projects, this effectively means that Officers in the Planning Team are using standard advice notes to assess the acceptability of schemes from a Highways perspective. This however, has not seen a significant increase in the time Officers in the Planning Team have spent considering the provision of pre-application advice on smaller projects, it is simply now one more of several considerations which need to be assessed and weighed up before advice is given.
- 5.14. Recent discussions with the County Council and the District Councils have taken place with an objective of seeking to reduce the amount of time, end-to-end, between when a prospective developer has an initial conversation with a Council and when development actually commences. Clearly a reduction in this time would, in theory, be one factor in making Somerset a more attractive place to invest. This would, in turn, lead to greater levels of growth within the County resulting in additional new homes bonus payments and additional business rate retention.
- 5.15. This discussion led to the conclusion that the pre-application phase of discussions is crucial and, in turn, led to a discussion about what 'tools' were available to ensure that the timely and proactive advice being provided to applicants by District Councils could be supported by equally timely and proactive advice from the County Council. It is therefore suggested that for larger projects (type 2 minor and above) the pre-application charging scheme would also include a fee which would be collected by West Somerset Council and passed directly to the County Council to ensure that the provision of pre-application advice is sufficiently timely and effective across the County. This proposal is reflected in suggested recommendation (ii). Clearly the details of SCC's charges will need to be considered

carefully as, as set out risk 2 in the table above, too higher charge may put people off seeking advice.

- 5.16. Since the introduction of the charging scheme some Town and Parish Councils have questioned why they are not entitled to a discount as they are with planning application fees (Town and Parishes currently benefit from a 50% planning fee reduction). Given the relatively few schemes submitted introducing a similar discount is considered reasonable. This is reflected in suggested recommendation (iii).
- 5.17. The charging scheme which has operated since April has given the option for those promoting smaller scale development proposals to opt for the provision of advice without a site visit (Members may recall that the Council was seeking to recover the travel and time costs associated with attending a site visit through the scheme). This however, has proved in practice impractical as the majority of development proposals, even at smaller scales requires the Officer visiting the site in order to give the best possible advice (assessing design, impacts on neighbouring properties and highway safety issues does really need to be done whilst on site). Therefore it is proposed, suggested recommendation (iv) that the fee schedule removes the option of not having a site visit.
- 5.18. Similarly, from a practical perspective, larger scale development often requires on-going discussion and it is important that developers evolve their designs and proposals bearing in mind the advice they receive. As such, bearing in mind experience from the two Type 2 Major submissions, it is suggested that scheme is amended to reflect that 2 meetings and written advice will be provided for Major development schemes (suggested recommendation (v)).
- 5.19. Some discussion with applicants has taken place regarding the fee for a proposal involving work to a Listed Building which also requires planning permission. Similarly another potential developer wanted advice on a minor development alongside a householder development. In theory in both situations, the applicant could be expected to pay twice under the Type 2 Other category. In reality an Officer would visit a site once and write one report in relation to a proposal so suggested recommendation (vi) seeks to clarify that the applicant will be expected to pay the larger of the two fees rather than both.
- 5.20. Finally, some pre-apps have not been accompanied by the appropriate fee when they are first submitted. Upon examination it appears this maybe because of some confusion between initial fees and fees for further correspondence / advice which would be invoiced. Suggested recommendation (vii) seeks to overcome this confusion.

6. FINANCIAL/RESOURCE IMPLICATIONS

- 6.1 The suggested recommendations are not expected to affect the number of people who are seeking pre-application advice, although it is noted that fees will need to be increased to account for VAT if the Councils fee income target is to be achieved in future years. However, as Members will appreciate, the use of the service is not compulsory in any respect and it will be important to monitor the number of pre-apps received relative to applications if fees are increased and to continue to liaise with the Councils most regular customers via the Agents Panel. Applications which have been received after having been through the pre-application process are have proved quicker to validate and often require less negotiation during the formal consideration of the application which frees up officer time within the Planning Team.

7. SECTION 151 OFFICER COMMENTS

- 7.1 Any comments to be reported verbally at the meeting.

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 At present development proposals that require planning permission which come about because of the specific needs of a disabled person in the household benefit from not needing to pay a fee for their planning application. It is intended to reflect these circumstances in the pre-application charging scheme. Whilst the additional fee sought by the Council would increase the cost of each project to the developer, the proportion of this cost is considered so small in the context of the overall costs of building work, that no other equality and diversity implications are anticipated.

9. CRIME AND DISORDER IMPLICATIONS

9.1 The report and recommendations have no direct Crime and Disorder implications.

10. CONSULTATION IMPLICATIONS

10.1 As part of the Planning Teams regular Agents Panel meetings the Panel meeting on the 31st October 2013 included a detailed discussion on the pre-application charging scheme and an summary of this report and its findings in its draft form to help inform Members in their discussions. The following is a summary of the points made by Agents in relation to the pre-application advice service:

- Agents agreed that applicants are relying more on Agents for smaller schemes rather than submitting a pre-app
- The charges are less than the county average for the smaller schemes
- Question raised over whether having done a pre app makes the application “easier” to deal with – Those who do pre-apps tend to have more comprehensive applications, anecdotally works well.
- Agents are finding that on smaller schemes in particular the public feel the service for pre-apps should be free.
- Agents asked if the service was affecting performance and pleased to note the good performance of the team
- Question on the ability for the pre-application advice to include details of potential conditions – confirmed that this was the case already
- Officers were asked to confirm WSC are still willing and able to do quick/straightforward chats in reception or over the phone without charging

10.2 Overall, agents do not have any serious concerns with the operation of the scheme and recognise the relationship between the charge and the resources available within the Planning Team.

11. ASSET MANAGEMENT IMPLICATIONS

11.1 The report and recommendations have no direct Asset Management implications.

12. ENVIRONMENTAL IMPACT IMPLICATIONS

- 12.1 Environmental Impact will be considered on a case by case basis as part of the response to requests for pre-application advice. The concept of charging for such advice as no direct Environmental Impact implications.

13. LEGAL IMPLICATIONS

- 13.1 The Council remains able to charge for the provision of pre-application advice in accordance with Section 93 of the Local Government Act 2003.

West ~~Somerset~~ Council
 Pre-Application Planning Advice – Charging Schedule
 April 2013

Nature of Proposal	Written Response	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	£40	£60	£30 per hour	£50 per hour
Type 2 Other Developments: Changes of Use / Advertisements / Listed Building Works / Conservation Area Consents / Lawful Development Certificates	£80	£120	£30 per hour	£50 per hour
Type 1 Minor Developments: 1-4 Dwellings / up to 499m ² of commercial use / sites up to 0.1Ha	£200	£250	£40 per hour	£80 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 but less than 2.5Ha	£400	Site Visit will be carried out	£40 per hour	£80 per hour
Type 1 Major Developments: 10-24 Dwellings / 1000-1999m ² of commercial use / sites more than 2.5Ha but less than 5Ha	£1200	Site Visit will be carried out	£50 per hour	£100 per hour
Type 2 Major Developments: 25-199 Dwellings / more than 2000m ² of commercial use / sites more than 5Ha but less than 10Ha	£2000	Site Visit will be carried out	£50 per hour	£100 per hour
Type 3 Major Developments: 200 Dwellings plus / EIA Development / sites more than 10Ha	Planning Performance Agreement	Planning Performance Agreement	Planning Performance Agreement	Planning Performance Agreement

Pre-Application Planning Advice – Charging Schedule

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	£60	£36 per hour	£60 per hour
Type 2 Other Developments: Changes of Use / Advertisements / Listed Building Works / Conservation Area Consents / Lawful Development Certificates	£120	£36 per hour	£60 per hour
Type 1 Minor Developments: 1-4 Dwellings / up to 499m ² of commercial use / sites up to 0.1Ha	£270	£48 per hour	£96 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 but less than 2.5Ha	£480	£48 per hour	£96 per hour
Type 1 Major Developments: 10-24 Dwellings / 1000-1999m ² of commercial use / sites more than 2.5Ha but less than 5Ha	£1440	£60 per hour	£120 per hour
Type 2 Major Developments: 25-199 Dwellings / more than 2000m ² of commercial use / sites more than 5Ha but less than 10Ha	£2400	£60 per hour	£120 per hour
Type 3 Major Developments: 200 Dwellings plus / EIA Development / sites more than 10Ha	Planning Performance Agreement	Planning Performance Agreement	Planning Performance Agreement

Please Note:

- All prices are inclusive of VAT (at 20%)
- 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

Report Number: WSC 161/13
Presented by: Cllr K Mills
Author of the Report: Ian Timms, Corporate Manager Housing, Welfare and Economy
Contact Details:
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Report to a Meeting of: Cabinet
To be Held on: Wednesday 4th December 2013
Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: Friday 22nd November

SOMERSET GROWTH PLAN FRAMEWORK

1. PURPOSE OF REPORT

- 1.1 To advise cabinet of work to produce the Somerset Growth Plan and to seek endorsement for the framework attached as appendix A of this report.

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 The plan will act in support of the corporate priority relating to 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. Key objectives supported will be 4, 5 and 7.

3. RECOMMENDATIONS

- 3.1 Cabinet endorse the strategic framework for the Somerset Growth Plan
- 3.2 Cabinet note the work undertaken to date to produce the document and the further work that will be undertaken to produce more detailed investment packages of work to address the priorities.

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
No cohesive growth plan is produced for Somerset reducing the influence of Somerset in the Heart of the South West LEP	4	5	20
Agree a Somerset wide framework and associated investment packages	3	4	12
The Heart of the South West LEP Growth Plan omits Somerset Priorities causing a loss in ability to draw down government funds	4	4	16

<i>Engage with the investment packages through the Economic Development and Tourism Manager's involvement in working groups</i> <i>Ensure the Somerset growth Plan captures all West Somerset priorities</i>	3	3	9
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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 Since August 2013 the Somerset Local Authorities, business representative organisations and other key stakeholders have been working to develop a Somerset Growth Plan. The Growth Plan will set out Somerset's plans to promote growth between now and 2020. The purpose of the Growth Plan is to attract and guide investment, to overcome barriers and maximise sustainable growth from local opportunities, benefitting Somerset's communities, businesses and residents.
- 5.2 A key purpose of the Growth Plan is to inform the Heart of the South West Local Enterprise Partnership's (HoSW LEP) strategic economic plan. This will be used during negotiations with Government to agree the allocation of funding from the Local Growth Fund over which the LEP will have control; the LEP will be submitting an outline of its strategic economic plan to Government on 19 December 2013.
- 5.3 The process of developing and agreeing a Growth Plan for Somerset aims to:
- Create a shared ambition and vision for growth and progression across enterprises, residents and the public sector
 - Support the delivery of infrastructure to enable growth to take place
 - Increase the scale, quality and sustainability of economic opportunity in Somerset
 - Ensure participation and access to these opportunities for local residents
- 5.4 The Strategic Framework, which underpins the Somerset Growth Plan; sets out the vision, objectives and targets for growth to 2020 and is attached at Appendix A. Each of the Somerset Local Authorities are seeking endorsement of the Strategic Framework through local governance processes early in December to ensure that Somerset can influence the LEPs outline strategic economic plan submission to Government on 19 December. It is recommended that the Cabinet Member for Business, Inward Investment and Policy endorses the Strategic Framework.
- 5.5 We are also seeking agreement to the next steps in developing and endorsing the full version of the Somerset Growth Plan. Discussions are on-going with Regeneration Directors to prioritise projects, in parallel, technical work will be undertaken on the investment details. Key dates include:
- December 2013 – endorsement of Strategic Framework through local governance processes
 - January 17th 2014 – Chief Executives and Leaders Meeting – draft Somerset Growth Plan
 - February 2014 – endorsement of Somerset Growth Plan through local governance processes

6. FINANCIAL/RESOURCE IMPLICATIONS

- 6.1 The 'Government's Response to the Heseltine Review', confirmed their commitment to negotiate a Growth Deal with every LEP. Through Growth Deals, LEPs can seek freedoms, flexibilities and influence over resources from government, and a share of the Local Growth Fund to achieve identified growth priorities. In return, the government expects LEPs to demonstrate that they are committed to the growth agenda, including by developing ambitious, multi-year strategic economic plans. They also expect the local authority members of LEPs to prioritise economic development and work collaboratively across the LEP area. In West Somerset we are fortunate to have access to funding through the Hinkley project that we have used to lever in additional funds. We also have a staff team in place that can deliver our part of this work.
- 6.2 If Somerset does not develop and agree a collaborative set of local priorities it will not be able to effectively influence the LEPs strategic economic plan and will therefore be at risk of not being able to attract its fair share of funding through the Growth Deal negotiations. This also poses a reputational risk to Somerset in that we will not be seen to be working collaboratively across the local area.

7. SECTION 151 OFFICER COMMENTS

- 7.1 Economic growth is extremely important as with steadily decreasing grants from Government increasing the amount charged through national non-domestic rates is the only way that the authority can continue to fund its activities.

8. EQUALITY & DIVERSITY IMPLICATIONS

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

The three aims the authority **must** have due regard for:

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

- 8.1 This report deals with broad principles and the linked framework. As we develop the detail of the plan we will consider the wider impacts on the Public Sector Equality Duty

9. CRIME AND DISORDER IMPLICATIONS

- 9.1 There are no known issues relating to this report.

10. CONSULTATION IMPLICATIONS

- 10.1 The process was started in August 2013, with a review of all existing growth and economic development strategies in Somerset. The Growth Plan will build on these. Over 30 consultations were then undertaken with strategic stakeholders (including public sector organisations, businesses and business representative organisations) throughout Somerset and neighbouring areas to identify further opportunities and barriers to growth. The vision and objectives have been developed and agreed by the Regeneration Directors. The attached Strategic Framework for the emerging Growth Plan has been tested through consultation events, with a project coordination group and with the strategic stakeholders involved earlier in the process. Communication with the LEP has been carried out throughout the process to ensure that the Somerset Growth Plan will effectively influence their strategic economic plan.

11. ASSET MANAGEMENT IMPLICATIONS

11.1 There are no direct implications for the council's assets linked to endorsing this framework

12. ENVIRONMENTAL IMPACT IMPLICATIONS

12.1 There are no clear links to the report although in supporting the framework we will need to ensure that we balance employment benefits with environmental needs. The excellent environmental quality in Somerset and particularly West Somerset has been a key consideration in producing the framework

13. LEGAL IMPLICATIONS

13.1 There are no legal implications linked to this decision. Any links may occur later if the council commits itself to projects in support of the plan.

Somerset Growth Plan 2014-2020: Strategic Framework

This document sets out Somerset's plans to promote growth. Between now and 2020 we will enable the delivery of growth, and also lay the foundations for long-term sustainable economic growth in the years after this.

Purpose of the Growth Plan

The purpose of this Growth Plan is to attract and guide investment, to overcome barriers and maximise sustainable growth from local opportunities, benefitting Somerset's communities, businesses and residents.

The Growth Plan will be used to inform the Heart of the South West Local Enterprise Partnership's (HoSW LEP) Strategic Economic Plan (SEP). The SEP will be used during negotiations with Government to agree the allocation of funding from the Local Growth Fund over which the LEP will have control.

The process of developing and agreeing a Growth Plan for Somerset aims to:

- Create a shared ambition and vision for growth and progression across enterprises, residents and the public sector
- Support the delivery of infrastructure and housing to enable growth to take place
- Increase the scale, quality and sustainability of economic opportunity in Somerset
- Ensure participation and access to these opportunities for local residents

Growth is important to Somerset because:

- It improves the quality of life for all residents
- We need to increase our economically active workforce to maintain a sustainable and balanced population as people live longer
- To continue to enable growth and effectively facilitate local services in a time of declining central funding means that growth is important to sustaining the financial basis of Local Authorities
- Standing still whilst other places grow is effectively going backwards

Opportunities for Growth

Achieving growth will be dependent on realising Somerset's opportunities, and overcoming the barriers preventing this. Growth will primarily be created by the private sector. The main opportunities for Somerset's future economic growth are:

- Deriving maximum local benefit from the £16 billion development of the Hinkley Point C nuclear power station, and ensuring a sustainable economic legacy
- Deriving more value from Somerset's advanced manufacturing expertise, particularly its globally linked aerospace sector; and using this expertise to capture growth in the broader low carbon energy sector
- Increasing the quality and value of well established sectors in Somerset, including food & drink processing, land & water management, tourism and logistics

- Seeking value from sectors which could grow in Somerset, including health, construction and business & professional services
- General growth across the economy, linked to national and global economic recovery

The main barriers to growth in Somerset are:

- An ageing population
- Relatively small and dispersed urban areas (i.e. lack of urban agglomeration)
- A lack of higher level skills
- Inadequate infrastructure to support further expansion in the economy
- A lack of a coordinated approach to delivering growth by Somerset's stakeholders

There are strengths to Somerset's connectivity, with good north-south links along the M5 within Somerset and on to Bristol and Exeter, and the mainline rail link to London. However, within the M5 corridor there is poor resilience if there are problems on the motorway network, and beyond the M5 there is more limited connectivity. The links from east to west, in particular from Taunton to Yeovil, are weaker than the main north-south links. Further investment in the rail network will help to support future growth, and ensure that Somerset is well connected to opportunities and planned growth in Bristol to the north and Devon to the south.

To achieve growth we need to attract significant investment into the county. We will need to both build on our existing strengths and strong businesses, and encourage new investors into the county. Somerset will welcome investors from both the private and the public sector, and we will ensure that we are *investor ready*.

The Geography of Somerset's Growth

Plans for population change show growth taking place throughout Somerset. More of the growth will be seen in Somerset's larger towns, with the populations of Taunton, Yeovil and Bridgwater all expected to grow by more than 350 people per year throughout the growth plan period. Employment growth is also planned to take place throughout Somerset, and again, there will larger numbers in the larger towns, with Yeovil and Bridgwater expecting job growth of 250-300 per year and Taunton having plans for more than 550 jobs per year. The type of growth in the major towns, market towns and coastal towns will be complementary, with larger businesses expected to be located in the more accessible parts of Somerset, closer to the main transport networks. Along the M5 Corridor there is complementarity between Bridgwater and Taunton, with the former seeing recent growth in manufacturing and distribution, and the latter concentrating on technology and service sector growth. In the former Regional Spatial Strategy Bridgwater, Taunton and Wellington were considered as a 'Joint Study Area' with a single strategic planning framework, alongside places like Exeter, Gloucester/Cheltenham and Swindon. Yeovil is separate to this M5 cluster, but it has strong transport connections with Dorset and Devon, strong economic connections to the West of England, and plays an important role in the global aerospace industry.

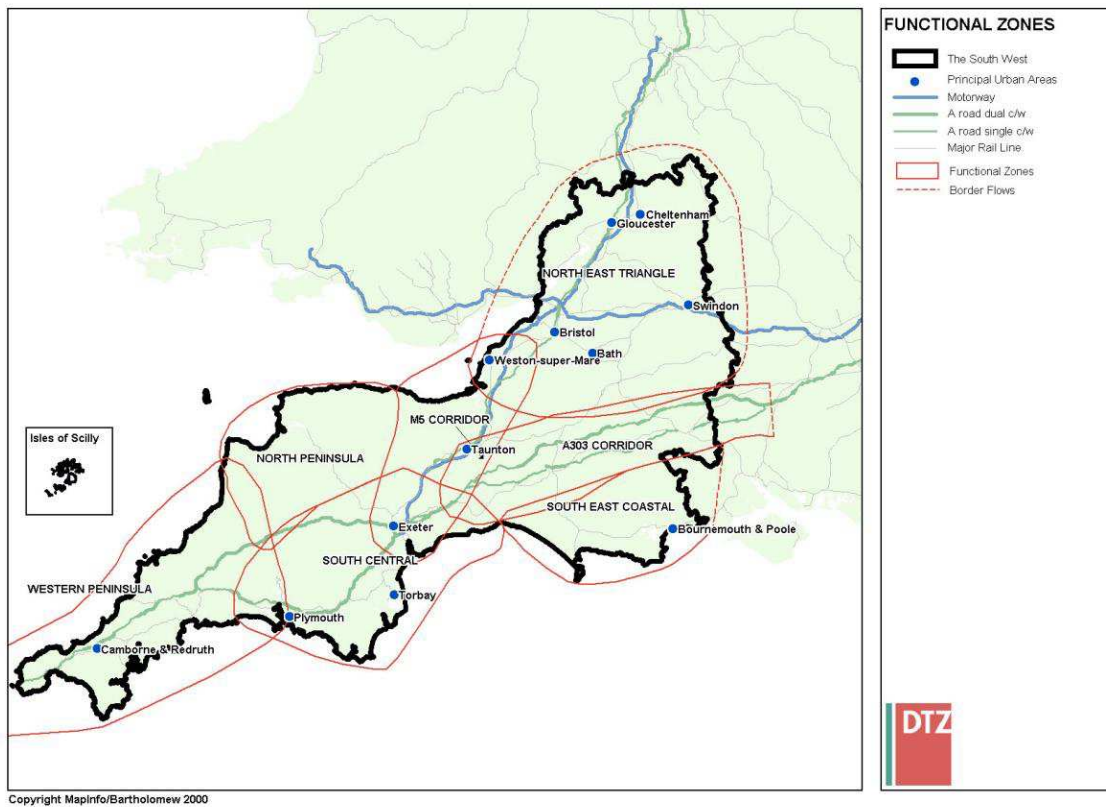
The economy of Somerset is strongly inter-connected with the economies around it, and in functional economic terms different parts of Somerset relate to different economies in adjacent areas. An understanding of the Functional Economic Market Areas (FEMAs) in Somerset and its

surrounding areas is helpful to understand the geography of Somerset's economy and its future growth.

The figure below shows how Somerset's economy is part of four FEMAs, which overlap to a certain extent and are not entirely mutually exclusive:

- central Somerset is part of the *M5 Corridor* – a functional economy that broadly follows the M5 and includes the towns near to it – this area links in to the West of England to the north, and Exeter and Devon to the south
- western Somerset is part of the *North Peninsula* – a functional economy that runs along the north of the South West peninsula, this area links in to northern Devon and on to north Cornwall
- north-eastern Somerset is part of the *North East Triangle* – a functional economy around the cities and large towns of the west, including Bristol, Bath, Cheltenham, Gloucester and Swindon - this part of Somerset is therefore linked in to the West of England LEP area and areas beyond this
- southern Somerset is part of the *A303 Corridor* which runs along the A303 from Exeter in the west to Dorset and Wiltshire in the east - and links this part of Somerset in to Dorset and eastern Devon

Figure 1: Functional Economic Market Areas



This view of how Somerset's economy works has been reinforced in 2013 through the broad range of consultations with local stakeholders undertaken to develop our Growth Plan. The Growth Plan recognises that there are different drivers of growth in these different parts of Somerset.

Somerset in 2020

To develop a deliverable Growth Plan it is necessary to have a vision of what we are trying to achieve. The vision for Somerset in 2020 builds on the county's strengths and opportunities. It comprises:

- An economy with sustained growth faster than the UK
- A global reputation in nuclear, low carbon energy, aerospace & advanced manufacturing, and food & drink (including agri-tech)
- Increased value in the rest of the economy, particularly in land management, tourism, health, logistics, construction and business and professional services
- Strong growth hubs at Bridgwater, Frome, Taunton and Yeovil connected to Somerset's network of vibrant market towns and rural areas
- An aspirational workforce with world class skills, helping to grow the competitiveness of Somerset's businesses
- A connected county with high quality and resilient transport and ICT infrastructure
- A housing stock that meets the needs of Somerset's growing and changing population

Objectives of the Growth Plan

To achieve our vision for Somerset in 2020 our objectives are to:

- Create a more dynamic and growth focused business population with increased value-added and productivity
- Increase levels of education and skills within the workforce to foster growth and enable residents to access employment opportunities
- Tackle significant infrastructure deficits and enhance strategic connectivity
- Enable the delivery of major housing and employment developments that will enable growth

All of these objectives will be achieved whilst maintaining the high quality of the environment, and quality of life in Somerset.

Targets for Somerset's Growth

The objectives help to shape the types of activity that need to take place, but targets are needed to help to determine the nature and scale of activity.

The primary measure will be economic growth. Population growth and housing growth are needed to enable economic growth, and sustainable economic growth is needed to support population growth; thus there is inter-dependence between the two. There also needs to be a focus on the quality of economic growth (i.e. productivity or GVA/worker) as well as the quantity of growth (i.e. GVA, jobs).

Indicative targets for growth in Somerset by 2020 are:

- An additional £3 billion of GVA per year
- Greater productivity growth than the UK economy
- 15,000 - 17,000 additional jobs
- 65% of the adult population qualified to Level 3 or above, and 40% to Level 4 or above
- 20,000 additional homes
- New employment floorspace (tbc) in use classes B1, B2 and B8

Delivering the Growth Plan

Having set objectives and targets for growth in Somerset over the period to 2020, the plan needs to be supported by a set of deliverable investments. To make this Growth Plan effective, we have identified a small number of high priority investment areas that address genuine barriers to growth, are deliverable, and have the greatest impact on Somerset’s economy.

The investments areas need to:

Create a more dynamic and growth focused business population

- Raise the level of business starts
- Increase growth aspiration, skills and competence among business leaders
- Improve productivity and competitiveness
- Encourage diversification into new markets (including export)
- Attract sustainable inward investment from the UK and overseas
- Promote supply chain development activity in key sectors

Increase levels of education and skills within the workforce to foster growth and enable residents to access employment opportunities

- Raise proportion of the workforce with NVQ L3+ and 4+ equivalent qualifications
- Develop STEM skills base to support the growth of key sectors
- Improve employability through developing generic and work ready skills aligned to Somerset’s future economic opportunities

Tackle significant infrastructure deficits and enhance strategic connectivity

- Improve the speed and reliability of access to strategic locations through road and rail improvements, in particular ensuring good connectivity to Bristol and Exeter airports and ensuring that the rail network can support faster movement of freight and passengers, thus helping to reduce pressure on the road network and improve journey time resilience
- Ensure high quality communications infrastructure to the whole county including superfast broadband and mobile connectivity
- Improve the quality and breadth of Somerset’s town centres’ offers
- Alleviate flood risks to enable growth

Enable the delivery of major housing and employment developments that will drive growth

- Unlock local infrastructure to bring forward development
- Ensure delivery of sufficient quantity, quality and type of employment floorspace
- Ensure housing supply to accommodate a balanced population

A long-list of potential investments has been identified, to help to support the delivery of growth in Somerset. Some of these are ready to deliver, and others require further development. Funding will be sought to enable the delivery and development of these investments, from a number of sources including private funds, the Heart of the South West LEP's Single Local Growth Fund, the EU's Structural and Investment Funds, and other public funds. Some investments will be place-specific within Somerset, some Somerset-wide and others LEP-wide.

Investment packages

Significant growth will be supported by delivering packages of investments which work together to best exploit Somerset's opportunities. The packages help to make the most of Somerset's opportunities:

Package	Primary Geography	Key Centres for Growth
Hinkley Point C and nuclear supply chain	M5, Western Somerset	Bridgwater, Taunton
Aerospace, advanced manufacturing and low carbon energy	M5, A303, Western Somerset	Yeovil, Bridgwater, Taunton, Frome
Increased value from health, construction and business & professional services	All Somerset	Taunton, Yeovil, Bridgwater
Increased value in food & drink processing, land, minerals & water management, tourism and logistics	All Somerset	Market towns, coastal towns, Bridgwater, Frome
Infrastructure for improving connectivity, flood alleviation and growth	All Somerset	A303/A358 corridor, M5 junction improvements, rail connectivity
Business competitiveness	All Somerset	
Inward investment	Major settlements	Taunton, Bridgwater, Yeovil and Frome
Skills	All Somerset	
Housing	Major settlements	Taunton, Yeovil, Bridgwater and Frome