



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

Our Ref DS/KK
Your Ref

Contact Krystyna Kowalewska kkowalewska@westsomerset.gov.uk
Extension 01984 600201
Date 3 July 2018

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

Dear Councillor

I hereby give you notice to attend the following meeting:

CABINET

Date: Wednesday 11 July 2018
Time: 4.30 pm
Venue: Council Chamber, Council Offices, Williton

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

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

Therefore unless you advise otherwise, by entering the Council Chamber and speaking during Public Participation you are consenting to being recorded and to the possible use of the sound recording for access via the website or for training purposes. If you have any queries regarding this please contact Committee Services on 01984 600201.

Yours sincerely

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

BRUCE LANG
Proper Officer

CABINET

Meeting to be held on Wednesday 11 July 2018 at 4.30 pm

Council Chamber, Williton

AGENDA

1. **Apologies for Absence**

2. **Minutes**

Minutes of the Meeting of Cabinet held on 23 May 2018 to be approved and signed as a correct record – **SEE ATTACHED.**

3. **Declarations of Interest**

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

4. **Public Participation**

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

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

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

5. **Forward Plan**

To approve the latest Forward Plan for the months of September and November 2018 – **SEE ATTACHED.**

6. **Hinkley Point C Section 106 DCO Housing Contribution**

To consider Report No. WSC 56/18, to be presented by Councillor K Turner, Lead Member for Housing, Health and Wellbeing – **SEE ATTACHED.**

The purpose of the report is to request the draw down and expenditure of monies from the HPC DCO s106 Housing Contribution for delivery of a Money and Debt Advice Service to tenants living in the Private Rented Sector.

7. **HPC Planning Obligations Board – Allocations of CIM Funding**

To consider Report No. WSC 57/18, to be presented by Councillor M Dewdney, Lead Member for Resources and Central Support – **SEE ATTACHED.**

The purpose of the report is to provide an update on the recent changes to the administration of the HPC Community Impact Mitigation (CIM) Fund; and to present the recommendations of the HPC Planning Obligations Board for the allocation of monies from the HPC CIM Fund for grant applications received on 1 May 2018.

8. Allocation of HPC S106 Tourist Information Centre Funds

To consider Report No. WSC 59/18, to be presented by Councillor A Hadley, Lead Member for Regeneration and Economic Growth – **SEE ATTACHED.**

The purpose of the report is to consult with Council on a suggested approach for allocating Hinkley Point C Section 106 funds for Tourist Information Centres for 2018/19, and to consult with Council on a suggested approach for post 2018/19 allocations.

9. Quarter 4 2017/18 Performance Report

To consider Report No. WSC 55/18, to be presented by Councillor A Trollope-Bellew, Leader of the Council – **SEE ATTACHED.**

The purpose of the report is to provide Members with key performance management data up to the end of Quarter 4 2017/18, to assist in monitoring the Council's performance.

10. Revenue and Capital Outturn 2017/18

To consider Report No. WSC 58/18, to be presented by Councillor M Dewdney, Lead Member for Resources and Central Support – **SEE ATTACHED.**

The purpose of this report is to provide Members with details of the Council's financial outturn position for both revenue and capital budgets, together with information regarding end of year reserve balances, for the financial year 2017/18.

COUNCILLORS ARE REMINDED TO CHECK THEIR POST TRAYS

CABINET**MINUTES OF THE MEETING HELD ON 23 MAY 2018****AT 4.30 PM****IN THE COUNCIL CHAMBER, WILLITON****Present:**

Councillor A Trollope-Bellew Leader

Councillor M Dewdney
Councillor B Maitland-Walker
Councillor K TurnerCouncillor A Hadley
Councillor S Pugsley
Councillor D J Westcott**Members in Attendance:**

Councillor A Kingston-James

Councillor P Pilkington

Officers in Attendance:Assistant Chief Executive (B Lang)
Assistant Director – Place and Energy Infrastructure (A Goodchild)
Interim Finance Manager (A Stark)
Meeting Administrator (M Prouse)**CAB1 Apologies for Absence**

An apology for absence was received from Councillor C Morgan.

CAB2 Minutes

(Minutes of the Meeting of Cabinet held on 7 March 2018 and the Meeting of Special Cabinet held on 19 March 2018 - circulated with the Agenda.)

RESOLVED (1) that the Minutes of the Meeting of Cabinet held on 7 March 2018 be confirmed as a correct record.**RESOLVED (2)** that the Minutes of the Meeting of Special Cabinet held on 19 March 2018 be confirmed as a correct record.**CAB3 Declarations of Interest**

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

Name	Minute No.	Member of	Action Taken
Cllr B Maitland-Walker	All	Carhampton	Spoke and voted
Cllr C Morgan	All	Stogursey	Spoke and voted
Cllr A Trollope-Bellew	All	Crowcombe	Spoke and voted
Cllr K Turner	All	Brompton Ralph	Spoke and voted
Cllr D Westcott	All	Watchet	Spoke and voted

Councillor Maitland-Walker declared an additional interest in regards to Item 8 as a Member of the Task and Finish Group.

CAB4 Public Participation

No members of the public spoke at the meeting on any items on the agenda.

CAB5 Forward Plan

(Copy of the Forward Plan for the month of July 2018 – circulated with the Agenda.)

The purpose of this item was to approve the Forward Plan. It was noted that references to officers no longer in post needed to be updated.

RESOLVED that the Forward Plan for the month of July 2018 be approved.

CAB6 Cabinet Appointments to Outside and Internal Bodies

(Copy of the Cabinet Appointments – circulated with the Agenda.)

The purpose of the report was to appoint representatives to serve on outside bodies for the period to the annual meeting in 2019.

RESOLVED that the Cabinet Members appointed to serve on Outside Bodies for the Municipal Year 2018-2019 be as follows:-

ORGANISATION	REPS 2018/2019
CLOWNS	Lead Member for Community and Customer – Councillor D Westcott
South West Councils Employers Panel	Leader – Councillor A Trollope-Bellew Deputy Leader – Councillor M Dewdney
LGA General Assembly	Leader – Councillor A Trollope-Bellew Deputy Leader – Councillor S Pugsley
South West Councils	Leader – Councillor A Trollope-Bellew Deputy Leader – Councillor S Pugsley
SPARSE	Councillor S Pugsley
Dunster Working Group	Lead Member for Regeneration and Economic Growth – Councillor A

	Hadley Ward Member Councillor P Pilkington
Watchet Harbour Advisory Committee	Councillor D Westcott and Councillor R Woods
Somerset Waste Board	Lead Member for Environment – Councillor B Maitland-Walker Lead Member for Resources and Central Support - Councillor M Dewdney
Safer Somerset Partnership	Lead Member for Community and Customer – Councillor D Westcott Councillor S Dowding
Western Somerset LEADER	Councillor A Hadley
Visit Exmoor	Councillor A Hadley
Connecting Exmoor and Dartmoor Board (established 3 Dec 2015)	Councillor K Mills
Somerset Energy Infrastructure Group	Councillor A Trollope-Bellew – Leader Councillor C Morgan – Lead Member for Energy Infrastructure Councillor S Goss
Somerset Rivers Authority	Leader – Councillor A Trollope-Bellew Deputy: Councillor B Maitland-Walker
Somerset Growth Board	Lead Member for Regeneration and Economic Growth - Cllr A Hadley
Somerset Strategic Housing Partnership	Lead Member for Housing, Health and Wellbeing – Councillor K Turner
West Somerset Housing Forum	Lead Member for Housing, Health and Wellbeing – Councillor K Turner
Health and Wellbeing Board	Lead Member for Housing, Health and Wellbeing – Councillor K Turner
Director of iESE (Improvement and Efficiency Social Enterprise)	Lead Member for Resources and Central Support – Cllr M Dewdney
Somerset West Private Sector Housing Partnership	Lead Member for Housing, Health and Wellbeing – Councillor K Turner
Minehead Business Improvement Board of Directors	Lead Member for Regeneration and Economic Development – Councillor A Hadley
HotSW Joint Committee	Leader – Councillor A Trollope-Bellew Deputy Leader – Councillor S Pugsley
Somerset Community Foundation Awards Panel (HPC Community Fund)	Lead Member for Resources and Central Support – Cllr M Dewdney

Cabinet Appointments on Internal Bodies

Asset Management Group	Lead Member for Resources and Central Support – Councillor M Dewdney Lead Member for Environment – Councillor B Maitland-Walker Lead Member for Regeneration and Economic Growth – Cllr A Hadley Lead Member for Energy Infrastructure – Councillor C Morgan
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CAB7 Hinkley Point C: Section 106 Agreement – Stogursey Leisure Contribution and CIM Fund ring fenced for Stogursey Parish

(Report No. WSC 41/18 – circulated with the Agenda.)

The purpose of the report was to receive an update on the Stogursey Victory Hall redevelopment project and to make a recommendation to Council to allocate an additional £110,000 from the leisure funds ring fenced to Stogursey Parish and £130,000 from the CIM Fund ring fenced for Stogursey Parish pursuant to the Hinkley Point C Site Preparation Works Section 106 agreement.

The Lead Member for Resources and Central Support presented the report and provided information on the additional support for a very worthwhile community development most adjacent to the pressures caused by the development of HPC at Hinkley Point. There had been some challenges in raising funding to develop the Victory Hall in the way that the community wished.

He proposed the recommendations which were duly seconded by Councillor Maitland-Walker, Lead Member for the Environment.

The Assistant Director for Energy, Place and Infrastructure provided confirmation in the last two weeks of Parish Council support as alluded to in the report, as well as confirmation had been received in writing that Stogursey Parish Council had offered to contribute £10,000 of its own funds.

This project required further finance due to the original proposal which had been supported with Section 106 finance. Unfortunately the proposal had attracted none of the match funding expected and so the Trustees had revisited the proposition which had now received Planning Permission and garnered support. The intention was to now go back to Match Funders for small amounts of funding to achieve the £1.5 million left to achieve.

RESOLVED (1) that it be recommended to Council to allocate an additional £110,000 of the leisure fund ring-fenced to Stogursey Parish – making a total of £510,000 – towards the redevelopment of the Victory Hall in Stogursey.

RESOLVED (2) that it be recommended to Council to accept the recommendation of Stogursey Parish Council that an additional £130,000 of the CIM Fund ring fenced for Stogursey Parish – making a total of £330,000 – be allocated towards the redevelopment of the Victory Hall in Stogursey.

CAB8 Health and Wellbeing Task and Finish Report

(Report No. WSC 42/18 – circulated with the Agenda.)

The purpose of the report was to set out the findings of the Task and Finish Group established by the Scrutiny Committee to look into the matter of Health and Wellbeing in West Somerset.

The Chairman of the Health and Wellbeing Task and Finish Group, Councillor A Kingston-James presented the report and provided an overview of the Group's recommendations.

The Lead Member for Housing, Health and Wellbeing had supported the Group in its work and provided information on the background on the 2012 Health and Social Care Act which gave District Council's more responsibilities in regard to Health. This was done primarily through the Health and Wellbeing Board, of which he was the District's representative on. It was recognised that the Health and Wellbeing Strategy needed updating. West Somerset Council was also signed up to the Prevention Charter.

Councillor Turner proposed the recommendation which was duly seconded by Councillor Trollope-Bellew.

During the debate the following main points were raised:

- The three Areas of Outstanding Natural Beauty (AONB's) in Somerset were currently working on a project looking at how they can aid Mental Health.
- Air Quality was not specifically mentioned but West Somerset was felt to have a higher quality of air than most places in the country.
- The statistic that West Somerset had better than the average for children in low income families was slightly surprising but it was considered this was due to a possible smaller sample size.
- The concept of 'Lifetime Homes' was explained in greater detail.
- A success story was in the prevention of Smoking in recent years, with Somerset having done particularly well in this regard.
- Concerns were raised over the reduction in Councillors and larger wards in the future leading to a weakening of that local connection.
- West Somerset would still be in the future having one of the lowest quartile for number of electors per Councillor.
- Concerns were raised over Homefinder capacity issues and also with registration which had been shown in recent Housing Needs Surveys for example in Porlock, to be under-used.

- People in desperate circumstances could sit down with Council Housing Staff to be helped with registering on Homefinder.

RESOLVED that the excellent report produced by the Task and Finish Group be welcomed and the recommendations as set out in Paragraph 2.9 and 2.10 in principle on the basis that the report would be forwarded to the appropriate Assistant Director/Head of Service so that proper consideration could be given as to when the officer capacity would be in place organisationally to progress them be endorsed.

The meeting closed at 5.02 pm.

7
Cabinet Forward Plan September and November 2018

AGENDA ITEM 5

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	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/18/9/01 19/10/2017	5 September 2018 By Lead Member for Energy Infrastructure	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point	No exempt / confidential information anticipated	Brendan Cleere, Director Growth and Development 01823 217579
FP/18/11/01 06/03/2018	7 November 2018 By Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held Purpose: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position	No exempt / confidential information anticipated	Tim Burton, Assistant Director Planning and Environment 01823 217561
FP/18/11/02 06/03/2018	7 November 2018 By Lead Member Resources & Central Support	Title: Allocation of Hinkley Point C Community Impact Mitigation Funding Purpose: to present the recommendations of the HPC Planning Obligations Board for the allocation of monies from the CIM Fund	No exempt / confidential information anticipated	Lisa Redston, CIM Fund Manager 01984 600180
FP/18/11/03 06/03/2018	7 November 2017 By Lead Member for Energy Infrastructure	Title: Hinkley Point Purpose: to consider any key issues that arise relating to Hinkley Point	No exempt / confidential information anticipated	Brendan Cleere, Director Growth and Development 01823 217579
FP/18/11/04 06/03/2018	7 November 2018 By Lead Member Resources & Central Support	Title: Review of Financial Regulations [FR2] Purpose: to recommend to Council to approve updated Financial Regulations	No exempt / confidential information anticipated	Andrew Stark, Interim Head of Finance 01823 219490
FP/18/11/05 06/03/2018	28 November 2018 By Lead Member Resources & Central Support	Title: Medium Term Financial Plan Update and Initial Budget Options Purpose: to present the updated Medium Term Financial Plan position and consider initial budget options for 2018/19 budget setting	No exempt / confidential information anticipated	Andrew Stark, Interim Head of Finance 01823 219490

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
FP/18/11/06 06/03/2018	28 November 2018 By Lead Member Resources & Central Support	Title: Fees and charges 2018/19 Purpose: To recommend proposed fees and charges to Full Council for approval	No exempt / confidential information anticipated	Andrew Stark, Interim Head of Finance 01823 219490
FP/18/11/07 06/03/2018	28 November 2018 By Lead Member Resources & Central Support	Title: Review of Earmarked Reserves Purpose: to consider review undertaken to ensure earmarked reserves continue to be required for their intended purpose and to return any surplus reserves to general balances	No exempt / confidential information anticipated	Andrew Stark, Interim Head of Finance 01823 219490

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

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

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

The Scrutiny Committee comprises: Councillors P H Murphy, N Thwaites, R Clifford, G S Dowding, R Lillis, J Parbrook, R Woods, I Aldridge and P Pilkington.

Report Number: WSC 56/18

West Somerset Council

Cabinet – 11th July 2018

Hinkley Point C Section 106 DCO Housing Contribution

This matter is the responsibility of Cllr K Turner, Lead Member for Housing, Health and Wellbeing.

Report Author: Beccy Brown, Housing Initiatives Officer, West Somerset and Taunton Deane (HPC), Energy Infrastructure.

1 Purpose of the Report

- 1.1 The purpose of this report is to request the draw down and expenditure of monies from the HPC DCO s106 Housing Contribution for delivery of a Money and Debt Advice Service to tenants living in the Private Rented Sector.
- 1.2 The application form outlining the activity and request to EDF Energy to draw down funds is attached in appendix A

2 Recommendations

- 2.1 That West Somerset Cabinet recommends to West Somerset Full Council:
 - 2.1.1 An application is made to EDF Energy to draw down £51,000 funding from the HPC DCO s106 Housing Contribution.
 - 2.1.2 On receipt of the funding, the approval to spend £51,000 on the Money and Debt Advice Service.

3 Risk Assessment

Description	Likelihood	Impact	Overall
Money and Debt advice service is not delivered resulting increased homelessness and pressure on the private rented sector market.	3	4	12
<i>Ensure the project is planned robustly and application form is sufficiently detailed to improve chance of approval by EDF</i>	1	3	3
Insufficient take up of services resulting in targets not being achieved	1	4	4
<i>Greater promotion and awareness training to frontline staff and partner agencies. Clear and regular performance monitoring to ensure issues are identified and addressed early.</i>	1	2	2
Lack of capacity of named delivery partner to deliver provision	2	4	8

<i>Negotiation of service with another Money and Debt Advice service provider</i>	2	3	6
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- 3.1 The scoring of the risks identified in the above table has been based on the WSC and TDBC council's risk assessment scoring matrix. Only those risks that score medium or high are detailed in this report. The full risk assessment is available on request from the from the Housing Initiatives Officer

4 Background

- 4.1 In January 2012 West Somerset Council granted planning permission to EDF Energy to undertake Site Preparation Works at the Hinkley Point C site. Under the Section 106 planning obligations agreement **£4m of funding** was secured to deliver additional housing capacity in West Somerset and Sedgemoor with the aim of mitigating any potential adverse effects on the local private rented and low cost housing market and particularly for those on lower incomes that might arise as a result of the Hinkley Point C development.
- 4.2 The aim of the funding is to mitigate any potential adverse effects on the local private rented and low cost housing market, and particularly the ability of those on lower incomes to access local housing, that might arise as a result of the Hinkley Point C development.
- 4.3 A further **£3.5m of funding** became available in June 2016 when EDF Energy transitioned from the Site Preparation Works planning permission to the Development Consent Order (DCO). This additional funding was secured to deliver additional housing capacity in West Somerset, Taunton Deane, Sedgemoor and North Somerset.
- 4.4 Of the £3.5m the following amounts are ring-fenced for each Council area.
- West Somerset £500,000
 - Taunton Deane £660,000
 - Sedgemoor £1,000,000
 - North Somerset £697,000
- 4.5 The remaining £643,000 is available for all the 9 4 Councils to bid for once the individual ring-fenced amounts have been allocated based on areas of need and the location of HPC workers.
- 4.6 From these ring-fenced amounts each authority is able to allocate a maximum of £60,000 for the purpose of employing housing staff to support the implementation of the initiatives.
- 4.7 In January 2017 the Phase 2 Housing Fund Strategy was approved by West Somerset Full Council. This strategy set out expenditure of the remaining Site Preparation s106 Housing Contribution monies and delegated approval of expenditure to the West Somerset Housing Board.

5 Current financial position

- 5.1 Site preparation s106 document specifies the type of initiatives that funding may be spent on.
- 5.2 In accordance with the Site Preparation Works section 106 agreement at least £685,607 available to West Somerset should be spent on the following types of initiatives.

'Initiatives'

3.2.2	stimulating new supply in the private rented sector through financial assistance for minor improvements;
3.2.3	bringing empty homes back into beneficial use through financial assistance to owners;
3.2.4	supporting a rent deposit or guarantee scheme through the provision of rent deposits for households moving into the private rented sector;
3.2.5	facilitating household moves from the social rented sector into intermediate or market accommodation through equity loans to residents in the social rented sector;
3.2.6	facilitating household moves from the private rented sector into intermediate or owner occupied market accommodation through equity loans to residents in the owner occupied or private rented sectors;
3.2.7	tackling the incidence of under occupation in existing affordable housing stock through payments to existing tenants to compensate them for releasing property and moving to more suitable accommodation;

- 5.3 Also in accordance with the Site Preparation works section 106 agreement no more than £599,756 available to West Somerset should be spent on the following types of initiatives.

'Enabling or Other'

3.2.1	accreditation of landlords;
3.2.8	equity investment into new build housing development schemes to assist developers in bringing forward stalled development opportunities;
3.2.9	levering in funding from the Homes and Communities Agency;
3.2.10	providing funding to act as grant replacement for new build housing development schemes to subsidise the provision of affordable housing developed by registered social landlords;
3.2.11	any other initiative that would deliver additional housing capacity that might be necessary;
3.2.13	funding other housing mitigation measures, such as emergency housing services.

5.4 Allocation to date.

Categories	Allocation to date	Funds remaining
'Enabling or Other'	£599,756	Nil
Initiatives	£685,607	£109,391

5.5 The initiative presented in this application falls within 3.2.13 and therefore we unable to spend Site Preparation s106 funds on this proposal.

6 Phase 3 Hinkley Point C Housing Fund Strategy

6.1 The Phase 3 Hinkley Point C Housing Strategy will be presented to Full Council in the autumn 2018. The strategy will set out plans for expenditure of the DCO Housing Contribution Funding.

6.2 In the interim period, the application to draw down funds from the DCO for the delivery of a Money and Debt Advice service is being submitted for approval to the Full Council.

7 Links to Corporate Aims / Priorities

The allocation of these funds will enable the Council to help mitigate any adverse effects on the local housing markets due to the impact of Hinkley Point C which is a priority in the Somerset Strategic Housing Framework and supporting West Somerset Corporate Strategy 2016-21

'Our Communities - Helping our communities remain sustainable and vibrant is vital in keeping West Somerset a great place in which to live and work.

'Our Place and Infrastructure - West Somerset is a beautiful place to visit and in which to live and work. We want to keep West Somerset a place to be proud of and one which is well maintained and welcoming to residents, visitors and businesses alike'.

The initiatives delivers the priorities 'Increase the availability and affordability of homes for local people - to both buy and to rent' and 'Mitigate negative impacts on the community from the construction phase of Hinkley Point C'.

8 Finance / Resource Implications

8.1 The Money and Debt Advice service in West Somerset will be funded via applications to EDF Energy for the approval and draw down of funds from the DCO s106 Housing Contributions.

8.2 The funding provided by EDF Energy through the Site Preparation and DCO section 106 agreements can only be used for the purpose of delivering additional housing capacity as set out in the agreements.

8.3 The impact of HPC on housing need in West Somerset needs to carefully monitored over the period to examine both the demand linked to HPC and to ensure the effectiveness of the proposals. If demand is higher than anticipated, further funding should be sought from the Housing Fund Contingency Payments as specified in the DCO s106 agreement.

9 Legal Implications

- 9.1 These funds have been paid by or are due from the developer (EDF Energy) due to the signing of a Section 106 legal agreement for planning permission to carry out the site preparation works at Hinkley Point C (West Somerset Council Planning Application No: 3/32/10/037) and the Hinkley Point C Deed of Development Consent (21/08/2012).
- 9.2 West Somerset Council shall take into account the objectives of the funds and decision making criteria as set out in these legal agreements when approving expenditure.

10 Environmental Impact Implications

- 10.1 There are not considered to be direct implications of approving the Money and Debt Advice Service. However, there are obviously environmental impacts associated with the wider proposed development of Hinkley Point C. These have been assessed within the Environmental Statement submitted by NNB Genco with the application to carry out Site Preparation Works at Hinkley Point C (West Somerset Council Planning Application No: 3/32/10/037) and mitigation measures have been secured.
- 10.2 Delivery partners are encouraged to ensure they are delivering services in a way that reduces impacts on the environment and encourages reducing carbon emissions and improving energy efficiency.

11 Safeguarding and/or Community Safety Implications

- 11.1 Delivery partners are encouraged to consider the promotion of community safety and community cohesion as part of their project.
- 11.2 Delivery partners that provide facilities or services to families, young people or vulnerable adults are required to provide evidence of their policies and procedures relating to safeguarding, and in particular, the requirement for their staff to be appropriately trained and DBS checked.
- 11.3 The requirement for delivery partners to adhere to Safeguarding legislation and to ensure necessary checks are carried out to ensure the suitability of staff or volunteers involved in the project are included in Service Level Agreements for each initiative.

12 Equality and Diversity Implications

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

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

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

- 12.2 Delivery partners are required to ensure their initiative will promote equal opportunities and will be accessible to all people in the community regardless of background, ability or personal circumstances.

- 12.3 Housing Initiatives that restrict access on the grounds of age, gender, race, sexual orientation, beliefs, background, ability or personal circumstances are unlikely to be funded. Unless the reasons for doing so can be 'objectively justified'.
- 12.4 Delivery partners are required to provide a copy of their Equal Opportunity Policy to demonstrate awareness of their responsibility to deliver accessible services that advance equality.
- 12.5 The initiative has been designed to promote equality of opportunity for all members of the community when accessing housing and accommodation.

13 Social Value Implications

- 13.1 The proposed initiative offers extensive social value and additional benefit to the community such as identifying routes for service users into training and employment, signposting to a range of services such as mental health support, offering training in money management and opportunities for volunteering.

14 Partnership Implications

- 14.1 West Somerset Council and West Somerset Advice will work together with a wide range of local partner's organisations to ensure the successful delivery of the initiative. Where necessary partnership agreements and service level agreements will be put in place to ensure that roles and responsibilities are clear, targets are agreed and regular monitoring takes place to reduce risk to delivery.

15 Health and Wellbeing Implications

- 15.1 The initiative is designed to assist local people to access and sustain decent standard, affordable accommodation and therefore help to improve health and social and emotional wellbeing.

16 Asset Management Implications

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

17 Consultation Implications

- 17.1 In developing this initiative, officers have consulted with a wide range of internal and external partners to ensure the initiative will respond to and reflect the needs of the community due to the impacts of Hinkley Point C on the local housing market. Partners consulted include:

- The YMCA,
- West Somerset Advice Bureau
- Taunton Association for the Homeless
- WSC and TDBC, Housing Options teams.
- Somerset West Landlord and Tenant Services (SWeLT)

18 Cabinet Comments / Recommendation(s)

- 18.1 That West Somerset Full Council agrees the recommendation set out in 2.1 of this report

Democratic Path:

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

Reporting Frequency: Ad hoc

List of Appendices

Appendix A	Money and Debt Advice Service
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Contact Officers

Name	Lisa Redston, Community and Housing Lead – HPC	Name	Beccy Brown Housing Initiatives Officer HPC
Tel	01984 635218	Tel	01984 600181
Email	lredston@westsomerset.gov.uk	Email	bbrown@westsomerset.gov.uk



Hinkley Point C Planning Obligation (Section 106) Funding Application Form

Housing Fund (DCO) Application Form

Proposal:	Money and Debt Advice Service
Relevant District(s):	West Somerset
Organisation(s) that will receive funding:	West Somerset Advice
Summary of Proposal (including number of bed spaces that will be delivered if appropriate):	<p>Aim This initiative aims to provide a personalised approach in helping people acquire and maintain tenancies by providing practical advice, support and solutions relating to their debts.</p> <p>Objectives Early interventions to prevent the consequences of a loss of tenancy – emergency housing followed by temporary accommodation (often poorer quality and for long periods)</p> <p>Reduce stress and anxiety on households including children who are in need of secure home and settled education.</p> <p>Reduce the burden of emergency and temporary housing costs on the Local Authority.</p> <p>Increase effectiveness of staff time. Council officers often have to become involved in secondary issues such as debt for which they are not responsible nor trained for. Provision of a money/debt advice service (to include a home visit service to more vulnerable people), will enable Council Officers to refer easily and quickly to dedicated 3rd party advice, provide an advocacy service if required and free up Officers time.</p> <p>Current situation By 2015-16 22% (14 million) of the UK population were living in poverty. This is made up of 8 million working-age adults, 4 million children and 1.9 million pensioners. Just under one in 10 households report having a debt problem (as being behind with any household bill or credit commitment). Of these, 2 in 5 had arrears on the debts on the debts that should considered as a priority, primarily Council Tax.</p> <p>The Independent review into the Funding of Debt Advice from The Money Advice Service recommends free to client debt advice should be increased by 50% over the next 2 years.</p>

Research shows to achieve minimum income standards couples with 2 children need to be earning at least £18900 and one parent £17100. This is hard to achieve in West Somerset where wages are in the bottom 3 districts in the Southwest caused by a large percentage of part time/seasonal employment and where the majority of employers are SMEs.

The introduction of Welfare Reform (reduction in Local Housing Allowance, Shared Accommodation Rate and the impact of Universal Credit) means that people are finding it more difficult to manage their debt. As a consequence, eviction or threat of eviction due to non-payment of rent, is becoming more frequent.

In 2015-16, statistics indicate that across the country, 6 in 10 of those in the poorest fifth of households had no savings at all while a further 1 in 9 had savings less than £1,500. This becomes a significant problem for people if they lose their accommodation and have to pay substantial moving costs associated with the private rented sector (on average: 2 months' rent in advance, 1 months deposit, credit check and fees) or if benefit claims are delayed.

High churn in the private rented sector aggravated by an influx of Hinkley workers seeking somewhere to live and general rental increases (Table 1) are all adding to the rising problem of a shortage of accommodation in the Private Rented Sector.

The following table taken from the Government Valuation Office Agency shows the increase in average rents in West Somerset over the past 4 years

Table 1

	1 bed accommodation	2 bed accommodation	3 bed accommodation
April 2013-May 2014	£465	£570	£624
Oct 2014-Sept 2015	£467	£564	£664
Oct 2015-Sept 2016	£478	£582	£678
Oct 2016-Sept 2017	£473	£592	£717

Figures from the WS Housing Options team show that over 90% of people in the past 12 months who are homeless or are at risk of being made homeless, have debts which are a direct/indirect contributory factor in the loss of their tenancy or preventing them from acquiring a tenancy e.g debt affecting an applicant's credit score.

Snapshot of housing associated debt in West Somerset
(Figures taken from the Flexible Rent Scheme)



	<p>2016-2017: 7 out of 22 applicants (31%) have outstanding repayments on the flexible rent scheme or CT or both 2017-2018 (7 months) 10 out of 13 applicants (76%) have outstanding repayments on the flexible rent scheme or CT or both.</p> <p>When landlords were asked what would help keep a tenant in situ their main response was rent guarantee and support to ensure that clients were able to sustain tenancies when going through times of crisis especially in relation to non-payment of rent.</p>		
<p>Amount applied for: (For initiatives that cross District boundaries please indicate the funding required from each District)</p>	<p>£51,000 to deliver 22.5 hours service a week for 2 years.</p>		
<p>Start Date:</p>	<p>July 2018</p>	<p>Finish Date:</p>	<p>July 2020</p>
<p>Please explain how the proposal mitigates against the potential adverse effects of HPC on the availability of accommodation?</p> <p>How does it address both direct and indirect accommodation demands?</p>	<p>Where Hinkley workers live will inevitably be influenced by a number of factors including:</p> <ul style="list-style-type: none"> • The supply/ availability, cost and quality of accommodation; • Accessibility to the HPC site including the time and cost of travel; • Available facilities, amenities and local infrastructure; • The length of time which they are expecting to spend working on the project; • What they can afford and/or are willing to spend on accommodation. Research shows that those in lower paid roles are more cost-conscious and would thus seek to limit housing costs. <p>The December 2017 Worker Accommodation Survey carried out by EDF indicates that of the 1578 non home based workers working on site, 189 of these are living in West Somerset with over 51% of workers living within the Private Rented Sector. As worker numbers increase the number of HPC employees living West Somerset will rise in line with these trends putting further pressure on the ability of local people to access and sustain low cost tenancies.</p> <p>Competition at this end of the market has already started to drive a growth in rents and reduce available supply to local residents.</p>		

Current average rents in the Private Rented Sector in West Somerset between October 2016-September 2017 (Table 2)

Table 2

One bedroom	£473 pcm
Two bedroom	£592 pcm
Three bedroom	£717pcm

NOTE: Intelligence from local West Somerset estate agents has indicated a rise of 5% in rents for the period 1st January 2018-31st March 2018.

When this is compared to the current Local Housing Allowance (LHA) payments (Table 3) it is clear that properties are being priced out of the range for vulnerable local people on benefits.

Table 3

Property	LHA	Shortfall
One bedroom	398.88 pcm	74.12 pcm
Two bedroom	523.55 pcm	68.45 pcm
Three bedroom	631.24 pcm	85.76 pcm

The potential for the displacement of more vulnerable groups from the Private Rented Sector (PRS) especially in localities closer to the site is increasing (Stogursey, Williton, Watchet and Minehead). There is evidence from Somerset Homelet and Rightmove that many accommodation owners would prefer to house people in full-time employment (this can be seen by the number of potential landlords who do not indicate that they are 'LHA friendly'). In addition, shared house advertisements for rooms are also focusing on professional people only.

As the Local Impact Report (LIR) acknowledges:

"The supply and availability of housing is constrained as a consequence of construction worker demand, this will give rise to greater competition in the local housing market with other users of accommodation. Given the higher than local average wages of construction workers this is likely to have inflationary impact on rents and as a consequence will lead to:

- Local people unable to access local housing; and
- The displacement of existing residents from accommodation

The above highlights the need to sustain people in their tenancies as loss of accommodation will lead to greater debt caused by the previously mentioned associated moving costs, potentially higher rents and the need to change benefit streams to Universal Credit which comes with its own problems e.g. no money for at least 5 weeks etc.

The initiative seeks to mitigate these impacts by assisting and equipping people with money management and debt solutions to make them more attractive to local landlords and able to maintain tenancies for a longer term, reducing costs for both



	<p>landlord and tenant and creating stability in the community. Referrals to the Tenant Ready Scheme and The Somerset Community Credit Union will be made to provide an extension to money management support service.</p> <p>The project addresses indirect accommodation demand by creating a platform for people to sustain a tenancy in their own right. By creating this environment the aim is to effect a generational change, which will impact on the children of the tenants and future housing need. Ensuring people can sustain their tenancies, will make sure that they are best placed to access the job market and improve retention once in employment. This opportunity to break the no home - no job cycle is essential to create settled communities.</p> <p>By helping to reduce debt there is potential to reduce associated spend for other services such as mental health services, emergency medical services and the criminal justice system. The project will also generate savings on temporary accommodation costs for the local authority. Public Health England study reports that for every £1 spent on debt advice saves the NHS £2.67 [Evidence Base mental health prevention concordat 2016].</p>
<p>How will the proposal be responsive to changes in the housing market?</p>	<p>With accommodation in the private rented sector the areas nearest to Hinkley becoming saturated and as property prices continue to rise, there is no indication that the demand for accommodation within the private rented sector in West Somerset will reduce in the foreseeable future</p> <p>Research by the Joseph Rowntree Foundation shows the proportion of people in the poorest fifth of the working-age population who spend more than a third of their income (including Housing Benefit) on housing costs has risen to 47% in the past 2 years.</p> <p>Consequently debt and tenancy sustainment have become significant problems causing instability and high levels of associated costs to both tenant and landlord. Advice and guidance to alleviate people's difficult situations will always be a requirement within the private rented sector.</p> <p>By working closely with the Council Housing options team, the money and debt service will ensure early intervention and create more established tenancies within the private rented sector market.</p>



<p>Which of the housing initiatives in the HPC DCO S106 agreement (Sch. 1, Para 2.2) does this proposal apply to?</p>	<p>2.2.13 funding other housing mitigation measures such as emergency housing services.</p>
<p>How will the project be delivered?</p> <p>Please list the Planned outputs/activities and performance targets:</p> <p>(For initiatives that cross District boundaries please provide separate information for activity in each District)</p>	<p>West Somerset Advice to manage and deliver the service in consultation with the Housing Options Manager.</p> <p>Service delivery will consist of 1.5 days a week interviews and home visits and 1.5 days debt advice work with assessments and referrals from all West Somerset Advice service access points Monday-Fri during opening hours.</p> <p>Referrals Housing Options Officers, Tenancy Sustainment Officer, Benefits and Council Tax Officers will refer into the service on a prescribed pro-forma.</p> <p>High risk cases identified by the Housing Options team (homelessness or threat of homelessness) will be prioritised.</p> <p>Self referrals from existing tenants with money and debt problems at risk of being evicted for non-payment of rent and people with financial issues seeking to access tenancies.</p> <p>Landlords will be able to place a request directly to the Housing Options team for a tenant to be supported.</p> <p>Delivery The first stage of the advice model is 'assessment'. This takes approximately one hour, and determines what the client's options and needs are. At this point the hours required for their case can be estimated.</p> <p>Debt advice should be distinguished from 'money management'. While debt advice does include check of a person's entitlement to state benefits, it goes further than welfare rights. Debt advice is essentially crisis management and financial capability upskills individuals to gain the skills to prevent the need for debt advice recurring or even occurring in the first place.</p> <ul style="list-style-type: none"> ➤ General advice on debt problems including the provision of self -help materials ➤ Detailed and individualised assistance, including casework for clients with complex debt problems. ➤ Maximise benefit uptake ➤ Financial assistance required to secure tenancies. ➤ Explaining the implications of non-payment of each of debts (priority and non-priority)

- Establishing whether or not people are liable for their debts and assisting them to challenge their creditors if appropriate
- Maximising income – reduction in bills, switching and Wessex Water TAP scheme, discretionary housing and council tax applications
- Budget planning
- Helping people to choose a strategy (usually to reduce or stop payments) to minimise the effects of debt on financial, social integration health and well being and preserving their home, essential goods and service and liberty.
- Assisting by advice or representation within the implementation of whatever strategy is chosen.
- Delaying eviction for planned moves
- Upskilling the financial capabilities of individuals reducing the reproduction of the 'revolving door' model

Added value

- Employment Hub partner to support the move to work and better paid work.
- Homefinder registration and supporting access to social housing.
- Partnership work with housing standards and Housing Initiatives Officer on disrepair, housing conditions and unsuitable accommodation.
- Direct access for referrals to other WSAB support e.g applications for PIP and Attendance Allowance (assistance to enable people to remain in their homes)
- Referral to solicitors and housing advisers to defend possession action.

Targets

Some cases will be single appointments, whilst others will be ongoing (known as 'casework'). It is difficult to determine numbers therefore.

As an estimate the service will see 223 clients per year as follows:

99 full casework @22.5 hours each
35 mental health money advice cases
89 assessment cases

Appointments will take place at a variety of outreach venues in and around the Hinkley 'hotspot' areas of Williton, Watchet, Stogursey and Minehead:

- the Council Offices
- West Somerset Advice centre
- the Employment Hubs
- Talking Cafés
- Friendship Club
- GP surgeries

	<p>NOTE: For more vulnerable clients, home visits will also be offered.</p> <p>Outcomes / reporting The service will report monthly to the Housing Initiatives Officer and Housing Options Manager using the following indicators;</p> <ul style="list-style-type: none"> ➤ -number of referrals ➤ -number of clients seen ➤ -number of advice activities undertaken ➤ -number of assessments ➤ -number of case work ➤ -advice issues raised ➤ -amount of debt 'written off' and 'managed' ➤ -number of clients seen with complex issues (mental health, isolation, family crisis and homelessness) ➤ number of clients better able to manage financial affairs ➤ number health and wellbeing improved
<p>How will the initiative be administered and promoted ? Include expected resources required and costs for each activity and other funding sources.</p> <p>(For initiatives that cross District boundaries please provide separate information for activity in each District)</p>	<p>Administration of the service The work will be administered and delivered by the West Somerset Advice Money and Debt Advisor. Confidential information will be recorded on the Councils Housing Options software (Jigsaw) and the Bureaus Advice pro system both confirming to GDPR requirements.</p> <p>Review meetings Quarterly review meetings will be attended by the Housing Options, Advice & Homeless Manager, Team Leader from WS, and Housing Initiatives Officer both the operational and strategic contacts at CA-T, with dates agreed at the start of each year.</p> <p>Promotion through: Early stage training with frontline staff – Housing Options, Council Tax and Benefits teams Attendance at all Landlords Forums SWeLT Website/newsletters Letting agents Partner Agencies Officers Benefits Officers. West Somerset Advice Press articles Landlord newsletter Employment Hubs Village Agents</p>



<p>What are the overall costs of the initiative and what other sources of funding have been secured?</p> <p>Does it have the potential for recycling the Housing Fund so that it can be invested in other housing initiatives?</p>	<p>Service delivery = £51,000</p> <p>WSAB match funding from Somerset Community Foundation: 10 hours a week for 2 years for Mental Health (Debt Advice) Worker = £10k</p> <p>Total costs = £61,000</p> <p>Savings made from the reduction in emergency and temporary housing to be used to sustain the post after the end of the initiative.</p>
<p>Please give details of how the initiative aligns with local Housing and (where appropriate) Planning Strategies</p>	<p>Mitigating any potential adverse effects on the local housing markets due to the impact of Hinkley C is a priority in the Somerset Strategic Housing Framework and supporting West Somerset Corporate Strategy 2016-21</p> <p><i>'Our Communities - Helping our communities remain sustainable and vibrant is vital in keeping West Somerset a great place in which to live and work.</i></p> <p><i>'Our Place and Infrastructure - West Somerset is a beautiful place to visit and in which to live and work. We want to keep West Somerset a place to be proud of and one which is well maintained and welcoming to residents, visitors and businesses alike'.</i></p> <p>The initiatives delivers the priorities 'Increase the availability and affordability of homes for local people - to both buy and to rent' and 'Mitigate negative impacts on the community from the construction phase of Hinkley Point C'.</p> <p>In these instances indirectly by developing the ability of local people to acquire and sustain their tenancy which previously they would have lost or not have been considered for.</p>
<p>Please describe how any partners have been and will be involved in the design and delivery of the initiative.</p>	<p>Somerset West Private Sector Housing Partnership (SWPSHP): a well-established and effective Partnership between Sedgemoor, Taunton Deane and West Somerset to deliver the private sector housing functions of the District Councils.</p> <p>Consultation with members of the Somerset West Landlord and Tenant Service (SWELT: Housing Options Teams and other agencies to offer private sector landlords, tenants and owners unique access to a range of local housing products, services and support). Debt advice service will be promoted through SWELT as part of a wrap-around Tenancy Support package.</p> <p>West Somerset, Taunton Deane and Sedgemoor Council Strategic and Operational Housing Officers.</p> <p>The service will make referrals as appropriate to Tenant Ready Scheme for ongoing support with money management and Somerset Community Credit Scheme to encourage regular saving and affordable loans.</p>



<p>What risks to the successful delivery of the initiative have been identified and what are the planned mitigation measures?</p>	<ul style="list-style-type: none"> ➢ Targets not being achieved. Mitigation: Monthly monitoring by West Somerset and Taunton Deane Council HPC Housing Initiatives Officer to identify issues and risks to achieving targets with timely mitigation measures to be agreed. ➢ Insufficient takeup of the service Mitigation: Greater promotion and awareness training to frontline staff and partner agencies. ➢ Lack of service provision Mitigation: Negotiation of service with another Money and Debt Advice service provider

I apply for funding on behalf of the organisation as detailed above

Signed:

	Date: 21/6/18
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Print Name:

SUSAN CLOWES

Position in organisation:

MANAGER

Organisation Name:

WEST SOMERSET ADVICE

Report Number: WSC 57/18

West Somerset Council

Cabinet – 11th July 2018

HPC Planning Obligations Board – Allocation of HPC CIM Funds

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

Report Author: Lisa Redston, Community and Housing Impact Lead, Place and Energy

1 Purpose of the Report

1.1 The purpose of this report is to

1. Provide an update to members on the recent changes to the administration of the HPC Community Impact Mitigation (CIM) Fund.
2. Present the recommendations of the HPC Planning Obligations Board, for the allocation of monies from the HPC CIM Fund for grant applications received on 1st May 2018.

2 Recommendations

2.1 That Cabinet notes the recent changes to the administration of the HPC CIM Fund as set out in 5.1 - 5.7.

2.2 That Cabinet makes a recommendation to West Somerset Full Council to endorse the recommendations of the HPC Planning Obligations Board as follows:

2.1.1 To approve the allocation of £69,000 from the 2nd Annual HPC CIM Fund Payment to Fiddington Village Hall for the Village Hall Improvement Project.

2.1.2 To approve the allocation of £30,000 from the 2nd Annual HPC CIM Fund Payment to Holford and Village District Hall Committee for the Holford and District Village Hall Fit for Future project.

3 Risk Assessment

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

Risk of future community impacts not being mitigated due to early demand for funding exceeding available budget resulting an inability to respond to future or unknown impacts.	Medium (12)	Annual contribution payments (2015 and 2016) will ensure a budget is available to respond to future demand. Planning Obligations Board to continue to develop funding strategy that includes mechanisms for review and reprioritisation and trigger points for release of funding to reflect changes in circumstances and impacts.	Low (8)
Failure of the Planning Obligations Board to allocate CIM fund by April 2019 resulting in continued requirement for staff resource to manage application/decision making process, finances and to support community.	Medium (9)	Planning Obligations Board to continue to develop funding strategy to provide direction for release of funding.	Low (4)
Failure of the Planning Obligations Board to monitor the actual and potential impacts of the development due to the lack of a defined impact monitoring procedure resulting in the inability of the Planning Obligations Board to apply funding to achieve maximum mitigation of impacts.	Medium (16)	Planning Obligations Board to develop process and procedures for monitoring the impact and potential impact of the development and reflect this in the funding strategy.	Low (8)

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

4 Background

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

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

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

5 Update on changes to the administration of the HPC CIM Fund.

5.1 The HPC Community fund has been open to applicants since June 2014.

5.2 Of the £7,958,027 available £6,009,561 has been allocated as per the below table.

Ringfence	Total Available £	Total Allocated £	Total remaining £
West Somerset	2,134,529	2,134,529	0
Sedgemoor (Bridgwater)	1,067,265	1,067,265	0
Sedgemoor (Cannington)	533,632	370,138	163,494
Stogursey	522,632	332,087	201,545
1 st Annual Payment (Somerset)	1,751,749	1,751,749	0
2 nd Annual Payment (Somerset)	1,937,220	353,972	1,583,428
Total	7,958,027	6,009,561	1,948,446

5.3 As of 1st June 2018 13 organisations are in the process of applying the CIM fund. The amount requested from these organisations totals £3,078,840. The remaining funds are therefore significantly oversubscribed.

- 5.4 On 7th June 2018 the HPC Planning Obligations Board considered and agreed an Exit and Transition Strategy which outlines the approach to
- Prioritising the remaining HPC CIM Funds;
 - Closing down the HPC CIM Fund in a fair, safe and legal way;
 - Ensuring a smooth transition from the HPC CIM Fund to the HPC Community Fund (administered by Somerset Community Foundation).
- 5.5 The Exit and Transition Strategy was developed in partnership with Somerset Community Foundation, Sedgemoor District Council, Somerset County Council and EDF energy. Various gap analysis exercises were carried out to inform priorities for the remaining funds. These included a workshop with key officers, members and stakeholders to identify gaps in mitigation from all activities funded through the HPC s106 contributions.
- 5.6 On the 7th June the Planning Obligations Board agreed the following
- To close the HPC CIM Fund to new Expressions of Interest as of 8th June 2018;
 - To hold one final round of funding to consider the allocation of the remaining £1,583,428 available from the 2nd Annual payment.
 - To reschedule the decision making timetable as follows:
 - The deadline for submission of all outstanding applications will be 1st August 2018 (other deadline dates no longer apply).
 - The Board will make recommendations on all applications submitted by 1st August at their meeting on 4th October;
 - To consider options for any remaining funds following the final round of applications at their meeting on 6th December.
- 5.7 West Somerset Council will continue to administer HPC CIM Funds ring-fenced for Cannington and Stogursey in line with current processes.

6 CIM Applications considered by the HPC Planning Obligations Board

- 6.1 At their meeting on 7th June the HPC Planning Obligations Board considered one new application for grant funding and one application for additional funding to be allocated to a currently funded project.
- 6.2 Where an application is seeking funding to mitigate impacts or to benefit from opportunities in relation to education, skills, training or employment the Planning Obligations Board seeks the view of the Hinkley Point C Education, Employment and Skills Operations Group (EESOG). EESOG includes representatives from the District and County Council, EDFE, Department of Work and Pensions, and a range of Education and Training providers. The views of EESOG in relation to applications are included in the application summary where appropriate.
- 6.3 Where an application is seeking funding to mitigate impacts or to benefit from opportunities in relation to the promotion of tourism the Planning Obligations Board seeks the view of the Hinkley Point C Tourism Action Partnership (HTAP). The view of HTAP in relation to the application is included in the application summary where appropriate.
- 6.4 All applications have been subject to financial viability checks, any concerns in relation to the viability of an organisation or project are highlighted within the summary.
- 6.5 Cabinet is asked to consider the following applications for allocation of CIM Funding.

6.6

Project Name:	Village Hall Improvement Project
Expression of Interest Ref No:	207
Organisation Applying:	Fiddington Village Hall
Summary of Project:	<p>Provision of a quality, fit for purpose, safe and efficient community space to offer and host a broader range of community activities and events. The project aims to reduce isolation, integrate new and established communities and reduce the need to travel through the provision of local activities.</p> <p>Funding is required to enhance natural lighting in the library, improve the grounds, install picnic benches and other outside features and upgrade toilets and kitchen. The project will increase income, support sustainability of the building and support further community projects.</p>
Impacts mitigated as stated in application:	Residents of Fiddington are affected by traffic to and from the site, increasing severance, isolation and reducing access to services.
Start Date: October 2018	Total Project Costs: £79,545
Completion Date: November 2018	Amount applied for: £69,000
Documents received:	<p>Business Plan; copy of community consultation survey and analysis of results; SWOT analysis of project; Financial projections; Feasibility Study; Architects Plans; Letters of support for CIM fund application (chair of Fiddington PC, Fiddington WI, St Martin of Tours church, Caterers, Art group leader, Art group member/Community events x5, Resident x4, WI member, Village Hall committee member x2); location map; constitution (1976, updated 2006); Insurance and public liability documents; Accounts 15-17; Project Plan; Project Budget; 3 quotes for each element of project; Examples of promotional activity and photographs of 2017 events.</p>
CIM Fund Manager Comments:	
<p>The applicants submitted an application in September 2017, the application was not approved and detailed feedback was provided. The applicants have taken the feedback on board and have moved the focus of the project from improving the hall facilities to developing a community facility that provides a range of activities in consultation with local residents that mitigates the impacts of HPC and meets community needs and requests.</p> <p>Whilst the main beneficiaries of the hall are currently retired the applicants have worked to understand the needs of families with children in the area and those new to the area, such as HPC workers. The consultation has led to a number of new volunteers coming forward to organise new activities and family friendly events.</p> <p>The applicants are aware of the need to liaise with other local community buildings and have started conversations to help co-ordinate activity.</p> <p>Quality of Life - Meets criteria</p> <p>The project is likely to improve quality of life for a wider range of the local community who have a renewed interest in the hall and activities on offer as a result of the project. New activities and a focus on child friendly activities and activities for older people will help reduce isolation, increase social interaction and opportunities for physical activity. The</p>	

project will help to fund future community projects further enhancing quality of life and offering opportunities to volunteer and gain new skills.

Sustainability - Meets criteria

The project will have positive effects on the local environment, strengthen the community, is financially viable and will help to ensure the building is financially sustainable. Financial projections show a good level of detail and explanation. The hall makes a surplus each year. If the annual grant from their sponsor continues this would give a surplus of around £5000 per year.

Extent of Benefit - Meets criteria with considerations.

The project will primarily benefit the 300 residents of the community and some visitors, however the project will ensure that a greater number and range of the community will have access to activities and events. The project will leave a legacy for the community.

Community Need - Meets criteria

The community perceives they are affected by the increased traffic associated with HPC and are hosting a notable number of HPC workers. The community requires enhanced facilities and activities locally to reduce the need to travel and to provide opportunities for integration. The village hall and church are the only facilities in the village open to the community.

Community Support - Meets criteria

The community have been engaged and consulted on the project with strong support demonstrated through consultation responses, letters of support and offers of volunteering.

Partner support - Meets criteria with considerations

The applicants have engaged with local user groups and have worked in partnership with Sedgemoor District Council on various aspects of the project and funding application. The applicants are looking to work with other community facilities in the area to reduce the likelihood of duplication of activities and events.

Governance - Considerations

The committee demonstrates good community involvement and previous project management experience. The applicants have engaged with a local architect who is offering professional support. The applicants have planned promotional activity however how success will be measured requires some further consideration. Some risks have been thought through however risk assessment could be strengthened. The applicant's constitution is dated and doesn't clearly describe the decision making arrangements in place, especially around financial decisions. Advice should be offered to the applicants to ensure their current constitution is compliant with charitable regulations and has clear governance arrangements for decision making, especially financial decisions.

Value for money - Considerations

The number of direct beneficiaries of the project are likely to be low, however the project will benefit those who feel directly impacted by HPC. The project will provide benefits for the community over a good number of years. Match funding has been raised locally although no match funding applications have been submitted to other funders. The applicants have aimed for value for money through the use of volunteer professionals and seeking a range of quotes for each aspect of the project.

S106 considerations	Does the project attract additional funding?	Yes
	Does the award reflect the actual or potential impact in that geography?	Yes

	Is it a community priority identified in community plan	Yes
	Is it aligned with local authority plans?	Yes
	Is it an appropriate response to achieve mitigation of the identified impacts (taking into account value for money)?	Yes
	Can it demonstrate overall cost effectiveness?	Yes
	Does it contribute towards developing and maintaining sustainable communities throughout the area of impact?	Yes
	Does it compliment other s106 measures and partner practises?	Yes
POB Comments:		
<p>The Board were impressed by the action taken by the applicants in response to feedback from their previous application.</p> <p>The Board agreed that the revised application showed a much improved and strengthened project with a clear objective to mitigate impacts on the community through the provision of activities for all age groups.</p> <p>In particular the Board were impressed by the level of community consultation and engagement activities carried out by the applicants to inform the project and involve the community in running activities.</p> <p>The Board agreed that the application now met the funding criteria.</p>		
POB recommendation:	To recommend approval of £69,000 to Fiddington Village Hall for the Village Hall Improvement project from the 2nd Annual Payment.	

6.7

Project Name:	Holford and District Village Hall - Fit for Future
Expression of Interest Ref No:	179
Organisation Applying:	Holford and District Village Hall Committee
Summary of Project:	To refurbish and extend the Village Hill and change the adjoining land to create an overflow car park for users of the hall and adjacent Cricket Club. The project will enable educational, recreational, sport and social activities for all age groups in the surrounding areas and improve quality of life for residents of communities nearest the HPC site, new HPC workers and families moving into the area. The extension to the venue will enable activities to take place that can't be offered due to the current layout of the building. Work includes an improved entrance with porch, a new meeting room and a new community area with flexible storage and improved toilet and baby

	changing facilities, improved lighting and insulation to reduce running costs.
Impacts mitigated as stated in application:	The HPC development is increasing the number of workers and families moving into and visiting the area. The project aims to foster good relations between new residents and the local community. The project aims to provide activities for HPC workers and the local community affected by the works at the HPC site and wider infrastructure development. The project aims to involve new residents and families in community clubs and promote volunteering. The venue is on a convenient location on the A39 close to target impacted groups. The applicants will take the lead in early action to promote a cohesive community and provide services, activities, and courses to reduce the need for local residents to travel, helping to reduce congestion as a result of the HPC project.
Original Start Date: April 2018	Original Total Project Costs: £517,570
Original Completion Date: September 2018	Original Amount Awarded: £125,000
Project update	
<p>Holford and District Village Hall Committee were awarded funding £125,000 by West Somerset Council on 22nd November 2017.</p> <p>Following the award the applicants began the tender process for the works required as part of the project. The tenders returned were higher than the estimated costs provided by the Quantity Survey at the time of application.</p> <p>The expected 'Build Costs' were £385k + VAT. Tender prices received ranged from £639k +VAT to £662k +VAT.</p> <p>The applicants have entered into a three stage Value Engineering process with their preferred contractor and architect to reduce build costs. This will not affect the structural design of the building or the ability to provide the planned community activities. The committee also carried out a review of the project to reduce costs further.</p> <p>As a result the total 'Build Costs' have reduced from £639k +VAT to £422k +VAT.</p> <p>Including fees, contingency and VAT the total project costs are now £565k.</p> <p>Funding of £505k has been secured as follows: Big Lottery £207,000 HPC CIM Fund £125,000 Viridor Credits £90,000 Trusthouse Foundation £50,000 Garfield Weston £15,000 Holford and District Village Hall £18,000</p> <p>This leaves a funding gap of £60,000.</p> <p>The Big Lottery requires the project to start by 4th September 2018, which limits the applicant's ability to prepare and submit further funding applications. The applicants are discussing the potential for additional funding from the Big Lottery to help close the gap.</p>	

Further community fundraising is planned by the applicants to assist with materials and equipment to complete the hall. The applicants are also running a village based volunteer project to assist with the DIY projects suggested as part of the Value Engineering process.	
POB Comments:	
The Board recognises the ability of the project to mitigate impacts of HPC and continues its support for the project.	
The Board recognised the risk to the delivery of the project in a key community near to the HPC site and agreed to consider the award of additional funding to ensure its delivery.	
The Board recognised that contractor costs are increasing, and that if the project is delayed further it is likely the build costs would continue to increase.	
The Board agreed that the applicants has responded robustly to an unexpected issue and were pulling in additional resources from the community to help reduce costs and complete the project.	
Therefore the Board agreed that a recommendation should be made to award the project a further £30,000 with the aim to attract the additional £30,000 required as match funding from the Big Lottery.	
POB recommendation:	To recommend approval of £30,000 to Holford and District Village Hall Committee for the Village Hall Fit For Future project from the 2nd Annual Payment.

7 Links to Corporate Aims / Priorities

- 7.1 The allocation of these funds will enable the Council to deliver against the Corporate Priorities of '*Our Communities* - Helping our communities remain sustainable and vibrant is vital in keeping West Somerset a great place in which to live and work' and '*Our Place and Infrastructure* - West Somerset is a beautiful place to visit and in which to live and work. We want to keep West Somerset a place to be proud of and one which is well maintained and welcoming to residents, visitors and businesses alike.

8 Finance / Resource Implications

- 8.1 On 6th May 2016, EDF made the payment for the second anniversary of phase two under the Site Preparation Work agreement. Under this, the CIM fund has received £1,937,220 inclusive of inflation uplift. Bringing the total CIM Fund received to £7,958,027
- 8.2 Financial information regarding allocated funding from the Community Impact Mitigation Fund can be found in Appendix A.
- 8.3 These proposals will not have an impact on the Council's own resources.
- 8.4 All organisations applying for funding are subject to financial viability checks to reduce risk associated with the award of grant funding.

9 Legal Implications

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

10 Environmental Impact Implications

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

11 Safeguarding and/or Community Safety Implications

- 11.1 Applicants are encouraged to consider the promotion of community safety and community cohesion as part of their project.
- 11.2 Applications for projects that provide facilities or services to children, young people or vulnerable adults are required to include copies of the applicants safeguarding policy and procedures.
- 11.3 The requirement for organisations to adhere to Safeguarding legislation and to ensure necessary checks are carried out to ensure the suitability of staff or volunteers involved in the project are included in the CIM Fund grant terms and conditions.

12 Equality and Diversity Implications

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

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

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

- 12.2 Organisations applying to the CIM and Stogursey Contributions Funds are required to describe how their project will promote equal opportunities and will be accessible to all people in the community regardless of background, ability or personal circumstances.
- 12.3 Projects that restrict membership or access to services without being able to 'objectively justify' their reasons for doing so will not be eligible to be considered for funding. Projects that wish to limit access must be able to show that the less favourable treatment contributes to a 'legitimate' aim and that it is 'proportionate.'

12.4 Organisations are required to provide a copy of their Equal Opportunity Policy with their application to demonstrate awareness of their responsibility to deliver accessible services that advance equality.

12.5 Wider community benefit and the ability of the project to promote cohesive communities are both taken into account when scoring applications and making recommendations.

13 Social Value Implications

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

14 Partnership Implications

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

15 Health and Wellbeing Implications

15.1 The Community Impact Contribution and Stogursey Contribution have been paid to West Somerset Council for the purpose of mitigating the impacts of the Hinkley C development on local communities through projects that promote or improve the economic, social or environmental wellbeing of local communities.

15.2 The application and scoring process has been developed to prioritise funding of projects that aim to improve the health and wellbeing of people, families and communities affected by the development.

15.3 Applications are required to evidence and demonstrate that

- The communities is taking responsibility for their own health and wellbeing;
- Projects provide benefits which empower communities to be thriving and resilient
- Projects provide benefits which support people to live independently.

16 Asset Management Implications

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

17 Consultation Implications

17.1 Applications to the CIM Fund are considered Planning Obligations Board. The Board consists of representatives from EDF, Sedgemoor District Council, West Somerset District Council and Somerset County Council.

17.2 All applicants are required to demonstrate that they have consulted with their local and wider communities on project proposals with the aim of informing their need appraisal and to shape delivery of their project.

18 Cabinet Comments / Recommendation(s)

18.1 This report contains recommendations to Cabinet.

Democratic Path:

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

Reporting Frequency: Every 2 months.

Contact Officers

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Appendix A: HPC Community Impact Mitigation Fund Approval Balances

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	TOTAL	West Somerset	Sedgemoor	Cannington	1st Annual payment	2nd Annual Payment	Stogursey
	£	£	£	£	£	£	£
CIM Fund Received(including Inflation Uplift)	7,200,000	2,000,000	1,000,000	500,000	1,600,000	1,600,000	500,000
Inflation Uplift	758,027	134,529	67,265	33,632	151,749	337,220	33,632
TOTAL Received	7,958,027	2,134,529	1,067,265	533,632	1,751,749	1,937,220	533,632
<u>Less previously approved allocation</u>							
Stogursey Parish Council - Burgage Road Play Area	(90,373)	(90,373)					
Stogursey Earplug Scheme	(2,087)						(2,087)
Victory Hall	(200,000)						(200,000)
Wembdon Village Hall - New VH & Play Area	(250,000)		(250,000)				
Somerset Youth & Community Sailing Association	(9,600)		(9,600)				
Tropiquaria - Relocation of primates	(40,000)	(40,000)					
Tropiquaria - Relocation of play area	(37,350)	(37,350)					
Porlock Shellfish Project	(800)	(800)					
Westfield Street Café	(110,000)		(110,000)				
Williton Bowling Club	(13,000)	(13,000)					
Kilve Cricket Club	(22,000)	(22,000)					
Onion Collective	(243,120)	(243,119)					
Williton Parish Council	(250,000)	(250,000)					
Stogursey Football Club	(750)	(750)					
North Petherton Playing Fields	(46,000)		(46,000)				
SDC - Sydenham Together	(60,000)		(60,000)				
Tropiquaria - Marketing	(1,000)	(1,000)					
Bridgwater Education Trust	(18,295)		(18,295)				
Sydenham and Bower FHWG	(200,000)		(200,000)				
Cannington Village Hall	(186,186)			(186,186)			
Victoria Park Community Centre	(14,524)		(14,524)				
Watchet War Memorial Pavilion	(7,500)	(7,500)					
Otterhampton Parish Play Area	(37,820)				(37,820)		
Bridgwater Doctors Cricket Club	(1,000)			(1,000)			
Stogursey and District Victory Hall	(400,000)	(400,000)					
Greenways and Cycle Routes Ltd	(65,000)				(65,000)		
West Somerset Council - Employments Hub	(57,036)	(57,036)					
Bridgwater Town Centre Support Scheme	(116,070)		(116,070)				
Southern Bridgwater and North Petherton Mitigation Scheme	(344,850)		(242,776)		(102,074)		
Watchet Arts Group	(1,000)	(1,000)					
YMCA SC Beach Hotel	(12,500)	(12,500)					
Steam Coast Trail (Phase 2)	(331,710)	(331,710)					
Enterprising Minehead	(501,688)	(501,688)					
Salavation Army Youth Space	(19,745)				(19,745)		
Bridgwater Chamber of Commerce	(79,289)				(79,289)		

	TOTAL	40 West Somerset	Sedgemoor	Cannington	1st Annual payment	2nd Annual Payment	Stogursey
	£	£	£	£	£	£	£
Holford and District Village Hall	(125,000)	(124,703)			(297)		
Somerset EBP	(393,849)				(393,849)		
Minehead Town Council	(382,047)				(382,047)		
SASP	(112,235)				(112,235)		
Somerset Wildlife Trust	(159,035)				(159,035)		
YMCA Somerset Coast - GWH	(500,000)				(400,358)	(99,642)	
Minehead Eye	(71,150)					(71,150)	
Bridgwater Foodbank	(110,000)					(110,000)	
Cannington Parish Council	(182,952)			(182,952)			
On Your Bike	(73,000)					(73,000)	
Current Committed Balance	(5,879,561)	(2,134,529)	(1,067,265)	(370,138)	(1,751,749)	(353,792)	(202,087)
Current Uncommitted Balance	2,078,466	-	-	163,494	-	1,583,428	331,545
<u>Less Requested approvals</u>							
Fiddington Village Hall	(69,000)					(69,000)	
Holford Village Hall	(30,000)					(30,000)	
Uncommitted Balance if all requests were approved	1,979,466	-	-	163,494	-	1,484,428	331,545

Report Number: WSC 59/18

West Somerset Council

Cabinet – 11th July 2018

ALLOCATION OF HPC S106 TOURIST INFORMATION CENTRE FUNDS

This matter is the responsibility of Cabinet Member Cllr Andrew Hadley Lead Member for Economic Regeneration & Tourism

Report Author: Corinne Matthews Economic Regeneration & Tourism Manager

1 Executive Summary / Purpose of the Report

- 1.1 To consult with Cabinet on a suggested approach for allocating Hinkley Point C Section 106 funds for Tourist Information Centres for 2018/19.
- 1.2 To consult with Cabinet on a suggested approach for post 2018/19 allocations.

2 Recommendations

- 2.1 To recommend to Council the allocation of £28,000 from HPC S106 allocations for tourist information centres from the Development Consent Order Works Agreement that makes allowance of £160,000 with the details in respect of drawdown outlined in paragraph 6.1.

Staggered payments to be made in line with service level agreements with individual centres, which total £28,000 for the purposes of supporting Minehead, Porlock and Watchet tourist information services for the financial years 2018/19.

- 2.2 To request the Hinkley Tourism Action Partnership to undertake a strategic review of the TIC allocations post April 2019, taking into account the tourism priorities of the three Coastal Community Teams that operate in Minehead, Watchet and Porlock as well as the individual requirements of the Centres.

3 Risk Assessment (if appropriate)

Risk Matrix

Description	Likelihood	Impact	Overall
Without support there will be a decline in tourism information services, which will lead to a lack of quality information for tourism businesses and customers at a time when the construction period of the HPC project could have a negative impact on the perceptions of the area.	5	4	20

<i>Putting in place Service Level Agreements with TIC's to provide good levels of service and information to visitors and businesses will significantly lessen the likelihood and impact of negative perceptions of the area.</i>	3	3	9
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Risk Scoring Matrix

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

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

4 Background and Full details of the Report

4.1 Role and Responsibilities of Tourism Information Services

4.1.1 Tourism information centres (TIC) are the 'eyes and ears' of tourism intelligence across the area. They are a front-line service, and via their tried and trusted relationships with tourism providers and visitors are aware of visitor trends, opportunities and threats well in advance of any statistical analysis.

4.1.2 The role of tourism information services has changed considerably over the past decade.

The growth of the internet, and other modernised tourism marketing models, has minimised the role that the TIC has in supporting the consumer to research their holiday destination in advance of prior bookings. However, it still has significant strength in supporting visitors once they have arrived within a destination, and helping to support accommodation providers and other key attractions in being an integral part of place based marketing and promotion. Information Centres, also traditionally provide a range of services for the local community as well.

4.1.3 In respect of the HPC Project, information services have a pivotal role in:

- Acquiring first-hand information in relation to any 'issues' that are impacting on tourism visits and spend, and rapidly relaying that information to local authorities.
- Providing an important and vital conduit to businesses in terms of the dissemination of information / messages / alerts.
- Establishing an important resource to HPC Construction Workers and their families, in helping to promote the area and provide information for recreational opportunities.
- Delivering key aspects of the Hinkley Tourism Action Plan, such as providing travel information, supporting PR activity, and assisting projects that have arisen from the HTAP Strategy or Coastal Community team local economic plans.

4.2 **Tourism Information Centre Delivery**

4.2.1 Support for the three tourist information centres in Minehead, Watchet and Porlock, is delivered via service level agreements that set out the key tasks and outputs expected of each in return for funding. The scope of these agreements relates to the size and scale of the TIC capacity for delivery against the amount of funding awarded.

Minehead Information Centre is located in the area's key seaside town, employs professional TIC staff, delivers all year round opening hours and has a responsibility for promoting the wider district.

Porlock Visitor Centre employs professional and volunteer staff in providing an all year round opening service. Porlock also has a responsibility for promoting the National Park, and receives additional annual funding from the Park Authority.

Watchet Tourist Information - employs professional and volunteer staff, and is now located in the Town's Boat Museum. Staff at the Centre have expressed a willingness to lead on social media training and implementation across the three CCTs.

The table below sets out the tasks and outputs for each TIC which will be commensurate with funding levels got each TIC.

Task	By when	Targets / Outputs
Maintain and upkeep tourism industry database (Minehead TIC only)	Ongoing	Fully up-to-date database which includes District wide information
Collect intelligence / information and evidence in respect of the impacts of the HPC project, and establish a communications strategy for the rapid dissemination of information. <i>This is a vital part of the service – to ensure that the MIC receives up-to-date information in respect of traffic congestion or other issues, and is able to communicate this to tourism providers, and support them with tactics for ensuring that customers visiting the area are not significantly disadvantaged.</i>	Ongoing	Compile 12 e-newsletters per year (Minehead TIC only) Disseminate Hinkley related travel information when required potentially provided by Somerset CC (Minehead / Watchet) Using social media platforms as frequently as required to disseminate all travel information when arises to contacts and via twitter (Minehead & Watchet)
Delivery of specific HTAP projects including Ambassador Scheme (Minehead TIC)	On-going	TIC to assist with assessment of volunteers Facilitate ambassador scheme from centre -Take bookings, keep records and volunteer contact information, store kit and administer any voluntary donations received
Facilitate Social Media strategy development and training across the 3 TICs (Watchet TIC)	By Autumn 2019	Contribute or develop content strategy plan for all platforms. Minimum of three days of training in social media to enable development of Minehead / Watchet / Porlock social media channels
Improving increased Visitor Services (Minehead / Watchet)	Ongoing	Aim to maximise opening hours throughout the summer season. Aim to provide a consistent service throughout the winter months.
Growing the capacity of Minehead / Watchet Information Centres	March 2019	5% increase in income 5% increase in unique website visits
TIC Manager to attend quarterly update meetings of WS TIC Managers (convened by WSC)	Ongoing	Up to 4 meetings per year Monthly update/ liaison with nominated WSC Officer

4.3 **Section 106 Allocations**

4.3.1 Both the S106 Agreements for SPW and DCO made provision for allocations to TICs. The SPW allocation was for £200,000 and was shared with Sedgemoor and Somerset County Councils (The Council report of November 2016 details all previous allocations) The full detail of DCO TIC amounts is detailed in Paragraph 6.1. However in summary DCO makes provision over 4 separate allocations of £40,000 totalling £160,000 specifically for West Somerset TICs. To date £10,352 of that has been committed.

4.4 **Proposed allocations for 2018/19**

4.4.1 The following allocations are proposed for the individual Centres

Centre	Allocation
Minehead	£12,500
Watchet	£11,500
Porlock	£4,000

The allocations reflect the scale of activity undertaken by the respective Centres in line with the activity that is outlined within the Service Level Agreements. It should be noted that both Minehead and Watchet Centres open all year round, are closer to HPC and are tasked with additional requirements via HPTA. The Porlock Centre is also an important resource for the West Somerset tourism industry, not least because of its location within Exmoor National Park. Therefore, it is considered justifiable to utilise HPC funds to match Exmoor National Park's annual contribution.

5 **Links to Corporate Aims / Priorities**

5.1 The Council's second key theme around Business & Enterprise aims to 'Support and promote West Somerset's vital tourism and agricultural sectors', as well as 'Maximise the local economic benefits from Hinkley Point C'.

5.2 The third key theme around Our Place & Infrastructure also aims to 'Mitigate negative impacts on the community from the construction phase of Hinkley Point C'.

5.3 Support for tourist information centres across West Somerset will help in achieving both key aims. Via service level agreements centres will be tasked with supporting PR activity and communicating messages with the industry and visitors via newsletters. This could include promoting the area or providing up to date travel information about congestion on the roads. Centres will also be tasked with supporting the Hinkley Tourism Action Partnership in making improvements to the visitor experience, including supporting the new local ambassador guided walks scheme and improving skills, such as social media and welcoming international visitors via training.

6 Finance / Resource Implications

- 6.1 This proposal, if approved, will have no impact on West Somerset Council General Fund as it is funded entirely from the s106 funding from Hinkley Point C. The project complies with Schedule 4 of the DCO agreement (Economic Development & Tourism) heading. The agreements specifically dictate that the allocations are to be spent on supporting Tourist Information Centres, to help them mitigate the impact that Hinkley Point C will have on Tourism. All of the spending on this proposal is revenue spending therefore it will have no impact on the Council's capital programme.

Under the DCO funding, we are due 4 x £40,000 Index Adjusted Instalments. We have received 3 and the last one is due in May 2019. Currently, there is a balance of £126,724.99 unallocated in the DCO plus what we are due next year. The balance takes into account that £10,352 has been allocated during 2017/18 (as agreed by Council in November 2016)

- 6.2 Decisions regarding allocation from this fund must go through West Somerset Council's decision making process. The process for this approval will go via Full Council as the total amount is above £25,000.

7 Legal Implications (if any)

- 7.1 The HPC DCO Section 106 is a legal document, therefore allocations need to reflect those requirements.

8 Environmental Impact Implications (if any)

- 8.1 Local delivery of information services through local tourist information centres enables a reduction in carbon emissions as no transport requirements are needed.

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

- 9.1 Not applicable.

10 Equality and Diversity Implications (if any)

- 10.1 All service level agreements emphasise the need for tourist information centres to operate good equality, diversity and bullying at work policies.

11 Social Value Implications (if any)

- 11.1 Not applicable.

12 Partnership Implications (if any)

- 12.1 Each service level agreement is set up with the organisation responsible for the tourist information service in the town or village. The work involves close partnership to deliver and achieve tasks and outputs. The service level agreements set out how each partner will work with the other in order to achieve shared goals, as well as how to deal with issues and risks. This includes the paying back of funds allocated if tasks and outputs are not achieved to the satisfaction of West Somerset Council officers.

13 Health and Wellbeing Implications (if any)

- 13.1 Tourist information centres play an important role in the community in providing advice and help to local people in respect of information on events, things to do, travel and local amenities. Centres promote walks and active tourism opportunities, as well as provide volunteer opportunities.

14 Asset Management Implications (if any)

- 14.1 There are no asset related issues, other than to remind members that the building the Watchet Tourist Office operates from is owned by West Somerset Council.

15 Consultation Implications (if any)

- 15.1 Up to date service level agreement reports and conversations with individual tourist information centres have helped to refine the content of this report.

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

- 16.1 None yet.

Democratic Path:

- **Scrutiny / Corporate Governance or Audit Committees –No** (delete as appropriate)
- **Cabinet/Executive – Yes** (delete as appropriate)
- **Full Council – Yes** (delete as appropriate)

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

Contact Officers

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WSC 55/18

West Somerset District Council

Cabinet – 11th July 2018

Quarter 4 2017/18 Performance Report

Responsibility - The Leader of the Council, Cllr Anthony Trollope-Bellew

Report Author: Richard Doyle, Corporate Strategy & Performance Officer

1 Purpose of the Report

- 1.1 This report provides Members with key performance management data up to the end of Quarter 4 2017/18, to assist in monitoring the Council's performance.

2 Recommendations

- 2.1 It is recommended that:-

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

3 Risk Assessment

Risk Matrix




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

4 Background and Full details of the Report




- 4.1 Regularly monitoring our performance is a key element of the Council's Performance Management Framework.
- 4.2 There are **29** individual measures which are reported within the Corporate Scorecard.

- 4.3 The WSC Corporate Scorecard at Appendix A contains details of the Quarter 4 2017/18 position against the Council's key corporate indicators. It should be stressed that this information is at **31st March 2018**.
- 4.4 Each action/measure is given a coloured status to provide the reader with a quick visual way of identifying whether it is on track or whether there might be some issues with performance or delivery or an action.
- 4.5 The key used is provided below:

KEY:

	Planned actions are on course or achieved		Some uncertainty in meeting planned actions		Planned actions are significantly off course
	Performance Indicators are on target		Some concern that performance indicators may not achieve target.		Significant concern that Performance indicators may not achieve target.

- 4.6 The table below provides an overview of the reported indicators within the Corporate Scorecard **for the whole of 2017/18**.

GREEN 	AMBER 	RED 	NOT AVAILABLE	TOTAL
21	3	2	3	29

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

4.7 Further detail is provided concerning the 2 red measures below:

Reference	Description	Measure	Comments
KPI90B	% minor planning applications determined within 8 weeks or an agreed extension of time.	65%	<p>Q1 - 81.0% Q2 - 55.5% Q3 - 56.6% Q4 - 55.0% Year - 61.2%</p> <p>The number of applications in this category in West Somerset is relatively small and therefore can be subject to significant fluctuations in performance. There are a number of vacancies within the planning team which we have had to fill through Agency staff of which there has been a high turnover has had some impact on performance. Recruitment through transformation should result in less reliance on Agency staff.</p>
HC4.17	Facilitate the delivery of the affordable housing pipeline to achieve 34 new affordable homes in 2017/18	<p>Target = 34 affordable homes (102 homes over 3 years) (Based on 35% of the emerging Local Housing Plan annualised new build housing figure of minus 30% to take account of small sites.)</p>	<p>The total delivery for this year = 21 units. There were not enough planned completions in the Pipeline to meet the target before 31st March 2018. 3 anticipated completions in Q4 were delayed for a number of reasons including the weather and are now due to complete during 2018/19.</p> <p>2015/16 = 21 delivered. 2016/17 = 40 delivered 2017/18 = 21 delivered</p>

5 Links to Corporate Aims / Priorities

5.1 This KPIs within this report support progress against the Council's key priorities in relation to place, people and an being an efficient and modern Council.

6 Finance / Resource Implications

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

agenda.

7 Legal Implications

7.1 There are no legal implications associated with this report.

8 Environmental Impact Implications

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

9 Safeguarding and/or Community Safety Implications

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

10 Equality and Diversity Implications

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

11 Social Value Implications

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

12 Partnership Implications

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

13 Health and Wellbeing Implications

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

14 Asset Management Implications

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

15 Consultation Implications

15.1 The performance scorecard has been sent to JMT for information. This performance report will be published on the Council's website for public scrutiny and information.

Democratic Path:

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

Reporting Frequency: 6 Monthly.

List of Appendices (delete if not applicable)

Appendix A	WSC Scorecard
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Contact Officers

Name	Richard Doyle
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Reference	Council	Is this a Corp Scorecard Measure?	Description	Measure	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Q4 (RAG)	Year (RAG)	Comments
HC4.13	WSC	Yes	Number of Households making a homeless application (lower is better and reflects improved prevention) and percent accepted where we have a duty . KPI 45	Target = 65 or fewer for the year	AMBER	AMBER	GREEN	GREEN	GREEN	<p>Q1 - homeless applications 18 homeless acceptances 8 (30%)</p> <p>Q2 - Homeless applications 7 Homeless acceptances 3 (43%)</p> <p>Q3 - Homeless applications 8 Homeless acceptances 5 (63%)</p> <p>Q4 - Homeless applications 18 Homeless acceptances 9 (50%)</p> <p>total 51 applications (acceptances 25 - 50%)</p>
HC4.5	WSC	Yes	Disabled facilities grants - Average time to complete DFG process once allocated by SWPSHP Measures the time from allocating the case until the work has been completed. KPI 52	Target - 24 Weeks (as per the Home Improvement Agency's target)	GREEN	GREEN	GREEN	GREEN	GREEN	<p>Q1 9 weeks. 16 cases. 3 complex DFG's and 13 a combination of prevention DFG's and ramp installations. weeks. Q2 No major DFG were completed during Q2. 6 DFG's were approved for the same quarter. 4 ramps were fitted and 2 prevention grants. The prevention grants were provided to fit a shower unit and handrails. Just taking into consideration the ramps and prevention 100% within target. Overall for the year, the average time is down to 6.5 weeks as a result of Q2 halving the overall average time.</p> <p>Q3 9 weeks. 11 cases. 5 complex DFG cases, and 6 prevention grants. 100% of the complex cases were within target (21 weeks) and the average completion for year, the average time is 7.3 weeks.</p> <p>Q4 8 weeks. 7 cases. 3 complex DFG cases, and 4 prevention grants. 100% of the complex cases were completed within target (19 weeks). All three grants were for bathing requests. The average completion time for the prevention grants was 1 day, all four being ramps. Overall for the year, the average time was 15 weeks, well within target.</p>
KPI 90A	WSC	Yes	% major planning applications determined within 13 weeks (or within agreed extension of time)	60%	GREEN	GREEN	GREEN	GREEN	GREEN	<p>Q1 - 100%</p> <p>Q2 - 100%</p> <p>Q3 - No major applications determined</p> <p>Q4 - No major applications determined</p> <p>Year - 100%</p>

KPI 90B	WSC	Yes	% minor planning applications determined within 8 weeks or an agreed extension of time.	65%	GREEN	AMBER	AMBER	RED	RED	Q1 - 81.0% Q2 - 55.5% Q3 - 56.6% Q4 - 55.0% Year - 61.2%
KPI 90C	WSC	Yes	% of other planning applications determined within 8 weeks or an agreed extension of time.	80%	GREEN	GREEN	GREEN	GREEN	GREEN	Q1 - 90% Q2 - 95.3% Q3 - 90.2% Q4 - 79.6% Year - 88.8%
KPI 160	WSC	Yes	Number of days sickness per FTE	Average of 8.5 days or lower per FTE	GREEN	GREEN	GREEN	AMBER	AMBER	Q1 results 1.77 days per FTE Q2 results 3.65 days per FTE Q3 results 6.14 days per FTE Q4 8.8 days per FTE There has been an increase in long term v short term absence this year. 64% long term v 36% short-term
KPI 5	WSC	Yes	Average processing times for new HB claims only	28 days or lower	GREEN	GREEN	GREEN	GREEN	GREEN	Q1 = 24.49 days Q2 = 21.8 days Q3 = 22.07 days Q4 = 21.72 days
KPI 6	WSC	Yes	Average processing times for HB only changes in circumstances (lower is better).	9 days or lower	AMBER	AMBER	AMBER	GREEN	AMBER	Q1 = 10.16 days Q2 = 10.47 days Q3 = 11.4 days Q4 = 9 days
KPI 10	WSC	Yes	% Council Tax collected	97.5% by 31st March	GREEN	GREEN	GREEN	GREEN	GREEN	End of Q1 = 35.09% End of Q2 = 62.49% End of Q3 = 89.41% End of Q4 = 97.76%
KPI 12	WSC	Yes	% Business Rates collected	98% or more by 31st March	GREEN	GREEN	GREEN	GREEN	GREEN	End of Q1 = 33.08% End of Q2 = 57.44% End of Q3 = 83.65% End of Q4 = 98.85%
KPI 103	WSC	Yes	Street Cleansing % service requests actioned within 5 working days	85% target	GREEN	GREEN	Not available	Not available	Not available	Q1 = 100% Q2 = 100% Q3 = Info stopped being collated in October. This has now been addressed.
KPI 88	WSC	Yes	Waste & Recycling Fly-tipping: % removed within 48 hrs	75%	GREEN	GREEN	Not available	Not available	Not available	Q1 = 94% Q2 = 97% Q3 = Information stopped being collated in October. This has now been addressed.

KPI 25	WSC	Yes	Customer Access Abandoned in queue call rate %	Target - <8%	AMBER	GREEN	GREEN	GREEN	GREEN	Q1 = 8.06% Q2 = 7.81% Q3 = 2.91% Q4 = 7.71%
KPI 123	WSC	Yes	Customer Complaints	95% of complaints responded to with 20 working days	GREEN	RED	RED	GREEN	AMBER	Q1 = 100% Q2 = 80% Q3 = 75% Q4 = 100% Overall for the year 20 complaints received and 18 answered in time = 90%
KPI 124	WSC	Yes	FOI requests provided with substantive response within 20 days.	Measure: - Number of FOI enquiries received. Target 75% answered within 20 working days.	GREEN	GREEN	GREEN	RED	GREEN	Q1 = 84.25% Q2 = 90.11% Q3 = 84.81% Q4 = 61.11% Overall FOIs for the year = 80.8% Performance dipped in the last quarter. Services have been reminded to respond more quickly to FOI Requests.
KPI 56a	WSC	Yes	Environmental Health % of requests completed within stated service standard (60 days)	75% or higher	AMBER	Not Available	Not available	Not available	Not available	Q1 = 70% Information for the remaining quarters is currently unavailable due to technical issues regarding the running of reports.
KPI 59	WSC	Yes	Licensing % of licenses issued on time.	90%	GREEN	GREEN	GREEN	GREEN	GREEN	Achieved 97%

HC4.7	WSC	Yes	Average overall waiting time for high priority DFGs (once recommendation made by OT) KPI 52a (The priority is determined by the Occupational Therapist and the assessment is determined on the combined risk and functional independence score. The score puts them into High, Medium or Low. Low = 0 - 8 points, Medium = 9 - 14, High = 15+ points).	Measure Only - no target	GREEN	GREEN	GREEN	GREEN	GREEN	Q1 -18 weeks. Applicant required a wet room with major alterations. Q2 No major adaptations completed. 3 'High Priority' DFG's approved in Q2. Not able to determine if the Prevention grants or ramps are High Priority as they are not required to have a risk score. Q3 -35 weeks. 3 cases. One held from 20.12.16 due to discussions between client, Occupational Therapist and allocated to the Home Improvement Agency. If the delay was removed and the case adjusted, the average would be 25 weeks. Second of the three cases, delayed due to further needs requests once work being drawn up and progressed to application. Q4 No high priority DFG's completed. Of the three major adaptations, two were medium priority and one low priority. Of the three grants the longest time for the medium priority was 24 weeks.
TH1	WSC	Yes	Number of workers supported through Business Training of 2 hours or more	target 75	Not Due	Not Due	Not Due	GREEN	GREEN	201 attendees on various business support workshops th
TH2	WSC	Yes	Number of businesses on the supply chain portal assisted	Target - 15	Not Due	Not Due	Not Due	GREEN	GREEN	23 for 2017/18
TH3	WSC	Yes	Number of business networks supported	Target 5	Not Due	Not Due	Not Due	GREEN	GREEN	13 Business Networks supported during 2017/18
TH4	WSC	Yes	Regeneration funding secured	Target £100,000	Not Due	Not Due	Not Due	GREEN	GREEN	£694,000 of external funding has been secured to support throughout West Somerset with a key focus on Minehead
TH6	WSC	Yes	Number of people engaged in skills initiatives	Target - 400	Not Due	Not Due	Not Due	GREEN	GREEN	2300 people engaged in skills initiatives.
4.20	WSC	Yes	Total net increase in the number of homes within the district	Target additional 2,900 by 2032 (West Somerset Planning Area) (Target 2012-2018 = 610)	Not Due	Not Due	Not Due	GREEN	GREEN	Completions April 2012 – March 2018: 640
TH5	WSC	Yes	Number of skills initiatives delivered	Target - 8	Not Due	Not Due	Not Due	GREEN	GREEN	8 Skills initiatives delivered.
TH9	WSC	Yes	Number of NDR hereditaments and rateable value	New Measure	GREEN	GREEN	GREEN	GREEN	GREEN	Total Rateable Value as at 28/03/2018 = £44,751,115 Total Hereditaments = 2,017 2017 List

HC4.17	WSC	Yes	Facilitate the delivery of the affordable housing pipeline to achieve 34 new affordable homes in 2017/18	Target = 34 affordable homes (102 homes over 3 years) (Based on 35% of the emerging Local Housing Plan annualised new build housing figure of minus 30% to take account of small sites.)	GREEN	GREEN	AMBER	RED	RED	<p>The total delivery for this year = 21 units. There were not enough planned completions in the Pipeline to meet the target before 31st March 2018. 3 anticipated completions in Q4 were delayed for a number of reasons including the weather and are now due to complete during 2018/19</p> <p>2015/16 = 21 delivered.</p> <p>2016/17 = 40 delivered</p> <p>2017/18 = 21 delivered</p>
TH12	WSC	Yes	Number of Complaints investigated by the Ombudsman requiring a remedy (excludes minor injustices)	0	GREEN	GREEN	GREEN	GREEN	GREEN	<p>Q1 = 0</p> <p>Q2 = 0</p> <p>Q3 = 0</p> <p>Q4 = 0</p>
TH7	WSC	Yes	Number of people placed into employment	Target - 15	Not Due	Not Due	Not Due	GREEN	GREEN	35 people were placed into employment (both full and part time).

Report Number: WSC 58/18

West Somerset Council

Cabinet – 11 July 2018

Revenue and Capital Outturn 2017/18

This matter is the responsibility of Councillor Dewdney, Lead Member Resources and Central Services

Report Author: Andy Stark, Interim Finance Manager (Deputy S151 Officer)

1 Executive Summary

- 1.1 The purpose of this report is to provide Members with details of the Council's financial outturn position for both revenue and capital budgets, together with information regarding end of year reserve balances, for the financial year 2017/18.
- 1.2 Controlling and monitoring financial performance against the agreed budget is an important part of the Council's performance management framework.
- 1.3 The Revenue Outturn position for 2017/18 is a net underspend of £100k.
- 1.4 The General Reserves position for 2017/18 shows a closing balance of £899k, including the net underspend for the year. This is £199k above the minimum recommended balance of £700k.
- 1.5 The Earmarked Reserves balance is £4.261m at the end of March. This comprises reserves held for specific spending plans and contingencies such as allocated funding for transformation, business rates volatility, specific grants and contributions committed or ring-fenced for spending in future years.
- 1.6 The General Fund Capital Programme Outturn position for 2017/18 is a net overspend of £19k against the approved programme, with £1.129m being spent during the year and £11.058m of the approved Programme planned to be spent in future years.

2 Recommendations

- 2.1 That Cabinet notes the Council's reported General Fund Revenue Budget underspend of £100k for the financial year 2017/18, which takes into account proposed earmarked reserve transfers including budget carry forwards.
- 2.2 That Cabinet supports a recommendation to Full Council to approve the net Earmarked Reserve transfers as set out in **Appendix A** of this report, including recommended Budget Carry Forward of 2017/18 underspends for specific service costs in 2017/18 totalling £295k.

- 2.3 That Cabinet supports a recommendation to Full Council to approve the proposed Capital Programme Budget Carry Forwards totalling £7.850m for general schemes to be funded using capital receipts, capital grant and S106 contributions and borrowing (as set out in **Appendix B** of this report).
- 2.4 That Cabinet supports a recommendation to Full Council to approve the proposed Capital Programme Budget Carry Forwards totalling £3.208m for Hinkley S106-funded schemes (as set out in **Appendix B** of this report).
- 2.5 That Cabinet notes the residual net overspend of £19k in relation to the Capital Programme for general schemes in 2017/18.
- 3 Risk Assessment** (if appropriate)

Risk Matrix

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

Risk Scoring Matrix

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

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

4 Background and Full details of the Report

- 4.1 Members have received financial performance information during the year, with reports submitted to Scrutiny and Cabinet in line with the agreed reporting arrangements. This report provides details of the position at the end of the financial year, and enables Members to compare Q3 forecast with the actual outturn (end of year) position. It also describes how the year end position impacts on the important objective for achieving financial sustainability.
- 4.2 Effective financial management forms an important part of the Council's overall performance management framework. It is also vital that the Council maintains strong financial management and control in the face of continuing and unprecedented financial pressures as funding for council services is squeezed, and our community continues to face up to the effects of wider economic pressures.
- 4.3 The Outturn figures in this report are provisional (pending end of year audit) and have been used as part of the completion of the Unaudited Statement of Accounts, approved by the S151 Officer on 25 May 2018. Should the External Auditor identify any changes to the Accounts these will be reported to the Audit Committee in July 2018 and any impact on reserves included in budget monitoring reports.

5 2017/18 Financial Performance

- 5.1 Members will be aware from previous experience that the position can change between 'in-year' projections and the final outturn position, mainly due to demand-led service costs and income levels. The budget monitoring process involves a regular review of all budgets. Budget Holders, with support and advice from their accountants, review the position and update their forecasts based on currently available information and knowledge of service requirements for the remainder of the year. As with any forecast there is always a risk that assumptions and estimates will differ from the eventual outcome, and a number of risks and uncertainties have been highlighted in previous budget monitoring reports.
- 5.2 Forecasting for some demand-led services has continued to be a challenge especially in the current economic climate.
- 5.3 The Council has continued to operate within the framework of its Budget Strategy and the overall financial standing at the end of the financial year is sound and the General Reserves balance is above the recommended minimum. An annual review of all Earmarked Reserves will be completed with the aim of returning any surplus reserve balances to the General Fund Reserve. The Council continues to face challenges around profiling capital spend, and we will seek to improve accuracy of forecasting between financial years.

Revenue Budget Outturn 2017/18 and Reserves

- 5.4 The Council has reported an overall net underspend of £100k (1.8% of Net

Budget). Table 1 below provides a summary the revenue budget and outturn for the year.

Table 1 – Summary Revenue Outturn 2017/18

General Fund Outturn 2016/17	Revised Budget	Outturn	Variance	
	£'000	£'000	£'000	%
Corporate	526	522	(4)	(0.1)
Operations	3,362	3,306	(56)	(1.0)
Housing and Communities	1,086	1,071	(15)	(0.3)
Growth and Development	725	706	(19)	(0.3)
Capital Financing	(1,272)	(1,272)	0	
Interest and Other Income	(27)	(33)	(6)	(0.1)
Transfers to Earmarked Reserves	1,071	1,071	0	
Transfers to General Reserves	30	30	0	
Somerset Rivers Authority	24	24	0	
Net Budget	5,525	5,425	(100)	(1.8%)
Funding – Grants, Business Rates and Council Tax	(5,525)	(5,525)	0	0%
Net Variance	0	(100)	(100)	(1.8%)

- 5.5 The Forecast Outturn as at Quarter 3 (December 2017) after approval to transfer an additional £149k to earmarked reserves was for a net underspend of £49k. The main differences between the reported variances at Quarter 3 and the year-end Outturn are summarised in Table 2 below.

Table 2: West Somerset Main Differences between Q3 and Outturn Variances

	Q3 £000	Change £000	Q4 £000
Land Charges	13	(32)	(19)
Housing Bed and Breakfast	28	33	61
HR	(11)	(8)	(19)
Elections	(14)	14	0
Building Control	(23)	(6)	(29)
Waste Contract	(18)	(21)	(39)
Roughmoor Depot and Enterprise Centre	(11)	0	(11)
Visitor Centre	(11)	(1)	(12)
Environmental Health	(23)	10	(13)
Community Development	(18)	8	(10)
Private Sector Renewal	(32)	(11)	(43)
Car Parks	(86)	86	0
Interest Costs and Income	(19)	13	(6)
Legal Services	0	(66)	(66)
Telephony	0	(34)	(34)
Audit Fees	0	(28)	(28)
Revenues and Benefits	0	(18)	(18)
Development Control	0	(19)	(19)
Open Spaces	0	(18)	(18)
IT Infrastructure	0	(13)	(13)
IT Staffing and Maintenance	0	(28)	(28)

	Q3 £000	Change £000	Q4 £000
Design & Print	0	(17)	(17)
Other variances	27	(45)	(18)
Business Rates Reserve – in Year Surplus	(551)	0	(551)
Transfer to Reserves - Q3	700	0	700
Transfer to Reserves – Transformation		100	100
Transfer to Reserves – Sustainability		50	50
TOTAL – over / (under) spend	(49)	(51)	(100)

- 5.6 The main variances to budget and significant changes to the Quarter 3 position are explained as follows:
- 5.7 **Land Charges:** The Council previously set up a provision within the accounts in case further legislation changes were enacted causing the service to have to repay previously charged fees. It was agreed that this provision was no longer required and was therefore written back into the accounts at year end. This has offset the previously reported reduction in income resulting in a net underspend of £19k for the year.
- 5.8 **Housing Bed and Breakfast:** Increased demand for this service has led to costs being higher than budgeted for. Funds are held in earmarked reserves providing resilience to increased cost pressures in 2018/19.
- 5.9 **Human Resources:** A reported underspend of £9k in respect of corporate training has increased the underspend.
- 5.10 **Elections:** Surplus has been transferred to an earmarked reserve in Qtr 4 to cover future election costs.
- 5.11 **Building Control:** The building control partnership is a relatively new service and as such the budget was based upon previous costs and be subject to review in light of experience. The partnership has been successful in 2017/18 and therefore a saving of £29k has been made in the year and will also be reflected in future budgets.
- 5.12 **Waste Contract:** The recycling service obtained additional income of £15k in 2017/18 for the garden waste collection service due an increased customer base and higher usage of the brown sacks than budgeted for. In addition the contract charge from Somerset Waste Partnership was £20k lower than budgeted for.
- 5.13 **Roughmoor Depot:** Income is higher than forecast.
- 5.14 **Visitor Centre:** Additional revenue and savings in business rates.
- 5.15 **Environmental Health:** Overall underspend is due to additional income from pest control service and water sampling service.

- 5.16 **Community Development:** Underspend is in respect of savings for professional fees and subscriptions.
- 5.17 **Private Sector Renewal:** Saving in respect of the Home Improvement Agency contract and should also generate savings during 2018/19.
- 5.18 **Car Parks:** Maintenance work carried out during Qtr 4 at a number of car parks has utilised the previously reported underspend.
- 5.19 **Legal Services:** Legal costs in respect of work carried out for West Somerset by the legal partnership is less than had been budgeted for.
- 5.20 **Telephony:** Savings have arisen in respect of communication link between WSC and Summerland Road.
- 5.21 **Audit Fees:** A historical inaccuracy of the budget combined with an actual reduction in the fees charges by external audit has resulted in a significant cost saving.
- 5.22 **Revenues and Benefits:** Savings in respect of staffing costs
- 5.23 **Development Control:** Additional application fees
- 5.24 **Open Spaces:** Savings in respect of staffing costs
- 5.25 **Design and Print:** Savings in respect of printing and photocopying

6 Carry Forwards to 2018/19

- 6.1 In arriving at the net underspend of £100k for 2017/18 there is £295k of recommended budget carry forwards. These are summarised and explained below:

Table 3: West Somerset Carry Forwards for Approvals

		£
Harbours	Funding is requested to support the dredging and harbour maintenance works that are required but were not able to be completed prior to the year end. Dredging in particular was commissioned in preparation of inspections to the harbour walls but this was delayed due to equipment failure.	46,300
Harbours	Works already procured but not yet commenced in respect of £26k lighting for Watchet Harbour and £10k for Minehead Seafront	36,000
Economic Development	Balance of grant funding to be used for Porlock Vale economic plan.	4,650

		£
Minehead Harbour	Work to lighting at Minehead Harbour. This work was planned to be completed in 2017/18 but due to a delay with the contractor this work has been delayed.	3,551
Homelessness	Ring-fenced funding for the new approach to homelessness and the introduction of the Homelessness Reduction Act from April 2018.	84,148
Maintaining service standards during transition	Funds to provide service continuity and resilience during the transition to new operating model.	100,000
Finance	Finance service resources maintaining service capacity and resilience prior to transformation and new council.	20,000
Total		294,649

7 General Fund Reserves

General Reserves

- 7.1 The following table summarises the movement on the General Reserves Balance during the year and the end of year position.

Table 4 – General Reserves Balance 31 March 2018

	£'000
Balance Brought Forward 1 April 2017	859
Budget transfer to General Reserve	31
Budgeted transfer to Earmarked Reserves	(91)
Budgeted Balance 31 March 2018	799
Provisional Outturn 2017/18	100
Projected Balance Carried Forward 31 March 2018	899
Recommended Minimum Balance	700
Projected Balance above recommended minimum	199

- 7.2 The balance on 31 March 2018 (subject to audit) is £899k. This is £199k above the minimum recommended balance of £700,000. In view of the Council's future financial position the strong advice is to maintain reserves above the recommended minimum, to provide some resilience for unforeseen essential and unavoidable costs that may arise and other financial risks.

Earmarked Reserves

- 7.3 Earmarked Reserves are amounts that have been set aside for specific purposes from existing resources, where the expenditure is expected to be incurred in future years. The table below provides a summary of the movement in Earmarked Reserve balances during 2017/18 financial year, highlighting that earmarked reserve balances have increased by £1.366m to a total of

£4.249m at 31 March 2018.

Table 4 – Earmarked Reserves Balance 31 March 2018

	Actual £'000
Balance Brought Forward 1 April 2017	2,883
Transfers From Earmarked Reserves in 2017/18	(885)
Transfers To Earmarked Reserves in 2017/18	2,251
Balance Carried Forward 31 March 2018	4,249

- 7.4 The following paragraphs provide explanation for the larger items included within the earmarked reserves balances. Further detail for all earmarked reserves is provided in **Appendix A**.
- 7.5 **Business Rates Smoothing Reserve:** The balance on this reserve has been increased during the year in line with the financial strategy to protect the Council against the risk of future business rates volatility.
- 7.6 **Planning Policy Reserve:** We have received a significant amount of grant from DCLG to support the West Somerset Local Plan preparation through to examination and beyond to adoption.
- 7.7 **Asset Management and Compliance:** Monies have been set aside following the compliance survey which was previously undertaken and which identified significant work to be carried out.
- 7.8 **Transformation and Creating a New Council:** Monies have been set aside in line with the approved Transformation Business Case which includes transforming services and ways of working and also work required to implement a new council replacing West Somerset and Taunton Deane councils.
- 7.9 **Strategic Housing Market Area Assessment:** This is DCLG funding which will support plans for more affordable housing in West Somerset.
- 7.10 **Budget Carry Forwards For Specific Services:** Funds have been transferred to earmarked reserves in respect of requests to carry forward budget underspends to support service costs in 2017/18 due to timing of spend across financial years and to delivery ongoing service delivery plans.
- 7.11 **Sustainability:** Monies set aside for 'invest to save' initiatives

8 Business Rates Retention

- 8.1 The Business Rates Retention (BRR) funding system is proving to be both challenging and volatile, with the Council facing significant risks particularly in respect of appeals against rateable values by rate payers. The required accounting arrangements also result in some 'timing differences' which can

skew the funding position across financial years.

General Fund Retained Business Rates Funding

- 8.2 The Council's share of business rates funding is directly linked to the total amount of business rates due and collected in the area. The amounts credited to the General Fund Revenue Budget in 2017/18 are based on business rates yield and BRR figures from different sources – a combination of the 2017/18 NNDR1 (Original Budget Estimate) and the 2017/8 NNDR3 (End of Year position):

Business Rates Funding Timing Differences

In Year Funding based on NNDR1 Original Budget Estimates (fixed amount for the year based on budget):

- 40% Standard Share of BR Income
- Tariff to Government
- Share of Previous Year's Collection Fund Surplus/Deficit

In Year Funding based on NNDR3 actual amounts due for the year (variable amount for the year based on actuals):

- Section 31 Grant (Government-funded Reliefs/ Discounts)
- Levy Payment to Government
- Safety Net Receipt from Government

- 8.3 At the end of the financial year there will be a Surplus or Deficit on the Business Rates Collection Fund, and this sum will be distributed in future years based on Standard Shares – so 40% for West Somerset Council.
- 8.4 The following table summarises the net position in respect of retained business rates funding for the Council in 2017/18 based on required accounting entries.

Table 5 – Business Rates Funding Outturn for West Somerset Council

	Budget 2017/18 £'000	Actual 2017/18 £'000
40% Share of Business Rates Income	(6,620)	(6,620)
Tariff to Government	6,058	4,770
Section 31 Grant Funding for enhanced Small Business Rates Relief / Flooding Relief/Retail Reliefs	(415)	(711)
Renewable Energy rates – 100% retained by WSC	(50)	(30)
Safety Net Payment	(98)	-
50% Levy Payment to Government	-	755
Sub Total	(1,125)	(1,836)
Previous Year's Collection Fund Surplus	(480)	(480)
Total Retained Business Rates Funding 2017/18	(1,605)	(2,316)

- 8.5 As has been previously reported, the introduction of the Business Rates Retention system has introduced new financial risks for the Council. The Council's share of business rates funding is directly linked to the total amount of business rates due and collected in the area. The total retained funding accounted for in 2017/18 is above previous forecasts due to the one-off

adjustment to the 2017/18 tariff following the 2017 Revaluation.

- 8.6 Going forward the Council will need to pay additional funds into the Smoothing Reserve (current balance £1.332m) in order to safely address the risk relating to Business Rates volatility, particularly as Hinkley accounts for a major proportion of the Council's Business Rates funding. It therefore remains prudent to hold a minimum smoothing reserve balance of c£1.6m in the coming years to remain safe. Members are also reminded that in the 2018/19 Budget report and the S151 Officer's Robustness Statement reported in February 2018, the Council needs to establish plans to increase the Smoothing Reserve by at least a further £2m by 2023.

9 Capital Programme Budget Outturn 2017/18

- 9.1 The total capital programme budget including schemes brought forward from previous years is £13.835m. Of this, £1.667m has already been spent in previous years and a further £1.129m has been spent during 2017/18. The projected spend to be carried forward is £11.058m. A net overspend of £19k is being reported against the overall approved budget for the Programme. A summary of the General fund Capital Programme and outturn for the year is included in **Appendix B**.
- 9.2 The key areas of spend included: Disabled Facilities Grants (£320k) and the Clanville Grange Low Cost housing Scheme (£125k).
- 9.3 During 2017/18 a number of Capital Budget allocations were approved for schemes funded through Hinkley S106 contributions with a total approved programme of £4.450m. The costs for these schemes is expected to be incurred over more than one year, with £1.242m spent to date (including 2017/18) and £3.208m carried forward to complete the approved schemes in subsequent years.
- 9.4 The following table summarises the position for both general schemes and Hinkley funded programmes:

Table 6 – Summary Capital Programme Outturn 2017/18

	General Schemes £'000	Hinkley Funded Schemes £'000	Total £'000
Capital Budget	9,385	4,450	13,835
Spend in previous years	650	1,018	1,668
Spend in 2017/18	904	225	1,129
Carry Forwards	7,850	3,207	11,057
Total Outturn Plus Planned Spend	9,404	4,450	13,854
Net Overspend / (Underspend)	19	0	19

- 9.5 The Capital expenditure incurred during 2017/18 has been funded from a variety of sources as shown in the following table:

Table 7 – Summary Capital Programme Funding 2017/18

Summary Capital Spend	£'000	Sources of Capital Funding	£'000
Disabled Facilities Grants	320	Capital Receipts	316
Steam Coast Trail Project	53	Capital Grants	415
Clanville Grange Low Cost Housing	124	S106 General	140
Seaward Way Mixed Proposal	91	S106 Hinkley	225
S106 General	140	Revenue Contribution	12
Hinkley projects	225	Earmarked Reserves	21
Other schemes	176		
Total	1,129	Total	1,129

Capital Receipts Reserve

- 9.6 The uncommitted Capital Receipts Reserve funding balance is £1.240m taking into account the current Capital Programme requires funding of £772k from the Useable Capital Receipts Reserve. The 2018/19 Budget no longer includes a plan to fund capital debt repayment from capital receipts rather than through an MRP charge to the Revenue Budget (2017/18 was the last year of 3 year plan).

Table 8 – Useable Capital Receipts Reserve Balance 31 March 2018

	Actual £'000
Balance Brought Forward 1 April 2017	2,220
Capital Receipts income in 2017/18	252
Capital Receipts Used in 2017/18 to support capital spend	(316)
Capital Receipts used in 2017/18 to repay capital debt	(144)
Balance Carried Forward 31 March 2018	2,012
Proposed Funding of Carry Forwards from 2017/18	(772)
Uncommitted Balance	1,240

Capital Debt Position

- 9.7 The total amount of capital debt held by the Council is represented by the Capital Financing Requirement (CFR). The total CFR on 31 March 2018 is £5.204m.

Table 9 – Capital Financing Requirement (CFR)

	2017/18 £'000
External borrowing	0
Internal borrowing	5,347
CFR Balance Brought Forward:	5,347
Additional borrowing required (SWP Loan)	0
External Loan Repayment	0
Repayment of internal borrowing using capital receipts in lieu of MRP	(143)
External borrowing	0
Internal borrowing	5,204
CFR Balance Carried Forward:	5,204

10 Transformation

- 10.1 The estimated overall costs of implementing the Transformation Programme and Creating a New Council were approved in the High Level Business Case approved by TDBC Full Council in July 2016 and WSC Full Council in September 2016. The total estimated costs approved were £7.1m. The spend to date is £1.290m on revenue and £0.178m on capital (see table below 10) and estimated total costs are currently within the approved budget above. However, as design work on the new organisation continues work is currently being undertaken on revising the overall estimated costs, and a further update on the programme funding and revised estimated costs of delivering a single new transformed council will be provided to the Shadow Scrutiny and Shadow Executive in July.

Table 10 – Transformation Costs

	West Somerset £'000	Taunton GF £'000	Taunton HRA £'000	Total £'000
Revenue				
2016/17	5	25	0	30
2017/18	190	760	310	1,260
2018/19 - 2019/20	784	2,532	1,343	4,659
Total Revenue	979	3,317	1,653	5,949
Capital				
2016/17	0	5	0	5
2017/18	29	144	0	173
2018/19 – 2019/20	167	516	331	1,014
Total Capital	196	665	331	1,192
Total Transformation	1,175	3,982	1,984	7,141

11 **Links to Corporate Aims / Priorities**

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

12 **Finance / Resource Implications**

12.1 Contained within the body of the report.

13 **Legal Implications**

13.1 The report focusses on the council's performance against the agreed budget therefore no comments have been sought from SHAPE Legal advisors.

14 **Environmental Impact, Safeguarding and/or Community Safety, Equality and Diversity, Social Value, Partnership, Health and Wellbeing, Asset Management, and Consultation Implications**

14.1 None for the purpose of this report.

15 **Scrutiny Comments / Recommendation(s)**

15.1 Scrutiny supported the recommendations contained in the report.

Democratic Path:

- **Scrutiny – 14 June 2018**
- **Cabinet – 11 July 2018**
- **Full Council – 25 July 2018**

Reporting Frequency: Annually

List of Appendices

Appendix A	Summary of Proposed Earmarked Reserves 2017/18
Appendix B	Capital Programme Outturn 2017/18

Contact Officers

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Earmarked Reserve Heading	Balance at 1 April 2017 £	Transfers In 2017/18 £	Transfers Out 2017/18 £	Balance at 31 March 2018 £	Purpose of Reserve
District Election	8,550	29,454	0	38,004	Funds to meet the costs of Elections
Other Election Reserve	13,536	0	0	13,536	Funds to meet the additional costs of Individual Electoral Registration.
Individual Election Registration	0	6,437	0	6,437	Ring-fenced Government Grant
Planning Policy Reserve	195,207	26,850	(50,000)	172,057	Monies set aside and to be drawn down to cover additional costs arising and relating to the West Somerset Local Plan preparation through to examination and beyond to adoption.
West Somerset Employment Hub	21,293	0	(18,141)	3,152	Transferred to Community Outreach Fund
Planning Reserve	20,000	50,000		70,000	Monies set aside to fund specialist technical advice for major planning applications. E.g. Landscape visual impact assessments, retail studies etc.
Steam Coast Trail Reserve	31,723	0	(24,424)	7,299	WSC is working in continued partnership with Friends of the Steam Coast Trail and Sustrans to deliver the Steam Coast Trail Project.
Business Development Reserve	5,677		0	5,677	Funding for initiatives to support small businesses.
National grid PPA	0	35,382		35,382	S106 for landscape enhancements and plants
Minehead Events	396			396	Mary Portas grant – specifically earmarked.
Minehead Esplanade	0	59,112		59,112	
Minehead Town Centre Signage	115			115	Contribution from Minehead Chamber of Trade and Morrison s106 to fund the signs.
Strategic Housing Market Area Assessment	575,760			575,760	DCLG funding for community land fund to support bringing forward affordable housing within West Somerset.
Asset Management and Compliance	213,516	120,551	(40,580)	266,751	Asset maintenance compliance works to be completed.
Cuckoo Meadow Reserve	16,820	13,621	(347) ⁷⁵	30,094	Lottery monies earmarked to be used in future years. Used for play equipment

Earmarked Reserve Heading	Balance at 1 April 2017 £	Transfers In 2017/18 £	Transfers Out 2017/18 £	Balance at 31 March 2018 £	Purpose of Reserve
Housing Options	43,620			43,620	Balance of Homeless Prevention funding plus remainder of Mortgage Rescue Grant.
Estate Compliance	26,736			26,736	Asset compliance works to be completed
Community Right to Challenge	5,000		(5,000)	0	No longer committed
Assets of Community Value	10,000		(5,000)	5,000	Government Grant set aside to support the administration of applications under regulations. Reduction appropriate.
Minehead Harbour Dredging Reserve	5,500		(5,500)	0	Monies set aside to fund works in future years.
Dulverton Mill Leat	12,195		(12,195)	0	Not required.
Inspire	3,391			3,391	Earmarked for costs under the Inspire Directive. Supports the relevant databases.
Business Rates Retention Smoothing Account	305,144	1,291,874	(264,917)	1,332,101	This is a volatile area and we are committed to mitigating the risk of Business Rates retention by setting aside an appropriate level of funds in this reserve
Sustainability Fund	40,700	150,000	(32,393)	158,307	Earmarked for initiatives such as “invest to save” plans that have a positive impact upon the underlying financial sustainability of the Council’s budget.
Budget Carry Forwards For Specific Services	247,189	294,649	(247,189)	294,649	Budgets carried forward to reflect timing of planned spend across financial years and support ongoing service delivery requirements.
Contingency to underwrite timing of delivery of transformation savings	48,000	0	0	48,000	Funding to underwrite the timing of savings through the implementation of the transformation programme.
Community Safety	13,533	0	0	13,533	External funding specifically earmarked for community safety initiatives.
Revenues and Benefits Reserve	72,749	33,000	(37,725)	68,024	Monies set aside to provide service resilience and to fund planned software upgrade needed for CTS Scheme developments.

Earmarked Reserve Heading	Balance at 1 April 2017 £	Transfers In 2017/18 £	Transfers Out 2017/18 £	Balance at 31 March 2018 £	Purpose of Reserve
Finance Reserve	44,840	0		44,840	These monies fund additional staff to deal with service continuity during transformation.
SWP Vehicles	33,617	0	0	33,617	To help fund our contribution to the new operating model.
SWP Recycle More	0	55,148	0	55,148	Ring fenced Recycle More fund
Training Reserve	10,000		0	10,000	Monies set aside to meet future training needs across the organisation.
Morrison's Footpath	6,000		(6,000)	0	Earmarked to part-fund the footpath upgrade but path now adopted by County Council.
Online DHP Reserve	5,375			5,375	Online Software Requirement for Revenues and Benefits.
Licensing Staff Reserve	12,791	0		12,791	Monies set aside to fund extra resource within West Somerset Council.
Car Parking Reserve	10,000	13,000		23,000	Monies set aside in respect of maintenance and signage.
Watchet Harbour Dredging	7,000		(7,000)	0	Used to fund additional dredging. Not yet committed but is needed.
Environmental Health Reserve	4,081			4,081	Destitute Burial Reserve.
CCTV	1,565			1,565	Monies set aside to fund the repair of CCTV cameras.
Water Bathing Signs	1,266	2,050		3,316	Environmental grant specifically earmarked.
Customer Service Equipment Reserve	666		(666)	0	Specialised Chair Required (Health and Safety). This was funded from other resources.
Transformation and Creating a New Council	756,713	70,000	(88,500)	738,213	Funding required primarily to implement the approved Transformation Business Case and also to create a new council replacing West Somerset and Taunton Deane councils.
JMASS Reserve	39,470	0	(39,470)	0	Funding to support transformation costs under JMASS.
Agile Working	20,000	0		20,000	Investment in technology to complement transformation changes and better enabling of agile working

Earmarked Reserve Heading	Balance at 1 April 2017 £	Transfers In 2017/18 £	Transfers Out 2017/18 £	Balance at 31 March 2018 £	Purpose of Reserve
Members' Technology	20,000	0		20,000	Funding to invest in updating members technology that complements the implementation of transformation of ways of working
Totals	2,882,998	2,251,128	(885,047)	4,249,079	

**WEST SOMERSET COUNCIL COUNCIL
CAPITAL PROGRAMME 2017/18 - GENERAL FUND**

Project	Scheme Completed in 2017/18 (Yes/No)	Programme Budget	Actual Spend in Previous Years	Actual Spend in 2017/18 (Outturn)	Projected Budget Carried Forward 2018/19	Forecast Total Spend	Scheme Budget Variance (Underspend)/ Overspend 2017/18
		£	£	£	£	£	£
General Schemes							
East Wharf Scheme	N	73,680	7,069		66,611	66,611	0
Disabled Facilities Grants	N	894,510	244,040	320,164	330,306	330,306	0
Other Projects - Superfast Broadband	N	240,000			240,000	240,000	0
Other Projects - 7 The Esplanade	N	15,000			15,000	15,000	0
IT Projects - ICT Infrastructure Projects	N	15,545		6,950	8,595	8,595	0
IT Projects - Office Backup Facility	N	15,000			15,000	15,000	0
IT Projects - Annual Hardware Replacement	N	5,000	2,143		2,857	2,857	0
Steam Coast Trail Project	N	502,820	293,543	52,616	156,661	156,661	0
Clanville Grange Low Cost Housing Scheme	N	128,000		124,275			(3,725)
Decent Homes	N	15,910			15,910	15,910	0
Private Sector Housing Partnership	Y			9,748			9,748
Seaward Way Mixed Proposal Development	N	3,023,225	12,700	91,525	2,919,000	2,919,000	0
Stair Lift Recycling	N	760			760	760	0
JMASS ICT Transformation	N	274,580		2,917	271,663	271,663	0
Cuckoo Meadow	N	2,950	-510	347	3,113	3,113	0
Wheddon Cross Public Conveniences	Y	12,000		12,000			0
Exford Public Conveniences	Y	9,000	9,000				0
Church Street Public Conveniences	Y		800				800
Transformation	N	196,000		25,821	170,179	170,179	0
CASA Project	N	83,000		400	82,600	82,600	0
Capital Sustainability Fund	Y	84,893		84,893			0
Somerset Waste Partnership	N	3,500,000			3,500,000	3,500,000	0
Minehead Esplanade Project	N	49,900		32,337	17,563	17,563	0
		9,141,773	568,785	763,993	7,815,818	7,815,818	6,823

Project	Scheme Completed in 2017/18 (Yes/No)	Programme Budget	Actual Spend in Previous Years	Actual Spend in 2017/18 (Outturn)	Projected Budget Carried Forward 2018/19	Forecast Total Spend	Scheme Budget Variance (Underspend)/ Overspend 2017/18
S106 Funded - General Schemes							
Williton Pavilion	Y	149,500	21,291	128,209			0
Huish Champflower Village Hall	N	10,000			10,000	10,000	0
Land Upgrade - Marshfield Road	Y	7,830	7,825				(5)
Redesign Play Space	Y	16,984	16,984				0
Footpath Lighting Enhancement	N	47,000	35,000		12,000	12,000	0
Minehead Heritage Trail	Y		450				450
Dunster Parish Council - Multi Use Games Area	N	12,240			12,240	12,240	0
Carhampton BBQ Area	Y			5,749			5,749
Burgage Road Play Area	Y			6,100			6,100
		243,554	81,550	140,058	34,240	34,240	12,294
S106 Funded - Hinkley Schemes							
Burgage Road Play Area	Y	450					(450)
Kilve Cricket Club	Y	22,000	22,000				0
Onion Collective	Y	191,240	191,237				(3)
Coronation Park Enhancement	Y	11,500	11,500				0
Cannington Village Hall	Y	179,620	179,619				(1)
Former Withycutter	Y	84,000	84,000				0
Otterhampton Play Area	Y	37,820	37,820				0
Westfield United Church	N	110,000	101,900		8,100	8,100	0
S BW & NP Mitigation	N	344,850			344,850	344,850	0
BW TC Support Scheme	N	116,070		39,730	76,340	76,340	0
Brean Down Way Project	Y	65,000		65,000			0
Beach Hotel Kitchen	Y	12,500	9,500	3,000			0
Williton Pavilion	N	250,000		65,983	184,017	184,017	0
Salvation Army Youth Space	Y	19,745		19,745			0
Holford and District Village Hall	N	125,000			125,000	125,000	0
Minehead Town Council	N	382,047			382,047	382,047	0
Great Western Hotel Project (YMCA)	N	500,000			500,000	500,000	0
Steam Coast Trail	N	216,334			216,334	216,334	0
Empty Homes & LOTS	N	94,500			94,500	94,500	0

Project	Scheme Completed in 2017/18 (Yes/No)	Programme Budget	Actual Spend in Previous Years	Actual Spend in 2017/18 (Outturn)	Projected Budget Carried Forward 2018/19	Forecast Total Spend	Scheme Budget Variance (Underspend)/ Overspend 2017/18
Doniford Rad, Watchet	N	384,069	379,069		5,000	5,000	0
Stogursey Leisure	N	1,000,000		31,832	968,168	968,168	0
Enterprising Minehead	N	303,477		116	303,361	303,361	0
		4,450,222	1,016,645	225,406	3,207,717	3,207,717	(454)
		13,835,549	1,666,980	1,129,457	11,057,775	11,057,775	18,663

FUNDING

	Funding Of 2017/18 Spend	Funding Of Future Spend
Capital Receipts	316,387	771,504
Grants	414,982	524,313
RCCO	12,000	15,000
Earmarked Reserves	20,741	86,000
S106 Contributions	365,347	3,241,958
Borrowing	0	6,419,000
Total Funding	1,129,457	11,057,775