

To:

Members of Scrutiny Committee

(Councillors P H Murphy (Chairman), N Thwaites (Vice Chairman), I Aldridge, R Clifford, G S Dowding, R Lillis, J Parbrook, P Pilkington and R Woods)

Members of Cabinet

(Councillor A Trollope-Bellew (Leader), S J Pugsley (Deputy Leader), M Dewdney, A Hadley, B Maitland-Walker, C Morgan, K H Turner, D J Westcott)

Our Ref CS

Contact Marcus Prouse mprouse@westsomerset.gov.uk

Date 05 June 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:

SCRUTINY COMMITTEE

Date: Thursday 14 June 2018

Time: 3.30 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 01643 703704.

Yours sincerely



BRUCE LANG
Proper Officer

RISK SCORING MATRIX

Report writers score risks in reports uses the scoring matrix below

Risk Scoring Matrix

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

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

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

SCRUTINY COMMITTEE

Meeting to be held on Thursday 14 June 2018 at 3.30 pm

Council Chamber, Williton

AGENDA

1. Apologies for Absence

2. Minutes

Minutes of the Scrutiny Committee held on 19 April 2018, to be approved and signed as a correct record – **SEE ATTACHED.**

3. Declarations of Interest

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

4. Public Participation

The Chairman to advise the Committee 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. Notes of Key Cabinet Decisions/Action Points

To review the Key Cabinet Decisions/Action Points from the Cabinet Meeting held on 23 May 2018 – **SEE ATTACHED.**

6. Cabinet Forward Plan

To review the latest Cabinet Forward Plan for the months of July onwards, published on 5 June 2018 – **SEE ATTACHED.**

7. Chairman's Announcements

An opportunity to update the Committee on any matters of interest or matters arising.

8. Somerset Rivers Authority

To consider Report No. WSC 43/18 to be presented by the Scrutiny Officer – **SEE ATTACHED.**

The purpose of the report is to appoint two representatives for the Somerset Rivers Authority Joint Scrutiny Panel.

9. Quarter Four 2017/18 Performance Report

To consider Presentation No. WSC 44/18 to be presented by Councillor M Dewdney – **SEE ATTACHED.**

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

10. Revenue and Capital Outturn 2017/18

To consider Report No. WSC 45/18 to be presented by Councillor M Dewdney – **SEE ATTACHED.**

The purpose of the 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.

11. Homelessness Strategy

To consider Report No. WSC 33/18 to be presented by Councillor K Turner – **REPORT TO FOLLOW.**

The purpose of the report is to give an overview of the Homelessness Strategy 2017.

(see previous agenda for the strategy document -

<https://www.westsomersetonline.gov.uk/Council---Democracy/Council-Meetings/Scrutiny-Committee-Meetings/Scrutiny---19-April-2018.aspx>)

12. Scrutiny Committee Work Plan

To receive items and review the Scrutiny Committee Work plan for 2018/19 - **SEE ATTACHED.**

COUNCILLORS ARE REMINDED TO CHECK THEIR POST TRAYS**The Council's Vision:**

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

The Council's Corporate Priorities:

- Local Democracy:
Securing local democracy and accountability in West Somerset, based in West Somerset, elected by the people of West Somerset and responsible to the people of West Somerset.
- New Nuclear Development at Hinkley Point
Maximising opportunities for West Somerset communities and businesses to benefit from the development whilst protecting local communities and the environment.

SCRUTINY COMMITTEE

Minutes of the Meeting held on 19 April 2018 at 3.30 pm

Present:

Councillor P H MurphyChairman
Councillor N ThwaitesVice-Chairman

Councillor I Aldridge
Councillor G S Dowding
Councillor B Maitland-Walker

Councillor J Parbrook
Councillor P Pilkington

Members in Attendance:

Councillor M Dewdney
Councillor B Heywood
Councillor K Mills
Councillor K Turner

Councillor A Hadley
Councillor A Kingston-James
Councillor A Trollope-Bellew

Officers in Attendance:

Assistant Director – Resources and Support (P Carter)
Assistant Director – Business and Development (I Timms)
Strategy and Partnership Lead (M Leeman)
Democratic Services Officer - Scrutiny (M Prouse)

Others:

Catherine Falconer – Public Health
Matt Barrow – Connecting Devon and Somerset

SC 77 Apologies for Absence

Apologies were received from Councillors R Clifford and R Woods.

SC 78 Minutes

(Minutes of the Meeting of the Scrutiny Committee held on 15 February 2018 – circulated with the Agenda.)

RESOLVED that the Minutes of the Scrutiny Committee held on 15 February 2018 be confirmed as a correct record.

SC 79 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:-

WEST SOMERSET COUNCIL
Scrutiny Committee 19.04.18

Name	Minute No.	Description of Interest	Personal or Prejudicial or Disclosable Pecuniary	Action Taken
Cllr I Aldridge	All items	Williton	Personal	Spoke and voted
Cllr B Maitland-Walker	All items	Carhampton	Personal	Spoke and voted
Cllr P Murphy	All items	Watchet	Personal	Spoke and voted
Cllr J Parbrook	All items	Minehead	Personal	Spoke and voted
Cllr P Pilkington	All items	Timberscombe	Personal	Spoke and voted
Cllr N Thwaites	All items	Dulverton	Personal	Spoke and voted
Cllr A Kingston-James	All items	Minehead	Personal	Spoke
Cllr A Trollope-Bellew	All items	Crowcombe	Personal	Spoke
Cllr K Turner	All items	Brompton Ralph	Personal	Spoke

Councillor Pilkington further declared a personal interest on agenda item 12, as a customer of Airband.

Councillor Aldridge further declared a personal interest on agenda item 9, as a member of the Somerset Partnership NHS Foundation Trust.

SC 80 Public Participation

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

SC 81 Cabinet Key Decisions and Actions

(Copy of the Cabinet Key Decisions from the meeting held on 7 March 2018, circulated at the meeting)

RESOLVED that the Cabinet Key Decisions from the meeting held on 7 March 2018, be noted.

SC 82 Cabinet Forward Plan

(Copy of the Cabinet Forward Plan published 3 April 2018, circulated at the meeting).

RESOLVED that the Cabinet Forward Plan published on 3 April 2018 be noted.

SC 83 Chairman's Announcements

The Chairman raised four items. These were:-

- Agenda item 8, Homelessness Strategy, would be deferred until the next Committee meeting which was scheduled for 14 June 2018. This was due to officer availability;
- The Scrutiny Officer distributed a questionnaire for Members to complete and return;
- Members were reminded that there was a briefing being held after the Scrutiny Committee on the new General Data Protection Regulations; and
- The A39 at Carhampton would be closed from 6.30pm and therefore Members were reminded if they were due to travel after that time, they would need to follow the diversion via Raleigh's Cross.

SC 84 Health and Wellbeing Strategy

The report WSC 34/18 was introduced by Councillor K Turner and presented by Catherine Falconer from Public Health.

The purpose of the report was to update the Committee on the Health and Wellbeing Strategy for Somerset.

The Somerset Health and Wellbeing Board was made up of Members from the following Authorities:-

- NHS England;
- NHS Somerset Clinical Commissioning Group (SCCG);
- Mendip District Council;
- Sedgemoor District Council;
- South Somerset District Council;
- Taunton Deane Borough Council;
- West Somerset Council; and
- Somerset County Council.

The Members shared a vision for the residents of Somerset and that was to live healthy and independent lives that were supported by connected communities that thrived and were provided with timely and easy access to high-quality and efficient public services when they needed them.

From the shared vision, the Health and Wellbeing Strategy 2013-2019 was broken down into three themes:-

- People, families and communities that took responsibility for their own health and wellbeing;
- Families and communities that were resilient and thrived; and
- Somerset people that were able to live independently.

When the Members looked at the Health and Wellbeing Strategy for 2019-2029, they found out that the life expectancy gap between the most and least deprived areas in the United Kingdom was 19 years and 10% of the population's health and wellbeing was linked to access to healthcare. The following were some of the attributes:-

- Good work;
- Surroundings;
- Money and resources;
- Housing;
- Good diet;
- Transport;
- Education and skills; and
- Family, friends and communities.

From the research, the Health and Wellbeing Strategy 2019-2029 priorities were:-

- A county infrastructure that drove productivity, supported economic prosperity and sustainable public services;
- Safe, vibrant and well-balanced communities that were able to enjoy and benefit from the natural environment;
- Fairer life chances and opportunity for all; and

- Improved health and wellbeing and more people that had lived healthy and independent lives for longer.

The priorities were reportable to the following boards, who had developed the relevant strategies and policies that would drive the strategy over the upcoming years:-

- Somerset Growth Board;
- Safer Somerset Partnership;
- Adults and Children's Safeguarding Boards;
- Children's Trust Board; and
- Health and Social Care Board.

During the discussion, the following points were raised:-

- Members queried how long the public consultation would run for?
It was expected to run for 10 weeks.
- Members requested clarification on what the consultation was about and who would be consulted.
Public Health planned to consult on what the strategy was and how it would relate to members of the public. They would look for responses and feedback from their stakeholders and also from the public.
- Member queried why the Sustainability and Transformation Partnership (STP) was not mentioned in the presentation.
The STP was not part of the Board, so only the SCCG and NHS England were mentioned.
- Concern was raised on the figures used for bed blocking within the report.
The Officer shared the concern expressed on the delayed transfers of care and gave detail on the complex situation.
- Concern was raised on the link to coastal towns, drug related deaths and areas of deprivation.
The Officer mentioned that this was a timely topic of discussion. The national news had reported that some statistics had been released that related to the link but that no Somerset towns were in the top ten places of deprivation linked to drug related deaths.
- The Chairman confirmed that the STP was on the work plan for the June Scrutiny Committee meeting.

RESOLVED that the Scrutiny Committee noted the officer's report.

SC 85 Somerset Strategic Housing Framework

The report WSC 35/18 was presented by Councillor K Turner.

The purpose of the report was to highlight the key facts and challenges within the local housing market, for the proposal of a vision for homes and housing across Somerset that embraced strong and effective strategic leadership; a local economy that provided opportunity for all; homes in Somerset were good for your health; and a society that supported the vulnerable.

The current Somerset Strategic Housing Framework (SSHF) was prepared in 2013 and had an end-date of 2016, and was due for a review. It contained priorities that related to the availability of affordable housing, making best use

of the existing housing stock and supported the vulnerable.

The SSHF was prepared by the Somerset Strategic Housing Officers Group (SSHOG) which reported to the Somerset Strategic Housing Partnership (SSHP). The West Somerset representatives were Councillor Keith Turner and Mark Leeman (Strategy and Partnership Lead Officer).

The process of the review had begun in 2016. There was work being carried out behind the scenes which involved conversations with the Health and Wellbeing Board, the Clinical Commissioning Group, the Local Enterprise Partnership, the Somerset Strategic Planning Conference and the Somerset Academy.

The revised draft SSHF was published in February 2018 and was subject to consultation until 30 April 2018. After the consultation period closed, officers would prepare a report that responded to any feedback (by early summer 2018) and sought to adopt the SSHF by late summer 2018. The officers would also develop a multi-agency delivery plan that was focused on key activity and would be monitored by SSHP.

The corporate strategy had five key themes:-

- 1) Our Communities – the draft SSHF sought to increase the availability of affordable housing (all tenures); to deliver more housing options for rural communities, single people, young people and the elderly; to support our most vulnerable residents; and to develop employment opportunities.
- 2) Business and Enterprise – the draft SSHF sought the removal of barriers to housing growth. This included both the provision of infrastructure and skills development within the construction sector.
- 3) Our Place and Infrastructure – the draft SSHF sought to maximize the legacy of Hinkley Point C.
- 4) An Efficient and Modern Council – the draft SSHF challenged the Council to think creatively and radically about how it delivered housing related services, which included the provision of new housing. It also challenged the Council to develop ‘asset’ based models of service delivery i.e. problem solving by working with talent and ideas generated within local communities.
- 5) People, Place and Prosperity – the draft SSHF was consistent with the Council’s aims for Transformation. It sought to support vulnerable people and families, to adopt a creative place-based approach to a service delivery, and to aspire to an economy that worked for the benefit of all. The draft SSHF would help the Council deliver integrated systems leadership that would enable the Transformation of service delivery for the benefit of our communities and local business.

During the discussion, the following points were raised:-

- Concern was raised on two risks highlighted in the risk assessment on staff and resources.
Unfortunately the outcome of the Transformation Project was unknown. The Strategy and Partnership Lead believed that the future of the SSHP should be stable for the next couple of months, but if this was to change for the worse, then it would be up to the Portfolio Holders and the SSHOG to seek resource from within the Partnership.

- Members queried the ambitions mentioned and wanted reassurance that the ambitions would be more detailed and robust.
At present the document was at the draft consultation stage and was open for feedback and amendments.
- Concern was raised on what control the SSHP had over private developers and how they measured the effectiveness of the previous strategy.
It was difficult to monitor or state how effective the previous strategy was and would need to be addressed for the future. The Officer confirmed that the Housing Strategy covered all forms of housing and not just new builds.
- Members queried whether low cost ownership schemes could be promoted within the area.
Yes they could, however, the mortgages were not easily obtained for those schemes.
- Concern was raised on the Housing Sector as a whole.
National policy dictated the majority of what happened within the sector. The Elphicke House Report detailed the challenges faced by Councils and how to stimulate the housing market for all types of tenure. The report would be circulated to Members.

RESOLVED that the Scrutiny Committee:-

- a) Provided 'in principle' support, with the assurance that the resources would be in place to deliver, the vision, priorities and ambitions of the draft SSHP;
- b) Challenged and scrutinised the detail and identity content that might require further clarity or amendment. Provided a view on whether Scrutiny considered some of the priorities and ambitions were more important than others; and
- c) Challenged the content of the draft Equalities Impact Assessment and suggested any further additions and amendments.

SC 86 Health and Wellbeing Task and Finish Report

The report WSC 36/18 was presented by Councillor A Kingston-James.

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.

There had been enormous changes in the roles and structures of government bodies and in their capacity to deliver in recent years. The health scene had been particularly challenged by very fundamental change and was faced with complex resource issues. This was especially true of an aging and rurally isolated population with West Somerset's population in fact having the oldest age profile in the country.

The Group worked effectively together, well supported by officers, to understand the changes that had occurred and were still to come, to listen to the evidence presented and interrogate it, and to engage with the concerns and issues presented by all the organisations they had met, both statutory and voluntary. There was a real concern to ensure the most vulnerable were supported and to reduce the disparity of benefit.

During the discussion, the following points were raised:-

- The Chairman thanked the Task and Finish Group for their work on the project and requested more information on the Pilot Project mentioned in recommendation f) iii).

RESOLVED that the Scrutiny Committee recommended to Cabinet the following:-

- 1) To commit to developing a Health and Wellbeing Action Plan in 2018 once in the position capacity-wise to do so which would feed in and provide support to the county-wide Health and Wellbeing Strategy;
- 2) The Council addressed the Priority Areas established in the report and in particular with reference to the Action Plan, recommended that the Authority initially included the following items:-
 - a) The Authority was committed to ensuring that there was a rolling programme of Housing Needs Surveys undertaken to ensure that information was robust and updated regularly. The surveys could be carried out in-house or by continuing to work closely with our partners at the Community Council for Somerset and Exmoor Rural Housing Network;
 - b) The Authority continued to work closely with our partners to promote Homefinder as the route of access to affordable rented housing and to build a better reflection of housing need;
 - c) That the District Council Planning Policy Department investigated the policy of Lifetime Homes further, but that its implementation and the evidence was looked at through the proper structure of the next planned review of the Local Plan, which would necessarily involve Members;
 - d) The Authority supported the Planning Policy's bid for additional planning capacity funds for joint working whenever further opportunity arose to do so, to enable the ability of the department to do more background work and addressed some of the questions and issues raised by the Group, put a cost to some of the things wished for and established good practice, for example, the Group felt all new buildings should meet the Category 2 Standard with 10% built to Category 3 (wheelchair accessible design) and the Government's Nationally Described Space Standard;
 - e) The Authority delivered the actions of the Somerset Prevention Charter, to ensure that our staff and Members were trained and had the skills necessary to make every contact count in addressing risks to health, and to ensure that people were signposted to ensure they got the right service at the right time, and that prevention was done systematically and considered in how we organised and delivered all our services;
 - f) The Authority worked alongside local communities and helped to identify local talent and creativity, designed solutions together to resolve health inequalities; To achieve this we would:-
 - i) Work with partners to identify health inequalities across West Somerset that were defined by people, place and prosperity;
 - ii) Work with the CCG, Adult Social Care and Public Health to support a prevention focused approach to commissioning arrangements through the review of the Health and Wellbeing Strategy and Health and Care Plan. To ensure that commissioning plans met the needs of our local people,

- families and communities. To ensure that commissioning plans drove social value and a social return on investment, in order to support the local community and voluntary sector where appropriate to do so; and
- iii) When capacity allowed, considered the health inequalities data/insight and prioritised a target population/geographic community for action. To convene a meeting of all relevant agencies (which included community groups) to discuss health related issues and to coproduce solutions and action.

SC 87 Update on Superfast Broadband Programme

The report WSC 37/18 was presented by Councillor A Hadley.

The purpose of the report was to update Members on the rollout of the Superfast Broadband Programme in West Somerset.

The Connecting Devon and Somerset (CDS) Partnership had been working to improve broadband coverage specifically at superfast speeds across the area. The project had been broken down into three phases. In phase one, the project aimed to deliver the Government led target of 90% of all premises being enabled to access superfast broadband. That equated to 278,000 premises across the project area and meant that within West Somerset, 16,400 premises would be able to access superfast broadband.

Phase two was broken down into seven lots. The initial lot was targeted at Dartmoor and Exmoor National Park areas and had been awarded to Airband. On Exmoor 1200 premises had been targeted via a wireless broadband network that comprised of 52 masts, poles and relays.

West Somerset was included in lot two and had been awarded to Gigaclear who had commenced rollout late 2017. The vast majority of the work in phase two would be completed during 2018 and 2019, with some outlying areas being completed in 2020. In West Somerset, Gigaclear's coverage plans offered 1800 premises access to superfast-plus speeds, which represented an investment of £870,600.

Phase three was being planned and sought to deliver to 100% of all premises to complete the programme. This would target very remote or isolated dwellings and any holes in the network that existed on completion of phase two.

During the discussion, the following points were raised:-

- Members queried what services required high speeds of 24 mg per second.
With an increased amount of devices per household being used to access the internet, the higher speed would enable that type of use. It would also enable live streaming on devices.
- Concern was raised on the money that had been spent to install superfast broadband.
The National Strategic Priorities were set by Central Government, so there was little control over what had been set. However, the majority of residents wanted superfast broadband.

- Concerns were raised over some restrictions on being able to connect to a local internet cabinet.
This could be for several reasons and clarification was given.
- Members praised the work that had been carried out on the programme.

RESOLVED that the Scrutiny Committee noted the contents of the report along with the continued delivery programme and endorsed the need to promote the use of the network.

SC 88 **Scrutiny Committee Work Plan**

The following items were highlighted on the Forward Plan for the next meeting:-

- Q4 Performance Report;
- Revenue and Capital Outturn Report;
- STP; and
- Homelessness Strategy.

Members were reminded that if they had an item they wanted to add to the agenda, that they should send their requests to the Scrutiny Officer.

RESOLVED that the content of the Work Plan be noted.

The meeting closed at 6.15pm.

DATE: 23 May 2018

NOTES OF KEY DECISIONS

Note: The details given below are for information and internal use only and are not the formal record of the meeting

AGENDA ITEM	DECISION	CONTACT LEAD OFFICER
Forward Plan (Agenda Item 5)	Agreed that the Forward Plan for the month of July 2018 be approved.	Assistant Chief Executive
Cabinet Appointments to Outside Bodies (Agenda Item 6)	Agreed that the representatives detailed in the report be appointed.	Assistant Chief Executive
Hinkley Point C: Section 106 Agreement – Stogursey Leisure Contribution and CIM Fund ring fenced for Stogursey Parish (Agenda Item 7)	Agreed (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. Agreed (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.	CIM Fund Manager
Health and Wellbeing Task and Finish Report (Agenda Item 8)	Agreed that the Cabinet welcomed the excellent report produced by the Task and Finish Group and endorsed 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.	Democratic Services Officer (Scrutiny) / Strategy and Partnerships Lead

For a record of the reasons for the decision; details of any alternative options considered and rejected by the decision-making body at the meeting at which the decision was made; a record of any conflict of interest relating to the matter decided which is declared by any member of the decision-making body which made the decision; and in respect of any declared conflict of interest, a note of dispensation granted by the relevant local authority's head of paid service, please use the attached link below, to the Council's website where the minutes and relevant reports can be viewed:

<https://www.westsomersetonline.gov.uk/Council---Democracy/Council-Meetings/Cabinet-Meetings/Cabinet---23-May-2018.aspx>

Date: 24 May 2018

Weekly version of Cabinet Forward Plan published on 5 June 2018

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/18/7/01 19/10/2017	11 July 2018 By Leader of Council	Title: Corporate Performance Report Quarters 3 and 4 Decision: to provide Members with an update on progress in delivering corporate priorities and performance of council services	No exempt / confidential information anticipated	Richard Doyle, Corporate Strategy and Performance Officer 01823 356309
FP/18/7/02 19/10/2017	11 July 2018 By Lead Member Resources & Central Support	Title: Financial Monitoring Report Quarters 3 and 4 Decision: to provide Members with details of the Council's financial outturn position in 2017/18 for both revenue and capital budgets, together with information relating to end of year reserve balances	No exempt / confidential information anticipated	Andrew Stark, Interim Head of Financial Services / Deputy S151 01823 219490
FP/18/7/03 19/10/2017	11 July 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 356350
FP/18/7/04 19/10/2017	11 July 2018 By Lead Member Resources & Central Support	Title: Allocation of Hinkley Point C Community Impact Mitigation Funding Decision: 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 635218
FP/18/7/05 19/10/2017	11 July 2018 By Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position	No exempt / confidential information anticipated	Tim Burton, Assistant Director Planning and Environment 01823 358403

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 356350
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 358403
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 635218
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 356350
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
FP/19/1/01 06/03/2018	9 January 2019 By Lead Member Resources & Central Support	Title: Budget Monitoring Report Quarter 2 Purpose: to provide Members with details of the Council's expected financial outturn position in 2018/19 for both revenue and capital budgets, together with information relating to predicted end of year reserve balances	No exempt / confidential information anticipated	Andrew Stark, Interim Head of Finance 01823 219490
FP/19/1/02 06/03/2018	9 January 2019 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 358403
FP/19/1/03 06/03/2018	9 January 2019 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 356350

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.

SRA Scrutiny 21 May 2018

Meeting report from Cllr Rosemary Woods

The main business of the meeting included receiving the draft End of Year Report from the SRA. This was an extremely interesting document which included a positive appraisal of dredging on the tidal reaches of the Parrett downstream from Burrowbridge – Water Injection dredging carried out on 10 day and nights, over 10 consecutive high tides in December 2017 and shifted as much silt as was taken out over 4 months using conventional maintenance dredging methods. This document is due for publication during June 2018 and I recommend it for bedside reading. As a scrutiny committee we recommended that some detail was split into areas so that it could be easier to find specific information, the officer in charge of this report saw the point and will see about adding information to the SRA website giving this type of breakdown.

The passage of the River Authority and Land Drainage Bill, to enable a precept to be raised across the whole of Somerset to appropriately fund flood prevention measures, was discussed. The chairman of the SRA Scrutiny committee has written independently of the committee to Sir Christopher Chope OBE MP asking him to support the private members Bill when it next comes before Parliament. The discussion included the possibility to write to some of those members who are likely to oppose the Bill setting out the case for the Bill. In the end it was decided to write to the government again and possibly any one who could help the case, on behalf of the committee, supporting the Bill. The Chairman and Vice Chair of the committee agreed to undertake this task.

Cllr Rosemary Woods

WSC Watchet Ward

25/05/2018

Report Number: WSC 43/18

Somerset Rivers Authority

Purpose of Report

Due to the recent appointment of Councillor Maitland-Walker to the post of Cabinet Member for the Environment of West Somerset Council and also as one of WSC's representatives on the Somerset Rivers Authority Board, this means there is now a vacancy to be filled due to the inability of Executive Members to sit on this body. West Somerset Council has been asked to re-nominate two Scrutiny Committee members to be part of this Joint Panel.

Recommendation

That two members of West Somerset Council's Scrutiny Committee are nominated to sit on the Somerset Rivers Authority Joint Scrutiny Panel.

Background

The attached document (Terms of Reference) sets out the remit of the proposed Joint Scrutiny Panel.

This last came to WSC Scrutiny in November 2016 when it was agreed that Councillor Brenda Maitland-Walker and Councillor Rosemary Woods would be WSC's representatives.

The panel meets twice a year and the next meeting is scheduled to take place on 1st February 2019.

SOMERSET RIVERS AUTHORITY JOINT SCRUTINY PANEL TERMS OF REFERENCE

Introduction

1. The Somerset Rivers Authority (SRA) was launched on 31 January 2015 to play a key role in flood protection for the county. It is run by a Board of partners including the Environment Agency, Natural England, the Somerset Internal Drainage Boards, the Lead Local Flood and Highway Authority (Somerset County Council) and the other Somerset Local Authorities in their roles as Flood Risk Management Authorities.
2. The SRA Board is to provide a strategic overview of the continued delivery of the Somerset Flood Action Plan; Flood Risk and Water Level Management in Somerset; and to provide a public forum and single point of contact for collective decision making in respect of Flood Risk and Water Level Management in Somerset
3. The SRA Board also has responsibility for identifying, prioritising, sourcing funding and overseeing the delivery of additional flood risk and water level management work across the whole of Somerset.
4. At 23rd March 2016 Board meeting, the SRA Board agreed to the establishment of a Joint Scrutiny Panel (similar to the Joint Waste Scrutiny model), which would meet twice a year, at the most critical and important times. This would ensure that officer attendance at Scrutiny Committees would be minimised, whilst providing all relevant partners the opportunity to scrutinise the work of the SRA Board.

Role of the Joint Scrutiny Panel

5. To examine the activities of the SRA and provide assurance to the SRA's constituent councils and partners that it is operating effectively.
6. To encourage wider involvement in the work of the Somerset Rivers Authority.

Membership

The Joint Scrutiny Panel shall consist of two non-executive elected members from each of the six Somerset councils and one from each Internal Drainage Board, totalling 14 Panel members.

It is a matter for each Local Authority and the Internal Drainage Boards to nominate or terminate the appointment of members serving on the Panel. The length of appointment is a matter for each partner represented on the body.

Meetings

The Joint Scrutiny Panel will meet twice a year for the business stated. Additional meetings will be arranged as required.

The date and time of each meeting will be agreed by the Chair and Vice Chair of the Panel, in conjunction with the support officer.

The host authority will be responsible for issuing the papers and producing the meeting notes to all attendees. This will be done electronically. The Panel member and/or the Local

Authority or Internal Drainage Board they represent will be responsible for any additional costs or services, including:

- Any printing or stationery requirements
- Any travel and subsistence expenses incurred i.e. car parking costs, fuel
- Any equipment required for site visits, i.e., appropriate footwear, hard hat etc.

Quorum

The quorum for the Joint Scrutiny Panel shall be 7 representatives, with a minimum of 1 representative from 5 separate partners.

Election of Chair

The Joint Scrutiny Panel shall elect a Chair and Vice Chair annually.

Agenda Items

The Scrutiny Panel Chair and Vice Chair shall agree each meeting agenda in consultation with the support officer and liaison with the Senior Manager for the Somerset Rivers Authority.

Agenda Items for the next meeting shall be a standing item on the Panel's agenda.

Voting

It is intended that agreement will be reached by consensus, however if a vote is required each Panel Member will have one vote. In the event of a tie the Chairman shall have the casting vote.

Members Conduct

Members of Local Authorities and Internal Drainage Boards on the Joint Scrutiny Panel will be bound by their own Codes of Conduct. All Panel Members will need to comply with the principles of the Host Authority's Members' code of conduct as it applies to the declaration of interests, and compliance with the principles of public life set out by the Nolan Committee on Standards in Public Life.

Panel members are encouraged to participate fully in meetings, but must be aware of the limitations in capacity of officers to respond to detailed, individual queries between meetings.

Declarations of Interest

Members of the Joint Scrutiny Panel must declare any interest during meetings of the Panel (and withdraw from the meeting if necessary) in accordance with their Council's Code of Conduct or as required by law.

Openness and Transparency

All meetings of the Joint Scrutiny Panel will be open to the public unless it is necessary to exclude the public in accordance with Section 100A(4) of the Local Government Act 1972

Confidentiality

In accordance with their Council's Code of Conduct, elected Members of the Joint Scrutiny Panel must not disclose any information considered 'exempt' in accordance with Section 100A(4) of the Local Government Act 1972.

Host Authority

The Joint Scrutiny Panel will be hosted under Local Government arrangements by Somerset County Council and supported by officers from the County Council's Democratic Services team.

Review of Terms of Reference - The Joint Scrutiny Panel will review its Terms of Reference on an annual basis.

Report Number: WSC 44/18

West Somerset District Council

Scrutiny – 14th June 2018

Quarter 4 2017/18 Performance Report

Responsible Elected Member: 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:-

- Scrutiny 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 year (2017/18)**.

GREEN 	AMBER 	RED 	NOT AVAILABLE	TOTAL
19	3	3	4	29

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

4.7 Further detail is provided concerning the 3 red measures below:

Reference	Description	Measure	Comments
KPI 90B	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>
HC 4.17	Facilitate the delivery of the affordable housing pipeline to achieve 34 new affordable homes in 2017/18	<p>34 affordable homes (102 homes over 3 years)</p> <p>2015/16 = 21</p> <p>2016/17 = 40</p>	<p>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>
TH7	Number of people placed into employment	15	5 people were placed into employment

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 and /or community safety implications associated with this report.

10 Equality and Diversity Implications

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

11 Social Value Implications

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

12 Partnership Implications

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

13 Health and Wellbeing Implications

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

14 Asset Management Implications

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

15 Consultation Implications

- 15.1 The performance scorecard has been sent to JMT. 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 Corporate Scorecard
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Contact Officers

Name	Richard Doyle
Direct Dial	01823 218743
Email	r.doyle@tauntondeane.gov.uk

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 88% of the cases (14) were well within the target weeks.</p> <p>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 grants, the overall time for Q2 was 4 weeks. 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 prevention grants was 3 days. Overall for the 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 specialist. Resolved on the 17.07.17 when 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

									GREEN	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 throughout 2017/18
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 regeneration and skills development projects throughout West Somerset with a key focus on Minehead. Spend Between Aug 2017 to Aug 2020.
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)	Not Due	Not Due	Not Due	Not available	Not available	Figures monitored annually. 2017/18 figure to be reported q1 2018/19.
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	RED	RED	5 people placed into employment.

Report Number: WSC 45/18

West Somerset Council

Scrutiny Committee – 14 June 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 Scrutiny 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 Scrutiny supports a recommendation to Cabinet and 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 Scrutiny supports a recommendation to Cabinet and 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 Scrutiny 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 Scrutiny 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 2017/18	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
Watchet Harbour	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

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

- 9.5 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

- 9.6 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 Links to Corporate Aims / Priorities

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

11 Finance / Resource Implications

11.1 Contained within the body of the report.

12 Legal Implications

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

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

13.1 None for the purpose of this report.

14 Scrutiny Comments / Recommendation(s)

14.1 Scrutiny supported the recommendations contained in the report.

Democratic Path:

- **Scrutiny – 14 June 2018**
- **Cabinet – 21 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

Name	Andy Stark	Name	Paul Fitzgerald
Direct Dial	01823 219490	Direct Dial	01823 2717557
Email	a.stark@tauntondeane.gov.uk	Email	p.fitzgerald@tauntondeane.gov.uk

West Somerset Council – Summary of Earmarked Reserves

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)	30,094	Lottery monies earmarked to be used in future years. Used for play equipment

West Somerset Council – Summary of Earmarked Reserves

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.

West Somerset Council – Summary of Earmarked Reserves

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

West Somerset Council – Summary of Earmarked Reserves

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

Scrutiny Committee – Work Programme 2018/19

14 th June	2 nd August	18 th October	22 nd November	6 th December	TBC
Notes of any Key Cabinet Decisions / Action Points.	Notes of any Key Cabinet Decisions / Action Points.	Notes of any Key Cabinet Decisions / Action Points.	Notes of any Key Cabinet Decisions / Action Points.	Notes of any Key Cabinet Decisions / Action Points.	STP – R. Benneyworth & M. Leeman
Q4 Performance Report – R. Doyle	Empty Homes Update – S. Perry	Parking Task and Finish Report – M. Prouse	Budget Setting Progress – A. Stark	Q2 Performance Report – R. Doyle	
Homelessness Strategy – H. Stewart			Earmarked Reserves Review – A. Stark		
SRA Scrutiny Appointments			Fees and Charges 2018-19 – A. Stark		
Outturn 17/18 Report					