

SCRUTINY COMMITTEE

Meeting to be held on Monday 15 July 2013 at 3.30 pm

Council Chamber, Williton

AGENDA

1. Apologies for Absence

2. Minutes

Minutes of the Scrutiny Committee held on 17 June 2013, 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 3 July 2013 – **SEE ATTACHED.**

6. Cabinet Forward Plan

To review the latest Cabinet Forward Plan published 5 July 2013 – **SEE ATTACHED.**

7. Economic Regeneration and Tourism Update

To consider Report No. WSC 84/13, to be presented by Councillor Karen Mills, Lead Member for Regeneration and Economic Growth - **SEE ATTACHED.**

The Council's Vision:

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

The purpose of the report is to update Members about the work of the Economic Regeneration and Tourism service area of West Somerset Council.

8. Devolution on Grounds Maintenance and Public Conveniences - Update

To consider Report No. WSC 80/13, to be presented by Adrian Dyer, Chief Executive - **TO FOLLOW.**

The purpose of the report is to comply with a request from the committee for a progress report on the devolution of the grounds maintenance service and the of the provision of public conveniences.

9. Funding of Capital Expenditure

To consider Report No. WSC 79/13, to be presented by Adrian Dyer, Chief Executive – **SEE ATTACHED.**

The purpose of the report is to advise Members on how capital expenditure in the current year's programme is to be financed together with the strategy for the funding of programmes in future years.

10. Revenue and Capital Outturn 2012/13

To consider Report No. WSC 82/13, to be presented by Sharon Campbell, Section 151 Officer – **SEE ATTACHED.**

The purpose of the report is to provide Members with the financial outturn position for 2012/13.

11. Cabinet Response to Reports of Scrutiny - Update

To consider Report No. WSC 85/13, to be presented by Sam Rawle, Scrutiny and Performance Officer - **SEE ATTACHED.**

The purpose of the report is to reports relating to the Scrutiny Committee's recommendations following the Task & Finish Group reviews of Planning Obligations and Section 106 Agreements and the Impact of Business Rates Retention Scheme.

12. Scrutiny Recommendations – Suggested Reporting Procedure

To consider Report No. WSC 86/13, to be presented by Sam Rawle, Scrutiny and Performance Officer - **SEE ATTACHED.**

The purpose of the report is to strengthen and clarify the procedure for reporting Scrutiny Committee recommendations to Cabinet and to clarify the role and relationships of Scrutiny Committee and Cabinet members throughout the process.

13. Scrutiny Committee Work Plan

To review and scope items for the Scrutiny Committee Workplan for 2012/2013 – **SEE ATTACHED.**

COUNCILLORS ARE REMINDED TO CHECK THEIR POST TRAYS

The Council's Corporate Priorities:

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

The Council's Core Values:

- Integrity
- Respect
- Fairness
- Trust

RISK SCORING MATRIX

Report writers score risks in reports uses the scoring matrix below

Risk Scoring Matrix

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

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

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

SCRUTINY COMMITTEE**Minutes of the Meeting held on 17 June 2013 at 3.30 pm****Present:**

Councillor K J RossChairman (left at 5.30pm)
Councillor R P Lillis Vice-Chairman

Councillor M J Chilcott
Councillor G S Dowding
Councillor B Heywood

Councillor M O A Dewdney
Councillor P N Grierson
Councillor P H Murphy

Members in Attendance:

Councillor E May
Councillor T Taylor (left at 4.15pm)
Councillor K H Turner

Councillor D J Sanders
Councillor A H Trollope-Bellew
Councillor D J Westcott

Officers in Attendance:

Corporate Director (B Lang)
Scrutiny and Performance Officer (S Rawle)
Corporate Manager - Housing, Welfare & Economy (I Timms)
Corporate Manager – Environment, Customer & Community (S Watts)
Performance and Efficiencies Officer (K Batchelor)
Principal Accountant (S Plenty)
Administrative Support (H Dobson)

SC11 Apologies for Absence

An apology for absence was received from Councillor J Freeman.

SC12 Minutes

(Minutes of the Meeting of the Scrutiny Committee held on 20 May 2013 – circulated with the Agenda).

RESOLVED that the Minutes of the Scrutiny Committee held on 20 May 2013, be confirmed as a correct record.

SC13 Declarations of Interest

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

Name	Minute No.	Description of Interest	Personal or Prejudicial or Disclosable Pecuniary	Action Taken
Cllr P N Grierson	All Items	Minehead	Personal	Spoke and voted
Cllr P H Murphy	All Items	Watchet	Personal	Spoke and voted
Cllr K J Ross	All Items	Dulverton	Personal	Spoke and voted
Cllr K H Turner	All Items	Brompton Ralph	Personal	Spoke
Cllr D J Westcott	All Items	Watchet	Personal	Spoke

SC14 Public Participation

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

SC15 Notes of Key Cabinet Decisions/Action Points

(Copy of Notes of Cabinet Decisions/Action Points, circulated with the agenda).

With regard to the observation that Cabinet Agenda Item 11, some resolutions, had been changed from the original recommendations from the Scrutiny Committee, the Corporate Director advised that two reports would be presented at the next the Scrutiny Committee meeting. The first to provide the reasoning as to why any recommendations had been changed at Cabinet and the second to set out a proposed process for dealing with the reporting to cabinet of recommendations to Cabinet and the reporting back and monitoring of subsequent decisions and any related actions taken by cabinet.

RESOLVED that the Key Cabinet Decisions/Action Points for 5 June 2013, be noted.

SC16 Cabinet Forward Plan

(Copy of the Cabinet Forward published 6 June 2013, circulated with the agenda).

RESOLVED that the Cabinet Forward published 6 June 2013, be noted.

SC17 Corporate Performance Report – Service Plan Monitoring – April to March 2012/13

(Report No. WSC 70/13, circulated with the Agenda).

The purpose of the report was to provide Members with an update on progress in delivering the corporate priorities and performance of council services covering the period from 1 April 2012 to 31 March 2013.

During the consideration of the performance report the following main points were raised:

- Noted key action 1.1.2 and the concern that if the planning application for the delivery of 20 affordable homes in Townsend Farm, Carhampton keeps being delayed the income to the Council might be reduced. Members noted that issues between the developer and owners of the land needed to be agreed upon. The deadline for the developer was sometime in 2015.

- It was confirmed that with regard to key action 1.1.3, the Council was still looking for an alternative site in/around Simonsbath to deliver affordable housing as it was considered there was a demand in and around the area.
- There was concern that some of the targets were either not being met or were reached too easily due to external influences. Therefore it was questioned as to whether the housing targets were necessary. In response Members were advised that there were a range of reasons to keep targets: they were a useful aim and provided a baseline as the Council was required to meet the housing need in the area. The Corporate Manager advised that although work regarding Townsend Way and Seaward Way was slow it was ongoing and he was confident that planning applications would be submitted and would provide relevant timescales after the meeting. It was suggested that perhaps once a year the council could review targets to see if they were reasonable or not. The Corporate Director confirmed that there was a clear process to follow to adjust a target part way through the year if necessary.
- Key tasks 1.2.2, 1.2.3 and 1.2.4 – delivering empty properties back into use. Members were advised that due to the slowdown regarding the provision of affordable homes, resources had been diverted to concentrate on empty homes. The recording had changed from just recording those that were difficult, to recording the whole movement of empty properties and so the target had altered. It was suggested that the target could be increased further.
- Key tasks 2.1.1 and 2.1.2 – Submit data to support business case to be considered by Hinkley 106 Board and West Somerset Cabinet to maintain supply of all types of housing. Members were advised that a good deal of preparation work in respect of the target was being undertaken and that the Corporate Management Team were considering the issues around the delay of phase 2 and how it might affect relevant staff in the future.
- Key task 3.1.2 – Noted that the next meeting of the Scrutiny Committee would receive a report providing detail with regard to promoting higher level skills delivery in West Somerset.
- Key task 4.1.4 – The Corporate Manager advised that he would look into the success rate regarding whether the long workless were able to access employment and advise after the meeting.
- Concern was raised with regard to the decline in fee earning applications for April 2012 - March 2013 received by the Building Control Service. It was confirmed that part of the service was statutory.
- Key task 10.2.4 –
 - Concern was raised regarding the loss of car park income and that the introduction of CPE had not generated the amount of income expected.
 - Savings from Grounds Maintenance – it was confirmed that nine volunteers had started work in Blenheim Gardens.
- After discussing the devolving of some services from the Council to town councils the Scrutiny Committee requested that progress on the devolution of services be reported to a future meeting of the Committee.
- Members noted the huge increase in Freedom of Information requests and the related cost to the Council and requested that a break-down of the type of information being asked for be provided after the meeting.
- Members noted that the Council's Community Right to Bid process would be reviewed at the end of the year by full Council.

- Key task 9.1 – Value for money. It was noted that the council continued to gather information on its services which was used for benchmarking and as part of the proposed partnership work with Taunton Deane.

Officers noted the information requested by the Scrutiny Committee and would arrange to circulate the said information after the meeting.

RESOLVED (1) that a progress report on the devolution of council services be included on the Scrutiny Committee work plan.

RESOLVED (2) that officers and Lead Members be encouraged to keep targets realistic and under review and amend if considered appropriate.

RESOLVED (3) that the progress in delivering the corporate priorities for 2012/13 be noted.

RESOLVED (4) that the performance against Group and service Indicators be noted.

Note: With the agreement of the Chairman this item was brought forward on the Agenda.

SC18 Maintenance of Water Courses on Council Owned Land

(Report No. WSC 69/13, circulated with the Agenda).

The purpose of the report was to provide members of the Scrutiny Committee with information in regard to the Council's responsibility in maintaining and monitoring water courses that are on WSC land.

The Lead Member for Environment presented the report and advised that the previous year had been the wettest in England for 100 years and, as a result, the water courses have been thoroughly tested. He highlighted the WSC land drainage programme summary at appendix A, attached to the agenda.

The Corporate Manager for Environment, Customer and Community advised of a strategic county wide group at Somerset County Council (SCC) who would meet to discuss flooding issues on a quarterly basis and would include the relevant Portfolio Holders from all Somerset authorities. Further, under the Land Drainage Act, SCC was looking to devolve land drainage duties back to this Council who would receive £7,500 per annum to undertake the work. There was local knowledge to draw upon and the Council was working with small groups to resolve the issues.

During the course of the debate the following points were raised:

- Concerns were expressed as to how long the ryhnes would remain functional and that it would be prudent to ensure that they were cleared sooner rather than later.
- The drainage system was also to assist with the quick removal of sea water and there was concern that the attenuation ponds were not free flowing due to debris causing obstruction.

- It was suggested that perhaps the Drainage Board might take over the maintenance of some/all of the water courses if they were of a particular standard.
- It was noted that with regard to the proposed new housing along Seaward Way any mitigating measures in place to offset flooding issues would be at the discretion of the Environment Agency. Also, the planning process would determine how the S106 monies, associated with the new housing, might be used.

The Principal Accountant confirmed that he would provide a breakdown of the flood defence and coastal protection budgets for the previous and current years after the meeting.

RESOLVED that the report be noted.

SC19 **Asset Management Review – Nomination of Members to Task & Finish Group**

(Report No. WSC 71/13, circulated after the Agenda).

The purpose of the report was to agree membership of a task and finish group to undertake a review of the Asset Management Strategy and associated matters.

The Scrutiny and Performance Officer suggested that the terms of reference for the Group would include the range of assets held by the Council, community use, income, terms of agreement and how rents are set.

RESOLVED that the membership of the Asset Management Review Task and Finish Group be comprised of Councillors P Grierson, R Lillis, M Dewdney and P Murphy and cover the terms of reference as set out above.

SC20 **Scrutiny Committee Work Plan**

(Scrutiny Committee Work Plan, circulated with the Agenda).

RESOLVED (1) that a progress report on the devolution of Council services to town and parish councils be scheduled for an appropriate future meeting of the Scrutiny Committee.

RESOLVED (2) that an update on the Taunton Deane Partnership project and the Somerset Waste Partnership be scheduled for the meeting of the Scrutiny Committee to be held on 16 September 2013.

RESOLVED (3) that an invitation be sent to NHS Somerset requesting an update on the issues relating to the out of hours GP provision.

RESOLVED (4) that the Work Plan be noted.

The meeting closed at 6.18 pm.

MEETING: CABINET

DATE: 3 JULY 2013

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, subject to the inclusion of a report regarding Hinkley Point Key Issues as a standing item, the latest Forward Plan published 25 June 2013 be approved.	Corporate Director
Cabinet Action Plan (Agenda Item 6)	Agreed (1) that CAB7 – Cabinet Appointments to Outside Bodies be deleted as actioned. Agreed (2) that CAB9 – Consultation Responses to the Nuclear Decommissioning Authority's Strategy Paper be deleted as actioned. Agreed (3) that CAB10 – Non-Domestic Rates – Section 49 Hardship Relief Policy be deleted as actioned.	Corporate Director
Business Case to Contribute Funding for Watchet Closed-Circuit Television (CCTV) (Agenda Item 7)	Agreed that it be recommended to Council to approve a supplementary estimate of a maximum of £10,000 as the Council's contribution to the funding package for the provision of a public space CCTV system in Watchet, subject to Watchet Town Council's financial support and agreement to the proposal.	Corporate Manager Environment, Customer and Community
Request for Allocation of Planning Obligations Funding (Agenda Item 8)	Agreed that the allocation of £3,500 for the Love Minehead project be approved.	Corporate Manager Housing, Welfare and Economy
Somerset Major Sports Facilities Strategy and Playing Pitch Assessment (Agenda Item 9)	Agreed that the findings of the SASP Major Sports Facilities Strategy (March 2013) and the SASP Playing Pitch Assessment Report (March 2013), as outlined in Section 5 of report no. WSC 78/13, be endorsed, in principle.	Community Liaison and Climate Change Manager
Minehead Vision Manager Business Plan – Request for Seaside Strategy Funding (Agenda Item 10)	Agreed (1) that the content of the Vision Manager's business plan and its contribution to the wider delivery of the Minehead Vision Group's action plan be noted. Agreed (2) that it be recommended to Council to allocate £35,585 of the Seaside Strategy fund for the projects described in Appendix A and B of report no. WSC 77/13.	Economic Regeneration Manager

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:

<http://www.westsomersetonline.gov.uk/Council---Democracy/Council-Meetings/Cabinet-Meetings/Cabinet---3-July-2013>

Date: 4 July 2013

Weekly version of Forward Plan published on 5 July 2013

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
FP/13/8/01 13/02/2013	7 August 2013 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/13/8/02 24/04/2013 Page 13	7 August 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Supplementary Estimate – Capital and Revenue 2013/14		No exempt / confidential information anticipated	Section 151 Officer 01984 635253 01823 355482
FP/13/8/03 25/09/2012	7 August 2013 By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: Corporate Performance & Budget Monitoring Report 2012-13 – Quarter 4 Decision: to provide Members with an update on progress in delivering corporate priorities, performance of council services including budgetary information and customer satisfaction.		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/13/8/04 01/07/13	7 August 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Request for Allocation of Section 106 funds Decision: To approve the request		No exempt / confidential information anticipated	Ian Timms, Group Manager Housing, Welfare and Economy 01984 635271
FP/13/9/01 13/02/2013	4 September 2013 By Councillor D	Title: Consideration of nomination/s received under the Community Right to Bid		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
	Westcott – Lead Member for Community and Customer 4 September 2013	Legislation Decision: To approve listing Title: Empty Homes Enforcement Policy Decision: To adopt the policy		No exempt / confidential information anticipated	Ian Timms, Group Manager Housing, Welfare and Economy 01984 635271
FP/13/9/02 3/06/2013	By Councillor K H Turner – Lead Member Housing Health & Wellbeing 4 September 2013	Title: Unlawful Evictions Policy Decision: To adopt the policy		No exempt / confidential information anticipated	Ian Timms, Group Manager Housing, Welfare and Economy 01984 635271
FP/13/9/03 3/06/2013	By Councillor K H Turner – Lead Member Housing Health & Wellbeing 4 September 2013	Title: Corporate Performance & Budget Monitoring Report 2013-14 – Quarter 1 Decision: to provide Members with an update on progress in delivering corporate priorities, performance of council services including budgetary information and customer satisfaction.		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/13/9/04 25/09/2012	By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support 4 September 2013	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245
FP/13/09/06 4/07/13	By Councillor C Morgan – Lead Member for Environment – Hinkley Point 4 September 2013 By Councillor K Turner – Lead Member for	Title: Update on Health & Wellbeing Board and Representative on Outside Body		No exempt / confidential information anticipated	Ian Timms, Group Manager Housing, Welfare and Economy 01984 635271

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
FP/13/10/01 25/09/2012	Housing, Health and Wellbeing 2 October 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	Decision: To note the update Title: Allocation of Section 106 funds held – Quarter 2 Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position.		No exempt / confidential information anticipated	Ian Timms, Group Manager Housing, Welfare and Economy 01984 635271
FP/13/10/03 23/02/2013 Page 15	2 October 2013 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200 Page 15
FP/13/10/04 06/06/2013	2 October 2013 By Councillor C Morgan – Lead Member for Environment – Hinkley	Title: West Somerset Council's Response to National Grid Stage 4 Consultation Decision: To agree Council's response to the consultation		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245
FP/13/10/05 01/07/13	2 October 2013 By Councillor K Turner – Lead Member for Housing, Health and Wellbeing	Title: Review of Low Cost Home Ownership Scheme Decision: To consider the review of the Low Cost Home Ownership Scheme		No exempt / confidential information anticipated	Ian Timms, Group Manager Housing, Welfare and Economy 01984 635271
FP/13/10/06 4/07/2013	2 October 2013 By Councillor C Morgan – Lead Member for Environment – Hinkley	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
	Point				
FP/13/11/01 13/02/2013	6 November 2013 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/13/11/02 4/07/2013	6 November 2013 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245
FP/13/12/01 23/11/2012	4 December 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Review of Financial Regulations [FR2] Decision: to offer comment on the Financial Regulations.		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/13/12/02 23/11/2012	4 December 2013 By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: Corporate Performance & Budget Monitoring Report 2013-14 – Quarter 2 Decision: to provide Members with an update on progress in delivering corporate priorities, performance of council services including budgetary information and customer satisfaction.		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/13/12/03	4 December 2013	Title: Consideration of		No exempt / confidential	Bruce Lang, Corporate

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
13/02/2013	By Councillor D Westcott – Lead Member for Community and Customer	nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		information anticipated	Director 01984 635200
FP/13/12/04 4/07/2013	4 December 2013 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245
FP/14/1/01 18/01/2013	8 January 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Fees and Charges Decision: to propose levels of fees and charges for the period 1 April 2014 to 31 March 2015 (in some cases fee increases will be implemented earlier, this will be stated in the relevant sections of the report).		No exempt / confidential information anticipated	Section 151 Officer Page 17
FP/14/1/02 18/01/2013	8 January 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held – Quarter 3 Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position.		No exempt / confidential information anticipated	Ian Timms, Group Manager Housing, Welfare and Economy 01984 635271
FP/14/1/03 18/01/2013	8 January 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Draft Capital Programme 2013-14 and Capital Strategy Decision: to present the draft Capital Programme 2013/14 and		No exempt / confidential information anticipated	Section 151 Officer

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
	Support	draft Capital Strategy for recommendation to Council.			
FP/14/1/04 13/02/2013	8 January 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/14/1/05 4/07/2013	8 January 2014 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245
FP/14/2/01 18/01/2013	5 February 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Annual Budget & Council Tax Setting 2014-15 Decision: to provide Members with all the information required for Council to approve the revenue budget and capital programme for 2014/15 for recommendation to Council.		No exempt / confidential information anticipated	Section 151 Officer
FP/14/2/02 18/01/2013	5 February 2014 By Councillor T Taylor – Leader of Council	Title: Draft Corporate Plan for 2014-15 Decision: to introduce the draft West Somerset Council Corporate Plan 2014/15 for recommendation to Council.		No exempt / confidential information anticipated	Adrian Dyer, Chief Executive 01984 635212
FP/14/2/03 13/02/2013	5 February 2014 By Councillor D	Title: Consideration of nomination/s received under the Community Right to Bid		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
	Westcott – Lead Member for Community and Customer	Legislation Decision: To approve listing			
FP/14/2/04 4/07/2013	5 February 2014 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245
FP/14/3/01 19/03/2013	5 March 2014 By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: Corporate Performance & Budget Monitoring Report 2013-14 – Quarter 3 Decision: to provide Members with an update on progress in delivering corporate priorities, performance of council services including budgetary information and customer satisfaction.		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/14/3/02 19/03/2013	5 March 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/13/3/03 4/07/2013	5 March 2014 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
FP/14/4/01 19/03/2013	2 April 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held – Quarter 4 Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position.		No exempt / confidential information anticipated	Ian Timms, Group Manager Housing, Welfare and Economy 01984 635271
FP/14/4/02 19/03/2013 Page 20	2 April 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200 Page 20
FP/14/9/03 4/07/2013	2 April 2014 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245
FP/14/5/01 23/05/2013	7 May 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/14/5/02 4/07/2013	7 May 2014 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
FP/14/6/01 23/05/2013	June 2014	Title: Cabinet Appointments on Outside Bodies Decision: to appoint representatives to serve on outside bodies for the period to the Annual Meeting in 2014 (except where specific periods are stated).		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/14/6/02 23/05/2013	June 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/14/6/03 4/07/2013	June 2014 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245
FP/14/7/01 23/05/2013	July 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held – Quarter 1 Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position.		No exempt / confidential information anticipated	Ian Timms, Group Manager Housing, Welfare and Economy 01984 635271
FP/14/7/02	July 2014	Title: Corporate Performance & Budget Monitoring Report		No exempt / confidential information anticipated	Bruce Lang, Corporate Director

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
23/05/2013	By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	2013-14 – Quarter 4 Decision: to provide Members with an update on progress in delivering corporate priorities, performance of council services including budgetary information and customer satisfaction.			01984 635200
FP/14/7/03 23/05/2013	July 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Review of Financial Regulations [FR2] Decision: to offer comment on the Financial Regulations.		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/14/7/04 23/05/2013	July 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Medium Term Financial Plan Update Decision: to present the updated Medium Term Financial Plan.		No exempt / confidential information anticipated	Section 151 Officer 01984 635253 01823 355482
FP/14/7/05 23/05/2013	July 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/14/7/06 4/07/2013	July 2014 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245

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

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

The Cabinet comprises the following: Councillors T Taylor, K V Kravis, K M Mills, C Morgan S J Pugsley, A H Trollope-Bellew, K H Turner and D J Westcott.
The Scrutiny Committee comprises: Councillors K J Ross, R Lillis, M J Chilcott, M O A Dewdney, G S Dowding, J Freeman, P N Grierson, B Heywood and D D Ross.

*Report Number:**WSC 84/13**Presented by:**Cllr Karen Mills, Lead Member for Economic Regeneration and Tourism**Author of the Report:**Corinne Matthews - Economic Regeneration Manager**Contact Details:**Tel. No. Direct Line**C Matthews - 01984 635286**Email:**cmatthews@westsomerset.gov.uk**Report to a Meeting of:**Scrutiny**To be Held on:**15th July 2013**Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: Not Applicable*

ECONOMIC REGENERATION AND TOURISM UP-DATE

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to update Members about the work of the Economic Regeneration and Tourism service area of West Somerset Council

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 The maximisation of opportunities for business and the working age community is a corporate priority. The service area has a number of strategic objectives and key priorities to deliver against as well as measurable outcomes to report to in terms of performance development targets.

3. RECOMMENDATIONS

It is recommended that:

- 3.1 That Scrutiny Committee note the report and achievements of the Economic Regeneration & Tourism Service area for 2012/13 and the first quarter of this financial year
- 3.2 That Scrutiny Committee make any recommendations for clarification of targets in the service area.

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall

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

5. BACKGROUND INFORMATION

- 5.1 Scrutiny Committee requested at their meeting held on 18 February 2013 an update report on the work and achievements of the Economic Regeneration and Tourism service area of West Somerset Council.
- 5.2 Since this request the Service has a new Cabinet lead with Cllr Karen Mills taking on the role from the previous portfolio holder Cllr David Sanders
- 5.3 The attached report (Appendix A) provides a comprehensive update for scrutiny committee on the diverse range of economic regeneration activity that has taken place in the last five quarters (2012/13 and the first quarter of 2013/14)
- 5.4 As stated in paragraph 5.3 the range of work covered by the team is wide and diverse and there is a significant programme of activity. This activity has been broken down into the following areas of work, with detail provided in Appendix A
- (1) **Background** (that includes highlights / team structure and funding – Paragraphs 2-5 of Appendix A refer)
 - (2) **Placed based regeneration** (that describes activity that we are supporting in the main towns and villages of West Somerset – Paragraphs 6-9 refer)
 - (3) **Employment & Skills** (Paragraph 10)
 - (4) **Tourism** (Paragraph 11)
 - (5) **Economic Development strategic relationships and management** (Paragraph 12)
 - (6) **Interaction with wider Somerset / regional / national picture** (Paragraph 13)
 - (7) **New Activity** (Paragraph 14)

6. FINANCIAL/RESOURCE IMPLICATIONS

- 6.1 Appendix A details the budgets that the Service has been able to call upon, and reports against previous Cabinet / Council decisions in relations to specific allocations economic development ear marked reserves of Working Neighbourhood funding Seaside Strategy Funding and Portas Town Team funding. Appendix A also details the allocations of HPC S106 funding (as agreed by the Planning Obligations Group / Cabinet and Council) as well as discrete areas of Planning Obligations S106 funding
- 6.2 Appendix A also details external funding streams that the Economic Regeneration Service has been able to successfully access. This funding adds value to the district and enhances the level of activity in a range of areas.

7. SECTION 151 OFFICER COMMENTS

- 7.1 The work of the Economic Regeneration Team is designed to promote equality of opportunity and diversity to ensure all groups are able to contribute and benefit from economic growth and opportunities. There is specific activity targeting different groups and communities to overcome barriers to employment and opportunities and in accessing skills. There is specific work with the most socially disadvantaged in the district involving supporting them to access training and skills opportunities that will lead to employment. There is also specific work in relation to young people and raising their skill levels. The Connecting Somerset & Devon Broadband Project will improve access to public service delivery in rural areas.

8. EQUALITY & DIVERSITY IMPLICATIONS

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

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

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

8.1 There are no implications directly linked to the recommendations in this report.

9. CRIME AND DISORDER IMPLICATIONS

9.1 There are no implications directly linked to the recommendations in this report.

10. CONSULTATION IMPLICATIONS

10.1 In delivering the service the Economic Regeneration & Tourism Team regularly consults with

- Significant businesses and developers (EDF Energy, Bourne Leisure (Butlins) and the higher value iconic businesses for West Somerset (including D H Miles, Watchet Paper Mill, Deso Engineering, Snazaroo, Shearwell Data, Singer Instruments, etc.) not an exhaustive list.
- Business groupings who represent in the majority micro – businesses, which make up the higher percentage of economic activity (local Chambers of Trade / business forums etc.)
- Town Councils
- Parish Councils (and representative groupings such as Williton Regeneration Forum, Watchet 2025, Porlock Futures Group)
- Specific regeneration groups (Watchet 2025 / Minehead Vision Group et al)
- Tourism Partnerships and groupings (Exmoor Tourism Partnership / Dunster Tourism Forum / Coleridge Way Business Group / Somerset Tourism Association / North Devon+ et al)
- Training providers (West Somerset Community College / Somerset Skills & Learning / Bridgwater College et al)
- Relevant Organisations and Agencies (Job Centre+, Skills Funding Agency, Careers SW, et al)
- Strategic Organisations and Agencies (Local Enterprise Agency, Exmoor National Park, neighbouring Councils including SCC, Government Departments et al)

11. ASSET MANAGEMENT IMPLICATIONS

12.1 There are no implications directly linked to the recommendations in this report.

12. ENVIRONMENTAL IMPACT IMPLICATIONS

13.1 There are no implications directly linked to the recommendations in this report.

13. LEGAL IMPLICATIONS

13.1 There are no implications directly linked to the recommendations in this report.

ECONOMIC REGENERATION & TOURISM UPDATE OF ACTIVITY 2012/13**1. INTRODUCTION (Performance management)**

In line with all the Council's service areas Economic Development and Tourism has corporate priorities with key tasks identified to achieve these. These feed into the Service Plan and then to individual Team Members work plans. Progress against priorities and tasks are reported on a quarterly basis to Scrutiny Committee. Also aligned to this is the action plan from the 2011 Economic Strategy refresh 'Responding to Change'

Performance management is assessed within the 'Golden Thread' of corporate responsibility, namely SMART targets established at Corporate Plan level, that then are broken down into more specific measurable 'actions' in the Service Plan, that are then identified as specific areas of work within the Performance Development Review of individual staff members. These specific actions and targets are embedded in individual work plans that are monitored at monthly Group and Team Meetings as well as 1:1 supervision sessions.

2. HIGHLIGHTS OF 2012/2013 (to date including Q1 of 2013/14)

- HPC Site Preparation Works Section 106 signed which resulted in recruitment of and appointment of Tourism Officer, Economic Development and Employment & Skills Outreach Worker and specific allocations for Tourism mitigation, community outreach and economic development.
- Portfolio of extensive business support activity rolled out
- In excess of 100 individual businesses supported with training / networking / business advice opportunities
- West Somerset Community College supported to achieve £1.6M investment from EDF Energy
- Graduate Internship scheme concluded (8 graduates successfully completed 12 week intern placements)
- Apprenticeship Support Programme (on-going), 8 placements supported.
- Minehead Vision Manager recruited and appointed
- Minehead Tourism Information Centre transferred from Local Authority management to a community led service
- £50,000 secured from HPC S106 for Tourism Information support.
- Visit Exmoor mobile website launched
- Visit Exmoor 2013 brochure produced.

3. THE TEAM

Cllr Karen Mills – Portfolio Lead for Economic Regeneration & Tourism	Commenced May 2013
Cllr David Sanders – Portfolio Lead for Economic Regeneration & Tourism	May 2010 – May 2013
Corinne Matthews* (CM) – Economic Regeneration and Tourism Manager	
Gordon Dwyer* (GD) – Economic Development Officer	Started May 2012
Robert Downes* (RD) – Tourism Officer	Started May 2012
Nicki Maclean (NM) – Tourism & Economy Projects Officer	
Emily Wishart* (EW) – Employment & Skills Outreach Officer	Started June 2012
* Refers to officers who are partly or wholly funded via the HPC S106 Agreements for Site Prep works and DCO	

Corinne Matthews - Economic Regeneration & Tourism Manager July 2013

4. FUNDING

The West Somerset revenue budget does not contain a specific budget for economic development project activity.

The 2012/13 and 2013/14 budget did (and does), however, have some ear marked reserves carried forward to support existing contracted project activity using the residue of Working Neighbourhood Funds (WNF), District wide, and the £200K Seaside Strategy fund (SSF) that was awarded from Government in 2010 for use in Minehead.

All other project activity has relied on leveraging in funds from external sources, which includes bidding against competitive funding programmes, and applying for relevant Section 106 allocations.

The tables below provide more financial detail the headline figure is that the Economic Development Team was able to draw in an external funding stream of a minimum of **£291,195** of external funding (not including staff costs drawn down from WNF / HPC S106) or earmarked reserves carried forward from previous financial years.

Seaside Strategy Funding			
Project	Promoter	Allocation	
Regal Theatre Lift	Regal Theatre	£50,000	
Blenheim Gardens Bandstand	WSC	£10,000	
Minehead Old Hospital Development	MDT	£10,000	
Sea Front enhancements and	WSC		
Minehead Enterprise Park Signage	WSC	£8,940	
Minehead Vision Manager		£70,000	
Minehead Events Plan	MEG	£10,000	
Total to date		£158,940	
	Expenditure 2012/13	Grant (LARC Funding)	WSC Net Contribution
WNF Allocation			
Graduate Lift Off Programme	£13,184	£5,534	£7,650
Apprenticeship Programme			
Making the Links	£8,000	£5,000	£3,000
Tourism (Brochure)	£11,000		£11,000
Mentor Project (WSC Contribution from WNF under spend from graduate project)	£32,000	£18,000	£14,000
	£64,184	£28,534	£35,650

Project Funding levered in from external sources		
Activity area	Funder	Amount
Tourism		
ETP Marketing and Promotion	ENPA Partnership Fund	£45,000
Cool Tourism Project	Interreg Channel Programme (euro)	£33,000
Visitor Information Centres	HPC S106	£50,000
Mobile Website (Visit Exmoor)	LARC	£9,750
		£137,750
Minehead		
Town Team Funds	Portas	£10,000
Minehead App, Arts Market Stalls, Town Centre signage	Morrisons S106	£13,000
		£23,000
Watchet		
Market Project	LARC	£9,345
Porlock		
Trails App	LARC	£4,800
Economic Development Activity		
Mentoring Project	LARC / Fredericks	£15,000
Food & Drink Project	LARC / Quantock Hills / Sedgemoor	£14,800
Economic Development Allocation	HPC S106	£64,000
		£93,800
Employment & Skills		
Operational budget Outreach Worker	HPC S106	£7,500
Fit to Work allocation	HPC S106	£15,000
		£22,500
Total of external funding levered in 2012/13		£291,195

5. ECONOMIC DEVELOPMENT AND TOURISM ACTIVITY

Main stream economic development delivery

Corinne Matthews - Economic Regeneration & Tourism Manager July 2013

5.1 BUSINESS SUPPORT

Gordon Dwyer (GD) has been appointed as the Economic Development Officer (within the HPC S106 Agreement) to help ensure that West Somerset businesses can benefit from the economic opportunities offered by the HPC project. Supporting businesses is a key element of this. Utilising the HPC S106 allocation we have purchased a business database and are using this to try and more effectively segment the businesses and target them with industry specific information and opportunities. There are approximately 1700 businesses on the database, and we are adding to this number in trying to capture information relating to the self-employed, home workers etc. using local intelligence. Our aim is to ensure that a minimum of 1% businesses gain HPC specific contracts – not a huge number, but this is our starting point.

A range of business support projects are now up and running. This includes:

- **Business Start Up Courses** – 6 courses throughout Western Somerset running between Feb to June provided by the Somerset Business Agency
- **Business Mentoring** – By the end of March 2013, 26 voluntary Mentors had been recruited into the scheme and 24 Businesses matched to a Mentor.
- **Business Workshops** organised – Sessions on Social Media / Making your Business Superfast Broadband Ready” took place in March and May, attended by 63 businesses. Further sessions have been scheduled for June with a retail and tourism focus.
- **Food and Drink Supply Chain development** – Funding successfully obtained for running a food & drink capacity building project. The aim is to support far more collaborative working within the sector and support a better supply of local products in local shops, working towards businesses being far more procurement ready to take advantage of HPC contracts. A contractor has been appointed. Initial meetings with businesses have taken place. Discussions have focused on collaboration on an information pack and potential for improved co-ordination of local deliveries. A Meet the Buyer event took place in April to introduce buyers to producers, which was attended by 15 sellers and 52 buyers. Following the event two of the sellers signed new contracts. 48 businesses are now part of the Western Somerset Food & Drink network. 10 of these have recently attended a social media workshop, Businesses also wanted assistance with social media and marketing and workshop support is being provided in July.
- Financial support is still available via the **Fredericks Foundation** micro finance loan scheme (supported by WSC)
- **West Somerset Business Conference** – 7th June 2013 (attended by 75 businesses and support organisations)

Business Support projects are being presented as a “portfolio” of support. Publicity was increased in order to raise awareness within the local business community of how they can access support. Publicity has included:

- Posters on Mentoring (Nov / Dec 2012)
- Information in Parish Newsletters (Nov / Dec 2012)
- Press release and slot on BBC Somerset (Jan 2013) in relation to - Food and Drink, Mentoring, start up courses and HPC event
- Monthly Business e-bulletin and newsflashes (as appropriate).
- Specific workshops at the West Somerset Business Conference

6. PLACE BASED REGENERATION ACTIVITY

6.1 Watchet – East Quay – CM is working with AD / Leader of Council to take forward the recommendations put in place by Council on 24th April 2013. Meetings are proactively on-going with Urban Splash, WMO and Onion Collective, as well as wider stakeholder consultation. A report is to be submitted to the August 2013 Council meeting.

6.2 Watchet – Economic Development Support - GD meets regularly with Watchet Members and the Chair of the Parish Council to support basic economic development activity in line with the aspirations of Watchet 2025.

Robert Downes worked with Watchet Town Council to write a successful bid to Local Action for Rural Communities for a Watchet Markets Project which will see the purchase of new market gazebos to help meet demand and expand the current Friday market, which operates from April to September.

Other initiatives that are about to be commenced include a Shop Local scheme and retail support

6.3 Williton – Roughmoor Industrial Estate - Gordon Dwyer (GD) undertook consultation with businesses to look at the potential for improved signage to improve the image of the estate area. A survey of the businesses has revealed a number who would be willing to contribute to costs. Work is in progress on potential locations and design. An Information “drop-in” session was also held at Roughmoor in mid January.

6.4 Williton Regeneration Forum – The Forum has been restructured to try to ensure that it has a focus on facilitating delivery of projects / activity that will achieve positive economic outcomes. WSC Member representation on the Forum is Cllrs May and Davies. Cllr Mills in her portfolio holder role and Cllr Turner as the LDF representative.

Other initiatives that are about to be commenced include a Shop Local scheme and retail support

6.5 Minehead - Minehead Vision Group and activity – Corinne Matthews (CM) and GD supported Minehead Development Trust with the recruitment process for the Minehead Vision Manager. Stephen Hooper was appointed to the role and he started work on 5th December.

visionmanager@mineheaddevelopmenttrust.co.uk

The Vision Group was chaired by County Councillor Brenda Maitland-Walker, Vice-Chair Ray Tew will step in as acting Chair until the annual meeting of MVG in October. WSC Member representatives on MVG are Cllrs Mills, Lillis and Chilcott.

CM continues to support and steer the activity of the Vision Manager as a member of the Vision Manager Steering Group (along with representatives from MDT / MTC and Cllr Lillis / Cllr Chilcott for WSC)

The Minehead Vision Manager has been tasked with preparing a business plan to deliver those priorities within the MVG Action Plan that does not have a specific Organisation that has the capacity or remit to deliver. The Business Plan and associated request for resource allocation from Seaside Strategy Funding will be considered by the July meeting of Cabinet and August Council.

The MVG Action Plan has recently been reviewed and refreshed – Many of the actions originally identified in the March 2012 version have been achieved or are progressing well. Notable successes achieved in 2012 include the completion of the Regal Theatre Lift Project, securing £10,000 of Portas Town Team Funding, recruiting the Vision Manager, securing the future of Visitor Information Services in the town and notable improvements to public realm and signage.

6.6 Minehead Development Trust. GD regularly attends meetings and Cllr Sanders is the WSC representative at Trust meetings. Minehead Development Trust is the umbrella organisation for a number of Minehead regeneration projects which includes The Old Hospital Project, Clanville Gardens, the Minehead Information Centre and hosting the post of Minehead Vision Manager. Successful, community led redevelopment of the former Hospital is seen as pivotal to the overall regeneration of Minehead. Steady progress is continuing to be made.

6.7 Signage and raising the profile of Minehead – Nicki Maclean (NM) working with Minehead Town Council, the Chamber of Trade and others worked up a successful application to the Section 106 Morrisons allocation then delivered activity related to improved car park and town centre signage, an innovative mobile app for smart phones, updated walking trails, equipment for the new Creative Arts Market and a promotional tourism video.

<http://www.youtube.com/watch?v=JZLviC7mHs&feature=youtu.be>

NM is now working on a Minehead **town centre business signage project** looking at the potential for erecting business directory signs to advertise businesses on side streets. This is to help mitigate the impacts on businesses when SCC adopt policy to enforce the regulation and licensing of A Board signage.

NM is also working with the Minehead Information Centre on a project to encourage more Coach Operators to include the town on their travel itineraries.

6.8 Minehead Events - RD and NM are supporting the Minehead Events Group during their first year of delivering an integrated Minehead Events Plan. The plan is supported by a £10,000 allocation from Seaside Strategy Funding and £10,000 allocation from Portas. RD is helping the Group to become constituted and develop an events action plan to ensure smooth running of this years programme, as well as making sure that enough income is generated to ensure that activity continues year on year.

The first new event, was the Minehead Winter Festival that took place during the February half term (9-13 Feb). The event was very much a family fun event, with an Ice rink on Wellington Square as the star attraction. It attracted 1,000 people and raised £3.3K over 5 days, of which three of those days saw atrocious weather conditions. Other events to compliment this, held both indoors and outdoors, were organised by Minehead Eye, The Regal Theatre, Minehead Information Centre and 1610 (formally the Somerset Leisure Trust). The Regal Theatre sold 400 seats – other comparable performances have seen significantly less bookings (101 and 58). 1610 had planned for 50 participants on their course, and ended up adding additional sessions to cater for 180. Minehead Eye saw their takings increase by 20% compared to the previous year. Town Centre Traders reported increased footfall, and increased takings whilst the Ice Rink was in situ.

Many other new events are planned for 2013. Minehead Town Council have not yet been asked to contribute financially to the programme, although they did fully support the concept of the Winter

Festival. The next step will be to seek their further support for the remainder of the programme and ask if they wish to add additional resource.

6.9 Retail Support / Town Team / Empty Shops – CM is working with various stakeholders to establish a representative ‘Town Team’ that can make full and appropriate use of this Portas designation, that includes an annual support programme from the ‘Association of Town Centre Management’. A shop Local scheme is also being worked-up, as is the creation of re-usable ‘window dressing’ for empty shops. This is important to ensure, that even where there are empty shops, they do not create an eye-sore on the High Street. The ‘window dressing’ is also seen as a good opportunity to promote Minehead events and iconic tourism providers.

7. Porlock – RD wrote a successful bid to LARC on behalf of Porlock Tourism Association for the Porlock Vale Digital Trails Project which is a web app for use on smart phones and tablets. The app provides visitors with inspirational content and interactive trails to help enhance their stay, and keeps them spending in the local economy. Nicki Maclean (NM) wrote the technical brief to enable Porlock TIC to procure a contractor to develop the App and associated trails. NM continued to lend support on the promotion and marketing and was part of the successful launch in June 2013. CM and Cllr Mills (with Porlock Information Centre) are actively supporting a group of Porlock businesses to work together to implement initiatives, actions and activity to improve their viability. An action plan is being produced, with very many projects already on the starting blocks. A Porlock specific Social Media Training course (funded via the Mentoring Project) was held on 20th June 2013.

8. Dunster – NM attends the Dunster Action Group and supports activity where appropriate. Cllr Sanders was the WSC Member representative on the Group. Robert Downes (RD) is supporting the Crown Estates in setting up a new Business Forum for Dunster to try and establish some more collaborative marketing and promotional activity, as well as helping to enhance and extend the general tourism offer in the area. Some 50-60 businesses have attended 3 meetings, and over 100 businesses have completed a survey to inform future marketing and promotional activity.

9. Dulverton – Emily Wishart supported the Dulverton ‘sensible spending’ event by helping groups to bid for funding to undertake voluntary community activity. The Team also works closely with ENPA on a number of economic development and tourism initiatives to support those areas that fall with the National Park.

10. EMPLOYMENT AND SKILLS

The role of the Employment and Skills Outreach Worker (Emily Wishart) is to ensure that those who are the most economically and socially disadvantaged within the District receive the support they need to be able to access training opportunities that will lead to employment.

In addition to this the role is also concerned with ensuring that the HPC project helps to increase aspiration and ambition amongst West Somerset’s young people to acquire higher level skills to enable them to compete for better paid occupations within the HPC project and within the emerging supply chain.

EW has been undertaking the following activity

- Providing 1-1 support to individuals to help them to access employment and training opportunities, including advice on finding and applying for work and providing information on the latest training and skills development opportunities and signposting/referring

individuals to these opportunities. 28 individuals supported to date. 11 have been supported with finding and applying for work, 5 have been referred to West Somerset Community College, 4 have been referred to Somerset Skills and Learning, 3 have been provided with Business Support information and 10 have been referred to the EDFE Employment Brokerage. 4 have since gone into employment.

- Running employment and skills outreach information sessions in a variety of settings including at the Children Center's, Baby and Toddler Groups and on the CLOWNS play-bus. Activity to date has helped 1 to access support through the Business Mentoring Project and 1 into Voluntary Work, a further 2 have been referred to West Somerset Community College and 4 have been provided with Business Support Information
- Developed an Action Plan from Pre Employment and Skills Event, which took place in October, where the gaps in existing provision and issues were highlighted and solutions to addressing the problems sought. The outcomes of this work will inform the targeting of the HPC S106 allocations for Outreach (£7.5K per annum for 2 years operational budget and £15K per annum, for 2 years 'fit to work' allocation.)
- Established a Steering group of key agencies to identify and take forward required actions. This involves working with key partners and providers to identify gaps in provision and those significant barriers that are preventing our most vulnerable residents accessing training and employment. The Group then looks to influence training providers, seek funding and potentially commission activity to plug these gaps.
- Writes and circulates a fortnightly employment and skills newsletter that highlight employment and training opportunities, sources of funding and events.
- Working with Butlins to discuss employment opportunities and also the potential for local organisations to take advantage of their in-house training and exploring opportunities for them to access the EDF jobs brokerage talent pool to ensure individuals are suitably skilled/qualified for potential EDF opportunities.
- Organised a Jobs Fair in partnership with JCP which took place in Minehead during April 2013 to showcase employment opportunities within the District and to allow for employers to meet potential candidates to fill available employment opportunities. The fair also looked to improve current aspirations amongst local residents and to challenge poor perceptions of certain industries and associated opportunities. The event was attended by over 100 individuals. Results collated to date show that 10 have since gone into employment, 1 has gone into voluntary work, 10 were helped on the day with their CV by the National Careers Service on the day, and 2 are now registered with Somerset Skills and Learning Job Club. 2 are also due to start training in September.
- Worked in partnership with West Somerset Community College and Magna Housing to develop a Taster Session Event that took place in March. EDF also attended to speak to individuals about potential opportunities. Aim was that taster sessions will inspire and encourage further engagement as well as raise awareness of opportunities associated with EDFE. 1 is now accessing training at West Somerset Community College.

- Organised a Coffee Morning with a Twist workshop in partnership with West Somerset Children's Centre and Cosmic which was linked to the Connecting Devon and Somerset Project. Workshops were used as a way to help promote benefits of the internet and potential uses, particularly in relation to supporting access to employment and encouraging training. First workshop was attended by 29 individuals made up of representatives from local support organisations and West Somerset Residents.
- Launched a flexible training fund to help remove barriers to participation.

Within the Site Preparation S106 there are two allocations of funding that support the activity of the Community Outreach Worker of £22,500 per annum for 2 years. EW will prepare business cases for the allocations which will be considered by the West Somerset Planning Obligations Group with recommendations made to Cabinet in the normal way.

11. TOURISM

Robert Downes has been appointed as the West Somerset Tourism Officer to ensure that the HPC project does not significantly impact on the tourism economy of West Somerset and to ensure that opportunities offered by the project are maximized.

11.1 Hinkley Tourism Action Partnership (HTAP) - The HTAP has a significant role within the Section 106 for both Site preparation works and DCO in relation to targeting the Tourism allocation. RD and CM have taken the lead to work with SCC, SDC and EDF Energy to agree Terms of Reference and Membership for the HTAP. These have been now been agreed and a first meeting of the HTAP took place in February 2013. The HTAP also includes representation from Exmoor National Park, and Industry representation from the Exmoor Tourist Association and the Somerset Tourism Association. The next steps are to agree a Strategy for the targeting of the tourism allocation to ensure that funds are used where they are most required. RD is taking the lead on developing this. The outline Strategy is on target to be produced by September 2013.

11.2 COOL Tourism - The opportunity arose for Somerset partners to be part of an Interreg Channel Project (EU funding stream), focussed on developing rural tourism opportunities. The Somerset Partners included WSC, SCC, ENPA and SDC and it was seen as an opportunity to build a framework for future HTAP working together. Other partners in the project include Kent, Essex and Norfolk as well as Pas de Calais (the lead partner) Gites de Francaise and the Somme. Following a successful bid, all partners met in December to plan the project activity. The main areas of activity include research and development, business development, the innovative use of IT, marketing and promotion and project management. West Somerset's approximate input to the project is £12,750¹ cash/match funded activity, and £21,000 worth of in kind time. WSC are mostly matching existing project activity, which means that for little 'real' expenditure we will be able to lever in £33,750 of cash in new funding to add value to mostly existing activity. Somerset County Council, Sedgemoor District Council and Exmoor National Park Authority are the other Somerset partners. Together the four partners have £135,000 of funding to spend on developing rural tourism projects. In relation to business development the areas that we are working on are a pilot

¹ Funding for this project will be drawn from the S106 Economic Development Allocation. The total cash match is considerably less than £12,750 due to the ability to use an element of existing project activity in other areas as contribution towards the COOL project.

project in Dunster (adding value to the evolving Dunster Tourism Forum) and the Coleridge Way project. RD is also supporting ENPA to establish a Green Tourism (sustainable) Charter within the business development work stream.

11.3 Exmoor Tourism Partnership (ETP) – the virtual tourism partnership comprised of representatives of WSC (with Cllr Mills as the WSC Member representative) ENPA, ETA, STA, SCC, Quantock Hills AONB and North Devon+ continuing to effectively set the strategic direction for tourism activity across Exmoor, the Coast and Quantock Hills. This involves promoting and marketing where appropriate and helping to ensure sensitive and ‘in keeping’ within tourism development in those more vulnerable and key conservation areas such as the Quantock Hills. RD has played a key role in the 2012 refresh of the ETP Tourism Strategy, which has a 5 year life span. RD was instrumental in supporting a successful bid to the ENPA Partnership Plan for £45,000 of investment into marketing and promotion of the area for 2 years 2012 – 2014. RD and NM support the marketing activity for ETP helping to manage the public relations contract and researching and developing appropriate marketing campaigns. The ETP is Chaired by Evelyn Stacey, Director of SW Lakes Trust.

11.4 Exmoor Tourism Partnership 2012 Tourism Conference – WSC took the lead on organising the conference for 2012 with RD and NM undertaking the lions share of the work. The conference was held at Halsway Manor in November and followed the format of two key note speakers and a series of ‘learning and sharing’ workshops for participants. About 75 tourism industry delegates attended.

11.5 Exmoor, Coast and Quantock Hills Brochure 2013 – RD and NM took the lead on developing the sales and content for the 2013 Brochure. Sales of advertising from the private sector provided enough income to pay for production and printing costs and distribution. A plan to distribute the 40,000 brochures produced in December is in place. This includes distributing brochures to TIC’s across the country, at shows, through local networks, general marketing activities and via direct mail marketing initiatives. A review will shortly take place on whether or not it will be financially possible to produce another visitor brochure in 2014. Sales figures drop year on year as more and more businesses move to other (generally on-line methods of advertising) and it is becoming increasingly difficult to fund effective distribution. There is a need to look at other options and the ETP will be robustly investigating that this year.

11.6 Visit Exmoor Website Strategic Action Plan – NM was successful in securing funding to develop a mobile version of the www.visit-exmoor.co.uk website, which is the key marketing tool for the area. The mobile website is optimised for the smart phone market which is a massively growing market. Work is on-going, supporting the Exmoor Tourist Association to help build their capacity in terms of using the website to generate income and in further developing the website. In addition to this RD and NM are developing an improvement plan for upgrading website functionality and usability as well as refreshing content.

11.7 Marketing - RD and NM support activity of the sub-group, working with National Park and industry reps to allocate marketing budget. In the past year the group has run two different TV advertising campaigns, both of which saw an increase in website traffic of over 1,500 new unique users. The TV advert was seen by 2.6M viewers. RD manages the PR contract, and in the past year this work has seen the Visit Exmoor twitter account grow from nothing to over 1,200 followers. Starfish PR also supports some 50 pieces of PR activity a year for the area, from writing press

releases and articles, dealing with journalist requests, organising familiarisation trips, writing regular blogs and producing 4 e-newsletters.

11.8 Visitor Information Centres – In preparing for the Section 106 for HPC Site Preparation Works and for the Local Impact Report that informed the Section 106 for DCO we made it clear that WSC was concerned that there could be negative impacts as well as potential opportunities for tourism in direct relation to the project. Accordingly WSC was successful in achieving specific support for Tourism Information Services. The Site preparation works S106 made allowance for draw down of the tourism funds in Phase 2 of the works. However, a paper that was presented to Cabinet in December 2011 was successful in ensuring that an advance payment of £50,000 was made to WSC in respect of TIC allocation in advance of this. A further paper with recommendations was agreed by Council in March 2012 that agreed payments to support TIC activity at the Minehead Information Centre, and Watchet and Porlock TIC's over an agreed timescale. Accordingly Service Level Agreements were drawn up with all three TIC's and payments made as per the agreed schedule. Each TIC submitted a report at the beginning of April 2013 to providing information about the services they have provided.

11.9 Minehead Information Centre - The Service level Agreement and operation is due to be reviewed by the MIC Review Group comprised of Cllr Mills, Lillis, Kravis, CM and Ian Timms. Any issues and concerns that have arisen will be addressed. Consideration is being given to establishing a Management Committee for the Centre. It is pleasing to note that the recorded foot fall for the 2012 tourism season outperformed the previous year, when the VIIC was based on the sea front.

11.10 Other Tourism development activity - there is a plethora of other tourism projects and activity being undertaken throughout the District, and as a Team we do our best to understand what is going and add value where we can, and encourage an integrated approach that avoids duplication of activity and resource. Activity taking place in Minehead, Porlock, Watchet, Dunster and the Coleridge Way / Quantock Hills has already been referred to. In addition to this NM has been a member of the Exmoor Unplugged project (electric bicycles funded via LARC), the Steam Coast Trail (CM) development of a multi user route from Minehead to Washford, and we regularly engage with the bigger tourism activity providers including West Somerset Railway, SW Lakes Trust, National Trust, Crown Estates and Butlins.

12. ECONOMIC DEVELOPMENT STRATEGY / MANAGEMENT AND FORWARD ACTIVITY

12.1 Management – CM leads the team and it is her job to ensure that the resources she has are used to best effect. This is carried out in line with achieving the priorities established in the Corporate Plan / Service Plan and is embedded in individual work plans. The action plan of the WSC Economic Strategy 'Responding to Change 2011' also informs this.

12.2 Strategy and Influence - It is necessary for West Somerset Council to take part in a wider governance of influencing decision making at both County level and regional level. WSC is a partner in a number of activities which actively involves the economic development function which includes:

12.3 Hinkley Point Project - There are a number of operational and monitoring / scrutiny groups that WSC are a key partner (with SCC / SDC / EDF and other key stakeholders including Tier One

Corinne Matthews - Economic Regeneration & Tourism Manager July 2013

supplier to ensure that delivery is fit for purpose and will achieve the aims that EDF Energy have set out. As we move from the Planning regime to implementation and delivery of outcomes the Groups are generally becoming more collaborative and delivery focussed – but are still very much the fora for WSC to raise concerns and escalate concerns if activity is not seen to deliver expectations.

- Somerset Nuclear Energy Group (SNEG) Cllr Karen Mills is a representative of WSC and Corinne Matthews (CM) is an officer invitee
- Employment & Skills Operational Group – delivery group for the HPC project, meets monthly CM attends
- Business Engagement Forum – delivery group, meets monthly CM the WSC representative.
- Inspire Education Group – delivery group aimed at implementing the ‘Inspire Strategy’ to ensure young people are actively engaged with the ‘legacy’ of the HPC project – meets monthly – CM / GD/ EW involvement.
- West Somerset Community College Project Steering Group – yet to be established, but this will be the Group that ensures that the EFD Energy investment in skills and training is fit for purpose – CM will be part of this.
- Hinkley Tourism Action Partnership – referred to earlier – CM and RD will represent WSC. Recommendations for funding allocations will be to WSC Cabinet / Council.
- Hinkley Strategic Delivery Forum – This is a meeting with senior Members and Officers that meets in turn with senior civil servants from Government departments including DECC , BIS, DWP and DCLG. The purpose of the meeting is to escalate to these Government Departments concerns relating to the barriers to maximising the impacts of the HPC project in terms of business opportunities/ employment / training and economic legacy. It meets about once every three months. (CM is the WSC representative). A meeting of senior Civil Servants (chaired by Sir Bob Kerslake) is scheduled for July 2013, which will be attended by WSC’s Chief Executive and CM. This is our opportunity to influence a variety of Government Departments to support the economic legacy that the HPC project offers West Somerset, Sedgemoor and Somerset as a whole.
- Employment and Skills Operational budget and Fit to Work Allocation – recommendations for funding will be via the WSC Planning Obligations Group and Cabinet and Council.

12.4 HPC Section 106 Economic Development Allocations- CM prepared a report for the October 2012 Economic Regeneration PAG that outlined some of the initiatives and activity that could be targeted at this allocation. This was followed up by specific recommendations that were agreed by the HPC Planning Obligations Board in February 2013 and Cabinet and Council in March 2013.

The paper outlines five areas of project activity, which briefly are:-

Project / activity	Total Cost of activity	S106 Contribution	External funding levered in
Building an effective business database, undertaking research and establishing good communication networks	£15,000	£15,000	None (other than staff time, and some private sector in-kind support)
Food & Drink Sector - building the supply chain	£18,800	£4,000	£14,400 (funds secured from LARC)

ECONOMIC REGENERATION & TOURISM UPDATE OF ACTIVITY 2012/13

Business Mentoring and other business support programmes	£32,000	£10,000	£22,000 (funds secured from LARC, Fredericks Foundation, WSC)
Specific business support for the Tourism and hospitality sectors	(min) £80,000	£15,000	£45,000* (funds secured from ENPA Partnership Fund and £20,000* from Interreg Project 'Cool')
Town / Village Centre support (Minehead, Williton, Stogursey & Watchet)	£20,000	£20,000	Staff support (project management)
Cumulative Total	£165,800	£64,000	£101,400

All of the project areas have specific SMART outputs that will be regularly monitored. A presentation was made to the PAG on 18th April 2013 outlining the proposed activity in full detail.

13. INTERACTION WITH WIDER SOMERSET / REGIONAL ACTIVITY

13.1 Somerset Activity – Economic Development Growth And Resilience (EDGAR) –This is a Somerset wide group with key stakeholder engagement at both Public / and private sector level that maps key economic development opportunities and threats (such as significant redundancies) that then informs economic activity to provide training and skills / employment activity related to significant developments. (CM attends these meetings) We are using this Group and the Employment and Skill Charter (that was adopted by Council in 2012) as a catalyst to ensure that we maximise the economic opportunities in terms of local supply chain and employment from the upcoming £12M development at Butlins.

13.2 Into Somerset - The inward investment Company for Somerset – WSC is a funder, Cllr K Mills is a Board Member. It works for the whole of Somerset to market inward investment opportunities and has a strand that works specifically with the inward investment opportunities directly aligned to the HPC Project (CM is the officer lead for WSC) See the earlier reference to the HPC Facilities Management Conference that took place at WSCC in February 2013.

13.3 Local Enterprise Partnership - These have replaced the former Regional Development Agencies. The Heart of the South West (HOTSU) LEP covers the areas of Somerset, Devon, Torbay and Plymouth. The role of the LEP is to act as the strategic economic voice for the area, and not a delivery mechanism. Increasingly the Government are empowering the LEP's to set the strategic direction for a number of funding pots and work streams. These include allocation of the Growing Places Fund (£24M), support for Regional Growth Funds, future direction and allocation of European Funding post 2014 and skills and training allocations. The LEP has recently recruited a new Chief Executive, Chris Garcia. We have invited Mr Garcia to visit West Somerset in the near future. Chairman of the LEP, Tim Jones has made several visits to the District over the past couple of years and is well aware of our economic challenges and opportunities. CM has recently attended two meetings with the LEP. One was focussed on the needs of rural areas (arguing for a Green Deal, to replicate 'City Deals) and the other in relation to priorities for future European funding streams.

13.4 Connecting Somerset & Devon Broadband Project – Members directly receive update briefings on this. In February the CDS programme signed the £94M contract with British Telecom

Corinne Matthews - Economic Regeneration & Tourism Manager July 2013

to deliver superfast broadband across the designated areas. Four additional contractors have been recruited by the project. YTKO who will be supporting business development, Project Cosmic who will work with local communities, Public Relations Company, Coast rolling out communications and Peninsula Enterprise supporting high growth businesses. CM & GD have held meetings with all the Contractors to plug them into relevant project activity and to ensure that WSC businesses and communities will fully benefit. **Exmoor RDPE BB Project** – In addition to this CM is part of a project group bidding to RDPE for a £2M for rolling out super fast broadband technologies to the remoter parts of Exmoor that are unlikely to benefit from the Connecting Devon and Somerset project. The good news is that West Somerset is considered a priority for roll-out and some areas will benefit from superfast implementation during the early stages of the project.

13.5 Project Development / Adding Value -The Economic Development Team are always looking for an opportunity to lever in project funding to support and add value to existing projects. The Team actively looks out for external funding opportunities that it can bid for, or support others too. Recent examples include helping WSCC with a bid to the Princes Trust Rural Foundation for a rural transport project, Porlock Futures Group with an Expression of Interest to Coastal Communities Fund for a new business start-up and Minehead Eye access social entrepreneurship funding to broaden their youth provision.

14. LOOKING FORWARD – NEW ACTIVITY

14.1 A very successful **West Somerset Economic Development Conference** was held in June 2013. The format of the day included a number of inspirational key note speakers followed by a succession of informative and consultative workshops. The evaluation of the feedback received was very positive, and it now rests with the Economic Regeneration Team to build on that positivity and continue to listen and respond to the needs and requirements of the business community.

14.2 CM will be supporting **Stogursey** Parish Council to develop an enterprise project, and is looking to include the parish of **Kilve** in this work.

14.3 CM is also participating (along with other middle managers) in the WSC sponsored **Institute of Leadership and Management (ILM)** accredited Level 5 qualification. The course has a very practical approach and is aligned to improving the efficiency and effectiveness of the Team to deliver measurable outcomes for the good of WSC. Hopefully the productivity of the Team is effectively show-casing this.

14.4 Shared services with Taunton Deane Borough Council (and other geographical areas)
Whilst, this is early days for the service area – the Team have already demonstrated effective working across a wider geographical area than just West Somerset. This is apparent in the activity it has commissioned in projects that are LARC funded and covers rural parishes in Taunton Deane and Sedgemoor. In respect of tourism promotion, the Team work closely with both North Devon+ and the Somerset Tourism Association. Economic delivery rarely conforms to strict geographical boundaries, and the team are alive to the flexibilities that this can create.

Report Number: WSC 79/13
Presented by: Sharon Campbell, Chief Finance Officer
Author of the Report: Steve Plenty, Principal Accountant
Contact Details:

Tel. No. Direct Line 01984 635212
Email: adyer@westsomerset.gov.uk

Report to a Meeting of: Scrutiny Committee
To be Held on: 15th July 2013
Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: Not Applicable

FUNDING OF CAPITAL EXPENDITURE

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to advise Members on how capital expenditure in the current year's programme is to be financed together with the strategy for the funding of capital programmes in future years.

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 The recommendations in the report do not contribute to the delivery of any of the corporate priorities

3. RECOMMENDATIONS

- 3.1 It is recommended that the contents of the report are noted.

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
There are no risks associated with the recommendations in this report			

5. BACKGROUND INFORMATION

5.1 Capital Strategy & Programme 2013-16

5.1.1 Capital Strategy

The Council approved its Capital Strategy 2012-15 as part of the budget report presented to Cabinet and Council in February 2012. The substance of this strategy will not have changed in 2013 albeit that the Council's Corporate Priorities will have.

The Council's approach to funding its capital programme is:

- Through the disposal of land and buildings
- By maximising third party contributions from grant funding or private sector investment
- Use of borrowing, as a last resort, in accordance with the Prudential Code and with full regard of the impact on the revenue budget

The Council will not assume the use of any ongoing revenue funding to support the capital programme during 2013-16, other than one-off use of earmarked reserves that have been historically set aside from revenue sources. .

5.1.2 Capital Receipts

West Somerset has taken out very limited borrowing and been able to take advantage of the capital receipts to maintain an ongoing capital programme to deliver a range of projects.

However, the Council now has very limited capital receipts from that original balance. The Council will continue to seek to maximise the receipts achievable. This will mean disposal of some land and assets in order to re-invest sums receivable to achieve our aspirations. Land assets already identified for disposal include – two sites at Seaward Way, Minehead; former Aquasplash site, Minehead; Townsend Farm, Carhampton; a site in Simonsbath and the East Wharf, Watchet.

5.1.3 Use of Receipts

The Council is reliant on the achievement of additional capital receipts for investment in new and emerging capital projects and will seek to maximise receipts for this purpose. More importantly the ability to repay an outstanding loan of £3.5m that is due to mature in February 2014 will be dependent upon future capital receipts from the disposal of assets.

5.1.4 Borrowing

Where borrowing is required, as a last resort, the Council has agreed that this will be done through the most financially economical method of balancing its investment and borrowing portfolio to finance balance sheet debt liability previously financed from internal resources. This is mainly dependent upon prevailing PWLB rates.

The Council will only undertake new borrowing for capital purposes where appropriate, but only when full regard has been taken of the revenue implications of so doing. Revenue budgeting for new borrowing will take account of both the principle and interest payments required in order to minimise the need to refinance loans when they expire.

5.1.5 Approach to Borrowing

As outlined above the Council is committed to minimising the amount of new loans taken out to fund its capital programme in the light of the clear need to minimise the impact on the revenue budget. It will only consider new borrowing for material capital projects with a clear long-term benefit and where the business case can be established. Borrowing as a method of funding capital projects will whenever possible be resisted.

5.1.6 Direct Revenue Funding

There is no capacity within the revenue budget to fund capital schemes on an ongoing basis from revenue resources in 2013/14. The capital programme and financing strategy will be developed in this knowledge.

As part of its housing and regeneration programmes the Council will also consider the gifting or allocation of either land or property as its contribution to the wider outcomes.

5.1.7 Approval of Capital Schemes

Initially all schemes are submitted by a Group Manager to the Corporate Management Team (CMT), consisting of all Group Managers, the Director and Chief Executive, for their review. At each stage any scheme must be submitted on the Council's approved capital

submission document (Project Appraisal Report – PAR), which allows for each to be assessed against a range of criteria.

In deciding whether to approve a scheme CMT will give full regard to the Council's Corporate Plan, Service Plans and the Medium Term Financial Plan. Each bid must clearly define the outcomes sought from the proposed project.

5.1.8 Bids for Capital Resource in 2013/14

A summary of the approved capital programme for 2013/14 are shown in the table below. Unlike previous capital programmes which covered a period of three years it was felt to be prudent, because of the Council's weak financial position, to plan no further than one year ahead.

Capital Programme 2013/14 – Table 1

	2013-2014	Financed By
Housing		
Clanville Housing (Assumes Purchase and Selling)	£0	Future Capital Receipt
Sale of Land - Seaward Way	£50,000	Future Capital Receipt
Sale of Land – Former Aquasplash site	£50,000	Future Capital Receipt
Sale of Land - Field Study Centre, Simonsbath	£5,000	Future Capital Receipt
Sale of Land - Townsend Farm, Carhampton	£5,000	Future Capital Receipt
Disabled Facilities Grants	£96,000	Capital Grant
Decent Homes	£84,000	Capital Grant
	£290,000	
IT Projects		
Annual Hardware Replacement Program	£65,000	Useable Capital Receipt
Card Bureau Service	£0	
Backup Solution	£18,000	Useable Capital Receipt
2003 Domain Upgrade	£7,000	Useable Capital Receipt
MS Exchange Upgrade	£5,700	Useable Capital Receipt
Finance System	£50,000	Useable Capital Receipt
Microsoft Licence	£13,636	Useable Capital Receipt
	£159,336	
Environmental Services		
Watchet East Wharf Warehouse - Renovation	£27,000	Useable Capital Receipt
Watchet East Wharf Warehouse – Railings	£3,000	Useable Capital Receipt
Roughmoor Enterprise Centre, Williton – CCTV	£6,500	Useable Capital Receipt
Cliffs above Quay Street, Minehead	£7,000	Useable Capital Receipt
Dulverton Mill Leat	£10,000	Useable Capital Receipt
Watchet Harbour, West Pier - Impounding Wall	£17,000	Useable Capital Receipt
Watchet Harbour, West Pier – Ladders	£5,000	Useable Capital Receipt
Watchet Harbour, West Pier - Replacement Fendering	£3,000	Useable Capital Receipt
The Esplanade, Watchet - Replacement Lanterns	£2,000	Useable Capital Receipt
Wheddon Cross Car Park - Contribution – Resurfacing	£2,000	Useable Capital Receipt
Car Parks PCN Enforcement Hand Held Computer	£2,500	Useable Capital Receipt
Beach Rake	£8,000	Useable Capital Receipt
Public Conveniences	£50,000	Useable Capital Receipt
Coast Protection	£5,000	Useable Capital Receipt
	£148,000	
Grand Total	£597,336	

In terms of unapplied capital receipts the anticipated balances are shown in the table below:

Unapplied Capital Receipts, Forecast Balances - Table 2

Unapplied Capital Receipts	2013/14 Original £	2013/14 Revised £
Opening balance at 1 April 2012 (per accounts)	(1,511,400)	
Opening balance at 1 April 2013 (per draft accounts)		(1,295,500)
Expected transactions during 2012/13 & 2013/14	<u>(5,572,221)</u> (7,083,621)	
Expected transactions during 2013/14		(5,350,000)
Forecast balance at 31 March 2014		
Less Capital Receipts Applied in 2012/13	187,700	
Less estimated use in 2013/14 (table 13 above)	413,836	413,836
Loan Maturity February 2014	3,500,000	3,500,000
Forecast balance at 31 March 2014	<u>(2,962,785)</u>	<u>(2,731,664)</u>

5.1.9 Minimum Revenue Provision

The revenue impact of the Capital Programme takes place in two of forms: -

1. Loss of interest on internally borrowed sums
2. Minimum revenue provision (set-aside for non-financed capital expenditure)

6. FINANCIAL/RESOURCE IMPLICATIONS

There are none directly in respect of this report.

7. SECTION 151 OFFICER COMMENTS

There are no direct financial implications identifiable within this report as it is meant for information purposes only.

8. EQUALITY & DIVERSITY IMPLICATIONS

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

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

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

There are none directly in respect of this report.

9. CRIME AND DISORDER IMPLICATIONS

There are none directly in respect of this report.

10. CONSULTATION IMPLICATIONS

There are none directly in respect of this report.

11. ASSET MANAGEMENT IMPLICATIONS

There are none directly in respect of this report.

12. **ENVIRONMENTAL IMPACT IMPLICATIONS**

There are none directly in respect of this report.

13. **LEGAL IMPLICATIONS**

There are none directly in respect of this report.

Report Number: WSC 82/13
Presented by: Sharon Campbell, s151 Officer
Author of the Report: Sharon Campbell, s151 Officer
Contact Details:
 Tel. No. Direct Line 01984 635253
 Email: scampbell@westsomerset.gov.uk

Report to a Meeting of: Scrutiny Committee
To be Held on: 15th July 2013
Date Entered on Executive Forward Plan
Or Agreement for Urgency Granted:

REVENUE AND CAPITAL OUTTURN 2012/13

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide Members with the financial outturn position for 2012/13

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 Not applicable

3. RECOMMENDATIONS

- 3.1 That Scrutiny notes the outturn position and the requests for transfers to and from earmarked reserves.

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

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

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

5. **BACKGROUND INFORMATION**

5.1 **Finance Information**

Table 1

Group	Annual Budget £	Actual Spend 2012/13 £	Variance £
Corporate Director	1,687,268	1,599,521	(87,747)
Housing, Welfare and Economy	709,709	519,927	(189,782)
Environment, Customer & Community	2,542,626	2,447,016	(95,610)
Hinkley Central Support Recharges		(184,449)	(184,449)
TOTAL	4,939,603	4,382,015	(557,588)

Corporate Director, (£87,747) Variance

The main variances on this budget area are the following:

Corporate and Democratic Core - Reduction in District audit fee (£42,958)
 Corporate and Democratic Core - HPC contribution to salaries (£13,021)
 Finance - Reduction in financial management system licence (£15,000)
 Finance - Reduction in past service pension costs (£9,051)
 Group Manager Finance and IS - Vacated post (£18,760)
 Postages – increase in charges by Royal Mail after the budget was set +£12,761

Housing, Welfare and Economy, (£189,782) Variance

The main variances on this budget area are the following:

Council Tax Benefits – Additional subsidy received (£21,683)
 Housing Benefits - Net effect of reduced demand, increased recovery of overpayments (£37,604)
 Homeless Rent Rebates – Net effect of reduced demand (£10,739)
 Planning Policy – Non-employment of a Programme Officer (£16,000)
 Housing Temporary Accommodation – Reduced cost of providing all properties (£32,622)
 Homelessness Administration – Underspend of prevention grant received (£17,385)
 Homelessness Administration – Recharge of administration costs in relation to Homefinder invoices (£8,660)
 Revenues Staff – Vacant posts not filled (£28,666)
 NNDR, Cost of granting discretionary rate relief +£16,061

Environment, Customer & Community, (£95,610) Variance

The main variances on this budget area are the following:

Estates – General underspend on expenditure and additional income received (£16,948)
 West Somerset House – Reduced running costs (£10,827)
 Development Control - HPC contribution to salaries (£10,262), additional fees (£7,069),
 Planning Obligations administrative costs (£9,200)
 Customer Services – Secondment of existing employee into HPC funded post (£24,740)
 Car Parking Staff – Deletion of Car Parking Manager post (£21,291)
 Car Parking – budgets for income and fines and the savings target not achieved +£35,331
 Building Control – Reduction in application fees +£19,235
 Public Conveniences – miscellaneous variances +£14,011
 Licencing – cost of covering long term sickness +£23,573

Hinkley Point Central Support Recharges, (£184,449) Variance

Result of charging direct salary and central support recharges to the Hinkley Point C Holding Account.

A number of smaller variances make up the remainder of the underspend. Details are available upon request.

Many of these variances are as a result of taking MTFP decisions early and thus are already included within the MTFP.

An update on the MTFP will be made at Scrutiny in August as previously agreed.

5.2 Reserves Position

Table 2

Opening General Reserves £	Budget Variance £	Reserves at 31 March 2013
934,877	56,543	991,420

The original budget included a transfer of £606,000 from specific reserves to balance, in the end only £106,000 was transferred leaving a net increase to the general reserves of £57,000.

Table 3

Earmarked Reserves	Opening Balance £	Transfer to/(from) £	Balance as at 31 March 2013
Economic Regeneration	27,500		27,500
Housing Benefit	13,224	(13,224)	0
Area Based Grant	219,011	(59,264)	159,747
Community Safety	8,832	(1,436)	7,396
Land Charges	34,356	(1,458)	32,898
Tourism	9,750	9,389	19,139
PPA Reserve	411,381	(411,381)	0
Seaside Towns	199,237	(102,812)	96,425
LIFT	35,693	(16,274)	19,419
New Homes Bonus	72,664	121,228	193,892
Washford Lorry Park	46,000		46,000
LSP	13,335	(12,015)	1,320
DCO Reserve	71,277	(23,374)	47,903
Sustainability Reserve	44,753	280,543	325,296
Mortgage Rescue	60,000	(25,500)	34,500
Tourism Marketing	11,840	(11,840)	0
Minehead Events	0	20,000	20,000
COOL Reserve	0	368	368
Housing Benefit Admin	0	15,536	15,536
Council Tax Reform	0	25,542	25,542
Benefits External Processing	0	4,755	4,755
DHP Reserve	0	11,424	11,424
Election Reserve	0	10,000	10,000
Water Bathing Signs	0	1,266	1,266
Totals	1,278,853	(178,528)	1,100,325

For more details on these reserves please see Appendix A.

5.3 Investments

Table 4

Account	Interest Rate	Balance £
SIBA	0.75%	440,676
Total		440,676

5.4 Borrowing

Table 5

Account	Interest Rate	Balance £
Public Works Loan Board	1.51%	3,500,000
Total		3,500,000

5.5 Debt

Corporate Debts

Table 6

Age of Debt	Amount Outstanding As At 31 Mar 2013 (£)	Amount Outstanding As At 31 Mar 2012 (£)
Less than 3 months	87,963	80,380
3 to 6 months	3,920	37,776
6 months to 1 year	26,244	17,316
Over 1 year	131,040	124,067
Total	249,167	259,539

Council Tax Debts

Table 7

Year from 1 April	Amount Outstanding As At 31 Mar 2013 (£)	Amount Outstanding As At 31 Mar 2012 (£)
Pre 2000	7,822	9,655
2001	7,253	9,226
2002	11,144	14,775
2003	11,718	15,156
2004	24,839	27,672
2005	24,867	35,630
2006	43,953	57,952
2007	62,293	80,080
2008	76,518	98,413
2009	84,332	125,378
2010	116,098	199,501
2011	197,300	510,922
2012	519,090	
Total	1,187,227	1,184,360

Non Domestic Rates Debts

Table 8

Year from 1 April	Amount Outstanding As At 31 Mar 2013 (£)	Amount Outstanding As At 31 Mar 2012 (£)
Pre 2000	0	3,150
2001	0	613
2002	2,139	3,311
2003	768	3,491
2004	1,705	4,067
2005	1,357	3,605
2006	1,293	6,032
2007	5,518	8,992
2008	8,430	18,674
2009	14,441	55,029
2010	26,540	93,692
2011	63,567	195,231
2012	255,825	
Total	381,583	395,887

Housing Benefit Debts

Table 9

	Amount Outstanding As At 31 Mar 2013 (£)	Amount Outstanding As At 31 Mar 2012 (£)
Debts being recovered from on-going entitlement to housing benefit	168,217	148,067
Debts being recovered from former claimants	289,858	273,241
Total outstanding	458,075	421,307

5.6 Capital Outturn

Table 10

Scheme	Budget 12/13 £	Spend 12/13 £	Variance £
Disabled Facilities	40,000	40,000	0
Affordable Housing *			0
Clanville Housing		93,774	93,774
Private Sector Housing Grants **		3,009	3,009
Seaward Way Housing	140,000	27,919	(112,081)
IT Projects	157,360	77,321	(80,039)
Buildings	33,500	3,559	(29,941)
Car Parks	12,750	27,429	14,679
Harbours	39,500	24,681	(14,819)
Infrastructure	85,000	37,114	(47,886)
Land	10,150	7,227	(2,923)
Other Projects	75,300	73,739	(1,561)
Total	593,560	415,772	(177,788)

* Affordable Housing - £42,000 was paid to Falcon Rural Housing during 2012/13 and was funded by Planning Obligations Monies Received, therefore was a 'nil' cost to West Somerset Council.

** Private Sector Housing Grants – The £3,009 spend detailed above relates to the additional cost to West Somerset Council over and above the Private Sector Housing monies that the Authority had brought forward from previous years. For information actual spend was £95,111 against available funds of £92,102.

6. FINANCIAL/RESOURCE IMPLICATIONS

6.1 Contained within the body of the report

7. SECTION 151 OFFICER COMMENTS

7.1 Contained within the body of the report

8. EQUALITY & DIVERSITY IMPLICATIONS

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

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

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

9. CRIME AND DISORDER IMPLICATIONS

9.1 None directly in this report

10. CONSULTATION IMPLICATIONS

10.1 None directly in this report

11. ASSET MANAGEMENT IMPLICATIONS

11.1 None directly in this report

12. ENVIRONMENTAL IMPACT IMPLICATIONS

12.1 None directly in the report

13. LEGAL IMPLICATIONS

13.1 None directly in this report

Earmarked Reserves	Opening Balance £	Grants Received	Grants Applied	Transfers	Balance as at 31 March 2013	Comments
Economic Regeneration	27,500				27,500	Remains of foot & mouth fund, originally intended to be used for capital in 12/13 it is not yet linked to a specific purpose but will need to be earmarked for future economic regeneration schemes
Housing Benefit	13,224		-1,051	-12,173	0	
Area Based Grant	219,011		-34,763	-24,500	159,747	£10,000 committed to projects; £50,231 to salary costs; £36,000 redundancy. Remainder is not yet linked to a specific purpose but will need to be earmarked for future programmes
Community Safety	8,832	5,000	-6,436		7,396	External funding specifically earmarked for community safety initiatives
Land Charges	34,356		-1,458		32,898	Government grant specifically earmarked for providing refunds when due
Tourism	9,750		-26,951	36,340	19,139	Specifically earmarked for tourism and is topped up by ENPA
PPA Reserve	411,381		-130,838	-280,543	0	Part utilised in 2012/13 to balance budget with £15,000 transferred to the other HPC account and the remainder being transferred to the sustainability reserve
Seaside Towns	199,237		-92,812	-10,000	96,425	Specifically earmarked for initiatives in Minehead
LIFT	35,693		-16,274		19,419	This will be transferred in year to the general fund as per the approved MTFP
New Homes Bonus	72,664	219,228	-98,000		193,892	Mainly earmarked for Rural Housing project and HIA contract. £60,164 to be transferred to the general fund in year as per approved MTFP. The remainder will remain earmarked for sustainability projects
Washford Lorry Park	46,000				46,000	Money paid by EDF to remove covenants. Was to be used in 12/13 to fund capital, £8,335 to be transferred to the general fund as per MTFP (replacing use of LSP reserve). Remainder to be earmarked for sustainability projects.
LSP	13,335	4,270	-16,285		1,320	Earmarked for sustainability projects

DCO Reserve	71,277	-23,374	47,903	Earmarked for sustainability projects
Sustainability Reserve	44,753	280,543	325,296	Earmarked for initiatives that have a positive impact upon the long term sustainability of the Council
Mortgage Rescue	60,000	-25,500	34,500	Government Grant – earmarked
Tourism Marketing	11,840	-11,840	0	Transferred to tourism reserve
Minehead Events	0	10,000	20,000	Mary Portas grant – specifically earmarked
COOL Reserve	0	367	368	Government Grant – earmarked to create low impact, environmentally friendly sustainable tourism projects
Housing Benefit Admin	0	7,032	15,536	Government Grant – specifically earmarked to provide support in times of recession
Council Tax Reform	0	25,542	25,542	Government Grant – specifically earmarked to support implementation of Council Tax Reforms
Benefits External Processing	0	4,755	4,755	Government Grant – specifically earmarked to provide support in times of recession
DHP Reserve	0	7,755	11,424	Government Grant – specifically earmarked for Discretionary Hardship Payments
Election Reserve	0	10,000	10,000	Earmarked for costs of 2015 elections
Water Bathing Signs	0	1,266	1,266	Environmental grant specifically earmarked
Totals	1,278,853	473,742	1,100,325	

Report Number: WSC 85/13
Presented by: Sam Rawle, Scrutiny & Performance Officer
Author of the Report: Sam Rawle
Contact Details:

Tel. No. Direct Line 01984 635223
Email: sjrawle @westsomerset.gov.uk

Report to a Meeting of: Scrutiny Committee

To be Held on: 15 July, 2013

*Date Entered on Executive Forward Plan
 Or Agreement for Urgency Granted:* Not applicable

CABINET RESPONSE TO REPORTS OF SCRUTINY - UPDATE

1. PURPOSE OF REPORT

- 1.1 To note Cabinet's response to reports relating to the Scrutiny Committee's recommendations following the Task & Finish Group reviews of Planning Obligations and Section 106 Agreements and the Impact of Business Rates Retention Scheme.

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 The work of the Scrutiny Committee contributes towards the Local Democracy priority by providing local accountability and critical friend challenge to Cabinet.

3. RECOMMENDATIONS

- 3.1 That the decisions taken by Cabinet in response to the recommendations of the Scrutiny Committee be noted.
- 3.2. That Scrutiny Committee receive a report back on the implementation of the Cabinet's decisions at a future meeting.

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
Impact of Scrutiny Task & Finish work does not justify the investment of time and capacity involved	3	4	12
<i>Regular monitoring by Scrutiny of progress of implementation of recommendations and actions and dialogue with Cabinet as appropriate</i>	1	4	4

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

5. BACKGROUND INFORMATION

- 5.1 It is a requirement in the Council's Constitution for the Cabinet or Council to formally consider issues/recommendations made by the Scrutiny Committee.

Two reports of Scrutiny were submitted to Cabinet on the 5th June, 2013 relating to the following topics:

- Impacts of the Business Rate Retention Scheme
- Planning Obligations and Section 106 Agreements

The recommendations of each report and decisions of the Cabinet are detailed below:

5.2 Impacts of the Business Rate Retention Scheme

1. That the quarterly performance report presented to Scrutiny Committee and Cabinet should include table 1 but containing up to date figures and estimates. This would clearly show any variance in the estimated net yield, highlight the reasons for the variance and subsequently any change in the amount of business rates that the Council could expect to retain.

Cabinet Decision: Recommendation adopted.

2. That in order to assess the strategic financial impact of any variation the quarterly performance report should contain an updated MTFP that not only reflects the impact of any variation in business rate retention but also any other known amendments.

Cabinet Decision: Recommendation adopted.

3. That the quarterly performance report should also include an aged debtors report similar to that shown in table 4 of the report.

Cabinet Decision: Recommendation adopted.

4. That a process be established to enable the Revenues team to be aware of all planning and licensing applications where it is thought that what is planned will have an impact on the rating list.

Cabinet Decision: Recommendation adopted.

5. That details of any individual write-off that is in excess of £1,000 be forwarded to the local ward member(s) for their information and possible comment. (Write-offs in excess of £5,000 require Cabinet approval).

Cabinet Decision: Recommendation adopted.

6. That the Valuation Officer be invited to provide both relevant staff and all members with training on issues pertaining to business rate liability.

Cabinet Decision: Recommendation adopted.

5.3 Planning Obligations and Section 106 Agreements

1. That relevant Ward Members and Parish/Town Councils be notified as soon as an application that is likely to require a Section 106 agreement is received to enable a review of priorities to be undertaken to inform negotiations accordingly.

Cabinet Decision: That relevant Ward Members and Parish/Town Councils be notified as soon as an application that is likely to require a Section 106 agreement is received to enable them to comment as part of their response to the planning application.

2. That relevant Ward Members and Parish/Town Councils are notified on receipt of Section 106 monies as soon as is reasonably practicable.

Cabinet Decision: Recommendation adopted.

3. That officers ensure that the previous recommendations of the Scrutiny Committee relating to Ward Member consultation requiring that Ward Members and Parish/Town Councils, as key consultees, are involved in discussions, as appropriate to establish need prior to negotiations commencing, and be kept informed of progress, are followed.

Cabinet Decision: That officers ensure that the previous recommendations of the Scrutiny Committee relating to Ward member consultation requiring that Ward Members and Parish/Town Councils, as key consultees, are involved in discussions, as appropriate to establish need, and be kept informed of progress, are followed.

4. That a community profile be developed to ensure that priorities are justifiable and evidence based, with focus on those areas most likely to be affected by development.

Cabinet Decision: Recommendation adopted.

5. That the current application process be amended to the effect that Expression of Interest forms are withdrawn from the Council's website and provided on demand to ensure applicants are encouraged to discuss proposals with relevant Town and Parish Councils at an early stage.

Cabinet Decision: That the current application process does include the Expression of Interest form to be published on the Council's website, with the wording and process to be determined by officers.

6. That a robust and closely monitored process to collect Section 106 monies is followed to ensure that any outstanding monies are actively pursued.

Cabinet Decision: Recommendation adopted.

7. That consideration be given to including supplementary information relating to Section 106 monies that are included in agreed planning applications before receipt of funds, as part of the regular financial information made available to Members.

Cabinet Decision: That consideration be given to including available supplementary information relating to Section 106 monies that are included in agreed planning applications before receipt of funds, as part of the regular financial information made available to Members.

8. That consideration is given to undertaking a review of the Supplementary Planning Document as soon as it is practically possible to ensure that it remains up to date and reflects current circumstances.

Cabinet Decision: Recommendation adopted.

9. That the current guidance notes relating to Section 106 funding are updated to reflect the changes in procedure following the agreed recommendations of this review.

Cabinet Decision: Recommendation adopted.

10. That consideration be given to any observations reported to Scrutiny Committee by members of the Task & Finish Group following their attendance at the June meeting of Planning Obligations Group.

Cabinet Decision: That Scrutiny Committee are invited to submit any observations following the one-off attendance by members of the task and Finish Group at the June meeting of the Planning Obligations Group.

11. That the possibility of parish/town councils using Section 106 monies in neighbouring towns/parishes where its use could provide a benefit to the said parish/town, be investigated.

Cabinet Response: Recommendation adopted.

5.4 Tracking and Monitoring Recommendations

It is important that Scrutiny undertakes tracking and monitoring of the recommendations it has made, so as to ensure their implementation and their effectiveness. Implementation of recommendations made in scrutiny reports that are accepted by Cabinet are the responsibility of the Cabinet, except where recommendations are directed to external agencies. The scrutiny officer will undertake a periodic review of the progress of implementation of recommendations and a 6 monthly report will be presented to Scrutiny Committee reporting progress.

5.5 Future Reporting of Task & Finish Recommendations

Following the scrutiny reviews undertaken by the task and finish groups it was identified that the reporting process needed to be strengthened and greater clarity provided for members and officers involved in the process. For example it would be useful for the Scrutiny Committee to receive a written explanation of any revisions that Cabinet have for those occasions where any recommendations from the Scrutiny Committee are not adopted or are altered. The report at item 12 of the agenda details a suggested procedure for the reporting of recommendations arising from task and finish reviews.

6. FINANCIAL/RESOURCE IMPLICATIONS

- 6.1 None specifically with this report.

7. SECTION 151 OFFICER COMMENTS

- 7.1 None with this report.

8. EQUALITY & DIVERSITY IMPLICATIONS

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

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

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

8.1 None specifically with this report.

9. CRIME AND DISORDER IMPLICATIONS

9.1 None specifically with this report.

10. CONSULTATION IMPLICATIONS

10.1 None specifically with this report.

11. ASSET MANAGEMENT IMPLICATIONS

11.1 None specifically with this report.

12. ENVIRONMENTAL IMPACT IMPLICATIONS

12.1 None specifically with this report.

13. LEGAL IMPLICATIONS

13.1 The duty to undertake overview and scrutiny is set out in Section 21 of the Local Government Act 2000 and the Local Government and Public Involvement in Health Act 2007.

Report Number: WSC 86/13
Presented by: Sam Rawle
Author of the Report: SAM RAWLE, SCRUTINY & PERFORMANCE OFFICER
Contact Details:
 Tel. No. Direct Line 01984 635223
 Email: sjrawle@westsomerset.gov.uk

Report to a Meeting of: SCRUTINY
To be Held on: 15 July 2013
Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: Not applicable

SCRUTINY RECOMMENDATIONS – SUGGESTED REPORTING PROCEDURE

1. PURPOSE OF REPORT

The purpose of the report is to strengthen and clarify the procedure for reporting Scrutiny Committee recommendations to Cabinet and to clarify the role and relationships of Scrutiny Committee and Cabinet members throughout the process.

2. CONTRIBUTION TO CORPORATE PRIORITIES

The work of the Scrutiny Committee contributes towards the Local Democracy priority by providing local accountability and a critical friend challenge to Cabinet.

3. RECOMMENDATIONS

That the Scrutiny Review Process set out in Appendix A of this report be endorsed, with or without amendments, and agreed with Cabinet.

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
Not applicable			

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

5. BACKGROUND INFORMATION

- 5.1 A Scrutiny Committee can review anything which impacts upon the well being of West Somerset residents. They do not make decisions but make recommendations to the Cabinet and relevant partners to support improvements in service or policy developments. They are a key part of the checks and balances to hold the Cabinet to account. Specifically, one of its key tasks is to make reports or recommendations to the Council or Cabinet, as appropriate, in respect of matters which affect the local authority's area or inhabitants.
- 5.2 The two main ways to scrutinise issues is through the standing monthly scrutiny committee meetings or by setting up Task and Finish Groups.
- 5.3 Task and Finish Groups are set up by the Scrutiny Committee to carry out in-depth reviews of a policy or service of the Council. At the end of the review the Task & Finish Group submits its report and recommendations to the Scrutiny Committee for approval. The report then goes to Cabinet for consideration and on occasions also to Council.
- 5.4 Following the recent reviews concerning Business Retention and Planning Obligations it became apparent that the procedure for reporting Scrutiny Committee recommendations to Cabinet could be strengthened to clarify the roles and relationship between the Scrutiny Committee and Cabinet for the benefit of members and officers involved in the process.
- 5.5 A draft Scrutiny Review Process has therefore been proposed and is attached at Appendix A of this report for consideration by the Committee. The Committee is requested to endorse the process with or without amendments. The approved process will then be forwarded to Cabinet for their agreement.

6. FINANCIAL/RESOURCE IMPLICATIONS

- 6.1 None in respect of this report.

7. SECTION 151 OFFICER COMMENTS

- 7.1 The clear clarification of the respective roles and interaction between the Scrutiny Committee and the Cabinet will assist in underpinning good governance at the Council.

8. EQUALITY & DIVERSITY IMPLICATIONS

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

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

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

None in respect of this report.

9. CRIME AND DISORDER IMPLICATIONS

- 9.1 None in respect of this report

10. CONSULTATION IMPLICATIONS

None in respect of this report.

11. ASSET MANAGEMENT IMPLICATIONS

11.1 None in respect of this report.

12. ENVIRONMENTAL IMPACT IMPLICATIONS

None in respect of this report

13. LEGAL IMPLICATIONS

13.1 None in respect of this report.

Scrutiny Review Process

Stage 1 – Topic Selection

Outline Annual Work Programme agreed by Scrutiny Committee.
Agreement how individual issues are to be scrutinised, either by in-depth task and finish reviews or shorter scrutinies at monthly committee meetings.

Stage 2 – Scope Review

Members decide on terms of reference for the review i.e. membership, objectives, outcomes, timescales evidence gathering, visits, witnesses, etc

Stage 3 – Evidence Gathering

Members identify and call for evidence as appropriate. Meet with officers/portfolio holder and engage with partners and stakeholders. Members undertake visits where appropriate. Scrutiny Officer makes arrangements for the gathering of evidence, including research, arranging visits and meetings with witnesses, etc

Stage 4 – Considering Evidence

Officers collate the evidence received and support Members in formulating their findings and recommendations. Members formulate findings and recommendations. Check back to original scope and objectives.

Stage 5 – Task & Finish Group Agree Report

Based on Members findings and recommendations, the Scrutiny Officer drafts a report. Members of the task and finish group consider the draft report, make amendments as appropriate and approve.

Stage 6 – Scrutiny Committee

Scrutiny Committee consider report and recommendations and approve, with or without amendments, for referral to Cabinet. The report will be referred to the next but one Cabinet meeting following Scrutiny Committee to allow Cabinet members sufficient time before it is discussed at Cabinet.

Stage 7 – Presentation to Cabinet

The nominated member of the task and finish group and/or the Scrutiny Committee Chairman will formally present the final report and may be questioned on it. Cabinet members decide on response to recommendations.

Stage 8 – Implementation and Feedback

Scrutiny Committee receive response from Cabinet whether recommendations are supported. For those recommendations that have been rejected or amended, Cabinet will provide feedback and reasons.

Scrutiny Committee will agree period for review of implementation of agreed recommendations

Stage 9 – Monitoring

The Scrutiny Officer will provide a progress report on the implementation of agreed recommendations within 12 months. Scrutiny Committee may request an update on progress from the responsible Corporate Manager and portfolio holder.

