

**The Council's Vision:**

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

**SCRUTINY COMMITTEE**

**Meeting to be held on Monday 17 February 2014 at 3.30 pm**

**Council Chamber, Williton**

**AGENDA**

**1. Apologies for Absence**

**2. Minutes**

Minutes of the Scrutiny Committee held on 20 January 2014, 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 5 February 2014 – **SEE ATTACHED.**

**6. Cabinet Forward Plan**

To review the latest Cabinet Forward Plan for the months of March, April and May, published on 6 February 2014 – **SEE ATTACHED.**

**7. Scrutiny Committee Work Plan**

To review and scope items for the Scrutiny Committee Workplan for 2013/2014 – **SEE ATTACHED.**

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**8. Corporate Performance Report April – December 2013/14**

To consider Report No. WSC 28/14, to be presented by Councillor T Taylor, Leader of Council - **SEE ATTACHED.**

The purpose of this report is to provide Members with an update on progress in delivering the corporate priorities, performance of council services including budgetary information and customer satisfaction covering the period from 1<sup>st</sup> April 2013 to 31<sup>st</sup> December, 2013.

**9. Financial Monitoring Report April – December 2013/14**

To consider Report No. WSC 29/14, to be presented by Councillor K V Kravis, Lead Member for Resources and Central Support - **SEE ATTACHED.**

The purpose of this report is to provide updated in year financial information on a range of issues including budgetary monitoring and business rate retention.

**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**

<b>Likelihood</b>	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
<b>Impact</b>							

<b>Likelihood of risk occurring</b>	<b>Indicator</b>	<b>Description (chance of occurrence)</b>
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 20 January 2014 at 3.30 pm****Present:**

Councillor K J Ross .....Chairman  
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 K V Kravis  
Councillor K M Mills  
Councillor T Taylor  
Councillor K H Turner

Councillor I R Melhuish  
Councillor D J Sanders  
Councillor A H Trollope-Bellew  
Councillor D J Westcott

**Officers in Attendance:**

Director of Operations (S Adam)  
Executive Director (Interim) (A Dyer)  
Director of Housing & Communities (J Barraah)  
Section 151 Officer (S Campbell)  
Assistant Director Corporate Services (R Sealy)  
Assistant Director Operational Delivery (C Hall)  
Assistant Director Housing & Community Development (S Lewis)  
Assistant Director Planning & Environment (T Burton)  
Scrutiny and Performance Officer (S Rawle)  
Planning Manager (A Goodchild)  
Performance & Efficiencies Manager (K Batchelor)  
Principal Benefits and Fraud Officer (P Lamb)  
Administrative Support (H Dobson)

**SC89 Apologies for Absence**

An apology for absence was received from Councillor J Freeman.

**SC90 Minutes**

(Minutes of the Meeting of the Scrutiny Committee held on 16 December 2013 – circulated with the Agenda).

The Executive Director (Interim) provided clarity with regard to the last bullet point of the Scrutiny Committee minute SC 86 and advised that the minute be amended accordingly, with the approval of the Chairman of the Scrutiny Committee, after the meeting.

**RESOLVED** that, subject to an amendment to the last bullet point of Minute No. SC86 and to be agreed with the Chairman of the Scrutiny Committee, the Minutes of the Scrutiny Committee held on 16 December 2013, be confirmed as a correct record.

#### SC91 **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	Alcombe	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

#### SC92 **Public Participation**

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

#### SC93 **Notes of Key Cabinet Decisions/Action Points**

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

**RESOLVED** that the Key Cabinet Decisions/Action Points for 8 January 2014, be noted.

#### SC94 **Cabinet Forward Plan**

(Copy of the Cabinet Forward Plan published 9 January 2014, circulated with the agenda).

**RESOLVED** that the Cabinet Forward Plan published 9 January 2014, be noted.

#### SC95 **Scrutiny Committee Work Plan**

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

During consideration of the work plan it was confirmed that an update report from the Minehead Events Group be scheduled and to include how the group's funding was monitored using the SMART objectives and ideas going forward.

Councillor P Murphy requested that the Scrutiny Committee review the progress to implement recommendations relating to the Section 106 and Planning Obligations process and reported by Scrutiny Committee's Section 106 and Planning Obligations Task and Finish Group.

**RESOLVED (1)** that an update report from the Minehead Events Group, be scheduled for the Scrutiny Committee meeting to be held 17 March 2014;

**RESOLVED (2)** that a report regarding the progress to implement recommendations relating to the Section 106 and Planning Obligations process and reported by the Scrutiny Committee's Section 106 and Planning Obligations Task and Finish Group, be scheduled for the Scrutiny Committee meeting to be held 17 March 2014;

**RESOLVED (2)** that the Scrutiny Committee Work Plan, be noted.

**SC96 2015/16 Council Tax Rebate Scheme Consultation**

(Report No. WSC 5/14, circulated with the Agenda).

The purpose of the report was to inform Scrutiny Committee of the options modelled to incentivise work and encourage people to remain in employment, and seek their recommendations with regards to which should be used as a basis of consultation with the public.

The Lead Member for Community and Customer presented the report and highlighted the two elements (earnings disregards and tapers) that the Authority could change in order to help working claimants and the six options for consideration by the Scrutiny Committee.

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

- To implement any of the options might not make much of a difference.
- The idea of the scheme was to incentivise work and encourage more people to increase their work hours. To some people the sums involved would be a significant amount of money.

The Principal Benefits and Fraud Officer advised that the scheme defines working cases as those who worked 16 hours or more per week. A few claims where people worked for less than 16 hours per week would also benefit if earnings disregards increased. The scheme design was Somerset wide with slight variances between the Somerset authorities.

Councillor P N Grierson proposed that Option 1 be recommended to Cabinet and Council for consultation and Councillor M O A Dewdney seconded the recommendation.

Members noted that it was important that any changes did not give the Council any undue financial risks. The financial information contained in the table at point 6.4 of the report, attached to the agenda, was a 'snapshot' and could not be relied on with certainty. There would be time to re-analyse the financial information for 2015/16.

During the debate an amendment was proposed by Councillor K J Ross that Options 1 and 5 be recommended to Cabinet and Council for consultation and seconded by Councillor P H Murphy, this then became the substantive motion.

**RESOLVED (1)** that the Scrutiny Committee recommends to Cabinet and Council that the Authority consult for the period 24 February 2014 to Friday 23 May 2014 on possible change to the 2015/16 Council Tax Rebate Scheme.

**RESOLVED (2)** that the Scrutiny Committee recommends to Cabinet and Council to consult on Options 1 and 5, as set out in the report and attached to the agenda.

#### **SC97 Financial Standing & Budget 2014/15**

(Report No. WSC 8/14, circulated with the Agenda).

The purpose of the report was to inform Scrutiny Committee of the latest status of the Council's financial planning, including the latest Medium Term Financial Plan (MTFP) and the processes involved in its drafting.

The Lead Member for Resources and Central Support presented the report. The Medium Term Financial Plan had been based on a number of assumptions including a council tax increase of 2% and retaining the new homes bonus for a three year period. The Council had recognised the financial challenge it faced and had identified and made necessary savings, the budget contained in the report was a credit to all the Council.

The Lead Member confirmed that a Member's Seminar would be scheduled to provide all members the opportunity to identify further savings.

During the course of the discussion the points raised were:

- A request that table 1 of the report include 'general reserves brought forward figures' under the existing heading 'movement in reserves'.
- Concern that the interest payments due on external loans might not be paid in time.

Councillor M J Chilcott requested that it be acknowledged that whilst the Scrutiny Committee would like to carry out its role as set out in 5.4 of the report, under the current financial situation the Scrutiny Committee were not able to do so fully.

**RESOLVED** that the proposed budget for 2014/15 together with the new three year Medium Term Financial Plan.

#### **SC98 Draft 2014/15 Service Plans**

(Report No. WSC 10/14, circulated with the Agenda).

The purpose of the report was to provide the Scrutiny Committee with the opportunity of scrutinising the draft Service Plans for 2014/15 prior to their approval in the light of the refreshed Corporate Priorities agreed by Council.

Members noted that due to joint working with Taunton Deane Borough Council the format/process of the service plans could change, if when reviewed and with member input it was considered that manageable improvements could be made.



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

- Concern that the Council were delivering more than appeared in the Council's vision/corporate priorities. It was suggested that more detail could be added to inform the public.
- Concern regarding how some of the Hinkley related objectives would be met after the departure of some EDF funded staff. Members were advised that currently it was difficult to predict what might happen, the situation would be monitored. There were many projects that will be ready to implement once the funding was available.
- It was requested that SWOT analyses be available to provide members with an understanding of staff concerns and confirmed that the analyses would be made available after the meeting.
- Concern that it would not be possible to measure the key action at 4.2.2 – address identified barriers which are restricting individuals' access to employment and training opportunities. This includes lack of basic skills and IT skills, (mental) health issues, criminal activity/anti-social behaviour and homelessness.
- The KPI52 target (Disabled Facilities Grants: average time taken end to end to complete adaptation works (days)) would be confirmed as to whether it was achievable after the meeting.

**RESOLVED (1)** that the draft Service Plans for 2014/15 be noted.

**RESOLVED (2)** that Cabinet be advised of the points raised by the Committee as set out above.

#### **SC99 Scrutiny Review of Asset Management**

(Report No. WSC 12/14, circulated with the Agenda).

The purpose of the report was to outline the findings of the Task & Finish Group in relation to the review of Asset Management.

Councillor K J Ross, Chairman, left the meeting at this point and Councillor R P Lillis chaired the remainder of the meeting.

The Scrutiny and Performance Officer presented the report and advised that the aim of the Task & Finish Group was to determine if the assets were managed effectively and whether they delivered value for money.

Comments from members of the public had been received on relevant assets as follows:

- Recommendation 3.7 – consideration is given to obtaining a valuation for the land at North Hill Road, Minehead known as Molly's Patch with a view to disposal. Confirmation had been received that the aforementioned piece of land was transferred to West Somerset Council some years previously and that Covenants existed on the land that prevented development and restricted its future use;
- Recommendation 3.12 – to review the former Quay West Radio building should it not form part of the future plans of the Marina Operator. Watchet Town Council were currently keen to purchase the freehold;

- Recommendation 3.16 – consideration is given to initiating discussions with Dulverton Town Council and Exmoor National Park to explore the potential for an asset transfer of Exmoor Lawns, Dulverton. Councillor K J Ross requested that neighbouring areas and trees around the car parks be included;
- Councillor K J Ross requested that consideration be given into entering into discussions with Dulverton Town Council with regard to the asset transfer of the Old Cheese Store situated in the Guildhall car park.

The Lead Member for Resources and Central Support commented on the useful meeting held with the Task and Finish Group regarding Asset Management and noted the issues raised.

Members noted that the lease end date for Townsend House was 16.10.2082.

An amendment to the recommendation and to include comments received from relevant parties, as listed above, was proposed and seconded:

‘That the recommendations with amendments be referred to the Asset Management Group for consideration and that the Asset Management Group be requested to report back to the Scrutiny Committee regarding any further work that the Asset Management Group would wish the Task and Finish Group to undertake.’

On being put to the vote the amendment was:

**RESOLVED** that the following recommendations with amendments be referred to the Asset Management Group for consideration and that the Asset Management Group be requested to report back to the Scrutiny Committee regarding any further work that the Asset Management Group would wish the Task and Finish Group to undertake:

- (1) Consideration be given to initiating exploratory discussions with Minehead Town Council to gauge interest in the asset transfer of Townsend House to the Town Council;
- (2) Consideration be given to obtaining an up to date valuation of a commercial rent from the District Valuer in respect of Blenheim Gardens Café, Minehead;
- (3) Consideration be given to initiating exploratory discussions with Minehead Town Council to gauge interest in the asset transfer of Wellington Square to the Town Council;
- (4) Consideration be given to initiating exploratory discussions with Minehead Town Council to gauge interest in the asset transfer of Culvercliffe open space to the Town Council;
- (5) Consideration be given to initiating exploratory discussions with Minehead Town Council to gauge interest in the asset transfer of various small parcels of land (Minehead) to the Town Council;

- (6) Consideration be given to continuing discussions with Watchet Town Council to pursue the asset transfer of the shrub area at Mill Street, Watchet;
- (7) Consideration be given to obtaining a valuation for the land at North Hill Road, Minehead known as Molly's Patch with a view to disposal, subject to the legal position being clarified following correspondence received;
- (8) Old Gasometer Site, Quay Street - Ownership of this land should be retained;
- (9) Consideration be given to commencing discussions with parish and town councils and any other interested groups on the asset transfer of public conveniences;
- (10) Consideration be given to entering into dialogue with the Watchet Boat Museum and Watchet Town Council concerning a new lease, including its duration and terms and conditions regarding maintenance requirements. The objective being to enable Watchet Boat Museum to proceed with seeking grant funding to renovate the building and associated facilities;
- (11) Consideration be given to initiating exploratory discussions with Watchet Town Council to gauge interest in the asset transfer of Watchet Library to the Town Council;
- (12) To review the former Quay West Radio building should it not form part of the future plans of the Marina Operator;
- (13) Consideration be given to initiating discussions with West Somerset Railway and Watchet Town Council to explore the potential for an asset transfer of Watchet Footbridge;
- (14) Consideration be given to initiating discussions with Somerset County Council with a view to an asset transfer of the road bridge at Mill Street;
- (15) Consideration be given to initiating discussions with Watchet Town Council to explore the potential asset transfer of the bus shelter at The Cross, Watchet;
- (16) Consideration be given to initiating discussions with Dulverton Town Council and Exmoor National Park to explore the potential for an asset transfer of Exmoor Lawns, Dulverton and that neighbouring areas and trees around the car parks be included;
- (17) Consideration be given to initiating discussions with Dulverton Town Council to explore the potential for an asset transfer of the Mill Leat, Dulverton;
- (18) Consideration be given to initiating discussion with Somerset County Council to explore the potential of an asset transfer of the road from Barle Bridge to the Caravan Park, Dulverton;

- (19) Consideration be given to obtaining a valuation for the land at Upton with a view to disposal;
- (20) Consideration be given to initiating discussions with parish/town councils and/or Magna West Somerset to explore the potential of an asset transfer of those playing fields in ownership of the Council;
- (21) Consideration be given to initiating discussions with parish/town council to explore the potential of an asset transfer of the non income generating car parks at Crowcombe, Kilve and Withypool.
- (22) Consideration be given into entering into discussions with Dulverton Town Council with regard to the asset transfer of the Old Cheese Store situated in the Guildhall car park.

**SC100 Cabinet Response to Scrutiny Recommendations: Section 106 & Planning Obligations Review**

(Report No. WSC 11/14, circulated with the Agenda).

The purpose of the report was to set out Cabinet's response with regard to the recommendations of the Scrutiny Committee Task and Finish Group further to their attendance and observations of the meeting of the Planning Obligations Group on 2 September 2013.

The Scrutiny and Performance Officer presented the report and advised that should the Shadow Portfolio Holder for Resources be unable to attend a meeting of the Planning Obligations Group there would be no opportunity to arrange a substitute.

Councillor P H Murphy was pleased to note the comments received from the Cabinet.

**RESOLVED** that the Cabinet response to the Scrutiny Committee Task and Finish Group recommendations relating to the Section 106 and Planning Obligations review be noted.

The meeting closed at 6.30 pm.

DATE: 5 FEBRUARY 2014

**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)	<b>Agreed</b> that, subject to amending the decision relating to consideration of nominations received under the Community Right to Bid to read 'To approve community listing', the latest Forward Plan published 28 January 2014 be approved.	Assistant Chief Executive
Cabinet Action Plan (Agenda Item 6)	<b>Agreed (1)</b> that CAB87 – Low Cost Home Ownership Scheme be deleted as actioned as it was considered at the Council meeting held on 22 January 2014. <b>Agreed (2)</b> that CAB88 – Somerset Strategic Housing Framework and West Somerset Action Plan be deleted as actioned as it was considered at the Council meeting held on 22 January 2014. <b>Agreed (3)</b> that CAB89 – Tobacco Declaration be carried forward.	Assistant Chief Executive
Annual Budget and Council Tax Setting 2014-15 (Agenda Item 7)	<b>Agreed (1)</b> that it be recommended to Council that the Council Tax Freeze Grant be accepted and thus does not increase Council Tax unless Government sets the capping referendum rate at more than 2%. <b>Agreed (2)</b> that the revenue budget for 2014/15 as presented in Appendix A to the report be recommended to Council. <b>Agreed (3)</b> that the schedule of savings as shown in Appendix B, Table 10 to the report (as recommended by Scrutiny) balancing the remainder of the budget using general reserves be recommended to Council. <b>Agreed (4)</b> that the revised Medium-Term Financial Plan in Appendix A, Table 2 to the report be recommended to Council.	Section 151 Officer
Fees and Charges 2014/15 (Agenda Item 8)	<b>Agreed</b> that the levels of fees and charges be recommended to Council.	Section 151 Officer
2015/16 Council Tax Rebate Scheme Consultation (Agenda Item 9)	<b>Agreed (1)</b> that it be recommended to Council that the Authority consult for the period 24 February 2014 to Friday 23 May 2014 on possible change to the 2015/16 Council Tax Rebate Scheme. <b>Agreed (2)</b> that it be recommended to Council to consult on Option 5 as an alternative to the existing scheme.	Principal Benefits Officer
Allocation of Seaside Strategy Funding (Agenda Item 10)	<b>Agreed</b> that the allocation of up to a maximum of £11,600 of the seaside strategy fund for the projects described in paragraph 5 of the report be agreed.	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---5-February-2014>

Date: 6 February 2014



## Weekly version of Forward Plan published on 6 February 2014

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
FP/14/3/01 1/03/2013	5 March 2014  By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: <b>Corporate Performance &amp; Budget Monitoring Report 2013-14 – Quarter 3</b>  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, Assistant Chief Executive 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 community listing		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/14/3/03 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
FP/14/3/04 18/01/2013	5 March 2014  By Councillor K V Kravis – Lead Member Resources & Central Support	Title: <b>Draft Capital Programme 2013-14 and Capital Strategy</b>  Decision: to present the draft Capital Programme 2013/14 and draft Capital Strategy for recommendation to Council.		No exempt / confidential information anticipated	Shirlene Adam, Section 151 Officer 01984 635259

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/14/3/05 25/10/12	5 March 2014 By Councillor A Trollope-Bellew – Lead Member for Environment - General	Title: Quantock Hills Area of Outstanding Natural Beauty Management Plan 2014-19  Decision: To endorse the Management Plan as a cohesive means to safeguard the unique beauty and distinctive character of the Quantock Hills.		No exempt / confidential information anticipated	Angela Lamplough, Climate Change & Community Liaison Manager 01984 635318
FP/14/3/06 18/01/2013	5 March 2014 By Councillor T Taylor – Leader of Council	Title: <b>Draft Corporate Plan for 2014-15</b>  Decision: to introduce the draft West Somerset Council Corporate Plan 2014/15 for recommendation to Council.		No exempt / confidential information anticipated	Penny James, Chief Executive 01984 635246
FP/14/4/01 19/03/2013	2 April 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: <b>Allocation of Section 106 funds held – Quarter 4</b>  Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position.		No exempt / confidential information anticipated	Ian Timms, Assistant Director Business Development 01984 635271
FP/14/4/02 19/03/2013	2 April 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation  Decision: To approve community listing		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 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
FP/14/4/03 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/14/4/04 6/02/2014	2 April 2014 By Councillor K Mills – Lead Member for Regeneration and Economic Growth	Title: Car park services proposed agency agreement Decision: to recommend to Council to approve the proposal		No exempt / confidential information anticipated	Chris Hall, Assistant Director Operational Delivery 01823 356361
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, Assistant Chief Executive 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
FP/14/6/01 23/05/2013	4 June 2014	Title: <b>Cabinet Appointments on Outside Bodies</b> 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, Assistant Chief Executive 01984 635200



## SCRUTINY COMMITTEE – 12- MONTH WORKPLAN – 2013/14

2013 17 June	15 July	19 August	16 September	24 October	18 November	16 December	2014 20 January	17 February	17 March	14 April
Notes of key Cabinet Decisions/Action Points	Notes of key Cabinet Decisions/Action Points	Notes of key Cabinet Decisions/Action Points	Notes of key Cabinet Decisions/Action Points	Notes of key Cabinet Decisions/Action Points	Notes of key Cabinet Decisions/Action Points	Notes of key Cabinet Decisions/Action Points	Notes of key Cabinet Decisions/Action Points	Notes of key Cabinet Decisions/Action Points	Notes of key Cabinet Decisions/Action Points	Notes of key Cabinet Decisions/Action Points
Cabinet Forward Plan	Cabinet Forward Plan	Cabinet Forward Plan	Cabinet Forward Plan	Cabinet Forward Plan	Cabinet Forward Plan	Cabinet Forward Plan	Cabinet Forward Plan	Cabinet Forward Plan	Cabinet Forward Plan	Cabinet Forward Plan
Flooding – West Somerset Councils Role and Responsibilities	Economic Regeneration and Tourism Update	Impact of Welfare Reform on the Benefits and Fraud Services (follow up report from 2012/13 Task & Finish Grp recommendation)	Waste Partnership Update – Report from SWP Director	Joint Mgt & Shared Services Project Business Case	Report on Success of Implementation of Policy for Charging for Pre App Planning Advice	HPC Posts	Financial Standing and MTFP 2014/15 – 2016/17	Workplan	Community Safety – Report from the Local Inspector and Community Safety Officer on Local Police Issues	Update on Family Focus Project
Service Plan Monitoring – Qtr 4 Outturn	Corporate Performance & Budget Monitoring – 2012/13 Outturn	Corporate Performance & Budget Report – Quarter 1 2013/14		Joint Management Structure	Corporate Performance Monitoring 2013/14 - Quarter 2	Section 106 & Planning Obs Review – Recommendations following attendance at POG	Service Plans – 2014-2015	Corporate Performance Monitoring 2013-14 – Quarter 3	Update Report Minehead Events Group	Annual Report from Minehead EYE
	Devolution Update	Somerset Flooding Summit – Draft Final Report		Creating a Shared Workforce and Transitional Redundancy Policy	Report on Car Parking Arrangements -Analysis of Car Park Income and Charges/Permits/Estates	Asset Management Review – Progress Report	2015/16 Council Tax Rebate Scheme Options	Financial Monitoring 2013/14 – Quarter 3	Car Park Services Proposed Agency Agreement	
Asset Management Review – Nomination of Members to Task & Finish Group	Cabinet Response to Reports if Scrutiny - Update	Cabinet Response to Scrutiny Recommendations: Section 106 & Planning Obligations		Proposed Governance Arrangements	GP – Out of Hours Service – Update from Somerset CCG		Asset Management Review – Final report of the task & finish group		Section 106 & Planning Obs Review – Report on progress to implement recommendations	
	Scrutiny Recommendations – Reporting Process			MTFP – Council Tax Support Grant to Parishes	MTFP – Savings Options					
					Financial Monitoring 2013/14 – Quarter 2					
Scrutiny Committee Workplan Review	Scrutiny Committee Workplan Review	Scrutiny Committee Workplan Review	Scrutiny Committee Workplan Review	Scrutiny Committee Workplan Review	Scrutiny Committee Workplan Review	Scrutiny Committee Workplan Review	Scrutiny Committee Workplan Review	Scrutiny Committee Workplan Review	Scrutiny Committee Workplan Review	Scrutiny Committee Workplan Review

Future Items not yet schedules:

At the December meeting of the Committee, members requested an update on the implementation of the S106/Planning Obligations review recommendations in 6 months time. (June 2014)



*Report Number:* WSC 28/14  
*Presented by:* Cllr T Taylor, Leader of the Council  
*Author of the Report:* Sam Rawle, Scrutiny & Performance Officer  
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*Report to a Meeting of:* Scrutiny Committee  
*To be Held on:* 17<sup>th</sup> February 2014  
*Date Entered on Executive Forward Plan*  
*Or Agreement for Urgency Granted:*

## CORPORATE PERFORMANCE REPORT APRIL – DEC 2013/14

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide Members with an update on progress in delivering the corporate priorities, performance of council services including budgetary information and customer satisfaction covering the period from 1<sup>st</sup> April 2013 to 31<sup>st</sup> December, 2013.

### 2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 Not applicable.

### 3. RECOMMENDATIONS

- 3.1 That Scrutiny notes the progress in delivering the corporate priorities for 2013/14 and recommends any mitigating actions where there are concerns over their delivery.
- 3.2 That Scrutiny notes the performance against Group and Service Indicators, and recommends any mitigating actions where there is concern that performance is not on track.

### 4. RISK ASSESSMENT (IF APPLICABLE)

#### Risk Matrix

Description	Likelihood	Impact	Overall
The key risk is that the Council fails to manage its performance and use the subsequent information to inform decisions and produce improved services for customers	Possible (3)	Major (4)	Medium (12)
<i>The mitigation for this will be the continued strong leadership from Lead Members and CMT to ensure that performance management remains a priority</i>	Unlikely (1)	Major (4)	Possible (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 and after the mitigation measures have been actioned.

**5. BACKGROUND INFORMATION**

5.1 Monitoring our performance is a key element in the Council's Performance Management Framework. This will be the fourth year following the introduction of the current process of utilising service plans as part of the Councils operational principles. The reporting arrangements focus on performance against the Corporate Plan and Group Service Plans. This ensures that we remain focused and stay on track to deliver what we set out to do.

5.2 During 2013/14, the number of strategic priorities have been reduced from six to two; these being Local Democracy and New Nuclear Development at Hinkley Point. The two priorities are supported by 7 objectives and 22 key tasks. The objectives and key tasks are delivered through the four Group Service Plans. Appendix A of this report details how the Council is progressing in their delivery.

5.3 The quarterly performance report at Appendix A has been divided into 4 sections in order to reflect the 4 Group Service Plans –

- Housing, Economy & Welfare
- Environment & Community
- Corporate Services
- Corporate Management

5.4 Each Group section has been further sub-divided into two parts:

- Progress reporting against corporate plan objectives and associated key tasks;
- Performance against a set of key Group & Service Indicators

**5.5 Performance Summary and Response to Missed Targets/Milestones**

At the start of each group section, Members will note that an additional page has been added to provide an overview of each group's performance for the quarter. This includes performance indicators and key actions where targets/milestones have been missed and the response to this from the relevant Group Manager.

**5.6 Update on Actions from Quarter 2 report**

At the November meeting of the Scrutiny Committee, members received the regular performance report update covering the period April to September (quarter 2). During the course of the debate a number of issues were raised with suggested actions. The actions with current progress on implementation are detailed below.

5.7

<p>Scrutiny suggested action:                  Members noted that key action 5.1.3 – support and enable Magna to deliver a portfolio of garage sites delivering 38 bed spaces – would be removed as no affordable housing would be delivered on the sites</p>
<p>Progress on Action: Negotiations have started with Magna on Phase II of their Terrier review. It is hoped that this will identify a small number of further potential sites</p>

Scrutiny suggested action: Key Action 5.2.1 – deliver 25 empty properties in the Quantock panel area. Request that the number of bedrooms be included for each property
Progress on Action: The total number of bedspaces will be provided with the quarter 4 outturn report.

Scrutiny suggested action: Key Action 5.3.2 – delivering 40 disabled facilities grants. It was requested that members be advised of the number of schemes approved and the number completed.
Progress on Action: At the end of quarter 2, 16 had been approved and completed. A further 4 had been approved but not yet completed. Quarter 3 report provides a further update.

Scrutiny suggested action: KPI 86 - % of waste recycled and composted. The Corporate Manager agreed with the suggestion that the target be reduced to 41% to reflect the national trend
Progress on Action: The target has been amended to 41%. The quarter 3 performance report reflects this change.

Scrutiny suggested action: KPI25 – abandoned call rate – The KPI would be reviewed to see if it could be made more meaningful
Progress on Action: The way in which this KPI is calculated has been amended to exclude those calls which use the automated number options provided in the recorded message, and to only include those calls which have been abandoned 'in queue'. The target has also been reviewed and amended to >8% which is considered to be realistic with the resources available.

Scrutiny suggested action: KPI92 - % of applications determined within agreed timescales (3 days) Change the KPI to '% of applications registered within agreed timescales (5 days)'
Progress on Action: The KPI has been changed as suggested and is reflected in the Quarter 3 performance report.

Scrutiny suggested action: KPI94 – Dangerous Structures: % of incidents responded to within 24 hours – noted that the KPI would be reviewed as to whether it was a useful PI to retain.
Progress on Action: This KPI will be reviewed and a decision taken whether to retain the measure for 2014/15.

**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





# Quarterly Performance Monitoring

**Oct - Dec 2013/14**



# **Housing, Economy & Welfare Group**

## **Service Plan Performance Report Oct-Dec 2013/14 Update**

- **Corporate Plan Key Actions – Quarterly Progress Report**
- **Group & Service indicators – Quarterly Performance**





## Housing, Economy & Welfare Group

### Performance Indicator

Out of 11 indicators due for this quarter, 10 are on target.

### Below Target

% of requests completed within stated service standard (60 days)

Target – 75% Actual – 70%

Although, below target there is a steady improvement from the quarter 2 position. The team has been boosted by a member of staff returning from maternity leave, so it is envisaged that performance will be back on target from quarter 4.

### **Key Action Summary**

There are 39 key actions associated with this service plan of which:

- 10 (26%) are completed (green)
- 17 (44%) are on-track (green)
- 10 (26%) are of concern (amber)
- 1 ( 2%) have missed their deadline (red)
- 1 (2%) not due to start (blank)

Of concern (amber) = Key Action 2.1.2: Produce final Local Plan publication draft - Further evidence based work required.  
Key Action 2.2.3: Homes at Townsend Farm, Carhampton – Land Transfer issues still being resolved  
Key Action 2.2.4: Homes at Seward Way, Minehead - No progress on site.  
Key Actions 5.1.2, 5.1.3, 5.1.4, 5.1.5, 5.1.6: Affected by the delay re: New Nuclear Development at Hinkley Point  
Key Actions 5.3.3 & 5.3.4 – below expected target for end of Quarter 3 (end of Dec '13)

Milestone missed (red) = Key Actions 5.1.1: Affected by the delay re: New Nuclear Development at Hinkley Point

## **Group Performance Summary for Quarter 3- Highlights**

### **Economic Regeneration and Tourism**

Another successful of project and programme delivery with notable highlights being:

- £50K marketing and promotion plan agreed for the Exmoor Tourism Partnership, which includes redevelopment of the Visit Exmoor website.
- In excess of 100 businesses participating in the Minehead Shop Local scheme.
- Construction event held for employers and potential employees to raise awareness of opportunities and training requirements - 38 participants.
- Access to Employment training events held at WS College – 10 participants completed the course.
- Food & Drink leaflet produced featuring 18 businesses aimed at potential buyers as well as visitors see <http://www.visit-exmoor.co.uk/food-and-drink>
- Funding for the Business mentor project has now ended. However, three Volunteer co-ordinators have been recruited and they continue to deliver the project. They are also looking to establish a Community Interest Company, and roll the programme out County Wide.

### **Housing Enabling**

There were no affordable housing completions in Qtr 3, however, significant work has been done to support future delivery. This includes the negotiation of affordable housing within three Section 106 Agreements totalling 30 potential dwellings. Support has been given to two application through the planning process and responses have been sent to five requests for housing needs information.

### **Revenues and Benefits**

Quarter three saw excellent performance in key areas. Average processing for new claims was 15.3 days against a challenging target on 22 days. For changes this was 4.27 against a target of 9 days.

There were two fraud sanctions achieved, one caution and one successful prosecution.

Financial performance shows the percentage of expenditure that is Local Authority error is just 0.12%, which is just a quarter of the Government target of 0.48%. This is a very important indicator as poor performance in this area can result in significant financial losses for the Authority. Overpayment recovery is 44.74% for the year, which already exceeds the performance of previous years since this indicator commenced in 2008. This is achieved against a backdrop of record levels of overpayments being created.

A new electronic benefit schedule system was introduced for West Somerset landlords in early December.

Customer satisfaction survey results remain at 100% of those that have completed a survey.

Benefit subsidy audit successfully carried out as well as internal audits for Revenues (Council Tax and Business Rates) and Benefits.

Court Summonses for Council Tax and Business Rates were issued on 12th November 2013. The court hearing took place 2<sup>nd</sup> December 2013 resulting in liability orders being granted with a total value of just over £230,000.

Debt advice, approved by WSAB, included with all December Council Tax reminders. Information relating to Council online services also included in the reminder run promoting e-benefit claims as well as the new e –benefit change in circumstances service to be officially launched in early January.

### **Housing Options**

Homeless applications have again shown a drop on the same quarter of last year with 39 presentations down to 32 in 2013. This is reflected across most of Somerset although country wide the figures are increasing. Staff have been able to assist 22 households with deposits; eleven of which were homeless or about to become homeless; this coincidentally is the same as quarter three 2012. The Council has reduced its stock of temporary accommodation to six units and it is likely that two units will be returned to owners in Quarter 2 2014/15 if demand does not rise.

### **Private Sector Housing**

The team have returned a record number of empty properties back into use by the end of quarter 3, 269. This will contribute towards the Council's New Homes Bonus, a valuable income stream for the Council. By the end of the quarter the team have processed 22 Disabled Facilities Grants for the year with an average waiting time of 21 weeks. The target of 40 grants will be met by year end. The Council is well on its way to bringing a significant number of properties up to the Decent Homes standard. Through enforcement, advice and loans, the number of properties brought up to the standard is 260. Later this year the partnership will be issuing its latest newsletters which goes out to all residents in West Somerset. The newsletter provides advice on how to maintain a property and landlord/tenant advice

### **Environmental Health and Licensing**

The review of the Statement of Licensing Policy is underway, the consultation period has now finished and comments have been reviewed by the sub-committee. A draft will be taken to Licensing Committee on 11 March and if approved to full council. Licensing officers took part in a successful Scrap Metal Dealer action day in partnership with Taunton Deane and other agencies including the Police, Vosa and HMRC.

Officers continue to be involved in discussions with Butlins over potential noise nuisance issues at the winter concerts, adult weekends and spring harvest. Officers have completed an inspection programme of underground LPG pipework in West Somerset for the Health and Safety Executive. Officers have recovered costs including officer time and mileage from the last 3 public health funerals taken place in WS. The team are currently keeping up to date with routine food inspections across the district and have hit the performance indicators with regard to response times and completion of complaints and requests for service. Officers dealing with complaints regarding the standard of properties in the private rented sector have investigated a greater number of damp and mould complaints due to the poor weather conditions.

### **LDF Planning**

Following the Revised Preferred Strategy consultation exercise the responses were summarised into a response report which identified the need for three additional pieces of evidence, an assessment of the Local Plan strategy demonstrating its viability, an NPPF compliant Heritage

Asset Study and a landscape impact assessment of the proposed development allocations at Minehead Watchet and Williton. These additional studies will help to ensure that the Local Plan is compliant with the NPPF, a consequence of this additional work is that Publication of the Local Plan is now likely to take place in summer 2014. These pieces of evidence had to be defined and commissioned; progress was made with this work during the quarter. Work also continued on drafting and assembling the documentation required for Publication. Advice on Neighbourhood Planning also continued during the period, with Stogumber Parish indicating their intention to make an application for designation of a neighbourhood area for Stogumber preparatory to preparing their Neighbourhood Plan.



# Housing & Economy

## Priority: Local Democracy

Objective 1:

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

KEY TASK 1.4 Ensure that savings and income increases identified for the Medium Term Financial Plan for 2013/14 are achieved		Milestone	Action Status
<b>Housing and Economy savings - Achieve savings of £67,116 as a proportion of the overall savings from the WSC budget</b>			
Key Action 1.4.20 Planning Policy - External specialist support not required (£28,000) Ensure that savings have been removed from the budget book	<u>Qtr 1 Update</u> Savings of £28,000 have been removed from budget book	April 2013	Green (completed)
Key Action 1.4.21 Housing - Reduction in prevention budget (£6000) Ensure that budget has been reduced and monitor budget throughout the year	<u>Qtr 1 Update</u> Savings of £6000 have been removed from budget book Budget will be monitored throughout the year <u>Qtr 2 Update</u> This cost centre is currently within budget. <u>Qtr 3 Update</u> This cost centre is currently within budget. £13,830 spend of the £20k 2013/14 budget	April 2013	Green (on track)

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<p>Key Action 1.4.22 Re-tender contract for dog warden service Ensure that budget has been reduced by identified saving (£11,700) Ensure customer information (via customer services and website) are aware that the rodent &amp; pest control service is no longer subsidised and are signposted to SDK as the approved contractor.</p>	<p><u>Qtr 1 Update</u> Saving has been removed from budget book. Reduction achieved by the re-negotiation of the combined Dog warden/pest control service provided by SDK. Also In discussions with TDBC regarding a joint tendering proposal. Website information amended regarding the provision of a pest control service and customer services aware of the changes.</p> <p><u>Qtr 2 update</u> Work on joint contracts will be progressed when there is clarity about the partnership proposals in quarter 3.</p>	<p>April 2013</p>	<p>Green (completed)</p>
<p>Key Action 1.4.23 Licensing - Staff costs - reduction in hours (£6220) Ensure that the staffing budget has been reduced</p>	<p><u>Qtr 1 Update</u> Staffing budget has been reduced by £6220 in line with action</p>	<p>April 2013</p>	<p>Green (completed)</p>
<p>Key Action 1.4.24 Benefits - Reduce external processing capacity (£6000) Ensure that budget has been reduced and monitor budget throughout the year</p>	<p><u>Qtr 1 Update</u> Budget reduced by £6000 and monitoring is being carried out. Budget spend is less than 25% for quarter one ie on track Budget will be monitored throughout the year</p> <p><u>Qtr. 2 Update</u> Although more than half the budget has been spent in the first half of the year, benefits enquiries have now steadied as there was significant demand in qtr2 as the reforms took hold. This cost centre is still expected to remain within budget by year end</p> <p><u>Qtr 3 Update</u> Spend to end Dec is £70,970 This cost centre is still expected to remain within budget by year end.</p>	<p>April 2013</p>	<p>Green (on track)</p>
<p>Key Action 1.4.25 Staff costs - reduction in hours (£6525) Ensure that the staffing budget has been reduced</p>	<p><u>Qtr 1 Update</u> Staffing budget in Housing options has been reduced by £6525</p>	<p>April 2013</p>	<p>Green (completed)</p>

**Objective 2:**  
**Maximise the funding opportunities from Central Government**

<b>KEY TASK 2.1</b>		<b>Milestone</b>	<b>Action Status</b>
<b>Enable and support new housing schemes to increase housing availability within West Somerset</b>			
<p>Key Action 2.1.1                      Undertake a review of planning decisions and their effect on increasing supply and report findings to Housing PAG.</p>	<p><u>Qtr 1 Update</u>                      This work will not commence till the autumn</p> <p><u>Qtr 2 Update</u>                      This work will be carried out during quarter 3</p> <p><u>Qtr 3 Update</u>                      No further update</p>	<p>January 2014</p>	<p>Blank</p>
<p>Key Action 2.1.2                      Prepare submission documentation and produce final Local Plan Publication draft for endorsement by council and submission to the Government Inspector</p>	<p><u>Qtr 1 Update</u>                      Finalised Strategic Housing Market assessment. Council agreed policies and documentation as basis for consultation. This round of consultation will commence in quarter 2 and will be used to produce the publication draft</p> <p><u>Qtr 2 update</u>                      The Local Plan to 2032 Revised Preferred Strategy consultation was carried out between 29th July and 23rd September including a full consultation list mail out, web based availability of documentation and Westsomersetsays, also including two consultation seminars and drop in sessions with officers in attendance</p> <p><u>Qtr 3 Update</u>                      The Revised Preferred Strategy consultation exercise responses were reported to the Local Development Panel on the 14<sup>th</sup> November. The need for three further pieces of evidence base work had been identified through the consultation and are now to be commissioned. As a result, the timescale for moving to Publication is now likely to be Summer 2014.</p>	<p>March 2014</p>	<p>Amber (Concern)</p>

Review of Key Actions to deliver **2013-14** Corporate Priorities  
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<p>Key Action 2.1.3 Through partnership with the rural housing project carry out 4 housing need surveys to aid in identification of new housing sites for inclusion in the joint work plan</p>	<p><u>Qtr 1 Update</u> Six Parishes have been surveyed Carhampton &amp; Withycombe –to support Townsend farm. To support work with the Crown estates in site identification Dunster, Old Cleeve, Treborough and Luxborough. <u>Qtr 2 update</u> No new surveys in quarter but additional work was done in Brompton Ralph and Clatworthy to further clarify need based on a previous survey</p>	<p>March 2014</p>	<p>Green (completed)</p>
<p><b>KEY TASK 2.2</b> <b>Facilitate the delivery of 80 affordable homes within the West Somerset area by 31st Mar 2014</b></p>		<p><b>Milestone</b></p>	<p><b>Action Status</b></p>
<p>Key Action 2.2.1 Facilitate the delivery of 33 additional affordable homes at Silvermead, Alcombe</p>	<p><u>Qtr 1 Update</u> Development is on site and progressing well. For management reasons, Magna will be taking possession of the dwellings in batches between March and June 2014 <u>Qtr 2 Update</u> Development is still progressing well. The first batch of properties are due to be advertised on the Somerset Homefinder Choice Based Lettings system on 13<sup>th</sup> November 2013 <b><u>Qtr 3 Update</u></b> Ahead of schedule. Completions due to start in batches from January 2014</p>	<p>March 2014</p>	<p>Green (on track)</p>
<p>Key Action 2.2.2 Facilitate the delivery of 5 additional affordable homes at Crowcombe</p>	<p><u>Qtr 1 Update</u> All ground works have now been completed on site. Build-work due to commence on 29<sup>th</sup> July with properties expected to be completed by Christmas 2013 <u>Qtr 2 Update</u> Development is well under way. The properties have been advertised on the Somerset Homefinder Choice Based Lettings system and they are in the process of being allocated. <b><u>Qtr 3 Update</u></b> On track for completion and occupation on 7<sup>th</sup> March 2014</p>	<p>March 2014</p>	<p>Green (on track)</p>
<p>Key Action 2.2.3 Facilitate the delivery of 20 additional affordable homes at Townsend Farm in Carhampton</p>	<p><u>Qtr 1 Update</u> Planning permission submitted and validated in July. It is hoped that this will be decided at August Planning Committee. It is anticipated that purchase of the site by Hastoe will take place within 1 month of Planning Approval being granted <u>Qtr 2 Update</u> Land Transfer and Planning Approval are due to be implemented on 18<sup>th</sup> November <b><u>Qtr 3 Update</u></b> Behind schedule. Issues still being resolved with land transfer. Planning approval not yet issued. As many pre-commencement conditions are being address prior to land transfer as possible</p>	<p>March 2014</p>	<p><b>Amber (concern)</b></p>

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<p>Key Action 2.2.4 Facilitate the delivery of 19 additional affordable homes at Seaward Way in Minehead</p>	<p><u>Qtr 1 Update</u> Stalled awaiting developer to respond regarding site preparation costs <u>Qtr 2 Update</u> Developer reviewing proposals based on Environment Agency requirements, Still stalled. <u>Qtr 3 Update</u> No further progress</p>	<p>March 2014</p>	<p><b>Amber (concern)</b></p>
<p>Key Action 2.2.5 Facilitate the delivery of 2 additional affordable homes in Watchet</p>	<p><u>Qtr 1 Update</u> The Mill Street scheme is almost complete with many of the open market units associated with the development currently being marketed. Site should be completed by the end of the Summer <u>Qtr 2 Update</u> Scheme was completed during the first week in September and properties are now occupied</p>	<p>March 2014</p>	<p>Green (completed)</p>
<p>Key Action 2.2.6 Facilitate the delivery of 5 affordable homes to rent at Watery Lane in Williton</p>	<p><u>Qtr 1 Update</u> Development is currently on site. Magna are due to sign contracts with Summerfield shortly. First press release for the scheme was released in July <u>Qtr 2 Update</u> Development is well underway. Magna have agreed handover of the properties on 15<sup>th</sup> January 2014 <u>Qtr 3 Update</u> Scheme on target to be handed over and occupied in January 2014</p>	<p>March 2014</p>	<p>Green (on track)</p>
<p>Key Action 2.2.7 Facilitate the delivery of an additional 4 affordable homes for sale at Watery Lane in Williton</p>	<p><u>Qtr 1 Update</u> Development is currently on site. There is already a great deal of interest in the 4 Low Cost Housing Option units and it is anticipated that the first one will be reserved by the end of July. First press release for the scheme was released in July <u>Qtr 2 Update</u> Development is well underway and interest is remaining high in the properties. Should be completed around March 2014 <u>Qtr 3 Update</u> 3 of the 4 homes are reserved. Still on track to complete by March 2014</p>	<p>March 2014</p>	<p>Green (on track)</p>

**Objective 4:**  
**The economic opportunities that arise from the development and associated activities are maximised**

KEY TASK 4.1 <b>Work with key partners and EDF Energy to support businesses and the local working age community to gain economic benefits from the development in terms of contracts awarded to local suppliers and increased employment opportunities</b>		Milestone	Action Status
Key Action 4.1.1 Develop and improve knowledge of the business sector through acquisition of a database of businesses, surveys and targeted communications.	<u>Qtr 1 Update</u> Database was acquired and has been added to through local knowledge. Reported detail to Economic Development PAG. Data being used to address training need and plan future actions. <u>Qtr 2 Update</u> Continue to populate database, and use to send targeted information, food & drink businesses informed of sector specific training events.	<b>June 2013</b>	Green (completed)
Key Action 4.1.2 Provide business support to West Somerset businesses, by delivering and supporting a range of business support programmes including mentoring, start-up and specific sector skills training.	<u>Qtr 1 Update</u> Mentors continue to be recruited and assigned to businesses (40 mentors / 41 businesses) Business Start-up courses successfully run in West Somerset (over 15 participants) Coastal Communities bid submitted on behalf of Porlock Micro-brewery Project <u>Qtr 2 Update</u> All of Q1 activity continues, in addition planning underway for retail specific training workshop <u>Qtr 3 Update</u> Funding for mentor scheme has now ended – however, scheme continues with a volunteer co-ordinator with plans to establish a Community Interest Company and roll the programme out across whole of Somerset. Exploring training / mentoring support from the National Skills Academy for Retail in Minehead, Watchet, Porlock and Williton.	Quarterly	<b>Green (on track)</b>

Review of Key Actions to deliver **2013-14** Corporate Priorities  
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<p>Key Action 4.1.3                  Building the supply chain In the food and drink Sector to enable businesses to be Hinkley ready</p>	<p><u>Qtr 1 Update</u>                  Successful Food &amp; Drink – Meet the Buyer Event held In April (15 sellers / 52 buyers)                  Agreed further programme of work to include further information such as leaflet and web links.                  Business support and reviewing business ability to expand and meet demand. Funding bid has been submitted related to visit Exmoor to provide further events.</p> <p><u>Qtr 2 Update</u>                  Specific training event for food &amp; drink businesses held covering social media and marketing. Food &amp; Drink business to business information leaflet produced, together with companion guide for visitors.</p> <p><u>Qtr 3 Update</u>                  Work around encouraging food &amp; drink businesses to engage with Somerset Larder – a consortium approach to supplying the F&amp;D Contract for HPC. Undertaking gap analysis around business support and accreditations.</p>	<p>Quarterly</p>	<p>Green                  (on track)</p>
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KEY TASK 4.2 <b>Work with key partners and EDF Energy to provide suitable access to skills, training and employment opportunities to benefit local residents and ensure that local businesses have the access to the skilled workforce that they require</b>		Milestone	Action Status
Key Action 4.2.1 Work with EDF Energy via their jobs brokerage programme and WSCC training programmes to maximise the employment opportunities for WS residents during the construction phase of HPC	<p><u>Qtr 1 Update</u>                      West Somerset Job Fair held (100 attended – 10 gained employment, 1 into Voluntary work, 10 supported with CV, 2 registered with Somerset Skills &amp; Learning Job Club, 2 starting full-time training in Sept.)</p> <p><u>Qtr 2 Update</u>                      Development of two Fit to Work Projects in conjunction with West Somerset College and EDF Energy Employment Brokerage to ensure that individuals are suitable prepared and skilled for the world of work, paying particular focus on ensuring that local residents develop the skills and / or qualifications required for current and upcoming employment opportunities arising from Hinkley Point C and associated developments helping to bridge the skills gaps and utilise existing facilities. Anticipated delivery November 2013 – June 2014</p> <p><u>Qtr 3 Update</u>                      SLA in place for the administration of the Up-skilling Fund (Fit to Work Project). Fund will cover the cost of individuals completing and achieving the Construction Skills Certification Scheme Test and obtaining the card. Accessible to those who are both unemployed and in employment. Construction Event to launch the project took place on 28<sup>th</sup> November – 38 attended. EDFE, Kier Bam and CITB all present.                      Two further SLA's are due to be confirmed. These include one for the delivery of 3 Intensive Training Programmes and one for the delivery of 3 taster roadshows across West Somerset. Anticipated delivery March - June                      Supported EDF Energy Employment Brokerage and WSCC with local recruitment event – 80 attended</p>	Quarterly	Green (on track)



Review of Key Actions to deliver **2013-14** Corporate Priorities  
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<p>Key Action 4.2.2                  Work with our most disadvantaged communities to provide access to mentoring, training and employment opportunities. Target this activity at the long term unemployed to ensure they are able to access employment and training opportunities offered by the project or to other employers who may have lost employees to the project.</p>	<p><u>Qtr 1 Update</u>                  Flexible training fund launched (aimed at removing barriers to the most disadvantaged seeking employment / training opportunities) through press information and links to training providers. FIT to work application will focus on a range of groups that require addressing.</p> <p><u>Qtr 2 Update</u>                  Re-launch of the Access to Employment Fund- Service Level Agreement now in place for West Somerset College to administrate in-line with set eligibility criteria.                  Employment and Skills outreach support delivered via CLOWNS bus and Children's Centre Activity Days as well as 1-1 employment and skills support for those looking for work.</p> <p>Access to Transport Survey developed and undertaken in partnership with Jobcentre Plus to identify interventions required to address barriers associated with limited and / or lack of transport in order to improve access to employment and training. Meeting to take place 04/11/13 with SCC transport department to discuss identified issues and possible solutions.                  Development of Fit to Work projects in conjunction with a number of community organisations etc. in order to support those furthest away from work into employment or training through bespoke training activity and skills development packages to encourage further engagement. Anticipated delivery November 2013 – June 2014.</p> <p>Development of Community IT projects to improve and expand access to IT facilities and associated training in order for individuals to develop the required IT skills to be able to compete in today's job market. Anticipated delivery December 2013 – February 2014.</p> <p><u>Qtr 3 Update</u>                  Development of two projects in partnership with the local children's centre. Aims of which are to engage those hardest to reach and to encourage further participation in skills training and more vocationally orientated learning, helping to support pathways to employment.                  One to one employment and skills information sessions.                  Somerset County Council Transport Survey – part influenced by an original piece of work carried out as a result of the Pre-Employment and Skills Steering Group.                  Journey to Employment Event will take place on 12<sup>th</sup> February in Minehead.</p>	<p>Quarterly</p>	<p>Green                  (on track)</p>
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Review of Key Actions to deliver **2013-14** Corporate Priorities  
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<p>Key Action 4.2.3 Work with pre-employment providers and others to ensure that adequate provision is provided in West Somerset and gaps in support are covered in our most disadvantaged areas</p>	<p><u>Qtr 1 Update</u> Pre-employment mapping undertaken and Pre-employment Sub- Group established with key organisations. Gaps in provision being scoped to enable relevant targeting by the Fit to Work Budget and form the basis for other funding bids.</p> <p><u>Qtr 2 Update</u> Continuation of Pre-Employment and Skills Steering Group meetings - development of two events focused on supporting pathways to employment and addressing associated barriers. First Event Planned for November 2013, second event planned for February 2014.</p> <p><u>Qtr 3 Update</u> Continuation of Pre-Employment and Skills Steering Group Meetings.</p>	<p>Quarterly</p>	<p>Green (on track)</p>
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<p><b>KEY TASK 4.3</b> <b>Work with tourism partners to mitigate the negative effects of the development and take advantage of any opportunities created.</b></p>		<p><b>Milestone</b></p>	<p><b>Action Status</b></p>
<p>Key Action 4.3.1 Support the Hinkley Tourism Partnership to ensure it maximises the opportunities in partnership with other key Tourism partners through the provision of a clear strategy and action plan</p>	<p><u>Qtr 1 Update</u> Euro Intereg Project Cool Tourism project (partners SCC, ENPA, SDC, Norfolk &lt; Essex, Kent, Pas de Calais, Somme) officially launched in Dunster. Set up Hinkley Tourism Partnership steering group.</p> <p><u>Qtr 2 Update</u> Somerset Cool Partners (WSC, ENPA, SCC and SDC) piloting activity and collaborating on projects that will help to establish firm foundations for future Hinkley Tourism Action Partnership. 2 business development networks up and running (Dunster and Coleridge Way). New photography and video images for promotion and marketing has been commissioned.</p> <p><u>Qtr 3 Update</u> Continuing to commission discrete marketing and promotional projects / and develop rural tourism business development networks (Dunster / Coleridge way, Green Tourism and Wildlife and wetlands) Procurement process commenced for re-vamp of Visit Exmoor website.</p>	<p>Quarterly</p>	<p>Green (on track)</p>

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<p>Key Action 4.3.2          Drive up the quality of our tourism provision to ensure that the offer is fit for purpose and can compete with other areas to attract visitors, through providing appropriate training and supporting modern marketing and promotion techniques</p>	<p><u>Qtr 1 Update</u>          Delivered Joint Marketing with North Devon plus for visit Exmoor mobile website. Working on refresh of Visit Exmoor Website and content ahead of relaunch.</p> <p><u>Qtr 2 Update</u>          Delivered a tourism specific social media workshop in Porlock. Working with Porlock Futures to assist Porlock business to establish an Action Plan of activity to improve footfall and profitability.</p> <p><u>Qtr 3 Update</u>          Viper marketing commissioned (via Cool Project) to deliver IT related workshops and 1:1 support. Social media / use of video clips / experiential tourism packages.</p>	<p>Quarterly</p>	<p>Green          (on track)</p>
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## Priority: NEW NUCLEAR DEVELOPMENT AT HINKLEY

**Objective 5:**  
**The availability of housing supply within West Somerset is increased to mitigate the extra demands linked to Hinkley Point workers**

KEY TASK 5.1 Using the Hinkley Point Housing Fund to provide 100 additional bed spaces in the West Somerset area by 31st Mar 2014		Milestone	Action Status
Key Action 5.1.1 Submit a bid for use of the Hinkley housing fund to the Planning Obligations Board detailing the proposed interventions to deliver the key task.	<u>Qtr 1 Update</u> Hinkley Bids prepared but will need to be reviewed as and when access to the fund is available <u>Qtr 2 Update</u> Hinkley Bids are currently being revised to take account of what has happened to date without funding to ensure that they remain up to date and take account of additional schemes <u>Qtr 3 Update</u> Hinkley Bids are continually monitored and revised to take account of what has happened to date without funding to ensure that they remain up to date and take account of additional schemes to be submitted when funding becomes available	<b>June 2013</b>	<b>Red (Milestone missed)</b>
Key Action 5.1.2 Facilitate the delivery of 15 bed spaces by housing associations in priority areas through Implementation of their Downsizing Policies	<u>Qtr 1 Update</u> Currently assessing ways of promoting the scheme which can work prior to access to funding and enhanced when the fund becomes available. <u>Qtr 2 Update</u> During Qtr 2, 6 bedspaces were freed up, in priority areas as a result of downsizing, despite additional funding not being available <u>Qtr 3 Update</u> During Qtr 3, a further 10 bedspaces were freed up, in priority areas as a result of downsizing, despite additional funding still not being available	March 2014	<b>Amber (concern)</b>

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<p>Key Action 5.1.3 Support and enable Magna to deliver a portfolio of Garage Sites delivering 38 bed spaces</p>	<p><u>Qtr 1 Update</u> Scheme would have required some HCA funding in addition to the Hinkley funding. It is unlikely now that it could be delivered using Hinkley Funding to due Magna's contractual obligations to build them before March 2015. Planning Approval has been granted on all sites and schemes have been submitted to the HCA for consideration if there is slippage funding within the current contracts</p> <p><u>Qtr 2 Update</u> Due to the lack of any funding for the project, either through the Hinkley Housing Fund or the HCA, Magna Development Committee have taken the decision to sell the plots of land with planning approval on the open market. No affordable housing will now be delivered on these sites.</p> <p><u>Qtr 3 Update</u> Negotiations started with Magna on Phase II of their Terrier review. It is hoped that this will identify a small number of further potential sites</p>	<p>March 2014</p>	<p><b>Amber (concern)</b></p>
<p>Key Action 5.1.4 Work with the PCT and Bridgwater YMCA to deliver a minimum of 4 bed spaces in Summerland Road, Minehead.</p>	<p><u>Qtr 1 Update</u> Continuing efforts to engage with PCT (now PROPCO as responsible organisation) prior to funds being available</p> <p><u>Qtr 2 Update</u> Property has been put on the market for sale but other options are being explored with the YMCA</p> <p><u>Qtr 3 Update</u> The property at Summerland Road has now been sold at Auction but other opportunities are still being discussed with both YMCA and the Homes and Communities Agency</p>	<p>March 2014</p>	<p><b>Amber (concern)</b></p>
<p>Key Action 5.1.5 Work with private developers to maximise opportunities in conjunction with the fund to bring forward both open market and affordable homes on sites in</p> <ul style="list-style-type: none"> <li>• Watchet 120 bed spaces</li> <li>• Williton 50</li> </ul>	<p><u>Qtr 1 Update</u> Continuing to negotiate. One site in Williton brought forward and another early Planning Submission in Watchet expected during the Summer</p> <p><u>Qtr 2 Update</u> Currently working with developers to bring a site in Watchet forward for planning. This could result in 26 affordable homes</p> <p><u>Qtr 3 Update</u> Planning application was made for this site in November</p>	<p>March 2014</p>	<p><b>Amber (concern)</b></p>

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<p>Key Action 5.1.6 Provide empty property grants and advice to deliver an additional 30 bed spaces over and above the requirements of Key task 5.3</p>	<p><u>Qtr 1 Update</u> Unable to offer enhanced grants until access to the Hinkley Fund is possible</p> <p><u>Qtr 2 Update</u> No further action possible</p> <p><u>Qtr 3 Update</u> No further action possible although work has been carried out on Empty Properties within the Hinkley Priority area</p>	<p>March 2014</p>	<p><b>Amber (concern)</b></p>
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<p><b>KEY TASK 5.2</b> <b>To work with landlords and owners of empty properties to return 55 back into use across West Somerset with priority on the eastern area parishes</b></p>		<p><b>Milestone</b></p>	<p><b>Action Status</b></p>
<p>Key Action 5.2.1 Deliver 25 empty properties in The Quantock panel area</p>	<p><u>Qtr 1 Update</u> During Qtr 1 35 properties brought back into use at: Bicknoller 1, Crowcombe 1, Kilve 1, Old Cleeve 3, Watchet 10, Williton 10, Stogursey 4, West Quantoxhead 1, Elworthy 1, Nettlecombe 1, Stogumber 2.</p> <p><u>Qtr 2 Update</u> During Qtr 2 a further 28 properties were returned back into use at: Bicknoller 1, Crowcombe 1, , Old Cleeve 4, Watchet 6, Williton 9, Stogursey 6, Stogumber 1.</p> <p><u>Qtr3 Update</u> During Qtr 3 an additional 28 empty properties were brought back into use:- Watchet 5, Williton &amp; Quantocks 8, Sampford Brett 1, West Quantoxhead 5, East Quantoxhead 1, Upton 2, Holford 3, Stogursey 3,</p>	<p>March 2014</p>	<p>Green (completed)</p>

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<p>Key Action 5.2.2 Deliver 10 empty properties back into use within the Exmoor panel area.</p>	<p><u>Qtr 1 Update</u> During Qtr 1 32 properties brought back into use at: Brompton Ralph 1, Monksilver 1, Timberscombe 2, Brompton Regis 5, Exford 2, Exmoor Simonsbath 4, Exton 2, Porlock 3, Brushford 2, Dulverton 5, Treborough 1, Selworthy Minehead 2, Wooton Courtney 2</p> <p><u>Qtr 2 Update</u> During Qtr 2 a further 14 properties were returned back into use at: Monksilver 1, Brompton Regis 1, , Porlock 2, Brushford 1, Dulverton 5, Selworthy 4,</p> <p><u>Qtr 3 Update</u> During Qtr 3 a further 25 properties were brought back into use: Exmoor &amp; Exford 2, Brushford 1, Oare 1, Porlock 6, Minehead without 3, Luxborough 1, Winsford 2, Dulverton 4, Simonsbath 3 Triscombe 1, Exton 1</p>	<p>March 2014</p>	<p>Green (completed)</p>
<p>Key Action 5.2.3 Deliver 20 empty properties back into use within Minehead and Dunster Panel areas</p>	<p><u>Qtr 1 Update</u> During Qtr 1 27 properties brought back into use at: Minehead 25, Dunster 1</p> <p><u>Qtr 2 Update</u> During Qtr 2 a further 42 properties were returned back into use at: Minehead 40, Dunster 2</p> <p><u>Qtr 3 Update</u> During Qtr 3 an additional 38 properties were brought back in to use: Minehead 33, Dunster 5</p>	<p>March 2014</p>	<p>Green (completed)</p>

<p><b>KEY TASK 5.3</b> <b>To work with landlords and owners to bring 400 properties up to the Decent Homes Standard making them available for use across the West Somerset area</b></p>		<p><b>Milestone</b></p>	<p><b>Action Status</b></p>
<p>Key Action 5.3.1 In partnership with Wessex Home improvement Loans deliver 15 low interest loan products</p>	<p><u>Qtr 1 Update</u> <b>2</b> Loans approved - the 2 loans approved are following an application to Wessex. One is for a landlord to bring their property up to the Decent Homes Standard in order to be accredited for the voluntary Landlord Accreditation scheme. The other loan is for a vulnerable owner occupier to improve their home to the Decent Homes standard and remove Category One hazards. and 3 enquiries, 1 of which is from a landlord for the accreditation scheme We have 3 enquiries, 1 of which is from a landlord for the accreditation scheme We have a further 2 loans for vulnerable owner occupiers at application stage</p>	<p>March 2014</p>	<p>Green (on track)</p>

	<p><u>Qtr 2 Update</u>  <b>5</b> Loans approved - 3 Loans are for energy efficiency measures for owner occupiers to install insulation and heating improvements. One loan is for a landlord in order to bring their property up to the Decent Homes Standard in order to be accredited for the voluntary Landlord Accreditation scheme. One loan is for heating oil.                  We have 2 enquires and 1 cancelled and have a further 3 loans for vulnerable owner occupiers at application stage                  We are in the process of working on a promotional campaign with Wessex Home Improvements to increase targeted take-up.</p> <p><u>Qtr 3 Update</u>  <b>16</b> Loans approved – 2 Loans were from Q1, 3 from Q2 and 1 in Q3. 10 for heating oil in Q3. By the end of Q3, there have been 8 referrals to Wessex. The latest loan approved was for a vulnerable owner occupier for essential repairs which was at application stage in Quarter two. The remaining 2 loan applications from Quarter two are still at application. If the remaining enquires are processed then the team will have achieved 14 for this year.</p>		
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Review of Key Actions to deliver **2013-14** Corporate Priorities  
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<p>Key Action 5.3.2 Delivering 40 Disabled Facilities Grants</p>	<p><u>Qtr 1 Update</u> 7 completed Disables Facilities Grants where the work has been completed, signed off by an Officer and monies paid to the contractor. 5 were wet floor showers, 1 a wet floor and stair lift and 1 an extension. 7 approved &amp; 7 applications received 13 Recommendations received by the partnership from an Occupational Therapist have been passed to Aster to assist the applicant with their DFG application to the Council. Aster will also arrange the contractors and oversee the work to completion.</p> <p><u>Qtr 2 Update</u> 10 completed Disables Facilities Grants where the work has been completed, signed off by an Officer and monies paid to the contractor. 7 were wet floor showers, 3 were wet floor showers and stair lifts 4 approved &amp; 11 applications received 12 Recommendations received by the partnership from an Occupational Therapist that have been allocated to Aster to assist the applicant with their Disables Facilities Grants application to the Council. Aster will arrange the contractors and oversee the work to completion</p> <p><u>Qtr 3 Update</u> 22 completed Disabled Facilities Grants where the work has been signed off by an Officer and monies paid to the contractor. This is the accumulative total of Q1, Q2, and Q3. Of the latest completions in Q3, (6), all were for bathing requirements. <b>Please note Q2 was reported incorrectly as should have read 9 completions. The error occurred in the date of certification as incorrectly recorded.</b> There are 9 grants that have been approved and awaiting completion within this financial year and 15 at application stage. Of which 8 will complete this financial year. Based upon the current position, 39 DFG's will complete in 2013/14. There are 22 clients waiting on the Register. This is due to budget constraints.</p>	<p>March 2014</p>	<p>Green (on track)</p>
<p>Key Action 5.3.3 Improving 50 privately rented properties to the minimum standard</p>	<p><u>Qtr 1 Update</u> 4 housing complaints investigated – these are complaints brought by tenants to the Council's attention as they are unhappy about their living conditions. The role of the authority is to ensure that the complaints are investigated and the property brought up to the minimum legal standard in accordance with the Housing Act 2004. The primary aim is to remove or reduce Category One hazards. 5 accredited (via landlord accreditation scheme) properties against the target of 50 is below target for the quarter. The reason is that demand has been low for</p>	<p>March 2014</p>	<p><b>Amber (concern)</b></p>

	<p>the scheme in West Somerset. However enquiries have picked up more recently with the newsletter and the partnership is going to be working with Exmoor National Parks to target the properties in the park area including feudal landlords</p> <p><u>Qtr 2 Update</u></p> <p>There are two routes where privately rented properties are brought up to the minimum standard as assessed under Housing Act 2004;</p> <p>Housing inspection / enforcement; Complaints and also referrals from Homefinder applicants are investigated to ensure more serious housing hazards are identified and brought up to the minimum standard.</p> <ul style="list-style-type: none"> <li>• <b>5</b> out of the 25 properties identified as failing Housing Act 2004 standards have been improved by Q2.</li> <li>• A further <b>2</b> have recently been brought up to standard and will be reported in Q3</li> <li>• The remaining 20 properties identified (plus any additional), will be carried forward to Q3 which coincides with return of EHO from maternity leave and larger area to cover (to include Wiveliscombe) Enforcement action has been taken on properties where Category 1 hazards have been identified. A total of 25 properties have currently been identified in West Somerset with Category 1 hazards, 6 notices were served in Q1 &amp; Q2, of these, works have been completed in 2 properties, works remain outstanding in 4 properties. The remaining 19 properties require further investigation throughout Q3.</li> <li>• Enforcement action has been taken on properties where Category 1 hazards have been identified. A total of 25 properties have currently been identified in West Somerset with Category 1 hazards, 6 notices were served in Q1 &amp; Q2, of these, works have been completed in 2 properties, works remain outstanding in 4 properties. The remaining 19 properties require further investigation throughout Q3.</li> </ul> <p>Landlord accreditation; In addition to the above there have been;</p> <ul style="list-style-type: none"> <li>• <b>5</b> properties accredited (meeting the minimum standards in the Act). Demand has been low for the scheme in West Somerset. However enquiries have recently increased with issue of newsletter and planning to work with Exmoor National Park Authority to identify additional landlords</li> <li>• 3 properties improved in Q3 following identification of category-1 hazards. There remain 16 properties with cat-1 hazards (outstanding)</li> </ul>		
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<p>Key Action 5.3.4                  Delivering the remaining 295 properties through other mechanisms</p>	<p><u>Qtr 1 Update</u>                  200 - 175 of the properties brought up to the Decent Homes standard have been through energy efficiency measures secured from remaining schemes through Warm Streets/Warm Front and pilot ECO schemes, some through advice from the CSE energy advice line, advice by the SWeLT team to landlords and advice by Housing Standards Officers to landlords/tenants. The remaining 25 were from clients who had been referred to the Handihelp service with Aster Living.</p> <p><u>Qtr 2 Update</u>                  Without Warm Streets/Warm Front there is no delivery mechanism other than Eco and Green Deal. The team are working with a company to deliver an ECO scheme in West Somerset. This may deliver 30 – 40 insulation measures and boiler installs dependent upon take-up by year end.</p> <p><u>Qtr 3 Update</u>                  An ECO scheme is running in West Somerset to deliver insulation measures to eligible households. No installs have yet taken place due to recent changes in legislation covering Energy Company funding holding the project up. However there are currently 17 measures planned for completion in February of which 8 are gas boiler replacements, 6 loft insulation, 5 cavity wall insulation.</p>	<p>March                  2014</p>	<p><b>Amber                  (concern)</b></p>
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<p><b>Objective 6:</b>  <b>The development at Hinkley Point is carried out in accordance with the approved plans and ensuing that the council actively monitors the development and responds to any complaints received in a timely and sound manner</b></p>			
<p><b>KEY TASK 6.2</b>  <b>To monitor and publicise Noise and Air Quality Data on the Councils website to enable communities affected to access data and, following the agreed complaints procedure, to respond appropriately to issues which arise from development activity.</b></p>		<p><b>Milestone</b></p>	<p><b>Action Status</b></p>
<p>Key Action 6.2.1                  Monitor Noise levels and Air quality at agreed sites. Publicise data through council website</p>	<p><u>Qtr 1 Update</u>                  Noise levels and air quality are monitored on a monthly basis and data published on the council's website.</p> <p><u>Qtr 2 Update</u>                  This remains the same as qtr 1. Investigations have taken place into some issues with results and the location of the monitoring stations. The data is continuing to be downloaded and made available to the public via the west Somerset council website. Due to the large amount of data available some changes to the presentation of the data may be necessary in the future, these are currently being investigated.</p> <p><u>Qtr 3 Update</u>                  Noise levels and air quality are monitored continue to be monitored on a monthly basis and the data is published on the council's website.</p>	<p>From April 2013</p>	<p><b>Green (on track)</b></p>
<p>Key Action 6.2.2                  Address any complaints received relating to these issues and take mitigating action where appropriate.</p>	<p><u>Qtr 1 Update</u>                  The site is currently mothballed while strike price negotiations occur. There are some general issues about siting of monitoring which are being addressed.</p> <p><u>Qtr 2 Update</u>                  This action relates to site activity so there is currently very little reactive work to address but staff are keeping up to date with all developments and ensuring the team have the necessary skills and resources in place to deal with any complaints as they arise.</p> <p><u>Qtr 3 Update</u>                  Site activity is still limited and therefore very little reactive work to address at this stage.</p>	<p>From April 2013</p>	<p><b>Green (on track)</b></p>

Review of Key Actions to deliver **2013-14** Corporate Priorities  
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<b>KEY TO ACTIONS:</b>	
Action not achieved within target date/milestone.	Red
There are concerns/issues that may mean that the action will not be achieved/within the target date/timescale	Amber
Action completed or on target to be achieved within the target date/milestone	Green
Blank – Milestone not due	Blank



# Key Service Indicators

**Group: Housing, Economy & Welfare**

**Group Manager: Ian Timms**

Code	Description	2012/13		2013/14					Status	Comment
		Actual	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Target		
<b>Key Service Indicators</b>										
<b>Housing Options</b>										
KPI 45	Number of households making homeless applications (Lower Is Better)	140	170	43	42	27		195	GREEN (On Target)	<b>ANNUAL TARGET.</b> 2012/13 - Q1 - 37, Q2 - 42, Q3-29, Q4-26 TO DATE: 112
KPI 46	% of homeless applications accepted as statutory homeless (Lower Is Better)	17.73%	20%	6%	17.0%	15.0%		23%	GREEN (On Target)	<b>ANNUAL TARGET.</b> 2012/13 - Q1 - 21% , Q2 - 11%, Q3-24%, Q4-8%
KPI 47	Number of homelessness events prevented. (Higher Is Better)	30	46	24	31	8		42	GREEN (On Target)	<b>ANNUAL TARGET.</b> 2012/13 - Q1 -11, Q2 -6, Q3-24, Q4-30 TO DATE: 63
KCI 41	% of customers who are satisfied or very satisfied with the service	76%	75%	Annual Indicator			not due	90%		Corporate Annual Satisfaction Survey
<b>Housing Enabling</b>										
KCI 42	% of partners with whom we work who are satisfied or very satisfied with the service	100%	75%	Annual Indicator			not due	75%		Exit Survey with partners
<b>Private Sector Renewal</b>										
KPI 51	The total number of properties made decent in the private sector through informal or formal action.	400	800	Annual Indicator			not due	200		
KPI 52	Disabled Facilities Grant: Average time taken end to end to complete adaptation work	18 dys	18 dys	Annual Indicator			not due	16 dys		

# Key Service Indicators

**Group: Housing, Economy & Welfare**

**Group Manager: Ian Timms**

Code	Description	2012/13		2013/14					Status	Comment
		Actual	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Target		
KCI 43	% of customers who are satisfied or very satisfied with the private sector housing service	100%	75%	Annual Indicator			not due	75%		
<b>Environmental Health</b>										
KPI 54	EH: Average time taken to respond to initial request for service (days)	1 dy	4 dys	2dy	1 dy	1 dy		4 dys	GREEN (On Target)	2012/13 - Q1 - 1 dy, Q2 -1 dy, Q3-1 dy, Q4-1dy
KPI 56a	EH: % of requests completed within stated service standard (60 days)	93%	80%	75%	63%	70%		75%	RED (Below Target)	2012/13 - Q1 - 85%, Q2 - 82%, Q3-76%, Q4-93%. Performance continues to improve from last quarter. A member of staff returned from maternity in November which has provided additional support. Performance is expected to be on target next quarter.
KCI 44	% of customers who are satisfied or very satisfied with the Environmental Health service	100%	80%	Annual Indicator			not due	80%		
<b>Licensing</b>										
KPI 59	% of licenses issued on time	98%	90%	98%	98%	97%		90%	GREEN (On Target)	2012/13 - Q1-98%, Q2 -99%, Q3-98%, Q4-98%
KCI 47	% of customers who are satisfied or very satisfied with the Licensing service	100%	70%	Annual Indicator			not due	70%		
<b>Benefits</b>										



# Key Service Indicators

## Group: Housing, Economy & Welfare

Group Manager: Ian Timms

Code	Description	2012/13		2013/14					Status	Comment
		Actual	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Target		
KBI 3	% of 'Local Authority' error against overall expenditure <b>(Lower Is Better)</b>	0.12	<0.48	0.13	0.10	£0.12		<0.48	GREEN (On Target)	2012/13 - Q1-0.24, Q2 -0.21, Q3-0.10, Q4 - 0.12
KPI 5	Average processing times for new claims <b>(Lower Is Better)</b>	18.14	16.5	21.14	20.0	18.5		22	GREEN (On Target)	2012/13 - Q1-18.60, Q2 -17.84, Q3-17.48, Q4-18.14
KPI 6	Average processing times for changes of circumstances <b>(Lower Is Better)</b>	6.75	5.5	7.14	5.97	5.5		9	GREEN (On Target)	2012/13 - Q1-6.68, Q2 -5.99, Q3-5.86, Q4-5.49
<b>Revenues</b>										
KPI 10	% of Council Tax collected in the year	97.50%	98.2%	30%	58%	85%		98.2%	GREEN (On Target)	2012/13- Q1 -31%, Q2 - 58.56%,Q3-86%,Q4-98%
KPI 12	% of Business Rates collected in the year	98.00%	98.00%	32%	60%	88%		98.00%	GREEN (On Target)	2012/13 - Q1 -32%, Q2-60%, Q3-88%,Q4-98%



# **Environment & Community Group**

## **Service Plan Performance Report Oct-Dec 2013/14 Update**

- **Corporate Plan Key Actions – Quarterly Progress Report**
- **Group & Service indicators – Quarterly Performance**





## Environment, Community & Customer Group

### Key Service Performance Indicator

Out of 15 indicators due for this quarter, 100% are on target

### Key Action Summary

There are 33 key actions associated with this service plan of which:

- 5 (15%) are completed (green)
- 12 (37%) are on-track (green)
- 4 (12%) are of concern (amber)
- 10 (30%) have missed their deadline (red)
- 2 (6%) not due to start (blank)

### **Key Actions**

Of concern (amber) = Key Actions 1.4.44, 1.4.46 & 1.4.48 - unlikely to meet the target saving

Key Action 3.3.2 – Community Development Officer left the authority in November 2013

Milestones missed (red) = Key Action 1.4.40 – Milestone missed and target savings unlikely to be realised

= Key Actions 3.1.1 / 3.1.2 / 3.1.3 / 3.1.4 / 3.1.5 / 3.1.6 – All these actions are related to the New Nuclear

Key Action 3.2.1 - dependent on the Community Impact Mitigation fund process going live

Key Action 3.4.1 – delay in Hinkley Point leisure allocations delayed

Key Action 7.1.2 – affected by the delay with Hinkley Point

Development at Hinkley Point and are dependent on the commencement of Phase 2 earthworks on the main site

## **Group Performance Summary for Quarter 3 – Highlights**

The **Community Team** has been reduced by 50% due to the departure of the Community Development Officer. Work was undertaken with organisations in Stogursey, Williton, Watchet and Minehead developing projects ready to seek funding.

Cuckoo Meadow Play Area: £500 was secured from the SCC Health & Wellbeing Scheme from Cllr Terry Venner to fund an activity day to enable further consultation with local young people. The event would be delivered in February 2014 along with further consultation in local Minehead schools.

Stogursey: Facilitated meetings with Stogursey Parish Council, ARTlife and SCC regarding the Landscape Art Project Phase 2 and the Shurton Bars Circular Walk. Funding successfully secured from QH AONB SDF and SCC Health & Wellbeing Scheme – via Cllr Davies for rights of way improvements to provide walking for all.

Responded to the Somerset County Council Bus Survey, Natural England Coastal Access Consultation and the South West of England Play Survey,

Total of 4 Assets of Community Value were listed for Porlock.

### **The Grounds Maintenance and Estates teams as part of their duties completed the following:-**

#### **Watchet Landing Stage**

The replacement of the landing stage on the West Pier, Watchet was completed in December by the contractors, Allerford Forge.

#### **Minehead Seafront Sand Clearance**

Further sand clearance took place the week commencing Monday 25<sup>th</sup> November. This was joint work between the Environment Agency, the County Council and the District Council. The WSDC work cost £2,500.

#### **Minehead Seafront Shelters**

Work has been carried out to repair some of the damaged seating and roofing tiles on some of the shelters on the seafront.

#### **Pollution on Beaches.**

Signs were erected on Minehead Beach in November warning of possible hazardous substances following an unknown substance washing in on the tide. These have now been removed.

#### **Wellington Square**

Work has taken place to replace half of the seating in Wellington Square. The remainder has been scheduled for next year to spread the cost.

### **Land Drainage**

Works took place in October to trim the hedges and top the field near the South Lagoon, the willow trees were also pruned back. A new gate has also been installed.

Clearance works of the rhynes of the south lagoon were cleared. No more could be carried out due to the ground conditions.

### **Former Clanville Nursery**

Minehead Development Trust entered into a 12 month licence in November to occupy the former Clanville Nursery and are carrying out clearance works in relation to a potential long term project.

### **CCTV – Watchet**

Work to install CCTV in the town is progressing. However the timescales for delivery of this project have seen some slippage. It is envisaged that if the project is not delivered during this financial year the finances will remain secure in order to achieve delivery as early as possible in 2014/15. Funding for this project has been secured from the Police & Crime Commissioner together with the District Council. Watchet Town Council will be meeting the on costs.

### **CCTV – Minehead**

Work is currently ongoing to extend the existing CCTV system to cover the Harbour and a feasibility study is currently underway in conjunction with Minehead Town Council to consider other locations in the town for additional cameras.

### **DPPOs – Minehead and Alcombe**

Work is currently ongoing to extend the Designated Public Place Orders in Minehead to provide police with additional powers to tackle alcohol fuelled anti-social behaviour in the Avenue, the Parade, Wellington Square, the beach and the area of Alcombe shops

The **Development Management** team determined all applications within statutory timescales during quarter 3 determining 83 applications in all. Performance since Q2 2013 remains excellent, 100% of Major, 95% of Minor and 98% of Other applications have been determined in time. Overall, the Council remains well above the Governments 'special measures' limited of 30% having determined 71.4% of Major applications 'in time' over the last 2 years. Income relating to planning application is well above target and has already exceeded the yearly income target and income from pre-application charges and section 106 monitoring are both 'on track'.

The **Major Projects** team continues to work within a Service Level Agreement (SLA) that requires WSC to achieve agreed Performance Standards in discharging planning conditions associated with the Site Preparation Works at Hinkley Point. The Major Projects team continues to meet all performance standards.

A Development Consent Order (DCO) was issued by the Secretary of State on the 19th March 2013 for a new nuclear power station at Hinkley Point. Since March 2013, the Major Projects Team have been determining applications for the discharge of requirements (akin to planning conditions) prior to works commencing onsite. WSC is fully complying with the timescales and procedure for the discharge of requirements, as set out in Schedule 14 of the DCO.

The Planning Obligations Board for the Hinkley Point C Site Preparation Works did not meet during Quarter 3 due to the Community Impact Mitigation Fund not being available to allocate until Phase 2 Main Earthworks commence on the main Hinkley site. The Board has agreed to reconvene when there is some further certainty regarding the progress of the wider Hinkley project

The **Information Technology** team employed a new IT Helpdesk Technician, which has been invaluable to the team. The team completed this year's desktop replacement program for staff. Implementation of a new backup solution was completed, which gives the authority greater reliance in the recovery of data. Work also commenced on the upgrade of the Public Protection/Building Control and Gazetteer systems.

The **Customer Services** team has had a good quarter, the abandoned call rate has come in at under 5%.. The abandoned call rate target has been reviewed and changed to 8% as this is felt to be realistic and achievable with the current resource levels. This is traditionally the quietest time of year for customer services, however, there has been an unusual high demand for sandbags and flood defences due to the wet weather.



# ENVIRONMENT

## Priority: Local Democracy

### Objective 1:

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

KEY TASK 1.4 Ensure that savings and income increases identified for the Medium Term Financial Plan for 2013/14 are achieved		Milestone	Action Status
Environment & Community savings - Achieve savings of £122,904 as a proportion of the overall savings from the WSC budget			
Key Action 1.4.40 Rent of space (D&S F&R) (£4000)	<p><u>Qtr 1 Update</u> Contract due to be signed in July. Sept to Move in therefore income will be less than expected ~ £2500 (of the annual £4.5k rent) expected.</p> <p><u>Qtr 2 Update</u> Lease has been signed but no rent payable until Fire &amp; Rescue occupy the space, this is currently on hold due to ICT/Comms issues.</p> <p><u>Qtr 3 Update</u> – No Further Update and now unlikely to happen during 2013/14</p>	Sept 2013	Red (Milestone missed)
Key Action 1.4.41 Minehead TC contribution towards cost of plants (£3000)	<p><u>Qtr 1 Update</u> £3000 paid to WSC by Minehead Town Council as a contribution towards cost of planting</p>	April 2013	Green (Completed)
Key Action 1.4.42 Staff costs - car parking managers post deleted -(part yr in 2012/13 & part in 2013/14) (£8304)	<p><u>Qtr 1 Update</u> Removed from Budget</p>	April 2013	Green (Completed)

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<p>Key Action 1.4.43 Savings identified other than the permanent closure of public toilets (£22,000)</p>	<p><u>Qtr 1 Update</u> Part year savings from the Veolia contract re-negotiation (£22k in 2012/13 &amp; 322k in 2013/14 Veolia contract savings of £23k minus WSC expenses of £4k (for 6 months) Veolia contract savings of £25k (£15k discount + £10 fly-tip budget not required as absorbed into contract (for 6 months)</p>	<p>March 2014</p>	<p>Green (Completed)</p>
<p>Key Action 1.4.44 Closure of 5 public toilets (36,000)</p>	<p><u>Qtr 1 Update</u> Porlock --£2k predicted savings/rental income. Watchet £3k income contribution. Discussions underway regarding Williton, Watchet, Minehead &amp; Kilve <b>Qtr 3 Update</b> Williton - Building works starts in March to convert to 2 unisex toilets and storage/workshop facility Reduced running costs &amp; potential income Wheddon Cross -No Further update - meeting scheduled with the AD/Parish liaison to nmeet the PC to discuss further. Minehead-Summerland Rd/Quay West – No further update Kilve - On track for the East Quantoxhead Estate to take over on 1st April. Potential savings from utility costs. Cleaning resource (within Veolia contract) likely to be shifted to another public toilet In Minehead.</p>	<p>Dec 2013</p>	<p><b>Amber (concern)</b></p>
<p>Key Action 1.4.45 National increase in planning application fees (£16,500)</p>	<p><u>Qtr 1 Update</u> £126.5k Budget for 2013/14 (including the predicted increase) April-June income of £67.45k is above target. Due to a large application received in Qtr 1 and a further one expected in Qtr 2. <u>Qtr 2 Update</u> £126.5k Budget for 2013/14 (including the predicted increase) April-June income of £146,954k is £20,454 above full year target. Due to large apps received in Qtr 1/2 <b>Qtr 3 Update</b> Income to end Dec 2014 £204,271 -£77,771 in excess of budget + £16,500 k increase income included</p>	<p>April 2013</p>	<p>Green (Completed)</p>
<p>Key Action 1.4.46 Introduction of pre-application advice fees (£20,000)</p>	<p><u>Qtr 1 Update</u> Qtr income from pre-Application fees is £4458. £20k prediction did not take into account VAT component, but still broadly on track for the year <u>Qtr 2 Update</u> £20k predicted income did not take into account VAT component. Qtr 1 &amp; 2 income from pre-App, fees is £7805 <b>Qtr 3 Update</b> Income to End Dec from pre-App, fees is £18,310 (of the £20k expected for the full year)</p>	<p>Dec 2013</p>	<p><b>Amber (concern)</b></p>

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Key Action 1.4.47 Section 106 Administration fees (£10,000)	<u>Qtr 1 Update</u> - income from S 106 admin fees is £2.5k <u>Qtr 2 Update</u> - Qtr 1 &2 income from S 106 admin fees is £5400 and on track for predicted income <u>Qtr 3 Update</u> Income to End Dec from S 106 Admin fees is £9100 (of the £10k expected for the full year)	April 2013	<b>Green                  (on track)</b>
Key Action 1.4.48 5% increase in fees and charges (£3100)	<u>Qtr 1 Update</u> Income from fees (applications & inspections) is generally down on previous year. Competition from Private Inspectors/companies having an impact <u>Qtr 2 Update</u> Income from Building Control fees (applications & inspections) remains less than predicted budget <u>Qtr 3 Update</u> Income to End Dec - £75,726 remaining less than predicted budget	April 2013	<b>Amber                  (concern)</b>

## Priority: NEW NUCLEAR DEVELOPMENT AT HINKLEY

**Objective 3:  
 Communities in West Somerset can access and understand the process for accessing funding opportunities provided for by the development at Hinkley Point and are supported in delivering funded projects and initiatives**

KEY TASK 3.1 Develop a process for communities and organisations to access and bid for funding, maximising the potential investment in West Somerset from Hinkley Point related funding by May 2013		Milestone	Action Status
Key Action 3.1.1 Develop and publish an agreed Application Form for the community impact mitigation fund with the joint Planning Obligations Board	<u>Qtr 1 Update</u> A draft application form has been agreed by the joint Planning Obligations Board (POB) on the 22 <sup>nd</sup> January 2013. However it has not been published yet as the joint POB have made a decision to postpone the publication until monies are available (subject to the commencement of Phase 2 earthworks on the main site). <u>Qtr 2 – No further update</u> <u><b>Qtr 3 – No further update</b></u>	April 2013	<b>Red (milestone missed)</b>
Key Action 3.1.2 Develop and publish an agreed Expression of Interest Form for the community impact mitigation fund with the joint Planning Obligations Board	<u>Qtr 1 Update</u> A draft Expression of Interest (Eoi) form has been agreed by the joint Planning Obligations Board on the 22 <sup>nd</sup> January 2013. However it has not been published yet as the joint POB have made a decision to postpone the publication until monies are available (subject to the commencement of Phase 2 earthworks on the main site). <u>Qtr 2 – No further update</u> <u><b>Qtr 3 – No further update</b></u>	April 2013	<b>Red (milestone missed)</b>

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<p>Key Action 3.1.3 Develop and publish an agreed Funding Strategy for the community impact mitigation fund with the joint Planning Obligations Board</p>	<p><u>Qtr 1 Update</u> A draft Funding Strategy has been agreed by the joint Planning Obligations Board on the 22<sup>nd</sup> January 2013. However it has not been published yet as the joint POB have made a decision to postpone the publication until monies are available (subject to the commencement of Phase 2 earthworks on the main site). <u>Qtr 2</u> – No further update <b><u>Qtr 3 – No further update</u></b></p>	<p>April 2013</p>	<p><b>Red (milestone missed)</b></p>
<p>Key Action 3.1.4 Develop and publish an agreed set of Frequently Asked Questions for the community impact mitigation fund with the joint Planning Obligations Board</p>	<p><u>Qtr 1 Update</u> A draft Frequently Asked Questions document has been agreed by the joint Planning Obligations Board on the 22<sup>nd</sup> January 2013. However it has not been published yet as the joint POB have made a decision to postpone the publication until monies are available (subject to the commencement of Phase 2 earthworks on the main site). <u>Qtr 2</u> – No further update <b><u>Qtr 3 – No further update</u></b></p>	<p>April 2013</p>	<p><b>Red (milestone missed)</b></p>
<p>Key Action 3.1.5 Develop and publish an agreed set of Guidance Notes for the community impact mitigation fund with the joint Planning Obligations Board (POB)</p>	<p><u>Qtr 1 Update</u> A draft set of Guidance Notes has been agreed by the joint Planning Obligations Board on the 22<sup>nd</sup> January 2013. However it has not been published yet as the joint POB have made a decision to postpone the publication until monies are available (subject to the commencement of Phase 2 earthworks on the main site). <u>Qtr 2</u> – No further update <b><u>Qtr 3 – No further update</u></b></p>	<p>April 2013</p>	<p><b>Red (milestone missed)</b></p>
<p>Key Action 3.1.6 Develop and publish an agreed set of principles for the operation of the Board with the joint Planning Obligations Board</p>	<p><u>Qtr 1 Update</u> A draft set of principles has been agreed by the joint Planning Obligations Board on the 22<sup>nd</sup> January 2013. However it has not been published yet as the joint POB have made a decision to postpone the publication until monies are available (subject to the commencement of Phase 2 earthworks on the main site). <u>Qtr 2</u> – No further update <b><u>Qtr 3 – No further update</u></b></p>	<p>April 2013</p>	<p><b>Red (milestone missed)</b></p>

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KEY TASK 3.2 <b>Improve the community's understanding of the funding available from WSC and Somerset Community Foundation through production of a communications strategy by July 2013</b>		Milestone	Action Status
Key Action 3.2.1 Develop and operate an agreed communications strategy with the joint Planning Obligations Board	<u>Qtr 1 Update</u> A draft Communications Strategy has been progressed and presented to the Board on two occasions. This strategy will be finalised and operating when the Community Impact Mitigation (CIM) Fund process goes live. <u>Qtr 2 – No further update</u> <u><b>Qtr 3 – No further update</b></u>	July 2013	Red (milestone missed)
Key Action 3.2.2 Development and maintain the Councils website, hosting the funding information and outputs from Key Task 3.1	<u>Qtr 1 Update</u> The Major Projects Team, Communications teams and the website editor have produced draft webpages which have been uploaded (but are currently hidden from public view) until such time that the CIM Fund goes live. <u>Qtr 2 – No further update</u> <u><b>Qtr 3 – No further update</b></u>	March 2013	Green (on track)

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<p>Key Action 3.2.3                  Work with key affected communities to advise explain process for accessing funding opportunities</p>	<p><u>Qtr 1 Update</u>                  All parish and town councils in the Quantock area have been met and information regarding the CIM funding has been shared. This is an on-going process as is the database of enquiries management. Hinkley CIM updates are a standing item at the Voluntary Sector Forums</p> <p><u>Qtr 2 Update</u>                  Work with key affected communities has continued with the Oral History project led by Stogursey Parish Council. Contact has remained with key affected parish Councils and with wider partnership colleagues through the Voluntary Sector Forum and Community Matters.</p> <p>Supported the WS Intercultural Group with their music event as part of the Watchet Harbour Festival, making useful contacts with the MECA Association regarding European support for workers and a future CIM application.</p> <p>Attended and supported the Housing Fair that drew projects and organisations to support a range of issues and local needs. Established in partnership with SCC the WS Youth Forum, a partnership aiming to provide projects to meet local young people's needs.</p> <p>. There will be funding applications to the CIM fund from young people if services can be maintained during the hiatus where work has yet to start. Supporting the development of the WS Advice partnership following the success of the Lottery Bid. Following a request from St Andrews Church in Stogursey Food Cupboard at the Church in Stogursey</p> <p><u>Qtr 3 Update</u>                  Commenced work with Stogursey Parish Council and SCC to create a new circular walk from the Coleridge Way to Shurton Bars. Also facilitated work between ARTlife and Stogursey Parish Council regarding the Landscape Art Project.</p>	<p><b>Sept 2013</b></p>	<p>Green (on track)</p>
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<b>KEY TASK 3.3</b> <b>To support the community during the bidding process, maximising the number of successful bids and potential investment in West Somerset.</b>	<b>Milestone</b>	<b>Action Status</b>
<p>Key Action 3.3.1                      Work with key affected communities to identify priorities for funding, along with identifying and help source match funding, for presentation to the Planning Obligations Board</p>	<p><u>Qtr 1 Update</u>                      Where there are project ideas that can be developed these are being worked up. The lottery funded oral history project in Stogursey being one, the advice project for all WS being another. Strategic work is also being completed to encourage co-ordination of ideas and plans so the community get the widest possible benefit. All delays are being communicated and other opportunities followed up including the database of enquiries where if funding is identified that fits any of the projects discussed the lead contact is notified and support to access the funding is offered.</p> <p><u>Qtr 2 Update</u>                      Funding opportunities have been sent out to groups as relevant to aid them in developing their projects and in the absence of any CIM funding. Supported the co-ordination of the Health and Welling planning with partners to ensure future projects contribute to improving the health and wellbeing of the area as part of the quality of life improvement targets. Worked with Williton Parish Council and the FA to access various sources of funding for their planned new sports pavilion, Established a partnership with Ichoosr encouraging households to switch their gas and electricity bills and reduce their costs. The would put more money into people's pockets and create a small annual community fund for distribution by WS Council to support increased activity. Representing WS on the Social Enterprise Sub-group of the LEP with a view to encouraging new models of organisation in WS that will create a legacy and to strategically align with future funding opportunities that may be suitable forms of match for the Hinkley CIM. In total the Community role has supported £264k of funding to the area with some applications still awaiting decisions. This has more than covered the costs of the role which also leaves projects ready to apply for funding as soon as it becomes available, co-ordinated with a more strategic vision</p> <p><u>Qtr 3 Update</u>                      Helped to secure funding from the Quantock Hills AONB SDF and SCC Health &amp; Well-being Scheme via Cllr Davies for Stogursey Parish Council.                      Worked with Watchet Roots on their Outdoor Gym proposal and application to SCC Health &amp; Well-being Scheme via Cllr Davies.                      Continuing to send out funding opportunities to relevant groups as they come available.</p>	<p>March 2014</p> <p>Green (on track)</p>



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<p>Key Action 3.3.2 Support appropriate bids from communities in West Somerset for funding at the Planning Obligations Board</p>	<p><u>Qtr 1 Update</u> WSC has a Community Development Officer in place who is able to support appropriate bids from communities in West Somerset when the Community Impact Mitigation (CIM) Funding becomes available. <u>Qtr 2</u> – No further update <u>Qtr 3 Update</u> The Community Development Officer left the authority in November 2013.</p>	<p>March 2014</p>	<p>Amber (concern)</p>
<p>Key Action 3.3.3 Present recommendations from the Planning Obligations Board to Cabinet / Council for approval</p>	<p><u>Qtr 1 Update</u> Proposals for the Economic Development allocations have been successfully presented to Cabinet/Full Council for approval. <u>Qtr 2 Update</u> No Planning Obligations Board meetings have taken place in Quarter 2 to require recommendations to be presented to Cabinet/Council <u>Qtr 3</u> - No Planning Obligations Board meetings have taken place in Quarter 2 to require recommendations to be presented to Cabinet/Council</p>	<p>March 2014</p>	<p>Green (on track)</p>

<p><b>KEY TASK 3.4</b> <b>By July 2013 develop a programme of investment within West Somerset for the leisure funding provided directly to the council from the development at Hinkley Point</b></p>		<p><b>Milestone</b></p>	<p><b>Action Status</b></p>
<p>Key Action 3.4.1 Develop, using existing evidence, an investment programme for the leisure contribution</p>	<p><u>Qtr 1 Update</u> Somerset Action Sports Partnership (SASP) Major Sports Facilities Strategy (March 2013) and the SASP Playing Pitch Assessment Report (March 2013), were endorsed, by Cabinet on 3.7.13 to provide a rationale for the Council supporting, in principle, bids for funding being made by local community and voluntary groups for sports and recreation facilities. <u>Qtr 2</u> – No further update <u>Qtr 3 - Update</u> Work planned for next quarter.</p>	<p><b>Sept 2013</b></p>	<p><b>Red (milestone missed)</b></p>

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<p>Key Action 3.4.2          Identify and secure match funding opportunities for the leisure contributions and submit proposals to the WSC Planning Obligations Group</p>	<p><u>Qtr 1 Update</u>          This action reliant on completion of 3.4.1  <u>Qtr 2 – No further update</u>  <u>Qtr 3 Update</u>          No further update.</p>	<p>Nov          2013</p>	<p><b>Blank</b></p>
<p>Key Action 3.4.3          Present funding allocations to Cabinet / Council for approval</p>	<p><u>Qtr 1 Update</u>          WSC has the resources in place to present funding allocations to Cabinet/Council for approval when the Leisure Contribution (£750,000) becomes available.  <u>Qtr 2 – No further update</u>  <u>Qtr 3 Update</u>          No further update.</p>	<p>January          2014</p>	<p><b>Blank</b></p>

**Objective 6:**  
**The development at Hinkley Point is carried out in accordance with the approved plans and ensuing that the council actively monitors the development and responds to any complaints received in a timely and sound manner**

KEY TASK 6.1 By May 2013 to establish and maintain thereafter a programme of site visits to Hinkley Point and associated development sites to ensure that the development is carried out in accordance with the approved plans		Milestone	Action Status
Key Action 6.1.1 To make at least one planned / un-planned visit to Hinkley Point and associated development sites every 2 months	<u>Qtr 1 Update</u> Regular site visits are taking place at the main Hinkley Site. The current slow down on site means that the frequency of these visits may reduce throughout the rest of 2013 and will increase again once the site remobilises. <u>Qtr 2 Update</u> Due to the current slow down on site prior to EDF making a Final Investment Decision (FID), the frequency of site visits has reduced. This will increase again once the site remobilises. <u>Qtr 3 Update</u> Due to the current slow down on site prior to EDF making a Final Investment Decision (FID), the frequency of site visits has reduced. This will increase again once the site remobilises.	March 2014	Green (on track)

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<p>Key Action 6.1.2 To monitor compliance with planning conditions / requirements and obligations through regular meetings / observations</p>	<p><u>Qtr 1 Update</u> The Major Projects team continued to work within a Service Level Agreement (SLA) that requires WSC to achieve agreed Performance Standards in discharging planning conditions associated with the Site Preparation Works at Hinkley Point. As part of this agreement WSC had to be formally reviewed twice. The last formal review took place in April 2013 and WSC continued to meet all of its objectives.</p> <p>The Major Projects Team have now started to determine applications for the discharge of requirements (akin to planning conditions) prior to works commencing onsite. WSC is fully complying with the timescales and procedure for the discharge of requirements, as set out in Schedule 14 of the DCO.</p> <p><u>Qtr 2 Update</u> The Major Projects Team have continued to determine applications for the discharge of requirements (akin to planning conditions) prior to work commencing on site. WSC is fully complying with the timescales and procedure for the discharge of requirements, as set out in Schedule 14 of the DCO. <u>Qtr</u></p> <p><u>Qtr 3 Update</u> The Major Projects Team have continued to determine applications for the discharge of requirements (akin to planning conditions) prior to work commencing on site. WSC is fully complying with the timescales and procedure for the discharge of requirements, as set out in Schedule 14 of the DCO</p>	<p>March 2014</p>	<p>Green (on track)</p>
<p>Key Action 6.1.3 Investigate and respond proactively to complaints received in relation to the development being carried out at Hinkley Point within 10 working days</p>	<p><u>Qtr 1 Update</u> The Major Projects Team has procedures in place to investigate and respond proactively to complaints received in relation to Hinkley Point. However, due to the relative low level of work currently being carried out on site no complaints have been received.</p> <p><u>Qtr 2 Update</u> The Major Projects Team has procedures in place to investigate and respond proactively to complaints received in relation to Hinkley Point. However, due to the relative low level of work currently being carried out on site no formal complaints have been received. Requests for information or clarification from Members have been responded to in an efficient manner to ensure that they are in a position to respond to any concerns raised in the local community.</p> <p><u>Qtr 3 Update</u> The Major Projects Team has procedures in place to investigate and respond proactively to complaints received in relation to Hinkley Point. However, due to the relative low level of work currently being carried out on site no formal complaints have been received. Requests for information or clarification from Members have been responded to in an efficient manner to ensure that they are in a position to respond to any concerns raised in the local community.</p>	<p>March 2014</p>	<p>Green (on track)</p>

KEY TASK 6.3 <b>By March 2015, working with partners to implement a range of community safety initiatives raising awareness of the development project, its potential impacts and preventative measures.</b>		Milestone	Action Status
Key Action 6.3.1 Deliver a range of projects that ensure the community are aware of the impacts of the new build and identify measures to mitigate those impacts.	<u>Qtr 1 Update</u> The Community Safety Officer has been involved in a number of shared projects with colleagues from Sedgemoor and the blue light services which have included an education awareness campaign concerning the night Time Economy and an initiative which is ready for delivery to local licensees offering a range of training opportunities aimed at mitigating an influx of workers who are not skilled in the ways of our licensed premises. <u>Qtr 2</u> – No further update <u>Qtr 3 Update</u> – No further update	March 2014	Green (on track)
Key Action 6.3.2 Ensure partnership structures are in place and sufficiently robust to facilitate positive partnership activity, this Includes: - Partnership workshops - Continued involvement with the ESLAG (emergency Services And Local Authorities Group) - Engagement with EDFE through regular one-to-ones	<u>Qtr 1 Update</u> The ESLAG meetings and the one to ones were continued until May when the project was paused. However, an ESLAG meeting is scheduled for October. The Main Site Neighbourhood Forum meetings have also been attended. Any actions that have ensued from any of these meetings have been completed. <u>Qtr 2</u> – No further update <u>Qtr 3 Update</u> – No further update	March 2014	Green (on track)

**Objective 7:**  
**The effects on the environment by working with partners to positively respond to opportunities to enhance the environment in the affected communities using secured funding within Section 106 agreements are mitigated**

KEY TASK 7.1 <b>By July 2013 develop a programme of investment within West Somerset for the ecology funding provided directly to the council from the development at Hinkley Point</b>		Milestone	Action Status
Key Action 7.1.1 Using data supplied from EDF Energy develop a range of sites suitable for the provision of ecology mitigation	<u>Qtr 1 Update</u> A report has been produced by consultants Arup outlining a range of sites potentially suitable for the provision of mitigation for ecology (notably Barbastelle Bats). This was based on data supplied by Arup, work undertaken utilising GIS and site visits.	<b>June 2013</b>	Green (completed)
Key Action 7.1.2 Negotiate with landowners to identify a preferred option for the provision of ecology mitigation	<u>Qtr 1 Update</u> This will be carried out throughout the Autumn/Winter 2013 and the Major Projects Team are working to the September 2013 milestone. However, the team are aware that negotiations with landowners could possibly become protracted. <u>Qtr 2 Update</u> This key action has slipped by 2-3months due to wider external delays associated with the HPC project. However, negotiations will commence in Winter 2013. The team are aware that negotiations with landowners could possibly become protracted. <u>Qtr 3 Update</u> Discussions have commenced with relevant landowners. Further meetings are pencilled in for February 2014 providing interested parties with more detailed proposals for the sites that have been outlined as suitable in the Arup Report	<b>Sept 2013</b>	<b>Red (Milestone missed)</b>
Key Action 7.1.3 Present funding allocations to WSC Planning Obligations Group / Cabinet / Council for approval	<u>Qtr 1 Update</u> WSC has the resources in place to present funding allocations to Cabinet/Council for approval. <u>Qtr 2</u> - No further update <u>Qtr 3 Update</u> This is likely to take place when there is some more certainty in relation to the remobilisation of the main site at Hinkley Point C.	January 2014	Green (on track)

<b>KEY TASK 7.2 To actively work with Somerset County Council to ensure that they develop a clear programme of investment within West Somerset for the contributions where the County Council is the initial recipient from the development at Hinkley Point</b>		<b>Milestone</b>	<b>Action Status</b>
<p><b>Key Action 7.2.1</b>                      Work with SCC and partner organisations such as AONB service to understand and, where appropriate, influence funding allocations to ensure that mitigation is delivered in favour of affected communities in West Somerset</p>	<p><u>Qtr 1 Update</u>                      WSC has maintained strong links with SCC officers and continue to be involved in discussions regarding funding allocations and mitigation across departments and disciplines.</p> <p><u>Qtr 2</u> – No further update</p> <p><u>Qtr 3</u> – No further update</p>	March 2014	Green (on track)
<p><b>Key Action 7.2.2</b>                      To monitor SCC spend and outcomes in West Somerset area to ensure that communities most affected receive funding as appropriate</p>	<p><u>Qtr 1 Update</u>                      WSC has a dedicated Hinkley Point Finance officer and continues to monitor spend with WSC. The officer works closely with colleagues at SCC.</p> <p><u>Qtr 2</u> – No further update</p> <p><u>Qtr 3</u> – No further update</p>	March 2014	Green (on track)

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





# Key Service Indicators

## Group: Environment and Community

Group Manager: Steve Watts

Code	Description	2012/13		2013/14						Comment
		Actual	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Target	Status	
<b>Key Service Indicators</b>										
<b>Street Cleansing</b>										
KPI 103	% of service requests actioned within 5 working days	93%	85%	98%	97%	92%		85%	GREEN (On Target)	2012/13 - Q1 - 97%, Q2 - 91%, Q3 - 93%, Q4 - 92%
KCI 81	No of complaints	7	17	3	4	3		20	GREEN (On Target)	20 is the Annual Target
<b>Waste &amp; Recycling</b>										
KPI 87	% of missed collections, collected within 24hrs	99%	100%	99%	99%	100%		100%	GREEN (On Target)	2012/13 - Q1 - 98%, Q2 - 100%, Q3 - 100%, Q4 - 99%
KPI 86	% of waste recycled and composted (NI 192)	44.07%	50%	41.00%	42.00%	45%			GREEN (On Target)	2012/13 - Q1 -41%, Q2 -49% , Q3 -42% , Q4 -44%. The target has been dropped from 50% to 41% to bring it in line with other Somerset districts.
KPI 88	Fly-tipping: % removed within 48 hrs	88%	75%	86%	77%	83%		75%	GREEN (On Target)	2012/13 - Q1- 81%, Q2 - 86%, Q3 - 97%, Q4 - 86%
KPI 90	Fly-tipping: No of incidents	78	Target not set	21	44	59		Target not set		2012/13 -Q1 - 41, Q2 - 58, Q3 -63, Q4 - 78
KCI 82	Waste & Recycling: No of complaints	8	23	1	2	2		20	GREEN (On Target)	Annual Target
<b>Development Control</b>										

# Key Service Indicators

## Group: Environment and Community

Group Manager: Steve Watts

Code	Description	2012/13		2013/14						Comment
		Actual	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Target	Status	
KPI 90a	% of major planning applications determined within 13 weeks.	75%	75%	no applications received	100%	79%		75%	GREEN (On Target)	2012/13 - Q1- 100%, Q2 - 71%, Q3-50%, Q4 -75%
KPI 90b	% of minor planning applications determined within 8 weeks	95%	80%	95%	100%	99%		80%	GREEN (On Target)	2012/13- Q1-90%,Q2-97%, Q3-100%, Q4-89%
KPI 90c	% of other planning applications determined within 8 weeks	99%	95%	100%	100%	100%		95%	GREEN (On Target)	2012/13- Q1 - 97%,Q2- 100%, Q3- 100%, Q4-100%
KCI 86	% of customers satisfied with the service received	96%	85%	Annual Indicator			not due	85%		Service Exit Survey
<b>Building Control</b>										
KPI 92	% of applications registered within agreed timescale (5 dys)	100%	95%	81%	63%	97%		95%	GREEN (Above Target)	Following the meeting of the Scrutiny Committee in November 2013 and at the suggestion of the Committee, the timescale for this measure has increased from 3 dys to 5 dys.
KPI 93	% of inspections carried out on day requested	100%	95%	100%	99%	99%		95%	GREEN (Above Target)	
KPI 94	Dangerous Structures: % of incidents responded to within 24 hrs	100%	95%	100%	100%	100%		95%	GREEN (Above Target)	
KCI 87	% of customers satisfied with the service received	97%	85%	Annual Indicator			not due	85%		Corporate Annual Satisfaction Survey
<b>Community Safety</b>										

# Key Service Indicators

## Group: Environment and Community

Group Manager: Steve Watts

Code	Description	2012/13		2013/14						Comment
		Actual	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Target	Status	
NEW	Total hours performed by the CCTV volunteers			308	619	999		Target not set		New Indicator for 2013. A target has not been set for this indicator. Because the activity is based on volunteers, it is difficult to set a target.
KPI 62	The total number of evidence packages produced using material captured by CCTV	94	75	29	56	78		90	GREEN (On Target)	2012/13 - Q1-19, Q2-37,Q3-64,Q4-94
<b>Customer Access</b>										
KPI 25	Abandoned in queue call rate %	6.8%	>5%	9.94%	7.98%	3.70%		>8%	GREEN (On Target)	2012/13 - Q1 -8%, Q2- 8%, Q3- 4%, Q4 - 7%. Following the meeting of the Scrutiny Committee in November 2013 and at the suggestion of the committee, this indicator has been reviewed to see if it can be made more meaningful. The measure now excludes those calls abandoned because of the automated number options and the target has been raised to a level considered to be attainable within the resources available.
KPI 21	Number of unique visitors to Council website	87,343	60,000	24,044	22,723	69,815		60,000	GREEN (On Target)	

Key:

KBI - Budget/Cost Indicator

KPI - Performance/Process Indicator

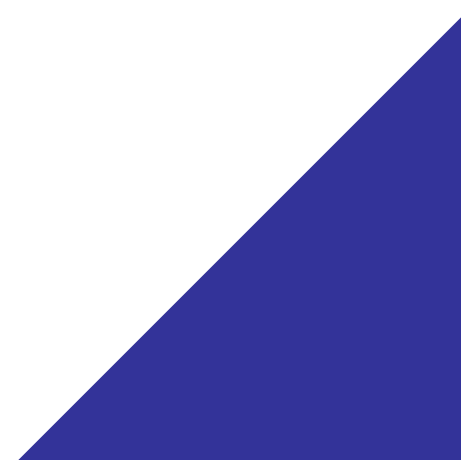
KCI - Customer Satisfaction Indicator



# **Corporate Services Group**

## **Service Plan Performance Report Oct-Dec 2013/14 Update**

- **Corporate Plan Key Actions – Quarterly Progress Report**
- **Group & Service indicators – Quarterly Performance**





## Corporate Services Group

### Key Service Performance Indicator

All indicators are on target.

### Key Action Summary

There are 8 key actions associated with this service plan of which:

- 6 (75%) are completed
- 2 (25%) are on-track

There are no actions of concern (amber) or milestones missed (red)

### Group Performance Summary for Quarter 3

#### **Finance**

In addition to routine work, this quarter has seen liaison with parish and town councils to assist them in setting precepts as part of the council tax charges for the 2014/15 financial year.

Creditors paid within 30 days – the target for the percentage of creditors paid within 30 days is currently set at 90% and during this quarter, 96.23% of the 743 invoices received were paid within the target timescale.

#### **Land Charges**

The turnaround time for land charges searches during this quarter was 99% within 5 days against a target of 90%. The number of searches for the same time last year has increased from 165 to 197 with a corresponding increase in income from £15,814.00 to £18,427.25. One of the reasons why it is considered that the service is performing so well this year is that searches can now be dealt with entirely electronically which is proving popular with customers and reduces printing and posting costs.

#### **Scrutiny**

At the October meeting the Committee received the report concerning the joint management and shared services business case, along with the associated reports and matters. Scrutiny members undertook a thorough scrutiny of the business case and suggested a number of areas and issues which they recommended to be taken into account. In November the Committee received an informative update from Dr Rosie Benneyworth from Somerset Clinical Commissioning Group concerning the GP Out of Hours cover in West Somerset. Finally, this quarter has seen the conclusion of a review of asset management.

### **Member Services**

During this quarter 97% of reports produced were sent out with their respective agendas which is above the target of 90% and 2% up on the previous quarter. 71% of the minutes of the meetings held during this quarter were placed on the Council's web-site within 7 working days which is below the target of 90% although up by 2% on the previous quarter. The team has experienced a general increase in workload over this time in connection with the partnership project and therefore, in this context, a slight improvement is to be commended

### **Human Resources**

In addition to routine work, the team had extra activities to support the recruitment process to the new Joint Management Team.

### **Legal Services**

During this quarter there were 24 new instructions and a range of issues have been completed including 4 licences, 3 leases, a deed of surrender, a rent review, tree preservation order and an agreement.

### **Corporate Support**

In this quarter 29 complaints were received – compared to 23 for the same quarter last year – with 96.6% being responded to within 20 days compared to a figure of 87% for the corresponding quarter last year and above the target figure of 85%.

The Local Land and Property Register(LLPG) is back up from a bronze to a silver rating, of the 8 criteria, 5 are now at gold level and 3 at silver.

### **Freedom of Information**

In this quarter there were 116 requests under Freedom of Information compared to 62 for the same quarter last year with 97% being responded to within 20 days compared to last year's figure of 94% - another excellent performance.

### **Elections**

In addition to working on the canvass for the new electoral register and continuing to prepare for the introduction and implementation of the new Individual Electoral Registration process a bye election for Watchet Town Council.

### **PR and Media**

The Corporate Director continued to provide the first point of contact role and be well supported by the relevant service areas to ensure that an efficient reactive response to media enquiries can usually be provided and the effective generation of proactive material as and when required with increasing support from the Taunton Deane Media Officer both generally and specifically in leading on the PR and media aspects of the partnership project.

### **Standards**

This quarter had been quiet in terms of no formal complaints being received although informal queries /discussions continue to be dealt with by the Monitoring Officer- this should be considered good news! As requested by the Council. The recommendations of the Standards Advisory



Committee regarding a review of the Code of Conduct and the arrangements for dealing with complaints were discussed at the Corporate PAG in October and agreed by full Council in November.

**Efficiencies and Performance**

Whilst the officer has continued to support the performance management framework and service the Corporate Policy Advisory Group, the majority of work had focussed on contributing to the work of the Project Team leading on developing the Business Case for shared management and services between Taunton Deane Borough Council and West Somerset Council and Kim should take great credit from the successful outcome of both Councils formally approving the Business Case in November.



# CORPORATE SERVICES

## Priority: Local Democracy

### Objective 1:

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

KEY TASK 1.4 Ensure that savings and income increases identified for the Medium Term Financial Plan for 2013/14 are achieved		Milestone	Action Status
<b>Corporate Services savings - Achieve savings of £115,421 as a proportion of the overall savings from the WSC budget</b>			
Key Action 1.4.30 Health & Safety - cease annual subscription to technical indexes (£6000) Ensure that savings have been removed from the budget book	<u>Qtr 1 Update</u> £6000 has been removed from Budget book – cost centre 4305-50163	April 2013	Green (Completed)
Key Action 1.4.31 Staff costs -PR/Media post deleted (£41,125) Ensure that savings have been removed from the budget book	<u>Qtr 1 Update</u> £41,125 has been removed from Budget Book – cost centre 4312-50182	April 2013	Green (Completed)
Key Action 1.4.32 Reduction in the number of audits (£10,000) Ensure that budget has been reduced and monitor budget throughout the year	<u>Qtr 1 Update</u> £10,000 has been removed from Budget Book - cost centre 4305-50153 Internal Audit plan reflects the reduction	April 2013	Green (Completed)

Review of Key Actions to deliver **2013-14** Corporate Priorities  
April-Dec 2013

Key Action 1.4.33 Reduction in LGA subscriptions (£598) Ensure that budget has been reduced	<u>Qtr 1 Update</u> £598 has been removed from Budget Book – cost centre 4305-50162	April 2013	Green (Completed)
Key Action 1.4.34 Reduction in cost of private health care scheme (£1500) Ensure that budget has been reduced	<u>Qtr 1 Update</u> £1500 has been removed from Budget Book – cost centre 4306-50190	April 2013	Green (Completed)
Key Action 1.4.35 Reduction in staff training (£5000) Ensure that budget is reduced and monitor budget throughout the year	<u>Qtr 1 Update</u> £5000 has been removed from Budget Book – cost centre 4306-50109 Budget will need to be monitored throughout the year <u>Qtr 2 Update</u> Training budget - cost centre 4306-50109 is within budget as of end Sept (Qtr 2) <b>Qtr 3 Update</b> Training budget - cost centre 4306-50109 is within budget as of end Sept (Qtr 3)	April 2013	Green (on-track)
Key Action 1.4.36 Staff costs -Group Manager post replaced part-time (£11,198) Ensure that budget is reduced and monitor budget throughout the year	<u>Qtr 1 Update</u> £11,198 has been removed from Budget Book – cost centre 4359 50182 <u>Qtr 2 Update</u> Finance salaries budget - cost centre 4359-50182 is within budget as of end Sept (Qtr 2) <b>Qtr 3 Update</b> Finance salaries budget - cost centre 4359-50182 is within budget as of end Sept (Qtr 3)	April 2013	Green (Completed)

Review of Key Actions to deliver **2013-14** Corporate Priorities

April-Dec 2013

<p>Key Action 1.4.37 Reduction in cost of financial management system (£40,000) Ensure that budget is reduced and monitor budget throughout the year</p>	<p><u>Qtr 1 Update</u> £40,000 has been removed from Budget Book Work is still underway on the financial management system – in-house hosting and training but the predicted savings are still expected.</p> <p><u>Qtr 2 Update</u> Bringing the hosting of the finance system back in house is currently underway. ICT Preparation work – Server has been bought and installed. Cut of information has been taken and testing has been carried out on the local server Associated training for the finance team and data rationalisation was undertaken by Consilium TotalMobile (system provider) in March 2013. It is envisaged that some more assistance will be provided once the system is hosted back in-house. Purchase Ordering and Debtor/Invoicing training has been arranged for week commencing 11<sup>th</sup> Nov 2013 for members of staff nominated by CMT to undertake those duties.</p> <p><u>Qtr 3 Update</u> System hosting back in-house – work planned (and completed) in Feb '14.</p>	<p>April 2013</p>	<p>Green (on-track)</p>
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**KEY TO ACTIONS:**

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



# Key Service Indicators

**Group: Corporate Services**

**Group Manager: Bruce Lang**

Code	Description	2012/13		2013/14						Comment
		Actual	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Target	Status	
<b>Key Service Indicators</b>										
<b>Electoral Services</b>										
KPI 17	% Turnout for local elections	22%	45%	<b>Annual Indicator</b>			<b>not due</b>			
KPI 16	Form A's returned after personal visits & before internal checks.	92%	90%	<b>Annual Indicator</b>			<b>not due</b>			
<b>Finance</b>										
KPI 132	% of invoices for commercial goods or services paid within 30 days of receipt	97.30%	90%	97.08%	96.53%	96.23%		90%	<b>GREEN (On Target)</b>	
KPI 133	Number of invoices received	3255		719	720	743				<b>No target set - provides context for KPI 132.</b>

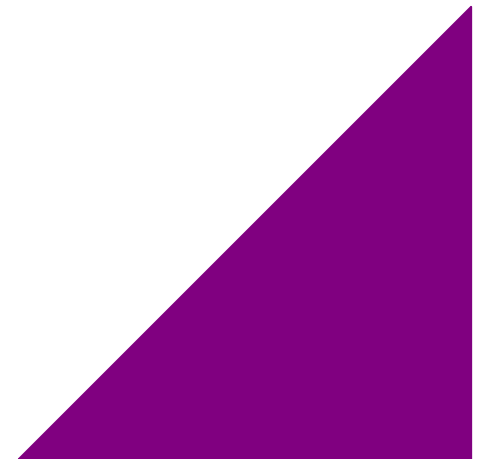




# **Corporate Management**

## **Service Plan Performance Report Oct-Dec 2013/14 Update**

- **Corporate Plan Key Actions – Quarterly Progress Report**
- **Group & Service indicators – Quarterly Performance**





## Corporate Management

### Key Service Performance Indicator

All indicators are on target.

### Key Action Summary

There are 11 key actions associated with this service plan of which:

- 4 (36%) are completed
- 6 (64%) are on-track

There are no actions of concern (amber) or milestones missed (red)

### Group Performance Summary for Quarter 3

This quarter has seen the successful completion of the first phase of the Joint management and Shared Services Project with Taunton Deane culminating in the Business Case being first discussed by Scrutiny Committees of the two authorities and then approved by both Councils at meetings on 12<sup>th</sup> November, 2013. Significant detailed work was then undertaken to have the majority of the new Joint Management Team in place with effect from 1<sup>st</sup> January, 2014. The joint Chief Executive having taken up post with effect from 24<sup>th</sup> October, 2013.

In terms of day to day activities, a quarterly review of the CMTs governance responsibilities confirmed that due diligence had continued to be exercised in terms of monitoring key performance and process issues.



## CORPORATE MANAGEMENT

### Priority: Local Democracy

#### Objective 1:

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

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

Review of Key Actions to deliver **2013-14** Corporate Priorities.

April-Dec 2013

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

<b>KEY TASK 1.3 Implement any actions agreed as a result of any decisions taken in regard to collaboration or commissioning for the provision of services</b>		<b>Milestone</b>	<b>Action Status</b>
<p>Key Action 1.3.1 If 1.2.1 business case approved (joint management),, undertake necessary actions to implement with effect from 1/4/14</p>	<p><u>Qtr 1 Update</u> The business case (including joint management) is still on schedule to meet the March 2014 milestone and current indications are that joint senior management will be in place by March 2014. The timelines are also dependent on the outcome of the transformation funding bid submission.</p> <p><u>Qtr 2 Update</u> Joint Chief Executive will be in post 24<sup>th</sup> October 2013 . Pending approval of the business case and associated reports, the majority of the new joint senior management structure is scheduled to be in place by January 2013.</p> <p><u>Qtr 3 Update</u></p>	Oct 2013 to March 2014	Green (on track)
<p>Key Action 1.3.2 If 1.2.2 business case approved commence work on detailed business case for joint services</p>	<p><u>Qtr 1 Update</u> The business case (including shared services) is still on schedule to meet the March 2014 milestone and current indications are that some quick wins could be implemented sooner than March 2014. The timelines are also dependent on the outcome of the transformation funding bid submission.</p> <p><u>Qtr 2 Update</u> Pending approval of the business case and associated reports, joining staffing structures as scheduled to commence January 2014 and completed by Feb 2015. Service Transformation also scheduled between Jan 2014-Mar 2016. Work has commenced for Legal Services and Building Control identified as fast track services for sharing services.</p> <p><u>Qtr 3 Update</u></p>	Oct 2013 to March 2014	Green (on track)
<p>Key Action 1.3.3 Undertake any other actions, as agreed, in respect of 1.3.2</p>	<p><u>Qtr 1 Update</u> Awaiting completion of 1.3.2</p> <p><u>Qtr 2 Update</u> The business case identifies HR, Governance, Communications and ICT actions to provide the corporate basis for joining management and sharing services. Pending approval of the business case, an implementation plan will be drafted detailing the required actions and associated timescales.</p> <p><u>Qtr 3 Update</u></p>	Oct 2013 to March 2014	Green (on track)

KEY TASK 1.4 Ensure that savings and income increases identified for the Medium Term Financial Plan for 2013/14 are achieved		Milestone	Action Status
<b>Corporate Management :</b>			
Key Action 1.4.10 Regularly monitor progress and report to members throughout the year <b>£305,441</b> Total savings	<u>Qtr 1 Update</u> £160k savings confirmed as of end of qtr 1. Also additional income identified from grounds maintenance/assets of £7.5k. Corporate PAG receive savings updates throughout the year <u>Qtr 2 Update</u> £195k savings confirmed as end of Qtr 2. Savings made since qtr1 realised are primarily attributed to the increased income from planning application fees. There is, at Qtr. 2 a predicted overall underspend for the 2013/14 financial year of £135,493 <u>Qtr 3 Update</u>	July 2013 Oct 2013 Jan 2014	Green (on track)

**Objective 2:**  
**Maximise the funding opportunities from Central Government**



<b>KEY TASK 2.3</b> <b>Understand the impact that business rate retention has on the Medium Term Financial Plan, monitor regularly and report this impact to members</b>		<b>Milestone</b>	<b>Action Status</b>
Key Action 2.3.1 Establish a process to monitor the current gross yield and subsequent net yield of business rates and the impact on the amounts retained and paid to major precepting authorities	<u>Qtr 1 Update</u> Report detailing the monitoring process was presented to Scrutiny and Cabinet and subsequently approved. Regular monitoring will be undertaken as part of the finance report component of the quarterly performance report.	June 2013	Green (completed)
Key Action 2.3.2 Produce quarterly monitoring reports for consideration by members	<u>Qtr 1 Update</u> Regular monitoring will be undertaken as part of the finance report component of the quarterly performance report. <u>Qtr 2 Update</u> To provide improved clarity the financial element of the Performance Report has been extracted into a separate report. The Qtr. 2 report will be presented to Scrutiny in November 13 and Cabinet in December 13. <u>Qtr 3 Update</u>	July 2013 Oct 2013 Jan 2014	Green (on track)

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



# Key Service Indicators

**Group: Corporate Management**

**Responsible Officer: Adrian Dyer**

Code	Description	2012/13		2013/14					Comment	
		Actual	Target	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Target		Status
<b>Service Indicators</b>										
<b>Corporate Management</b>										
KPI 158	Overall Staff satisfaction	94%	90%	<b>Annual Indicator</b>			<b>not due</b>	90%		Staff Survey planned for 2013/14.
KPI 160	Number of days sickness per FTE (whole organisation)	5.54	5.75	1.72dys	2.6dys	3dys		5.75 dys	<b>GREEN (On Target)</b>	The annual target for this indicator is 5.75 days. The measure is per employee.
KCI 145	% of customers satisfied with the Council	73%	82%	<b>Annual Indicator</b>			<b>not due</b>	82%		
KCI 146	% of customers that think that the Council is delivering value for money	76%	75%	<b>Annual Indicator</b>			<b>not due</b>	75%		
KCI 147	% of people who would consider they are treated with respect and consideration	91.40%	90%	<b>Annual Indicator</b>			<b>not due</b>	90%		
	Number of complaints received by the Ombudsman	3	7	<b>Annual Indicator</b>			<b>not due</b>	7		

**Key:**

**KBI - Budget/Cost Indicator**

**KPI - Performance/Process Indicator**

**KCI - Customer Satisfaction Indicator**



*Report Number:* WSC 29/14  
*Presented by:* Cllr K V Kravis, Lead Member for Resources and Central Support  
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*Report to a Meeting of:* Scrutiny Committee  
*To be Held on:* 17<sup>th</sup> February 2014  
*Date Entered on Executive Forward Plan Or Agreement for Urgency Granted:* N/A

## FINANCIAL MONITORING REPORT APRIL – DECEMBER 2013/14

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide updated in year financial information on a range of issues including budgetary monitoring and business rate retention.

### 2. CONTRIBUTION TO CORPORATE PRIORITIES

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

### 3. RECOMMENDATIONS

- 3.1 That Scrutiny notes the current financial standing of the Council together with the estimated position at the end of the financial year and refers any comments to Cabinet for consideration.

### 4. RISK ASSESSMENT (IF APPLICABLE)

#### Risk Matrix

Description	Likelihood	Impact	Overall
<b>Risk</b> - The key risk is 'financial' in that there is a failure to identify major budgetary variances in time for the required change in budget strategy to have an impact.	Likely (4)	Major (4)	High (16)
<i>Mitigation – Regular monitoring of key financial indicators and the implementation of any subsequent identified necessary change to the budget strategy</i>	Unlikely (2)	Major (4)	Medium (8)

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

## 5. **BACKGROUND INFORMATION**

5.1. The regular monitoring of financial information is a key element in the Council's Performance Management Framework. Crucially it enables remedial action to be taken in response to significant budget variances, some of which may be unavoidable. It also provides the opportunity to assess any consequent impact on the Medium Term Financial Plan.

### 5.2 **Summary Position – Revenue**

Resources	Annual Budget (£)	Predicted Spend 2013-14 (£)	Variance (£)
Performance against Budget	5,036,645	4,975,694	(60,951)

The current estimated underspend of £60,951 compares to an under spend of £99,575 reported in respect of quarter 2. Although the latter was included in the recent budget report to Cabinet the report to Council on 19<sup>th</sup> February 2014 will be amended to reflect the latest estimation

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

Group and Detail	Annual Budget £	Predicted Spend 2013-14 (£)	Variance (£)
<b>Housing, Economy &amp; Welfare</b>			
Licensing – Underspend on salaries due to retirement of Licensing Officer, higher than expected taxi licence, premise licence and scrap metal licence income	(64,548)	(82,769)	(18,221)
Housing B & B – General Underspend	10,000	4,500	(5,500)
Housing (Temporary Accommodation) – Overspend in relation to all property costs due to no tenant occupation	18,450	46,040	27,590
Benefits Administration – Overspend on External Processing Costs	80,745	87,465	6,720
Housing Benefits – Underspend on statutory payments, Income from overpayment invoices, Reduced Rent Allowance Grant	(40,000)	(105,855)	(65,855)
Revenues Staff – Underspend on salaries	184,470	170,641	(13,829)
GM Housing and Community - Underspend on salary costs. Severance costs included as part of overall project costs ①	53,713	42,410	(11,303)
Miscellaneous	695,809	703,522	7,713
<b>Group Total</b>	<b>938,639</b>	<b>865,954</b>	<b>(72,685)</b>
<b>Environment &amp; Community</b>			
Customer Services – Overspend on salaries due to Hinkley contribution now not being received in respect of Customer Service Manager	139,239	144,734	5,495
West Somerset House – Underspend on electricity costs, cleaning costs, wood pellets and bird deterrent costs	81,086	73,757	(7,329)
Flood Defence – Overspend on sandbag expenditure	11,500	18,435	6,935
Development Control – Underspend on salaries due to post being vacated, increased application fees and overspend on consultants fees	60,530	(33,190)	(93,720)
Building Control - Overspend on consultants fees and reduced application fees	19,121	45,969	26,848
Public Conveniences - General overspend due to non-	143,690	162,175	18,485

closure of some sites			
Open Spaces - Underspend on salaries and non-contract maintenance, Increased income from agency work	212,075	179,555	(32,520)
Waste - General contract overspend due to reduced recycling credits and container supplies not being included within the original budget	990,880	1,038,500	47,620
Street Cleansing – Overspend on vehicle expenses	414,000	420,465	6,465
GM - Environment and Services – Underspend on salary costs. Severance costs included as part of overall project costs <sup>①</sup>	56,203	41,972	(14,231)
Community Development - Overspend on salaries due to Hinkley contribution now not being received and an officer working increased hours for part of the year.	49,988	62,287	12,299
Community Safety - Overspend on salaries due to Hinkley contribution now not being received	36,067	57,119	21,052
Information Technology – Overspend on annual maintenance & support and corporate security, offset by underspend on salaries and GCSX payments	316,078	323,042	6,964
Miscellaneous	(17,540)	(18,464)	(924)
<b>Group Total</b>	<b>2,512,917</b>	<b>2,516,356</b>	<b>3,439</b>
<b>Corporate Services</b>			
Legal – Underspend on Mendip Contract and Legal Fees Received Not Budgeted For	133,893	127,803	(6,090)
Elections – Overspend on canvasser fees	48,703	53,413	4,710
Land Charges – Increased application fees received	(22,991)	(31,228)	(8,237)
Human Resources – Overspend on HR Management Costs and vacancy rate due to underspends being recorded in specific services rather than centrally. Also underspends on training and relocation expenses	220,879	240,052	19,173
Finance – Underspend on salaries due to vacant post, past service costs and bailiff fees	278,892	240,587	(38,305)
Internal Audit – Underspend on fees due to redistribution of partnership surplus from previous years	58,300	48,614	(9,686)
Miscellaneous	695,442	673,367	(22,075)
<b>Group Total</b>	<b>1,413,118</b>	<b>1,352,608</b>	<b>(60,510)</b>
<b>Corporate Management</b>			
Corporate Director – Underspend on salaries due to new Joint Management Structure (Shared Services Project) <sup>①</sup>	171,971	151,935	(20,036)
<b>Group Total</b>	<b>171,971</b>	<b>151,935</b>	<b>(20,036)</b>
<b>WSC / TDBC Project Costs</b>			
Salary Costs of Joint Management Structure <sup>①</sup>	0	80,400	80,400
Miscellaneous Project Costs	0	8,441	8,441
<b>Total</b>	<b>0</b>	<b>88,841</b>	<b>88,841</b>
<b>OVERALL TOTAL</b>	<b>5,036,645</b>	<b>4,975,694</b>	<b>(60,951)</b>

① The underspends in respect of senior officers should be offset against the estimated increased employment costs as a result of the new Joint Management Structure being established.

#### 5.4 Estimated Budget Variances - Capital (by Group Manager)

Group Manager	Scheme	Annual Budget 2013-14 (£)	Predicted Spend 2013-14 (£)	Variance (£)
Ian Timms	Clanville Housing	0	194,100	194,100

Ian Timms	Disabled Facilities Grants	96,000	96,000	0
Ian Timms	Disposal - Seaward Way Housing Land	50,000	60,000	10,000
Ian Timms	Disposal – Seaward Way Leisure Land	0	1,050	1,050
Ian Timms	Disposal – Aquasplash Site	50,000	50,000	0
Ian Timms	Disposal – Simonsbath Site	5,000	0	(5,000)
Ian Timms	Disposal – Townsend Farm	5,000	10,000	5,000
Ian Timms	Decent Homes	84,000	84,000	0
Steve Watts	East Wharf Warehouse	34,000	0	(34,000)
Steve Watts	Watchet Harbour Safety Initiatives*	0	7,000	7,000
Steve Watts	Roughmoor – CCTV *	0	0	0
Steve Watts	Car Parks Resurfacing *	0	0	0
Steve Watts	Watchet Harbour	29,500	12,500	(17,000)
Steve Watts	Quay Street Cliffs	7,000	7,000	0
Steve Watts	Dulverton Mill Leat	10,000	11,234	1,234
Steve Watts	Coast Protection	5,000	1,725	(3,275)
Steve Watts	Public Conveniences	50,000	17,000	(33,000)
Steve Watts	Replacement Lanterns	2,000	2,000	0
Steve Watts	PCN Hand Computer	2,500	0	(2,500)
Steve Watts	Beach Rake	8,000	9,083	1,083
Steve Watts	Blue Anchor Hotel – Coast Protection	0	12,000	12,000
Steve Watts	TASK Financial System	50,000	60,000	10,000
Steve Watts	Hardware Replacement	65,000	56,000	(9,000)
Steve Watts	Backup Solution	18,000	13,000	(5,000)
Steve Watts	MS Exchange Upgrade	5,700	5,700	0
Steve Watts	2003 Domain Upgrade	7,000	7,000	0
Steve Watts	Microsoft Licence	13,636	13,636	0
Steve Watts	Oracle Upgrade	0	11,000	11,000
<b>TOTAL</b>		<b>597,336</b>	<b>741,028</b>	<b>143,692</b>

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

## 5.5 Forecast Reserves

Opening Reserves (£)	Budget Variances (£)	Surplus On Collection Fund (£)	Reserves at 31 March 2014 (£)
(991,421)	(60,951)	(45,900)	(1,098,272)

## 5.6 Salary Costs

Salaries	2013-14 Budget (£)	2013-14 Predicted Outturn (£)	Variance (£)
Authority Total	2,617,727	2,480,782	(136,945)
Joint Management Structure Salary Costs	0	80,400	80,400
Employers Additional	160,000	160,000	0



Pension			
<b>Total</b>	<b>2,777,727</b>	<b>2,721,182</b>	<b>(56,545)</b>

## 5.7 **Business Rate Retention**

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

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

### ***Summary of NNDR Position as at 31<sup>st</sup> December 2013 – Table 1***

	<b>Sept. 13</b>	<b>Dec. 13</b>
<b>Gross Yield</b>	<b>£14,393,691</b>	<b>£14,421,388</b>
Less Deductions:		
Refunds	-£1,500,000	-£1,365,000
Write-Off's	-£100,000	-£100,000
Mandatory Relief	-£1,697,891	-£1,736,196
Discretionary Relief	-£219,892	-£228,430
Other Deductions	-£330,837	-£261,536
<b>Net Yield</b>	<b>£10,545,069</b>	<b>£10,730,226</b>
Amounts Retained		
Government (Central) Share (50%)	£5,272,535	£5,365,113
WSC Share (80% of 50%)	£4,218,028	£4,292,091
SCC Share (18% of 50%)	£949,056	£965,720
D & S F & R Share (2% of 50%)	£105,450	£107,302
	<b>£10,545,069</b>	<b>£10,730,226</b>
<b>WSC Retained</b>	<b>£4,218,028</b>	<b>£4,292,091</b>
Tariff to Government (fixed amount)	-£2,922,502	-£2,922,502
Gross Retention	£1,295,526	£1,369,589
WSC Baseline Funding (fixed amount)	-£1,050,663	-£1,050,663
Net Retention	£244,863	£318,926
50% Levy Payment to Government	-£122,431	-£159,463
<b>NET AMOUNT RETAINED BY WSC</b>	<b>£122,431</b>	<b>£159,463</b>

5.7.2 As can be seen from the table above the net amount retained by West Somerset has increased by £37,032 to £159,463 as at 31<sup>st</sup> December 2013.

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

## 5.8 Business Rates – Outstanding Liabilities

*Business Rates Liabilities as at 31<sup>st</sup> December 2013 – Table 2*

Year	Total Net Liability	Costs Raised	Gross Amount Collectable	Write Offs	Net Amount Collectable	Balance	% O/S
2000-08	£116,811,084	£21,497	£116,832,732	£373,253	£116,459,479	£9,653	0.008%
2009	£7,607,485	£4,386	£7,611,871	£82,389	£7,529,482	£4,047	0.053%
2010	£8,499,069	£3,987	£8,503,056	£46,939	£8,456,117	£19,647	0.231%
2011	9,390,274	£3,449	£9,393,723	£68,390	£9,325,333	£63,689	0.678%
2012	£10,525,280	£3,235	£10,528,515	£5,997	£10,522,518	£152,230	1.446%
	<b>£152,833,343</b>	<b>£36,554</b>	<b>£152,869,897</b>	<b>£576,968</b>	<b>£152,292,929</b>	<b>£249,266</b>	<b>0.163%</b>
2013	£11,688,736	£2,297	£11,691,033	£438	£11,690,595	£1,388,740	11.881%
	<b>£164,522,079</b>	<b>£38,851</b>	<b>£164,560,930</b>	<b>£577,406</b>	<b>£163,983,524</b>	<b>£1,638,006</b>	<b>0.999%</b>

5.8.1 The balance outstanding for the years 2000 – 2012 is £249,266 which is £11,898 less than the figure at 30<sup>th</sup> September 2013 of £261,164.

## 5.9 Discretionary Housing Payment Scheme & Council Tax Reduction Discretionary Scheme

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

	Discretionary Housing Payment Scheme	Council Tax reduction Discretionary Scheme
Annual Budget 2013/14	£150,303.00	£22,500.00
Expenditure to 31/12	£64,163.07	£4,135.49
Number of Awards	147	51

## 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.

