

To:

Members of Scrutiny Committee

(Councillors P H Murphy (Chairman), R Lillis (Vice Chairman), D Archer, A Behan, R Clifford, G S Dowding, B Maitland-Walker, J Parbrook, and R Woods)

Members of Cabinet

(Councillor A Trollope-Bellew (Leader), M Chilcott (Deputy Leader), M Dewdney, K J Mills, C Morgan, S J Pugsley, K H Turner, D J Westcott)

Our Ref CS

Contact Emily McGuinness emcguinness@westsomerset.gov.uk

Date 09 December 2015

**THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING  
THIS DOCUMENT CAN BE MADE AVAILABLE IN LARGE PRINT, BRAILLE, TAPE FORMAT  
OR IN OTHER LANGUAGES ON REQUEST**

Dear Councillor

I hereby give you notice to attend the following meeting:

**SCRUTINY COMMITTEE**

**Date: Thursday 17 December 2015**

**Time: 3.30 pm**

**Venue: Council Chamber, Council Offices, Williton**

**There will be a pre-meeting held in the Grabbist Room at 2.30pm to which all Scrutiny Members are invited.**

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

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

Therefore unless you advise otherwise, by entering the Council Chamber and speaking during Public Participation you are consenting to being recorded and to the possible use of the sound recording for access via the website or for training purposes. If you have any queries regarding this please contact Committee Services on 01643 703704.

Yours sincerely



**BRUCE LANG**  
Proper Officer

## RISK SCORING MATRIX

Report writers score risks in reports uses the scoring matrix below

**Risk Scoring Matrix**

|                   |   |                |            |             |             |                |                |
|-------------------|---|----------------|------------|-------------|-------------|----------------|----------------|
| <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**

**Meeting to be held on Thursday 17 December 2015 at 3.30 pm**

**Council Chamber, Williton**

### **AGENDA**

**1. Apologies for Absence**

**2. Minutes**

Minutes of the Scrutiny Committee held on 12 November 2015, 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 4 November, 2015 – **SEE ATTACHED.**

**6. Cabinet Forward Plan**

To review the latest Cabinet Forward Plan for the months of November onwards, published on 4 November 2015 – **SEE ATTACHED.**

**7. Report of the Task and Finish Group established to consider the Community Impact Mitigation Fund (CIM Fund) following their review.**

To consider Report No. WSC 188/2015 to be presented by Councillor P Murphy, Chairman of the Scrutiny Committee.

The purpose of the report is to present the findings of the Scrutiny Task and Finish Group established to consider the Community Impact Mitigation Fund (CIM Fund) following their review.

- **SEE ATTACHED.**

**8. Budget Update and Further Savings Options 2016/17**

To consider Report No. WSC 190/2015 to be presented by Councillor M Chilcott, Portfolio Holder – Resources and Central Support.

The purpose of this report is to provide Scrutiny Committee with an update on budget estimates for 2016/17 and Medium Term Financial Plan (MTFP) forecasts, and to consult with Members on a range of further savings options being considered for the Budget.

- **SEE ATTACHED.**

The report contains Confidential Appendices C, D, P and R which has been printed on pink paper and attached at the end of these agenda papers. If Members wish to discuss the information contained within this Appendix, consideration will need to be given to exclude the press and public from the meeting – see below.

**Exclusion of the Press and Public**

To consider excluding the press and public during consideration of Item 12 on the grounds that, if the press and public were present during that item, there would be likely to be a disclosure to them of exempt information of the class specified in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended as follows:-

The Confidential Appendices included as part of Item 8 contains information that could release confidential information relating to the financial or business affairs of any particular person (including the authority holding that information). It is therefore proposed that after consideration of all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**9. Scrutiny Committee Work Plan**

To receive items and review the Scrutiny Committee Work plan for 2015/16. - **SEE ATTACHED.**

**COUNCILLORS ARE REMINDED TO CHECK THEIR POST TRAYS**

**The Council's Vision:**

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

**The Council's Corporate Priorities:**

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

**SCRUTINY COMMITTEE**

**Minutes of the Meeting held on 12 November 2015 at 3.30 pm**

**Present:**

Councillor P H Murphy .....Chairman  
Councillor R Lillis .....Vice Chairman

Councillor A Behan  
Councillor G S Dowding  
Councillor J Parbrook

Councillor R Clifford  
Councillor B Maitland-Walker  
Councillor R Woods

**Members in Attendance:**

Councillor M Chilcott  
Councillor A Hadley  
Councillor A Trollope-Bellew  
Councillor D J Westcott

Councillor M Dewdney  
Councillor K J Mills  
Councillor T Venner

**Officers in Attendance:**

Assistant Chief Executive and Monitoring Officer – (B Lang)  
Democratic Services Coordinator (E McGuinness)  
Assistant Director – (P Fitzgerald)  
Revenues and Benefits Manager (H Tiso)  
Finance and Performance Manager (P Harding)  
Finance Manager (S Plenty)  
Administrative Support (A Randell)

Derek McCullough, Operations Manager: South Western Ambulance Service NHS  
Foundation Trust

Neil Le Chevalier, Director of Operations: South Western Ambulance Service NHS  
Foundation Trust

Heather Strawbridge – Chair of South Western Ambulance Service Trust

**SC121 Apologies for Absence**

No Apologies were received.

**SC122 Minutes**

(Minutes of the Meeting of the Scrutiny Committee held on 15 October 2015 –  
circulated with the Agenda.)

**RESOLVED** that the Minutes of the Scrutiny Committee held on 15 October 2015 be confirmed as a correct record.

**SC123 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:

| <b>Name</b>     | <b>Minute No.</b> | <b>Description of Interest</b> | <b>Personal or Prejudicial or Disclosable Pecuniary</b> | <b>Action Taken</b> |
|-----------------|-------------------|--------------------------------|---|---------------------|
| Cllr P H Murphy | All Items         | Watchet                        | Personal  | Spoke and voted     |
| Cllr D Archer   | All Items         | Minehead                       | Personal  | Spoke and voted     |
| Cllr J Parbrork | All Items         | Minehead                       | Personal  | Spoke and voted     |
|                 |                   |                                |   |                     |

Additional Interests were declared by Councillor Dowding as a first responder, Councillor Murphy who has a relative on the board of Artlife and Councillor Lillis declared an interest as a Board member of Engage.

**SC124 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 from the meeting held on 4 November 2015, be noted.

**SC125 Cabinet Forward Plan**

(Copy of the Cabinet Forward Plan published 4 November 2015, circulated with the agenda.)

**RESOLVED** that the Cabinet Forward Plan published on 4 November 2015, be noted.

**SC126 Ambulance Service Provision within the West Somerset Council District.**

The purpose of the briefing was for the South West Ambulance Service Trust to update Council and provide information on the Ambulance Service provision in West Somerset.

Jim Butterworth read out the following statement to the committee relating to Ambulance Service provision:-

It was stressed this is not a rant against the Ambulance Service but I do support the legitimate concerns raised in the letter from this Committee.

There is no question that the medical care is first-class; I think we all agree on that. But many are concerned at the frequent unavailability of an Ambulance when we really need it.

From first-hand experience: My heart attack was correctly triaged as a red alert, but it took 72 minutes to get an ambulance to Blue Anchor; 135 minutes to get me to Musgrove. I was lucky.

Something is wrong and it needs changing. I looked at the South West Ambulance Report September 2015: it is 70 pages long. If this were an Ofsted Report on a school they would be very close to Special Measures.

Difficulties seem to be reflected in the high 15% staff turnover which must be disruptive and very costly as experienced staff continually move on.

The Ambulance Service has an A19 target which requires a two-man ambulance to arrive within 19 minutes for 95% of life-threatening call-outs. This sounds good unless you are one of the 5% of failures.

It gets worse - for Somerset as a whole the A19 response is under 90% that is a 10% failure rate and double the target figures.

It appears that, in a life-threatening emergency, one in every ten needing urgent treatment are kept waiting for over 19 minutes. Stressful for all concerned; not least the medics.

But, from the age profile, level of complaints and distances involved, we might project the A19 failure rate to be as high as 25% in the rural areas which includes Minehead - one in four life-threatening emergencies do not get an ambulance within 19 minutes.

We all recognise there are financial restraints but surely there needs to be a rebalancing of resources such that rural areas are not unfairly compromised simply in order to reach targets?

Mr Chairman, in addition to questions already asked by this Committee, I think we should like to know:

1. What is the actual A19 rate for West Somerset? - and if there isn't a figure; why not? - and get it or my estimated 25% failure rate will stand.
2. How the new "Dispatch on Disposition" initiative is helping to improve these A19 figures?
3. The reasons behind the 15% turnover of professional medical staff?
4. How can this rural Authority support the Ambulance Service and impress our concerns on the powers-that-be?

ref: <http://tinyurl.com/g3ux4l5> South West Ambulance Report September 2015.

Heather Strawbridge, Neil Le Chevalier and Derek McCullough gave a presentation in relation on the Ambulance Service Provision within West Somerset.

During the course of discussion the following points were made:-

- Members questioned how often Ambulances from Minehead are on standby in areas in and around Taunton. This was dependent on



demand. There was a status plan management system to ensure network provision that was required.

- The status plan manager was a dynamic plan that would be used to maximize resource cover and reduce the response time. The service is provided to the County as a whole. Cover for Taunton was a recognised part of the service provided.
- Three units were deployed to cover the areas surrounding Minehead (a 24 hour ambulance, an 8 hour ambulance and a car unit. These could also serve other areas. A minimum level of cover would be ensured in the area with resources from other areas able to be deployed to Minehead from areas such as Bridgwater.
- The role of the first responder was discussed along with their training and responsibility. An initial three day training course was provided along with continual refresher training to keep knowledge current. A first responder would generally not travel more than 2-3 miles to a response.
- The purpose of first responders were to enhance the cover that they already had, the majority of these were based in rural areas to provide an early response and better chance of survival with immediate support. The standard requirement was for a defibrillator to be with the patient within 8 minutes.
- Figures for the quarter between July and September set out the response times at 70.62% in red 1 and 2 scenarios.
- Due to the risk of the risk posed to the public intelligent use of blue lights was encouraged to avoid danger on the roads.
- Suicide was treated in the same category as a life threatening emergency (R1).
- The rapid response figures for West Somerset were detailed at 865 made in under 15 minutes which left them amongst the top performing for a trust in Somerset.
- It was considered if staff shortages were a factor in the increased response times. There was a national shortage of paramedics, work was being done to recruit more staff. Universities were being worked with to attract and recruit to close the staff shortage gap and recruit nurses in addition to paramedics.
- Paramedics had increasingly greater options to pursue career development and move elsewhere in the healthcare profession, this was a contributing factor of staff shortages along with recruitment issues.
- Work was additionally being done in collaboration with St Johns ambulance service to maintain full cover.
- Continuing improvement in response times was being delivered across the service with 90,000 less calls needed a response in 2015-16 because of the dispatch and disposition approach to responding to calls.
- There was a strong relationship with the commissioning group and communities were being worked with to understand how the ambulance service works to further appreciate what healthcare service is needed.
- The trust had £227 million turnover with all surpluses invested and one of the only trusts that were not facing financial deficit.
- Concerns were expressed over response times experienced by some in the community. It was acknowledged that this was the case in the rural areas where travel times would be increased.
- Public access to defibrillators was being increased with training given where possible.

- The SWAST representatives were unable to answer the following questions at the meeting and agreed to provide a written response after the meeting:
- On average, per 999 call, how many miles are ambulances travelling on 'blue lights' to respond to calls in West Somerset?
- Over the past 12 months, how many calls from West Somerset have been responded to by Ambulances **leaving** from within the West Somerset Area?
- Over the past 12 months, how many response times to calls from West Somerset have exceeded 45 minutes within each of your response categories?
- Are you able to provide any data that shows where the Minehead ambulances physically are when West Somerset response times have exceeded 45 minutes and crews from as far away as South Molton have attended?
- How long, on average, does it take for back up to arrive to support Rapid Response Vehicle crews within the West Somerset area?

**Resolved** that:- members noted the answers given and asked that a written response be provided as soon as is practicable to those questions the SWAST were unable to answer at the meeting.

#### **SC127 Council Tax Rebate Scheme Review for 2016/17**

Considered report, WSC 162/15 previously circulated

The purpose of the report was:-

To provide the Scrutiny Committee with information on our existing Council Tax Rebate scheme and the context for reviewing our scheme for Working Age applicants from 2016/17.

To advise the Scrutiny Committee of the outcome of the public consultation on our Council Tax Rebate scheme in 2016/17.

To obtain support from the Scrutiny Committee on the preferred revisions to our Council Tax Rebate scheme in 2016/17 provided by the Corporate Policy Advisory Group at the meeting held on 28 October 2015.

During the course of discussion the following points were made:-

- It was questioned if second homes could be charged beyond 100% which was currently the maximum in future. You could not charge beyond this if the property was furnished.
- The costing to take maintenance into account was discussed.
- The modelling options in set out in 9.6 were considered

**Resolved** that:-

The Scrutiny Committee support the preferred revisions to the Council Tax Rebate scheme for 2016/17 as outlined in the report, namely Model 15. It was noted that Model 15 would affect working age applicants by:

(see [Model 15](#)). disregarding maintenance received for children

- removing entitlement to applicants with capital over £6,000;
- applying a Minimum Income for Self-Employed applicants; and
- paying CTR at a level that would be no more than for a Band C property

Implementing [Model 15](#) would result in an estimated saving in comparison to the cost of our current CTR scheme of £90,383.31. When the implications of tax credits changes are taken into account, the net additional cost in 2016/17 is estimated to be £45,416.69 for all preceptors, with West Somerset Council's share of that additional cost at 9.46% being £4,296.42.

## **SC128 Corporate Performance Report Q2 2015/16**

The Committee considered the report, WSC 158/15 which had been previously previously circulated.

The purpose of the report was to provide Members with key performance management data up to the end of quarter 2 2015/16, to assist in monitoring the Council's performance. Publishing this information also supports the aim of greater public accountability.

During the course of discussion the following points were made:-

- Recent improvements in relation to performance on minor planning applications were discussed.
- The Highlight summary of Appendix C (Energy Infrastructure Program) was detailed to members for information. The responsibility for this remained with the programme manager.
- Further details of sickness absence levels were provided to members. The projection of 7.4 days within the authority was comparable with the figures of 8.3 days for SCC with the average for local authorities around 8.2 days. Employees off work for longer than 28 days are referred to Occupational health. There had been a number of instances of long-term sickness cases.
- Members stated that sickness absence figures were a concern with further service changes to be implemented in the future. It was considered that there could be an increasing amount of stress related illness with the implementation of the transformation programme.
- Members were made aware that the software migration from Northgate to Civica in the Revenues and Benefits service, could lead to some impact in the performance of how housing benefit claims were processed, given the timescales to migrate across to the new software. This could be picked up in future highlight reports if it became a performance issue.

**Resolved that:-**

- (1) Scrutiny committee noted the performance in Q2 and highlight to the Cabinet matters of particular concern in relation to staff sickness ;
- (2) Supports the change of measure in relation to Disabled Facility Grants described in paragraphs 5.8 to 5.11 of this report.

**SC129 Fees and Charges 2016/17**

Members considered the report, WSC 159/15 as previously circulated.

The purpose of the report was to consider the proposed fees and charges for the period 1 April 2016 to 31 March 2017, prior to submission to Cabinet on 2 December and Full Council on 16 December.

During the course of discussion the following points were made:-

- The Scrutiny committee were requested to make comment on the Fees and Charges report.
- There were proposed changes to bring WSC and TDBC charges in alignment with one another.
- Concerns were expressed that there was a downward trend in relation to fees for planning applications.
- Following a review there had been a reduction in Council Tax court costs and in the breakdown in how these costs were calculated. This was to take notice of a recent high court case and avoid legal challenge.

**Resolved** that:- Scrutiny recommend to Cabinet the proposed Fees and Charges for 2016/17 on the following basis:-

**Amended charge structure for:**

- Building Control Charges

**Increased charges for:**

- Harbour Mooring and Slipway Fees;
- Pleasure Boat Dues;
- Various Waste Charges

**Decreased charges for:**

- Court Summons and Liability Orders for Council Tax and Business Rates

The rest of Fee's as set out in the report were to remain unchanged.

**SC 130 Financial Monitoring Report 2015-16 (April-September 2015)**

Considered report, WSC 160/15 previously circulated.

The purpose of this report was to provide Members with details of the Council's latest forecast financial outturn position for the 2015/16 financial year for both revenue and capital budgets, together with information relating to predicted end of year reserve balances.

During the course of discussion the following points were made:-

- The committee acknowledged the difficulty in bridging the budget gap.
- A number of budget reserves were questioned and considered if these could be reduced or taken back into general reserves.
- It was considered important for the sustainability reserve to remain as there was existing work to be completed around tests and checking.
- Money was needed to be set aside in the election reserve to provide for any elections that may be called in addition to the rolling out of electronic registration.
- It was anticipated that more money would be needed to be set aside in the JMASS reserve, following future service options resulting from the transformation project.
- The existing car parks reserve was in place to deal with any surface maintenance along with signage that might be needed across the car parks.
- It was detailed to members that funds were committed in these reserves which would have major consequences if released. The priority choices as to where funding went remained a member decision.

**Resolved** that:- Scrutiny noted the current financial standing of the Council together with the estimated position at the end of the financial year.

**SC 131 Budget Update and Initial Savings Options 2016/17**

Considered report, WSC 161/15 previously circulated.

The purpose of this report was to provide Scrutiny Committee with an update on budget estimates for 2016/17 and Medium Term Financial Plan (MTFP) forecasts, and to consider initial savings options towards addressing the Budget Gap for next year.

During the course of discussion the following points were made:-

- Councillors expressed concerns over the lack of paperwork provided in terms of equalities impact assessments. It was considered that due to this information being incomplete could members give this matter the appropriate level of consideration?
- Councillors recognised that budget reductions have to be made, however there were reservations over reductions to voluntary organisations, some charities had felt they had been told what their settlements were before a council decision had been made. Assurance was given that this was not the case but initial contact with voluntary organisations on initial savings options had been made in order to fully assess any potential impacts.
- More work was still to be completed on the Equality impact assessments prior to any final decisions being taken..
- Members were reassured that proposals were still a work in progress and under discussion with a range of options still being worked through, further assurance was given that the report would be taken back to the Management team and be presented in a clearer form when When next

considered. There were further concerns that the cuts to the proposed services would hit low income families along with those that were socially and rurally isolated.

- It was proposed that members start to consider bringing the reserves below the minimum recommended level following this report.

**Resolved:-** that Scrutiny noted the latest budget estimates 2016/17.

**SC 132 Scrutiny Committee Work Plan**

(Copy of the Forward Plan for 2015/16, circulated with the agenda.)

**RESOLVED** that the Scrutiny Forward Plan published on 4 November 2015, be noted.

The meeting closed at 7.30 pm.

MEETING: CABINET

DATE: 2 DECEMBER 2015

## 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<br>LEAD OFFICER                    |
|--|--|--|
| Forward Plan<br>(Agenda Item 5)  | <b>Agreed</b> that the Forward Plan for the month of January 2016 be approved.   | Assistant Chief Executive                  |
| Cabinet Action Plan<br>(Agenda Item 6)   | <b>Agreed</b> as per report  | Assistant Chief Executive                  |
| Corporate Performance 2015/16 Quarter 2<br>(Agenda Item 7)                       | <b>Agreed (1)</b> that the performance in quarter 2 be noted.<br><b>Agreed (2)</b> that the change of measure in relation to Disabled Facility Grants described in paragraphs 5.9 and 5.12 of the report be supported.   | Corporate Strategy and Performance Manager |
| Council Tax Rebate Scheme Review for 2016/17<br>(Agenda Item 8)                  | <b>Agreed (1)</b> that, having regard to the steer provided by the Corporate Policy Advisory Group, the Scrutiny Committee, the consultation response and the Equality Impact Assessment, it be recommended to Council to amend the current Council Tax Rebate scheme to that shown in Appendix 1 (and illustrated in Model 15) to the report. This would implement a combination of Options 2, 3, 4 and 5 (see Model 15) and would affect working age applicants in 2016/17 by: <ul style="list-style-type: none"><li>• disregarding maintenance received for children;</li><li>• removing entitlement to applicants with capital over £6,000;</li><li>• applying a Minimum Income for Self-Employed applicants; and</li><li>• paying Council Tax Rebate at a level that would be no more than for a Band C property.</li></ul> <b>Agreed (2)</b> that the 2016/17 Council Tax Rebate Scheme be recommended for 2016/17 only. | Revenues and Benefits Manager              |
| Licensing Officer Post – West Somerset Council<br>(Agenda Item 9)                | <b>Agreed</b> that the appointment of a permanent full-time Licensing Officer post be agreed.  | Licensing Manager                          |
| Financial Monitoring Report 2015-16 (April – September 2015)<br>(Agenda Item 10) | <b>Agreed</b> that the current financial standing of the Council together with the estimated position at the end of the financial year be noted.   | Assistant Director Resources               |
| Fees and Charges 2016/17<br>(Agenda Item 11)                                     | <b>Agreed</b> that the proposed Fees and Charges for 2016/17 be recommended to Council on the following basis:<br><br>The following fees are unchanged: <ul style="list-style-type: none"><li>• Hackney Carriage Licences</li><li>• Private Hire Licences</li><li>• Acupuncture/Tattooing/Skin Piercing/Semi-Permanent Skin-Colouring Licences</li><li>• Scrap Metal Dealers Licensing</li><li>• Animal Welfare Licences</li><li>• Street Trading Licences</li><li>• Gambling Licences</li><li>• Caravan Site Licences</li></ul>   | Finance Manager                            |

- Land Search Fees
- Housing Inspections for Immigration Purposes
- Freedom of Information Enquiries

The following changes are proposed:

**Amended charge structure for:**

- Building Control Charges

**Increased charges for:**

- Harbour Mooring and Slipway Fees
- Pleasure Boat Dues
- Various Waste Charges
- Pre-Planning Advice

**Decreased charges for:**

- Court Summons and Liability Orders for Council Tax and Business Rates

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---2-December-2015.aspx>

Date: 3 December 2015



**Weekly version of Cabinet Forward Plan published on 18 November 2015**

| <b>Forward Plan Ref / Date proposed decision published in Forward Plan</b> | <b>Date when decision due to be taken and by whom</b>             | <b>Details of the proposed decision</b>  | <b>Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?</b> | <b>Contact Officer for any representations to be made ahead of the proposed decision</b> |
|--|---|--|--|--|
| FP/16/1/01<br><br>10/02/2015   | 6 January 2016<br><br>By Lead Member Resources & Central Support  | Title: <b>Allocation of Section 106 funds held – Quarter 3</b><br><br>Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position | No exempt / confidential information anticipated   | Tim Burton, Assistant Director Planning and Environment<br>01823 358403                  |
| FP/16/1/03<br><br>10/02/2015   | 6 January 2016<br><br>By Lead Member for Energy Infrastructure    | Title: Hinkley Point<br><br>Decision: to consider key issues relating to Hinkley Point   | No exempt / confidential information anticipated   | Andrew Goodchild, Assistant Director Energy Infrastructure<br>01984 635245               |
| FP/16/1/04<br><br>13/07/2015   | 6 January 2016<br><br>By Chairman of Scrutiny Committee           | Title: CIM fund Scrutiny Task and Finish Group<br><br>Decision: to consider the report of the results from the work undertaken by the Task and Finish Group  | No exempt / confidential information anticipated   | Emily McGuinness, Democratic Services Coordinator<br>01984 635223                        |
| FP/16/1/05<br><br>02/09/2015   | 6 January 2016<br><br>By Lead Member Resources & Central Support  | Title: Allocation of Hinkley Point C Community Impact Mitigation Funding<br><br>Decision: to present the recommendations of the HPC Planning Obligations Board for the allocation of monies from the CIM Fund                                      | No exempt / confidential information anticipated   | Lisa Redston, CIM Fund Manager<br>01984 635218   |
| FP/16/2/01<br><br>10/02/2015   | 3 February 2016<br><br>By Lead Member Resources & Central Support | Title: <b>Annual Budget &amp; Council Tax Setting 2016-17</b><br><br>Decision: to provide Members with all the information required for Council to approve the revenue budget and capital programme for 2016/17 for recommendation to Council.     | No exempt / confidential information anticipated   | Paul Fitzgerald, Assistant Director Resources<br>01823 358680                            |

| Forward Plan Ref / Date proposed decision published in Forward Plan | Date when decision due to be taken and by whom                | Details of the proposed decision   | Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this? | Contact Officer for any representations to be made ahead of the proposed decision |
|---|---|--|---|---|
| FP/16/2/02<br>10/02/2015  | 3 February 2016<br>By Leader of Council                       | Title: <b>Draft Corporate Plan for 2016-17</b><br>Decision: to introduce the draft West Somerset Council Corporate Plan 2016/17 for recommendation to Council  | No exempt / confidential information anticipated  | Paul Harding, Corporate Strategy and Performance Manager<br>01823 356309          |
| FP/16/2/04<br>10/02/2015  | 3 February 2016<br>By Lead Member for Energy Infrastructure   | Title: Hinkley Point<br>Decision: to consider key issues relating to Hinkley Point   | No exempt / confidential information anticipated  | Andrew Goodchild, Assistant Director Energy Infrastructure<br>01984 635245        |
| FP/16/2/05<br>10/02/2015  | 3 February 2016<br>By Lead Member Resources & Central Support | Title: Draft <b>Capital Programme 2016-17</b><br>Decision: to present the draft Capital Programme 2016/17 for recommendation to Council.   | No exempt / confidential information anticipated  | Paul Fitzgerald, Assistant Director Resources<br>01823 358680                     |
| FP/16/3/01<br>10/02/2015  | 2 March 2016<br>By Leader of Council                          | Title: <b>Corporate Performance Report 2015-16 Quarter 3</b><br>Decision: to provide Members with an update on progress in delivering corporate priorities and performance of council services   | No exempt / confidential information anticipated  | Paul Harding, Corporate Strategy and Performance Manager<br>01823 356309          |
| FP/16/3/02<br>10/02/2015  | 2 March 2016<br>By Lead Member Resources & Central Support    | Title: <b>Budget Monitoring Report Quarter 3</b><br>Decision: to provide Members with details of the Council's expected financial outturn position in 2014/15 for both revenue and capital budgets, together with information relating to predicted end of year reserve balances | No exempt / confidential information anticipated  | Paul Fitzgerald, Assistant Director Resources<br>01823 358680                     |
| FP/16/3/03<br>10/02/2015  | 2 March 2016<br>By Lead Member for Energy Infrastructure      | Title: Hinkley Point<br>Decision: to consider key issues relating to Hinkley Point   | No exempt / confidential information anticipated  | Andrew Goodchild, Assistant Director Energy Infrastructure<br>01984 635245        |

| Forward Plan Ref / Date proposed decision published in Forward Plan | Date when decision due to be taken and by whom                   | Details of the proposed decision   | 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/16/3/04<br>02/09/2015  | 2 March 2016<br><br>By Lead Member Resources & Central Support   | Title: Allocation of Hinkley Point C Community Impact Mitigation Funding<br><br>Decision: to present the recommendations of the HPC Planning Obligations Board for the allocation of monies from the CIM Fund                                      | No exempt / confidential information anticipated  | Lisa Redston, CIM Fund Manager<br>01984 635218                                    |
| FP/16/3/05<br>04/06/2015  | 2 March 2016<br><br>By Lead Member Resources & Central Support   | Title: <b>Review of Financial Regulations [FR2]</b><br><br>Decision: to recommend to Council to approve updated Financial Regulations  | No exempt / confidential information anticipated  | Paul Fitzgerald, Assistant Director Resources<br>01823 358680                     |
| FP/16/3/06<br>12/11/2015  | 2 March 2016<br><br>By Lead Member Resources & Central Support   | Title: Community Asset Transfer Policy<br><br>Decision: to recommend to Council to approve the Community Asset Transfer Policy   | No exempt / confidential information anticipated  | Tim Child, Asset Manager<br>07760260465   |
| FP/16/3/07<br>18/11/15  | 2 March 2016<br><br>By Lead Member Housing, Health and Wellbeing | Title: Empty Homes Strategy and review of Empty Property Coordinator<br><br>Decision: to approve the Empty Homes Strategy  | No exempt / confidential information anticipated  | Mark Leeman, Strategy and Partnerships Lead<br>01823 356411                       |
| FP/16/4/01<br>10/02/2015  | 6 April 2016<br><br>By Lead Member Resources & Central Support   | Title: <b>Allocation of Section 106 funds held – Quarter 4</b><br><br>Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position | No exempt / confidential information anticipated  | Tim Burton, Assistant Director Planning and Environment<br>01823 358403           |
| FP/16/4/02<br>10/02/2015  | 6 April 2016<br><br>By Lead Member for Energy Infrastructure     | Title: Hinkley Point<br><br>Decision: to consider key issues relating to Hinkley Point   | No exempt / confidential information anticipated  | Andrew Goodchild, Assistant Director Energy Infrastructure<br>01984 635245        |
| FP/16/6/01  | June 2016  | Title: <b>Cabinet Appointments on Outside Bodies</b>   | No exempt / confidential information anticipated  | Bruce Lang, Assistant Chief Executive   |

| Forward Plan Ref / Date proposed decision published in Forward Plan | Date when decision due to be taken and by whom            | Details of the proposed decision   | Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this? | Contact Officer for any representations to be made ahead of the proposed decision |
|---|---|--|---|---|
| 02/09/2015  |   | Decision: to appoint representatives to serve on outside bodies for the period to the Annual Meeting in 2017 (except where specific periods are stated)  |   | 01984 635200  |
| FP/16/6/02<br>02/09/2015  | June 2016<br>By Lead Member for Energy Infrastructure     | Title: Hinkley Point<br>Decision: to consider key issues relating to Hinkley Point   | No exempt / confidential information anticipated  | Andrew Goodchild, Assistant Director Energy Infrastructure<br>01984 635245        |
| FP/16/7/01<br>02/09/2015  | July 2016<br>By Lead Member Resources & Central Support   | Title: <b>Allocation of Section 106 funds held – Quarter 1</b><br>Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position                                   | No exempt / confidential information anticipated  | Tim Burton<br>Assistant Director Planning and Environment<br>01823 358403         |
| FP/15/7/02<br>02/09/2015  | July 2016<br>By Lead Member Resources & Central Support   | Title: Allocation of Hinkley Point C Community Impact Mitigation Funding<br>Decision: to present the recommendations of the HPC Planning Obligations Board for the allocation of monies from the CIM Fund  | No exempt / confidential information anticipated  | Lisa Redston, CIM Fund Manager<br>01984 635218                                    |
| FP/16/8/01<br>02/09/2015  | August 2016<br>By Leader of Council                       | Title: <b>Corporate Performance Report Quarter 4</b><br>Decision: to provide Members with an update on progress in delivering corporate priorities and performance of council services   | No exempt / confidential information anticipated  | Paul Harding, Corporate Strategy and Performance Manager<br>01823 356309          |
| FP/16/8/02<br>02/09/2015  | August 2016<br>By Lead Member Resources & Central Support | Title: <b>Budget Monitoring Report Quarter 4</b><br>Decision: to provide Members with details of the Council's expected financial outturn position in 2015/16 for both revenue and capital budgets, together with information relating to predicted end of year reserve balances | No exempt / confidential information anticipated  | Paul Fitzgerald, Assistant Director Resources<br>01823 358680                     |

| Forward Plan Ref / Date proposed decision published in Forward Plan | Date when decision due to be taken and by whom            | Details of the proposed decision   | Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this? | Contact Officer for any representations to be made ahead of the proposed decision |
|---|---|--|---|---|
| FP/16/8/03<br>02/09/2015  | August 2016<br>By Lead Member Resources & Central Support | Title: <b>Medium Term Financial Plan Update</b><br>Decision: to present the updated Medium Term Financial Plan | No exempt / confidential information anticipated  | Paul Fitzgerald, Assistant Director Resources<br>01823 358680                     |

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

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

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

The Scrutiny Committee comprises: Councillors P H Murphy, R Lillis, D Archer, G S Dowding, B Maitland-Walker, J Parbrook, R Clifford, R Woods and A Behan.

*Report Number:* WSC 188/15  
*Presented by:* Councillor Peter Murphy – Chairman of Scrutiny Committee  
*Author of the Report:* Emily McGuinness – Democratic Services Manager  
*Contact Details:*  
*Tel. No. Direct Line* 01984 635223  
*Email:* emcguinness@westsomerset.gov.uk  
*Report to a Meeting of:* Scrutiny Committee  
*To be Held on:* 17<sup>th</sup> December 2015

# REPORT OF SCRUTINY TASK AND FINISH GROUP

## 1. PURPOSE OF REPORT

- 1.1 To present the findings of the Scrutiny Task and Finish Group established to consider the Community Impact Mitigation Fund (CIM Fund) following their review.

## 2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 Objective 3 of the Councils Corporate Plan is:

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

- 2.2 Key Tasks 3.1, 3.2 and 3.3 all relate directly to the operation of the CIM Fund and the support that the Council offers to community organisations to assist them in accessing the funding.

## 3. RECOMMENDATIONS

- 3.1 The Scrutiny Committee is recommended to consider the recommendations of the CIM Fund Task and Finish Group as set out in this report and endorse the recommendations as set out below to Cabinet:

### Recommendations

- 3.2 That the introduction of the application form for bids of less than £1k is monitored for a period of 6 months with a report back to members outlining the feasibility of introducing application forms for:
- Bids of less than £1k;
  - Bids of less than £25k; and
  - Bids over £25k.
- 3.3 That all application forms and accompanying guidance make the position on requiring match funding (or not) very clear to all potential bidders.

- 3.4 That following a Final Investment Decision, a report is presented to Scrutiny Committee outlining the process that will be followed to produce an Overarching Funding Strategy and how all members can engage in that process.
- 3.5 Members support the inclusion of a more detailed explanation of the eligibility and funding criteria in the new application form and guidance notes. Members also support the production of real life case studies to support applicants in the future.
- 3.6 That information given to potential applicants provides details on the roles and responsibilities of both the CIM Fund Manager and the Housing and Community Project Lead. This information should help distinguish between the roles of each of these posts. This section of the guidance document should also make the arrangement with Engage West Somerset explicitly clear.
- 3.7 That all correspondence with applications who have submitted a successful Expression of Interest and have subsequently been invited to make a full application continues to make it clear that such an invitation should in no way be seen as an indication of future success.
- 3.8 That a critical path diagram is produced to show applicants what happens and when and how they can seek help and advice throughout the process. This should contain information about the decision making process and how and when to engage with elected members.
- 3.9 That a consistent approach to Word Counts is used and this approach is clearly explained in any documentation.
- 3.10 To avoid confusion, ensure that each question within the re-designed application form is only one question, not a question within a question.
- 3.11 That clear guidance is provided to applicants about how they can engage with the CIM Fund Decision making process. Such guidance should remind applicants that they have the opportunity to address Cabinet and Council meetings of West Somerset Council for 3 minutes in which to state the case for their project.
- The Task and Finish Group also recommend that the Planning Obligations Board consider inviting all applicants submitting an application for the second time should be invited to present at the POB meeting.
- 3.12 That the Scrutiny Task and Finish Group is invited at an appropriate time to consider the revised application form and guidance documents before they are made publically available.
- 3.13 An update report on all these recommendations is presented to Scrutiny 12 months after adoption in order to monitor progress.
4. **RISK ASSESSMENT (IF APPLICABLE)**

#### **Risk Matrix**

| <b>Description</b>   | <b>Likelihood</b> | <b>Impact</b> | <b>Overall</b> |
|--|-------------------|---------------|----------------|
| That communities affected by the Hinkley Point C project are not successfully accessing the CIM Fund to address the impacts occurring or those which are likely to occur | 3                 | 4             | 12             |
| <i>That the CIM Fund process is sufficiently clear and accessible and organisations seeking to make applications are sufficiently supported in doing so</i>              | 2                 | 4             | 8              |
| That the Council does not have sufficient resources to support communities through the process of accessing the CIM Fund   | 3                 | 4             | 12             |
| <i>That the Council makes sure that lessons learnt and support is delivered efficiently and effectively to make the best use of the resources available</i>              | 2                 | 4             | 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 and after the mitigation measures have been actioned.

## **5. BACKGROUND INFORMATION**

5.1 An initial report prepared by the Assistant Director – Energy Infrastructure is attached at Appendix 1 to this report. This report was prepared to give members some background and context of the CIM Fund prior to them commencing the Task and Finish work.

### **5.2 Review methodology**

5.3 On the 9<sup>th</sup> July, West Somerset Council’s Scrutiny Committee agreed to establish a Task and Finish Group to look into various aspects of the CIM Fund. The Scrutiny Committee agreed that as the governance arrangements of the CIM Fund are set out in the relevant s106 Agreement they are outside of the scope of this review.

5.4 It was agreed that the Task and Finish Group should primarily focus on the ‘user experience’ i.e. to what extent West Somerset communities are aware of the CIM Fund and how successfully the council is supporting applicants at all stages of the process.

5.5 The Scrutiny Committee identified the following questions which they suggested the Task and Finish Group may wish to use as an initial basis for their review:

- Are ‘we’ (WSC) being clear enough within our communities to allow potential bidders to make an informed decision about whether or not to submit a bid?
- Are ‘we’ listening and learning from the process and our experiences to date about what is working well and where things need to be improved?
- Is there a clear and generally understood definition of ‘impact’ and how this should be interpreted by those considering submitting a bid?
- What are the views of key community groups?
- Are we doing all that we can to support our communities to benefit from this ‘once in a lifetime’ funding opportunity?



5.6 The Scrutiny Committee appointed the following members to the Task and Finish Group:

- Councillor Peter Murphy;
- Councillor Susan Goss
- Councillor Rosemary Woods
- Councillor Stuart Dowding

5.7 The Task and Finish Group agreed the following Terms of Reference for the review:

- To conduct a time limited review as agreed by the Scrutiny Committee on 9<sup>th</sup> July 2015
- To consider the points identified above, and any others raised by members during the review;
- To note that the governance arrangements of the CIM fund are set out in the relevant s106 agreement (which is a legal document) and as such is outside the remit of this Task and Finish Group;
- To conduct appropriate research using a variety of sources to investigate the key issues identified by Scrutiny members. Such sources could include desk based research and discussions with service users and other partners.
- To work with relevant officers to produce a report for consideration by West Somerset's Scrutiny Committee, Cabinet and Council (as appropriate) and the Planning Obligations Board.

## 5.8 Evidence

In line with Scrutiny Best Practice, members agreed that it was important for them to seek the views of those who have been through the bidding process and in the interest of completeness, it was agreed they would seek to meet with:

- A potential applicant who made an Expression of Interest (EOI) but didn't go on to make a full application;
- An applicant who submitted an unsuccessful bid; and
- A successful applicant.

5.9 In preparation for these 'evidence gathering sessions', members of the Task and Finish group spent some time reviewing all the literature that was available to community groups relating to making an application to the CIM Fund. Members tried to put themselves in the position of such community groups and to view the information from their perspective.

5.10 It should be noted that at this point, Members were informed that a review of the CIM Fund application process by the CIM Fund Manager was already underway and that amended forms and guidance were currently in production. Members of the Task and Finish Group, in discussion with the CIM Fund Manager and the Assistant Director Energy Infrastructure agreed that they would continue to base their comments on the information publically available, and that any final recommendations of this Task and Finish Group could be taken into consideration **prior** to the publication of the amended documents. Therefore, the work of the Task and Finish Group would complement this ongoing work.

5.11 In addition to considering the publically available data, members also asked the Assistant Director Energy Infrastructure for information relating to enquires which had been received, expressions of interest which have been submitted, and the location and nature of successful (and unsuccessful) applications within the district. Members drew up a list of questions to ask those attending the Evidence gathering sessions – these are shown at Appendix 1 to this report.

5.12 Members of the Task and Finish Group are very grateful to the representatives of the community groups who gave up their time to meet with them and discuss their personal

experiences of the CIM Fund process. Members feel that their perspective adds credibility to the recommendations of this review and follows national Scrutiny best practice in terms of community engagement in the Scrutiny process and ensuring all Scrutiny recommendations are soundly evidenced based.

5.13 Appendix 2 to this report shows the responses given by the representatives of the Community Groups.

#### 5.14 **Conclusions**

5.15 Based on the comments received and Members' own research around this topic, the Task and Finish Group drew up the following list of initial recommendations for further discussion prior to making a final set of recommendations to the Scrutiny Committee.

5.16 The Task and Finish Group met with the Assistant Director to discuss their initial conclusions and to formulate a set of recommendations that would add value to the CIM Fund process, the information in *italics* represents the discussion had by the Task and Finish Group followed by a **final recommendation**:

##### 5.16.1 Initial Recommendation 1:

Introduce a 'light touch' application form for smaller bids – perhaps under £50k? This would recognise that smaller community groups without access to expert 'bid writers' are likely to apply for smaller amounts.

*As already mentioned, there has already been some work undertaken to review current practices around applications to the CIM Fund – amended documentation will be released in the near future, to coincide with a CIM Fund re-launch and a Final Investment Decision. As part of that work there are plans to introduce a form for applications of less than £1k. £50k is not a 'light touch' amount for West Somerset - introducing a form for applications of less than £1k would address the issues identified. It was suggested that the introduction of the new forms for bids under £1k should be monitored for a period of 6 months, and then reported back to members with a view to introducing separate forms for bids of less than £1k, less than £25k and over £25K (this would also mirror the decision making thresholds used for the Planning Obligations Board, Cabinet and Council)*

*It is recognised that all groups, and especially smaller groups, do not have access to 'expert bid writers and to some extent this is addressed via an arrangement with Engage West Somerset whereby they can be 'instructed' by WSC to support particular applications. Advice and guidance is also available from the CIM Fund Manager and/or the Housing and Community Project Lead.*

#### **Final Recommendation 1 of Task and Finish Group**

That the introduction of the application form for bids of less than £1k is monitored for a period of 6 months with a report back to members outlining the feasibility of introducing application forms for:

- Bids of less than £1k;
- Bids of less than £25k; and
- Bids over £25k.

##### 5.16.2 Initial recommendation 2

Ensure that the guidance and application forms make the need for match-funding (and the anticipated levels of match funding) very clear.

*Officers can ensure that both the application form and accompanying guidance clarify the position regarding match funding. It is important to note that bids do not have to have match funding and can apply without any – and equally could be approved without any. It is not practicable to provide a figure or level of match funding that would work for all applications. The key point is that applicants make every effort to attract match funding which will ultimately enable the CIM Fund to deliver more within the affected communities.*

### **Final recommendation 2 of the Task and Finish Group**

That all application forms and accompanying guidance make the position on requiring match funding (or not) very clear to all potential bidders.

#### 5.16.3 Initial recommendation 3

That the potential for West Somerset Council to spend some time identifying potential impacts on communities and then using this information to 'invite' applications from appropriate community groups, be explored, thus making the nature of potential community impact more widely understood.

*There are plans for an 'overarching funding strategy' to be put in place that will address this point. This document will draw together important data about HPC project alongside important information about West Somerset and its communities. The necessary funding for this work is dependent on further funds being received by the Council and work can be commissioned once this is in place.*

### **Final recommendation 3 of the Task and Finish Group**

That following a Final Investment Decision, a report is presented to Scrutiny Committee outlining the process that will be followed to produce an Overarching Funding Strategy and how all members can engage in that process.

#### 5.16.4 Initial recommendation 4

Clarify what exactly makes an eligible project – there was confusion amongst those members spoke to as to why their project was unsuccessful but others they perceived as similar were accepted.

*This is not as straightforward as it may seem. The eligibility criteria and the funding criteria are not the same thing. EOI's are appraised against a robust checklist. If a project is not eligible to apply, it is made clear to them which of the criteria they have not met.*

*Where a project is eligible to apply and a full funding application has been received – this will be assessed against the 9 **funding criteria**. An application can only be judged on the information contained in the form and supporting documents. The new application form and guidance notes can contain more detailed information about both the eligibility and the funding criteria.*

*Again, after a Final Investment Decision there are plans to 're-launch' the CIM Fund and within that there are plans to produce some case studies which will highlight good practice.*

#### **Final Recommendation 4 of the Task and Finish Group**

Members support the inclusion of a more detailed explanation of the eligibility and funding criteria in the new application form and guidance notes. Members also support the production of real life case studies to support applicants in the future.

##### 5.16.5 Initial recommendation 5

Publish the scoring criteria – including any ‘weighting’ so that this can be considered by applicants.

*A more helpful step would be to reorganise the application form to completely align with the criteria. This will help applicants to ensure that they have addressed each criteria in their application.*

#### **Final Recommendation 5 of the Task and Finish Group**

That the new application form is organised in such a way that it aligns with the assessment criteria.

##### 5.16.6 Initial Recommendation 6

Promote the role of the CIM Fund Manager as the main point of contact to ensure that accurate and consistent information is given to community groups. It needs to be very clear what assistance the CIM Fund Manager is able (or not able) to provide.

*The programme of engagement following a Final Investment Decision will re-establish and reinforce all CIM Fund roles and responsibilities. Within West Somerset Council, the role of the Housing and Community Team would benefit from a higher profile in terms of the advice and support they can provide CIM Fund applicants.*

*Although general support is available via the Housing and Community Team – this equates to 1FTE across **all** activity in West Somerset and all support has to be delivered from within this limited resource.*

*There is an arrangement in place whereby funding has been set aside to fund Engage West Somerset to support some applications. Engage are instructed by West Somerset Council where we feel they can add the most value and to make the best use of the limited money set aside for this.*

#### **Final Recommendation 6 of the Task and Finish Group**

That information given to potential applicants provides details on the roles and responsibilities of both the CIM Fund Manager and the Housing and Community Project Lead. This information should help distinguish between the roles of each of these posts. This section of the guidance document should also make the arrangement with Engage West Somerset explicitly clear.

##### 5.16.7 Initial Recommendation 7

Make it explicitly clear that success at the Expression of Interest stage does not guarantee ultimate success. Being asked to submit a full application can generate a false sense of security and requires a lot of work for smaller community groups.

*This point can be reinforced in all documentation. However, all applicants that pass the EOI stage are currently told that being asked to submit a full application should not be seen as an indication of success at the next stage.*

#### **Final Recommendation 7 of the Task and Finish Group**

That all correspondence with applications who have submitted a successful Expression of Interest and have subsequently been invited to make a full application continues to make it clear that such an invitation should in no way be seen as an indication of future success.

#### 5.16.8 **Initial Recommendation 8**

Produce a critical path diagram to show applicants what happens and when and how they can seek help and advice throughout the process. This should contain information about the decision making process and how and when to engage with elected members.

#### **Final Recommendation 8 of the Task and Finish Group**

That a critical path diagram is produced to show applicants what happens and when and how they can seek help and advice throughout the process. This should contain information about the decision making process and how and when to engage with elected members.

#### 5.16.9 **Initial Recommendation 9**

That a consistent approach to using word counts is used. Applicants need to know if there is a word count. The ability to use continuation sheets also need to be clear.

*Yes – this will be made clear in the revised forms.*

#### **Final Recommendation 9 of the Task and Finish Group**

That a consistent approach to Word Counts is used and this approach is clearly explained in any documentation.

#### 5.16.10 **Initial Recommendation 10**

Ensure that each question within the re-designed application form is only one question, not a question within a question.

#### **Final Recommendation 11 of the Task and Finish Group**

To avoid confusion, ensure that each question within the re-designed application form is only one question, not a question within a question.

#### 5.16.11 **Initial Recommendation 12**

Guidance needs to be clearer for applicants about whether they can attend decision making meetings. Members of the Task and Finish Group suggest that applicants be informed that they attend the West Somerset Council Cabinet and Council meetings and use their 3 minutes to promote their project. Members also recommend that all applications

submitted for the second time should be invited to address the Planning Obligations Board Meeting.

*Any recommendations of the Task and Finish Group relating to the POB will need to be discussed with them.*

### **Final Recommendation 12 of the Task and Finish Group**

- 5.17 That clear guidance is provided to applicants about how they can engage with the CIM Fund Decision making process. Such guidance should remind applicants that they have the opportunity to address Cabinet and Council meetings of West Somerset Council for 3 minutes in which to state the case for their project.

The Task and Finish Group also recommend that the Planning Obligations Board consider inviting all applicants submitting an application for the second time should be invited to present at the POB meeting.

Members of the Task and Finish Group would like to thank Andrew Goodchild – Assistant Director Energy Infrastructure and Lisa Redston, CIM Fund Manager for their support during this review.

## **6. FINANCIAL/RESOURCE IMPLICATIONS**

- 6.1 The Community Impact Mitigation Fund is entirely funded by EDF Energy as agreed within the Site Preparation Work (SPW) section 106 agreement. Therefore this will have no impact on both West Somerset Council and Sedgemoor District Council's general fund.
- 6.2 The post of the CIM Fund Manager is currently funded under the Service Level Agreement of the SPW s106 agreement and is part of the approved structure for Energy Infrastructure approved in March 2015. The Community Officers are funded from the general fund.
- 6.3 Due to indexation, the actual amount received was £3.735m in May 2014 with an additional £1.752m paid in May 2015, bringing the total received so far to £5.487m. The Council will receive another payment in May 2016, which based on the current inflation figure is estimated to be £1.860m, bringing the estimated total to £7.347m. For the Stogursey Fund, we have received £0.534m. Overall, we will have a Grand total of £7.881m.
- 6.4 Currently, the Council has approved £1.593m of grant from the main CIM fund, inclusive of the £0.024m approval for grants under £1,000. £0.742m within the West Somerset Area and £0.849m within the Sedgemoor Area, including £0.186m for the Cannington Parish. Of the £24,000 fund for small projects, three project, totalling £2,550 has been approved. For the Stogursey CIM fund, the only approved spend so far is the £2,640 for the bespoke earplugs. The list of approved projects is presented in Appendix A
- 6.5 The Council has also approved £10,000 from the Energy Infrastructure for a contract with Engage West Somerset so that they can support organisations within West Somerset to submit applications for funding from the CIM Fund. So far, we have spent £1,000 with more due to be invoiced.

## **7. COMMENTS ON BEHALF OF SECTION 151 OFFICER**

- 7.1 Although the money is not funded from our own general fund or from the council tax payer, it is vitally important that we are able to demonstrate that we have spent the money appropriately and obtain as much benefit as we can from the fund and to demonstrate good stewardship.

- 7.2 The CIM Fund supports the delivery of one of West Somerset Corporate Objectives titled the New Nuclear Development at Hinkley Point. The CIM Fund will enable West Somerset Council to maximise opportunities for West Somerset Communities and Business and protect local communities from the development. If the CIM Fund is managed effectively, it will hugely help us meet this priority.

## **8. EQUALITY & DIVERSITY IMPLICATIONS**

- 8.1 **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 are:

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

- 8.2 Ensuring that the Council is delivering good quality advice and support to organisations will help to ensure that there are no equality and diversity implications arising from the CIM Fund application process.

## **9. CRIME AND DISORDER IMPLICATIONS**

- 9.1 There are no crime and diversity implications which arise from this report.

## **10. CONSULTATION IMPLICATIONS**

- 10.1 Ensuring that bids are properly informed via consultation within the particular community and whether or not this is being done effectively is one aspect which any Scrutiny Task and Finish Group could examine as Community Support is one of the CIM Fund criteria.

## **11. ASSET MANAGEMENT IMPLICATIONS**

- 11.1 There are no asset management implications which arise from this report.

## **12. ENVIRONMENTAL IMPACT IMPLICATIONS**

- 12.1 There are no environmental impact implications which arise from this report.

## **13. HEALTH & WELLBEING**

Demonstrate that the authority has given due regard for:

- People, families and communities take responsibility for their own health and wellbeing;
- Families and communities are thriving and resilient; and
- Somerset people are able to live independently.

- 13.1 Ensuring that the Council is delivering good quality advice and support to organisations will help to ensure that opportunities to address health and wellbeing issues within communities which assist with addressing the impacts of the Hinkley Point C project.

## **14. LEGAL IMPLICATIONS**

- 14.1 It is important that the terms of any Scrutiny Task and Finish Group recognise the obligations by which the Council and the other signatories to the Section 106 agreement are fixed and cannot be unilaterally amended by one party. There are no legal implications that directly arise from a review of the way in which the Council supports its communities and community based organisations to access the CIM Fund.

## **15. BACKGROUND PAPERS**

In order to provide additional background information, the following documents have been included at Appendix 4 to this report:

- CIM Fund Applications in West Somerset that have been approved;
- CIM Fund Applications in West Somerset that have been refused.
- Leisure and Sports applications in West Somerset that have been approved and refused; and
- Village Hall Applications in West Somerset that have been approved and refused.

In addition the current CIM Fund approval balances are included at Appendix 5.



*Report Number:* WSC 109/15  
*Presented by:* Andrew Goodchild, Assistant Director Energy Infrastructure  
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*Report to a Meeting of:* Scrutiny Committee  
*To be Held on:* 9<sup>th</sup> July 2015

*Date Entered on Executive Forward Plan* N/A  
*Or Agreement for Urgency Granted:*

## **HINKLEY POINT C – SECTION 106 AGREEMENT – COMMUNITY IMPACT MITIGATION (CIM) FUND**

### **1. PURPOSE OF REPORT**

1.1 This report to Scrutiny Committee is to provide an update on the first 12 months of the operation of the Community Impact Mitigation (CIM) Fund. The purpose of the review is to determine whether or not organisations within West Somerset have access to the necessary information, guidance and support to enable them to make successful applications to the CIM Fund.

### **2. CONTRIBUTION TO CORPORATE PRIORITIES**

2.1 Objective 3 of the Councils Corporate Plan is:

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

2.2 Key Tasks 3.1, 3.2 and 3.3 all relate directly to the operation of the CIM Fund and the support that the Council offers to community organisations to assist them in accessing the funding.

### **3. RECOMMENDATIONS**

3.1 That Scrutiny Committee consider the content of this report and consider the potential for a Task and Finish Group to further assess whether or not the objectives of the Corporate Plan are being met

#### 4. RISK ASSESSMENT (IF APPLICABLE)

##### Risk Matrix

| Description   | Likelihood                         | Impact | Overall     |
|---|------------------------------------|--------|-------------|
| That communities affected by the Hinkley Point C project are not successfully accessing the CIM Fund to address the 3 4 12 impacts occurring or those which are likely to occur |                                    |        |             |
| <i>That the CIM Fund process is sufficiently clear and accessible and organisations seeking to make applications are sufficiently</i>   | <i>2 4 8 supported in doing so</i> |        |             |
| That the Council does not have sufficient resources to support through the process of accessing the CIM Fund  | 3 4                                | 12     | communities |
| <i>That the Council makes sure that lessons learnt and support is delivered efficiently and effectively to make the best use of 2 4 8 the resources available</i>               |                                    |        |             |

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 On 27<sup>th</sup> January 2012 West Somerset Council granted planning permission for EDF Energy to undertake Site Preparation Works at the Hinkley Point C site. This followed the submission of an application in November 2010 and the consideration of the application by West Somerset's Planning Committee in July 2011. The planning permission included a Section 106 agreement which contains a series of obligations (both financial and non-financial) between EDF Energy and the Councils (West Somerset, Sedgemoor District and Somerset County).

##### Geography

5.2 One of the key financial obligations involved EDF Energy paying West Somerset Council two contributions namely, the Community Impact Mitigation (CIM) Fund and the Annual Community Impact Mitigation Fund. The initial CIM Fund payment was paid to the Council in May 2015. This initial £4m was ring fenced geographically in accordance with the Section 106 agreement as set out in the following table:

| Geography                  | Amount     |
|----------------------------|------------|
| West Somerset Council Area | £2m        |
| Cannington Parish          | £0.5m      |
| Bridgwater                 | £1m        |
| Stogursey Parish           | £0.5m      |
| <b>Total</b>               | <b>£4m</b> |

5.3 The Annual CIM Fund payments are £1.52m and £1.6m meaning that the contributions total £7.2m. Unlike the initial £4m, the Annual CIM Funds can be spent anywhere in the County of Somerset.

5.4 The first payment of £4m was made in May 2014 and the first annual payment was made in May 2015 with the final annual payment due in May 2016. The CIM Fund was publically launched in June 2014 and so has been operational for 12 months at the time of writing this report.

## **Governance**

- 5.5 The governance of the CIM Fund and the Annual CIM Fund is set out in detail within the Section 106 agreement and both EDF Energy and the Councils are bound by the obligations in this respect. In recognising the need to combine the process by which planning obligations are considered in West Somerset and the wider partners involved in the Hinkley Point C development, a Board known as the Planning Obligations Board was created and replaced West Somerset Councils internal Planning Obligations Group in the decision making process. In the case of the CIM Fund, the Board make recommendations to Cabinet and Full Council (if the Bid is for more than £25,000) regarding the bids that are received.
- 5.6 Full Council considered the governance of the CIM Fund, the role of the Board and appointed its representatives to the Board in January 2012. Recently the representatives from West Somerset Council changed post the recent local Government election, the Board Members for West Somerset are Cllr Chilcott and Brendan Cleere. The Section 106 agreement states that a Board Member for West Somerset will chair the Board meeting and would have the casting vote if necessary.
- 5.7 The remaining 6 Board Members are made up of 2 from each of Sedgemoor District Council, Somerset County Council and EDF Energy. All three Councils have one Member and one Officer represented. Each organisation has reserve Board Members, in the case of West Somerset the reserves are Cllr Morgan and Andrew Goodchild.
- 5.8 The Board meets once every 2 months to consider bids and, allowing for a period to assess proposals, the end to end time taken to consider bids is approximately 10 weeks, if an application needs to be presented to Full Council. The process allows for 6 funding rounds per year.
- 5.9 The Board are responsible for making recommendations on all CIM Funds apart from those seeking to be funded from the Stogursey Parish £500,000, where Stogursey Parish Council are consulted and their recommendation is presented to Cabinet and Full Council (if required).

## **Small Grants Fund**

- 5.10 In June 2014, Cabinet agreed the Board's recommendation to set up a Small Grants fund for projects seeking under £1,000. Cabinet agreed as part of the process to delegate authority to the Board for applications to the Small Grants fund and set aside an initial £24,000. Any proposals to increase the funding for the Small Grants fund would need to be agreed by Cabinet and Full Council depending on the extent of the fund.

## **Criteria for Applications**

- 5.11 The Section 106 agreement also specifies the criteria by which applications are judged. These were important in ensuring that the CIM Fund met the tests by which all planning obligations are secured. There is no ability for one party to unilaterally change the criteria and it is important that the Board, Cabinet and Council consider applications against the criteria when making their recommendations/decisions. The criteria are as follows:

| <b>Criteria</b> | <b>Evaluation Criteria</b> |
|-----------------|----------------------------|
|-----------------|----------------------------|

|                       |  |
|-----------------------|--|
| Priority Impact Zones | Priority shall be given to those areas that are anticipated in the Environmental Statement to experience or which actually experience the greatest adverse impact from the project in accordance with the following hierarchy:<br>1) Directly adjacent to the site<br>2) Directly adjacent to the main transport routes to and from the site within West Somerset, Sedgemoor and Somerset 3) Within West Somerset and/or Sedgemoor and directly affected by adverse impacts of the project<br>4) In Somerset but beyond West Somerset and Sedgemoor and experiencing the next greatest degree of adverse impact, with projects which benefit West Somerset and Sedgemoor as well as its immediate area |
|                       | 5) In Somerset and experiencing indirect adverse impacts or in relation to a measure which benefits West Somerset and/or Sedgemoor.  |
| Quality of Life       | The principal purpose of the contribution shall be to enhance the quality of life of communities affected/potentially affected by the Project.   |
| Sustainability        | To what extent will the project contribute to achieving sustainable communities, contribute to regeneration objectives and raising environmental sustainability?   |
| Extent of Benefit     | To what extent has the applicant demonstrated that the project will ensure a positive benefit and/or legacy to an adequate proportion of people within that community?   |
| Community Need        | To what extent has the applicant demonstrated a need for the project   |
| Community Support     | To what extent is there demonstrable local community and and/or business support for the project?  |
| Partner Support       | To what extent is there demonstrable local partner support for the project?  |
| Governance            | Demonstrate that good governance arrangements are in place, including financial and project management to ensure deliverability?   |
| Value for Money       | Can the applicant demonstrate value for money and that reasonable effort has been made to maximise the impact of any investment? Has match funding been secured where appropriate?   |

### **Application Process**

5.12 The application process for accessing the CIM Fund follows broadly the Councils own process for considering applications for 'normal' Section 106 contributions. First applicants are invited to submit an Expression of Interest (EOI) to introduce their project and to allow the CIM Fund Manager to make an initial assessment of eligibility. If proposals are eligible, applicants are invited to make a full application, the bi-monthly closing dates for which are published on the Councils website.

5.13 Recently, the Planning Obligations Board has agreed to set up a separate website and application form for the Small Grants fund in an attempt to encourage the submission of smaller bids. It is envisaged at the time of writing that the separate part of the website would go live in late summer 2015.

5.14 One important aspect of the EOI stage allows officers at West Somerset and Sedgemoor to begin a dialogue with applicants in an attempt to help shape bids. Without the EOI stage, applicants would be expecting a decision within a set period and the ability to help shape and align proposals with other initiatives would be very limited. Some project sponsors have approached the Council before submitting an EOI for advice which is encouraged on the website and during conversations/presentations however, the EOI process does allow this activity to be tracked and requires potential applicants to be reasonable clear on their initial ideas which allows officers to identify the right kind of support.

### **Assessment of Applications**

5.15 Once an application is received, the information submitted is checked and the CIM Fund Manager makes an initial assessment against the criteria. If information is missing or not clear the CIM Fund Manager seeks the necessary information prior to the production of the paperwork for the Board meeting. In recent months, applications which have failed to provide the right information have been 'deferred' and have not been presented to the Board. This is a subjective judgement sometimes and ultimately applicants might request that their application is presented 'as submitted' to the Board. The CIM Fund Managers assessment of the applications is presented to the Board as a recommendation for each of the bids.

5.16 The Board at their bi-monthly meeting consider the recommendations of the CIM Fund Manager and on a bid by bid basis make recommendations, either to approve or refuse funding, to Cabinet. Recently the Board decided to 'defer' making a decision on an application given the lack of clarity in some areas of the proposal, this is a positive step as rather than presenting a recommendation to refuse to Cabinet, the Board have sought additional information with the intention of presenting a positive recommendation in relation to a project which meets the majority of the criteria.

5.17 Cabinet and Full Council (where bids are over £25,000) do have the ability to reach a different decision to the recommendation of the Board but they must have good reasons, based on the criteria, to do so – the criteria are in place to ensure that the decision to fund projects is consistent with the planning tests which enabled the fund to be secured.

### **Analysis of Applications – 0-12 Months**

5.18 Since the CIM Fund was launched in June 2014 a total of 121 Expressions of Interest have been received. Of these 70 were from a West Somerset based organisation or seeking to deliver a project in a West Somerset community.

5.19 Of the projects from a West Somerset based organisation or seeking to deliver a project in a West Somerset community which submitted an EOI, 86% have received support and/or advice from officers.

5.20 To date 35 Full Applications have been received. Of the applications received 22 were from a West Somerset based organisation or seeking to deliver a project in a West Somerset community.

5.21 Of the 35 Full Applications received, 13 of them have been approved and 21 refused, with one application deferred pending further information. Of the 13 applications approved 8 were from a West Somerset based organisation or seeking to deliver a project in a West Somerset community (the application deferred was from a Bridgwater based organisation).

5.22 Only one application to date has made a 2<sup>nd</sup> application and this 2<sup>nd</sup> application was approved.

## **Support for organisations in West Somerset**

- 5.23 The CIM Fund Manager role is primarily responsible for:
- Appraising applications using a fair and transparent scoring system and make recommendations to POB
  - Negotiating funding agreements (funding conditions, staged payment schedules and project monitoring etc)
  - Ongoing liaison with funded projects to monitor implementation, spend and achievement of project outcomes
  - Providing feedback to applicants post funding decision
  - Maintaining records (EOI's, Applications, Decisions, Payments etc) to enable timely and effective responses to enquiries and ongoing management of the funds
  - Developing and maintaining performance monitoring systems to monitor the implementation of the CIM fund to ensure the overall objectives of the fund are achieved. Provide regular performance reports to POB and others
  - Managing communication with community development officers across partners to enable effective and consistent levels of support for applicants.
  - Developing, reviewing and updating governing documents for the POB (Funding Distribution Strategy, Terms of Reference).
  - Regularly reviewing the processes, documents and website to ensure they are effective and relevant.
  - Managing the POB meetings, including the preparation of reports, agendas and minutes.
  - Preparing reports and recommendations for WS Cabinet and Full Council.
  - Liaising with the Finance officer in relation to release of funding and budget monitoring.
- 5.24 Given the above the ability and scope for the CIM Fund Manager to provide advice to applicants throughout the application and decision making process is necessarily limited, and given the need for this role to appraise applications using a fair and transparent scoring system and make recommendations to POB, it would be inappropriate for the role to also be heavily involved in project development activity.
- 5.25 In addition to the CIM Fund Manager, both Sedgemoor and West Somerset have put in place support via community development officers to help develop bids with the community. In the case of supporting West Somerset organisations, this is managed by the Housing and Community Project Lead. Two Community Officers are now beginning to support West Somerset applicants, either via direct web or telephone enquiries or notification from the CIM Manager of a new Expression of Interest being received. Prior to May 2015 all enquiries were dealt with by the Housing and Community Project Lead. Level of support will depend upon the ability of the applicant. Types of support can include assistance with designing community surveys to identify level of need for their project, identifying other sources of funding, developing business plans, providing relevant policies and strategies, statistical data to support applications, as well as guidance on completion of the application form.
- 5.26 In September 2014 Cabinet agreed to contract with Engage West Somerset to provide additional support to organisations making bids. In accordance with the Cabinet decision, a small team of officers including the AD Energy Infrastructure, the Housing and Community Project Lead, the CIM Fund Manager and the Economic Regeneration and Tourism Manager consider new EOI's and as appropriate request that Engage WS work with the organisation. To date Engage have been supporting 3 organisations at a cost of £986. Notably, the one application which was refused initially and then approved was supported prior to making their 2<sup>nd</sup> application by Engage.

## **Potential Scope of a Scrutiny Task and Finish Group**

5.27 Taking into consideration that the geography, governance and criteria for considering applications are set out within the Section 106 agreement which is legally binding and so cannot be unilaterally amended, it is considered that the scope of a Scrutiny Task and Finish Group should be focused on whether or not communities know enough about the CIM Fund, the process by which it is accessed and whether or not the Council is supporting organisations to make well informed, good quality bids for projects that address the impacts of the Hinkley Point C project. Some potential questions for a Task and Finish Group might be:

- Are 'we' being clear enough within our communications to allow potential bidders to make an informed decision about whether or not to submit a bid?
- Are 'we' listening and learning from the process and our experiences to date about what is working well and where things need to be improved?
- Why have organisations who submitted an EOI not proceeded to make a Full Application?
- Is there a clear and generally understood definition of 'impact' and how this should be interpreted by those considering submitting a bid?
- What are the views of key community groups?
- What are the views of partners such as Engage West Somerset?
- Are we going all that we can to support our communities to benefit from this 'once in a lifetime' funding opportunity?

## **6. FINANCIAL/RESOURCE IMPLICATIONS**

6.1 The Community Impact Mitigation Fund is entirely funded by EDF Energy as agreed within the Site Preparation Work (SPW) section 106 agreement. Therefore this will have no impact on both West Somerset Council and Sedgemoor District Council's general fund.

6.2 The post of the CIM Fund Manager is currently funded under the Service Level Agreement of the SPW s106 agreement and is part of the approved structure for Energy Infrastructure approved in March 2015. The Community Officers are funded from the general fund.

6.3 Due to indexation, the actual amount received was £3.735m in May 2014 with an additional £1.752m paid in May 2015, bringing the total received so far to £5.487m. The Council will receive another payment in May 2016, which based on the current inflation figure is estimated to be £1.844m, bringing the estimated total to £7.331m. For the Stogursey Fund, we have received £0.534m – a Grand total of £7.865m.

6.4 Currently, the Council has approved £1.066m of grant from the main CIM fund, inclusive of the £24,000 approval for the small grants, the balance sheet of approved projects is presented at Appendix A. £0.696m within the West Somerset Area and £0.437m within the Sedgemoor Area with the £0.024m for projects under £1,000. No approval has been given so far within the Cannington Parish. Of the £24,000 fund for small projects, only £800 has been approved (which was for the Porlock shellfish project). For the Stogursey CIM fund, the only approved spend so far is the £2,640 for the bespoke earplugs.

6.5 The Council has also approved £10,000 from the Energy Infrastructure for a contract with Engage West Somerset so that they can support organisations within West Somerset to submit applications for funding from the CIM Fund. So far, we have spent £1,000 with more due to be invoiced.

## **7. COMMENTS ON BEHALF OF SECTION 151 OFFICER**

7.1 Although the money is not funded from our own general fund or from the council tax payer, it is vitally important that we are able to demonstrate that we have spent the money appropriately and obtain as much benefit as we can from the fund and to demonstrate good stewardship. Any unused grant at the end of the project (around 2025) will be paid back to EDF Energy.

7.2 The CIM Fund supports the delivery of one of West Somerset Corporate Objectives titled the New Nuclear Development at Hinkley Point. The CIM Fund will enable West Somerset Council to maximise opportunities for West Somerset Communities and Business and protect local communities from the development. If the CIM Fund is managed effectively, it will hugely help us meet this priority.

## **8. EQUALITY & DIVERSITY IMPLICATIONS**

8.1 **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 are:

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

8.2 Ensuring that the Council is delivering good quality advice and support to organisations will help to ensure that there are no equality and diversity implications arising from the CIM Fund application process.

## **9. CRIME AND DISORDER IMPLICATIONS**

9.1 There are no crime and diversity implications which arise from this report.

## **10. CONSULTATION IMPLICATIONS**

10.1 Ensuring that bids are properly informed via consultation within the particular community and whether or not this is being done effectively is one aspect which any Scrutiny Task and Finish Group could examine as Community Support is one of the CIM Fund criteria.

## **11. ASSET MANAGEMENT IMPLICATIONS**

11.1 There are no asset management implications which arise from this report.

## **12. ENVIRONMENTAL IMPACT IMPLICATIONS**

12.1 There are no environmental impact implications which arise from this report.

## **13. HEALTH & WELLBEING**

Demonstrate that the authority has given due regard for:

- People, families and communities take responsibility for their own health and wellbeing;
- Families and communities are thriving and resilient; and □ Somerset people are able to live independently.



13.1 Ensuring that the Council is delivering good quality advice and support to organisations will help to ensure that opportunities to address health and wellbeing issues within communities which assist with addressing the impacts of the Hinkley Point C project.

#### 14. **LEGAL IMPLICATIONS**

14.1 It is important that the terms of any Scrutiny Task and Finish Group recognise the obligations by which the Council and the other signatories to the Section 106 agreement are fixed and cannot be unilaterally amended by one party. There are no legal implications that directly arise from a review of the way in which the Council supports its communities and community based organisations to access the CIM Fund.

## APPENDIX A:

| <b><u>Hinkley Fund Community Impact Mitigation Fund Approval Balances</u></b> |                    |                  |  |
|---|--------------------|------------------|--|
|   | <b>£</b>           | <b>£</b>         |  |
| CIM Fund received under SPW Phase 2   |                    | 3,735,426        |  |
| CIM Fund received under SPW Phase 2+1   |                    | 1,751,749        |  |
|   |                    | <b>5,487,175</b> |  |
| <u>Less previously approved allocation</u>                                    |                    |                  |  |
| Stogursey Parish Council - Burgage Road Play Area                             | (90,373)           |                  |  |
| Wembdon Village Hall - New VH & Play Area                                     | (250,000)          |                  |  |
| Somerset Youth & Community Sailing Association                                | (9,600)            |                  |  |
| Tropiquaria - Relocation of primates  | (40,000)           |                  |  |
| Tropiquaria - Relocation of play area   | (37,350)           |                  |  |
| Porlock Shellfish Project   | (800)              |                  |  |
| Westfield United Reform Church - Street Café                                  | (110,000)          |                  |  |
| Williton Bowling Club   | (13,000)           |                  |  |
| Kilve Cricket Club  | (22,000)           |                  |  |
| Onion Collective  | (243,119)          |                  |  |
| Williton Parish Council   | (250,000)          |                  |  |
| <b>Current Uncommitted Balance</b>  | <b>(1,066,242)</b> | <b>4,420,933</b> |  |

|   |           |                  |  |
|---|-----------|------------------|--|
|   |           |                  |  |
| <u>Less current applications recommended but not yet approved</u> |           |                  |  |
| North Petherton Playing Fields                                    | (46,000)  |                  |  |
| SDC - Sydenham Together   | (60,000)  |                  |  |
|   | (106,000) |                  |  |
|   |           | <b>4,314,933</b> |  |



## CIM Fund Task and Finish Group

## Evidence Session record

| Question  | Onion Collective Response | Holford Village Hall Response |
|---|---------------------------|-------------------------------|
| 1. How useful did you find the pre-application information available on the West Somerset Council Website?  |                           |                               |
| 2. How useful did you find the advice and support given prior to submitting an Expression of Interest?  |                           |                               |
| 3. How useful did you find the advice and support provided once an Expression of Interest had been submitted?   |                           |                               |
| 4. What are your views of the application process once your application had been submitted – was the process clear, was there enough information, guidance and support available at each stage? |                           |                               |
| 5. If you were to submit your bid again, would you  |                           |                               |

|  |  |  |
|--|--|--|
| do anything differently?   |  |  |
| 6. Was the assessment criteria clear to you from the outset of the process?  |  |  |
| 7. Do you have any comments about easy (or not!) it was to complete the Expression of Interest and subsequent forms on-line? |  |  |
| Any other comments:  |  |  |

CIM Fund Task and Finish Group – notes of meeting with applicants:

( Responses are grouped together for each question)

1.
  - The form is fine and not too onerous – not too long but the bit about evidencing impact is less clear, especially the differentiation between mitigating the impact of site works and ongoing impact. The Website guidance was clear enough but advice from officers differed depending on who you spoke to.
  - Info was straightforward – there was enough space to write what we wanted but for smaller groups who don't have computer skills, such a computer based process may be off putting.
  - Information was ok, but there wasn't enough about what would constitute an acceptable project, if it was made clearer at the outset what was likely to succeed it would save a lot of time and effort. Based on the decisions made on projects to date – it is not clear that anyone has a clear understanding of what 'impact' means.
  
2.
  - Advice and guidance once Lisa was in post became clearer but there is still an overriding sense of confusion but this may be because they applied very early on in the process,
  - Quite a long time ago so difficult to remember but guidelines quite straightforward but all the officers have been very helpful along the way.
  - Officers were all very helpful, trying to get an application in in January was very difficult though as many of the officers needed for advice were unavailable over the Christmas break. Lisa Redstone was excellent – it may be helpful to let groups know exactly what help and advice they can ask for...it was difficult to know what they didn't know!
  
3.
  - There were 5 very simple questions but lots of follow on questions which we weren't expecting and hadn't built into our timeframe. The very strict word count was unnecessary and restricted our ability to describe a very complex project. The EOJ majored a lot on impact and it took a lot of research to full understand this – not all groups would have access to this level of research.

- Officers were very helpful but would have appreciated more support once the EOI had been accepted.
- Useful up to a point – more information on pitfalls would have been helpful – where we were going wrong. Having the EOI accepted gave us a certain level of confidence that turned out to be misplaced.

#### 4.

- Application form is dreadful – theoretically there are no word counts but the form imposes a limit as to how much you can write. We ended up providing a separate sheet. As an experienced bid writer, I am not a fan of word counts – they can be very off-putting. Recommended looking at the People's Health Trust Application process. The questions are unclear – there seem to be several questions wrapped up in one so easy to avoid answering the more tricky questions! The form never mentions impact mitigation. There are some good projects out there but the process is prohibitive – especially the lack of clarity around understanding impact.

We submitted numerous additional documents which was unusual at the application stage – you could be asked if you have H&S documents etc and then provide them if you are successful.

It appears to be the same form regardless of the level of funding required so a bid for £5k goes through the same process as a £500k.

- Expecting the form to be geared towards community led projects not professional bid writers – the form was too complicated for community groups to complete. It would have been helpful if they had known that they could invite people to visit the project. The ground rules around match-funding were not made clear at the start and so we misunderstood this and this point was not emphasised via Engage.
- No – we thought we were doing well. We had to deduce what we thought we needed to write and would have appreciated more detailed feedback – an honest and if necessary brutal opinion as to whether we should submit a bid – process is a big commitment for a small community group. We did speak to Jan Ross from Engage.

#### 5.

- Understanding definition of 'impact' in advance and the importance of timing.
- Stressful process. Many community groups simply don't have the expertise.
- Ascertain criteria and the how we could meet them.

#### 6.

- 9 Criteria were very clear although not specifically asked, the applicant needs to cross check and make sure all 9 criteria have been addressed. It would be helpful to know the scoring criteria and to have an explanation that not all criteria have to be met. Wouldn't necessarily expect questions to be grouped under criteria headings.
- Could have been clearer.
- A little bit vague – ambiguous, when application gets to members an understanding of the scoring and decision making process would be helpful – working in the dark just wastes everybody's time.

7.

- Not necessarily expect to complete the whole process on –line – if you're going to do it all on line you have to nail the processes and ensure there are no technical glitches.
- Completing the EOI on line was very straightforward but the application form was more difficult – no specific word count but restrictive box size and we weren't aware that we could submit additional info. Word count can be annoying but very helpful as well.

Any other comments:

- Turn the whole process on its head. Understanding impact is the most important part of the process but also the most difficult. Adopting a more 'commissioning approach' may be more beneficial. They were aware of a youth service provider being asked to submit a bid to the CIM fund to address the impact on young people, but other similar groups had not been approached in the same way – how is this fair and transparent? The Council could do some work to identify impacts across the area and then invite bids to address specific impacts. This will be fairer for communities especially as the process is opened up to the whole of Somerset.
- As experienced bidders, we know what we're doing and were able to lobby extensively – we know who to contact at EDF (had David Eccles to visit the project) and contacts at district and county council level – we might not have had such a positive outcome without this lobbying and other, less experienced groups wouldn't be aware of this, and essentially, this isn't how a funding process should work.
- Never known such a complex decision making process as this one – back through very lengthy political decision making process. If the POB make a decision based on a successful application – meeting the required criteria, why should there be an opportunity for politicians to overturn this rational decision?
- The process took about 100 hours which just isn't feasible for smaller organisations.
- The process acted as a positive catalyst within the community to bring everyone together.



- Knowing what the panel are looking for would be very helpful and an awareness that even though an EOI may be approved, this is by no means a guarantee that the bid will progress any further – avoid the false sense of security.
- As they understood it there are a high number of unsuccessful applicants and the problem is not with the quality of the projects so must be with the process.
-

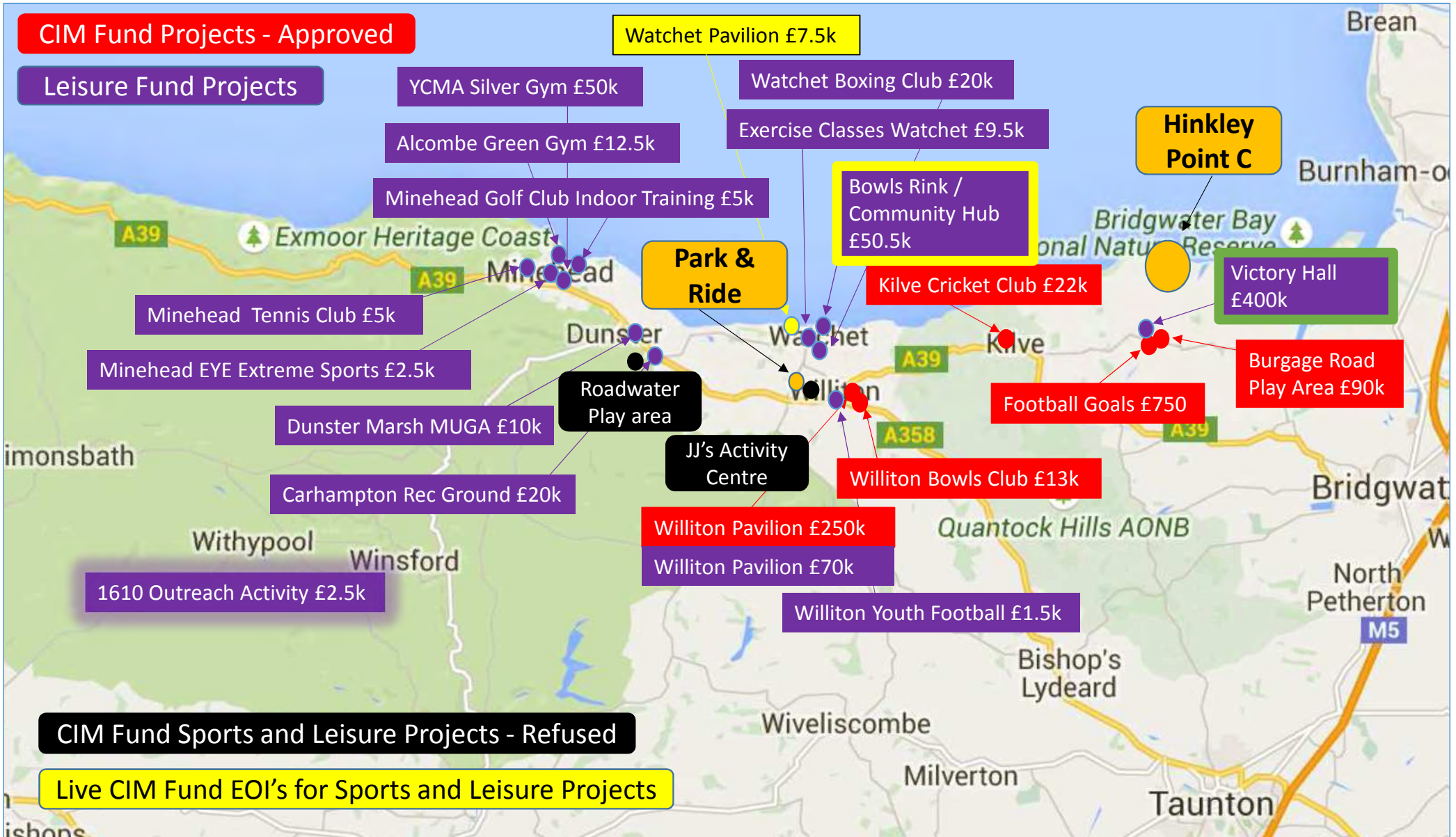
CIM Fund Projects – Approved  
September 2015



CIM Fund Projects – Refused  
September 2015







CIM Fund Projects – Approved

CIM Fund 'Halls'- Refused

Live CIM Fund EOI's for 'Halls'



**APPENDIX 5:****Hinkley Fund Community Impact Mitigation Fund Approval Balances**

|                                       |                  |
|---------------------------------------|------------------|
| CIM Fund received under SPW Phase 2   | 3,735,426        |
| CIM Fund received under SPW Phase 2+1 | 1,751,749        |
|                                       | <b>5,487,175</b> |

**Less previously approved allocation**

|                                       |                                      |           |                  |
|---------------------------------------|--------------------------------------|-----------|------------------|
| Stogursey Parish Council -            | Burgage Road Play Area               | (90,373)  |                  |
| Wembdon Village                       | Hall - New VH & Play Area            | (250,000) |                  |
| Somerset Youth Sailing Association    | New Dinghies                         | (9,600)   |                  |
| Tropiquaria - Relocation of primates  | Relocation of Primates               | (40,000)  |                  |
| Tropiquaria - Relocation of play area | Relocation of Play Area              | (37,350)  |                  |
| Westfield United Reform Church        | Street Café                          | (110,000) |                  |
| Williton Bowling Club                 | Improving the Bowling Green          | (13,000)  |                  |
| Kilve Cricket Club                    | Replace Storage Shed & Scoreboard    | (22,000)  |                  |
| Onion Collective                      | Boat Museum                          | (243,119) |                  |
| Williton Parish Council               | Replace Williton Pavilion            | (250,000) |                  |
| Sedgemoor District Council            | Sydenham Together                    | (60,000)  |                  |
| North Petherton Playing Field Trust   | Play Area and Off Road BMX Track     | (46,000)  |                  |
| Victoria Park Community Centre        | 3 Years Digital Inclusion & Job Club | (14,524)  |                  |
| Sydenham & Bower Wellbeing Group      | Coronation Park Enhancement          | (200,000) |                  |
| Bridgwater Education Trust            | Student Employer Mentoring Project   | (18,295)  |                  |
| Cannington Village Hall               | Refurbishment of Village Hall        | (186,186) |                  |
| Small Project Fund*                   | See Below*                           | (24,000)  |                  |
|                                       |                                      |           | (1,614,447)      |
| <b>Current Uncommitted Balance</b>    |                                      |           | <b>3,872,728</b> |

**Less Current Applications Recommended for Approval**

|  |                                    |         |                  |
|--|------------------------------------|---------|------------------|
| Watchet War Memorial Ground                | Renew Hot Water System in Pavilion | (7,500) |                  |
|  |                                    |         | 7,500            |
| <b>Balance after Recommended Approvals</b> |                                    |         | <b>3,865,228</b> |

**\*Small Project Fund**

## Approval for Small Project Fund

**Less previously approved allocation**

|                                   |                               |         |               |
|-----------------------------------|-------------------------------|---------|---------------|
| Porlock Parish Council            | Porlock Bay Shellfish Project | (800)   |               |
| Stogursey Football Club           | New Football Kits             | (750)   |               |
| Tropiquaria                       | Emergency Marketing Support   | (1,000) |               |
|                                   |                               |         | (2,550)       |
| <b>Small Project Fund Balance</b> |                               |         | <b>21,450</b> |

Report Number: WSC 190/15

Presented by: Cllr. Mandy Chilcott, Lead Member for Resources

Author of the Report: Paul Fitzgerald, Assistant Director Resources

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Report to a Meeting of: Scrutiny Committee

To be Held on: 17<sup>th</sup> December 2015

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

## BUDGET UPDATE AND FURTHER SAVINGS OPTIONS 2016/17

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide Scrutiny Committee with an update on budget estimates for 2016/17 and Medium Term Financial Plan (MTFP) forecasts, and to consult with Members on a range of further savings options being considered for the Budget.

### 2. RECOMMENDATIONS

- 2.1 Scrutiny notes the latest budget estimates, and comments on the further savings options and other budget adjustments being considered for the 2016/17 budget.

### 3. RISK ASSESSMENT (IF APPLICABLE)

#### Risk Matrix

| Description  | Likelihood | Impact           | Overall        |
|--|------------|------------------|----------------|
| Risk - West Somerset Council is unable to balance the budget<br><i>Mitigation – Members approve options needed to balance the budget</i> | Likely (4) | Catastrophic (5) | Very High (20) |
|  | Rare (1)   | Catastrophic (5) | Low (5)        |

- 3.1 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.

### 4. BACKGROUND INFORMATION

- 4.1 Members have previously considered a range of important reports that provide background on the Council's financial position and the budget strategy for 2016/17. These include:

- Scrutiny 6 August 2015: Financial Outturn 2014/15
- Scrutiny 6 August 2015: Medium Term Financial Plan (Cabinet 5 August 2015)
- Scrutiny 15 October 2015: Budget Strategy 2016/17
- Cabinet 4 November 2015: Budget Savings 2015/16 and Earmarked Reserves Review (approved Council 18 November 2015)
- Scrutiny 12 November 2015: Budget Update and Initial Savings Options 2016/17
- Scrutiny 12 November 2015: Fees and Charges 2016/17 (Cabinet 2 December 2015, to be considered at Full Council 16 December 2015)

4.2 It has been well reported that the Council faces serious and significant financial challenges next year and over the medium term, and that action is needed to secure the future financial sustainability of the Council and the valuable services it delivers to the community of West Somerset.

4.3 Since the last report to Scrutiny, the Chancellor has outlined the Government's plans through the Comprehensive Spending Review (CSR) and Autumn Statement announcements on 23 November 2015. A briefing note has been issued to all Members summarising the main headlines from the (145 page) Autumn Statement. There are a number of aspects that could impact on our funding and services – perhaps most notably the gradual ending of Revenue Support Grant, a review of New Homes Bonus and confirming the intention to move to “100% business rates retention” by 2020. It is not yet clear what the CSR means for the Council's funding, and this should become clearer when the Provisional Settlement Funding Assessment (SFA) details are announced later in December.

4.4 This report provides an update on the Council's budget estimates (pending the SFA), and follows up the Initial Savings Options presented last month with a range of Further Savings Options for consideration as the Cabinet develops its Draft Budget proposals to be presented for consideration in February 2016.

## 5. **BUDGET GAP 2016/17**

5.1 The previous estimated Budget Gap for 2016/17, as reported to Scrutiny in November, was £567,000. This estimate has been updated for a number of items and draft policy proposals which result in an updated Budget Gap of £549,000 (rounded to nearest thousand) for next year. The table below provides a reconciliation of the Gap and is followed by a brief explanation of the changes.

**Table 1 – Draft Budget Gap 2016/17 Reconciliation**

|  | £k  | £k  |
|--|-----|-----|
| Budget Gap as reported to Scrutiny on 12 <sup>th</sup> November 2015 |     | 567 |
| Staff pay and on costs base budget estimates                         | 21  | 588 |
| Additional asset compliance works                                    | 50  | 638 |
| Microsoft Licence Fee annual costs                                   | 11  | 649 |
| Reduce Revenue Contributions for Capital Outlay (RCCO)               | -61 | 588 |
| Contribution removed in respect of beach cleaning                    | 3   | 591 |
| Contribution removed in respect of plants in Blenheim Gardens        | 3   | 594 |
| Bank charges due to visa card payment fee increase                   | 6   | 600 |
| Members Allowances and Travel Allowances base estimates              | 6   | 606 |



|   | £k  | £k         |
|---|-----|------------|
| Benefits service costs previously funded by New Burdens         | 19  | 625        |
| Council Tax Base Decrease                                       | 2   | 627        |
| Surplus on the Collection Fund (Council Tax)                    | -13 | 614        |
| Court Fees (subject to Fees and Charges Report approval)        | 11  | 625        |
| Pre-Planning Fees (subject to Fees and Charges Report approval) | -3  | 622        |
| MRP Policy – Using Weighted Average Asset Life                  | -73 | 549        |
| <b>Latest Budget Gap Estimate 17 November 2015</b>              |     | <b>549</b> |

## 5.2 A brief explanation of these changes:

- Staff salary estimates: The finance team have completed the detailed salaries estimates reflecting staff turnover, increments and on costs based on the current establishment.
- Asset compliance works: As approved at Full Council on 18 November, £50,000 has been included in the annual budget estimates as an allowance for essentially and statutory asset compliance activities. The impact on the Budget Gap has been mitigated by a reduction in the RCCO budget – see below.
- Software licenses: The annual Microsoft license costs were historically included as a recurring item within the Capital Programme, however these are to be treated as revenue costs in line with accounting requirements. The impact on the Budget Gap has been mitigated by a reduction in the RCCO budget – see below.
- Revenue contribution to capital (RCCO): The initial MTFP forecasts include an annual RCCO budget of £100,000 to provide funding towards the capital programme. This budget requirement has been reduced to offset the asset compliance and software license costs – see above.
- Beach cleaning contribution: Removal of contribution previously received from Butlins that will no longer be received.
- Blenheim gardens contribution: Removal of one-off contribution received from Minehead Town Council in respect of the cost of plants.
- Bank charges: This is in recognition of the increased visa debit card bank charges that will be applied, moving from a flat fee to a percentage of the transaction value.
- Members' allowances and expenses: The underlying base budget for members' allowances and expenses does not reflect the true costs, and needs to be increased by £6,000 to more accurately reflect approved costs. This does not alter the amounts paid or claimed – it is essentially a budget correction.
- Benefits grant funding: Through the implementation of JMSS structures for Revenues and Benefits the expectation was that New Burdens Grant from Government would continue to provide a significant contribution towards housing benefit claim processing costs. This New Burdens Grant has been significantly reduced, resulting in a funding gap in the MTFP. A sum of £18,700 has been added to cover the WSC 24% share of current costs no longer funded by the Grant.
- Council tax base: The Council Tax Base for 2016/17 tax setting purposes has been confirmed as 13,482 Band D Equivalents. This is slightly below the

provisional estimates previously included in the MTFP forecasts, and therefore reduces the projected council tax income for 2016/17 by approximately £1,900, to £1,932,643 (assuming a 1.99% increase).

- Collection Fund surplus: The forecast of the 2015/16 Collection Fund Surplus/Deficit has been completed, and the WSC share has been estimated as £13,800 providing a one-off income in 2016/17.
- Court fees: As set out in the Fees and Charges report, the Council has reviewed its charges which has resulted in a proposed reduction in the combined fees for summons and liability orders, which in turn is estimated to reduce income to the Council by £11,000.
- Pre-planning fees: As set out in the Fees and Charges report, the Council has reviewed its charges which has resulted in a proposed increase in pre-planning advice fees, generating an additional £3,000 income.
- MRP Policy: following a review of the basis and method for calculating the annual Minimum Revenue Provision (MRP) payments to reduce capital borrowing (known as the “Capital Financing Requirement (CFR)”, it is proposed to base this on the weighted average asset life. This would reduce the MRP cost from £216,300 to £143,100 in 2016/17. This is included in the MTFP forecast at this stage, pending formal recommendations to Cabinet and Council will be included in the budget reports in February 2016.

5.3 Taking into account the above changes within the forecast Medium Term Financial Plan, the Budget Gap of £549,000 in 2016/17 is projected to grow to £1,637,000 by 2020/21.

**Table 2 – Budget Gap Estimates**

|                       | 2016/17<br>£k | 2017/18<br>£k | 2018/19<br>£k | 2019/20<br>£k | 2020/21<br>£k |
|-----------------------|---------------|---------------|---------------|---------------|---------------|
| Budget Gap Each Year  | 549           | 350           | 334           | 348           | 56            |
| Budget Gap Cumulative | 549           | 899           | 1,233         | 1,581         | 1,637         |

### **Initial Savings Options for 2016/17**

5.4 Work undertaken in September/October led to a range of initial savings options being prepared and these were presented to Scrutiny on 12 November 2015, which if implemented would result in savings or additional income of £141,625 in 2016/17, rising by a further £26,775 for the ‘full year effect’ to give ongoing full year savings of £168,400 from 2017/18.

5.5 The projected financial impact of these options has been revised, and also one low-value option has been removed (fee income for sea-front showers). The updated forecast of the financial impact of the Initial Options is £148,900 in 2016/17 rising to £167,900 for the ‘full year effect’ in 2017/18. These initial options (updated) are included within this report in **Appendix A and Confidential Appendix C**, and the Committee is again requested to comment on these.

5.6 It is clear from the scale of the budget gap that the initial options would not provide sufficient impact to close the Budget Gap for 2016/17.

## **Further Savings Options**

- 5.7 In view of the remaining budget gap Cabinet has been working with the senior management team to identify a range of “Further Savings Options” in order to deliver a balanced budget for 2016/17.
- 5.8 The projected financial impact of these further options is additional savings of £144,850 in 2016/17 rising to £248,300 in 2017/18. These options are set out in detail in **Appendix B and Confidential Appendix D** and are presented for consultation with Members.
- 5.9 In addition to the service-related options there are two further measures being proposed: a reduction in requirement for revenue contribution to capital and a short-term “MRP holiday”. These are considered further below.

## **Revenue Contribution to Capital**

- 5.10 Alongside the development of the revenue budget plans for next year, the preparation of a draft Capital Programme for 2016/17 is also underway. The details of the draft programme are not yet finalised, and will be shared for consultation initially through the Budget Consultation Pack that will be issued to all Members in December. Although the draft programme is not complete it is evident that the potential schemes to be presented can be funded from unallocated capital receipts and external funding, therefore at this stage there is no requirement for a revenue contribution in 2016/17. This enables a saving of £39,000 in 2016/17 to be reflected in the draft MTFP.

## **MRP “holiday”**

- 5.11 Following the recent completion of the sale of land at Seaward Way in Minehead, the Council’s unallocated capital receipts reserve balance is more than £1.5m.
- 5.12 Previously the Council has planned to use £1.7m of surplus capital receipts to repay capital debt. Cabinet is minded to review this, alongside the review of MRP, as it is appropriate to plan on the basis that the Council is going to need capital resources to fund transformation as well as future capital programme requirements.
- 5.13 Whilst preserving capital resources is important in the above context, there is also an opportunity to use part of the capital receipts reserve to fund a prudent provision for capital debt repayment on an annual basis for the period 2015/16 to 2017/18 (three years) and in doing so enable the Council to take an MRP holiday i.e. remove the requirement to fund MRP from the Revenue Budget for the same period. This approach (subject to policy approval) will provide the Council with revenue savings of £143,100 per year in 2015/16, 2016/17 and 2017/18. These savings will be one-off, with the expectation that MRP costs of £143,100 will be included in the annual revenue budget requirement from 2018/19 onwards. Formal recommendations to Cabinet and Council will be included in the budget reports in February 2016

## **Surplus earmarked reserve**

- 5.14 Full Council on 18 November approved the transfer of surplus earmarked reserves of £156,119 to general reserves.

- 5.15 The Council has also recovered costs in respect of Economic Development staff time seconded to the LEP providing an income surplus in the current year. Economic development capacity is incorporated into the planned delivery of Hinkley-funded activity from April 2016 therefore, a further in year saving of £51,500 has been identified in the current year (£39,384 earmarked reserve surplus plus £12,116 income). It is proposed to transfer these savings to General Reserves in the current year.

### **Business Rates Smoothing Reserve**

- 5.16 As previously reported, the Council's share of business rates funding can be volatile. Financial provisions are maintained in respect of appeals and bad debts, however there remains a risk that rating income can fall below our budget estimates. The Council has previously maintained a Business Rates Smoothing Reserve which provides a contingency for volatility in the Council's retained funding. The impact of Hinkley B and other appeals has fully absorbed the reserve balance, and in recognising this the Council agreed to transfer £200,000 to the Smoothing Reserve in 2015/16.
- 5.17 Despite holding this contingency, and the previous Hinkley B appeal being concluded, the risk of funding volatility in future remains high. For example, within the current draft estimates for 2016/17 the Council could experience funding losses of approximately £260,000 before a Safety Net payment is triggered.
- 5.18 It is therefore prudent for the Council to increase its contingency to cover the impact of budget losses on business rates funding, and an additional transfer of £200,000 from General Reserves to the Business Rates Smoothing Reserve is recommended. This would increase the Smoothing Reserve balance to £400,000, which will enable the Council to mitigate losses in the short term and provide time to implement any necessary action to respond to a change in the underlying funding position. It may be necessary to review this amount when the details of the Funding Assessment are announced and/or when the business rates retention budget estimates are completed.

### **Impact on the Budget Gap**

- 5.19 If all of the various initial and further budget options, and the additional proposals outlined above, are implemented in full the budget gap for 2016/17 would be reduced from £549,000 to £73,000. Whilst the agreed budget strategy for this year is focussed on the short-term target of balancing the budget for next year, it is very important for Members to note the longer term budget gap – the **scale of challenge over the Medium Term Financial Plan remains substantial and serious**. The following table summarises the impact of the proposals included in this report.

**Table 3 – Projected Impact on Budget Gap of Options Being Considered**

|                                      | 2016/17<br>£k | 2017/18<br>£k | 2018/19<br>£k | 2019/20<br>£k | 2020/21<br>£k |
|--------------------------------------|---------------|---------------|---------------|---------------|---------------|
| Budget Gap (Table 2 above)           | 549           | 899           | 1,233         | 1,581         | 1,637         |
| Initial Savings Options (App A)      | -143          | -143          | -141          | -141          | -141          |
| Initial Savings Options (App C)      | -6            | -25           | -25           | -25           | -25           |
| Further Savings Options (App B)      | -90           | -174          | -174          | -174          | -174          |
| Further Savings Options (App D)      | -55           | -74           | -74           | -74           | -74           |
| <b>Sub-total: Revised Budget Gap</b> | <b>255</b>    | <b>483</b>    | <b>819</b>    | <b>1,167</b>  | <b>1,223</b>  |
| RCCO Not Required                    | -39           | 0             | 0             | 0             | 0             |
| MRP Holiday                          | -143          | -143          | 0             | 0             | 0             |
| <b>Projected Budget Gap</b>          | <b>73</b>     | <b>340</b>    | <b>819</b>    | <b>1,167</b>  | <b>1,223</b>  |

5.20 It should be noted that the above is being shared as a progress update at this stage. At the time of preparing this report the Council has yet to receive the Provisional Settlement Funding Assessment, which may significantly alter our funding estimates. Budget plans and proposals will need to be reviewed in light of this information when it becomes available.

## 6. RISK, OPPORTUNITIES AND UNCERTAINTY

6.1 Ongoing risks and uncertainty for the budget at this stage include:

- **Funding Assessment** – Business Rates Retention baseline and Revenue Support Grant settlement figures are not expected until late December, with final figures anticipated late January/early February.
- **Business Rates Forecast** – The Business Rates Forecast for future years is not currently finalised, and may result in changes to the 2016/17 estimates. The final estimates are due to be completed and approved by the S151 officer in January 2016, and any updates to estimates will be reported to Members.
- **Council Tax** – MTFP is based on officer assumption of a tax increase of 1.99% in 2016/17. The Cabinet is yet to indicate their Council Tax proposals for next year, and the Secretary of State has yet to confirm the threshold that would trigger the need for a referendum.
- **New Homes Bonus** – details of the Grant is expected to be received with the Provisional Settlement figures in December. The Autumn Statement indicated the Government's intention to consult on changes to this funding stream which could see the grant reduced and also a proportion redistributed to upper tier authorities.
- **Collection Fund Surplus/Deficit** – an initial forecast is included in the current draft budget estimates. The final calculation to be used for budget setting is required to be completed on 15 January 2016.
- **Fees & Charges** – Subject to approval by Council on 16 December 2015.
- **Capital Programme** – The assumption is the Draft Capital Programme will not require further revenue budget implications e.g. RCCO or borrowing costs;
- **Asset Management** – a significant amount of work is underway to confirm the condition and maintenance requirements for the wide range of council land and property assets. It is likely that additional spending will be required to maintain assets to an acceptable standard and/or to inform future asset disposal plans.

6.2 Further updates will be provided in future reports as the budget setting process

progresses.

## 7. GENERAL RESERVES

7.1 The following table provides a reconciliation of the current balance on General Reserves and projected balance taking into account the proposals within this report.

**Table 4 – General Reserves**

|   | £              |
|---|----------------|
| Balance 1 April 2015  | 529,899        |
| Supplementary estimates previously approved                         | -21,000        |
| Transfer of 2015/16 budget savings (Full Council 18 Nov)            | 212,092        |
| Transfer of earmarked reserves (Full Council 18 Nov)                | 156,119        |
| Asset compliance work (Full Council 18 Nov)                         | -80,000        |
| <b>Current approved balance</b>                                     | <b>797,110</b> |
| MRP Savings in 2015/16 (subject to revised policy approval)         | 82,200         |
| MRP Holiday in 2015/16 (subject to use of capital receipts in lieu) | 143,100        |
| Recommended transfer of surplus earmarked reserves                  | 51,500         |
| Recommended transfer to Business Rates Smoothing Reserve            | -200,000       |
| <b>Sub-total: Updated Balance</b>                                   | <b>873,910</b> |
| Possible changes for final Business Rates forecast                  | ?              |
| Possible mitigation of Autumn Statement impact                      | ?              |
| Amount required to balance 2016/17 budget gap                       | ?              |
| Remaining Unallocated Balance                                       | ?              |

7.2 The current projected reserves balance of £873,910 is **only a working draft at this stage** in the budget process. There are some potentially significant risks and uncertainties that could affect the available balance when the Council is requested to consider the proposed budget in February 2016.

7.3 Members are also advised that the required minimum balance is currently being reviewed, with any revision of the recommended minimum due to be included in within the Budget Reports in January / February 2016.

7.4 As previously reported, the external auditor reported his concerns within the qualified value for money (VFM) conclusion for 2014/15 that reserves at the end of the last financial year were at the minimum. The Council should plan to maintain reserves above the minimum (a) to mitigate material in year losses / unplanned spend against budget and (b) to provide scope to invest in future organisational change. This will be an important consideration in finalising any proposal to use reserves towards the 2016/17 budget gap.

## 8. FINANCIAL/RESOURCE IMPLICATIONS

8.1 Contained within the body of the report.

## 9. COMMENTS ON BEHALF OF THE SECTION 151 OFFICER

9.1 This report provides a progress update and shows that the Budget Gap for 2016/17 may be significantly reduced if all of the proposed budget options are implemented.

- 9.2 Members are also encouraged to consider the longer term financial challenge when making decisions regarding next year's budget. As indicated in earlier reports the expectation is that funding from Government will continue to decline, placing pressure on our local budgets and services to our community. The impact of the Autumn Statement will not be fully understood until we see the detail of the Provisional Settlement Funding Assessment which is expected late December, therefore the current estimated budget gap could change. Members need to bear this in mind when considering budget options.
- 9.3 The use of reserves to reduce the funding gap is only acceptable when we have a sustainable plan to address future funding pressures. My strong advice is that it is important for Members – as those charged with the responsibility to set a balanced budget – to consider the top priority of achieving financial sustainability when taking difficult budget choices. In addition, whilst using reserves for 2016/17 is recognised as part of the budget strategy, it is important to emphasise that this doesn't in itself provide ongoing financial savings and therefore a sustainable solution will need to be delivered in subsequent years to address the budget gap ongoing. This will be driven through the development and implementation of a new Corporate Plan and the Transformation Programme. I would strongly encourage Members to avoid reducing the reserves balance down to the minimum level.

## **10. EQUALITY & DIVERSITY IMPLICATIONS**

- 10.1 Each option must be examined to assess what impact it may have on equality and diversity. In the majority of cases an assessment by the relevant manager will determine there is no or very limited impact, and in such cases a full Equalities Impact Assessment is not required. There are some options being presented where it has been determined by the relevant manager that a full Equalities Impact Assessment is required, and in such cases these are included as appendices within this report.

## **11. CRIME AND DISORDER IMPLICATIONS**

- 11.1 There are no direct implications connected to the recommendations in this report.

## **12. CONSULTATION IMPLICATIONS**

- 12.1 Some of the options put forward will need consultation with external organisations including Town and Parish Councils.

## **13. ASSET MANAGEMENT IMPLICATIONS**

- 13.1 Some of the options being proposed will result in asset management actions, which may include asset disposals. These will need to be taken into account through the Council's asset management planning process.

## **14. ENVIRONMENTAL IMPACT IMPLICATIONS**

- 14.1 Options have been assessed for significant environmental impacts.

## **15. LEGAL IMPLICATIONS**

- 15.1 Each option has been assessed to take into account significant legal requirements and risks.

WEST SOMERSET COUNCIL - 2016/17 SERVICE / BUDGET OPTIONS

| AD                                      | Lead Member     | Service Option Heading                         | Description of the Service Option  | 2016/17 | 2017/18 | 2018/19 | Ongoing Savings<br>£ | Business Case:<br>Service Impact Explained   | Risk Management   | Public Impact | Operational Impact | Confidence | Equalities Impact Assessment   |
|---|-----------------|--|--|---------|---------|---------|----------------------|--|---|---------------|--------------------|------------|--|
|   |                 |  |  | £       | £       | £       |                      |  |   |               |                    |            |  |
| <b>INITIAL SAVINGS NON-CONFIDENTIAL</b> |                 |  |  |         |         |         |                      |  |   |               |                    |            |  |
| RS                                      | Chilcott        | ICT Annual Maintenance and Support             | Remove the "unspecified web enhancements" element of the budget  | 5,000   |         |         | 5,000                | This means that we won't be able to develop the existing website to work with mobile devices and will need to look to the Transformation funding to fund web development. Reduces opportunity to improve accessibility prior to transformation.  | Risks increased customer dissatisfaction in the short term and reduces the scope for self-service. Risks losing the SOCATIM 3 star rating for the website.  | Med           | Med                | High       | Initial assessment indicates no direct implications for protected groups. No requirement for full EIA.   |
| RS                                      | Chilcott        | Annual Customer Satisfaction Survey            | Cease to undertake the survey which saves external production, packing & postage costs                         | 1,500   |         |         | 1,500                | There is no statutory requirement to issue a survey, although this is a key indicator for JMASS Phase 1. (Note: Of the 18,000 surveys issued last year, 785 responses were received)   | Reduces level of assurance regarding public opinion of service delivery and the Council's ability to benchmark  | Low           | Low                | High       | Initial assessment indicates no direct implications for protected groups. No requirement for full EIA. It is noted however that this option reduces understanding of the perceptions of different groups within our community. |
| RS                                      | Chilcott        | IT Infrastructure                              | Predicted underspend that we judge can safely be removed from the budget.                                      | 4,000   |         |         | 4,000                | Predicted underspend with no service impact.   | No material risks identified  | Low           | Low                | High       | Initial assessment indicates no direct implications for protected groups. No requirement for full EIA.   |
| RS                                      | Chilcott        | Communication lines                            | Cancel link between Minehead depot and Contact Centre office as no longer required                             | 5,000   |         |         | 5,000                | No service impact.   | No material risks identified  | Low           | Low                | High       | Initial assessment indicates no direct implications for protected groups. No requirement for full EIA.   |
| IT                                      | Mills           | Marketing the area through culture             | Remove Grant to Artlife  | 6,000   |         |         | 6,000                | Reduction will remove the provision for culture and creative industries in West Somerset. This will reduce the ability to deliver the outputs currently within the SLA.  | Reputational risk through removing general fund support for arts and culture. Support is provided for bids to other funding sources.  | Med           | Low                | High       | See impact assessment provided with report - Appendix E  |
| BL                                      | Chilcott        | Legal Services                                 | Realignment of SHAPE legal partnership costs to reflect current demand and costs                               | 2,800   |         |         | 2,800                | No impact on service delivery - budget will more accurately reflect confirmed costs of the partnership arrangement.  | No material risks identified  | Low           | Low                | High       | Initial assessment indicates no direct implications for protected groups. No requirement for full EIA.   |
| AG                                      | Morgan/Chilcott | Contribution from HPC funds to corporate costs | Sustainable contribution from HPC S106 towards the corporate costs of the Council employing and managing staff | 50,000  |         |         | 50,000               | The contribution reflects the resources needed to deliver the activities required and funded, and is dependent upon the Final Investment Decision by EDF to proceed with Hinkley C.  | That EDF make their FID by end of 2015 and Transition to the DCO in early 2016 (which is when all future payments are paid / are locked into a firm timetable for payment (i.e. first anniversary of Transition, second anniversary of Transition, etc.)) | Low           | Low                | Med        | Initial assessment indicates no direct implications for protected groups. No requirement for full EIA.   |
| PF                                      | Chilcott        | Finance  | Debt collection enforcement agent fees   | 3,500   |         |         | 3,500                | Budget reduced to reflect current need. Leaves £500 for extreme cases where collection agents needed for corporate debts and costs not funded by debtors.  | No significant risks identified   | Low           | Low                | High       | Initial assessment indicates no direct implications for protected groups. No requirement for full EIA.   |
| PF                                      | Chilcott        | Finance  | Insurances   | 1,600   |         |         | 1,600                | Insurance costs recharged to tenants of council properties, not currently reflected in the budget. Can be incorporated subject to any future asset changes.  | There is a risk of bad debt, which is considered to be low.   | Low           | Low                | High       | Initial assessment indicates no direct implications for protected groups. No requirement for full EIA.   |
| PF                                      | Chilcott        | Finance  | Interest costs   | 2,000   |         | (2,000) | 0                    | Based on current borrowing requirements and interest rates, it is feasible to reduce the interest budget for two years. Total budget will be £13,000 in 2016/17 and 2017/18.   | Interest rate and cash flow volatility, and/or council decisions to incur additional capital borrowing could put pressure on budget   | Low           | Low                | Med        | Initial assessment indicates no direct implications for protected groups. No requirement for full EIA.   |
| SL                                      | Westcott        | Voluntary and Community Grants                 | Home Start West Somerset - Reduction in grant funding  | 2,000   |         |         | 2,000                | This proposal would see a reduction of the annual grant from £3,000 to £1,000. The grant helps to fund highly valued service to vulnerable and hard to reach households, and can lever in additional funding for local projects and initiatives. | The reductions in grant funding places a risk to continuity or reduction of services available.   | Med           | Med                | Med        | See impact assessment provided with report - Appendix F  |
| SL                                      | Westcott        | Voluntary and Community Grants                 | Engage West Somerset - Reduction in grant funding  | 2,000   |         |         | 2,000                | This proposal would see a reduction of the annual grant from £3,000 to £1,000. The grant helps to fund highly valued service to vulnerable and hard to reach households, and can lever in additional funding for local projects and initiatives. | The reductions in grant funding places a risk to continuity or reduction of services available.   | Med           | Med                | Med        | See impact assessment provided with report - Appendix G  |
| SL                                      | Westcott        | Voluntary and Community Grants                 | CLOWNS - Reduction in grant funding  | 2,000   |         |         | 2,000                | This proposal would see a reduction of the annual grant from £3,000 to £1,000. The grant helps to fund highly valued service to vulnerable and hard to reach households, and can lever in additional funding for local projects and initiatives. | The reductions in grant funding places a risk to continuity or reduction of services available.   | Med           | Med                | Med        | See impact assessment provided with report - Appendix H  |



| AD   | Lead Member | Service Option Heading                     | Description of the Service Option  | 2016/17        | 2017/18        | 2018/19        | Ongoing Savings | Business Case: Service Impact Explained  | Risk Management   | Public Impact | Operational Impact | Confidence | Equalities Impact Assessment   |
|--|-------------|--|--|----------------|----------------|----------------|-----------------|--|---|---------------|--------------------|------------|--|
|  |             |  |  | £              | £              | £              |                 |  |   |               |                    |            |  |
| SL   | Westcott    | Voluntary and Community Grants             | Exmoor Lengthsman - Removal of grant funding   | 2,000          |                |                | 2,000           | The contribution towards the Lengthsman would be removed in full due to the Council's affordability challenge. It is recognised that the grant helps to fund a highly valued service.  | No material risks identified  | Med           | Med                | Med        | Initial assessment indicates no direct implications for protected groups. No requirement for full EIA. |
| CH   | Mills       | Removal of the Dulverton car parks lease   | Bring back the Dulverton car parks under WSC control, with WSC benefiting from the parking income  | 10,000         | 0              |                | 10,000          | Cease the current lease arrangements with DTC with WSC taking back the income from pay and display, and parking fines.   | DTC will lose a funding stream that they currently have from the parking income   | Low           | Med                | High       | See impact assessment provided with report - Appendix I  |
| CH   | Mills       | Increase price of shopper permits          | Increase price of shopper permits from £35 to £40, that reduces the level of subsidy for this parking provision and increases contribution towards cost of administration.   | 800            |                |                | 800             | Shoppers will continue to access convenient parking provision at a low cost to them.   | Small risk of fluctuation in demand for these permits has been reflected in the financial estimates.  | Low           | Low                | High       | See impact assessment provided with report - Appendix J  |
| CH   | Mills       | Increase price of car park permit          | Increase charges for car park permits 'Named' from £110 to £160 for 6 months and £150 to £210 for 12 months; 'District' from £160 to £180 for 6 months and £250 to £310 for 12 months; 'Business' from £200 to £220 for 6 months and £320 to £400 for 12 months. | 10,000         | 0              |                | 10,000          | The increase reduces the level of subsidy to permit holders, whilst maintaining low cost parking option for regular users.   | Small risk of fluctuation in demand, however revised charge rates remain financially attractive to customers. Limited demand impact expected within financial estimates.  | Low           | Low                | High       | See impact assessment provided with report - Appendix J  |
| CH   | Mills       | Blue badge charges                         | Implement charges for blue badge holders on the same schedule as the rest of the week  | 14,500         | 0              |                | 14,500          | Implement disabled parking charges on the basis of the current schedule. Will require some up front alterations to signs and payment machines.   | This option is easy to implement with limited one off costs, but may be unpopular.  | Low           | Low                | High       | See impact assessment provided with report - Appendix K  |
| CH   | Mills       | Car parking charges                        | Revision of summer parking tariffs, designed to influence usage through turnover and convenience of parking for tourist traffic and trade.   | 9,700          | 0              |                | 9,700           | The detail of the tariffs per car park are due to be consulted upon in line with the Traffic Regulation Order, with a view to implementing revised charging schedule from June 2016. Initial estimates suggest resulting impact on income could be £9,700 or more in a full year depending on usage. | This option is easy to implement with limited one off costs, but may be unpopular.  | Med           | Med                | Med        | See impact assessment provided with report - Appendix L  |
| CH   | Dewdney     | Increase the toilet charge from 20p to 50p | Increase to the pay on entry charge for the currently chargeable public toilets  | 6,500          |                |                | 6,500           | Some one off costs associated with changing the coin devices   | If the charge is increased too much there is a risk that existing income may diminish, it may also make the stored cash a target for theft                                | Low           | Low                | Med        | See impact assessment provided with report - Appendix M  |
| CH   | Dewdney     | Removal of the emergency sandbag response  | Cease to provide sandbags and prove no further support to communities who hold their own   | 2,000          |                |                | 2,000           | This budget supports the flooding response to communities and the sandbag service, the proposal here is to remove the entire budget  | businesses and householders may not make adequate preparations following the council's decision to cease this provision leading to less protection within our communities | Med           | Med                | High       | See impact assessment provided with report - Appendix N  |
| <b>SUB-TOTAL INITIAL SAVINGS OPTIONS - NON-CONFIDENTIAL</b>              |             |  |  | <b>142,900</b> | <b>0</b>       | <b>(2,000)</b> | <b>140,900</b>  |  |   |               |                    |            |  |
| <b>SUB-TOTAL INITIAL SAVINGS OPTIONS - NON-CONFIDENTIAL - CUMULATIVE</b> |             |  |  | <b>142,900</b> | <b>142,900</b> | <b>140,900</b> |                 |  |   |               |                    |            |  |

WEST SOMERSET COUNCIL - 2016/17 SERVICE / BUDGET OPTIONS

| AD                                      | Lead Member | Service Option Heading                                      | Description of the Service Option  | 2016/17 | 2017/18  | 2018/19 | Ongoing Savings<br>£ | Business Case:<br>Service Impact Explained   | Risk Management   | Public Impact | Operational Impact | Confidence | Equalities Impact Assessment   |
|---|-------------|---|--|---------|----------|---------|----------------------|--|---|---------------|--------------------|------------|--|
|   |             |   |  | £       | £        | £       |                      |  |   |               |                    |            |  |
| <b>FURTHER SAVINGS NON-CONFIDENTIAL</b> |             |   |  |         |          |         |                      |  |   |               |                    |            |  |
| RS                                      | Chilcott    | Stationery & Printing                                       | Predicted underspend. In-year saving of £4k for 2015/16  | 5,000   |          |         | 5,000                | Predicted underspend with no service impact  | Possible risk that the underspend doesn't materialise   | None          | Low                | High       | Initial assessment indicates no direct implications for protected groups. No requirement for full EIA.   |
| RS                                      | Chilcott    | Water Coolers   | Remove the water coolers   | 1,000   |          |         | 1,000                | Water will no longer be provided on all floors & in the meeting rooms, but will be available from the mains supply in the canteen area.  | Potentially increases the risk of accidents/slippages resulting from staff carrying water up the stairs.  | None          | Low                | High       | Initial assessment indicates no direct implications for protected groups. No requirement for full EIA.   |
| RS                                      | Chilcott    | IT Photocopying   | Current printer contract expires end Sept 2016. £7,500 saving is based on reducing the number of printers from 9 to 6 (5 at WSH plus 1 at the Minehead Office) from 1/10/16.                                     | 3,750   | 3,750    |         | 7,500                | No service impact. Saving results from implementing a new contract & removing un-used printers   | None  | None          | Low                | High       | Initial assessment indicates no direct implications for protected groups. No requirement for full EIA.   |
| IT                                      | Mills       | Business Support  | Recall loans funding from Fredericks Foundation - one off saving in 2016/17  | 15,000  | (15,000) |         | 0                    | Reduction will affect availability of loans for micro businesses, however demand is currently below funding available in the loans pot.  | The loan pot totals £ 27,000.   | Low           | Low                | Med        | Initial assessment indicates no direct implications for protected groups. No requirement for full EIA. The reduction in loan pot size should not have a major effect as based on current loan takeup sufficient monies will remain. No protected characteristics should therefore be affected. |
| IT                                      | Mills       | Economic Development  | Removal of WSC General Fund contribution to economic development through JMASS phase two transformation  | 35,000  |          |         | 35,000               | This would remove the financial contribution that WSC makes through it's general fund to Economic Development. The monies are dedicated to West Somerset baseline economic projects. This would undoubtedly effect the delivery of the council's emerging priorities. This removal would lead into a need to restructure the tasks delivered in support of the Economic Delivery priorities.   | The risk associated with the removal of this funding affects tasks relating to baseline West Somerset economy simply put these could not be resourced. In risk terms this will mean ceasing activity although alternative options may be available through JMASS phase 2. | High          | High               | High       | Initial assessment indicates no direct implications for protected groups. No requirement for full EIA.   |
| BL                                      | Chilcott    | Legal Services  | 10% reduction in West Somerset contribution to the Partnership in 2016/17  | 11,800  | (11,800) |         | 0                    | No intention to reduce the level of legal service available to the council (so no implications to the council as a customer of the service).   | None- these have been mitigated by the saving only being guaranteed for one year to check on any operational implications   | None          | None               | High       | Initial assessment indicates no direct implications for protected groups. No requirement for full EIA.   |
| SL                                      | Turner      | Temporary Accommodation                                     | Reduced temporary accommodation cost through ending lease agreements on two properties and replace with suitable accommodation that can be let and funded through income   | 6,000   |          |         | 6,000                | Based on demand, we believe there should be no impact on ability to house people requiring temporary accommodation. The Business Case is based on better use of assets   | We will continue to monitor demand and balance this with supply in the private rented sector and our leased accommodation   | Low           | Low                | High       | Not Applicable. Service standards will be maintained, but delivered more cost-effectively.   |
| RS                                      | Chilcott    | E-consultations   | Replace existing e-consultations system for lower cost option (e.g survey monkey). Expectation that new website/CRM system will have this capability built in but won't be available until new systems in place. | 4,400   |          |         | 4,400                | The e-consultations function is quite widely used. We currently have 5 open surveys (covering Customer Feedback, Planning Customer Satisfaction, Revs & Bens Customer Satisfaction, Benefits Visiting Service Customer Survey and Building Control Customer Satisfaction) and a total of 1,698 people registered on the site. However, there are alternative options and research indicates that we could purchase a lower cost alternative and reduce the budget from £5,400 to £1,000.   | Only low risks associated with a change in business process.  | Low           | Low                | High       | Initial assessment indicates no direct implications for protected groups. No requirement for full EIA.   |
| TB                                      | Dewdney     | Reduction of funding support to Quantock Hills AONB service | Quantock Hills AONB  | 4,000   |          |         | 4,000                | The proposal is to reduce the contribution to the Quantock Hills AONB from £5k to £1k. This is in reality a reduction for them of £16,000 because of the 3:1 nature of Defra grant based on LA contributions. The proposal may bring challenge as to whether the Council is fulfilling responsibilities under the Localism Act's duty to co-operate with neighbouring councils and other statutory bodies, whilst also failing to meet the duty of regard for AONB purposes imposed on Local Authorities by the CRoW Act 2000, however maintaining funding at £1000 aims to mitigate this risk | The concerns raised could in theory lead to a legal challenge of this decision. There is also a reputational risk in light of SCC's previous proposal to cut funding and WSC's vociferous opposition to it.   | High          | High               | Med        | Initial assessment indicates no direct implications for protected groups. No requirement for full EIA.   |

| AD   | Lead Member | Service Option Heading         | Description of the Service Option  | 2016/17       | 2017/18        | 2018/19        | Ongoing Savings | Business Case:<br>Service Impact Explained   | Risk Management  | Public Impact | Operational Impact | Confidence | Equalities Impact Assessment                                    |
|--|-------------|--------------------------------|--|---------------|----------------|----------------|-----------------|--|--|---------------|--------------------|------------|---|
|  |             |                                |  | £             | £              | £              | £               |  |  |               |                    |            |   |
| CH   | Dewdney     | Public Conveniences            | Seek to transfer ownership and/or management of public conveniences facilities to other organisations by April 2017, thus ceasing the cost liability of the Council. | 0             | 107,000        |                | <b>107,000</b>  | Transfer of toilets would see another organisation take on the running responsibilities and financial liabilities. There is likely to be a need for one off funding in order to achieve the transfer. Any remaining facilities not transferred or managed by another organisation by April 2017 will be closed with plans to dispose surplus assets. | Experience has shown this to be a very emotive service area and not always easy to extract the savings that are intended. WSC will remain responsible for the buildings until such time as they are handed over, sold or demolished. This option will have a cost implication to implement - to be determined. | High          | Med                | Med        | See impact assessment provided with report - App O              |
| SL   | Westcott    | Voluntary and Community Grants | West Somerset Advice Bureau  | 3,800         |                |                | <b>3,800</b>    | The WSAB are confident of being able to continue with a saving at this level, but would result in a reduced number of hours of debt worker provision.  | There is a risk that this will lead to reduced Ctax collection and increased demand on the Revs and Bens service and on the Housing Options service. WSAB are also considering a CIM fund bid.   | Med           | Med                | High       | See impact assessment provided with report - Confidential App P |
| <b>SUB-TOTAL FURTHER SAVINGS OPTIONS - NON-CONFIDENTIAL</b>              |             |                                |  | <b>89,750</b> | <b>83,950</b>  | <b>0</b>       | <b>173,700</b>  |  |  |               |                    |            |   |
| <b>SUB-TOTAL FURTHER SAVINGS OPTIONS - NON-CONFIDENTIAL - CUMULATIVE</b> |             |                                |  | <b>89,750</b> | <b>173,700</b> | <b>173,700</b> |                 |  |  |               |                    |            |   |

Equality Impact Assessment

|  |  |   |
|--|--|---|
| Responsible person   | Ian Timms  | Job Title Assistant Director Business Development |
| Why are you completing the Equality Impact Assessment? (Please mark as appropriate)              |  |   |
|  | Termination of service   |   |
|  | Budget/Financial decision  | Removal of core grant aid of £6000                |
| What are you completing the Equality Impact Assessment on (which policy, service, MTFP proposal) | MTFP Proposal for WSC 2016/17 to remove core grant   |   |
| <b>Section One – Scope of the assessment</b>   |  |   |
| What are the main purposes/aims of the policy?   | <p>In 15/16 provision of the £6000 grant enabled Art life to provide a core arts development service to support voluntary and community organisations within the cultural sector in West Somerset. This proposal would remove that funding to deliver a £6000 general fund budget reduction. This would therefore remove any residual general fund monies to support Arts and Culture in West Somerset.</p> <p>The core grant investment from WSC provided for a one day per week Coordinator post to deliver the arts service.</p> <p>ARTlife complemented this by employing the Coordinator for a total of two days per week during 2015-16. This two days a week was targeted at developing the service.</p> <p>In addition to the Coordinator’s time, ARTlife raised additional funds delivering a range of projects and initiatives.</p> <p>The proposed policy will remove the Core grant element.</p> |   |
| Which protected groups are targeted by the policy?   | <p>The Service Level Agreement targeted four key groups. These groups will therefore be most likely to be affected by the proposal.</p> <ul style="list-style-type: none"> <li>▪ Young people and children</li> <li>▪ Older people</li> </ul>  |   |

|  |   |   |  |                   |  |  |   |                            |  |
|--|---|---|--|-------------------|--|--|---|----------------------------|--|
|  | <ul style="list-style-type: none"> <li>▪ Disabled people</li> <li>▪ People suffering an economic disadvantage</li> </ul>  |   |  |                   |  |  |   |                            |  |
| <p>What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used</p>  | <p>Discussion with 2 board members and Artlife coordinator.</p> <p>Review of Core service delivery. Evidence from reports provided by Artlife on service provision. Knowledge from partnership work on landscape art project for Hinkley Point. Artlife reports to scrutiny in past few years.</p> <p>Knowledge of rurality in West Somerset.</p> |   |  |                   |  |  |   |                            |  |
| <p><b>Section two – Conclusion drawn about the impact of change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality</b></p>  |   |   |  |                   |  |  |   |                            |  |
| <p>The removal of funding will terminate the current arrangements to provide core funding to Artlife impacting support for the cultural sector in West Somerset.</p> <p>The impacts will be felt on Rural isolation due to the sparsity of the population. The cut will in all likelihood lead to reduced opportunities for cultural gatherings which are aids to the community gathering. This is likely therefore to affect individuals who are less mobile or elderly. This would be negative for the protected characteristics relating to older people and disabled people.</p> <p>The reduction will mean that there will be no professional support to the community and voluntary arts sector as Artlife will be unable to continue the employment of the coordinator. This will therefore, it is likely this will lead to fewer successful funding bids / successful events - also losing 15 years of knowledge and experience.</p> |   |   |  |                   |  |  |   |                            |  |
| <p><b>I have concluded that there is/should be:</b></p> <table border="1" data-bbox="219 1050 1924 1292"> <tr> <td data-bbox="219 1050 893 1139">No major change - no adverse equality impact identified</td> <td data-bbox="893 1050 1924 1139"></td> </tr> <tr> <td data-bbox="219 1139 893 1177">Adjust the policy</td> <td data-bbox="893 1139 1924 1177"></td> </tr> <tr> <td data-bbox="219 1177 893 1222">Continue with the policy of removing the funding</td> <td data-bbox="893 1177 1924 1222" style="text-align: center;">✓</td> </tr> <tr> <td data-bbox="219 1222 893 1292">Stop and remove the policy</td> <td data-bbox="893 1222 1924 1292"></td> </tr> </table>  |   | No major change - no adverse equality impact identified |  | Adjust the policy |  | Continue with the policy of removing the funding | ✓ | Stop and remove the policy |  |
| No major change - no adverse equality impact identified  |   |   |  |                   |  |  |   |                            |  |
| Adjust the policy  |   |   |  |                   |  |  |   |                            |  |
| Continue with the policy of removing the funding   | ✓   |   |  |                   |  |  |   |                            |  |
| Stop and remove the policy   |   |   |  |                   |  |  |   |                            |  |

Reasons and documentation to support conclusions:

Whilst clearly there will be impacts on the community there are possibilities for other sources of funding to be utilised for delivery of the core service. The impacts are likely to be relatively diffuse though and will broadly speaking impact rurality issues.

The Arts service provision is not statutory although it does add to the economic prosperity of the area through creation of wider cultural activities.

On consideration of the impacts as they are not easily quantifiable combined with the fact that funding may be able to be sourced from other providers the conclusion is that the funding must be removed.

**Section four – Implementation – timescale for implementation**

Discussion held with Art life board members and coordinator on 11<sup>th</sup> November to discuss cut proposal.

Proposal to be reviewed after 17<sup>th</sup> December Scrutiny meeting. Further discussions if required.

Cut to be applied from 1<sup>st</sup> April 2016.

**Section Five – Sign off**

Responsible officer

Ian Timms

Date 30.11.15

Management Team

Ian Timms

Date 02.12.15

**Section six – Publication and monitoring**

Published on

10/12/15

Next review date

N/A

## Action Planning

The table should be completed with all actions identified to mitigate the effects concluded.

| Actions table   |  |                     |                             |  |   |
|---|--|---------------------|-----------------------------|--|---|
| Service area  |  |                     | Date                        |  |   |
| Identified issue drawn from your conclusions  | Actions needed   | Who is responsible? | By when?                    | How will this be monitored?                        | Expected outcomes from carrying out actions                                   |
| The removal of funding reduction will sever the direct funding link to WSC that has existed over a period of years<br><br>Artlife will need to make alternate arrangements to deliver the service | Remove Core grant from Revenue Budget.   | Ian Timms           | 31 <sup>st</sup> March 2016 | If removed no further monitoring will be necessary | Hope to assist Artlife to secure funding from non - council funded sources    |
|   | Explore other funding routes with Artlife  | Ian Timms           | 31 <sup>st</sup> March 2016 | Will be carried out on ad hoc basis                | May assist in retention of service and some arts provision to support economy |
|   | Retain "in kind" desk space, existing phone number and storage space agencies to enable smooth transition. | Ian Timms           | 31 <sup>st</sup> March 2017 |  | Artlife will be able to transit effectively to new arrangements               |

# West Somerset Council

## Equality Impact Analysis Record Form 2015

When reviewing, planning or providing services West Somerset Council needs to assess the impacts on people.

We must show we have given due regard to the General Equality Duties in relation to our decision making processes, policies, strategies, services and functions as set out in Section 149 of the Equality Act 2010:

The three aims we **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

|  |                                    |
|--|------------------------------------|
| Service Area: Housing and Communities          |                                    |
| Title of policy/ practice/ service of function | Reduction in overall grants budget |

### Section 1: Why are you completing the Impact Assessment *(please ✓ as appropriate)*

| Proposed new policy or service | Change to policy or service | Budget/Financial Decision |  |
|--------------------------------|-----------------------------|---------------------------|--|
|                                |                             | ✓                         |  |

### Section 2: About the Service/Policy Decision

Home Start West Somerset is a visiting support service for vulnerable families with at least one child under 7. Trained volunteers offer practical and emotional support via outreach services in West Somerset through weekly 2/3 hour home visits. They also link families to other specialist services such as Sure Start, West Somerset Advice Bureau. MIND, CLOWNS. The families supported are affected by low income, disability, isolation, ill-health (mental and physical), bereavement, disability, housing problems and debt. Home Start West Somerset was established in 2002.

### Section 3: Information about the change to the service *(explain the proposal and reason for the change)*

- Overall reduction of grant budget by 1<sup>st</sup> April 2016.
- Reduction in grant funding.



**Section 4: What evidence has been used in the assessment?**

*(List the consultation/engagement undertaken and data or intelligence you have gathered. This may include customer or staff profiles/feedback, complaints data, demographic data, research, user consultation, engagement or survey results. )*

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Study of agreement</li> <li>• AGM &amp; report</li> <li>• Home-Start response to notification of cuts</li> <li>• Home-Start website</li> <li>• Commentary in discussion with Home-Start</li> </ul> |
|---|

**Section 5: Effect on protected characteristic**

**With reference to the analysis above, for each of the ‘protected characteristics’ in the table below please record your conclusions with evidence around equality impact in relation to the savings proposal/service change.**

| <b>Protected Group</b>                                  | <b>Findings – Highlight potential negative impact or missed opportunities for promoting equality</b> |
|---|--|
| Disability (includes mental health, physical & sensory) | Clients suffering from physical disabilities and/or mental health issues including depression.       |
| Pregnancy and maternity                                 | Prejudice / domestic violence advice and support.  |

Non-statutory

|  |   |
|--|---|
| Socio-economic (low income individuals & families) | Many users of the service are from low income families.   |
| Rural Isolation                                    | West Somerset is a rural district with poor transport networks- the Homestart outreach service helps to alleviate this. |
| Social isolation                                   | Single parents, first time parents and younger parents are often socially isolated from peers.                          |

**ACTION PLAN**

**This table must be completed where all negative impacts have been identified, and the steps that could be taken to mitigate this impact or to promote improved equality of opportunity or good relations.**

| <b>Action</b>  | <b>Outcome</b>  | <b>Lead Officer</b> | <b>Timescale</b> |
|--|---|---------------------|------------------|
| Support Home-Start to source additional funders and potential for partnership working with other organisations | Home-Start are a stronger organisation through joint project initiatives which have been externally funded. | Christine Gale      | March 2017       |

## Section 7: Monitoring and review/ mainstreaming into service plans

Please indicate whether any of your actions have been added to service or work plans and your arrangements for monitoring and reviewing progress/ future impact?

|   |
|---|
| Work planned/undertaken is added to Corporate Equality Action Plan and also written into relevant Team work plan specifying responsible officer and timeline. |
|---|

## Section 8: Publishing the completed assessment

How will the assessment, consultation & outcomes be published and communicated.

|   |
|---|
| All completed EIAs are available on the WSC website |
|---|

## Section 9: Sign Off

|               |                |
|---------------|----------------|
| Completed by: | Christine Gale |
| Date:         | 14/10/2015     |
| Reviewed by:  |                |
| Date:         |                |

## Decision-making processes

Where linked to decision on proposals to change, reduce or withdraw service/ financial decisions/ large-scale staffing restructures

Attached to report (title): Budget Update and Initial Options 2016/17

<https://www.westsomersetonline.gov.uk/getattachment/Council---Democracy/Council-Meetings/Scrutiny-Committee-Meetings/Scrutiny---12-November-2015/Agenda-and-Reports-12-11-2015.pdf.aspx>

Date of report: 12.11.15

Author of report: Steve Plenty

Audience for report: Scrutiny Committee

Outcome from report being considered

|  |
|--|
|  |
|--|

# West Somerset Council

## Equality Impact Analysis Record Form 2015

When reviewing, planning or providing services West Somerset Council needs to assess the impacts on people.

We must show we have given due regard to the General Equality Duties in relation to our decision making processes, policies, strategies, services and functions as set out in Section 149 of the Equality Act 2010:

The three aims we **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

|  |                                   |
|--|-----------------------------------|
| Service Area: Housing and Communities          |                                   |
| Title of policy/ practice/ service of function | Overall savings in grants budget. |

### Section 1: Why are you completing the Impact Assessment *(please ✓ as appropriate)*

| Proposed new policy or service | Change to policy or service | Budget/Financial Decision |  |
|--------------------------------|-----------------------------|---------------------------|--|
|                                |                             | ✓                         |  |

### Section 2: About the Service/Policy Decision

|   |
|---|
| Engage offers support and development services to VCS groups in West Somerset (23% of CD worker's contract.) Manages and develops the West Somerset Voluntary Sector Forum. Financial support received from WSC provides substantial leverage to other funding. |
|---|

### Section 3: Information about the change to the service *(explain the proposal and reason for the change)*

|   |
|---|
| <ul style="list-style-type: none"> <li>• Need to reduce overall grant budget by 1<sup>st</sup> April 2016.</li> </ul> |
|---|

**Section 4: What evidence has been used in the assessment?**

*(List the consultation/engagement undertaken and data or intelligence you have gathered. This may include customer or staff profiles/feedback, complaints data, demographic data, research, user consultation, engagement or survey results. )*

|   |
|---|
| Commentary with Engage during monitoring discussions.<br>Study of agreement<br>AGM & report<br>Business Plan<br>Response to notification of potential cuts<br>Website<br>Partnership outcomes |
|---|

**Section 5: Effect on protected characteristic**

**With reference to the analysis above, for each of the ‘protected characteristics’ in the table below please record your conclusions with evidence around equality impact in relation to the savings proposal/service change.**

|   |
|---|
| Many of the organizations using the services of Engage, support people within the protected groups. Therefore any reduction or decline in the work of Engage could potentially have a “knock – on” affect of people with protected characteristics. |
|---|

**ACTION PLAN**

**This table must be completed where all negative impacts have been identified, and the steps that could be taken to mitigate this impact or to promote improved equality of opportunity or good relations.**

| Action  | Outcome   | Lead Officer   | Timescale  |
|---|---|----------------|------------|
| Support Engage in identifying additional sources of funding. Explore areas where partnership working could pool resources and secure joint funding. | Engage will not be limited to local authorities for its funding. Engage will achieve partnership working which will enhance future funding possibilities. | Christine Gale | March 2017 |

## Section 7: Monitoring and review/ mainstreaming into service plans

Please indicate whether any of your actions have been added to service or work plans and your arrangements for monitoring and reviewing progress/ future impact?

Work planned/undertaken is added to Corporate Equality Action Plan and also written into relevant Team work plan identifying responsible officer and timeline.

## Section 8: Publishing the completed assessment

How will the assessment, consultation & outcomes be published and communicated.

All completed EIAs are published on the WSC website.

## Section 9: Sign Off

|               |                |
|---------------|----------------|
| Completed by: | Christine Gale |
| Date:         | 14/10/2015     |
| Reviewed by:  | Angela Summers |
| Date:         | 4/11/15        |

## Decision-making processes

Where linked to decision on proposals to change, reduce or withdraw service/ financial decisions/ large-scale staffing restructures

Attached to report (title): Budget Update and Initial Options 2016/17

<https://www.westsomersetonline.gov.uk/getattachment/Council---Democracy/Council-Meetings/Scrutiny-Committee-Meetings/Scrutiny---12-November-2015/Agenda-and-Reports-12-11-2015.pdf.aspx>

Date of report: 12.11.15

Author of report: Steve Plenty

Audience for report e.g. Scrutiny Committee

Outcome from report being considered

|  |
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|--|

## West Somerset Council

### Equality Impact Analysis Record Form 2015

When reviewing, planning or providing services West Somerset Council needs to assess the impacts on people.

We must show we have given due regard to the General Equality Duties in relation to our decision making processes, policies, strategies, services and functions as set out in Section 149 of the Equality Act 2010:

The three aims we **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

|  |   |
|--|---|
| Service Area: Housing and Communities          |   |
| Title of policy/ practice/ service of function | Reduction of funding in order to make overall savings in grants budget. |

#### Section 1: Why are you completing the Impact Assessment *(please ✓ as appropriate)*

| Proposed new policy or service | Change to policy or service | Budget/Financial Decision |  |
|--------------------------------|-----------------------------|---------------------------|--|
|                                |                             | ✓                         |  |

#### Section 2: About the Service/Policy Decision

CLOWNS provides recreational and educational, physical activities and healthy living learning for pre-school children and their families. Families gain skills in areas such as numeracy, literacy and communication through participation in educational and physical activities and access information on further learning opportunities.

#### Section 3: Information about the change to the service *(explain the proposal and reason for the change)*

- Need to reduce overall grant budget by 1<sup>st</sup> April 2016.
- Reduce grant funding in 2016/17

**Section 4: What evidence has been used in the assessment?**

*(List the consultation/engagement undertaken and data or intelligence you have gathered. This may include customer or staff profiles/feedback, complaints data, demographic data, research, user consultation, engagement or survey results. )*

|   |
|---|
| Commentary with CLOWNS<br>Study of agreement<br>AGM & report<br>Response to notification of cuts<br>Website |
|---|

**Section 5: Effect on protected characteristic**

**With reference to the analysis above, for each of the ‘protected characteristics’ in the table below please record your conclusions with evidence around equality impact in relation to the savings proposal/service change.**

| <b>Protected Group</b>                                  | <b>Findings – Highlight potential negative impact or missed opportunities for promoting equality</b>  |
|---|---|
| Disability (includes mental health, physical & sensory) | Children with special physical and/or mental needs are supported to learn and play alongside more able children and families thus enabling integration.   |
| Race (includes ethnic origins, colour and nationality)  | There has been a noted increase in migrant workers seeking services. The impact of the Hinkley Point development may see a further increase in people from migratory populations in future years and CLOWNS helps to support migratory families and the service helps mitigate negative effects of development. |

**Non-statutory**

|  |   |
|--|---|
| Socio-economic (low income individuals & families) | Many users of the service are from low income families.   |
| Rural Isolation                                    | West Somerset is a rural district with poor transport networks; for many families in West Somerset, CLOWNS is the only accessible offer of its kind for isolated communities. |
| Carers   | Carers of children who are physically and/or mentally disabled and those with additional needs.   |

**ACTION PLAN**

**This table must be completed where all negative impacts have been identified, and the steps that could be taken to mitigate this impact or to promote improved equality of opportunity or good relations.**

| <b>Action</b>  | <b>Outcome</b>  | <b>Lead Officer</b> | <b>Timescale</b> |
|--|---|---------------------|------------------|
| We will work with CLOWNS in seeking partnership projects/funding to improve their resilience | A more robust organisation which is much more resilient to future funding challenges. | Christine Gale      | March 2017       |

## Section 7: Monitoring and review/ mainstreaming into service plans

Please indicate whether any of your actions have been added to service or work plans and your arrangements for monitoring and reviewing progress/ future impact?

|  |
|--|
| Work planned/undertaken is added to Corporate Equality Action Plan and also written into relevant Team work plan identifying responsible officer and timeline. |
|--|

## Section 8: Publishing the completed assessment

How will the assessment, consultation & outcomes be published and communicated.

|   |
|---|
| All assessments will be published on the WSC website. |
|---|

## Section 9: Sign Off

|               |                |
|---------------|----------------|
| Completed by: | Christine Gale |
| Date:         | 14/10/2015     |
| Reviewed by:  | Angela Summers |
| Date:         | 4/11/15        |

## Decision-making processes

Where linked to decision on proposals to change, reduce or withdraw service/ financial decisions/ large-scale staffing restructures

Attached to report (title): **Budget Update and Initial Options 2016/17**  
<https://www.westsomersetonline.gov.uk/getattachment/Council---Democracy/Council-Meetings/Scrutiny-Committee-Meetings/Scrutiny---12-November-2015/Agenda-and-Reports-12-11-2015.pdf.aspx>

**Date of report: 12.11.15**

**Author of report: Steve Plenty**

**Audience for report: Scrutiny Committee**

**Outcome from report being considered**

|  |
|--|
|  |
|--|



## APPENDIX I

### Equality Impact Assessment – pro-forma

|  |   |  |
|--|---|--|
| <b>Responsible person</b>  | Tracey-Ann Biss   | <b>Job Title</b> Parking and Civil Contingencies Manager |
| <b>Why are you completing the Equality Impact Assessment? (Please mark as appropriate)</b>   | Proposed new policy/service   |  |
|  | Change to Policy/service  |  |
|  | Budget/Financial decision – MTFP  | X  |
|  | Part of timetable   |  |
| <b>What are you completing the Equality Impact Assessment on (which, service, MTFP proposal)</b>   | <b>Do not offer an extension on the Dulverton car park lease</b>  |  |
| <b>Section One – Scope of the assessment</b>   |   |  |
| What are the main purposes/aims of the policy/decision/service?  | Dulverton Town Council (DTC) have a lease arrangement from WSC to operate the car park, this proposal ceases that arrangement by not extending the lease. |  |
| Which protected groups are targeted by the policy/decision/service?  | No protected groups have been targeted through this proposal.   |  |
| What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used<br><br>The information can be found on....  | Management knowledge.   |  |
| <b>Section two – Conclusion drawn</b> about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality   |   |  |
| This proposal removes the existing inequality in one Town Council being able to raise revenue from parking charges. There are no proposals to change the pricing schedule, but it is considered that this will remove a funding stream from Dulverton Council. This equalities impact assessment does not seek to advise |   |  |

what impacts this may have on the services previously supported by this funding stream. DTC will need to consider how these financial implications are managed

**I have concluded that there is/should be:**

|   |   |
|---|---|
| No major change - no adverse equality impact identified |   |
| Adjust the policy/decision/service                      |   |
| Continue with the policy/decision/service               | X |
| Stop and remove the policy/decision/service             |   |

Reasons and documentation to support conclusions

It is no longer considered acceptable for one Town Council to have the financial advantage of operating the car parks.

**Section four – Implementation – timescale for implementation**

April 2016

**Section Five – Sign off**

Responsible officer Tracey-Ann Biss

Date 30<sup>th</sup> Oct 2015

Management Team

Date

**Section six – Publication and monitoring**

Published on

Next review date

Date logged on Covalent

## Action Planning

The table should be completed with all actions identified to mitigate the effects concluded.

| Actions table                                |                |                     |          |                             |   |  |
|--|----------------|---------------------|----------|-----------------------------|---|--|
| Service area                                 |                |                     |          | Date                        |   |  |
| Identified issue drawn from your conclusions | Actions needed | Who is responsible? | By when? | How will this be monitored? | Expected outcomes from carrying out actions |  |
|  |                |                     |          |                             |   |  |
|  |                |                     |          |                             |   |  |

**APPENDIX J**

**Equality Impact Assessment – pro-forma**

|  |   |  |
|--|---|--|
| <b>Responsible person</b>  | <b>Tracey-Ann Biss</b>  | <b>Job Title</b> Parking and Civil Contingencies Manager |
| <b>Why are you completing the Equality Impact Assessment? (Please mark as appropriate)</b>   | Proposed new policy/service   |  |
|  | Change to Policy/service  |  |
|  | Budget/Financial decision – MTFP  | X  |
|  | Part of timetable   |  |
| <b>What are you completing the Equality Impact Assessment on (which, service, MTFP proposal)</b>   | <b>Parking Permit charge changes</b>  |  |
| <b>Section One – Scope of the assessment</b>   |   |  |
| What are the main purposes/aims of the policy/decision/service?  | Whilst supporting the use of permits across the district this proposal seeks to reduce the current level of discount available to regular users of the car parks. |  |
| Which protected groups are targeted by the policy/decision/service?  | No Protected groups have been targeted through this proposal.   |  |
| What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used<br><br>The information can be found on....  | Management knowledge, permit volumes  |  |
| <b>Section two – Conclusion drawn</b> about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality |   |  |
| Permit charges will increase for all users of the service but the level of discount is still much greater than neighbouring authorities.   |   |  |

|  |                         |
|--|-------------------------|
| <b>I have concluded that there is/should be:</b>   |                         |
| No major change - no adverse equality impact identified  |                         |
| Adjust the policy/decision/service   |                         |
| Continue with the policy/decision/service  | X                       |
| Stop and remove the policy/decision/service  |                         |
| Reasons and documentation to support conclusions<br>The Council's financial position means that it is no longer viable to support the level of discount currently offered through the permitting scheme. |                         |
| <b>Section four – Implementation – timescale for implementation</b>  |                         |
| April 2016   |                         |
| <b>Section Five – Sign off</b>   |                         |
| Responsible officer Tracey-Ann Biss<br>Date 30 <sup>th</sup> Oct 2015  | Management Team<br>Date |
| <b>Section six – Publication and monitoring</b>  |                         |
| Published on   |                         |
| Next review date   | Date logged on Covalent |

**Action Planning**

The table should be completed with all actions identified to mitigate the effects concluded.

| <b>Actions table</b>                                |                       |                            |                 |                                    |  |
|---|-----------------------|----------------------------|-----------------|------------------------------------|--|
| <b>Service area</b>                                 |                       |                            |                 | <b>Date</b>                        |  |
| <b>Identified issue drawn from your conclusions</b> | <b>Actions needed</b> | <b>Who is responsible?</b> | <b>By when?</b> | <b>How will this be monitored?</b> | <b>Expected outcomes from carrying out actions</b> |
|   |                       |                            |                 |                                    |  |
|   |                       |                            |                 |                                    |  |

## APPENDIX K

### Equality Impact Assessment – pro-forma

|  |   |   |
|--|---|---|
| <b>Responsible person</b>  | Tracey-Ann Biss   | Job Title Parking and Civil Contingency Manager |
| <b>Why are you completing the Equality Impact Assessment? (Please mark as appropriate)</b>   | Proposed new policy/service                                   |   |
|  | Change to Policy/service                                      |   |
|  | Budget/Financial decision – MTFP                              | X   |
|  | Part of timetable   |   |
| <b>What are you completing the Equality Impact Assessment on (which, service, MTFP proposal)</b>   | <b>Blue badge charging for WSC car parks</b>                  |   |
| <b>Section One – Scope of the assessment</b>   |   |   |
| What are the main purposes/aims of the policy/decision/service?  | To make use of the car parks chargeable to blue badge holders |   |
| Which protected groups are targeted by the policy/decision/service?  | All those who meet the criteria to hold a blue badge          |   |
| What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used<br><br>The information can be found on....  | Management knowledge  |   |
| <b>Section two – Conclusion drawn</b> about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality |   |   |
| This proposal will mean that all users of the pay and display car parks will pay towards the cost of the service.  |   |   |

|  |                         |
|--|-------------------------|
| <b>I have concluded that there is/should be:</b>   |                         |
| No major change - no adverse equality impact identified  |                         |
| Adjust the policy/decision/service   |                         |
| Continue with the policy/decision/service  | X                       |
| Stop and remove the policy/decision/service  |                         |
| Reasons and documentation to support conclusions<br>The Council's financial position means that it is no longer viable to support the level of service previously offered. |                         |
| <b>Section four – Implementation – timescale for implementation</b>  |                         |
| April 2016   |                         |
| <b>Section Five – Sign off</b>   |                         |
| Responsible officer Tracey-Ann Biss<br>Date 30 <sup>th</sup> Oct 2015  | Management Team<br>Date |
| <b>Section six – Publication and monitoring</b>  |                         |
| Published on   |                         |
| Next review date   | Date logged on Covalent |



**Action Planning**

The table should be completed with all actions identified to mitigate the effects concluded.

| <b>Actions table</b>                                |                       |                            |                 |                                    |  |  |
|---|-----------------------|----------------------------|-----------------|------------------------------------|--|--|
| <b>Service area</b>                                 |                       |                            |                 | <b>Date</b>                        |  |  |
| <b>Identified issue drawn from your conclusions</b> | <b>Actions needed</b> | <b>Who is responsible?</b> | <b>By when?</b> | <b>How will this be monitored?</b> | <b>Expected outcomes from carrying out actions</b> |  |
|   |                       |                            |                 |                                    |  |  |
|   |                       |                            |                 |                                    |  |  |

## APPENDIX L

### Equality Impact Assessment – pro-forma

|  |   |  |
|--|---|--|
| <b>Responsible person</b>  | Tracey-Ann Biss   | <b>Job Title</b> Parking and Civil Contingencies Manager |
| <b>Why are you completing the Equality Impact Assessment? (Please mark as appropriate)</b>   | Proposed new policy/service   |  |
|  | Change to Policy/service  |  |
|  | Budget/Financial decision – MTFP  | X  |
|  | Part of timetable   |  |
| <b>What are you completing the Equality Impact Assessment on (which, service, MTFP proposal)</b>   | <b>Pay and display parking charge change for summer tariffs.</b>  |  |
| <b>Section One – Scope of the assessment</b>   |   |  |
| What are the main purposes/aims of the policy/decision/service?  | The purpose is to change driver behaviour during peak tourist times. This change will mean more drivers use the other carparks improving traffic flow through the more urbanised areas. |  |
| Which protected groups are targeted by the policy/decision/service?  | No protected groups have been targeted through this proposal.   |  |
| What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used<br><br>The information can be found on....  | Management knowledge, occupancy data on car parking bays.   |  |
| <b>Section two – Conclusion drawn</b> about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality |   |  |
| Parking charges will increase for all groups and users.  |   |  |

|   |                         |
|---|-------------------------|
| <b>I have concluded that there is/should be:</b>  |                         |
| No major change - no adverse equality impact identified   |                         |
| Adjust the policy/decision/service  |                         |
| Continue with the policy/decision/service   | X                       |
| Stop and remove the policy/decision/service   |                         |
| Reasons and documentation to support conclusions<br>The Council wished to influence driver behaviour and ensure traffic management through this option. |                         |
| <b>Section four – Implementation – timescale for implementation</b>   |                         |
| April 2016  |                         |
| <b>Section Five – Sign off</b>  |                         |
| Responsible officer Tracey-Ann Biss<br>Date 30 <sup>th</sup> Oct 2015   | Management Team<br>Date |
| <b>Section six – Publication and monitoring</b>   |                         |
| Published on  |                         |
| Next review date  | Date logged on Covalent |

**Action Planning**

The table should be completed with all actions identified to mitigate the effects concluded.

| <b>Actions table</b>                                |                       |                            |                 |                                    |  |
|---|-----------------------|----------------------------|-----------------|------------------------------------|--|
| <b>Service area</b>                                 |                       |                            |                 | <b>Date</b>                        |  |
| <b>Identified issue drawn from your conclusions</b> | <b>Actions needed</b> | <b>Who is responsible?</b> | <b>By when?</b> | <b>How will this be monitored?</b> | <b>Expected outcomes from carrying out actions</b> |
|   |                       |                            |                 |                                    |  |
|   |                       |                            |                 |                                    |  |

## APPENDIX M

### Equality Impact Assessment – pro-forma

|  |  |                                      |
|--|--|--------------------------------------|
| <b>Responsible person</b>  | Cyril Rowe   | <b>Job Title</b> Open Spaces Manager |
| <b>Why are you completing the Equality Impact Assessment? (Please mark as appropriate)</b>   | Proposed new policy/service  |                                      |
|  | Change to Policy/service   |                                      |
|  | Budget/Financial decision – MTFP   | X                                    |
|  | Part of timetable  |                                      |
| <b>What are you completing the Equality Impact Assessment on (which, service, MTFP proposal)</b>   | <b>Increase the charge for public toilet assess in facilities that are already chargeable.</b> |                                      |
| <b>Section One – Scope of the assessment</b>   |  |                                      |
| What are the main purposes/aims of the policy/decision/service?  | To increase the charge for access to the already chargeable public toilets from 20p to 50p     |                                      |
| Which protected groups are targeted by the policy/decision/service?  | No specific groups have been targeted through this proposal.                                   |                                      |
| What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used<br><br>The information can be found on....  | Management knowledge and income received.  |                                      |
| <b>Section two – Conclusion drawn</b> about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality |  |                                      |
| This is a financial change only and does not impact on the availability of the facilities.   |  |                                      |

|   |                         |
|---|-------------------------|
| <b>I have concluded that there is/should be:</b>  |                         |
| No major change - no adverse equality impact identified   |                         |
| Adjust the policy/decision/service  |                         |
| Continue with the policy/decision/service   | X                       |
| Stop and remove the policy/decision/service   |                         |
| Reasons and documentation to support conclusions<br>The Council's financial position means there is a need for a greater contribution from the service users to support this service. |                         |
| <b>Section four – Implementation – timescale for implementation</b>   |                         |
| April 2016  |                         |
| <b>Section Five – Sign off</b>  |                         |
| Responsible officer Cyril Rowe<br>Date 30 <sup>th</sup> Oct 2015  | Management Team<br>Date |
| <b>Section six – Publication and monitoring</b>   |                         |
| Published on  |                         |
| Next review date  | Date logged on Covalent |

**Action Planning**

The table should be completed with all actions identified to mitigate the effects concluded.

| <b>Actions table</b>                                |                       |                            |                 |                                    |  |  |
|---|-----------------------|----------------------------|-----------------|------------------------------------|--|--|
| <b>Service area</b>                                 |                       |                            |                 | <b>Date</b>                        |  |  |
| <b>Identified issue drawn from your conclusions</b> | <b>Actions needed</b> | <b>Who is responsible?</b> | <b>By when?</b> | <b>How will this be monitored?</b> | <b>Expected outcomes from carrying out actions</b> |  |
|   |                       |                            |                 |                                    |  |  |
|   |                       |                            |                 |                                    |  |  |

## APPENDIX N

### Equality Impact Assessment – pro-forma

|   |  |                                      |
|---|--|--------------------------------------|
| <b>Responsible person</b>   | Cyril Rowe   | <b>Job Title</b> Open Spaces Manager |
| <b>Why are you completing the Equality Impact Assessment? (Please mark as appropriate)</b>  | Proposed new policy/service  |                                      |
|   | Change to Policy/service   |                                      |
|   | Budget/Financial decision – MTFP   | X                                    |
|   | Part of timetable  |                                      |
| <b>What are you completing the Equality Impact Assessment on (which, service, MTFP proposal)</b>  | <b>Remove the emergency sandbag provision</b>  |                                      |
| <b>Section One – Scope of the assessment</b>  |  |                                      |
| What are the main purposes/aims of the policy/decision/service?   | To remove the responsive service and all provision of sandbags to the community in times of flooding   |                                      |
| Which protected groups are targeted by the policy/decision/service?   | No Protected groups have been targeted through this proposal, but some groups will be impacted more than others. Those who are not physically able to collect sandbags from other outlets will be at a greater disadvantage. |                                      |
| What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used<br><br>The information can be found on....   | Management knowledge of service.   |                                      |
| <b>Section two – Conclusion drawn</b> about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality  |  |                                      |
| No sandbag provision will be provided through West Somerset Council. In implimention this proposal WSC would offer its remaining stocks to the Town and Parish Councils to see if they would like to hold them for their communities. WSC would not replenish these stocks. |  |                                      |



**I have concluded that there is/should be:**

|   |   |
|---|---|
| No major change - no adverse equality impact identified |   |
| Adjust the policy/decision/service                      |   |
| Continue with the policy/decision/service               | X |
| Stop and remove the policy/decision/service             |   |

Reasons and documentation to support conclusions

The Council's financial position means that it is no longer viable to support the level of discount currently offered through the permitting scheme.

**Section four – Implementation – timescale for implementation**

April 2016

**Section Five – Sign off**

Responsible officer Cyril Rowe

Date 30<sup>th</sup> Oct 2015

Management Team

Date

**Section six – Publication and monitoring**

Published on

Next review date

Date logged on Covalent

**Action Planning**

The table should be completed with all actions identified to mitigate the effects concluded.

| <b>Actions table</b>                                |                       |                            |                 |                                    |  |
|---|-----------------------|----------------------------|-----------------|------------------------------------|--|
| <b>Service area</b>                                 |                       |                            |                 | <b>Date</b>                        |  |
| <b>Identified issue drawn from your conclusions</b> | <b>Actions needed</b> | <b>Who is responsible?</b> | <b>By when?</b> | <b>How will this be monitored?</b> | <b>Expected outcomes from carrying out actions</b> |
|   |                       |                            |                 |                                    |  |
|   |                       |                            |                 |                                    |  |

## APPENDIX O

### Equality Impact Assessment – pro-forma

|   |   |                                      |
|---|---|--------------------------------------|
| <b>Responsible person</b>   | Cyril Rowe  | <b>Job Title</b> Open Spaces Manager |
| <b>Why are you completing the Equality Impact Assessment? (Please mark as appropriate)</b>  | Proposed new policy/service   |                                      |
|   | Change to Policy/service  |                                      |
|   | Budget/Financial decision – MTFP  | X                                    |
|   | Part of timetable   |                                      |
| <b>What are you completing the Equality Impact Assessment on (which, service, MTFP proposal)</b>  | <b>Cease all financial responsibility for the operation of public toilets from 1<sup>st</sup> April 2017</b>  |                                      |
| <b>Section One – Scope of the assessment</b>  |   |                                      |
| What are the main purposes/aims of the policy/decision/service?   | To cease the provision of this non statutory service by West Somerset Council   |                                      |
| Which protected groups are targeted by the policy/decision/service?   | The young, the elderly, those with certain disabilities and those that require the use of toilets with little or no notice will be impacted more greatly. |                                      |
| What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used<br><br>The information can be found on....   | Management knowledge  |                                      |
| <b>Section two – Conclusion drawn</b> about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality  |   |                                      |
| There will be no facilities provided by this Council. This may have further impacts for drug users and homeless sleepers as traditionally the toilet facilities are used for this purpose. These people may move into more public areas. There may be an increase in public urination as a result of this change. |   |                                      |

|  |                         |
|--|-------------------------|
| <b>I have concluded that there is/should be:</b>   |                         |
| No major change - no adverse equality impact identified  |                         |
| Adjust the policy/decision/service   |                         |
| Continue with the policy/decision/service  | X                       |
| Stop and remove the policy/decision/service  |                         |
| Reasons and documentation to support conclusions:<br>The Council's financial position means there is not the funding to support this discretionary function. |                         |
| <b>Section four – Implementation – timescale for implementation</b>  |                         |
| April 2017   |                         |
| <b>Section Five – Sign off</b>   |                         |
| Responsible officer Cyril Rowe<br>Date 8 <sup>th</sup> December 2015   | Management Team<br>Date |
| <b>Section six – Publication and monitoring</b>  |                         |
| Published on   |                         |
| Next review date   | Date logged on Covalent |

## Action Planning

The table should be completed with all actions identified to mitigate the effects concluded.

| Actions table                                |                |                     |          |                             |   |  |
|--|----------------|---------------------|----------|-----------------------------|---|--|
| Service area                                 |                |                     |          | Date                        |   |  |
| Identified issue drawn from your conclusions | Actions needed | Who is responsible? | By when? | How will this be monitored? | Expected outcomes from carrying out actions |  |
|  |                |                     |          |                             |   |  |
|  |                |                     |          |                             |   |  |

**SCRUTINY COMMITTEE – WORKPLAN 2015/16**

| <b>December</b>   | <b>January</b>                                     | <b>February</b>                                    | <b>March</b>                                       | <b>April</b>                                   | <b>May</b>                                     |
|---|--|--|--|--|--|
| Notes of key Cabinet Decisions/Action Points  | Notes of any Key Cabinet Decisions / Action Points | Notes of and Key Cabinet Decisions / Action Points | Notes of and 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                           |
| <b>Report of the Scrutiny Task and Finish Group established to consider the Community Impact Mitigation Fund (CIM Fund)</b> |  |  |  |  |  |
| <b>Budget update and FURTHER savings options 2016/17</b>  |  |  |  |  |  |
|   |  |  |  |  |  |
|   |  |  |  |  |  |
|   |  |  |  |  |  |
| Scrutiny Committee Workplan Review  | Scrutiny Committee Workplan Review                 | Scrutiny Committee Workplan Review                 | Scrutiny Committee Workplan Review                 | Scrutiny Committee Workplan Review             |  |

**Note: Members of the Scrutiny Committee and all other Members of West Somerset Council are invited to contribute items for inclusion in the work programme. Please contact Sam Rawle, Scrutiny Officer, who will assist you in submitting your item.**

*Report Number:* WSC 191/15  
*Presented by:* Councillor Karen Mills  
*Author of the Report:* Tracey-Ann Biss – Parking and Civil Contingencies Manager  
*Contact Details:*  
*Tel. No. Direct Line* 01823 356356  
*Email:* t.biss@tauntondeane.gov.uk  
  
*Report to a Meeting of:* Scrutiny Committee  
*To be Held on:* 17<sup>th</sup> December 2015  
  
*Date Entered on Executive Forward Plan Or Agreement for Urgency Granted:*

## **PARKING FEES AND CHARGES**

### **1. PURPOSE OF REPORT**

- 1.1 This report sets out the changes to the charging process that supports traffic management of tourist industry by seeking to influence driver behaviour with the following outcomes:
- Incentive for commuters to use car parks away for the main tourist sites, freeing up space for tourist and visitors to the area.
  - Continue investment in parking assets.
- 1.2 It seeks approval for changes to the summer car park tariffs; removal of the three hour zero tariff when valid blue badges are displayed in vehicles; and an increase to six months and yearly permits.
- 1.3 It also identifies the ongoing investment needs to improve the assets, the customers experience and convenience.

### **2. CONTRIBUTION TO CORPORATE PRIORITIES**

- 2.1 This report and the proposals contribute to the tourism industry within West Somerset

### **3. RECOMMENDATIONS**

- 3.1 That Members support the changes to the fees and charges identified in the report to Full Council.

### **4. RISK ASSESSMENT (IF APPLICABLE)**

| <b>Description</b>  | <b>Likelihood</b> | <b>Impact</b> | <b>Overall</b> |
|---|-------------------|---------------|----------------|
| The traffic management process being attempted does not work and leads to greater disruptions for drivers | 2                 | 4             | 8              |
| <i>Officers consider the proposals viable without any additional mitigation</i>                           | 2                 | 4             | 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 and after the mitigation measures have been actioned.

- 4.1 As a tourism lead economy the parking income can fluctuates throughout the year and is subject to external influences such as weather, economy, events and infrastructure projects. The figures within this report are based on modelling of the occupancy levels within car parks where data exists.
- 4.2 Changes to Blue Badge Tariff - The car park tariff for vehicles displaying a valid blue badge is set at zero cost for three hours. No data exists on the use of Blue Badges within the car parks, therefore officers have used their knowledge to produce a workable model. The introduction of these charges may bring implications of increased vehicles displaying valid blue badges parking on-street resulting in implications for traffic management and reduced income in car parks, although the experience of South Somerset Council when they introduced this charge did not evidence a significant issue.
- 4.3 Permits – The proposal to increase permits may reduce demand and will be required to be monitored, however the discount is still a significant incentive.

## **5. BACKGROUND INFORMATION**

- 5.1 In June 2015 a summer and winter tariff was introduced to the majority of the Council's Pay and Display car parks. It is clear that tourism is an import part of the local economy with an emphasis on ease of access to parking facilities. With this in mind the proposal is to encourage commuters to use car parks away for the main tourist areas which then free spaces for visitors and customers to these sites.

## **6. THE PROPOSAL**

- 6.1 Summer Tariffs – it is proposed to amend some of the summer tariffs to discourage commuter parking in main tourist areas.
- 6.2 Remove of Display of Blue Badge three hour zero tariff – It is proposed to remove the three hour zero tariff and introduce an allowance of an additional 60 minutes to the expiry time if a valid blue badge is displayed in a vehicle and payment is made.
- 6.3 Parking Permits – The proposal is to increase the “Named”, “District” and “Business” and “Shoppers” permits whilst the “Weekly” permit remains at £25. The permits which are proposed to be increased still provide substantial savings to “meter prices”.

## **7. INVESTMENT**

- 7.1 There is a continuing need to ensure the Council has provision to invest in the car parks, especially those situated along the coast which may require maintenance against erosion and tidal effects (e.g. accumulation of sand).
- 7.2 Additionally there is a need for a small budget, £5k, to support the work associated with the proposed changes. This is require for activities such as changing the signs and reprogram the machines etc.

## 8. **FINANCE**

8.1 The package of proposals provides funding to support maintenance due to climate change and long term investment plans.

8.2 These changes can be achieved for the new pricing structure implementation on Monday 4<sup>th</sup> April 2016.

|  | 2016/17 | 2016/17 | Cumulative |
|--|---------|---------|------------|
| <b>Increase price of shopper permits</b> | £800    |         |            |
| <b>Increase price of car park permit</b> | £10,000 |         |            |
| <b>Blue badge charges</b>                | £14,500 |         |            |
| <b>Summer Car Park tariff</b>            | £4,700  | 5,000   |            |
| <b>Subtotal of income</b>                | £29,000 | 5,000   | £34,000    |

## 9. **EQUALITY & DIVERSITY IMPLICATIONS**

a. **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 are:

- 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

9.1 Equalities impact assessments are attached for each of the proposed changes.

## 10. **LEGAL IMPLICATIONS**

b. It is necessary for WSC to complete the work required to achieve the traffic regulation order changes.

## TABLES

**Table 1 Proposed Change to Summer Tariffs**

| Summer<br>Tariff | Current Summer Tariff |               |               |         | Proposed Summer Tariff |               |               |         |
|------------------|-----------------------|---------------|---------------|---------|------------------------|---------------|---------------|---------|
|                  | Up to<br>1hr          | Up to<br>2hrs | Up to<br>4hrs | All day | Up to<br>1hr           | Up to<br>2hrs | Up to<br>4hrs | All day |
| <b>MINEHEAD</b>  |                       |               |               |         |                        |               |               |         |
| Quay West        | £1.50                 | £2.80         | £4.40         | £5.90   | £1.50                  | £3.00         | £4.50         | £6.00   |
| Warren Rd Upper  | £1.50                 | £2.80         | £4.40         | £5.90   | £1.50                  | £3.00         | £4.50         | £6.00   |
| Clanville        |                       | £2.20         |               | £4.90   |                        | £2.50         |               | £5.00   |
| Alexandra Road   | £1.00                 | £2.20         | £2.70         | £4.90   | £1.00                  | £2.50         | £3.00         | £5.00   |
| Summerland       |                       | £1.00         |               |         |                        | £1.00         |               |         |
| North Road       | £1.50                 | £2.20         | £2.70         | £4.90   | £1.00                  | £2.50         | £3.00         | £5.00   |
| <b>PORLOCK</b>   |                       |               |               |         |                        |               |               |         |
| Porlock Central  | £1.00                 | £1.70         | £2.70         | £4.90   | £1.00                  | £2.00         | £3.00         | £5.00   |
| Doverhay         | £1.00                 | £1.70         |               |         | £1.00                  | £2.00         |               |         |
| <b>DUNSTER</b>   |                       |               |               |         |                        |               |               |         |
| Dunster Steep    |                       | £1.70         | £2.70         | £4.90   |                        | £2.00         | £3.00         | £5.00   |
| Park Street      | £1.00                 | £1.70         | £2.70         | £4.90   | £1.00                  | £2.00         | £3.00         | £5.00   |
| <b>WILLITON</b>  |                       |               |               |         |                        |               |               |         |
| Central          | £1.00                 | £1.70         | £2.70         | £4.90   | £1.00                  | £2.00         | £3.00         | £5.00   |
| <b>WATCHET</b>   |                       |               |               |         |                        |               |               |         |
| Anchor Street    | £1.00                 | £1.70         | £2.70         | £4.90   | £1.00                  | £2.00         | £3.00         | £5.00   |
| Market Street    | £1.00                 | £1.70         | £2.70         | £4.90   | £1.00                  | £2.00         | £3.00         | £5.00   |
| Swain Street     | £1.00                 | £1.70         | £2.70         | £4.90   | £1.00                  | £2.00         | £3.00         | £5.00   |
| Harbour Road     | £1.00                 | £1.70         | £2.70         | £4.90   | £1.00                  | £2.00         | £3.00         | £5.00   |
| West Pier        | £1.00                 | £1.70         | £2.70         | £4.90   | £1.00                  | £2.00         | £3.00         | £5.00   |

**Table 2 Permits**

| Permit Type    | Current Charges |                 | Proposed Increase |                 |
|----------------|-----------------|-----------------|-------------------|-----------------|
|                | Period          | Cost Per Permit | Period            | Cost Per Permit |
| Named          | 6 months        | £110.00         | 6 months          | £160.00         |
| Named*         | 12 months       | £150.00         | 12 months         | £210.00         |
| District       | 6 months        | £160.00         | 6 months          | £180.00         |
| District*      | 12 months       | £250.00         | 12 months         | £310.00         |
| Business       | 6 months        | £200.00         | 6 months          | £220.00         |
| Business*      | 12 months       | £320.00         | 12 months         | £400.00         |
| Before 10.00am | 12 months       | £25.00          | 12 months         | £25.00          |
| Parson Street  | 12 months       | £150.00         | 12 months         | £150.00         |
| Weekly         |                 | £25.00          |                   | £25.00          |
| Shoppers       | 12 months       | £35.00          | 12 months         | £40.00          |

**Table 3 Example of Possible Permit Savings**

| *Customer savings                              | Cost at Meter | Savings to Customer |            |            |
|--|---------------|---------------------|------------|------------|
|  |               | Named               | District   | Business   |
| (a) 5 days per week x 48 weeks @ £5.00 per day | £ 1,200.00    | £ 990.00            | £ 890.00   | £ 800.00   |
| (b) 5 days per week x 48 weeks @ £6.00 per day | £ 1,440.00    | £ 1,230.00          | £ 1,130.00 | £ 1,040.00 |
|  |               | <u>Shoppers</u>     |            |            |
| (c) 2hrs per week x 48 weeks @ £2.00           | £ 96.00       | £ 56.00 saving      |            |            |
| (d) 2hrs per week x 48 weeks @ £3.00           | £ 144.00      | £ 104.00 saving     |            |            |

## Equality Impact Assessment – pro-forma

|  |   |  |
|--|---|--|
| <b>Responsible person</b>  | Tracey-Ann Biss   | <b>Job Title</b> Parking and Civil Contengency Manager |
| <b>Why are you completing the Equality Impact Assessment? (Please mark as appropriate)</b>   | Proposed new policy/service                                   |  |
|  | Change to Policy/service                                      |  |
|  | Budget/Financial decision – MTFP                              | X  |
|  | Part of timetable   |  |
| <b>What are you completing the Equality Impact Assessment on (which, service, MTFP proposal)</b>   | <b>Blue badge charging for WSC car parks</b>                  |  |
| <b>Section One – Scope of the assessment</b>   |   |  |
| What are the main purposes/aims of the policy/decision/service?  | To make use of the car parks chargeable to blue badge holders |  |
| Which protected groups are targeted by the policy/decision/service?  | All those who meet the criteria to hold a blue badge          |  |
| What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used<br><br>The information can be found on....  | Management knowledge  |  |
| <b>Section two – Conclusion drawn</b> about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality |   |  |
| This proposal will mean that all users of the pay and display car parks will pay towards the cost of the service.  |   |  |

|  |                         |
|--|-------------------------|
| <b>I have concluded that there is/should be:</b>   |                         |
| No major change - no adverse equality impact identified  |                         |
| Adjust the policy/decision/service   |                         |
| Continue with the policy/decision/service  | X                       |
| Stop and remove the policy/decision/service  |                         |
| Reasons and documentation to support conclusions<br>The Council's financial position means that it is no longer viable to support the level of service previously offered. |                         |
| <b>Section four – Implementation – timescale for implementation</b>  |                         |
| April 2016   |                         |
| <b>Section Five – Sign off</b>   |                         |
| Responsible officer Tracey-Ann Biss<br>Date 30 <sup>th</sup> Oct 2015  | Management Team<br>Date |
| <b>Section six – Publication and monitoring</b>  |                         |
| Published on   |                         |
| Next review date   | Date logged on Covalent |

## Action Planning

The table should be completed with all actions identified to mitigate the effects concluded.

| Actions table                                |                |                     |          |                             |   |  |
|--|----------------|---------------------|----------|-----------------------------|---|--|
| Service area                                 |                |                     |          | Date                        |   |  |
| Identified issue drawn from your conclusions | Actions needed | Who is responsible? | By when? | How will this be monitored? | Expected outcomes from carrying out actions |  |
|  |                |                     |          |                             |   |  |
|  |                |                     |          |                             |   |  |

## Equality Impact Assessment – pro-forma

|  |   |  |
|--|---|--|
| <b>Responsible person</b>  | Tracey-Ann Biss   | <b>Job Title</b> Parking and Civil Contingencies Manager |
| <b>Why are you completing the Equality Impact Assessment? (Please mark as appropriate)</b>   | Proposed new policy/service   |  |
|  | Change to Policy/service  |  |
|  | Budget/Financial decision – MTFP  | X  |
|  | Part of timetable   |  |
| <b>What are you completing the Equality Impact Assessment on (which, service, MTFP proposal)</b>   | <b>Pay and display parking charge change for summer tariffs.</b>  |  |
| <b>Section One – Scope of the assessment</b>   |   |  |
| What are the main purposes/aims of the policy/decision/service?  | The purpose is to change driver behaviour during peak tourist times. This change will mean more drivers use the other carparks improving traffic flow through the more urbanised areas. |  |
| Which protected groups are targeted by the policy/decision/service?  | No protected groups have been targeted through this proposal.   |  |
| What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used<br><br>The information can be found on....  | Management knowledge, occupancy data on car parking bays.   |  |
| <b>Section two – Conclusion drawn</b> about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality |   |  |
| Parking charges will increase for all groups and users.  |   |  |



|   |                         |
|---|-------------------------|
| <b>I have concluded that there is/should be:</b>  |                         |
| No major change - no adverse equality impact identified   |                         |
| Adjust the policy/decision/service  |                         |
| Continue with the policy/decision/service   | X                       |
| Stop and remove the policy/decision/service   |                         |
| Reasons and documentation to support conclusions<br>The Council wished to influence driver behaviour and ensure traffic management through this option. |                         |
| <b>Section four – Implementation – timescale for implementation</b>   |                         |
| April 2016  |                         |
| <b>Section Five – Sign off</b>  |                         |
| Responsible officer Tracey-Ann Biss<br>Date 30 <sup>th</sup> Oct 2015   | Management Team<br>Date |
| <b>Section six – Publication and monitoring</b>   |                         |
| Published on  |                         |
| Next review date  | Date logged on Covalent |

## Action Planning

The table should be completed with all actions identified to mitigate the effects concluded.

| Actions table                                |                |                     |          |                             |   |  |
|--|----------------|---------------------|----------|-----------------------------|---|--|
| Service area                                 |                |                     |          | Date                        |   |  |
| Identified issue drawn from your conclusions | Actions needed | Who is responsible? | By when? | How will this be monitored? | Expected outcomes from carrying out actions |  |
|  |                |                     |          |                             |   |  |
|  |                |                     |          |                             |   |  |

## Equality Impact Assessment – pro-forma

|  |   |  |
|--|---|--|
| <b>Responsible person</b>  | <b>Tracey-Ann Biss</b>  | <b>Job Title Parking and Civil Contingencies Manager</b> |
| <b>Why are you completing the Equality Impact Assessment? (Please mark as appropriate)</b>   | Proposed new policy/service   |  |
|  | Change to Policy/service  |  |
|  | Budget/Financial decision – MTFP  | X  |
|  | Part of timetable   |  |
| <b>What are you completing the Equality Impact Assessment on (which, service, MTFP proposal)</b>   | <b>Parking Permit charge changes</b>  |  |
| <b>Section One – Scope of the assessment</b>   |   |  |
| What are the main purposes/aims of the policy/decision/service?  | Whilst supporting the use of permits across the district this proposal seeks to reduce the current level of discount available to regular users of the car parks. |  |
| Which protected groups are targeted by the policy/decision/service?  | No Protected groups have been targeted through this proposal.   |  |
| What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used<br><br>The information can be found on....  | Management knowledge, permit volumes  |  |
| <b>Section two – Conclusion drawn</b> about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality |   |  |
| Permit charges will increase for all users of the service but the level of discount is still much greater than neighbouring authorities.   |   |  |

|  |                         |
|--|-------------------------|
| <b>I have concluded that there is/should be:</b>   |                         |
| No major change - no adverse equality impact identified  |                         |
| Adjust the policy/decision/service   |                         |
| Continue with the policy/decision/service  | X                       |
| Stop and remove the policy/decision/service  |                         |
| Reasons and documentation to support conclusions<br>The Council's financial position means that it is no longer viable to support the level of discount currently offered through the permitting scheme. |                         |
| <b>Section four – Implementation – timescale for implementation</b>  |                         |
| April 2016   |                         |
| <b>Section Five – Sign off</b>   |                         |
| Responsible officer Tracey-Ann Biss<br>Date 30 <sup>th</sup> Oct 2015  | Management Team<br>Date |
| <b>Section six – Publication and monitoring</b>  |                         |
| Published on   |                         |
| Next review date   | Date logged on Covalent |

## Action Planning

The table should be completed with all actions identified to mitigate the effects concluded.

| Actions table                                |                |                     |          |                             |   |  |
|--|----------------|---------------------|----------|-----------------------------|---|--|
| Service area                                 |                |                     |          | Date                        |   |  |
| Identified issue drawn from your conclusions | Actions needed | Who is responsible? | By when? | How will this be monitored? | Expected outcomes from carrying out actions |  |
|  |                |                     |          |                             |   |  |
|  |                |                     |          |                             |   |  |