

You are requested to attend a meeting of the Council to be held in The John Meikle Room, The Deane House, Belvedere Road, Taunton on 23 February 2017 at 18:30.

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## **Agenda**

The meeting will be preceded by a Prayer to be offered by the Mayor's Chaplain.

- 1 Minutes of the meeting of the Council held on 6 February 2017 (attached).
- 2 To report any apologies for absence.
- 3 To receive any communications.
- 4 Declaration of Interests  
To receive declarations of Disclosable Pecuniary Interests or personal or prejudicial interests, in accordance with the Code of Conduct, in relation to items on the agenda. Such interests need to be declared even if they have already been recorded in the Register of Interests. The personal interests of Councillors who are County Councillors, Town or Parish Councillors will automatically be recorded in the minutes.
- 5 To receive questions from Taunton Deane Electors under Standing Order 15.
- 6 To receive any petitions or deputations under Standing Orders 16 and 17.
- 7 Appointment of Temporary Councillors to Combe Florey Parish Council. Report of the Chief Executive (attached), to be presented by Councillor Richard Parrish.
- 8 Approval of the Annual Pay Policy Statement 2017/2018. Report of the Human Resources and Organisational Development Officer (attached), to be presented by Councillor Richard Parrish.
- 9 Part I - To deal with written questions to, and receive the following recommendations from, the Executive:-
  - (i) Councillor John Williams - Recommendations relating to:-
    - (a) Draft Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy 2017/2018 (attached);

- (b) General Fund Revenue Estimates 2017/2018 (attached). Note - A recorded vote on these recommendations will be required;
  - (c) Capital Programme Budget Estimates 2017/2018 (attached).
  - (ii) Councillor Terry Beale - Recommendations relating to the Housing Revenue Account Estimates 2017/2018 (attached). Note - A recorded vote on these recommendations will be required.
- 10 Council Tax Setting 2017/2018. Report of the Principal Accountant - Corporate (attached), to be presented by Councillor John Williams. Note - A recorded vote on these recommendations will be required.
- 11 Part II - To receive reports from the following Members of the Executive:-
- (a) Councillor John Williams - Leader of the Council;
  - (b) Councillor Jane Warmington - Community Leadership;
  - (c) Councillor Terry Beale - Housing Services;
  - (d) Councillor Patrick Berry - Environmental Services and Climate Change;
  - (e) Councillor Mark Edwards - Economic Development, Asset Management, Arts and Culture, Tourism and Communications;
  - (f) Councillor Roger Habgood - Planning Policy and Transportation;
  - (g) Councillor Catherine Herbert - Sports, Parks and Leisure; and
  - (h) Councillor Richard Parrish - Corporate Resources.

Bruce Lang  
Assistant Chief Executive

11 July 2017

Members of the public are welcome to attend the meeting and listen to the discussions.

There is time set aside at the beginning of most meetings to allow the public to ask questions.

Speaking under "Public Question Time" is limited to 4 minutes per person in an overall period of 15 minutes. The Committee Administrator will keep a close watch on the time and the Chairman will be responsible for ensuring the time permitted does not overrun. The speaker will be allowed to address the Committee once only and will not be allowed to participate further in any debate.

Except at meetings of Full Council, where public participation will be restricted to Public Question Time only, if a member of the public wishes to address the Committee on any matter appearing on the agenda, the Chairman will normally permit this to occur when that item is reached and before the Councillors begin to debate the item.

This is more usual at meetings of the Council's Planning Committee and details of the "rules" which apply at these meetings can be found in the leaflet "Having Your Say on Planning Applications". A copy can be obtained free of charge from the Planning Reception Desk at The Deane House or by contacting the telephone number or e-mail address below.

If an item on the agenda is contentious, with a large number of people attending the meeting, a representative should be nominated to present the views of a group.

These arrangements do not apply to exempt (confidential) items on the agenda where any members of the press or public present will be asked to leave the Committee Room.

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Lift access to the John Meikle Room and the other Committee Rooms on the first floor of The Deane House, is available from the main ground floor entrance. Toilet facilities, with wheelchair access, are also available off the landing directly outside the Committee Rooms.



An induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter.

**For further information about the meeting, please contact the Corporate Support Unit on 01823 356414 or email [r.bryant@tauntondeane.gov.uk](mailto:r.bryant@tauntondeane.gov.uk)**

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## **Council Members:-**

Councillor H Prior-Sankey (Chairman and Mayor of Taunton Deane)  
Councillor J Adkins  
Councillor M Adkins  
Councillor T Aldridge  
Councillor T Beale  
Councillor P Berry  
Councillor J Blatchford  
Councillor C Booth  
Councillor R Bowrah, BEM  
Councillor W Brown  
Councillor N Cavill  
Councillor S Coles  
Councillor W Coombes  
Councillor D Cossey  
Councillor T Davies  
Councillor D Durdan  
Councillor K Durdan  
Councillor M Edwards  
Councillor H Farbahi  
Councillor M Floyd  
Councillor J Gage  
Councillor E Gaines  
Councillor A Govier  
Councillor A Gunner  
Councillor R Habgood  
Councillor T Hall  
Councillor R Henley  
Councillor C Herbert  
Councillor C Hill  
Councillor M Hill  
Councillor J Horsley  
Councillor J Hunt  
Councillor G James  
Councillor R Lees  
Councillor S Lees  
Councillor L Lisgo, MBE  
Councillor S Martin-Scott  
Councillor I Morrell  
Councillor S Nicholls  
Councillor R Parrish  
Councillor J Reed  
Councillor S Ross  
Councillor R Ryan  
Councillor F Smith  
Councillor Mrs F Smith-Roberts  
Councillor V Stock-Williams  
Councillor P Stone  
Councillor A Sully  
Councillor N Townsend

Councillor C Tucker  
Councillor J Warmington  
Councillor P Watson  
Councillor D Webber  
Councillor D Wedderkopp  
Councillor J Williams - Leader of the Council  
Councillor G Wren

## **Taunton Deane Borough Council**

At a meeting of Taunton Deane Borough Council held in the John Meikle Room, The Deane House, Belvedere Road, Taunton on 6 February 2017 at 6.30 p.m.

Present      The Mayor (Councillor Mrs Stock-Williams)  
                  The Deputy Mayor (Councillor Prior-Sankey)  
                  Councillors M Adkins, Aldridge, Beale, Berry, Mrs Blatchford, Booth,  
                  Brown, Cavill, Coles, Coombes, Cossey, Davies, D Durdan,  
                  Miss Durdan, Edwards, Farbahi, Gaines, Mrs Gunner, Habgood, Hall,  
                  Henley, Mrs Herbert, C Hill, Mrs Hill, Horsley, Hunt, James, R Lees,  
                  Mrs Lees, Ms Lisgo, Morrell, Parrish, Mrs Reed, Ross, Ryan,  
                  Miss Smith, Mrs Smith, Sully, Townsend, Mrs Tucker, Mrs Warmington,  
                  Watson, Wedderkopp and Williams

Mrs A Elder – Chairman of the Standards Advisory Committee

### **1. Apologies**

Councillors Mrs Adkins, Bowrah, Mrs Floyd, Govier, Martin-Scott, Nicholls, Ms Webber and Wren.

### **2. Minutes**

The Minutes of the meeting of Taunton Deane Borough Council held on 13 December 2016, copies having been sent to each Member, were signed by the Mayor.

### **3. Communications**

The Mayor reported that Councillor Horsley had submitted to her a letter of apology for Councillor Williams. The Mayor stated that she would hand Councillor Williams the letter at the end of the meeting.

### **4. Borough Council By-Election – 15 December 2016**

The Democratic Services Manager, on behalf of the Returning Officer, reported that Ross Longhurst Henley of 20 Trinity Close, Wellington had been elected to the vacancy in the Blackdown Ward.

### **5. Declaration of Interests**

The Mayor (Councillor Mrs Stock-Williams) declared a prejudicial interest in agenda item No. 8, as the Town Council's appointee to the Board of Governors of Wellington School. Councillor Edwards also declared a prejudicial interest in item No. 8 as the Chairman of the Governors of Queens College, Taunton. Both Councillors left the meeting during the consideration of the Motion. Councillor Mrs Tucker declared a personal interest in item No. 8 as an employee of Taunton School. Councillors Berry and Ross, as Members of the Somerset Waste Board, declared prejudicial interests in Agenda item No. 9 and left the meeting during its consideration. Councillor

Mrs Warmington declared a personal interest in agenda item No. 10 due to her close links with Avon and Somerset Constabulary.

Councillors M Adkins, Coles, Henley, Hunt, Prior-Sankey and Wedderkopp declared personal interests as Members of Somerset County Council. Councillors Mrs Adkins, Brown, Cavill, Gaines, Hunt, James, Mrs Reed, Ross, Mrs Stock-Williams, Townsend, Mrs Warmington and Watson all declared interests as Members of Town or Parish Councils.

## 6. **Public Question Time**

Mrs Dorothea Bradley asked the following questions:-

(1) Change is upon us. The General Election and 'Brexit' votes tell us the Liberal Left understanding or story of reality is broken. "Pink think" is finished. It does not deliver for many of us or accord with our experience of reality.

It is the job of our Councillors to give the lead in finding a new story, of re-inventing ourselves, our structures, our ways of doing things, our places - in particular Taunton. Please will more Councillors engage with the many interested and able people in Taunton and get thinking about a story for Taunton that reflects its unique identity and characteristics - its history, its situation, its scale, its quirkiness and recognise the changes in office working and shopping and the move to the sociability of urban living and the need for identity.

This requires greater density of buildings and people within a ten minute walk of theatre, concerts, art and cafes to make them all viable. As a start may I ask the Councillors all to visit Poundbury for ideas.

With regard to agenda item No. 8, education is a major player in our local economy. This motion looks like a regression to C19th Marxism, socialist spite and envy all dressed up as virtue signalling. It is exactly the petty party politicking that exasperates Councillors. It discredits the Council.

I do not dismiss Labour as all parties have got to re-invent themselves with a bottom up in place of a top down approach to life.

(2) The recent dismissal of the application for Judicial Review cost the Council in the region of £38,000. Did the 13 Councillors concerned not act in breach of their duties as trustees for Taunton Deane? Merger is a necessity and with Sedgemoor too to become Somerset West. Please will the Executive recover this sum from those Councillors' allowances?

In response, Councillor Williams thanked Mrs Bradley for her statement /questions. He promised her a written response, if appropriate.

## 7. **Motion – Demonstrating Public Benefit – Independent Schools**

Moved by Councillor Ross, seconded by Councillor Ms Lisgo.

“This motion is a means to facilitate a voluntary agreement in which local Independent Schools and Taunton Deane Borough Council innovate to jointly deliver and demonstrate the local charitable public benefit of the schools, while ensuring schools whose public benefit is not commensurate with the Business Rates Relief they receive from this Council are scrutinised and challenged.

The following motion recognises that the charitable status and unique global perspective of our Independent Schools as international businesses has a key role to play in the growth agenda of Taunton Deane and in improving the lives and outlook of local people.

1. From February 2017, and annually in February thereafter, it will be the policy of this Council to invite Taunton Deane’s Independent Schools who receive Business Rates Relief to each make a donation equivalent to 10% of their mandatory Business Rates Relief to a fund to be held by the Community Council for Somerset.
2. The fund will be established for educational, environmental and recreational initiatives towards health and well-being in Taunton Deane. 50% of that fund will be targeted at projects within the Taunton Deane Priority Areas, projects to be considered on a criteria prepared by a Public Benefits Panel, comprising of representatives of the schools and the Council’s Voluntary and Community Sector (VCS) Grants Panel.
3. The Council will additionally invite the Independent Schools to provide volunteer resourcing and support to the One Teams in Taunton East, North Taunton and Wellington and to specific service providers in the rural areas, by jointly offering and organising 25 days per year, each day for 30 young people who are tenants of Taunton Deane Borough Council.
4. It will be the policy of this Council to support and endorse the formal Public Benefit Statements of schools in receipt of Business Rates Relief and participating in the initiatives above, to ensure that they are able to clearly evidence to the Charity Commission and the Courts the public benefit our community derives from their operation in our area and their status as charities.
5. From February 2017, Independent Schools in receipt of mandatory Business Rate Relief will be required to provide a detailed report of public benefit for the previous calendar year with their application for mandatory Business Rates Relief to be eligible to receive that relief from Taunton Deane Borough Council. This must be considered by the Council’s VCS Grants Panel, who must report to the Corporate Scrutiny Committee on the levels of public benefit the organisations offer and the amount of relief given.
6. If in the opinion of the VCS Panel and the Corporate Scrutiny Committee a charity fails to demonstrate public benefit the Chairman of Scrutiny will recommend that the Chief Executive writes to the trustees



and the Charity Commission to address issues and report to the Section 151 Officer, who must consider responses to assess whether the trustees are offering public benefit and whether mandatory relief can be still applied.

7. This Council will write to the Prime Minister, Department of Communities and Local Government, the Local Government Association and the Charity Commission to request that the Government changes the law to describe Discretionary and Mandatory Relief to charities as 'Public Benefit Relief' to recognise and distinguish its special status in allowing charities to give public benefit".

The following amended motion was proposed by Councillor Williams, seconded by Councillor Beale:-

- “(1) That the control and verification of Charitable Status remains with the Charities Commission as the proper body authorised to carry this out;
- (2) That we set up a forum of four Members (Two Conservatives, One Liberal Democrat, One Independent or Labour) to meet at least six monthly intervals to review progress for the year and receive any ideas from the wider Membership of Taunton Deane as to how community benefits may be increased and extended; and
- (3) That this Council applauds and recognises the huge contribution already made to our local economy and the great work already done in providing community benefits. It further welcomes the willingness of all the major Independent Schools to engage voluntarily in investigating even greater involvement.”

The amended motion was put and was carried.

The substantive motion was then debated.

The following amendment was proposed by Councillor Ms Lisgo, seconded by Councillor Coles:-

“That part (2) of the substantive motion should read as follows:-

That we set up a forum of Members (Two Conservatives, One Liberal Democrat, One Independent and One Labour) to meet at least six monthly intervals to review public benefit for the year and receive any ideas from the wider Membership of Taunton Deane as to how public benefit may be increased and extended;”

The amendment was put and was lost.

The substantive motion was put and was carried.

8. **Loan to Somerset Waste Partnership for Vehicles to support the New Operating Model**

Considered report previously circulated, concerning the request for a further loan from the Somerset Waste Partnership for the purchase of new vehicles.

Back in September 2014, Full Council approved a loan of £3,500,000 to enable the Somerset Waste Partnership to purchase new vehicles as part of a rolling programme, through the purchasing power of Kier.

This loan had not been drawn down until 1 August 2016 and was split between Taunton Deane and South Somerset District Council. Taunton Deane's resulting share was £1,567,000. The term of the loan was seven years at a fixed rate of 2.22% (1% above Public Works Loan Board (PWLB) rate at the time).

The Council had now been approached for a further loan in relation to new vehicles which would be required by the Waste Partnership for the New Operating Model.

Somerset Waste Partnership was seeking to borrow £17,500,000 over a seven year period, paying back both principal and interest on an annual basis. This borrowing had been proposed to be spread across the five district partners of the Waste Partnership in equal proportions. At this stage, Somerset County Council was not proposing to be one of the lenders. Taunton Deane's share would equate to 20% or £3,500,000 at a fixed rate of PWLB plus 1%. Noted that as a guide, as at 28 December 2016 this had given a rate of 2.18% for a seven year loan.

The start date of the loan would be approximately September 2017 and the interest rate would have to be calculated again at this time to ensure that the rate to be received was current. The "surplus" that the 1% equated to would stay the same.

Providing the loan alongside other capital commitments within the Capital Programme was affordable and an annual cashflow of repayments would serve to replenish cash balances.

Reported that repayment of the principal amount of an average £500,000 each year would form a capital receipt which would replenish the unallocated capital, and it was proposed to 'set aside' this capital receipt to offset the capital financing of the loan advance. This meant there would be no revenue impact for the loan principal amount.

The loan would generate interest receipts in the region of £286,125 over the seven year period. However, if external borrowing was required the "surplus" to the Council would only be the 1% premium which would be £131,000.

Further reported that this matter had been discussed at the meeting of the Corporate Scrutiny Committee on 25 January 2017 and details of the main issues raised were submitted. A recommendation to Full Council to approve the loan in principle was however supported.

**Resolved** that:-

- (a) A £3,500,000 loan in principle to the Somerset Waste Partnership be approved;
- (b) The associated capital budget requirement be incorporated in the 2017/2018 Capital Programme; and
- (c) The Leader of the Council and the Section 151 Officer be granted delegated authority to agree full terms and conditions with the Somerset Waste Partnership in line with the principles contained in the report.

## 9. **The Deane House Accommodation Project**

Considered report previously circulated, concerning a project to fully refurbish The Deane House as the Council's main headquarters location and to let surplus space to third party organisations in order to offset some of the Council's costs.

The Deane House had been built in 1987 and other than some minor internal changes and day to day repairs, it had had little refurbishment since then.

Whilst the building was structurally sound and robust, many of its components and infrastructure including its mechanical and electrical systems were coming to the end of their natural life.

The internal configuration and finish of the building was tired and outdated, and it provided poor quality and frequently inadequate and uncomfortable accommodation for staff and other users. The building was also now too large for the Council's current requirements.

Consequently the building now needed significant investment and without this, the Council ran the risk of the building becoming unfit for purpose and incurring increasing unplanned maintenance costs.

Reported that the future of The Deane House as Taunton Deane's administrative base had been debated on previous occasions culminating in the selection of two preferred options:-

- (1) A move to County Hall; or
- (2) A new build at Firepool.

A detailed feasibility study of these options had subsequently been undertaken and Full Council decided in August 2014 (Minute No 5) that County Hall was the preferred option. At the time, the key features that were found attractive by the Council were the cost for occupying a much smaller footprint and the ability to work more closely with other public sector partners to deliver face to face interaction at one "hub" location.

Unfortunately whilst progression of this option was underway, a comprehensive accommodation offer from Somerset County Council was changed for affordability reasons resulting in its attractiveness to the Council being substantially reduced.

Reported that since then the Project Team had been ‘taking stock’ of the options that appeared to be available including the option to remain in The Deane House.

The proposal now suggested was to pursue the ‘sharing route’, with occupation by Avon and Somerset Police as our first co-occupiers. The objective of this process has been to look to ways to remain in The Deane House but offset some of the Council’s costs. This was distinct from looking for purely the cheapest option as this route would not necessarily fulfil the following list of non-financial criteria which had been ranked by Members.

The project as now proposed would fulfil many of these criteria:-

<b>Criteria</b>	<b>Rank</b>
Asset Retention	1
Premises that are able to change as the authority changes	2
Opportunities to add value by close working or shared / integrated services with other partners	2
Improvement in Environmental Sustainability	4
Location within Taunton	4
Make sense of the public purse / taxpayers (public perception)	4
Supporting the regeneration of Taunton	7
Deliverable in the next 3 years	8

Whilst the report considered a significant investment in its office accommodation, the Council was underway with a wide and ambitious Transformation Programme. The accommodation solution was just one part of the wider change agenda which also included better IT enablement, a new Customer Access Strategy and more agile and flexible ways of working for staff.

Other organisations which had chosen to rationalise their office accommodation had at the same time incorporated new ways of working. Locally, these included Somerset County Council, Mendip District Council and Sedgemoor District Council.

The outcome of introducing these new ways of working was to reduce the amount of office space provided, utilising the fact that desk spaces were occupied on average only on a 60% basis. These programmes were often described as “Smart Office”.

Some Authorities had then sought to share accommodation with other public and community sector colleagues in order to minimise overhead costs. This sharing had brought the additional significant benefit of closer working between organisations and improved access for customers by introducing ‘One Stop-Shop’ approaches.

The recent experience of creating new Smart Office type accommodation at the new Deane Depot in Wellington had been well received and the new premises had, and would be a very tangible catalyst for further change in

these services. Whilst The Deane House Project would be just a part of the Council's Transformation Programme it would be really important as a very visible symbol to staff and others that the way the Council worked would radically change in the future.

Any potential new Council created for the Taunton Deane and West Somerset areas, would have an opportunity to consolidate head office accommodation and use all new Council assets more flexibly to balance service delivery efficiency with commercial interests. A refurbished 'Deane House' would provide greater opportunities to support such flexibility.

As for the current West Somerset Council's accommodation at Williton, a project was currently underway to relocate the local Police Station and enquiry office into the Council offices along with extending the occupation of the building by Somerset County Council by the inclusion of the local Library and Registrar's services and an additional third party tenant.

Further reported that the fact that the Council had not had certainty on its accommodation solution for a number of years meant that an absolute requirement to make a decision on the way forward was now paramount. A backlog of works and components reaching their end of life meant that the Council had to act or risk unplanned expenditure and potential service disruption.

Therefore, making the final decision to remain at The Deane House would inevitably result in the requirement for substantial investment in the building.

Doing nothing was not considered to be an option. The opportunity to share with the Police to help mitigate overall costs was also only available to the Council now.

The commercial opportunity to let further space to others in due course would be much improved by being able to practically demonstrate the decision had been made and tangible evidence of design and work progressing would improve our ability to attract new tenant interest.

The current proposal to share accommodation with the Police, potentially from April 2018, would mean that the Council would have additional surplus space to let within the building.

Although surplus space in The Deane House was a commercial risk, noted that positive dialogue was continuing with a range of other organisations, even without any formal marketing being undertaken to date.

Reported that the refurbishment of The Deane House would be a full refurbishment of the whole building and would include Mechanical and Electrical replacement, windows, fittings and repairs to the roof and lift. The project would essentially strip out all partitioning within the building to create a more open plan environment, with new furniture and IT infrastructure.

The appendices to the report provided indicative area plans for the ground, first and second floors showing the area that the Police would occupy and

how the building could be split between the Council, the Police and other tenants.

The work programme would be on a two stage Design and Build open book contract with contractors selected via the Southern Construction Framework. Pre-construction detailed design would commence in February 2017 with onsite construction to start in June 2017. The works would be broken up into phases and would start with the area identified for Avon and Somerset Police, with potential handover in December 2017. It was hoped the Council would take possession of its parts of the building by June 2018.

During the refurbishment, The Deane House would remain fully functional for staff, Members and customers. Staff would be required to relocate around the building whilst the refurbishment works were underway, which would require a sequencing plan to allow for clear access to the Police wing where on-site construction would start first.

During the discussion of this issue, it was **resolved** that the press and public be excluded from the meeting to allow Members to consider the confidential financial appendix as it contained exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act, 1972, and the public interest in withholding the information outweighed the public interest in disclosing the information to the public.

The appendix was a detailed financial appraisal of the proposal. From this it could be seen that the inclusion of rental income from the Avon and Somerset Police would reduce the impact on the Council's Medium Term Financial Plan in relation to the impact of the projected backlog and refurbishment costs of The Deane House. Despite the relatively long payback period of the one off costs of the work, it would secure additional life of the building by at least another 25 years.

The Police would occupy a substantial amount of space, but there would be substantial further potential space for other partners to occupy to increase the Council's income. However, the Council would only require to let a further 95 sq. m in order to break even in cash flow terms over a ten year period.

In order to fully offset the revenue cost over a ten year period a total of 2,082 sq. m (an additional 1,332 sq. m over the Police requirement) would need to be occupied on similar terms.

Although this would provide a break-even position for revenue, the period in which the cost of the refurbishment for the area occupied by the Police was covered through generated income was slightly longer at 12 years. After this period any income would contribute towards Taunton Deane's costs, although it would take 50 years for income from the Police only to cover the full cost of the refurbishment. If however, occupation of 2,082 sq.m was achieved, the period in which all of Taunton Deane's costs were covered would reduce to 24 years.

Reported that the capital costs of £5,874,000 could be funded through

borrowing. It was not possible to borrow for the revenue expenditure of £1,643,000, which included some backlog maintenance, along with other costs such as project management. However, it was proposed that revenue funding currently held in the Capital Financing Earmarked Reserve could be diverted, with new borrowing taken out for the existing capital projects that this was due to fund, leaving these projects unaffected.

This would mean additional interest payments and Minimum Revenue Provision (MRP) which had been taken into account in the financial appraisal of this project since they would not have been payable otherwise.

Preparatory work had been progressed in order to expedite moving the project forward as quickly as possible, but formal appointments could only be made following a positive Council decision. The following work had though been undertaken:-

- Procurement and selection of Employers Agent/Clerk of Works and other professional services support;
- Recruitment of additional Project Manager capacity;
- Appointment of a design professional to progress building master planning prior to the design and build process; and
- Procurement and selection was underway of the Two Stage Design and Build Contractor from Construction Framework South.

Should a positive decision to proceed by Council be made, the next steps would include making these appointments, gearing up the Project Team and project management mechanics and progressing quickly to the detailed design stage.

**Resolved** that:-

- (1) The project to refurbish The Deane House to appropriate and modern standards to facilitate a more agile way of working for staff and to make available surplus space to let to other organisations in order to offset the Council's costs be approved;
- (2) Delegated authority be granted to the Director of Housing and Communities in conjunction with the Portfolio Holder and the Project Member Steering Group to progress the project, make appropriate appointments and to negotiate terms and let space to third party organisations;
- (3) A Supplementary Estimate of £5,873,600 be added to the Capital Programme in 2016/2017, and a Supplementary Revenue Budget of £1,643,300 be added to the 2016/2017 budget, with the balance to be held in an earmarked reserve and carried forward at the end of the year; and
- (4) Borrowing totalling £7,516,900 be also approved; £5,873,600 of this to fund The Deane House Accommodation Project, and £1,643,300 to fund existing capital projects in order to release revenue earmarked reserves to fund The Deane House Accommodation Project.

(Councillors Gaines and Henley left the meeting at 8.10 p.m. and 8.58 p.m. respectively.)

(Councillor James arrived at the meeting at 8.45 p.m.)

(The meeting ended at 9.20 p.m.)



# Taunton Deane Borough Council

## Full Council – 23 February 2017

### Appointment of Temporary Councillors to Combe Florey Parish Council

#### Report of the Chief Executive – Penny James

(This matter is the responsibility of Executive Councillor Richard Parrish)

#### **1 Executive Summary / Purpose of the Report**

- 1.1 To advise Members of the temporary appointment of two people to Combe Florey Parish Council to allow them to progress urgent business, until an election or co-option can be held to appoint new Parish Councillors.

#### **2 Recommendations**

- 2.1 That Full Council notes the appointment of the following persons as temporary Members of Combe Florey Parish Council until such time as an election or co-option can be held and those elected or co-opted have taken up office:-
- Mrs Jane Warmington; and
  - Mr Edward Peter Watson.
- 2.2 That Full Council notes that the Chief Executive made, in accordance with delegated powers, the necessary Order to take effect from Monday, 6 February 2017.

#### **3 Background**

- 3.1 The Parish Clerk advised that she had received a letter of resignation on 26 January 2017 and that there were now only two Councillors remaining on Combe Florey Parish Council. Taunton Deane Borough Council now need to appoint temporary Councillors, sufficient for there to be a quorum for them to conduct urgent items of business in the interim period and to assist in the election of new Parish Councillors.

#### **4 Report**

- 4.1 Following the recent resignations, there are now so many vacancies on the Parish Council that it is unable to act. Its quorum is three members. With fewer than three Members a Parish Council cannot act. It cannot co-opt new Councillors or exercise any of its functions.

4.2 The Local Government Act 1972 gives this Council the power to take action in such cases. This Council, pursuant to an Order made under Section 91 of the Local Government Act 1972, can appoint persons to fill such of the vacancies on the Parish Council as is appropriate to allow the Parish Council to progress urgent business, until such time as the election of new Parish Councillors can take place and those elected take up office. In order that action can be taken promptly, this power is delegated to the Electoral Registration/Returning Officer.

4.3 Accordingly, two Borough Councillors, have agreed to act as temporary Parish Councillors for this interim period to enable the Parish Council to continue to function.

## **5 Timescale**

5.1 The Parish Clerk has posted the statutory notice of vacancies for the vacancies and no request for an election has been received.

5.2 Therefore, the co-opted District Councillors should only be required for one meeting to assist in the co-option of new Parish Councillors as it is hoped that sufficient people will stand for co-option to provide the necessary quorum. Any new Members take up office upon making their declaration of acceptance of office in the prescribed form before or at the meeting of the Parish Council.

## **6 Finance / Resource Implications**

6.1 There is currently budget provision made for Members' Travel Expenses to attend approved duties. These appointments would be classed as approved duties.

## **7 Links to Corporate Aims / Priorities**

7.1 Not applicable.

## **8 Environmental Impact Implications**

8.1 Not applicable.

## **9 Community Safety Implications**

9.1 Not applicable.

## **10 Equality and Diversity Implications**

10.1 Not applicable.

## **11 Safeguarding Implications**

11.1 Not applicable.

## **12 Partnership Implications**

12.1 Not applicable.

**13 Health and Wellbeing Implications**

13.1 Not applicable.

**14 Asset Management Implications**

14.1 Not applicable.

**15 Consultation Implications**

15.1 Not applicable.

**16 Scrutiny Comments**

16.1 Not applicable.

**Background Papers**

Section 91, Local Government Act 1972

**Democratic Path:** Scrutiny Cabinet/Executive Full Council

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

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# Taunton Deane Borough Council

## Full Council – 23 February 2017

### Approval of the Annual Pay Policy Statement 2017/2018

This matter is the responsibility of Executive Councillor Cllr Richard Parrish, Portfolio Holder Corporate Services

Report Author: (Fiona Wills, HR & OD Manager)

#### 1.1 Executive Summary/Purpose of the Report

1.2 The purpose of the report is to review and approve the Pay Policy Statement 2017/18.

#### 2. Recommendations

2.1 It is recommended that the Pay Policy statement 2017/18 is approved for publication.

#### 3. Risk Assessment (if appropriate)

##### Risk Matrix

Description	Likelihood	Impact	Overall
Failure to publish the Pay Policy statement on an annual basis would result in the Council breaching Section 38 (1) of the Localism Act 2011	1	4	4

##### Risk Scoring Matrix

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

	Negligible	Minor	Moderate	Major	Catastrophic
	<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%

#### **4. Background and Full details of the Report**

- 4.1 Section 38 (1) of the Localism Act 2011 requires local authorities to prepare and publish a pay policy statement for each financial year, approved by Full Council.
- 4.2 The pay policy statement describes the pay arrangements and policies that relate to the pay of the workforce which serves the Joint Management and Shared Services (JMaSS) Partnership between Taunton Deane Borough Council and West Somerset Council. This statement describes in particular the arrangements for the JMaSS senior staff and its lowest paid employees.
- 4.3 The changes in the data detailed in the Pay Policy statement 17/18 are minimal. The amendments to senior pay reflect the 1% pay award, awarded to all employees and with the closure of the lease car scheme in October 2017, this has been removed as a benefit.
- 4.4 The ratios between senior pay and the lowest paid employee have been updated and there have been no changes to the pension discretions for either Council.

#### **5. Links to Corporate Aims/Priorities**

- 5.1 Each Council has a statutory duty to approve a pay policy statement on an annual basis to comply with Section 38 (1) of the Localism Act 2011.

#### **6. Finance/Resource Implications**

- 6.1 There are no finance / resource implications.

#### **7. Legal Implications (if any)**

- 7.1 Each Council has a statutory duty to approve a pay policy statement on an annual basis to comply with Section 38 (1) of the Localism Act 2011. Failure

to publish the statement before 31 March 2017 would result in either Council being in breach of their statutory duty.

**8. Environmental Impact Implications (if any)**

8.1 There are no environmental impact implications.

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

9.1 There are no safeguarding or community safety implications

**10. Equality and Diversity Implications (if any)**

10.1 An equality impact assessment is not required. The pay award was negotiated at a national level and applicable to all employees.

**11. Social Value Implications (if any)**

There are no social value implications

**12. Health and Wellbeing Implications (if any)**

There are no health & wellbeing implications

**13. Asset Management Implications (if any)**

There are no asset management implications

**14. Consultation Implications (if any)**

Consultation is not required as this is a statutory statement

**Democratic Path:**

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

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

**List of Appendices (delete if not applicable)**

Appendix A	Pay Policy statement 2017/18
Appendix B	

**Contact Officers**

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Direct Dial		Direct Dial	
Email		Email	

## Pay Policy Statement 2017/18

### 1. Background

The Pay Policy Statement is intended to bring together sufficient information about the different elements of the local authority's pay policies to enable local taxpayers to reach an informed view about local decisions on all aspects of pay and reward for employees. It also provides the context for the more detailed financial information that is already published by local authorities under the Code of Recommended Practice for Local Authorities on Data Transparency and by the Accounts and Audit (England) Regulations 2011.

### 2. The Joint Management and Shared Service partnership between Taunton Deane Borough Council and West Somerset Council

In November 2013 the two councils entered into an agreement by which services would be delivered by a single workforce across the two local authority areas.

In order to reduce costs and increase efficiency for the two councils the workforce is led by a single Chief Executive and team of senior staff which replaces the two separate management teams which served the two councils before the agreement was approved. The two councils share the salary costs of senior employees set out in this statement.

The transfer of staff into a reorganised single workforce was completed in 2015 and all staff, on behalf of the Partnership, are now employed by Taunton Deane Borough Council.

Elected Members, at respective Council meetings on 12 November 2013, considered and approved the details of senior salary packages for the Joint Management Team and a revised pay and grading scheme for the single workforce.

This Pay policy Statement represents the position on the pay structures and other elements of the remuneration package for staff as at 31 March 2017.

### 3. Policy statement

The Partnership is committed to ensuring transparent, fair and equitable pay and reward arrangements that provide value for money and enable the recruitment and retention of employees with the skills and motivation to deliver high quality services for Taunton Deane Borough Council and West Somerset Council and its communities. The policies that support these objectives are summarised in this document.

### 4. Scope



The pay statement describes the pay arrangements that apply to the Joint Management Team (the senior employees) and the lowest paid employees.

For the purpose of this pay statement **senior employees** are defined as those staff in the top three tiers of management; the Chief Executive, three Directors, the Assistant Chief Executive and nine Assistant Directors.

The pay and grading of employees, other than senior employees, are currently set using pay structures divided into grades within which there are spinal column points setting the pay rates. Posts are allocated to a pay grade through a process of job evaluation.

The current pay and grading structure for the workforce is set out in the attached Appendix B. As agreed by the two Councils, the Taunton Deane Borough Council pay and grading structure is being used.

For the purpose of this statement **lowest paid employees** for the two councils are defined as follows:

- Those who receive a salary equivalent to Grade C on the councils' pay structure. This is because no employee of the councils is paid at a grade lower than Grade C.

The Councils are required, for the purposes of this statement, to define their 'lowest paid employees' and also to explain why they have adopted this definition.

Other than the posts set out above (senior management) and recognised apprentices, all posts within the councils have been subject to Job Evaluation to assess the value of the job content and then, subject to that value, have been placed in an agreed grade.

The Councils will therefore define their lowest paid employees as those on the minimum pay points as these (apart from apprentices) are the lowest hourly rates paid to employees of the Councils. The Councils have adopted this definition, as it can be easily understood.

It should, however, be pointed out that the pay scales of both Taunton Deane Borough Council and West Somerset Council were amended by Members to commence from the current 'Living Wage' (outside of London) in December 2013 and therefore the lowest hourly rate paid to employees is the equivalent of the Living Wage.

## **5. Remuneration of senior employees**

As part of the annual Pay Policy Statement each Council must state:

- (a) The elements of remuneration for each senior employee
- (b) The policy for determining the remuneration of senior employees on recruitment.

The Joint Management Team are employed on fixed pay points for all posts within the top three tiers and therefore remuneration in terms of salary will be fixed on appointment.

Any other elements of remuneration, as set out in Appendix A, that are relevant at the point of recruitment are highlighted accordingly.

The Leaders will, after taking independent pay advice from South West Councils or similar, recommend the remuneration package on appointment to the above posts to Full Council prior to advertisement of any vacancy. The remuneration package will then have been subject to the approval of Full Council.

- (c) How any increases and additions to remuneration for each senior employee are made?

Annual cost of living pay awards are negotiated nationally by the Local Government Employers organisation and, where a pay award is agreed, these will be applied to the fixed pay point of the employee.

The Councils have the ability to determine certain Local Government Pension Scheme Discretions and the Discretions which have been adopted by each authority are included in the annual Pay Policy Statement. These are unaltered in 2016/17.

The post of Chief Executive is employed on the Terms and Conditions of Employment agreed by the Joint Negotiating Committee (JNC) for Chief Executives and all other senior employees are covered by the Terms and Conditions of Employment agreed by the JNC for Chief Officers all of which are supplemented by local terms and conditions agreed by Taunton Deane Borough Council as the employer.

- (d) The use of performance-related pay for chief officers.

The councils do not operate Performance Related Pay schemes for any of its staff.

- (e) The use of bonuses for senior employee.

The councils do not operate Bonus Schemes or Bonus Payments for any of its staff.

- (f) The approach to the payment of senior employees on their ceasing to hold office under or to be employed by the authority

Any termination payments to senior employees on ceasing office will comply with the policies current at that time, which will have been approved by Full Council of the employing authority. No additional termination payments will be made without the approval of the Executive/Cabinet, this will include any Settlement Agreements, which

may be subject to a confidentiality clause. The current joint redundancy policy and retirement policies for both Councils are included in the Pay Policy statement in the appendices.

That where severance payments for staff exceed £100,000 they will be reported to Full Council for approval and in presenting information to Full Council the components of the relevant severance package will be clearly set out. These components may include salary paid in lieu, redundancy compensation, pension entitlements, holiday pay and any bonuses, fees or allowances paid.

- (g) The remuneration of senior employees who return to Local Authority employment.

Where the senior employee:

- (i) Was a previously employed senior employee who left with a severance payment and applies to come back as a senior employee.

Executive/Cabinet approval would be required to authorise re-employment within the authority of a previously employed senior employee who had left with a severance payment and is seeking re-employment.

- (ii) Was previously employed by the same authority and have come back as a senior employee under a contract for services.

Executive/Cabinet will be required to approve any award of a 'contract for services' to a senior employee who has previously been employed by the authority.

- (iii) Is in receipt of a Local Government Pension Scheme Pension.

If an employee receiving a pension from the Local Government Pension Scheme becomes re-employed then their pension could be affected. This will apply where the pension in payment arose for a reason that resulted in a strain cost being paid by the employer (e.g. redundancy, interests of efficiency, ill-health, early retirement with consent or flexible retirement). If their pension plus the earnings from their new job is higher than the final pay their pension was calculated on, then their pension will be affected. For every pound that their earnings plus pension exceed previous pay, then their pension will reduce by a pound. This abatement will last for as long as the person exceeds their limit (so either when the new job ends or they reduce their hours so their earnings drop down below the acceptable level).

The Chief Executive is the appointed Returning Officer for Taunton Deane whilst the Assistant Chief Executive is the appointed Returning Officer for West Somerset Council and both receive a fee for County, District and Parish

Council and for Parliamentary Election duties. The fee for undertaking this role varies from year to year and is not subject to this policy since fee levels are set regionally and nationally.

## **6. Remuneration of other employees**

As explained in paragraph 5 above, the pay structure for all other employees consists of grades and incremental points set out in the attached appendices. Grades are allocated to jobs through a process of job evaluation which establishes the relative value of different jobs within the workforce. Both councils previously operated the same job evaluation scheme (the Greater London Provincial Council Scheme) and both Councils have agreed to continue to use this Scheme for the shared workforce. Salaries for all employees (including senior employees) are subject to increases agreed under national pay award settlements.

The councils' pay structures create the basis of the relationship between the pay of all employees within the scope of the Pay Policy Statement.

The maximum salary for the post of Chief Executive is approximately 6.74:1 times the maximum salary of the lowest paid employee in the workforce. The maximum salary of the Directors is 5.31:1 times the maximum salary of the lowest paid employee. The maximum salary of the Assistant Directors is 4.19:1 times the lowest paid employee.

The maximum salary for the post of Chief Executive is approximately 4.83:1 times the mean FTE salary.

## **7. Transparency and Publication of Data**

The councils will publish the Pay Policy Statement on the Taunton Deane Borough Council and West Somerset Council websites alongside other information relating to transparency/open government and this can be found on:

<https://www.westsomersetonline.gov.uk/transparency>  
[http://www.tauntondeane.gov.uk/irj/public/council/consultations/consultation?rid=/wpccontent/Sites/TDBC/Web%20Pages/Council/Consultations/Transparency%20Open%20Data\\_0](http://www.tauntondeane.gov.uk/irj/public/council/consultations/consultation?rid=/wpccontent/Sites/TDBC/Web%20Pages/Council/Consultations/Transparency%20Open%20Data_0)

## **8. Review**

The Localism Act requires councils to prepare and publish a pay policy statement for each financial year. The next statement is due for publication before the end of March 2018.

## **Appendices**

- Appendix A Remuneration to senior staff
- Appendix B Taunton Deane Borough Council Pay and Grading Structure
- Appendix C Taunton Deane Borough Council Local Government Pension Scheme Discretions
- Appendix D Taunton Deane Borough Council & West Somerset Council Joint Redundancy Policy
- Appendix E Taunton Deane Borough Council Compensation Policy
- Appendix F West Somerset Council Severance Policy
- Appendix G Taunton Deane Borough Council Flexible Retirement Policy
- Appendix H West Somerset Council Local Government Pension Scheme Discretions

## Appendix A – Remuneration to Senior Staff

### The Level and Remuneration for each Chief Officer

Post	Statutory Role	Terms and Conditions and JE Status	Salary	Salary Progression	Bonus or Performance related pay	Other Benefits	Pension Enhancement in Year
Chief Executive	Head of Paid Service	JNC Chief Executives – Out of JE	£111,100	No	No	Payment of Professional Subscription  *Election payments – Returning Officer  Payments relating to LGPS Employer Contributions	No
Strategic Director of Operations and Deputy Chief Executive	Section 151 Officer	JNC Chief Officers – Out of JE	£87,567	No	No	Payment of Professional Subscription  Payments relating to LGPS Employer Contributions	No
Strategic Director of Housing and Communities		JNC Chief Officers – Out of JE	£82,416	No	No	Payment of Professional Subscription  Payments relating to LGPS Employer Contributions	No
Strategic Director Growth and Development		JNC Chief Officers – Out of JE	£82,416	No	No	Payment of Professional Subscription  Payments relating to LGPS Employer Contributions	No

<b>Post</b>	<b>Statutory Role</b>	<b>Terms and Conditions and JE Status</b>	<b>Salary</b>	<b>Salary Progression</b>	<b>Bonus or Performance related pay</b>	<b>Other Benefits</b>	<b>Pension Enhancement in Year</b>
Assistant Chief Executive	Monitoring Officer	JNC Chief Officers – Out of JE	£65,418	No	No	Payment of Professional Subscription  *Election payments – Returning Officer  Payments relating to LGPS Employer Contributions	No
Assistant Director Housing and Community Development		JNC Chief Officers – Out of JE	£61,812	No	No	Payment of Professional Subscription  Payments relating to LGPS Employer Contributions	No
Assistant Director Corporate Services		JNC Chief Officers – Out of JE	£68,993	No	No	Payment of Professional Subscription  Payments relating to LGPS Employer Contributions	No
Assistant Director Planning and Environment		JNC Chief Officers – Out of JE	£61,812	No	No	Payment of Professional Subscription  Payments relating to LGPS Employer Contributions	No
Assistant Director Resources		JNC Chief Officers – Out of JE	£61,812	No.	No	Payment of Professional Subscription  Payments relating to LGPS Employer Contributions	No

Post	Statutory Role	Terms and Conditions and JE Status	Salary	Salary Progression	Bonus or Performance related pay	Other Benefits	Pension Enhancement in Year
Assistant Director Business Development		JNC Chief Officers – Out of JE	£61,812	No	No	Payment of Professional Subscription  Payments relating to LGPS Employer Contributions	No
Assistant Director Operational Delivery		JNC Chief Officers – Out of JE	£61,812	No	No	Payment of Professional Subscription  Payments relating to LGPS Employer Contributions	No
Assistant Director Property & Development ****		JNC Chief Officers – Out of JE	£61,812	No	No	Payment of Professional Subscription  Payments relating to LGPS Employer Contributions	No
Assistant Director Energy Infrastructure		JNC Chief Officers- Out of JE	£61,812	No	No	Payment of Professional Subscription  Payments relating to LGPS Employer Contributions	No
Assistant Director Transformation		JNC Chief Officers- Out of JE	£61,812	No	No	Payment of Professional Subscription  Payments relating to LGPS Employer Contributions	No

\* Additional payments are made by Central Government to officers carrying out additional duties at elections. These payments will only be received when elections take place and vary according to the responsibility undertaken.

\*\* These thresholds relate to the publication of salary information as required under the Code of Recommended Practice for Local Authorities on Data Transparency (£58,200 is the



minimum of the Senior Civil Service minimum pay band) and the Audit and Accounts Regulations (£50,000)

\*\*\*JNC Chief Officers – Out of JE. The job evaluation scheme is not applicable to Chief Officer posts. The salaries of Chief Officer posts are evaluated against local market data provided by South West Councils. This data provides salary details for comparable Chief Officer posts within comparable district councils.

\*\*\*Post is currently filled on a temporary basis.

**Appendix B Taunton Deane Borough Council Pay and Grading Structure**  
applicable from 1.04.2016

<b>Grade</b>	<b>SCP</b>				
<b>A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>B</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>C</b>	<b>N/A</b>	<b>N/A</b>	<b>14</b>	<b>15</b>	<b>16</b>
			£16,481	£16,772	£17,169
<b>D</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
	£17,547	£17,891	£18,560	£19,238	£19,939
<b>E</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
	£20,456	£21,057	£21,745	£22,434	£23,166
<b>F</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>
	£23,935	£24,717	£25,694	£26,556	£27,394
<b>G</b>	<b>32</b>	<b>33</b>	<b>34</b>	<b>35</b>	<b>36</b>
	£28,203	£29,033	£29,854	£30,480	£31,288
<b>H</b>	<b>37</b>	<b>38</b>	<b>39</b>	<b>40</b>	<b>41</b>
	£32,164	£33,106	£34,196	£35,093	£36,019
<b>I</b>	<b>42</b>	<b>43</b>	<b>44</b>	<b>45</b>	<b>46</b>
	£36,937	£37,858	£38,789	£39,660	£40,619
<b>J</b>	<b>47</b>	<b>48</b>	<b>49</b>	<b>50</b>	<b>51</b>
	£41,551	£42,474	£43,387	£44,320	£45,226
<b>K</b>	<b>52</b>	<b>53</b>	<b>54</b>	<b>55</b>	<b>56</b>
	£46,147	£47,062	£47,983	£48,692	£49,404
<b>L</b>	<b>57</b>	<b>58</b>	<b>59</b>	<b>60</b>	<b>61</b>
	£50,110	£50,822	£51,531	£52,240	£52,952

## **Appendix C - Written Statement on Local Government Pension Scheme Employers Discretions and Key Pensions Policy**

**Taunton Deane Borough Council**

**April 2017 to 31 March 2018**

### **LGPS (Administration) Regulations 2008**

#### **Regulation B30 (2)**

The Council will allow individual former employees leaving employment on or before 31 March 2014 the option to request early payment of benefits after on or after age 55 and before age 60 which will be considered on a case-by-case basis following the production of a business case. In these cases no additional compensation will be awarded.

#### **Regulation B30 (5)**

With regard to the early payment of benefits on or after age 55 and before age 60 made under B30 (2) above the Council retains the right to waive the actuarial reduction of benefits on exceptional compassionate grounds.

#### **Regulation B30A (3)**

The Council will allow the option to request an application for reinstatement of a suspended tier 3 ill health pension on or after age 55 and before age 60 which will be considered on a case-by-case including the production of evidential support. This applies to employees leaving service on or before 31 March 2014.

#### **Regulation B30A (5)**

With regard to an application for reinstatement of a suspended tier 3 ill health pension on or after age 55 and before age 60 made under B30A (3) above the Council retains the right to waive the actuarial reduction of benefits on exceptional compassionate grounds.

## **Local Government Pension Scheme Regulations 1997 (as amended) in relation to active councillor members and pre 1 April 2008 scheme leavers.**

### **Regulation 31 (2)**

The Council will allow a post 31 March 1998/pre 1 April 2008 leaver or from a councillor member the option to request early payment of benefits after on or after age 55 and before age 60 which will be considered on a case-by-case basis following the production of a business case. In these cases no additional compensation will be awarded.

### **Regulation 31 (5)**

With regard to the early payment of benefits made in accordance with Regulation 31 (2) the Council retains the right to waive the actuarial reduction of benefits on exceptional compassionate grounds.

### **Regulation 31 (7A)**

The Council will allow councillor optants out and pre 1 April 2008 employee optants out the option to request payment of benefits at normal retirement date and these will be considered on a case-by-case basis following the production of a business case.

## **The Local Government Pension Scheme Regulations 2013**

### **Regulation 100 (6)**

It is not Council policy to extend the 12-month limit on transfer of previous pension rights into the LGPS.

### **Regulation 9 (1) and 9 (3)**

It is Council policy to allow employee contribution rates to be determined as changes occur during the financial year.

### **Regulation 16(2)(e) and 16(4)(d) Funding of Additional Pension**

It is not the policy of the Council to fund additional pension and will not enter into a shared cost additional pension contributions arrangement.

### **Regulation 30(6) Flexible Retirement**

The Council will allow benefits to be paid to a member of staff if they reduce their hours/grade (known as flexible retirement) and this is set out in the Council's Retirement Policy. Each case will be decided individually after the consideration of a detailed business case and only applies to those aged 55 and over.

### **Regulation 30(8)**

With regard to flexible retirement and requests from staff aged 55 or over for retirement the Council retains the right to waive the actuarial reduction of benefits on exceptional compassionate grounds.

### **Regulation 31 Award of Additional Pension**

It is not the policy of the Council to award Employer APC for active member leaving on redundancy/efficiency other than by allowing employees leaving on grounds of redundancy/efficiency to use compensation payments to fund additional pensions.

### **The Local Government (Early Termination of Employment) Discretionary Compensation Regulations 2006**

As set out in the Redundancy Policy the Council do not limit redundancy payments to the statutory maximum weekly pay threshold and instead use actual weekly pay of the employee.

The Council does not offer a minimum payment with regard to redundancy. Benefits are calculated using actual weekly pay and the statutory number of weeks as calculated against continuous local government service (and service covered by the Modification Order).

The Council provides up to 60 weeks compensation, in addition to any redundancy payment as set out in both the Compensation Policy.

Where additional compensation is paid the employee has the option to augment pension benefits by using all of the additional compensation unless specific criteria are met.

## **Appendix D – Taunton Deane Borough Council and West Somerset Council Redundancy Policy**



**Implementation date of policy** 1 April 2016

**Review date** April 2017

### **Redundancy and Redeployment Policy**

#### **Introduction**

This policy covers all redundancy situations that may arise within the One Team structures of Taunton Deane Borough Council and West Somerset Council (the Councils).

The Councils recognise a responsibility to safeguard the job security and prospects of their employees as far as possible. They also recognise that they must adapt to change and that this process of combining and transforming services will inevitably affect the structure and size of the workforce.

#### **Scope**

The policy applies to the employees of One Team.

#### **Aims**

The aim of this policy is to set out a clear and fair process for handling redundancies. In doing so, it ensures employees, managers and UNISON are clear of the procedure that is being followed through any redundancy process.

As far as possible, the Councils will seek to avoid or minimise the need for compulsory redundancies, this policy sets out the ways in which the Councils will do this which now includes pay protection.

## **Redundancy Procedure**

### **Consultation**

Where the possibility of redundancies is identified the Councils will inform and consult with the relevant trade union representatives as early as possible and before any formal decisions have been made. As part of the consultation the Council will provide the following information:

- the reasons for the proposed redundancies;
- the numbers and descriptions of employees it proposes to make redundant;
- the total number of employees of those descriptions employed at the establishment in question;
- the proposed method of selecting those who may be dismissed;
- the proposed method of carrying out the dismissals, including the period over which the dismissals are to take effect;
- the proposed method of calculating any redundancy payments;
- the number of agency workers working temporarily for, and under the supervision and direction of, the employer;
- the parts of the employer's business in which the agency workers work; and
- the type of work that the agency workers carry out.

Formal consultation shall be deemed to commence on the date when these details are given in a letter to the Branch Secretaries of UNISON.

Consultation timescales will depend upon the scale of potential redundancies and will be as follows:

- A minimum of 30 days before the first dismissal takes effect, where up to 99 employees are to be made redundant over a period of 90 days or less; or
- A minimum of 45 days before the first dismissal takes effect, where more than 100 employees are to be made redundant over a period of 90 days or less

Any consultation responses received in time will be included in any committee reports to be considered by the appropriate Committee.

### **Measures to avoid or minimise compulsory redundancies**

The Councils will, in consultation with the appropriate trade union representatives explore any options to avoid or minimise the need for compulsory redundancies. Alternatives may include (not in order of priority):

- Reductions through natural staff turnover (ie not automatically replacing employees who leave);
- Seeking volunteers for redundancy;
- Redeployment, including retraining where appropriate;
- Stopping or reducing overtime other than contractual or emergency overtime;
- Restrictions on permanent and/or external recruitment;
- Termination of casual or agency worker arrangements;
- Flexible retirements/voluntary reduction in hours.

## **Employees 'at risk' of redundancy**

### **Notification of 'at risk' status**

As soon as practicable after the unions have been informed of the potential for redundancies, any individuals affected will be informed that they are 'at risk' of redundancy and that consultation has commenced. An individual will be identified as being 'at risk' of redundancy if their current post does not exist in a new structure or there will be a reduction in the number of the same post in a new structure. This will be confirmed in writing with an estimate of any redundancy payment and if applicable, pension payment due.

Throughout the consultation period, further meetings (usually mid consultation and at the end of the consultation period) will be arranged with individuals 'at risk' of redundancy to discuss any concerns, redeployment opportunities, any selection processes etc. Records of any discussions will be kept on the employee's personal file.

### **Rights of employees 'at risk'**

Employees 'at risk' of redundancy have certain rights. The Councils will make every effort to redeploy the individuals within the Councils services.

Employees are entitled to reasonable paid time off to look for alternative employment. This may include time off to attend interviews or attend relevant training courses. A reasonable amount of time is considered to be up to two days per week (pro rata for part-time employees). Such time off must be arranged in advance with the line manager.

A central register of employees 'at risk' of redundancy will be held in HR and those employees put 'at risk' will be informed by HR of all relevant vacancies arising within the Councils. Efforts will be made to redeploy employees within the Councils to retain skills, knowledge and experience and reasonable training will be provided if necessary.

The Councils will make every effort to facilitate employees search for new employment, either through in-house support or, on occasions, outplacement specialists. Support may include; advice on writing application forms or preparing CVs, interview tips, coaching etc.

### **Selection for redundancy**

Once a proposal for a restructure or reduction in headcount is approved and where compulsory redundancies are unavoidable, the ring fence arrangements and process of selection for redundancy will be agreed with UNISON. It may include some or all of the following criteria:

- Attendance records (other than absences covered by the Equality Act 2010);
- Disciplinary records ('live' warnings only);
- Skills and experience;
- Past performance records;
- A selection interview.



If a function or service is to be discontinued all employees directly related to the provision of that function will automatically be selected for redundancy.

If there is to be a reduction in the number of posts but the job descriptions remain largely unchanged, (i.e. duties are more than 80% the same). Selection will be based on agreed criteria and made by a selection panel that comprises of a higher level of management, at least one member of Corporate Management Team (CMT) and a representative from HR.

If a restructure involves the creation of new roles, selection for redundancy will be dependant on success at interview for those new roles. A new role is one where the duties are more than 20% different. A ring fence of employees that can apply for the new posts will be agreed with UNISON and will be based on job type, grade and/or salary levels. The appointment panel should consist of managers from a higher level of management, at least one member of CMT and a representative from HR.

This appointment process does not apply to posts named as Scheduled Posts on the constitution, (i.e. Chief Executive, Strategic Directors and Assistant Directors). As these appointments require an Appointments Committee, comprising of at least one member of each of the Councils Executive/Cabinet.

The employee/s selected for redundancy will receive written notification of the reasons for their selection as well as their proper contractual notice in accordance with their contract of employment or statutory notice whichever is greater.

**NB:** The cost of redundancy is not a factor that will be taken into account when selection for redundancy is made.

### **Calculation of redundancy payments**

Employees will be notified personally about their redundancy entitlements as soon as possible after they have been notified that they are 'at risk' of redundancy, including the compensation/severance payment in writing and details of any pension due where applicable.

The qualifying service in respect of redundancy payments is two years continuous local government service (in accordance with the Redundancy Payments (Local Government) Modification Order. Reckonable service is limited to the last 20 years before redundancy.

Statutory redundancy payments are made according to the following scale:

- (a) one and a half week's pay\* for each year of employment during which the employee was aged 41 and over;
- (b) one week's pay\* for each year of employment during which the employee was aged 22 to 40 inclusive;
- (c) half a week's pay\* for each year of employment in which the employee was aged 21 and under.

\* A week's pay is based on contractual pay and does not include occasional overtime or additional payments.

Appendix one includes a table with the number of statutory weeks entitlement according to age and continuous service.

If prior to the expiry of the employee's notice of dismissal an individual receives an offer of employment with a related employer (in accordance with the Redundancy Payments Continuity of Employment in Local Government Modification Order 1999) to start immediately or within four weeks of the end of the previous employment, a redundancy payment cannot be made by the Council.

### **Compensation/severance payments**

The Councils operate a discretionary enhanced redundancy payment scheme under the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006, as compensation for the loss of employment on redundancy grounds. Details of the Council's schemes are available from the HR representatives.

Employees will be entitled to the discretionary compensation/severance payments in accordance with the existing policy.

Redundancy and compensation/severance payments will be made to employees within 4 weeks of the date of leaving employment.

### **Local Government Pension Scheme Payments**

Employees that have been members of the LGPS for 3 month's or more and are aged 55 or over, are entitled to the immediate unreduced payment of their LGPS benefits if dismissed on the grounds of redundancy.

### **Redeployment Procedure**

Wherever possible employees will be redeployed to avoid compulsory redundancy.

The Councils reserve the right in agreement with UNISON to apply a ring fence to new roles that are created as a result of any proposed restructures and offer them in the first instance to those employees at a similar job type grade/salary level within the existing structure and who have the relevant skills and experience that match the job description or person specification.

Where there is only one individual matched with the new position they will be slotted in.

Where there is more than one employee that matches the role or a group of employees to more than one role, a selection procedure panel will take place that involves a formal interview and other recruitment selection procedures.

All other vacancies arising within the Council where a suitable ring fence is not identified will be offered to employees 'at risk' of redundancy in the first instance. Such vacancies will be sent initially to the HR Team who will check them against the 'at risk' register for any suitable candidates. Employees will be matched according to

the essential criteria on the person specification, salary levels and preferred hours of work. Consideration must also be given to any reasonable appropriate training that will enable them to perform the duties of the role.

Any employees that meet the essential criteria will be made an offer of redeployment. Where more than one employee is matched to a vacancy a selection process will apply.

Any offer of redeployment will be made in writing and will include reference to a trial period, any training available, terms and conditions and protection arrangements if applicable.

Any employees that are redeployed into a new role will be given a 4 week trial period. This period may be extended by mutual agreement.

If the trial period is successful the employee will be sent written confirmation of any changes to terms and conditions. If the trial period is deemed unsuccessful by the manager, contractual notice will be reduced by the length of the trial period.

If an offer of redeployment is made by the Councils and the employee decides during the trial period that they wish to reject the offer, they must advise HR in writing within the trial period.

An employee who believes that a job offer is not suitable alternative employment may claim a redundancy payment. However, this will only be paid where the Councils agree that the job is unsuitable. The decision will be made by a Member of CMT, taking account of any changes to terms and conditions and the level of seniority.

## **Pay Protection**

Pay protection will be available where employment on less favourable terms is offered to an employee as an alternative to redundancy. An employee's basic pay will be protected for up to two years if the reduction in their basic pay does exceed 17.5%.

If, by accepting alternative employment, the reduction in an employee's basic pay exceeds 17.5%, pay protection is subject to the HR & OD Manager and the relevant Director being satisfied that there is some tangible benefit to be gained by the Council, for example, in circumstances where pay protection would be less costly than an employee's redundancy.

During the pay protection period, an employee's basic pay is protected on a 'mark time' basis. 'Mark time' means that during the period of protection, an employee's basic pay is frozen and that any increments and annual pay awards applicable to their previous job are not paid to the employee.

## **Appeals**

If an employee is aggrieved about their selection for redundancy they have the right of appeal. The appeal must be received in writing by HR within 10 working days of the decision being made. Refer to Council Appeal Procedure.

If the selection for redundancy was made by the Chief Executive the employee will have the right of appeal to be heard by an Appeal Committee comprising of at least one member of each of the Councils' Executive or Cabinet.

If the selection for redundancy was made by a Member of JMT other than the Executive, the employee will have a right of appeal to be heard by the Chief Executive.

All decisions made by the appeal panel are final.

**Appendix one – Table to show entitlement to statutory weeks’ redundancy based on age and continuous service**

		Years Service																		
		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Age	18																			
	19																			
	20	1.0	1.0	1.0	1.0															
	21	1.0	1.5	1.5	1.5	1.5														
	22	1.0	1.5	2.0	2.0	2.0	2.0													
	23	1.5	2.0	2.5	3.0	3.0	3.0	3.0												
	24	2.0	2.5	3.0	3.5	4.0	4.0	4.0	4.0											
	25	2.0	3.0	3.5	4.0	4.5	5.0	5.0	5.0	5.0										
	26	2.0	3.0	4.0	4.5	5.0	5.5	6.0	6.0	6.0	6.0									
	27	2.0	3.0	4.0	5.0	5.5	6.0	6.5	7.0	7.0	7.0	7.0								
	28	2.0	3.0	4.0	5.0	6.0	6.5	7.0	7.5	8.0	8.0	8.0	8.0							
	29	2.0	3.0	4.0	5.0	6.0	7.0	7.5	8.0	8.5	9.0	9.0	9.0	9.0						
	30	2.0	3.0	4.0	5.0	6.0	7.0	8.0	8.5	9.0	9.5	10.0	10.0	10.0	10.0					
	31	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	9.5	10.0	10.5	11.0	11.0	11.0	11.0				
	32	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	10.5	11.0	11.5	12.0	12.0	12.0	12.0			
	33	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	11.5	12.0	12.5	13.0	13.0	13.0	13.0		
	34	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	12.5	13.0	13.5	14.0	14.0	14.0	14.0	
	35	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	13.5	14.0	14.5	15.0	15.0	15.0	15.0
	36	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0	14.5	15.0	15.5	16.0	16.0	16.0
	37	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0	15.0	15.5	16.0	16.5	17.0	17.0
38	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0	15.0	16.0	16.5	17.0	17.5	18.0	
39	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0	15.0	16.0	17.0	17.5	18.0	18.5	
40	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0	15.0	16.0	17.0	18.0	18.5	19.0	
41	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0	15.0	16.0	17.0	18.0	19.0	19.5	
42	2.5	3.5	4.5	5.5	6.5	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	
43	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0	15.0	16.0	17.0	18.0	19.0	20.0	21.0	

		Years Service																		
		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Age	44	3.0	4.5	5.5	6.5	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5
	45	3.0	4.5	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0	15.0	16.0	17.0	18.0	19.0	20.0	21.0	22.0
	46	3.0	4.5	6.0	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5
	47	3.0	4.5	6.0	7.5	9.0	10.0	11.0	12.0	13.0	14.0	15.0	16.0	17.0	18.0	19.0	20.0	21.0	22.0	23.0
	48	3.0	4.5	6.0	7.5	9.0	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5
	49	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.0	14.0	15.0	16.0	17.0	18.0	19.0	20.0	21.0	22.0	23.0	24.0
	50	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5	24.5
	51	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.0	17.0	18.0	19.0	20.0	21.0	22.0	23.0	24.0	25.0
	52	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5	24.5	25.5
	53	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.0	20.0	21.0	22.0	23.0	24.0	25.0	26.0
	54	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	20.5	21.5	22.5	23.5	24.5	25.5	26.5
	55	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.0	23.0	24.0	25.0	26.0	27.0
	56	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	23.5	24.5	25.5	26.5	27.5
	57	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.0	26.0	27.0	28.0
	58	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.5	26.5	27.5	28.5
	59	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.5	27.0	28.0	29.0
	60	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.5	27.0	28.5	29.5
	61	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.5	27.0	28.5	30.0
	62	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.5	27.0	28.5	30.0
	63	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.5	27.0	28.5	30.0
	64	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.5	27.0	28.5	30.0

Appendix E - Taunton Deane Borough Council - Compensation Policy

1. The following policy on Compensation Payments applies to redundancies and early retirements on the grounds of efficiency of the service, which take effect **after 31<sup>st</sup> March 2016**.
2. The calculation of redundancy payments is on the basis of actual salary.
3. The Council exercises discretion under the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006, to make compensatory payments to employees being made redundant based on a multiplier of **one and a half times** the number of weeks an employee would be entitled to under the statutory redundancy formula, inclusive of any statutory redundancy payment, up to a maximum of 45 weeks' pay.
4. The Council requires that the full cost of any redundancies is recovered within a period not exceeding five years or by the normal retirement age, whichever is sooner.
5. Employees who are eligible to be paid a compensation payment on being made redundant, and who are members of the Local Government Pension Scheme, are given the option of converting their compensation payment (excluding the statutory redundancy payment) into augmented pensionable service. Augmentation is not an option where the compensation payment (excluding the statutory redundancy payment) purchases more pensionable service than the maximum allowable at age 65.
6. No compensation payments are made to employees who are allowed to retire early on the grounds of interests of efficiency of the service, irrespective of whether a voluntary request has been made by the employee or instigated by management.

## Appendix F - West Somerset Council - Severance Policy

1.	<p>The Council operates a discretionary enhanced redundancy payment scheme as compensation for loss of employment on redundancy grounds. The details of the Scheme are for information and may be amended from time to time at the discretion of the Council and after consultation with the Union. Please note the severance payments scheme is not legally binding.</p>
2.	<p>Pay a 'lump sum' payment using the statutory redundancy tables and applying a multiplier of <b>one and a half the statutory redundancy figure</b> based on actual week's pay up to a maximum of 45 weeks. In addition give the employee the option to convert the cash sum in excess of any statutory redundancy payment into a period of membership in the Local Government Pension Scheme. If taken as a cash lump sum the first £30k is tax-free.</p>
3.	<p>Redundancy compensation will only be paid to staff with two or more years of service.</p>
4.	<p>For the purposes of these calculations, a week's pay is defined as the employee's actual weekly pay, which is averaged over a twelve week period for employees whose earnings for basic hours (excluding overtime) varies from week to week. The maximum number of year's continuous service that can be counted for statutory redundancy payments is twenty years.</p>
5.	<p>The expression 'early retirement in the interests of the efficiency of the service' is difficult to define but the application of this scheme can be justified because: -</p> <ul style="list-style-type: none"><li>(a) it facilitates/encourages internal restructuring</li><li>(b) it allows for the retirement of an employee who is unable to match up to the changed requirements of his/her job</li><li>(c) The Local Government (Early Termination of Employment)(Discretionary Payments) (England and Wales) Regulations 2006 allow local authorities to use their discretion in the interests of the efficient exercise of that authority's functions.</li></ul>
6.	<p>The scheme is voluntary and it must be clearly understood that it is not meant to cover cases where action should be taken to dismiss an employee on grounds of discipline, ill health, and lack of qualifications or capability. Application of the scheme does not imply that an employee is or has become inefficient.</p>
7.	<p>If you retire in the interests of efficiency, you will be entitled to a lump-sum payment calculated using your actual week's pay and equating to the equivalent of the statutory number of weeks payable for redundancy, however you will not be entitled to receive a redundancy payment from the Council. It is not possible to augment your Pension if you retire in the interests of the efficiency of the service.</p>
8.	<p>Employees aged fifty-five years or over who are members of the Local Government Pension Scheme will receive payment of early pension retirement benefits.</p>

## **Appendix G – Taunton Deane Borough Council Flexible Retirement Policy**

### **Taunton Deane Borough Council**

#### **Full or Partial Flexible Retirement Policy**

1. Employees aged 55 (aged 50 up to 31 March 2010) who are members of the Local Government Pension Scheme are able to request payment of early retirement benefits whilst remaining in the Council's employment on reduced hours or a lower grade.
2. This right does not apply to employees who are in receipt of a redundancy payment and early pension benefits or who have taken early retirement in the interests of the efficiency of the service.
3. As a guide, a business case for flexible retirement where any reduction is minimal (e.g. less than 20% either in terms of reduced hours or lower grade) may be difficult to objectively justify.
4. Requests for flexible working may be instigated by employees who meet the criteria set out in 1. above at anytime but will only be able to make one request in any 12 month period.
5. An employee should, in the first instance, approach their line manager with a request for reduced hours, more flexible working patterns by putting their request in writing.
6. The line manager will notify the HR Advisory Team and a meeting will be arranged within 21 days to discuss the request from the employee.
7. At this point the HR Advisory Team will request an estimate of early retirement benefits from the Peninsula Pensions which will be provided to the employee and be used to complete the Flexible Retirement Approval Request Form.
8. The meeting between the employee, line manager and a member of the HR Advisory Team will discuss the request and business case and will only be referred for approval if it is operationally viable.
9. If the request is referred for approval this will be considered by the relevant Assistant Director and the HR & OD Manager.
10. It should be noted that employees who are retiring in this way before their normal retirement age will suffer an actuarial reduction in their benefits to reflect early payment. In exceptional compassionate circumstances the Council has the right to waive this actuarial reduction.



11. If the request is not referred for approval this will be confirmed to the employee in writing to the employee within 14 days of the meeting. The employee would have the right of appeal against this decision which should be made in writing to the Retained HR Manager within 10 days of receipt of the reason for refusal of the request or refusal to waive the actuarial reduction on compassionate grounds where the request is approved.
12. Appeals will be heard by a Strategic Director advised by the HR and OD Manager.

## Retirement in the Interest of Efficiency Pay – Ready Reckoner

Age	Complete Year's Service																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
18		1																		
19		1	1.5																	
20		1	1.5	2																
21		1	1.5	2	2.5															
22		1	1.5	2	2.5	3														
23		1.5	2	2.5	3	3.5	4													
24		2	2.5	3	3.5	4	4.5	5												
25		2	3	3.5	4	4.5	5	5.5	6											
26		2	3	4	4.5	5	5.5	6	6.5	7										
27		2	3	4	5	5.5	6	6.5	7	7.5	8									
28		2	3	4	5	6	6.5	7	7.5	8	8.5	9								
29		2	3	4	5	6	7	7.5	8	8.5	9	9.5	10							
30		2	3	4	5	6	7	8	8.5	9	9.5	10	10.5	11						
31		2	3	4	5	6	7	8	9	9.5	10	10.5	11	11.5	12					
32		2	3	4	5	6	7	8	9	10	10.5	11	11.5	12	12.5	13				
33		2	3	4	5	6	7	8	9	10	11	11.5	12	12.5	13	13.5	14			
34		2	3	4	5	6	7	8	9	10	11	12	12.5	13	13.5	14	14.5	15		
35		2	3	4	5	6	7	8	9	10	11	12	13	13.5	14	14.5	15	15.5	16	
36		2	3	4	5	6	7	8	9	10	11	12	13	14	14.5	15	15.5	16	16.5	17
37		2	3	4	5	6	7	8	9	10	11	12	13	14	15	15.5	16	16.5	17	17.5
38		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16.5	17	17.5	18
39		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17.5	18	18.5
40		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18.5	19
41		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19.5
42		2.5	3.5	4.5	5.5	6.5	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5
43		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
44		3	4.5	5.5	6.5	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5
45		3	4.5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
46		3	4.5	6	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5
47		3	4.5	6	7.5	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
48		3	4.5	6	7.5	9	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5
49		3	4.5	6	7.5	9	10.5	12	13	14	15	16	17	18	19	20	21	22	23	24
50		3	4.5	6	7.5	9	10.5	12	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5	24.5
51		3	4.5	6	7.5	9	10.5	12	13.5	15	16	17	18	19	20	21	22	23	24	25
52		3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5	24.5	25.5
53		3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19	20	21	22	23	24	25	26
54		3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	20.5	21.5	22.5	23.5	24.5	25.5	26.5
55		3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22	23	24	25	26	27
56		3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	23.5	24.5	25.5	26.5	27.5
57		3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25	26	27	28
58		3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	26.5	27.5	28.5
59		3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	27	28	29
60		3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	27	28.5	29.5
61 plus		3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	27	28.5	30

## **APPENDIX H**

### **WRITTEN STATEMENT ON LOCAL GOVERNMENT PENSION SCHEME EMPLOYERS DISCRETIONS AND KEY PENSIONS POLICY**

#### **WEST SOMERSET COUNCIL**

**April 2017 to 31 March 2018**

#### **LGPS (Administration) Regulations 2008**

##### **Regulation B30 (2)**

The Council will allow individual former employees leaving employment on or before 31.03.14 the option to request early payment of benefits after on or after age 55 and before age 60 which will be considered on a case-by-case basis following the production of a business case. In these cases no additional compensation will be awarded.

##### **Regulation B30 (5)**

With regard to the early payment of benefits on or after age 55 and before age 60 made under B30 (2) above the Council retains the right to waive the actuarial reduction of benefits on exceptional compassionate grounds.

##### **Regulation B30A (3)**

The Council will allow the option to request an application for reinstatement of a suspended tier 3 ill health pension on or after age 55 and before age 60 which will be considered on a case-by-case including the production of evidential support. This applies to employees leaving service on or before 31 March 2014.

##### **Regulation B30A (5)**

With regard to an application for reinstatement of a suspended tier 3 ill health pension on or after age 55 and before age 60 made under B30A (3) above the Council retains the right to waive the actuarial reduction of benefits on exceptional compassionate grounds.

#### **Local Government Pension Scheme Regulations 1997 (as amended) in relation to active councillor members and pre 1.4.08 scheme leavers.**

##### **Regulation 31 (2)**

The Council will allow a post 31/3/98/pre 1/4/08 leaver the option to request early payment of benefits after on or after age 55 and before age 60 which will be considered on a case-by-case basis following the production of a business case. In these cases no additional compensation will be awarded.

### **Regulation 31 (5)**

With regard to the early payment of benefits made in accordance with Regulation 31 (2) the Council retains the right to waive the actuarial reduction of benefits on exceptional compassionate grounds.

### **Regulation 31 (7A)**

The Council will allow pre 1/4/08 employee optants out the option to request payment of benefits at normal retirement date and these will be considered on a case-by-case basis following the production of a business case.

## **The Local Government Pension Scheme Regulations 2013**

### **Regulation 100 (6)**

It is not Council policy to extend the 12-month limit on transfer of previous pension rights into the LGPS.

### **Regulation 9 (1) and 9 (3)**

It is Council policy to allow employee contribution rates to be determined as changes occur during the financial year.

### **Regulation 16(2)(e) and 16(4)(d) Funding of Additional Pension**

It is not the policy of the Council to fund additional pension and will not enter into a shared cost additional pension contributions arrangement..

### **Regulation 30(6) Flexible Retirement**

The Council will allow benefits to be paid to a member of staff if they reduce their hours/grade (known as flexible retirement) and this is set out in the Council's Retirement Policy. Each case will be decided individually after the consideration of a detailed business case and only applies to those aged 55 and over.

### **Regulation 30(8)**

With regard to flexible retirement and requests from staff aged 55 or over for retirement the Council retains the right to waive the actuarial reduction of benefits on exceptional compassionate grounds.

### **Regulation 31 Award of Additional Pension**

It is not the policy of the Council to award Employer APC for active member leaving on redundancy/efficiency other than by allowing employees leaving on grounds of redundancy/efficiency to use compensation payments to fund additional pensions..

## **The Local Government (Early Termination of Employment) Discretionary Compensation Regulations 2006**

As set out in the Redundancy Policy the Council do not limit redundancy payments to the statutory maximum weekly pay threshold and instead use actual weekly pay of the employee.

The Council does not offer a minimum payment with regard to redundancy. Benefits are calculated using actual weekly pay and the statutory number of weeks as calculated against continuous local government service (and service covered by the Modification Order).

The Council provides up to 30 weeks compensation, in addition to any redundancy payment as set out in both the Redundancy and Retirement Policies.

Where additional compensation is paid the employee has the option to augment pension benefits by using all of the additional compensation.

# Taunton Deane Borough Council

## Council Meeting - 23 February 2017

### Part I

To deal with written questions to, and receive recommendations to the Council from, the Executive.

#### **(i) Councillor Williams**

##### **(a) Draft Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy 2017/2018**

At its most recent meeting, the Executive considered the recommended strategy for managing the Council's cash resources including the approach to borrowing and investments. Approval was also sought for the Treasury Management Strategy Statement and Investment Strategy (TMSS), the Annual Investment Strategy (AIS) and the Minimum Revenue Provision (MRP) Policy.

The TMSS and related policies have been prepared taking into account the 2011 revised Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the Code") and the Department of Communities and Local Government's Guidance on Local Government Investments ("the Guidance").

The key principles of the Code are as follows:-

- Ensuring that public bodies put in place the necessary framework to ensure the effective management and control of treasury management activities;
- That the framework clearly states that responsibility for treasury management lies clearly within the organisation and that the Strategy clearly states the appetite for risk;
- That value for money and suitable performance measures are reflected in the framework.

The Council's Finance Officers have worked closely with Arlingclose, the Council's Treasury Advisor, to consider the requirements of the Code and Guidance and determine the proposed TMSS, AIS and MRP Policy that ensure compliance and provide a set of 'rules' for the Council to follow in dealing with investments, borrowing and cash flow management.

The TMSS for 2017/2018 continues to recognise the increasing risks due to the new regulations in respect of 'bail in' for banks. In response to this risk and the wider continuing risks in the financial sector, the TMSS continues to build in greater

“diversification” – so that surplus funds are held in a wider range of investments/accounts.

The proposed MRP continues the policy approved by the Council for 2016/2017, with an addition to set out a policy in respect of capital loans provided to third parties. This takes into account the recent decision to make a further loan to the Somerset Waste Partnership for the purchase of new collection vehicles. For such loans it is proposed to link MRP to the life of the asset(s) for which a loan is provided.

In the circumstances, it is **recommended** that Full Council approve:-

- (1) The Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Reserve Provision Policy as set out in the Appendix to the report considered by the Executive; and
- (2) The Prudential Indicators included within the Treasury Management Strategy Statement which includes limits for borrowing and investments.

## **(b) General Fund Revenue Estimates 2017/2018**

**(These recommendations need to be read in conjunction with the report submitted to the Executive on 9 February 2017 which includes all the details of the proposed General Fund Budget to reflect the proposed Council Tax increase.)**

The Executive has considered its final 2017/2018 budget proposals which recognises the continuing financial challenges, with annual reductions in Government funding for Local Council services as the Government seeks to reduce the national deficit.

The 2017/2018 Budget has been prepared within the context of priorities identified by Members which are embedded in the Council’s Corporate Plan.

The budget contains details on:-

- (i) the General Fund Revenue Budget proposals for 2017/2018, including a proposed Council Tax increase; and
- (ii) draft figures on the predicted financial position of the Council for subsequent years.

The Corporate Scrutiny Committee considered the draft budget proposals at its meeting on 26 January 2017. Although no specific recommendations were made by the Committee, a number of comments were made by Members details of which were submitted for the information of the Executive.

Details of the Provisional “Settlement Funding Assessment” for 2017/2018 was announced by the Department of Communities and Local Government in late December 2016 with the Final “Settlement Funding Assessment” due to be announced imminently.

Unusually this year there is the prospect of the Council approving its Annual Budget

prior to the Government announcing the Final Settlement. If this is known before this Council meeting a verbal update and related updated recommendations will be provided at the meeting. If the Final Settlement has not been received by 23 February, 2017 Full Council is advised to set the 2017/2018 based on Provisional Settlement information.

Subsequently, any material changes in the Final Settlement will be notified promptly to all Councillors, and any further resulting recommendations will be subject to the budget decision process in line with the Scheme of Delegation and Financial Regulations.

The grant funding from the Government is in line with the confirmed multi-year settlement (2016/2017 to 2019/2020), with the expected reduction in 2017/2018 as shown below – a 46% reduction in General Revenue Grant funding:-

#### General Government Grant

	2016/17 £	2017/18 £	Change £	
Revenue Support Grant (RSG)	1,235,137	644,801	-590,336	-48%
Rural Services Delivery Grant (RSDG)	27,582	22,271	-5,311	-19%
Transition Grant	16,930	16,864	-66	0
<b>Total General Revenue Grant Funding</b>	<b>1,279,649</b>	<b>683,936</b>	<b>-595,713</b>	<b>-46%</b>

The multi-year settlement includes further reductions in subsequent years. The following table summarises how these grants, together with the Business Rates Baseline (BR Baseline) have and are projected to reduce since 2013/2014.

The headline reduction in the Settlement funding position is -14.5% from 2016/2017 to 2017/2018.

#### Settlement Funding

	13/14 £k	14/15 £k	15/16 £k	16/17 £k	17/18 £k	18/19 £k	19/20 £k
RSG	3,556	2,766	1,911	1,235	645	280	0
RSDG	0	0	5	28	22	17	22
Transition Grant	0	0	0	17	17	0	0
BR Baseline	2,366	2,412	2,458	2,478	2,529	2,578	2,605
Government Settlement	5,922	5,178	4,374	3,758	3,213	2,675	2,627

The budget proposals took into account Business Rates Retention where funding had increased by £78,892 in 2017/2018 compared to the last financial year, possible new proposals for the implementation of “100% Business Rates Retention” and the New Homes Bonus (NHB).

With regard to the latter, the provisional NHB Grant for 2017/2018 is £4,034,732, which is £151,421 or 3.9% more than 2016/2017, and £674,549 more than our December estimate which is good news for our growth aspirations funding but unfortunate in terms of the unexpected growth top slice.

The Government had consulted on proposed changes to the funding methodology for NHB, and despite positive housing growth which was higher than previously forecast for budget purposes, a new baseline of 0.4% growth has been introduced



from 2017/2018 which has effectively acted as a top-slice so that the Council only receives grant for growth above 0.4%. In addition the Government has now confirmed that the rolling up of grants has reduced from six to five years in 2017/2018 and then reduces further to four years from 2018/2019. The previous Medium Term Financial Plan (MTFP) forecasts had been prepared on this basis.

Despite the reduction in the level of “reward” for housing growth, the growth trajectory indicates that funding through NHB should remain considerable.

The proposed budget for Taunton Deane contains a proposed Council Tax increase of 3.47% of the basic Council Tax element (£5 on a Band D) for 2017/2018 which will mean that the Band D Council Tax will rise to £149.62 per year. This figure again includes the sum of £1.74 in respect of the Somerset Rivers Authority because it is still unable to raise its own precept. The Band D taxpayer will, therefore, receive all the services provided by the Council in 2017/2018 at a cost of £2.87 per week.

The previous MTFP estimates assumed the Special Expenses Rate (SER) would be subject to a 1.99% increase in 2017/2018.

The Executive is minded to increase the Special Expenses (Unparished Area) precept by 2p on a Band D property, raising an additional £300 whilst still remaining within the £5 Band D referendum trigger level.

The Special Expenses income raised through Council Tax in 2016/2017 is £43,360 which is a Band D Equivalent charge per year of £2.98. In addition, the Unparished Area Budget has received a Council Tax Support (CTS) Grant of £4,020 in 2016/2017 giving a total budget of £47,380.

However, Full Council has previously agreed to reduce the grant funding provided to towns and parishes by 1/3rd in 2016/2017; 1/3rd in 2017/2018 and therefore the CTS grant is expected to be phased out by 2018/2019. Therefore, the proposed budget for 2017/2018 is £46,911.

The 2017/2018 Budget Gap as presented to the Corporate Scrutiny Committee on 8 December 2016 was £403,000. The Provisional Settlement and some other material changes to budget estimates – not least those relating to Pension deficit recovery lump sum increases and Pension contribution rate increases – have significantly increased the Budget Gap to £859,000 in January 2017.

This gap has now been closed as a result of the approved new Fees and Charges, the proposed Council Tax increase, the various savings options, the NHB, the Business Rates Retention and the transfer of funds from the Business Rates Smoothing Reserve. The following table provides a summary of the Budget position for 2017/2018:-

#### **Revenue Budget 2017/2018**

	<b>Budget 2016/17 £</b>	<b>Estimates 2017/18 £</b>
Total Spending on TDBC Services	9,931,503	11,786,444
Somerset Rivers Authority Contribution	67,987	71,067
Revenue Contribution to Capital	482,500	401,500
Capital Debt Repayment Provision (MRP)	180,060	235,060

	<b>Budget 2016/17 £</b>	<b>Estimates 2017/18 £</b>
Interest Costs	0	0
Interest Income	-314,000	-380,875
Parish Precepts	640,320	640,316
Grants to Parishes for CTS	25,980	12,990
Special Expenses	43,360	44,901
Grants to Unparished Area	4,020	2,010
Transfers to/from Earmarked Reserves	3,334,152	1,868,242
Transfer to/from General Reserves	0	0
<b>AUTHORITY EXPENDITURE</b>	<b>14,395,882</b>	<b>14,681,655</b>
Retained Business Rates	-2,959,304	-3,038,286
Revenue Support Grant	-1,235,137	-644,801
Rural Services Delivery Grant	-27,582	-22,271
Transition	-16,930	-16,864
New Homes Bonus	-3,883,310	-4,034,730
Surplus(-)/Deficit on Collection Fund – Council Tax	-130,890	-166,957
Surplus(-)/Deficit on Collection Fund – Business Rates	191,668	38,425
Demand on Collection Fund – Parishes and SER	-683,680	-685,217
<b>Expenditure to be financed by Council Tax</b>	<b>5,582,730</b>	<b>6,039,887</b>
<b>Council Tax raised to fund SRA Contribution</b>	<b>67,987</b>	<b>71,067</b>
Total Council Tax Raised by TDBC	<b>5,650,717</b>	<b>6,110,954</b>
Divided by Council Tax Base	39,072.9	40,843.2
<b>Council Tax @ Band D – Taunton Deane Services</b>	<b>142.88</b>	<b>147.88</b>
<b>Council Tax @ Band D – Somerset Rivers Authority</b>	<b>1.74</b>	<b>1.74</b>
<b>Council Tax @ Band D – TDBC including SRA</b>	<b>144.62</b>	<b>149.62</b>
<b>Cost per week per Band D equivalent</b>	<b>2.77</b>	<b>2.87</b>

It is a requirement for the Council to prepare not only budgets for the following financial year but to also provide indicative figures into future years. The MTFP provides an indication of the expected budget gap going forward into 2017/2018 and beyond and a summary of this position is reflected in the following table:-

#### Revised MTFP Summary as at 9 February 2017

	2016/17 £	2017/18 £	2018/19 £	2019/20 £	2020/21 £	2021/22 £
Services Costs	9,931,503	11,786,444	9,815,874	9,626,814	10,027,695	10,501,781
Net Financing Costs	348,560	255,685	576,680	574,790	572,900	571,010
SRA Contribution	67,987	71,067	0	0	0	0
Special Expenses	43,360	44,901	44,901	44,901	44,901	44,901
CTRS Grants	30,000	15,000	0	0	0	0
Earmarked Reserves-Growth	3,491,331	3,642,752	3,087,363	2,924,490	3,279,861	3,055,236
Earmarked Reserves-Other	-157,179	-1,774,510	52,717	52,720	52,719	52,724
General Reserves	0	0	0	0	0	0
<b>Net Expenditure</b>	<b>13,755,562</b>	<b>14,041,339</b>	<b>13,577,535</b>	<b>13,223,715</b>	<b>13,978,076</b>	<b>14,225,652</b>
Retained Business Rates	-2,959,304	-3,038,286	-3,100,622	-3,012,141	-3,050,613	-3,089,465
Business Rates prior year surplus/deficit	191,668	38,425	0	0	0	0
Revenue Support Grant	-1,235,137	-644,801	-279,788	0	0	0

	2016/17 £	2017/18 £	2018/19 £	2019/20 £	2020/21 £	2021/22 £
Rural Services Delivery Grant	-27,582	-22,271	-17,132	-22,271	-22,271	-22,271
Transitional Grant	-16,930	-16,864	0	0	0	0
New Homes Bonus	-3,883,310	-4,034,730	-3,479,340	-3,316,470	-3,671,840	-3,447,220
Council Tax–TDBC	-5,582,730	-6,039,887	-6,267,772	-6,456,373	-6,650,655	-6,850,746
Council Tax–SRA	-67,987	-71,067	0	0	0	0
Council Tax – Special Expenses	-43,360	-44,901	-44,901	-44,901	-44,901	-44,901
Council Tax prior year surplus/deficit	-130,890	-166,957	0	0	0	0
<b>Net Funding</b>	<b>13,755,562</b>	<b>14,041,339</b>	<b>13,189,555</b>	<b>12,852,156</b>	<b>13,440,280</b>	<b>13,454,603</b>
<b>Budget Gap</b>	<b>0</b>	<b>0</b>	<b>387,980</b>	<b>371,559</b>	<b>537,796</b>	<b>771,049</b>
Budget Gap Increase	0	0	387,980	-16,421	166,237	233,253

The significant pressures leading to the Gap in 2018/2019 are:-

- £387,000 reduction in General Revenue Support funding;
- One-off use of £144,000 Business Rate Retention Smoothing Reserve in 2017/2018 to mitigate volatility in Business Rates funding, collection fund deficit and to balance the budget;
- One-off use of £50,000 earmarked reserves to fund CCTV costs in 2017/2018;
- One-off Council Tax Collection Fund Surplus of £167,000 in 2017/2018;
- £383,000 estimated inflation pressures on pay and contracts; and
- £360,000 phased maintenance costs for The Deane House, mitigated by £355,000 following the decision to fully refurbish the property and to rent space to the Police.

The MTFP position above already includes the projected savings arising through the implementation of the Transformation Business Case. Without these savings the forecast budget gap would be even greater - £2,031,000 per year by 2021/2022.

The General Fund budget includes the trading surplus of £101,000 providing a contribution to the net income for the Council. Any additional surplus will be transferred to the Deane DLO Trading Reserve.

The forecast reserves position of Deane DLO for 2017/2018 remains positive, and provides some resilience to volatility in trading performance and future investment needs.

The draft budget for the Deane Helpline Trading Account had assumed an increase in fees to private customers from £4.99 per week to £5.40 per week and the charge to the Housing Revenue Account (HRA) for Taunton Deane Tenants is increased by £0.06 to £4.49 per week. This was approved by Full Council in December 2016 and, subsequently amended, reduced the budget gap in 2017/2018 by £26,439.

Following the emergence of the increased costs in respect of the Pension Fund Deficit contribution and annual employer contribution increases, the Deane Helpline have revised their fees to reflect this and mitigate the effect on the budget gap. Council is recommended to approve revised fees for private paying customers of

£5.86 per week and the charge to the HRA for Taunton Deane tenants of £4.80 per week.

With regard to General Reserves, the current reserves position is above the recommended minimum (£1,600,000), at £1,913,000. The mid-year forecast for the 2016/2017 budget is a projected underspend of £271,000, which would increase the balance at the year end to £2,184,000, however this is not certain at this stage.

#### **General Reserves Balance 31 March 2017**

	£
Balance Brought Forward 1 April 2016	2,113,085
Supplementary Budget – Transformation Implementation	-200,000
<b>Current Budgeted Balance</b>	<b>1,913,085</b>
2016/17 Projected Outturn Variance – Mid-Year Forecast	271,000
<b>Projected Balance 31 March 2017</b>	<b>2,184,085</b>
Recommended Minimum Balance	1,600,000
Projected Balance above recommended minimum	584,085

The Council's Section 151 Officer has a duty to comment, as part of the budget setting process on the robustness of the budget and the adequacy of reserves. In her response, Shirlene Adam has stated that she believes the Council's reserves to be adequate and the budget estimates used in preparing the 2016/2017 budget to be robust.

It is therefore **recommended** that the General Fund Revenue Budget for 2017/2018 be agreed and that Full Council:-

- (a) Notes the forecast Medium Term Financial Plan and Reserves position, and notes the Section 151 Officer's Robustness Statement as set out in Appendix A of the report considered by the Executive;
- (b) Approve the General Fund Net Revenue Budget 2017/2018 subject to any amendments required as a result of the Final Funding Settlement if received in advance of this meeting, or should the Final Settlement not be received, then based on the Provisional Settlement;
- (c) Approve a Council Tax increase of 3.47% (on the non-SRA element), increasing the Band D tax rate by £5 to £149.62 per year. This comprises £147.88 for services and £1.74 on behalf of the Somerset Rivers Authority;
- (d) Approve an increase to the Special Expenses Precept of 0.7% increasing the Band D rate from £2.98 to £3.00; and
- (e) Approve revised Deane Helpline fees with effect from 1 April 2017 for private paying customers of £5.86 per week and the charge to the Housing Revenue Account for Taunton Deane tenants of £4.80 per week, to mitigate increased pension-related costs. This amounts to an additional £27,000 income for the Deane Helpline Trading Account.

#### **(c) Capital Programme Budget Estimates 2017/2018**

**(These recommendations need to be read in conjunction with the report submitted to the Executive on 9 February 2017 which includes all the details of the proposed Capital Programme.)**

The Executive has also considered the proposed General Fund (GF) and Housing Revenue Account (HRA) Capital Programmes for 2017/2018.

### **2017/2018 General Fund Capital Programme**

The current General Fund Capital Programme in 2016/2017 includes approved projects totalling £11,192,000.

The current capital strategy includes the following basis for prioritising schemes:-

- 1) Business Continuity (corporate/organisational/health and safety);
- 2) Statutory Service Investment (to get statutory minimum/contractual/continuity);
- 3) Growth / Transformation;
- 4) Invest to Save; and
- 5) Other.

The recommended General Fund Capital Programme for 2017/2018 totals £13,750,000 split between Deane DLO Schemes, General Fund Schemes and Growth Schemes.

Funding for capital investment by the Council can come from a variety of sources including:-

- Capital Receipts;
- Grant Funding;
- Capital Contributions (for example from another Local Authority or Section 106 Agreement funding);
- Revenue budgets/reserves (often referred as RCCO – Revenue Contributions to Capital Outlay); and
- Borrowing.

All of the schemes in the Capital Programme can be fully funded through a combination of revenue contributions (DLO and General), capital reserves plus grant funding provided via Somerset County Council. As a result, the Capital Programme which incorporates all of the reported bids is supported by the Executive.

### **Capital Programme for Growth and Regeneration 2017/2018**

In December 2015 the Council approved an allocation £16,600,000 of New Homes Bonus (NHB) funding over the five year period 2016/2017 to 2020/2021, to support its priorities relating to growth and regeneration. A number of 'spend categories' were approved, as follows:-

- Taunton Strategic Flood Alleviation (£3,000,000);
- Major Transport Schemes (£2,500,000);
- Town Centre Regeneration (£2,500,000);
- Employment site enabling and promoting enterprise and innovation (£4,000,000);

- Marketing, promotion and inward investment (£500,000);
- Supporting urban extension delivery (£4,000,000); and
- Preparation of Local Development Orders (£100,000).

At the time it was acknowledged that the profile of spending over the five year period was indicative and would need to be refreshed annually, to ensure that spending plans remained aligned with an evolving picture of external funding secured, opportunities for new funding and new growth priorities.

Having now carried out the above mentioned annual review, a refreshed annual profile of spending on growth is proposed as follows:-

- **Major Transport Schemes** – The overall allocation has increased from £2,500,000 to £3,500,000 mainly due to the need to provide match funding towards major transport improvements at Junction 25 (where major Local Enterprise Partnership funding has been approved) and the Toneway Corridor;
- **Town Centre Regeneration** – The allocation has increased from £2,500,000 to £3,500,000 to enable the delivery of major Town Centre schemes, such as Firepool and Coal Orchard;
- **Employment sites, enterprise and innovation** – No change to the overall allocation (£4,000,000) but a change in profile to reflect the likely spend requirement; and
- **Supporting Urban Extension delivery** – The overall allocation has reduced from £4,000,000 to £2,000,000 due to increased ability to use alternative funding sources such as the Community Infrastructure Levy (CIL), Capacity Funding and planning performance agreements to support delivery.

Following the refresh of the NHB funding forecast (taking account of the proposals within the Provisional Settlement 2017/2018) and housing planning trajectory, there is a projected funding shortfall of £396,000 over the five year period of the plan. This shortfall is considerably less than previous forecasts.

Work on a number of potential options is taking place though to maintain, and potentially increase, the overall funding commitment to delivering growth through a number of sources in addition to NHB, such as:-

- Capacity funding from the Government, where large scale developments (such as urban extensions) may be eligible for support;
- Planning performance agreements and planning fee income; and
- The CIL.

## **2017/2018 Housing Revenue Account (HRA) Capital Programme**

The HRA Capital Programme 2017/2018 totals £9,360,000 and is shown in the table below. This is provided to deliver the prioritised capital investment requirements included in the current Business Plan for the next budget year.

### **Draft HRA Capital Programme 2017/2018**

<b>Project</b>	<b>Total Cost £k</b>
Major Works	6,222
Related Assets	80
Improvements	50
Exceptional Extensive Works	482
Disabled Facilities Grants and Aids and Adaptations	416
Building Services Vehicles	121
Social Housing Development Fund	1,989
<b>Total Proposed HRA Capital Programme 2017/18</b>	<b>9,360</b>

The current five-year HRA Capital Programme includes forecast capital expenditure requirements for the period 2017/2018 to 2021/2022, as identified in the Business Plan.

The programme will be funded from the Major Repairs Reserve (from depreciation), revenue contribution (RCCO), the Social Housing Development Fund and capital receipts (Right to Buy).

The Capital Programme Budget Estimates 2017/2018 were presented to the Corporate Scrutiny Committee on 26 January 2017 for review and comment. No specific amendments to the Budget were formally recommended by the Committee.

**Recommended that:-**

- (a) The new capital schemes of the General Fund Capital Programme Budget of £13,749,816 for 2017/2018 be approved;
- (b) Authority be delegated to the Section 151 Officer to approve adjustments to the 2017/2018 Disabled Facilities Grant Capital Budget to reflect the final grant funding received from the Better Care Fund; and
- (c) The new capital schemes of the Housing Revenue Account Capital Programme of £9,360,000 for 2017/2018 be approved.

## **(ii) Councillor Terry Beale**

### **Housing Revenue Account Estimates 2017/2018**

**(These recommendations need to be read in conjunction with the report submitted to the Executive on 9 February 2017 which includes all the details of the proposed Housing Revenue Account Budget.)**

The Executive has given consideration to the proposed Housing Revenue Account (HRA) estimates for the 2017/2018 Financial Year.

In 2012 Taunton Deane moved away from a national subsidy system to be 'self-financing'. As part of the self-financing agreement, a one-off payment of £85,120,000

was made to the Government, in return for being able to retain all income locally to manage and maintain the housing stock. The total debt in the HRA at the start of self-financing was £99,700,000.

In order to manage the freedoms gained by the HRA through self-financing, a new 30 year Business Plan (2012-2042) was introduced. This set out the Council's overall aims and objectives for Housing Services, as well as laying out plans to manage the increased risks and opportunities.

The Business Plan has been reviewed and updated annually since 2012, but since 2015 there have been many changes in national policies and local aspiration and a full review of the Business Plan was undertaken in 2016. The draft estimates for 2017/2018 therefore reflect the amendments approved in the Business Plan.

### **Business Plan Review 2016**

A full review of the HRA 30 Year Business Plan was approved by Council in July 2016.

This included a number of changes which affected the base budget for 2017/2018. The key amendments are summarised below:-

#### ***2017/2018 Changes in Approved Business Plan***

	£k
<b><u>Impact in 2017/2018 of key changes within the Business Plan</u></b>	
Starting position - balanced budget	0.0
Rents - rent reduction and increase in RTB for Pay to Stay	308.0
Bad Debt Provision (funded from EMR)	288.7
Social Housing Development Fund	185.3
Repairs and Maintenance savings	-166.4
Management savings	-253.0
Community provision	140.0
Provision for repaying borrowing	814.2
Transformation funding	500.0
RCCO	-911.6
Funding from EMRs in 2017/2018 (provision for bad debt and Revenue and Maintenance contracts – Pre-planned Maintenance and electrical testing)	-1,040.1
Inflationary uplifts	374.2
Reduced income assumptions (supporting people contract changes and PV Income due to system sizes)	87.9
Other minor changes	22.3
<b>Position in Business Plan - approved by Council in July 2016 (budgeted transfer from HRA General Reserves)</b>	<b>349.5</b>

Dwelling rents for approximately 5,800 properties provides annual income of approximately £24,000,000 for the HRA.

The Welfare Reform and Work Act 2016 sets out a 1% reduction in social housing rents from 1 April 2016 for four years. For the first year, 2016/2017, supported housing rents were exempt, but all social rents are to be included for the remaining



three years.

During the four year period, rents must be set with at least a 1% reduction. However, each additional 0.5% decrease would reduce the average weekly rent for tenants by £0.42, or £21.84 per year, and decrease dwelling rent income to the HRA by £123,000 per year.

In line with the national rent guidance, the Executive proposes that the average weekly rent for dwellings for 2017/2018 should be set at the guideline rent of £82.52, a decrease of 1.0%, or £0.84 per week.

On becoming vacant, dwellings continue to be re-let at the Formula Rent, a national rent calculation for social housing which is designed to give fair and consistent rents across all social housing in local authority and housing association stock.

Until 2015/2016 increases to rent were allowed for convergence – in order to slowly bring rents in line with the national policy. From 2016/2017 onwards this is no longer allowable for existing tenancies. Currently 70% of tenants have rents below the Formula Rent. Of those with rents below Formula Rent, the average difference is £1.04 per week, or 1.2%. This is equivalent to loss of income of £211,000 per year.

Following the Government deciding not to proceed with its 'Pay to Stay' policy, where tenants with a significant household income would be required to pay additional rent, the assumption as to an increase in Right to Buys (RTBs) has been reduced in the Business Plan from 60 per year, down to 40 for a three year period, reflecting the current level of RTBs. For 2017/2018 this equates to expected additional rental income of £43,000, which increases to £128,000 in 2018/2019, although expected capital receipts from RTB will reduce.

Rent lost through void periods continues to be lower than the 2% allowed in the Business Plan. As such, it is deemed appropriate to reduce the expected void rate to 1% for a two year period increasing the rental expectation in 2017/2018 by £179,000.

These changes give a total forecasted dwelling rent income of £24,500,000.

About 8.3% of HRA income, amounting to £2,200,000 in total, comes from non-dwelling rent (mainly garages, but also shops and land), charges for services and facilities, and contributions to HRA costs from leaseholders and others. The proposed changes to specific budget lines reflect changes agreed by Full Council in the Fees and Charges report on 13 December 2016.

The main areas of spending planned for the 2017/2018 financial year included:-

- Management expenses;
- Maintenance;
- Transformation;
- Rents, rates and other taxes;
- Special services;
- Provision for bad debts;
- Depreciation;
- Debt Management Expenses;
- Repayment of Borrowing and Interest;

- Interest receivable; and
- Social Housing Development Fund.

The following table provides a summary of the main changes to the budget estimates for the HRA Revenue Account since the approval of the HRA Business Plan.

### **HRA Budget 2017/2018 Changes**

	£000s
<b>Position in Business Plan (budgeted transfer from HRA General Reserves)</b>	<b>349.5</b>
<b>Proposals included in this report</b>	
Deduction in rent loss from voids	-179.0
Reduction in rent lost from Right to Buys (due to Pay to Stay)	-43.1
Service charges	-20.4
Garages	-13.0
Leasehold Charges	-50.1
RTB admin contribution	-12.5
R&M Transition Contingency	480.0
Charges from GF and pension deficit (49.2k reported in GF, but most of this was included in inflationary uplift above)	9.5
HRA share of apprentice levy	19.3
Insurance premiums	30.6
Depreciation	-100.5
Investment income	-10.0
Interest payable	-435.5
Increase in employer pension contribution	90.1
Increase in pension deficit contribution	116.3
Increase in support service charges to the HRA due to pension	36.8
Other minor changes	-25.0
<b>Balanced Budget for 2017/18</b>	<b>243.0</b>

The HRA Business Plan recommended that the minimum unearmarked reserve balance for the HRA should be £1,800,000. The reserve balance as at 1 April 2016 was £2,675,000, however with a number of approved changes during the year, the current balance is £2,342,000. This does not include any 2016/2017 forecast variances, or any further supplementary estimates in 2016/2017.

If the HRA budget is approved by Council, the balance would reduce by £243,000, to £2,099,000.

With regard to RTB receipts, the Council had agreed that these receipts would be used to fund new affordable housing. The additional RTB receipts can only account for 30% of spend on new housing, with the remaining 70% coming from other funds such as revenue funding or borrowing.

The full spend on new housing (the 30% RTB funding and 70% Council funding) should be spent within three years of the capital receipt, or the RTB receipt must be returned to Government with interest at 4% over base rate from the date of the receipt.

The additional receipts received in the first two quarters of 2016/2017 total £844,000, which would require total spend of £2,800,000 within three years. If this level continues it can be expected that the annual total spend would need to be in the region of £5,600,000.

Although the provision for the Social Housing Development Fund has been increased in the Business Plan, the annual total budget is £1,900,000, an annual shortfall of £3,700,000. The latest forecast shows that forecasted spend will not be enough to meet the match funding requirements in 2019/2020.

The options that need to be considered are:-

- Increase spend through borrowing – limited to the debt cap;
- Increase spend from revenue – which would lead to reduced service provision as revenue is allocated within the Business Plan;
- Use other Council funding;
- Give grant funding to Housing Associations – providing they match 70% of the funding; or
- Return funding to Government.

The requirement for the funding to be spent within three years does mean that there is flexibility to allocate funding after the capital receipts are retained. However development schemes are likely to have large lead in times and so receipts should be allocated as soon as possible to reduce the risk of having to repay the capital receipt to Government with interest payments.

The Draft Housing Revenue Account Budget was presented to the Corporate Scrutiny Committee on 26 January 2017 for review and comment. Although no specific amendments to the Draft Budget were formally recommended by the Committee, the main comments raised by Members were considered by the Executive.

The Tenant Services Management Board has also considered the proposed HRA Budget.

**Recommended that:-**

- (a) The proposed rent decrease of 1%, with proposed average rents of £82.52 per week in 2017/2018 be approved; and
- (b) The Housing Revenue Account Budget for 2017/2018 be also approved.

# Taunton Deane Borough Council

## Council – 23 February 2017

### Council Tax Setting 2017/2018

#### Report of the Principal Accountant - Corporate

(This matter is the responsibility of the Leader of the Council, Councillor John Williams)

#### 1 Executive Summary

Council is asked to consider and approve the level of Council Tax for 2017/2018.
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#### 2 Purpose

- 2.1 The purpose of this report is for Full Council to approve the calculation and setting of the Council Tax for 2017/18.

#### 3 Background

- 3.1 Under changes to the Local Government Finance Act 1992 introduced through the Localism Act 2011, billing authorities are required to calculate a Council Tax Requirement for the year.

#### 4 Precept Levels

##### Town and Parish Councils

- 4.1 The 2017/18 Town and Parish Council Precepts (including special expenses) are detailed in Appendix C and total £766,134. The increase in the average Band D Council Tax for Town and Parish Councils is 7.20% and results in an average Band D Council Tax figure of £18.76 (£17.50 for 2016/17).

##### Police and Crime Commissioner

- 4.2 The PCC approved its council tax requirement on 8 February 2017. The precept will be £7,425,557.28 which results in a Band D Council Tax of £181.81, an increase of 1.99%. The Precept will be adjusted by a Collection Fund contribution of £183,580.

##### Somerset County Council

- 4.3 The County Council approved its Council Tax requirement on 15 February 2017 and set its precept at £45,939,980.65, adjusted by a Collection Fund contribution of £1,113,928. This is calculated as an increase on base of 1.99% for the general precept and 2% for Adult Social Care and results in a

total Band D Council Tax of £1,124.79. This figure includes a precept of £12.84 (1.25%) in respect of the Somerset Rivers Authority which is unchanged from the 2016/17 precept. Details of the Council Tax charge can be seen in Appendix B.

### **Devon and Somerset Fire and Rescue Authority**

- 4.4 The Devon and Somerset Fire and Rescue Authority approved its Council Tax requirement on 17 February 2017 and set its precept at £3,413,944; an increase of 1.99%, adjusted by a Collection Fund contribution of £82,367. This results in a Band D Council Tax of £81.57 and details can be found in Appendix B to this report.

### **Taunton Deane Borough Council**

- 4.5 Members are being asked to approve a total Council Tax requirement of £6,110,954 for TDBC for 2017/18, which equates to a Band D equivalent of £149.62; a total increase of £5.00 for 2017/18. This incorporates an increase of 3.50% in the Band D basic tax rate element and also includes £1.74 in respect of the Somerset Rivers Authority, which is unchanged from 2016/17.

## **5 Collection Fund Surpluses and Deficits**

- 5.1 The estimated balance on the Council Tax Collection Fund is forecast on 15th January each year. Any surplus or deficit is shared between the County Council, the Police and Crime Commissioner, the Fire Authority and ourselves, in shares relative to our precept levels.
- 5.2 The estimated balance on the Council Tax Collection Fund is a surplus of £1,546,832. Taunton Deane's share of this amounts to £166,957, and this is reflected in the General Fund revenue estimates.

## **6 HR Implications**

- 6.1 None for the purpose of this report.

## **7 Finance Comments**

- 7.1 This is a finance report and there are no additional comments.

## **8 Legal Comments**

- 8.1 The requirement to set the annual determination is set out in the Local Government Finance Act 1992, as amended by the Localism Act 2011, and this report complies with those requirements.

## **9 Links to Corporate Aims, Environmental and Community Safety Implications, Equalities Impact, Risk Management, Partnership Implications**

- 9.1 None for the purpose of this report.

## 10 Recommendations

- 10.1 That Council approve the formal Council Tax Resolution in Appendix A.
- 10.2 That Council notes that if the formal Council Tax Resolution at Appendix A is approved, the total Band D Council Tax will be:

	2016/17	2017/18	Increase
	£	£	%
Taunton Deane Borough Council	142.88	147.88	3.50
Taunton Deane Borough Council - SRA	1.74	1.74	0.00
Somerset County Council	1,048.00	1,069.52	1.99
Somerset County Council – Social Care	20.80	42.43	2.00
Somerset County Council – SRA	12.84	12.84	0.00
Police and Crime Commissioner	178.26	181.81	1.99
Devon & Somerset Fire Authority	79.98	81.57	1.99
<b>Sub-Total</b>	<b>1,484.50</b>	<b>1,537.79</b>	<b>3.59</b>
Town and Parish Council (average)	17.50	18.76	7.20
<b>Total</b>	<b>1,502.00</b>	<b>1,556.55</b>	<b>3.63</b>

### Contact Officer:

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### Council Tax Resolution 2017/18

As per section 10.1 in the main report, the Council is recommended to resolve as follows:

1. That it be noted that on 15 January 2017 the Council calculated the Council Tax Base for 2017/18:
  - (a) for the whole Council area as 40,843.16 [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and,
  - (b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix C.
2. Calculate the Council Tax requirement for the Council's own purposes for 2017/18 (excluding Parish precepts) is £6,110,954.
3. That the following amounts be calculated for the year 2017/18 in accordance with Sections 31 to 36 of the Act:
  - (a) £94,000,387 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils. (*Gross Expenditure including amount required for working balance*)
  - (b) £87,078,398 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act. (*Gross Income including reserves to be used to meet Gross Expenditure*)
  - (c) £6,921,989 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act). (*Total Demand on Collection Fund.*)
  - (d) £169.48 being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts). (*Council Tax at Band D for Borough Including Parish Precepts and Special Expenses*)
  - (e) £811,035 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per the attached Appendix C). (*Parish Precepts and Special Expenses*).

## APPENDIX A

- (f) £149.62 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates. (*Council Tax at Band D for Borough Excluding Parish Precepts and Special Expenses*)
4. To note that Somerset County Council, Avon and Somerset Police and Crime Commissioner, and Devon and Somerset Fire and Rescue Authority will issue precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area.
  5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate provisional amounts shown in the table in Appendix B as the amounts of Council Tax for 2017/18 for each part of its area and for each categories of dwellings (subject to final adjustments to be reported to Full Council).
  6. Determine that the Council's basic amount of Council Tax for 2017/18 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.



## APPENDIX A

### VALUATION BANDS

#### TAUNTON DEANE BOROUGH COUNCIL

A	B	C	D	E	F	G	H
£99.75	£116.37	£133.00	£149.62	£182.87	£216.11	£249.37	£299.24

#### SOMERSET COUNTY COUNCIL

A	B	C	D	E	F	G	H
£749.86	£874.84	£999.81	£1,124.79	£1,374.74	£1,624.70	£1,874.65	£2,249.58

#### POLICE & CRIME COMMISSIONER FOR AVON AND SOMERSET

A	B	C	D	E	F	G	H
£121.21	£141.41	£161.61	£181.81	£222.21	£262.61	£303.02	£363.62

#### DEVON AND SOMERSET FIRE AND RESCUE SERVICES

A	B	C	D	E	F	G	H
£54.38	£63.44	£72.51	£81.57	£99.70	£117.83	£135.95	£163.14

#### AGGREGATE OF COUNCIL TAX REQUIREMENTS

A	B	C	D	E	F	G	H
£1,025.20	£1,196.06	£1,366.93	£1,537.79	£1,879.52	£2,221.25	£2,562.99	£3,075.58

## APPENDIX B

<b>Valuation Bands</b>									
<b>Council Tax Schedule 2017/18</b>	<b>Band A £</b>	<b>Band B £</b>	<b>Band C £</b>	<b>Band D £</b>	<b>Band E £</b>	<b>Band F £</b>	<b>Band G £</b>	<b>Band H £</b>	<b>Band I £</b>
Taunton Deane Borough Council *	98.59	115.02	131.45	147.88	180.74	213.60	246.47	295.76	
Taunton Deane Borough Council (Somerset Rivers Authority) *	1.16	1.35	1.55	1.74	2.13	2.51	2.90	3.48	
Somerset County Council *	713.01	831.85	950.68	1,069.52	1,307.19	1,544.86	1,782.53	2,139.04	
Somerset County Council (Social Care) *	28.29	33.00	37.72	42.43	51.86	61.29	70.72	84.86	
Somerset County Council (Somerset Rivers Authority) *	8.56	9.99	11.41	12.84	15.69	18.55	21.40	25.68	
Police and Crime Commissioner	121.21	141.41	161.61	181.81	222.21	262.61	303.02	363.62	
Devon and Somerset Fire and Rescue Authority *	54.38	63.44	72.51	81.57	99.70	117.83	135.95	163.14	
<b>Totals excluding Parish/Town Precepts</b>	<b>1,025.19</b>	<b>1,196.06</b>	<b>1,366.93</b>	<b>1,537.79</b>	<b>1,879.52</b>	<b>2,221.25</b>	<b>2,562.99</b>	<b>3,075.58</b>	
Average Parish / Town	12.51	14.59	16.67	18.76	22.93	27.09	31.26	37.52	
<b>Total including Average Parish/Town Precept</b>	<b>1,037.70</b>	<b>1,210.65</b>	<b>1,383.60</b>	<b>1,556.55</b>	<b>1,902.45</b>	<b>2,248.35</b>	<b>2,594.25</b>	<b>3,113.10</b>	
<b>Parish: **</b>									
Ash Priors	1,025.19	1,196.06	1,366.93	1,537.79	1,879.52	2,221.25	2,562.99	3,075.58	
Ashbrittle	1,039.75	1,213.05	1,386.34	1,559.63	1,906.21	2,252.80	2,599.38	3,119.26	
Bathealton	1,030.06	1,201.74	1,373.41	1,545.09	1,888.44	2,231.80	2,575.15	3,090.18	
Bishops Hull	1,037.70	1,210.65	1,383.60	1,556.55	1,902.45	2,248.35	2,594.25	3,113.10	
Bishops Lydeard/Cotthelstone	1,051.19	1,226.39	1,401.59	1,576.79	1,927.19	2,277.59	2,627.99	3,153.58	
Bradford on Tone	1,040.41	1,213.81	1,387.21	1,560.62	1,907.42	2,254.22	2,601.03	3,121.23	
Burrowbridge	1,043.39	1,217.29	1,391.19	1,565.09	1,912.89	2,260.69	2,608.48	3,130.18	
Cheddon Fitzpaine	1,045.12	1,219.30	1,393.49	1,567.67	1,916.05	2,264.42	2,612.79	3,135.35	
Chipstable	1,041.14	1,214.66	1,388.19	1,561.71	1,908.76	2,255.80	2,602.85	3,123.42	
Churchstanton	1,042.45	1,216.20	1,389.94	1,563.68	1,911.17	2,258.65	2,606.14	3,127.36	
Combe Florey	1,046.93	1,221.42	1,395.91	1,570.39	1,919.37	2,268.35	2,617.32	3,140.79	
Comeytrowe	1,033.09	1,205.27	1,377.45	1,549.63	1,893.99	2,238.36	2,582.72	3,099.26	
Corfe	1,038.95	1,212.10	1,385.26	1,558.42	1,904.73	2,251.05	2,597.36	3,116.84	
Cotford St Luke	1,042.53	1,216.28	1,390.04	1,563.79	1,911.30	2,258.81	2,606.32	3,127.58	
Creech St Michael	1,053.39	1,228.96	1,404.53	1,580.09	1,931.22	2,282.35	2,633.49	3,160.18	
Durston	1,032.42	1,204.49	1,376.55	1,548.62	1,892.76	2,236.90	2,581.04	3,097.25	
Fitzhead	1,045.42	1,219.66	1,393.89	1,568.13	1,916.60	2,265.08	2,613.55	3,136.26	
Halse	1,037.54	1,210.46	1,383.38	1,556.31	1,902.15	2,248.00	2,593.85	3,112.61	
Hatch Beauchamp	1,041.68	1,215.30	1,388.91	1,562.52	1,909.75	2,256.98	2,604.21	3,125.05	
Kingston St Mary	1,036.84	1,209.65	1,382.46	1,555.26	1,900.88	2,246.49	2,592.11	3,110.53	
Langford Budville	1,044.57	1,218.67	1,392.76	1,566.86	1,915.05	2,263.24	2,611.43	3,133.72	
Lydeard St Lawrence/Tolland	1,038.05	1,211.06	1,384.07	1,557.08	1,903.10	2,249.12	2,595.13	3,114.16	
Milverton	1,048.02	1,222.69	1,397.35	1,572.02	1,921.36	2,270.70	2,620.04	3,144.05	
Neroche	1,037.16	1,210.02	1,382.88	1,555.74	1,901.46	2,247.18	2,592.90	3,111.49	
North Curry	1,041.17	1,214.69	1,388.22	1,561.75	1,908.81	2,255.86	2,602.92	3,123.50	
Norton Fitzwarren	1,042.98	1,216.81	1,390.64	1,564.47	1,912.13	2,259.80	2,607.46	3,128.95	
Nynehead	1,038.53	1,211.62	1,384.70	1,557.79	1,903.97	2,250.14	2,596.32	3,115.58	
Oake	1,036.34	1,209.06	1,381.78	1,554.51	1,899.95	2,245.40	2,590.85	3,109.02	
Otterford	1,025.19	1,196.06	1,366.93	1,537.79	1,879.52	2,221.25	2,562.99	3,075.58	
Pitminster	1,036.28	1,208.99	1,381.71	1,554.42	1,899.85	2,245.27	2,590.70	3,108.84	
Ruishton/Thornfalcon	1,049.40	1,224.30	1,399.20	1,574.10	1,923.91	2,273.71	2,623.51	3,148.21	
Sampford Arundel	1,056.35	1,232.41	1,408.47	1,584.53	1,936.65	2,288.76	2,640.88	3,169.06	
Staplegrave	1,032.22	1,204.26	1,376.29	1,548.33	1,892.40	2,236.48	2,580.55	3,096.66	
Stawley	1,036.67	1,209.45	1,382.22	1,555.00	1,900.56	2,246.11	2,591.67	3,110.00	
Stoke St Gregory	1,044.23	1,218.27	1,392.31	1,566.35	1,914.43	2,262.50	2,610.58	3,132.70	
Stoke St Mary	1,035.52	1,208.10	1,380.69	1,553.28	1,898.45	2,243.62	2,588.79	3,106.55	
Taunton	1,027.19	1,198.39	1,369.59	1,540.79	1,883.19	2,225.59	2,567.99	3,081.58	
Trull	1,043.28	1,217.16	1,391.04	1,564.92	1,912.68	2,260.44	2,608.20	3,129.84	
Wellington	1,051.86	1,227.17	1,402.48	1,577.79	1,928.41	2,279.03	2,629.65	3,155.58	
Wellington Without	1,038.54	1,211.63	1,384.73	1,557.82	1,904.00	2,250.18	2,596.36	3,115.63	
West Bagborough	1,039.25	1,212.45	1,385.66	1,558.87	1,905.29	2,251.70	2,598.12	3,117.74	
West Buckland	1,037.09	1,209.94	1,382.78	1,555.63	1,901.33	2,247.03	2,592.72	3,111.27	
West Hatch	1,036.70	1,209.48	1,382.26	1,555.04	1,900.61	2,246.17	2,591.74	3,110.09	
West Monkton	1,044.14	1,218.16	1,392.18	1,566.20	1,914.25	2,262.29	2,610.34	3,132.41	
Wiveliscombe	1,049.01	1,223.84	1,398.68	1,573.51	1,923.18	2,272.85	2,622.52	3,147.03	

## APPENDIX C

## TOWN AND PARISH COUNCIL PRECEPTS

Parish/Town Council	2016/17			2017/18			Council Tax Increase
	Tax Base	Precept Levied	Council Tax Band D	Tax Base	Precept Levied	Council Tax Band D	
		£	£		£	£	
Ash Priors	82.03	-	-	79.67	-	-	0.00%
Ashbrittle	92.69	2,000	21.58	94.01	2,053	21.84	1.21%
Bathealton	83.53	500	5.99	89.05	650	7.30	21.94%
Bishops Hull	1,119.27	21,000	18.76	1,136.89	21,328	18.76	-0.01%
Bishops Lydeard/Cothelstone	1,090.84	40,361	37.00	1,131.59	44,132	39.00	5.41%
Bradford on Tone	300.13	7,000	23.32	306.68	7,000	22.83	-2.14%
Burrowbridge	198.39	5,500	27.72	201.47	5,500	27.30	-1.53%
Cheddon Fitzpaine	619.18	15,317	24.74	633.46	18,929	29.88	20.80%
Chipstable	131.43	2,397	18.24	131.97	3,156	23.92	31.14%
Churchstanton	356.92	9,059	25.38	363.47	9,410	25.89	2.01%
Combe Florey	121.59	2,500	20.56	122.69	4,000	32.60	58.57%
Comeytrove	1,980.74	23,452	11.84	2,019.81	23,915	11.84	0.00%
Corfe	133.53	2,500	18.72	133.32	2,750	20.63	10.17%
Cotford St Luke	772.68	19,025	24.62	780.75	20,300	26.00	5.60%
Creech St Michael	970.19	41,397	42.67	1,091.37	46,165	42.30	-0.86%
Durston	55.23	600	10.86	55.39	600	10.83	-0.29%
Fitzhead	115.10	3,600	31.28	118.66	3,600	30.34	-3.00%
Halse	144.59	2,800	19.37	140.42	2,600	18.52	-4.39%
Hatch Beauchamp	262.20	4,000	15.26	262.82	6,500	24.73	62.12%
Kingston St Mary	433.96	5,508	12.69	461.36	8,061	17.47	37.66%
Langford Budville	228.59	6,840	29.92	235.31	6,840	29.07	-2.86%
Lydeard St Lawrence/Tolland	210.55	4,061	19.29	210.12	4,053	19.29	0.01%
Milverton	579.03	14,000	24.18	584.24	20,000	34.23	41.58%
Neroche	247.61	4,446	17.96	247.67	4,446	17.95	-0.02%
North Curry	700.82	16,463	23.49	722.57	17,312	23.96	1.99%
Norton Fitzwarren	988.39	26,390	26.70	1,139.35	30,400	26.68	-0.07%
Nynehead	162.74	3,300	20.28	165.00	3,300	20.00	-1.37%
Oake	320.55	5,000	15.60	317.06	5,300	16.72	7.17%
Otterford	176.74	-	-	186.45	-	-	0.00%
Pitminster	473.86	7,950	16.78	479.45	7,973	16.63	-0.88%
Ruishton/Thornfalcon	578.03	14,369	24.86	584.09	21,210	36.31	46.08%
Sampford Arundel	123.79	5,000	40.39	128.38	6,000	46.74	15.71%
Staplegrove	789.84	13,000	16.46	806.61	8,500	10.54	-35.97%
Stawley	139.18	2,400	17.24	139.45	2,400	17.21	-0.19%
Stoke St Gregory	361.27	9,940	27.51	367.69	10,500	28.56	3.79%
Stoke St Mary	205.69	3,236	15.73	208.98	3,236	15.48	-1.57%
Taunton	14,550.91	43,362	2.98	14,966.85	44,901	3.00	0.67%
Trull	1,000.79	27,000	26.98	1,068.96	29,000	27.13	0.56%
Wellington	4,652.51	186,100	40.00	5,012.27	200,490	40.00	0.00%
Wellington Without	304.45	6,000	19.71	307.12	6,150	20.02	1.61%
West Bagborough	162.47	3,500	21.54	166.05	3,500	21.08	-2.16%
West Buckland	423.89	7,562	17.84	432.70	7,720	17.84	0.01%
West Hatch	131.14	2,330	17.77	135.06	2,330	17.25	-2.90%
West Monkton	1,441.55	36,485	25.31	1,757.15	49,923	28.41	12.26%
Wiveliscombe	1,054.25	26,428	25.07	1,119.72	40,000	35.72	42.50%
<b>Totals</b>	<b>39,072.86</b>	<b>683,678</b>	<b>17.50</b>	<b>40,843.16</b>	<b>766,134</b>	<b>18.76</b>	<b>7.20%</b>

## APPENDIX C

## TOWN AND PARISH COUNCIL PRECEPTS

Parish/Town Council	2016/17			2017/18			Council Tax Increase
	Tax Base	Precept Levied	Council Tax Band D	Tax Base	Precept Levied	Council Tax Band D	
		£	£		£	£	
Ash Priors	82.03	-	-	79.67	-	-	0.00%
Ashbrittle	92.69	2,000	21.58	94.01	2,053	21.84	1.21%
Bathealton	83.53	500	5.99	89.05	650	7.30	21.94%
Bishops Hull	1,119.27	21,000	18.76	1,136.89	21,328	18.76	-0.01%
Bishops Lydeard/Cothelstone	1,090.84	40,361	37.00	1,131.59	44,132	39.00	5.41%
Bradford on Tone	300.13	7,000	23.32	306.68	7,000	22.83	-2.14%
Burrowbridge	198.39	5,500	27.72	201.47	5,500	27.30	-1.53%
Cheddon Fitzpaine	619.18	15,317	24.74	633.46	18,929	29.88	20.80%
Chipstable	131.43	2,397	18.24	131.97	3,156	23.92	31.14%
Churchstanton	356.92	9,059	25.38	363.47	9,410	25.89	2.01%
Combe Florey	121.59	2,500	20.56	122.69	4,000	32.60	58.57%
Comeytrove	1,980.74	23,452	11.84	2,019.81	23,915	11.84	0.00%
Corfe	133.53	2,500	18.72	133.32	2,750	20.63	10.17%
Cotford St Luke	772.68	19,025	24.62	780.75	20,300	26.00	5.60%
Creech St Michael	970.19	41,397	42.67	1,091.37	46,165	42.30	-0.86%
Durston	55.23	600	10.86	55.39	600	10.83	-0.29%
Fitzhead	115.10	3,600	31.28	118.66	3,600	30.34	-3.00%
Halse	144.59	2,800	19.37	140.42	2,600	18.52	-4.39%
Hatch Beauchamp	262.20	4,000	15.26	262.82	6,500	24.73	62.12%
Kingston St Mary	433.96	5,508	12.69	461.36	8,061	17.47	37.66%
Langford Budville	228.59	6,840	29.92	235.31	6,840	29.07	-2.86%
Lydeard St Lawrence/Tolland	210.55	4,061	19.29	210.12	4,053	19.29	0.01%
Milverton	579.03	14,000	24.18	584.24	20,000	34.23	41.58%
Neroche	247.61	4,446	17.96	247.67	4,446	17.95	-0.02%
North Curry	700.82	16,463	23.49	722.57	17,312	23.96	1.99%
Norton Fitzwarren	988.39	26,390	26.70	1,139.35	30,400	26.68	-0.07%
Nynehead	162.74	3,300	20.28	165.00	3,300	20.00	-1.37%
Oake	320.55	5,000	15.60	317.06	5,300	16.72	7.17%
Otterford	176.74	-	-	186.45	-	-	0.00%
Pitminster	473.86	7,950	16.78	479.45	7,973	16.63	-0.88%
Ruishton/Thornfalcon	578.03	14,369	24.86	584.09	21,210	36.31	46.08%
Sampford Arundel	123.79	5,000	40.39	128.38	6,000	46.74	15.71%
Staplegrove	789.84	13,000	16.46	806.61	8,500	10.54	-35.97%
Stawley	139.18	2,400	17.24	139.45	2,400	17.21	-0.19%
Stoke St Gregory	361.27	9,940	27.51	367.69	10,500	28.56	3.79%
Stoke St Mary	205.69	3,236	15.73	208.98	3,236	15.48	-1.57%
Taunton	14,550.91	43,362	2.98	14,966.85	44,901	3.00	0.67%
Trull	1,000.79	27,000	26.98	1,068.96	29,000	27.13	0.56%
Wellington	4,652.51	186,100	40.00	5,012.27	200,490	40.00	0.00%
Wellington Without	304.45	6,000	19.71	307.12	6,150	20.02	1.61%
West Bagborough	162.47	3,500	21.54	166.05	3,500	21.08	-2.16%
West Buckland	423.89	7,562	17.84	432.70	7,720	17.84	0.01%
West Hatch	131.14	2,330	17.77	135.06	2,330	17.25	-2.90%
West Monkton	1,441.55	36,485	25.31	1,757.15	49,923	28.41	12.26%
Wiveliscombe	1,054.25	26,428	25.07	1,119.72	40,000	35.72	42.50%
<b>Totals</b>	<b>39,072.86</b>	<b>683,678</b>	<b>17.50</b>	<b>40,843.16</b>	<b>766,134</b>	<b>18.76</b>	<b>7.20%</b>

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		£	£		£	£	
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Ashbrittle	92.69	2,000	21.58	94.01	2,053	21.84	1.21%
Bathealton	83.53	500	5.99	89.05	650	7.30	21.94%
Bishops Hull	1,119.27	21,000	18.76	1,136.89	21,328	18.76	-0.01%
Bishops Lydeard/Cothelstone	1,090.84	40,361	37.00	1,131.59	44,132	39.00	5.41%
Bradford on Tone	300.13	7,000	23.32	306.68	7,000	22.83	-2.14%
Burrowbridge	198.39	5,500	27.72	201.47	5,500	27.30	-1.53%
Cheddon Fitzpaine	619.18	15,317	24.74	633.46	18,929	29.88	20.80%
Chipstable	131.43	2,397	18.24	131.97	3,156	23.92	31.14%
Churchstanton	356.92	9,059	25.38	363.47	9,410	25.89	2.01%
Combe Florey	121.59	2,500	20.56	122.69	4,000	32.60	58.57%
Comeytrove	1,980.74	23,452	11.84	2,019.81	23,915	11.84	0.00%
Corfe	133.53	2,500	18.72	133.32	2,750	20.63	10.17%
Cotford St Luke	772.68	19,025	24.62	780.75	20,300	26.00	5.60%
Creech St Michael	970.19	41,397	42.67	1,091.37	46,165	42.30	-0.86%
Durston	55.23	600	10.86	55.39	600	10.83	-0.29%
Fitzhead	115.10	3,600	31.28	118.66	3,600	30.34	-3.00%
Halse	144.59	2,800	19.37	140.42	2,600	18.52	-4.39%
Hatch Beauchamp	262.20	4,000	15.26	262.82	6,500	24.73	62.12%
Kingston St Mary	433.96	5,508	12.69	461.36	8,061	17.47	37.66%
Langford Budville	228.59	6,840	29.92	235.31	6,840	29.07	-2.86%
Lydeard St Lawrence/Tolland	210.55	4,061	19.29	210.12	4,053	19.29	0.01%
Milverton	579.03	14,000	24.18	584.24	20,000	34.23	41.58%
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Nynehead	162.74	3,300	20.28	165.00	3,300	20.00	-1.37%
Oake	320.55	5,000	15.60	317.06	5,300	16.72	7.17%
Otterford	176.74	-	-	186.45	-	-	0.00%
Pitminster	473.86	7,950	16.78	479.45	7,973	16.63	-0.88%
Ruishton/Thornfalcon	578.03	14,369	24.86	584.09	21,210	36.31	46.08%
Sampford Arundel	123.79	5,000	40.39	128.38	6,000	46.74	15.71%
Staplegrove	789.84	13,000	16.46	806.61	8,500	10.54	-35.97%
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Trull	1,000.79	27,000	26.98	1,068.96	29,000	27.13	0.56%
Wellington	4,652.51	186,100	40.00	5,012.27	200,490	40.00	0.00%
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West Buckland	423.89	7,562	17.84	432.70	7,720	17.84	0.01%
West Hatch	131.14	2,330	17.77	135.06	2,330	17.25	-2.90%
West Monkton	1,441.55	36,485	25.31	1,757.15	49,923	28.41	12.26%
Wiveliscombe	1,054.25	26,428	25.07	1,119.72	40,000	35.72	42.50%
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Pitminster	473.86	7,950	16.78	479.45	7,973	16.63	-0.88%
Ruishton/Thornfalcon	578.03	14,369	24.86	584.09	21,210	36.31	46.08%
Sampford Arundel	123.79	5,000	40.39	128.38	6,000	46.74	15.71%
Staplegrove	789.84	13,000	16.46	806.61	8,500	10.54	-35.97%
Stawley	139.18	2,400	17.24	139.45	2,400	17.21	-0.19%
Stoke St Gregory	361.27	9,940	27.51	367.69	10,500	28.56	3.79%
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Wiveliscombe	1,054.25	26,428	25.07	1,119.72	40,000	35.72	42.50%
<b>Totals</b>	<b>39,072.86</b>	<b>683,678</b>	<b>17.50</b>	<b>40,843.16</b>	<b>766,134</b>	<b>18.76</b>	<b>7.20%</b>

# **Full Council Meeting – 23 February 2017**

## **Report of Councillor John Williams – Leader of the Council**

### **1. Creating a New Council**

#### **Public Consultation**

- 1.1 A series of roadshows have been held to enable people to ask questions, voice opinions and get the information they need about the new Council proposal. These have been of mixed success from location to location but have at least provided yet another outlet for people to visit and raise awareness of our proposals.
- 1.2 In addition, we have conducted a number of targeted presentations by inviting Town Councils, Parish Councils and community groups to sessions that set out the basis of our proposals followed by a question and answer session. These again have seen varied attendance considering the number of specific invitations sent out.
- 1.3 The consultation period runs until the 28 February 2017 and at present we have 353 responses from the community and a further 13 written submissions from partners and stakeholders including Somerset County Council, Mendip, Sedgemoor and South Somerset District Councils, Parish Councils and Knightstone HA, with several more on the way.
- 1.4 All responses will be listed and submitted to the Secretary of State for consideration as part of the evidence base before a final decision is made by the Secretary of State. We are aiming to make our formal submission for consideration by late April 2017.

### **2. Budget**

- 2.1 As considered earlier at this meeting, besides setting a balanced budget without using General Fund Reserves we are planning to maintain ambitious investment plans despite a continuing squeeze in funding as follows.
- 2.2 Pledging to invest in growth and development schemes to boost the local economy, using money generated by new housing – the New Homes Bonus.
- 2.3 Up to £16,600,000 has been promised for growth and development funding over five years and this commitment will continue despite pressures on public finance.
- 2.4 The spending would be spread across the five years and include:-
  - Taunton Strategic Flood Alleviation (£3,000,000);
  - Major Transport Schemes (£2,500,000);

- Town Centre Regeneration (£2,500,000);
  - Employment site enabling and promoting enterprise and innovation (£4,000,000);
  - Marketing, promotion and inward investment (£500,000);
  - Supporting urban extension delivery (£4,000,000); and
  - Preparation of Local Development Orders (£100,000).
- 2.5 Part of the planned funding will be used to bring forward the planned major employment site adjacent to Junction 25 on the M5. It is anticipated this site alone will generate 4,000 jobs - a major boost to the Taunton Deane economy.
- 2.6 This, despite the fact that Taunton Deane Borough Council has seen its core funding cut by 37% over the past three years and the coming year – 2017/2018 – will see further substantial reductions. In all, over the years between 2013/2014 and 2019/2020 funding will have reduced by some £3,300,000 which is a cut of 55% (61% in real terms).
- 2.7 General Revenue Support funding through the Revenue Support Grant, Rural Services Grant and Transitional Grant in 2017/2018 is reduced by £596,000 (47%) compared to the previous year.
- 2.8 Pension costs are also due to increase by some £450,000 in the General Fund due to pressures in the uncertain financial markets.
- 2.9 All the above added pressures on top of a really tight budget but, notwithstanding these cost restraints, we can all take pride in the fact that throughout the recession and continuing reductions in funding, we are still maintaining the desirable front line services so valued by our community.
- 2.5 As an illustration of this see Appendix A showing how the cost of administration and back office services have decreased but delivery of our community services have been maintained and recently slightly increased. No mean achievement in these very difficult times.

### **3. The Future of The Deane House**

- 3.1 On 6 January 2017, Councillors agreed to recommendations to progress with the project to create fit for purpose office accommodation for staff and Members and to let surplus space.
- 3.2 As a Council we no longer need the space we required when The Deane House was built 30 years ago. In fact, we only require about one third of the space we did. This is in line with many local authorities and private sector businesses across the country who have rationalised their accommodation to embrace modern ways of working. The Deane House project is a very visible symbol to staff and others that the way we work will radically change.



- 3.3 Avon and Somerset Police confirmed The Deane House as its preferred location for Taunton's local Policing and Response Teams after identifying Taunton Police Station for closure as part of its estates strategy. The Police will move into a substantial part of The Deane House to create a new Taunton Police Station with Enquiry Office but there would still be room for partners in the public or private sector. This well and truly defeats the myth that Taunton has lost its Police Station. It never has been without a Police Station and this now guarantees it for the foreseeable future.
- 3.4 The aim is to fully let the remaining floor space and that will deliver a £2,400,000 saving on Taunton Deane's planned cost of running the building over a period of 10 years. We will also be protecting a valuable asset for generations to come as not only will we be keeping it as a capital asset (saving the family silver) but we will be maintaining it as well as preserving its value.

#### **4. Phase 2 Rural High Speed Broadband**

- 4.1 The information below was taken off Gigaclear web site when investigating availability in my home village. If rural, do check your own availability, it is simple to do just by entering a postcode:-

"Gigaclear and Connecting Devon and Somerset (CDS) are working together to bring the UK's fastest broadband to your community. Gigaclear will be installing a new, pure fibre-to-the-premises broadband network in your area over the next 3 years bringing speeds from 50Mbps up to 1000Mbps to properties in the area. Currently, Gigaclear and CDS are finalising the coverage area and the rollout schedule which should be confirmed during March/April 2017. In the meantime, you may register your interest by clicking the button below. This does not commit you to anything, it just allows Gigaclear, who will be building the network, to keep you informed on progress with the rollout."

<https://www.gigaclear.com/postcode-checker/>

- 4.2 If of interest, please do try the link to the post code checker above for your own property and check the position in respect of your home or business, please also do register an interest.....it is without commitment!

#### **5. Garden Town Status**

- 5.1 Taunton Deane Borough Council's bid for Garden Town Status was unveiled on 3 January 2017 and recognises Taunton Deane's strategy to deliver major regeneration in the town centre, new sustainable communities, improved transport and supporting infrastructure, marrying development with access to green spaces.
- 5.2 Taunton Deane has been awarded the substantial sum of £350,000 to cover the master planning costs and identify the important infrastructure requirements. This will be a major benefit in seeking capital funding from the

£2.3 billion announced by the Government to support the creation of Garden Towns and Villages.

- 5.3 Development will centre on urban extensions already identified – Monkton Heathfield, Comeytrowe/Trull and Staplegrove.
- 5.4 Planning for the new communities has identified opportunities to improve access to the surrounding countryside and link green space to housing/ employment sites through country parks, community woodland and recreation areas.
- 5.5 The Council has been working closely with partners, including Somerset County Council, on the bid and news of its success has been widely welcomed. Garden Town status will contribute to the support we need to deliver the vision and supporting infrastructure. This is a huge recognition of Taunton, its aims and its place as a key player in the South West.

## **6. Coal Orchard and Taunton Town Centre Enhancement**

- 6.1 No doubt full details will be in Councillor Edwards' report but I would add I am pleased to know the following are being progressed.
- 6.2 Coal Orchard – Determination of the planning application is anticipated by the March Planning Committee for this important town centre site and its development is an important link between Firepool and the existing retail area of the town centre.
- 6.3 Plans have been drawn up for the existing town centre enhancement that shows further pedestrianisation of some streets. This has been the subject of an initial public consultation process but is now scheduled for full pre-application consultation as recently announced. This will be the opportunity for traders and the public to have their say on these exciting proposals to enhance the retail area and improve the environment for our shoppers and visitors.
- 6.4 We now have free Wifi in the Town Centres of Taunton, Wellington and Wiveliscombe which increases the connectivity of these three places. Search for Moretaunton, MoreWellington or MoreWivey when you are visiting these towns. The W-fi will link to existing local sites to help traders and consumers alike.
- 6.5 By Christmas 2017 we should be seeing major changes in our car parking charging and promotion. The introduction of "Pay on Exit" from our major car parks and "Vehicle Message Signing" to assist with the location of parking spaces on the approach to the centre. These are much needed improvements that are regarded as essential by the retailers to improve the visitor experience. Yet more planning and investing for the future.

## **7. Firepool**

- 7.1 We have been working closely with our partners and their architects in order to provide a viable and deliverable scheme that responds to the concerns raised previously.
- 7.2 The scheme now being finalised will contain a very similar mix and quantum of uses as proposed previously but with key changes in relation to format and quality of car parking and the introduction of activity along both sides of the central pedestrian boulevard through the site, connecting Firepool to the Railway Station and the existing Town Centre.
- 7.3 A fresh planning application is anticipated in the coming weeks, which will be subject to full consideration

**And finally.....**

I had the pleasure of being invited to a Conquest Riding Centre launch of a new promotional video. They are an organisation that exists purely on public donations and what a fantastic amount of good they do. Anyone attending and hearing direct from parents and users of the Conquest Centre could not fail to be moved by the impact they have on people's lives and the fulfilment it brings to those being helped or the helpers. A fantastic organisation that we can be proud to have here in Taunton Deane.

Councillor John Williams

# Council Meeting – 23 February 2017

## Report of Councillor Mrs Jane Warmington - Community Leadership

*The strategic vision for Taunton Deane's most disadvantaged areas, is that residents lives will improve significantly and that these priority areas will look better, feel safer and in the future place a more proportionate demand on public services. These services will be delivered in urban areas through co-ordinated, frontline, problem-solving, multiagency teams of individuals providing early help and based together in these areas. Rural parishes with more scattered communities will be helped to access services through community centres and local village agents identifying, signposting and supporting isolated residents to get the help they need. Urban priority areas need excellent education and health facilities close by which are then accessible to all, if we are to build independence, resilience and raise aspirations in individuals, families and communities, to sustain improvements and reduce the need and costs of intervention in the future.*

### **1. The Policing and Crime Act 2017**

- 1.1 The Policing and Crime Act received Royal Assent on Tuesday, 31 January 2017. This further reforms policing and enables important changes to the governance of fire and rescue services. The changes should build capability, improve efficiency, increase public confidence and further enhance local accountability.
- 1.2 The main provisions will overhaul Police complaints and disciplinary systems to increase accountability; will further safeguard children and young people from sexual exploitation; and ensure emergency services work together to improve their services.
- 1.3 Where a local case is made, Crime Commissioners may take on responsibility for Fire and Rescue Services. Avon and Somerset Police will be sharing their headquarters at Portishead with Avon Fire and Rescue Service from July although governance arrangements still remain separate (they are the only coterminous Fire Authority).
- 1.4 For more details please refer to <https://www.gov.uk/government/collections/policing-and-crime-bill>.

### **2. New Text Number to help combat Rural Crime - 81819**

- 2.1 Avon and Somerset Police are trialling a new text service for three months to help prevent and detect rural crime and are asking rural communities and businesses to help by providing information and intelligence about suspected crime in their area.
- 2.2 The new number will allow the public to text information directly to the Rural Crime Team, who will be able to assess and action the intelligence quickly and efficiently. The number will not be monitored all the time but the team will be looking at it when they are on duty. It therefore should not be used for reporting crimes.

- 2.3 Many people who belong to the Farm Watch Scheme wanted a facility to be able to pass on information and respond to messages quickly, and the new number will allow that.
- 2.4 The Rural Crime Team want to hear from anyone who has information about any suspicious or potentially criminal activity in their area. For example, details of people and/or vehicles seen behaving suspiciously, potentially stolen goods or livestock being offered for sale either to the public or at markets, and to report sightings of stolen vehicles they have put out an alert for. Anyone can use the text if they have information about rural or agricultural crime in their area. It is not just for Farm Watch members.

### **3. A&SPIRE (Changes for More Effective Policing)**

- 3.1 Last autumn, Avon and Somerset Police and the Commissioner started work to match resources more closely with the changing criminal landscape, increasingly complex demands and the aspirations of the new Police and Crime Plan. This work, overseen by the Chief Constable, is now ready to share with partners although it is subject to formal staff consultation. Letters from the Commissioner and Chief Constable have recently been shared with all Council Members.
- 3.2 This has resulted in a new operational framework for the force based on four functional (and nationally recognised) directorates each headed up by a Chief Superintendent. This should also support any future collaboration with other forces.
- 3.3 The Neighbourhood and Partnership Directorate brings together all the frontline community problem solving and early intervention capability of the Police under one umbrella for partners to work more effectively with to tackle challenges within our communities. The proposals achieve efficiencies and savings without the need for any reduction in frontline Police Officers or PCSOs over the next four years.
- 3.4 This directorate is particularly welcomed and has formed around the learning from the Halcon One Team model pioneered and developed with us here in Taunton Deane and adopted elsewhere across the force as best practice by Neighbourhood Teams who want to work most effectively with partners in challenging areas.
- 3.5 Chief Superintendent Ian Wylie who heads up this directorate spent two years as our Superintendent and was a great supporter of One Team working as is his successor Superintendent Mike Prior. We look forward to welcoming the Police when they relocate Taunton Police Station to The Deane House which will be fully refurbished by next Spring.

### **4. 101**

- 4.1 This non-emergency Police telephone line has improved a lot and the majority of people 'phoning the Police now use it with less than four percent abandoning their call (this has dropped from ten percent over the last twelve months and continues to reduce).
- 4.2 There is still misuse of both numbers (999 and 101). The Commissioner gave a recent example of a mother who rang 101 as she was trying and failing to get her

seven year old son to have a bath; and a drunk who rang both numbers seventy times in one night; both unnecessarily tying up the switchboard.

## 5. Fraud and Cyber Crime

- 5.1 We are as likely to be a victim of online/ cyber crime as nearly all other types of crime added together. Those who try to defraud us are professional criminals and very plausible. We need to be very sceptical when we are contacted by email or telephone. This can be worrying and off putting for those less familiar with using information technology which can be a fantastic tool and a wonderful companion. It is something we must be mindful of.
- 5.2 The most recent profile of fraud and cyber-crime offences in the Avon and Somerset Area has seen a ten percent increase over the previous six months. This equates to over five thousand reports of crimes to Action Fraud, with an estimated economic loss to victims of £9,500,000. The majority of victims were female and aged between 50 to 69 years of age. Avon and Somerset is ranked as the twelfth highest force for reported frauds (up one place from the last reporting period).
- 5.3 Avon and Somerset Police have been looking into operational options to address this and in April are introducing a model of vulnerable victim safeguarding which has been used by Sussex Police Force for a number of years and evaluated by Her Majesty's Inspectorate of Constabularies. It is now identified as best practice in the delivery of protective services for vulnerable victims of fraud.
- 5.4 Two new roles have been created using Police staff investigators (so not Police Officers) to sit within the Economic Crime Team. These investigators will have access to the Action Fraud data on a daily basis and will assess victims against a vulnerability matrix to identify their need for enhanced protective support. These victims will then be referred to the local Neighbourhood Teams, who will make or facilitate home visits to give specialist prevention and educational support. A training programme for Beat Team Officers is underway for staff who will be carrying out these visits.
- 5.5 Prevention is the only really practical way to defeat fraud and online (cyber) crime. Avon and Somerset Police undertake preventative and educational anti-fraud activity on a rolling basis in partnership with <https://www.getsafeonline.org> (where lots of good advice can be found) and by using Police support volunteers to visit the most vulnerable.
- 5.6 Action Fraud [www.actionfraud.police.uk](http://www.actionfraud.police.uk) is the UK's Fraud and Cyber Crime Report Centre. You can also sign up to Action Fraud Alert for news of current online scams in your area.
- 5.7 Last week saw the official opening of the new National Cyber Security Centre (NCSC) in London which is a dedicated part of GCHQ. It will provide a single authority on cyber security offering advice, guidance and support to the Government and British businesses large and small. It aims to transform our cyber defence and deterrence capability. Nearly all our critical services connected to the Internet and benefit from being more dynamic, more cost-effective and more responsive but this comes with vulnerabilities which must be properly guarded

against. The guidance the NCSC delivers will underpin our online prosperity for the future.

## **6. Facebook Live Events with the Commissioner and Chief Constable**

- 6.1 The Commissioner began bi-monthly Facebook live videos between herself and the Chief Constable in September last year. The first video had over 3,100 views and reached 9,800 people. Topics included hate crime, recruitment and mental health.
- 6.2 The second live video in November included discussions on Police Officer assaults, domestic abuse, modern slavery and Police Stations and had over 4,200 views.
- 6.3 The latest Facebook Live event took place in January and included discussions on use of tasers, body worn video cameras, fraud and rural crime and so far has had 2,300 views. These are informative and are listed under 'videos' on 'Avon and Somerset Police and Crime Commissioner' Facebook page.

## **7. Safely Passing Cyclists in a Car**

- 7.1 Allowing one and a half metres or more space to pass a cyclist in a car is considered safe and the Police are watching out for motorists who pass by too closely or quickly and do not allow cyclists enough room.

## **8. Somerset Businesses Against Crime**

- 8.1 Somerset Businesses Against Crime (SBAC) is a well established Taunton based organisation supporting local businesses in Bridgwater and Taunton to reduce crime and keep communities safe. It provides a radio link and offender management system to share information on offenders and suspects. It is paid for by contributions from the businesses.
- 8.2 The radio system has been updated over the past two years to digital with support from the businesses, the Police and Crime Commissioner and the Taunton Unparished Area Fund. There were some initial teething problems and these were identified through an independent review commissioned by SBAC, funded by us which recommended some small enhancements which SBAC have since implemented. The new system is working well.
- 8.3 The radio system has also had the benefit of being monitored by Sedgemoor District Council's CCTV Team but this will cease from April because Sedgemoor are intending to set up their own Business Crime Reduction Partnership.
- 8.4 SBAC consulted its business members on their views of the service provided to them and informed partners and interested parties (such as we are at Taunton Deane) about the impending change. All the businesses were satisfied with the work of SBAC and the radio link and none wished to move over to another Business Crime Reduction Partnership. On the strength of its business member support, SBAC are currently looking at options for the monitoring of the radio link and the evidence capturing which is provided by CCTV.

- 8.5 SBAC is a Safer Business Accredited Business Crime Reduction Partnership, one of only six in the South West region, and is involved with a number of activities that bring benefits to the community. These include the Food Bank, the Dementia Friendly Taunton Campaign and the Taunton Deane Domestic Abuse Forum.

## **9. Public Space Protection Order in Wellington**

- 9.1 Following consultation and with the support of Wellington Town Council and the Police, the Portfolio Holder has signed this off on behalf of the Council as authorised by Full Council last July.
- 9.2 New signs will go up by May to replace the existing ones. The area covered has slightly increased and new psychoactive substances are also prohibited.

## **10. Health Prevention Matters**

- 10.1 This training is to help elected Members understand more about health within their communities and what they can do to make a difference in this role.

It is more than just the absence of disease and looks at the social determinants of health, health inequalities, some of the underlying causes of these and national policies aimed at preventing ill health and tackling these inequalities.

The training considers the role Councils have in tackling health inequalities and how to help prevent ill health through Council services which impact on health and wellbeing. The advantages of a 'health in all policies' approach across Council services and the importance of strategies and plans a Council has in place to influence and implement these.

It should provide a useful context for the role of an elected Member and what we can do alongside others to improve the health of our communities. Members will have Ward profiles to help them be more aware of health outcomes in their area and examples will be provided of how we might each have an impact.

## **11. Somerset Prevention Charter**

- 11.1 Prevention is key and the case for investing in prevention is now accepted by all and the public sector is collaborating more than ever before to work out how to do this and redesign services accordingly. This is evident in the various transformation plans underway including health, housing, Policing and social care. These are aligned as never before and collectively should achieve much more to improve health and life opportunities with a far wider impact beyond immediate health and supporting changing behaviours which often make for much healthier lifestyles.
- 11.2 The Somerset Health and Wellbeing Board have asked partners including the District Councils to endorse the Somerset Prevention Charter which is full of common sense. With three established One Teams in Taunton Deane, we are already putting many of these principles into practice on the frontline where it really



does start to make a difference. The Charter also reflects the strategic vision of the Taunton Deane Strategic Partnership and it will help us to explore what else we can do to further thread prevention through the services we deliver on behalf of our communities.

## **12. Countywide Oversight of One Team Working**

- 12.1 Safer Somerset Partnership has agreed to provide strategic oversight for the burgeoning One Teams in the County and Assistant Director, Simon Lewis will be taking the Strategic Officer Lead on this alongside the Portfolio Holder.
- 12.2 This fits with both his wider involvement in Health and Wellbeing and seat on the Somerset Safeguarding Board. Local governance and accountability will continue through the Taunton Deane Strategic Partnership with similar arrangements in the other three districts with their One Teams.

Councillor Jane Warmington

# **Council Meeting – 23 February 2017**

## **Report of Councillor Terry Beale – Housing Services**

### **1. Deane Housing Development**

#### **Creechbarrow Road, Taunton**

- 1.1 The latest batch of units have been handed over including Seabrook House the new block for the actively elderly. These new homes comprise 15 one and two bedroom flats with the five ground floor units being wheelchair accessible. This is a fine example of the high standard of housing we are delivering with the needs and requirements of our older residents at the heart of the design of these new homes.

#### **Weavers Arms, Rockwell Green, Wellington**

- 1.2 This development is progressing well. The recent road closure allowed the old public house to be fully demolished and utility work to be done within the road way. We look forward to the units being completed and ready for handover later this year.

#### **Laxton Road, Taunton**

- 1.3 The Planning Application is being finalised and we are looking at various ways of developing the site including off site manufacture.

#### **12 Moorland Close, Taunton – Community Centre and 3 units plus 4 unit conversion at 121-123 Outer Circle**

- 1.4 A planning application for 12 Moorland Close has been submitted and being verified by Planning at present.
- 1.5 With regard to 121-123 Outer Circle we are waiting confirmation from Planning on the current designated use and subject to their response we will then discuss obtaining approval through the Permitted Development route – where planning permission is not required.

#### **Oake**

- 1.6 Discussions are still continuing to determine the way forward for these properties. There are a number of options being examined and costs are being worked up.

#### **Off-Site Manufacture (OSM)**

- 1.7 Information is still being gathered on options and costings for OSM. This will feed into officer discussions between Development and Housing Services where solutions to the shared housing /Under 35's issue are being discussed.

## **Development Pipeline**

- 1.8 There is a range of future development options. Financial and feasibility work is started to further inform the decision as to which sites to bring forward next.

## **2. Welfare Reform**

### **Discretionary Housing Payment (DHP)**

- 2.1 The total DHP budget for 2016/2017 was £150,894.00. Up until 9 February 2017 103 DHP's have been awarded to Taunton Deane tenants with a total of £33,943.15 being paid direct onto the rent accounts and a further £3,989.96 committed to come onto rent accounts before the end of the financial year, this equates to 39% of the total DHP spend.
- 2.2 There have been many reasons why DHP's have been awarded to Council tenants, some of these include rent shortfall due to the 'bedroom tax', low income families and help with arrears.
- 2.3 We will continue to provide help and support to those tenants who need it to claim DHP and also any other Benefits they may be entitled to.

### **Universal Credit**

- 2.4 On 20 April 2015 the "live" Universal Credit (UC) service was launched in Taunton Deane. This meant that single newly unemployed people would no longer be able to make claims for separate benefits and would now have to make a claim for UC.
- 2.5 Since 26 October 2016, the Council has moved from the "live" service and is now in the "full" service. The main difference is that now everyone who makes a new claim or those with a qualifying change in circumstances will have to claim UC.
- 2.6 Under the "full" service UC sends an email to Taunton Deane asking us to verify that the claimant is a tenant and also the total amount of rent that they are liable for. From 26 October 2016 until 10 February 2017 we have received 257 requests, we do however know that UC does not always send a verification request so this may not be an accurate number of claims for our tenants.
- 2.7 They also send verifications for those in Temporary Accommodation and those we have been placed in bed and breakfast.
- 2.8 All Housing Officers offer support to tenants who need help to make their online claim, and can sign post those who are able to make the claims themselves but do not have internet access to areas where there is free access.
- 2.9 For vulnerable residents the Housing Benefit Team receive funding from the Department of Work and Pensions (DWP) to help them make their claims. There is also an element of support needed to help people manage their claims online, as they do not receive anything in letter form - it is all by messages in their journal on the online account.
- 2.10 Clearly for some managing an online account when they have very little knowledge of a computer, this can be difficult and very challenging. It is likely therefore that this group of people will call on us to help them through their difficulties.

- 2.11 The DWP are very clear that we are in a “test and learn” phase of UC. The Council reports issues on behalf of our tenants and problems we have with UC to our local DWP Partnership Manager. This then gets reported up the UC chain in the hope that the issues are resolved, before the service is further rolled out to other parts of the country, to avoid other claimants facing the same issues.
- 2.12 Some tenants have had a very easy transition to UC while others seem to have experienced issue after issue, some of the recent problems we have had are:-
- Housing Costs payments not being included in the award;
  - Payments not being made on the correct day;
  - Other benefits or elements of previous benefits being stopped when they should not have been; and
  - Bedroom Tax or Non Dependant Deductions being incorrectly applied.
- 2.13 As UC is a massive culture shift it will take some time to embed. Many residents are not used to paying their own rent as they used to claim Housing Benefit they are now getting used to having to pay monthly and having to budget monthly, which for some will be a challenge.

### 3. Anti-Social Behaviour (ASB) Service

3.1 **Performance** - Satisfaction with the service remains high. At the end of Quarter 2 92% (target 66%) of tenants who reported ASB in year to date rated the help and advice received as good or excellent. This is a slight reduction since the last update.

#### 3.2 Casework

##### **ASB cases recorded between 28 September 2015 – 26 September 2016 (12 months)**

45 new cases were opened during the period:-

Alcohol	5
Domestic Abuse	1
Drugs misuse/Dealing	7
Garden Nuisance	3
Harrasment	12
Hate Crime	1
Noise	12
Physical violence	2
Vehicles	2
<b>Total</b>	<b>45</b>

3.3 **Closed cases** - 21 cases were closed during the period, all cases were resolved.

## 4. **Repairs and Maintenance**

4.1 The new Deane Depot is now fully operational and functioning and has proved to be a great success.

4.2 There are a significant amount of projects continuing within the Directorate and some of these have been modified and combined. I do not intend to go into detail but suffice it to say the below represents the current progress of the Project Route Map:-

- From the original 'Route Map' of 30 Projects:
  - 12 Completed on Target;
  - 2 Completed out of Target;
  - 4 on Target to Complete;
  - 11 Delayed or combined with new Targets;
  - 1 on Hold Pending Transformation; and
  - 2 Additional Projects are on Target.

4.3 The new arrangement to bring the Gas Servicing and Maintenance Teams In-House is progressing with TUPE moving forward and equipment being sourced.

Councillor Terry Beale

# **Council Meeting – 23 February 2017**

## **Report of Councillor Patrick Berry – Environmental Services**

### **1. Environmental Health and Licensing IT**

- 1.1 The Environmental Health Team along with the Licensing Team currently use different IT systems neither of which is suitable for efficiency and will need replacement soon. There is a need for mobile on-line devices which allow on-site input and would easily allow reports and letters to be generated and emailed to customers. These would support the Transformation Project and its aims of a paperless system. An investigation into possible software replacements is continuing in close cooperation with the Transformation Team.

#### **Environmental Health**

- 1.2 Food inspections: These are up to date with all inspections on track to complete our food inspections for the year 2016/2017. The team have taken part in campaigns such as the Food Standards Agency 'Freezer Fairy' over Christmas. Officers have also dealt with complaints regarding rat infestations at two premises on East Reach, Taunton over the Christmas and New Year period. Pest control contracts are now in place at these premises and voluntary closures were agreed for both premises.
- 1.3 The Pest Control Service can now be provided in both Taunton Deane and West Somerset, for both domestic treatments and contracts for rats, mice and wasps.
- 1.4 Private Water Supplies: Our fees and charges have been reviewed for 2017/2018. Our risk assessment work is up to date and annual returns to be sent to the Drinking Water Inspectorate.
- 1.5 Air Quality – Our Annual Status Reports have been submitted to the Department of Environment, Farming and Rural Affairs regarding Air Quality in the district. Officers continue to monitor air quality across Taunton Deane and West Somerset with the main contributing factor to air quality being traffic.
- 1.6 Safety Advisory Groups (SAG's) – The team is able to provide specific safety advice to event organisers. Several large events will be taking place this year including UB40 at Taunton Racecourse, Somerset Rocks in Vivary Park and International T20 cricket at the County Ground. The Team has carried out a review of the SAG terms of reference and management of the group. A County-wide SAG review has also taken place looking at arrangements in other authorities. Taunton Deane and West Somerset Councils now have a more formal approach to event safety to ensure that guidelines are followed

and that event safety is promoted across both areas. We work closely with the Licensing Team, Police, Fire, SW Ambulance and Highways.

- 1.7 The Team continues to work with the Police on anti-social behaviour (ASB) issues across Taunton and West Somerset. Our officers attend ASB meetings regularly with the Police and other partners to discuss cases that have an Environmental Health involvement.
- 1.8 We are also working closely with partners such as the Somerset Waste Partnership on a town centre litter campaign during 2017 that will be part of a wider campaign in the Somerset County Gazette.
- 1.9 Recent enforcement action includes:- The serving of Prevention of Damage by Pests Act 1949 Notices on properties in Taunton and Wellington for accumulations of rubbish with evidence of associated pest activity.
- 1.10 We are currently investigating noise related complaints across the district and the team have successfully prosecuted under the Environmental Protection Act 1990 for noise from a compressor affecting nearby residential properties.

## **Licensing**

- 1.11 After a lengthy recruitment process, Fern Avis and Bradley Fear were appointed to the vacant Licensing Officer and Licensing Assistant posts respectively. Both joined in January and have made promising starts to their careers in Licensing. They replace Olivia Denis and Sally Atfield who left in October and December 2016 respectively.
- 1.12 95% of all applications completed between the 1 October and 31 December 2016 were completed within a 14 day timescale, meaning the service achieved its performance target for the second quarter running after five unsuccessful quarters. The performance of the service over the last quarter is especially pleasing given a reduction in staffing levels during the period, as explained above.
- 1.13 The Licensing Sub-Committee recently revoked the licence of a taxi driver who was filmed driving dangerously along the A358, before involving himself in a 'road rage' where he pushed another motorist over. The Sub-Committee determined that the driver was not a 'fit and proper person' and therefore his licence should be revoked in 21 days. The driver has yet to appeal the decision.
- 1.14 Plans to refresh the alcohol and entertainment licence, which enables events and other cultural activity in the town, have been rejuvenated following a meeting this month between the Council's Economic Development staff and Licensing along with representatives of the Police and Fire Authority. The Assistant Director of Business Development intends to revise the original draft licence application, following feedback from the Police and Fire Authority and with both sides close to agreement, is hoped a new licence can be in place around late Spring/early Summer.

- 1.15 The Licensing Team and Environmental Health Team Managers have, together with the Internal Health and Safety Manager, established a 'Safety Advisory Group' (SAG) for Taunton Deane and West Somerset. This has been done in order to pull together experts from partner agencies, such as the blue light services, to provide safety advice to events and festival organisers. Similar but less formal groups have been formed previously. The new SAG has formal terms of reference.

## **2. Street Sweeping and Toilet Cleaning**

- 2.1 The new Contractor, IdVerde, started to deliver the Services on 1 February 2017 in Taunton Deane. The same contractor started to deliver the services in West Somerset on 1 December 2016 and is performing well.
- 2.2 Members will have noticed the staff in their new uniforms and the brand new fleet of street sweepers and cleansing vans collecting litter and cleaning the streets already. Chris Hall and Richard Burge are in regular contact with IdVerde and are monitoring standards carefully.
- 2.3 All cleansing aspects included in the tender have been transferred with IdVerde now responding to fly tipping incidents, toilet cleaning, street sweeping, litter collection and the collection and disposal of dead animals. They are managing all cleansing related customer enquiries on our behalf and their performance will be monitored regularly.
- 2.4 Taunton Deane is still responsible for Abandoned Vehicles and will work with our existing partners to maintain this responsive service.

## **3. Somerset Waste Partnership**

- 3.1 Recycle More: Now that the budget has been approved, work is currently underway to prepare for introduction of enhanced kerbside recycling collection services. The changes will see an increase in materials being recycled, which in turn means changes to collection vehicles and depot infrastructure.
- 3.2 A prototype of a new recycling collection vehicle, which uses an imported chassis but has a body entirely fabricated in the UK, has just started collections in parts of Somerset. The vehicle has significantly increased capacity to collect light and bulky materials, like plastic and cardboard and early feedback is that the crews like it and productivity is improved.
- 3.3 Recycle More will also see the introduction of new ways of working with "in cab" technology bringing real time information about progress of vehicles on rounds, issues encountered with collections and improved awareness of special requirements, such as assisted collection properties.

## **4. Crematorium**

- 4.1 The new Manager, Garry Bowles, has taken up his post and is getting himself up to speed with our facilities. Since he is a new arrival he is looking into the



service we provide with a view to making improvements where they can be offered. However Garry is aware that he has taken over an excellent facility and is already developing a pride in the services.

- 4.2 Burial ground capacity and variety of grounds is one of the first areas that will be investigated. Garry has also indicated an interest in modernising the service's look and branding. Subject to appropriate agreement, the service could be known as Deane Bereavement Service or similar and a new logo will be developed.

## **5. Somerset Building Control Partnership**

- 5.1 Despite an initially difficult start I am pleased to report that the Somerset Building Control Partnership is performing well against the objectives approved by Full Council and in its service delivery.
- 5.2 Whilst we expected the partnership would make the approved savings we did not anticipate further savings against the partner contributions at such an early stage. This has been possible due to many of the budgets that were initially set within the partnership being estimated.
- 5.3 As we set the budget for 2017/2018 the known costs have become clearer and in accordance with the inter-authority agreement the reductions have been passed on to the partners.
- 5.4 Taunton Deane will see a reduction of 12% on their contribution to the partnership in 2017/2018.

Councillor Patrick Berry

# **Council Meeting – 23 February 2017**

## **Report of Councillor Mark Edwards - Economic Development, Asset Management, Arts and Culture, Tourism and Communications**

### **Section 1: Business Development**

#### **Support for Digital Innovation**

- 1.1 Members will recall that the Council hosted the Taunton Digi event at the County Ground in November 2016. Delivered jointly by the Council with Santander Bank and The Claims Consortium Group, the event was attended by around 100 local and national businesses with an interest in the digital revolution.
- 1.2 Since the event we have completed the production of the Taunton Digital Prospectus, giving us a vision and route map of how to grow a digital sector. The Prospectus identifies seven work streams, including strengthening our links with digital businesses, providing good quality business support, and providing the right type of land and premises to meet businesses' needs.
- 1.3 Arguably the most important workstream is around workforce development, and the Prospectus points out that a strong cohort of digital businesses depends upon a ready supply of suitably qualified employees. This area of activity is firmly the remit of the schools and colleges, and it lends significant weight to the need for a dedicated University for Somerset, located in Taunton Deane.
- 1.4 The Prospectus is being overseen by a group of leading local businesses alongside Council officers, and we shall continue to work together to develop this important sector. Contact David Evans, Business Development Manager, if you would like to receive an electronic copy.

#### **Get Business, Get Digital**

- 1.5 The Council is working alongside West Somerset and Sedgemoor District Councils on a programme of support for start-up businesses. The programme is being delivered by Cosmic and Business Information Point, which is located in Devon.
- 1.6 Get Business Get Digital offers support to those living and working in the area through one to one advisory sessions and a range of workshops and talks, delivered at locations spread throughout the three Districts. A variety of business and digital support is offered on topics ranging from digital marketing trends to filling out your tax return.

- 1.7 To date in 2017 three workshops have been held in Taunton Deane, two in The Glass Box in Taunton Library and the third at Cotleigh Brewery in Wiveliscombe. 34 businesses have so far attended these workshops.
- 1.8 As an extension to the Get Business Get Digital programme, officers are currently planning a 'Get Digital' week, from 20-24 March 2017. Business workshops will be held in venues across Taunton Deane and West Somerset on each day of the week, each with a different contents.

### **Taunton Deane Business Awards (TDBA) 2017**

- 1.9 The promotion of this year's TDBA continues, and I am pleased to report that the Council and Francis Clark Chartered Accountants are jointly sponsoring the scheme. Sponsorship has also been secured for each of the ten categories of award from all types of business within Taunton Deane.
- 1.10 I would ask Members to encourage businesses to consider applying for an award, as it is an excellent opportunity to celebrate success.
- 1.11 There are ten categories for businesses to enter, from best start up to best provider of Corporate Social Responsibility. Go to [www.tauntondeanebusinessawards.co.uk/](http://www.tauntondeanebusinessawards.co.uk/) for more information.

### **Somerset Leader Programme**

- 1.12 Members may be interested to have details of this EU funded programme, which went live in Autumn 2016, offering grants to businesses in the Borough.
- 1.13 Taunton Deane is covered by three Leader programmes, namely, Making it Local (covering the Blackdown Hills), the Western Somerset Programme (which covers all of our Western Wards, Wellington, and the Eastern, Rural Wards around Taunton), and the Somerset Levels and Moors programme. In summary, all of the Borough with the exception of Taunton's Urban Wards is covered. .
- 1.14 Making it Local has £1.4m. <http://makingitlocal.org/index.php>  
Western Somerset has £1.48m <http://western.somersetleader.org.uk/>  
Somerset Levels and Moors has £1.69m  
<http://levelsandmoors.somersetleader.org.uk/>
- 1.15 They are all currently 'live' and receiving applications. Grants of up to £35,000, 40% of eligible costs are available. All three are intended to improve the economy of the rural areas and the quality of life for residents. They have common EU priorities, but put different emphasis on different strands. The priorities are:-
- Support to increase farm productivity;
  - Support for micro and small businesses, including farm diversification;
  - Support for rural tourism;
  - Provision of rural services;

- Support for cultural and heritage activities; and
  - Support for increasing forestry productivity.
- 1.16 Granny Gothards Ice Cream in Stoke St Gregory, Hestercombe House and Gardens and Tilbury Farm in West Bagborough have all received grants. Officers are working with another four Taunton Deane businesses to submit applications.
- 1.17 The three programmes are led by Management Boards, and the Council is represented on each by Councillor Dave Durdan for Levels and Moors and Making it Local and Councillor Peter Watson for Western Somerset.

### **Rural Development Programme for England (RDPE) - Rural Funding Programme**

- 1.18 The Government has recently launched the new Rural Development Programme for England funding opportunity for rural infrastructure projects in the Heart of the South West area. Funding is available to support the costs of capital expenditure on rural infrastructure with the aim of creating jobs and growth in the rural economy.
- 1.19 In total £2,100,000 is available for distribution until March 2019, with contributions of between 40% and 100% of eligible costs depending on which sector the applicant is in. Grants between £35,000 and £170,000 are on offer.

### **Support for Investors**

- 1.20 I was pleased to note this month that Aldi has announced its intention to open its first foodstore in Taunton Deane, which will be in Bathpool, on the site of the former J&K Aquatics store. Officers met with the company in 2015 to encourage their investment into Taunton Deane, and have maintained a supportive relationship since.
- 1.21 During the year to date, the Business Development Team has provided direct assistance to 55 prospective inward investors, offering land and property searches, liaison with Planning, recruitment, and other support. In addition, the team has submitted representations on 58 business related Planning Applications.

### **Junction 25 Employment site Local Development Order Consultation event**

- 1.22 Members will be aware that the Council is preparing a Local Development Order (LDO) to bring forward a new 25 hectare Strategic Employment Site to the rear of the Park and Ride facility at Junction 25 of the M5. The Planning service has appointed Peter Brett Associates to draft the LDO, which will be subject to full consultation.
- 1.23 A public and business information event is currently being planned, to be held at The Holiday Inn on Wednesday, 1 March 2017. Officers of the Business Development Team are organising the business event, and I am pleased to

report that, at the time of compiling this report, 70 businesses have signed up to attend.

- 1.24 A report of the events will be provided in my report to the next Full Council meeting.

### **Taunton Deane Business Directory**

- 1.25 In 2015 the Council worked with Burrows publications to produce a Business Directory for Taunton Deane. A printed guide is supplemented by a comprehensive online directory, called "it's local" : <http://www.itslocaltauntondeane.co.uk>. Work is now continuing to replace the guide, which I anticipate being completed in April.
- 1.26 The printed guide presents a useful overview of the Taunton Deane, intended to attract inward investors to the Borough. Copies will be distributed directly to prospective investors as well as via local commercial property agents and other outlets. It has been funded entirely through the sale of advertising space to local businesses, supplemented by editorial provided by the Council. The guide is currently being finalised, and I will ask officers to ensure that every Member is provided with a copy.

### **Wellington Business Event**

- 1.27 Officers are working with businesses in Wellington to organise a business event at the Wellington Rugby Club. The event will be on 20 April 2017 and will include talks and workshops on subjects of relevance to businesses.
- 1.28 Business facing services of the Council will be invited to exhibit alongside other business support organisations, and all businesses in the Wellington area will be welcome.

### **Arts and Events Grants 2016/2017**

- 1.29 During the current financial year the Council allocated £20,000 towards support for Arts organisations and arts events in Taunton Deane. The budget was allocated to the following:-

Taunton Carnival - £300 towards singers and equipment to enable a morning event on Castle Green in advance of the evening procession.

Go Create - £1000 towards Taunton Live which ran over seven days 18 - 24 July 2016.

Brew Food Festival - £1000 towards the organisers, By Invitation Events and Click Your Heels Events, for an inaugural food festival for Taunton.

Wassail Theatre Company -£250 towards research and development for 'BLACKMAN' a new play built around the real life story of a Somerset person that speaks to an important national issue and is produced in Taunton.

Taunton Choral Society - £1000 towards bringing in groups of young people to make choral music more accessible and inclusive to the general population of Taunton.

The Brewhouse - £1500 towards a week of free activities in Somerset Square for young people and their families to engage in arts and cultural activities.

CICCIC - £300 towards a free youth and family music event at Taunton Flower Show.

Somerset WI - £500 towards an embroidered history of Taunton in partnership with the local Heritage Services.

FUSE Performance - £2500 towards a series of outdoor arts events to re-imagine Taunton public spaces, including Flying High Aerial performance, walkabout street theatre, High Five stilts acts, living statues and Lumiere light shows.

Take Art - £5000 towards delivery of a touring scheme to rural communities.

Somerset Art Works - £2325 towards delivery of Somerset Art Weeks and Somerset Open Studios.

SPAEDA - £1000 towards an exhibition and workshops celebrating drawing as part of the Big Draw Festival.

### **Rural Grants 2016/2017**

1.30 During the current financial year the Council has offered financial support towards the following rural projects:-

Point Three CIC Wellington - £1,003 towards the business support elements of the town's Christmas event, namely the events programme, the production of A5 flyers for the event on 19 November 2016, and the production of a walking trail around Wellington businesses.

Stawley Village Shop - £963 towards decorating work.

The King Alfred Burrowbridge - £2000 towards new equipment.

Wivey and 10 Parishes Business Group - £1890 towards a programme of business support projects for 10 parishes businesses.

Wellington Business Association (WBA) - £595 towards a re-drawn town map for the WBA members.

### **Training and Equipment Grants 2016/2017**

During the current financial year four new businesses have been given grants to assist them to buy items of equipment or to enable them to provide training. The businesses were Beat Ales in North Curry, Gina Collins in Taunton, Kerry Walcroft

in Norton Fitzwarren, and Stefano Del Moro toward his new Italian deli store in Wellington.

## **Section 2: Destination, Events, Retail Marketing and Visitor Centre**

### **Destination Marketing**

- 2.1 The first Visitors Guide for Taunton Deane since 2007 has now been produced by the Marketing Team. Working in collaboration with Giles Adams, the guide has been designed with the day visitor and group market in mind.
- 2.2 20,000 copies have been printed on its first run, half of these will be circulated through Take One Media to outlets across Southern England and South Wales, the remaining half will be distributed to key gateway locations and will also be available from the Visitor Centre.
- 2.3 The Marketing Team attended the South West Group Travel Show with the Museum of Somerset in early February and will be attending the British Tourism and Travel Show with the West Somerset Railway in late March to promote Taunton Deane to group buyers and tour operators. Officers continue to work with Visit Somerset and South West partners on other tourism initiatives and campaigns.
- 2.4 The [www.visitsomerset.co.uk/Taunton](http://www.visitsomerset.co.uk/Taunton) destination website is currently being refreshed for the new season, this refresh will include foreign language versions of the site (with content provided by the students who have worked in the Visitor Centre).
- 2.5 With the launch of the new Visitors Guide and Town Centre Wi-Fi (which uses our social media platforms as one of the entry screens), the team have rebranded our social media accounts to become Visit Taunton. Facebook currently has over 6,300 likes, Instagram nearly 1,100 followers and Twitter over 5,800 followers, these continue to be used to promote attractions, events, retail, special offers and services available in the Visitor Centre.
- 2.6 The team have also been working with Business Groups and the Town Council of both Wellington and Wiveliscombe to create their own social media channels – Visit Welly and Visit Wivey. These will provide local content of relevance to users of the free Wi-Fi in these town centres.

### **Events**

- 2.7 The Marketing Team have commissioned a new online booking portal for events taking place on our open spaces (this will go live in the early summer) and are now providing the welcome desk for all event enquiries. This new account management style of working should improve the service we provide and encourage more events to take place.
- 2.8 An encouraging events programme for 2017 is coming together with a series

of new events planned in addition to popular favourites. As well as events being promoted in the Visitor Centre and on our destination website and through social media, regular promotional features on key events can be found in What's On Somerset magazine and through sponsorship of "the World Tour of Taunton" programme on Tone FM.

- 2.9 A remodelled Taunton Events Group with a new Terms of Reference will next be meeting on the 17 March 2017. Sub-groups focussing on funding streams and event management plans will be created to help provide further support to event organisers.
- 2.10 Officers have already begun discussions with a number of interested parties on Christmas 2017 and are actively supporting the arrival of the Cricket World Cup in late June in addition to a wide number of other events.

### **Retail Marketing**

- 2.11 The Marketing Team continue to support Taunton Town Centre, with daily promotion of businesses, offers and reasons to come and shop on social media. Best practice on town centres is being developed through membership of the Association of Town Centre Management group.
- 2.12 Regular account management meetings are being held with businesses within the town centre, with a monthly e-newsletter sent out to all town centre contacts.
- 2.13 In addition to the town centre independent retail map produced before Christmas, officers have now produced a leaflet to promote our very wide and varied eating and food venues in the area. Both of these are available from the Visitor Centre.
- 2.14 Promotional spaces in the town centre have been transferred to the Marketing Team from Licensing. Officers intend to refresh the use of these to increase the number of bookings received.

### **Visitor Centre**

- 2.15 The rotunda unit in Vivary Park has now joined the promotional package available for businesses and event organisers to promote themselves in Taunton Town Centre. Various targeted marketing of these units, plus the banner space in Castle Bow has taken place in recent months which has resulted in an increase in bookings.
- 2.16 Lastly the Visitor Centre Team were recent proud recipients of a Bronze award for Visitor Information at the recent South West Tourism Excellence Awards. We congratulate them on their continuing success.



## **Section 3: Town Centre Regeneration**

### **Coal Orchard Redevelopment**

- 3.1 The planning application for a mixed use scheme is currently progressing through the planning process. I understand that this application should now be considered in March by the Planning Committee.
- 3.2 Officers also intend taking a report to the March Executive to examine the Business Case, due diligence and risks, and will be seeking borrowing approvals to be put into place for funding the preferred development option.
- 3.3 The case once approved by Executive will travel on to the next available Council meeting for inclusion within the Council's Budget. In parallel, once the Executive has taken its decision, officers will commence procurement and legal work to create a development agreement against the preferred option.
- 3.4 We have also commenced work on a detailed Business Case for expansion of The Brewhouse Theatre which follows up on the venue study delivered by our partners at Arts Taunton. This work will be carried out in tandem with the ongoing outline planning application.

### **Wi-Fi in Taunton, Wellington and Wiveliscombe**

- 3.5 Wi-fi has now been installed into the central areas of each of the towns. The Wi-fi is targeted at visitors and will be managed in conjunction with the existing websites and organisations in each settlement. This adds to the area's digital connectivity and will be a positive benefit for each town. However it does require optimising and tweaking which is planned for the week commencing 20 February 2017.

### **Connecting Devon and Somerset (CDS) – Phase 2**

- 3.6 Since the last Council meeting, contracts have been awarded by CDS to enable the further rollout of Broadband service in the area. This contract was awarded to Gigaclear who provide a fibre to the premises solution at ultrafast speed (1MB). This is a great result for those areas that will receive those services. This contract is due for completion by the end of 2019. The detailed maps will be available in the next few months.

## **Section 4: Asset Management Service General Fund Activities**

### **Asset Management Service General Fund Activities**

- 4.1 Having relocated the Asset Management Service to join Property Services on the ground floor of The Deane House this has realised benefits in terms of new ways of working, electronic document management and better and more coordinated working with Property Services, being a key requirement within the structure and transformation within Property and Development.

## **Estate Management Work**

- 4.2 A number of significant changes are now taking place within the Estates Team to ensure we act more commercially and at the same time provide an improved customer service. Within the existing service consultant budget, some work is now being externalised to help in terms of capacity and providing for a different skill set. The annual asset valuation exercise has been outsourced along with a small number of other projects but this trend is likely to continue.
- 4.3 Progress on key projects continues to be reported weekly to the Leader, Portfolio Holder and Senior Officers and this new arrangement is working well in providing greater visibility and accountability.
- 4.4 A new Case Management Register is now operating which tracks circa 250 live projects across different portfolios, enables better management of cases by individual officers but also greater visibility and other management information to Managers. Other arrangements around a new team email address, new instruction form templates, improved training, documented processes and a suite of templates and increased emphasis around commercialism and outsourcing of some work is all helping in providing an improving Estate Management function to better support the Council.
- 4.5 Current and significant projects include:-
- Former Park Keepers Cottage, 277 Cheddon Road, Taunton – This property is being taken to auction in February 2017.
  - Sale of land at Frobisher Way, Taunton – A report is coming initially to Scrutiny to seek a resolution to enable this to move forward.
  - The Deane House investment and letting to Police – Asset Management have had a key role in getting this project to the current position and will continue to do so moving forward with securing additional occupiers.
  - Flood attenuation works at Bradford on Tone – Moving forward, Asset Management will have a key role and have contributed to the award of the contract for external consultants. Asset Management will oversee the land acquisition element of this significant project.

## **Asset Data and Compliance Work**

- 4.6 Significant work is continuing in respect of surveying the General Fund stock to develop comprehensive stock condition data of a level not had before. A further benefit of having this data is that it will enable the performance of individual assets to be measured.
- 4.7 The resulting appraisal tool being developed, considering costs alongside income at individual asset level, will enable the Net Present Value of assets to be known along with valuable cashflow data during that 30 year period.

- 4.8 This is a level of sophistication not previously applied to the General Fund portfolio and will be key in enabling active asset management of these assets in the future through understanding each asset's performance and, through this, greatly assisting in decision making. Surveys of properties are now complete, the final surveys of land are almost complete and a new Asset Strategy will be presented for adoption in Summer 2017.
- 4.9 As for the Landlord Health and Safety Work across the General Fund portfolio, we are continuing to gather data (on asbestos, servicing, fire risk assessments, legionella testing, electrical safety etc) and, where necessary, commissioning further works. New policies are now in place.
- 4.10 Progress continues to be made on procuring a comprehensive Asset Management System to improve the availability and accessibility of data, improve efficiencies and to bring in line with the Housing Revenue Account portfolio. A decision has now been made to adopt Capita Open Assets and this will sit nicely with the wider suite of Capita modules already being used.

## **Section 5: Media, Marketing and External Communications**

- 5.1 The start of 2017 has been extremely busy for communications with the announcement on Garden Town status being made.
- 5.2 As the Council had submitted a strong bid, we were prepared with a release that was issued over the Bank Holiday weekend. Media interest was considerable with radio and TV interviews, as well as the print media.
- 5.3 A successful media briefing, with partners, was held on the public realm announcement which again resulted in strong media interest with resulting broadcast interviews and a large spread in the County Gazette.
- 5.4 The start of the year also heralds the annual budget setting. A media briefing was arranged and well attended. This will be followed up with a press release following the Full Council's budget decisions.
- 5.5 The proposal for the single new Council and consultation has generated interest locally and regionally and has been picked up by the Local Government media. The February Deane Dispatch edition focused on publicising the consultation and encouraging people to get involved.
- 5.6 Partnership working continues to strengthen – we worked closely with Police communications when they confirmed The Deane House as their preferred accommodation option.
- 5.7 Communications Officers across Somerset are working together to prepare for the Somerset County Council's Elections on 4 May 2017, using some excellent material provided by the Electoral Commission.

Councillor Mark Edwards

# **Council Meeting – 23 February 2017**

## **Report of Councillor Roger Habgood – Planning Policy and Transportation**

### **1. Planning Policy**

#### **Planning Strategy – Evidence Base**

- 1.1 Work on the review of the evidence base to support local Planning Policy is continuing. This week we have commissioned work to refresh our Green Infrastructure Strategy. This will help to identify future projects key to realising the aims of our new Garden Towns status.
- 1.2 The brief for a new Retail/Leisure and Employment Study is being finalised.
- 1.3 The Policy Team is now working through the current Core Strategy and Town Centre Area Action Plan to identify obvious areas to address in the review and evidence base gaps.

#### **Junction 25 Local Development Order (LDO)**

- 1.4 Informal consultation on the LDO for the Strategic Employment Site will commence on 1 March 2016 with an event at the Holiday Inn, Taunton. This is an open community event. Formal consultation on the draft Order will follow later in the Spring.

#### **Mid Devon Local Plan**

- 1.5 The Council has submitted a response to the Mid Devon Local Plan Review which includes proposals for a large allocation at Junction 27 anchored by 14,000 sq m of retail floor space. Concerns have been expressed about the compliance of such a proposal with National Planning Policy and potential impact on Wellington and Taunton Town Centres.

### **2. Neighbourhood Plans**

#### **Trull and Staplehay**

- 2.1 We are currently awaiting to hear back formally from Trull and Staplehay whether they wish their plan to progress to referendum.

#### **Other Neighbourhood Plans**

- 2.2 The Council continues to support the preparation of plans for West Monkton and Cheddon Fitzpaine, Creech St. Michael and Ruishton and

Thornfalcon. The Plan for West Monkton and Cheddon Fitzpaine has been shared informally for officers to comment upon.

### **3. Garden Town Status**

- 3.1 Officers will be attending the first meeting of a new national 'Garden Towns' forum with the Department of Communities and Local Government next Friday, 24 February 2017 in London.
- 3.2 This forum should prove a helpful opportunity to share ideas and information as well as raising live issues directly with the Government. A Green Infrastructure staff post will be advertised shortly which is partly funded from the Garden Town award.
- 3.3 Officers will continue to take forward elements of our Garden Towns proposal including the commissioning of key studies which include the aforementioned Green Infrastructure Strategy and Retail/Leisure and Employment Study.

### **4. Major Applications Performance**

- 4.1 Major application performance for Taunton Deane has been excellent with 100% of decisions since April 2016 being made within 13 weeks or an agreed extension of time. Of these 34 applications, 29 were approved with 5 being refused. Officers continue to work with applicants to find solutions to problems to aid the planning process.

### **5. Quantock House, Taunton**

- 5.1 The planning application for the redevelopment of Quantock House to provide a 62 bedroom care home and 58 assisted living apartments was recently considered by the Planning Committee who resolved to grant planning permission subject to a Section 106 Agreement.

### **6. Planning Enforcement**

- 6.1 The Planning Enforcement Team is now back up to full strength and is working through all outstanding cases (400).
- 6.2 The Constitutional Sub-Committee recently considered a report to allow for the speeding up of the process for dealing with more minor breaches of planning control and to allow for resources to be properly directed to the most controversial and harmful breaches of planning control.

### **7. Taunton Town Centre Public Space Improvements**

- 7.1 In January the Council and its appointed transport and urban design specialists WSP/Parsons Brinckerhoff held a drop-in session for

owners and managers of shops and businesses located in the town centre. The session outlined the Council's ambitious draft proposals for changes to the town centre and sought to gain the general views of those affected and to understand their needs and concerns. The information gained helped to inform and refine the design process.

- 7.2 A public exhibition detailing the proposed Taunton Town Centre Improvement Scheme will be held at Taunton Library, running from Tuesday, 21 February to Saturday, 18 March 2017. A consultation questionnaire will be available for members of the public to complete, either in hard copy or on-line. During the consultation period, there will be a number of sessions when the Project Team will be present in the Library to talk to members of the public. Subject to consultation, the intention is to hold a trial of the scheme to start in Autumn 2017.

## **8. Traffic Signage and Pay on Exit Car Parking**

- 8.1 The team have been working hard in past six weeks on completion of the detailed specifications for procurement. We are now entering the procurement phase of the project and aim to complete installation prior to Christmas 2017.
- 8.2 As part of this project, key brown tourist information direction signs have been reviewed and a refreshed set of plate signs agreed on the key routes into Taunton. This is in line with the corporate priority around way-finding into the town. The plate signs relating to all car parks are also being reviewed as a secondary element of the project to give clarity around the status of car parks and clear directions to all. This will be addressed in next six months.

## **9. Car Parking Performance**

- 9.1 Car park utilisation continues to be marginally better year on year across all car parks.

## **10. West Somerset Railway (WSR)**

- 10.1 Members and officers have been meeting with WSR and Somerset County Council to support ambitious plans to enhance their gateway site at Bishops Lydeard. This represents a significant investment in this major tourist and heritage asset.
- 10.2 The site plans include provision of a new museum, coach storage sheds and improved parking facilities. It is planned that this will be complemented by operating a regular mainline connection to Taunton.
- 10.3 It is hoped that this can be trialled in the next year and we fully support this additional rail capacity which would create a link to the mainline from Bishops Lydeard. WSR also plan to improve the Minehead and

Williton sites with a complementary offer across the line which will enhance visitor experience.

## **11. Bath Place, Taunton**

- 11.1 Bath Place is currently being resurfaced in conjunction with Somerset County Council and working closely with local traders - work continues.

## **12. Long Term Transport Strategy**

- 12.1 Work is continuing with Somerset County Council to refresh the Taunton Transport Strategy, with a document to come through the democratic process for approval in Summer 2017.

Councillor Roger Habgood

# **Council Meeting – 23 February 2017**

## **Report of Councillor Mrs Catherine Herbert - Sports, Parks and Leisure**

### **1. Parks**

#### **Taunton's Vivary Park**

- 1.1 I am really proud that Vivary Park has earned a 2016 Certificate of Excellence from TripAdvisor.
- 1.2 The "Jewel in the Crown" of the County Town maintained an overall rating of at least four out of five in order to qualify for the prestigious ranking. The certificate will be proudly on display in the town centre rotunda.
- 1.3 The park also automatically received a Certificate of Excellence badge on its page at TripAdvisor.co.uk, and is currently number two in its list of the best places to visit in Taunton Deane.
- 1.4 Now in its sixth year, the prestigious Certificate of Excellence designation recognises establishments that consistently earn great TripAdvisor reviews.
- 1.5 To qualify for a Certificate of Excellence, a hospitality business must have been listed on TripAdvisor for at least 12 months, maintain an overall TripAdvisor rating of at least four out of five, and have a minimum number of reviews.

#### **Open spaces**

- 1.6 Winter cutting back and tidying of shrub beds continues.

#### **Deane DLO Move**

- 1.7 The team are now settled into the new Deane DLO Depot at Westpark, Wellington and the new environment is supporting a positive and invigorated way forward.

### **2. Play and Leisure**

#### **Playing Pitch Strategy**

- 2.1 Thank you to everyone who attended the briefing on this subject. The Strategy is nearing completion and will be considered by the Community Scrutiny Committee soon.

#### **Parish Play Grants**



- 2.2 The latest round of grants attracted two applications which are currently being assessed and processed.

### **3. GLL (Taunton Deane)**

#### **Headline News**

- 3.1 Tone Leisure fully merged with GLL on 1 January, 2017.
- 3.2 This report format will follow the GLL four pillars: BETTER Communities, BETTER People, BETTER Service and BETTER Business.

#### **BETTER Communities**

- Project Wellington - A fun day was held in partnership with Taunton Deane Borough Council, Knightstone, Get Set services and Wellington ONE Team. 167 children and parents registered on the day at Cades Farm play area.
- National Older People's Day - Tone Leisure attended this event at the Brewhouse, which was attended by 300 older people. Tone's tailored products for older adults were promoted on the day eg. Health Walks, Walking Football, Forever Active and Nordic Walking.
- Community engagement sessions were run in Vivary Park in partnership with Taunton Deane Borough Council and Knightstone as a way of supporting those affected by the loss of the play area due to the Creechbarrow Road project.
- Learning disability sessions in partnership with Future4 Resource Centre, Roman Road, Taunton. Through funding from Somerset Skills and Learning 16 adults with learning difficulties from Six Acres Future4 centre have enjoyed 6 weeks of swimming at Blackbrook Leisure Centre and Spa and Health/Nature walks in their local community. Staff at the centre are now continuing to support these service users to continue to keep active by regularly attending these sessions each week. The next stage of the project sees more learners experience Trampolining and Zumba activities.
- Health Walks - In 2016, 334 people walked on Tone's Taunton based Walk Well scheme and 100 new walkers were registered during the year.
- This Girl Can Run - GLL now has a beginners ladies running group at Blackbrook Leisure Centre and Spa, Wellington Sports Centre and Wellsprings Leisure Centre. Many of these ladies are completely new to exercise and running. Attendance is approximately 8 ladies per group each week, and some ladies that started with a target of running 5 km have now completed the Taunton 10 km.
- Bumps and Beyond - This partnership project, with the NHS Midwifery Team at Musgrove Park Hospital and Knightstone Housing Association, has seen over 80 pregnant ladies and 20 mums and babies access the tailored

ante/postnatal fitness classes, which include aqua natal, yogalates and pregnancy circuits.

### **BETTER People**

- Ed Hamblett, new General Manager of Blackbrook Leisure Centre and Spa, commenced his employment at the end of November 2016.
- Chris Storer was offered the role of General Manager at Wellington Sports Centre and commenced his employment on 16 January 2017. Chris has recently held the role of General Manager of Whitby Leisure Centre.

### **BETTER Service**

- GLL is currently exploring a joint partnership bid with Age UK and Somerset Activity and Sports Partnership (SASP).
- UV has been installed and commissioned at both Blackbrook Leisure Centre and Spa and Taunton Pool, funded by Taunton Deane Borough Council.

### **BETTER Business**

Wellsprings Leisure Centre held a successful events programme during December by hosting 5 Christmas Party evenings attracting over 2,000 merry customers, along with a Cinderella Pantomime attended by 350 customers.

Councillor Catherine Herbert

# **Council Meeting – 23 February 2017**

## **Report of Councillor Richard Parrish – Corporate Resources**

### **1. Transformation Project**

#### **Proposed New Council**

- 1.1 The Public Consultation exercise is proceeding well and we are engaging with the public and key stakeholders via a variety of different means including roadshows, meetings with Parish and Town Councils and the website.
- 1.2 The consultation will run until 28 February 2017. We are reviewing the responses as they are received and will be preparing a summary report to accompany the proposal to the Secretary of State.

#### **New Organisational Design**

- 1.3 We have been undertaking work over the past couple of months, which has been supported by Ignite, to understand more about the activities we currently undertake, our readiness for change and to identify opportunities for change.
- 1.4 This builds on the work undertaken to inform the High Level Business Case agreed by Members last summer. The result of this work will help to inform our future organisational design.

#### **Support Plans**

- 1.5 We are developing People Support and Customer Change plans to support the delivery of the new operational model and to support staff and customers through the process of change.

#### **Technology**

- 1.6 Implementing appropriate technology solutions will underpin our ability to deliver the fundamental changes we need to make to the way we work. A Member Working Group to focus on technology is now up and running to focus on this area.

#### **The Deane House Accommodation Project**

- 1.7 Recommendations were put to a special Full Council on 6 February 2017 and approved by the majority of Members.

## 2. SHAPE Partnership Services - Law and Governance

### Legal Referrals 2016-2017 – Q3 (October to December)

Received from Taunton Deane Borough Council	83
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Category	Sub-Category	No. of Referrals TDBC
Commercial, Contracts and Procurement	Advice – existing contracts	3
	Complex company or trust structures	
	Construction contracts	
	Drafting and negotiation of new contracts	5
	Establishment of special purpose vehicles – e.g. partnering arrangements; companies limited by guarantee	1
	EU procurement rules and Council Financial Regulations and Standing Orders	
	Major commercial projects – e.g. PFI/PPP not listed in the section above	
	State Aid	
Electoral Law	Conduct of elections	
Employment	Advice on Employment Law & Procedures	
	Disciplinary appeals & employment tribunal cases	
	TUPE	
Enforcement/ Prosecutions	Advice on enforcement policy and procedures	
	Anti-social behaviour and High Hedges	
	Benefits	
	Car parking fines	
	Environmental	
	Food standards	
	Highways	
	Housing	3
	Licensing	
	Planning enforcement	
	Statutory and other nuisance	
Governance	Constitution	
	Corporate/Policy advice	4
Highways	Definitive Map Modification Orders	

<b>Category</b>	<b>Sub-Category</b>	<b>No. of Referrals TDBC</b>
	Rights of Way	
Housing	General advice on all aspects of housing including policy and tenancy agreements	6
	Homelessness	
Information and Complaints	Corporate complaints and Ombudsman investigations	
	Legal advice on FOIA, DPA SAR and EIR requests and policies	1
Licensing	Advice	2
	Attendance at licensing committee and sub-committees	1
Litigation	Advice and conduct of proceedings in relation to negligence	1
	Advice on litigation and how to avoid it	
	Advice to either Party's insurers	
	Commercial litigation	
	Debt recovery	2
	Disrepair	
	Homelessness appeals	
	Housing/property repossessions and advice	6
	Injunctions	1
	Judicial review and defending civil claims	1
	Personal injury	
	Professional negligence	
	Property damage	
	Statutory appeals	
	Trespass	
Warrants and RIPA applications		
Planning	Advice on town and country planning matters	2
	Attendance at Planning and Regulation committees	
	Building Regulations advice	
	Common land and village greens	
	Compulsory purchase	
	Conservation Areas (Order and enforcement) plus Article 4 Directions	
Planning contd.	Lawful Development Certificates (CLUEDs and CLOPUDs)	4

Category	Sub-Category	No. of Referrals TDBC
	Listed building (Enforcement and Repair Notices)	
	Other orders etc. under the Localism Act 2011	
	Public Inquiries and Appeals	
	Rights of Way, Diversion Orders and Temporary Closure Orders	
	Road naming orders	
	Section 106 Planning Obligations, Enforcement Notices and Stop Notices	4
	Tree Preservation Orders	
Property	Agreements	1
	Empty properties	
	Encroachment/trespass	1
	Leases	3
	Licences	1
	Property law advice	13
	Purchases	
	Right to buy	17
	Sales	
Regulation of Investigatory Powers Act	Application for judicial approval	
	Legal advice on the application of the Act to Council activities	
Training and Information	Updating and advice on forthcoming legislative changes	
	<b>TOTAL</b>	<b>83</b>

### 3. Corporate Services

#### Corporate Strategy and Performance

- 3.1 The Taunton Deane Quarter 3 Performance report has been produced and circulated to the Joint Management Team. This is not scheduled to be reported to Members as we now only receive reports at Quarter 2 and 4.
- 3.2 There are no major concerns. Only three out of 35 measures have been identified as being currently well below target and these have been brought to

the attention of the relevant managers. These are priority housing repairs within time 80% (98% target), customer complaints 68% (90% target) and draft minutes for committees 58% (100% target). Improvement in statistics is expected.

- 3.3 The Corporate Plan for 2017/2018 is currently being drafted and once agreed with all Service Areas will be sent to Members and the Executive by early March 2017.
- 3.4 All Service areas (including Corporate Services) have reviewed and updated their respective Risk Registers as at January 2017.
- 3.5 No Data protection incidents have been reported and no Independent Commissioners Office (ICO) decisions have been found against the Council in the last quarter. This outcome is welcomed.
- 3.6 Three Local Government Ombudsman Decisions were received for in the last quarter. Two complaints were found as no fault in the Council's actions. One decision found maladministration in relation to the way a Right to Buy application was handled and the Council has accepted the decision and implications.

### **Customer Contact Service**

- 3.7 Meetings have been held with Somerset County Council to review the customer service based on the Service Level Agreement we have in place and to consider potential future efficiencies.

### **Facilities Management**

- 3.8 Work is being undertaken to review staff car parking due to issues of insufficient capacity in The Deane House Car Park at present and a review of the usage of the pool cars is being undertaken given that the scheme has been live for three months. Outcomes of this will be reported in due course.

### **HR and Organisational Development**

- 3.9 Focus of the team has been on training, data imputing and building the new HR Payroll system.
- 3.10 The TUPE transfer of Deane DLO Cleansing staff to Id Verde on 1 February 2017 was completed successfully.
- 3.11 The team continue to support absence review meetings across the Services. Absence data for Q3 is due to be provided later this month.
- 3.12 Officers have attended a meeting with the Taunton Chaplaincy Service with a view to offering a confidential support service to staff. This is a welcomed development.

- 3.13 The recruitment service is currently supporting a number of partner, permanent and agency vacancies, in particular the final phase of the Building Services restructure.
- 3.14 IR 35 - This change comes into effect on 1 April 2017 and requires contractors who meet the criteria to pay tax and NI as though they were an employee. We are currently reviewing our contractors to identify if any will be impacted by these changes.
- 3.15 From 1 April 2017 the Council will pay an Apprentice Levy of 0.5% of the pay bill (£70,000 estimate) and will be able to recoup this cost by offsetting approved training against the levy. We are working with Bridgwater and Somerset College to identify approved training that could be used to develop both our existing staff and apprentices and suitable training courses to widen the current apprenticeships that we offer.
- 3.16 The Government has also set public sector bodies with more than 250 employees a target of employing an average of 2.3% of employees as new apprentices by 2020 – this equates to approximately 12 new apprentices each year.

#### **4. ICT and Information**

- 4.1 The ICT Service successfully transitioned from Southwest One in December 2016. Since then we have stabilised the Taunton Deane ICT service, including setting up a new Self-Service Helpdesk portal for users to raise and track ICT incidents. We are getting very positive feedback from users about the new service.
- 4.2 Alongside this we have been very busy delivering major upgrades to the Housing and Revenues and Benefits systems, preparing for the forthcoming year end activities.
- 4.3 Also, the four major projects associated with the SAP replacement, Finance/ Procurement, HR/Payroll, Website and Customer Relationship Management (Interim) have reached the critical phase with go live due at the end of March. The Application Engineer's team is fully committed on these projects.
- 4.4 Finally, we are commencing various projects associated with Transformation and accommodation changes. The deployment of the new telephone system to The Deane House has commenced by extending the cloud based 8x8 system we deployed as part of the new Deane DLO Depot accommodation. Other components of 'Smart' working are also underway.

#### **5. Southwest One (SW1) Exit and SAP Replacement**

- 5.1 Over the two months since services returned - other than a few teething problems – the transfer was successful and continues to work well.



- 5.2 The Customer Contact Service is now being managed by Somerset County Council under a 12 month temporary arrangement and is also working well.
- 5.3 The main financial 'true-up' negotiations have been completed satisfactorily with SW1, settling: assets purchased, transferred contracts and prepayments, outstanding service credits and significant invoices.
- 5.4 Payroll and SAP systems remain within SW1 until 31 March 2017.
- 5.5 Established projects are in progress to replace SAP with new systems for: Finance and Procurement, Payroll Bureau and HR, Website and Customer Contact. These are major time critical projects.
- 5.6 Resources are being stretched as Transformation work increases so minimum functional requirements have been determined on some projects to ensure business continuity, particularly for Finance and Procurement, however, there is little room for slippage against revised plans, so we are regularly monitoring and producing contingency plans.
- 5.7 Communications continue and staff training is being scheduled during February and March 2017.

## **6. Revenues and Benefits Service**

- 6.1 This service is extremely busy in preparations for annual billing and re-assessing Housing Benefit and Council Tax Support for 2017/2018. Following the approval of recent legislation on information to be contained in Council Tax bills we are applying the necessary changes to correctly show the funding needed for Adult Social Care.
- 6.2 In previous years, we have supplied a booklet form of the Council Tax Guide in electronic format on our website which contained information that the regulations state must be provided. This guide also contained reference to other Council Services and a statement from the Leader.
- 6.3 In annual billing for 2017/2018 it has been decided to only supply information that is legally required. By limiting the information published at annual billing we will save considerable preparation time as well as making financial savings through design and printing costs.
- 6.4 Press releases including Member statements and information such as the "A-Z list of services" is already available on our website. Compiling and designing the Council Tax Guide in the past has required significant effort, while the information was accessed by relatively few people.
- 6.5 The combined average speed in working out new claims and changes in circumstances for benefit recipients remains at less than nine days from the start of the financial year to 31 January 2017. However, delays in receiving information from the Department for Work and Pensions (DWP) for Universal

Credit recipients is resulting in a decline in our performance when processing Council Tax Support claims. This has been followed up with the DWP.

- 6.6 We have exceeded our target for collecting Business Rates at 31 January 2017 and we are confident we will meet our annual target of 98.5% by 31 March 2017. As collection of Council Tax is still slightly below target at 0.47%, we are taking action to increase payments in the run up to the end of the financial year.

## **7. Finance and Procurement**

### **Budgeting**

- 7.1 Council is tonight considering the 2017/2018 budgets for approval for the General Fund, Housing Revenue and Capital budgets. Council is also asked to formally approve the Council Tax and housing rent changes for the new financial year.
- 7.2 Members have received several reports in the lead up to the preparation of the budget proposals
- 7.3 It is pleasing that the Executive is able to present a balanced budget, and my thanks go to the Management Team, budget holders, the Finance Manager and her teams in supporting the preparation of the budget proposals in ever more challenging times.

### **New Finance System**

- 7.4 The project to implement a new finance system for the Council – E5 Financials, provided by Advanced Business Solutions – continues to be an important priority. We are working to very tight timescales with the new system scheduled to go live on 1 April 2017. The project team and key users are currently testing the system, and training and guidance will be provided to system users in the next few weeks in readiness for the launch.
- 7.5 Inevitably with any big system change there are risks. The project has been managed really well, and thanks goes to Kerry Prisco for her excellent work as Project Manager, and it is a credit to the many staff involved in the project that we remain on track.
- 7.6 However the timescales are tight and it is important that we continue to prioritise our efforts to ensure the project is delivered successfully. There is a risk that some “business as usual” services may be temporarily affected, but the team are doing everything possible to keep disruption to a minimum.

Councillor Richard Parrish