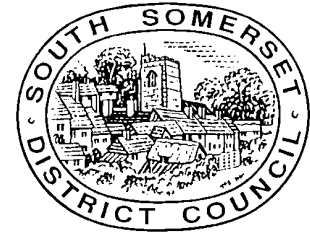


**South Somerset District Council**

*Notice of Meeting*



# Scrutiny Committee

*Making a difference where it counts*

**Tuesday 3rd February 2015**

**10.00 am**

**Main Committee Room  
Council Offices  
Brympton Way  
Yeovil  
BA20 2HT**

(disabled access is available at this meeting venue)



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Members listed on the following page are requested to attend the meeting.

The public and press are welcome to attend.

If you would like any further information on the items to be discussed, please ring the Agenda Co-ordinator, **Becky Sanders, Democratic Services Officer 01935 462596**, website: [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)

This Agenda was issued on Monday 26 January 2015.

*Ian Clarke, Assistant Director (Legal & Corporate Services)*

This information is also available on our website  
[www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)



INVESTORS IN PEOPLE

# Scrutiny Committee Membership

The following members are requested to attend the meeting:

**Chairman:** Sue Steele  
**Vice-chairmen:** Dave Bulmer and Nigel Mermagen

Pauline Clarke  
Nick Colbert  
Carol Goodall  
Tim Inglefield

Pauline Lock  
Tony Lock  
Paul Maxwell  
Graham Middleton

Sue Osborne  
David Recardo  
Martin Wale

## Information for the Public

### What is Scrutiny?

The Local Government Act 2000 requires all councils in England and Wales to introduce new political structures which provide a clear role for the Council, the Executive and non-executive councillors.

One of the key roles for non-executive councillors is to undertake an overview and scrutiny role for the council. In this Council the overview and scrutiny role involves reviewing and developing, scrutinising organisations external to the council and holding the executive to account

Scrutiny also has an important role to play in organisational performance management.

The Scrutiny Committee is made up of 14 non-executive members and meets monthly to consider items where executive decisions need to be reviewed before or after their implementation, and to commission reviews of policy or other public interest.

Members of the public are able to:

- attend meetings of the Scrutiny Committee except where, for example, personal or confidential matters are being discussed;
- speak at Scrutiny Committee meetings; and
- see agenda reports.

Meetings of the Scrutiny Committee are held monthly on the Tuesday prior to meetings of the District Executive at 10.00am in the Council Offices, Brympton Way, Yeovil.

Agendas and minutes of these meetings are published on the Council's website [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk).

The Council's Constitution is also on the website and available for inspection in council offices.

Further information can be obtained by contacting the agenda co-ordinator named on the front page.

## **South Somerset District Council – Council Plan**

**Our focuses are:** (all equal)

- Jobs – We want a strong economy which has low unemployment and thriving businesses
- Environment – We want an attractive environment to live in with increased recycling and lower energy use
- Homes – We want decent housing for our residents that matches their income
- Health and Communities – We want communities that are healthy, self-reliant and have individuals who are willing to help each other

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# Scrutiny Committee

**Tuesday 3 February 2015**

## Agenda

### *Preliminary Items*

**1. Minutes** (Pages 1 - 5)

To approve as a correct record the minutes of the previous meeting held on 6 January 2015.

**2. Apologies for absence**

**3. Declarations of Interest**

In accordance with the Council's current Code of Conduct (adopted July 2012), which includes all the provisions relating to Disclosable Pecuniary Interests (DPI), personal and prejudicial interests, Members are asked to declare any DPI and also any personal interests (and whether or not such personal interests are also "prejudicial") in relation to any matter on the Agenda for this meeting. A DPI is defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012 No. 1464) and Appendix 3 of the Council's Code of Conduct. A personal interest is defined in paragraph 2.8 of the Code and a prejudicial interest is defined in paragraph 2.9. In the interests of complete transparency, Members of the County Council, who are not also members of this committee, are encouraged to declare any interests they may have in any matters being discussed even though they may not be under any obligation to do so under any relevant code of conduct.

**4. Public question time**

**5. Issues arising from previous meetings**

This is an opportunity for Members to question the progress on issues arising from previous meetings. However, this does not allow for the re-opening of a debate on any item not forming part of this agenda.

**6. Chairman's Announcements**

### *Items for Discussion*

**7. Verbal update on reports considered by District Executive on 8 January 2015**  
(Page 6)

**8. Reports to be considered by District Executive on 5 February 2015** (Page 7)

**9. Verbal update on Task and Finish reviews** (Page 8)

**10. Update on matters of interest** (Page 9)

11. **Scrutiny Work Programme** (Pages 10 - 11)
12. **Date of next meeting** (Page 12)

# Agenda Item 1

## South Somerset District Council

**Draft Minutes** of a meeting of the **Scrutiny Committee** held at the **Main Committee Room, Council Offices, Brympton Way, Yeovil BA20 2HT on Tuesday 6 January 2015.**

(10.00am - 11.45am)

**Present:**

**Members:** Councillor Sue Steele (Chairman)

Dave Bulmer	Tim Inglefield
Nigel Mermagen	Tony Lock
Pauline Clarke	Graham Middleton
Nick Colbert	David Recardo
Carol Goodall	Martin Wale

**Also Present:**

Tim Carroll	Ric Pallister
Peter Gubbins	

**Officers**

Donna Parham	Assistant Director (Finance & Corporate Services)
Martin Woods	Assistant Director (Economy)
Ian Potter	Revenues and Benefits Manager
Kim Close	Assistant Director (Communities)
Roger Brown	ICT Manager
Emily McGuinness	Scrutiny Manager
Becky Sanders	Democratic Services Officer

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**93. Minutes (Agenda Item 1)**

The minutes of the meeting held on Tuesday 2 December 2014 were approved as a correct record and signed by the Chairman.

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**94. Apologies for absence (Agenda Item 2)**

Apologies for absence were received from Councillors Pauline Lock and Sue Osborne.

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**95. Declarations of Interest (Agenda Item 3)**

Councillor David Recardo declared a personal interest in agenda item 8 - Reports to be considered by District Executive on 8 January 2015 item 12, as he is a member on the Yeovil Crematorium and Cemetery Joint Committee.

Councillor Carol Goodall declared a personal interest in agenda item 8 - Reports to be considered by District Executive on 8 January 2015 item 10, as she is on Ilminster Town Council who are a beneficiary of one of the grants as detailed in the report.

**96. Public question time (Agenda Item 4)**

There were no members of public at the meeting.

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**97. Issues arising from previous meetings (Agenda Item 5)**

There were no issues raised.

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**98. Chairman's Announcements (Agenda Item 6)**

The Chairman informed members that she had attended a meeting of the Joint Waste Scrutiny Committee with Councillor Carol Goodall – there was nothing that needed to be drawn to members attention.

She also noted this was the first committee meeting to take place since the introduction of new car parking arrangements and enforcement at the Brympton Way Office. The situation was being monitored and any issues should be raised via the Scrutiny Manager or Democratic Services Manager in the first instance.

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**99. Verbal update on reports considered by District Executive on 4 December 2014 (Agenda Item 7)**

The Chairman noted that the Scrutiny comments had been considered and were included in the District Executive minutes that had been circulated.

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**100. Reports to be considered by District Executive on 8 January 2015 (Agenda Item 8)**

Members considered the reports outlined in the District Executive agenda for 8 January 2015. It was agreed that the following comments would be taken forward to District Executive for consideration:

**Notification of an Urgent Executive Decision – The Somerset Rivers Authority (SRA) interim funding – item 6**

- Scrutiny made no comments.

**Notification of an Urgent Executive Decision – Acquisition of the Former Millers Garage Site, Crewkerne – item 7**

- Scrutiny noted the report but queried if there was:
  - a financial risk to SSDC if planning permission was not granted?
  - how many spaces could potentially be provided on the site?

**Setting the Council Tax Reduction Scheme for 2015/16 – item 8**

- Scrutiny members noted that the Task and Finish Group would reconvene on 22 January to consider the scheme for 2016/17 onwards.
- Reassurance is sought that the changes do not imply any further risk to SSDC



### **Council Tax – Discretionary Reduction in Liability Policy – item 9**

- Members noted there was still some equalities work to complete regarding the policy via the completion of an Equality Impact Assessment.
- Regarding appeals – some members queried the likelihood of a case progressing to the tribunal stages and if there were costs associated with the process.

### **Medium Term Financial Plan and Capital Programme Update – item 10**

- It was queried if the Revenue Support Grant Fund had been confirmed?
- Page 22 – Business Rate Retention figures – are the figures indicated actual or estimated?

### **Report of Scrutiny Task and Finish Group – Somerset Local Authorities Civil Contingency Partnership – item 11**

- It was noted that the County Council had now said the review will not commence before April 2015.
- Scrutiny are content to revise their recommendation – so that funding continues for 2015/16 only and to endorse the recommendations of the Task and Finish Group to District Executive.

### **Increasing Management Capacity at Yeovil Crematorium – item 12**

- Scrutiny were supportive of the principle that improvements need to be made and had no questions regarding outcomes, however a number of points were raised about the process including:
  - The timeframes outlined in the report are very tight, but content if the dates can be delayed as necessary.
  - Concern about whether the process as outlined in the report was being conducted in the most appropriate order. Several members were of the opinion that consultation should have been undertaken first and then recommendations put forward.
  - A member appointed to the Yeovil Crematorium and Cemetery Joint Committee was disappointed to note that the first he had heard of these proposed changes was through this report. It was noted that a meeting of the Joint Committee was due to take place next week and it would be useful if more information could be provided.
  - Members queried what the way forward might be if other members of the Joint Committee were opposed to the proposals?

### **Upgrade to the ICT helpdesk System – item 13**

- Scrutiny sought clarification that the system would be fully compatible and integrated with other existing systems. If there will be any compromises what would they be?

### **Commercial Property Disposals – Winsham Allotments and Band Hut – item 14**

- No comments as no written report.

### **Final Recommendation of the Community Governance Review of Lopen Parish Council – item 15**

- Scrutiny made no comments.

### **Monthly Performance Snapshot – item 16**

- Scrutiny made no comments.

### **District Executive Forward Plan – item 17**

- Scrutiny made no comments.
- 

## **101. Final Report from the Budget Scrutiny Task and Finish Group (Agenda Item 9)**

The Scrutiny Manager introduced the draft final report of the Budget Task and Finish Group and explained it was an opportunity for the Scrutiny Committee to comment on the report prior to it being considered by District Executive in February as part of the wider budget setting process.

She informed members that one member of the group had forwarded a number of comments to her, and highlighted some of the points including:

- Highlighting more the accuracy of forecasting in the Medium Term Financial Plan
- The Task and Finish Group had only considered revenue budgets not capital
- Limitations of the review needed to be highlighted

The councillor concerned responded that he felt some elements of the budget could be developed further and acknowledged it would be more appropriate for him to discuss the matter with the Assistant Director (Finance and Corporate Services) outside of the current committee meeting.

During the brief discussion other members comments included:

- Query use of expression ‘economic downturn’ as it was understood Government now considered this had turned around and was in the process of upturn.
- The Task and Finish Group had every confidence in the financial officers
- All Scrutiny could do was check the process now in place was being done the right way
- If a member of the Task and Finish Group has further concerns the group should meet again to discuss.

It was agreed the Task and Finish Group would meet again shortly, with the Portfolio Holder (Finance), and the Assistant Director (Finance and Corporate Services) to discuss the comments that had been forwarded to the Scrutiny Manager by a member of the Task and Finish Group.

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**102. Verbal update on Task and Finish reviews (Agenda Item 10)**

It was noted that following discussion of the previous agenda item, the Budget Task and Finish Group would reconvene shortly for one further meeting.

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**103. Update on matters of interest (Agenda Item 11)**

As mentioned earlier in the meeting, under Chairman's Announcements, there had been a recent meeting of the Joint Waste Scrutiny Committee but there was nothing that needed to be drawn to members attention.

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**104. Scrutiny Work Programme (Agenda Item 12)**

The Scrutiny Manager informed members that a verbal report would be made to the March meeting to provide an update following the immigrant incident in Ilminster in August.

During a brief discussion it was agreed that the update on the Police and Crime Panel (PCP) be put back to the March meeting as the PCP were due to meet the week before.

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**105. Date of next meeting (Agenda Item 13)**

Members noted the next meeting of the Scrutiny Committee would be held on Tuesday 3 February 2015 in the Main Committee Room, Brympton Way.

.....  
Chairman

.....  
Date

# Agenda Item 7

## **Verbal update on reports considered by District Executive on 8 January 2015**

The Chairman will update members on the issues raised by Scrutiny members at the District Executive meeting held on 8 January 2015.

The draft minutes from the District Executive meeting held on 8 January 2015 have been circulated with the District Executive agenda.

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# Agenda Item 8

## **Reports to be considered by District Executive on 5 February 2015**

*Lead Officer:* Emily McGuinness, Scrutiny Manager  
*Contact Details:* emily.mcguinness@southsomerset.gov.uk or (01935) 462566

Scrutiny Committee members will receive a copy of the District Executive agenda containing the reports to be considered at the meeting on 5 February 2015.

Members are asked to read the reports and bring any concerns/issues from the reports to be discussed at the Scrutiny Committee meeting on 3 February 2015.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 5 February 2015.

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# Agenda Item 9

## **Verbal update on Task and Finish reviews**

Please note there are no on-going Task and Finish Groups at this time.

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# Agenda Item 10

## **Update on matters of interest**

*Lead Officers:*            *Emily McGuinness, Scrutiny Manager*  
*Contact Details:*        *emily.mcguinness@southsomerset.gov.uk or (01935) 462566*

## **Action Required**

That members of the Scrutiny Committee note the verbal updates as presented by the Scrutiny Manager.

## **Purpose of Report**

This report is submitted for information to update members of the committee on any recent information regarding matters of interest to the Scrutiny Committee, and for the Scrutiny Manager to verbally update members on any ongoing matters including:

- Future Task and Finish review for the Planning Scheme of Delegation
-

## Scrutiny Work Programme

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
3 Mar '15	Police and Crime Panel (PCP)	✓		Scrutiny Committee has agreed updates on the PCP will be provided twice a year. Cllr Tony Lock (SSDC representative on the Police and Crime Panel) will provide an update report.	Cllr Tony Lock
3 Mar '15	Debrief following discovery of foreign nationals - Ilminster	✓		A verbal update report following the incident in Ilminster in August.	Pam Harvey, Civil Contingencies and Business Continuity Manager
31 Mar '15	Yeovil Ranger Station	✓		Project review item – members have requested a review of how this successful project was delivered - what lessons can be learned for future projects.	Steve Joel, Assistant Director (health and Well-being)
Nov ' 15	Anti-Social behaviour, Crime and Policing Act 2014	✓		At the Scrutiny Committee meeting 4 Nov 2014 members received a presentation about the Act. The committee requested an update report after 12 months about the impact in/for South Somerset.	Steve Brewer, Community Safety & Projects Officer and Vicki Dawson, Principal Environmental Health Protection Officer
TBC	Health Scrutiny			Following the presentation from Ann Reader to Scrutiny, a report suggesting a new approach to Health Scrutiny will be presented to members.	Emily McGuinness, Scrutiny Manager
TBC	Localism – relationship between tiers of local government (County / District / Town and Parish) to ensure effective working	✓		Initial presentation to full Scrutiny Committee on the relevant legislative changes and how SSDC are planning to implement them.	Emily McGuinness, Scrutiny Manager

The Somerset Waste Board and Somerset Waste Partnership Forward Plan of key decisions can be viewed at:  
<http://www.somerset.gov.uk/policies-and-plans/plans/cabinet-forward-plan/>



### Task & Finish Reviews

Date Commenced	Title	Members
Ad-hoc monitoring	Council Tax Benefit Reduction	Carol Goodall, Sue Steele, Dave Bulmer, Sue Osborne Jenny Kenton, David Norris, Colin Winder
On-going monitoring	Somerset Countywide Flooding Summit/ Flooding Steering Group	Dave Bulmer and Sue Steele

# Agenda Item 12

## **Date of next meeting**

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 3 March 2015 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.

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