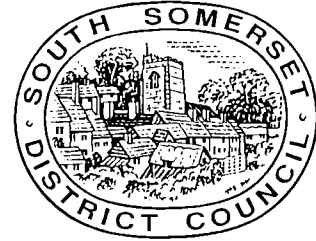


South Somerset District Council

Notice of Meeting



South Somerset District Council

Making a difference where it counts

Thursday 15th June 2017

8.15 pm

**Council Chamber
Council Offices
Brympton Way
Yeovil, BA20 2HT**

(disabled access and a hearing loop are available at this meeting venue)



All members of Council are requested to attend this meeting.

If you would like any further information on the items to be discussed, please contact the Democratic Services Manager on 01935 462148 or democracy@southsomerset.gov.uk

This Agenda was issued on Wednesday 7 June 2017.

Ian Clarke, Director (Support Services)

This information is also available on our website
www.southsomerset.gov.uk and via the mod.gov app



INVESTORS IN PEOPLE

South Somerset District Council Membership

Chairman: Mike Best
Vice-chairman: Tony Capozzoli

Clare Aparicio Paul	Kaysar Hussain	Jo Roundell Greene
Jason Baker	Val Keitch	Dean Ruddle
Cathy Bakewell	Andy Kendall	Sylvia Seal
Marcus Barrett	Jenny Kenton	Gina Seaton
Mike Beech	Mike Lewis	Peter Seib
Neil Bloomfield	Sarah Lindsay	Garry Shortland
Amanda Broom	Mike Lock	Angie Singleton
Dave Bulmer	Tony Lock	Alan Smith
Hayward Burt	Paul Maxwell	Sue Steele
John Clark	Sam McAllister	Rob Stickland
Nick Colbert	Graham Middleton	Gerard Tucker
Adam Dance	David Norris	Andrew Turpin
Gye Dibben	Graham Oakes	Linda Vijeh
Sarah Dyke	Sue Osborne	Martin Wale
John Field	Tiffany Osborne	William Wallace
Nigel Gage	Stephen Page	Nick Weeks
Carol Goodall	Ric Pallister	Colin Winder
Anna Groskop	Crispin Raikes	Derek Yeomans
Peter Gubbins	Wes Read	
Henry Hobhouse	David Recardo	

Information for the Public

The meetings of the full Council, comprising all 60 members of South Somerset District Council, are held at least 6 times a year. The full Council approves the Council's budget and the major policies which comprise the Council's policy framework. Other decisions which the full Council has to take include appointing the Leader of the Council, members of the District Executive, other Council Committees and approving the Council's Constitution (which details how the Council works including the scheme allocating decisions and Council functions to committees and officers).

Members of the Public are able to:-

- attend meetings of the Council and its committees such as Area Committees, District Executive, except where, for example, personal or confidential matters are being discussed;
- speak at Area Committees, District Executive and Council meetings;
- see reports and background papers, and any record of decisions made by the Council and Executive;
- find out, from the Executive Forward Plan, what major decisions are to be decided by the District Executive.

Meetings of the Council are scheduled to be held monthly at 7.30 p.m. on the third Thursday of the month in the Council Offices, Brympton Way although some dates are only reserve dates and may not be needed.

The agenda, minutes and the timetable for council meetings are published on the Council's website – www.southsomerset.gov.uk/councillors-and-democracy/meetings-and-decisions

Agendas and minutes can also be viewed via the mod.gov app (free) available for iPads and Android devices. Search for 'mod.gov' in the app store for your device and select 'South Somerset' from the list of publishers and then select the committees of interest. A wi-fi signal will be required for a very short time to download an agenda but once downloaded, documents will be viewable offline.

The Council's corporate aims which guide the work of the Council are set out below.

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

South Somerset District Council - Council Aims

South Somerset will be a confident, resilient and flexible organisation, protecting and improving core services, delivering public priorities and acting in the best long-term interests of the district. We will:

- Protect core services to the public by reducing costs and seeking income generation.
- Increase the focus on Jobs and Economic Development.
- Protect and enhance the quality of our environment.
- Enable housing to meet all needs.
- Improve health and reduce health inequalities.

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South Somerset District Council

Thursday 15 June 2017

Agenda

1. Apologies for Absence

2. Minutes

To approve and sign the minutes of the previous meeting held on Thursday, 18th May 2017.

3. Declarations of Interest

In accordance with the Council's current Code of Conduct (as amended 26 February 2015), 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.

Members are reminded that they need to declare the fact that they are also a member of a County, Town or Parish Council as a Personal Interest. Where you are also a member of Somerset County Council and/or a Town or Parish Council within South Somerset you must declare a prejudicial interest in any business on the agenda where there is a financial benefit or gain or advantage to Somerset County Council and/or a Town or Parish Council which would be at the cost or to the financial disadvantage of South Somerset District Council.

4. Public Question Time

5. Chairman's Announcements

Items for Discussion

6. Chairman's Engagements (Page 6)

7. SSDC Annual Performance Report 2016/17 (Pages 7 - 23)

8. Notification of Market Supplement to a Chief Officer Post (Page 24)

9. Membership of Committees - Appointment of New Councillors to Scrutiny Committee and Standards Committee (Page 25)

10. Report of Executive Decisions (Pages 26 - 27)

11. Audit Committee (Page 28)

12. Scrutiny Committee (Pages 29 - 30)

13. Motions

There were no Motions submitted by Members.

14. Questions Under Procedure Rule 10

There were no questions submitted under Procedure Rule 10.

15. Date of Next Meeting (Page 31)

16. Exclusion of Press and Public (Page 32)

17. Refurbishment and Development of Yeovil Crematorium (Confidential) (Pages 33 - 56)

Agenda Item 6

Chairman's Engagements

21st May

At the invite of The Mayor of Taunton Deane, Mike and Liz attended the Mayor's Civic Service in Taunton.

23rd May

Mike and Liz, together with Councillors Wes Read and his wife attended a Royal Garden Party at Buckingham Palace.

4th June

At the invite of The Mayor of Yeovil, The Chairman and his wife attended the Yeovil Town Council Annual Civic Service.

6th June

Mike and Liz attended the Ilminster Literary Festival Schools Poetry Final Competition.

17th June

Mike and Liz will be attending the Somerset Schools' Folk Dance Festival.

Agenda Item 7

SSDC Annual Performance Report 2016/17

Executive Portfolio Holder: Ric Pallister, Strategy & Policy
Director: Martin Woods, Service Delivery
Service Manager: Andrew Gillespie/ Charlotte Jones, Performance Managers
Lead Officer: Anna-Maria Lenz, Performance Officer
Contact Details: anna-maria.lenz@southsomerset.gov.uk or (01935) 462216

Purpose of the Report

This report presents the following annual summaries:

Appendix 1 – Annual Action Plan 2016-17
Appendix A - Annual Action Plan 2016 - 2017 Monitoring Report
Appendix B - Corporate Performance Indicators (CPIs) for 2016-17
Appendix C - Complaints made during 2016-17

Public Interest

The Council is accountable for its performance to the local community and we publish performance data to enable us to demonstrate achievements against targets. This report details the annual performance for 2016/17.

Recommendation

That Council note the 2016/17 performance information at Appendices A, B and C.

A New Framework for Corporate Performance Management

Our approach to corporate performance management is in transition and this report is likely to be the last in this particular format.

The Council Plan on a Page 2016 - 2021 sets out what the Council wants to achieve over that period and was adopted by Full Council in April 2016. It includes the **Action Plan for 2016-17** and the very first “action” is **C1.01 - Commence the delivery of the Transformation Programme.**

The full Transformation Programme represents a massive change in the way the council works and delivers services - the biggest change for over twenty years.

The Transformation Programme will see us adopt a very different way of working and delivering services, using technology as an enabler to support the development of a more modern, flexible organisation that can continue to change and develop in to the future.

We need our performance management framework to change too so we can achieve the highest quality outcomes for our communities. As an integral part of the Transformation Programme, work has begun to redesign the collection, analysis and reporting of performance data throughout SSDC, not only to ensure we achieve the outcomes we set ourselves but also to ensure that good quality data will drive and underpin our future policy development. Updates on this work will be made to members as part of the Transformation Programme reporting cycle.

The Action Plan for 2016-17 is included as Appendix 1 and the Annual Monitoring Report as Appendix A.

Annual Performance Indicator Report

The Performance Indicator report consists of 39 locally set indicators which are linked to our corporate priorities. These were selected and approved by members on 3rd May 2012. 18 of these are corporate performance indicators, against which the Council's performance is measured. The remaining South Somerset indicators are those over which the Council has less influence.

Summary of Corporate Performance Indicators:

Indicator Status	2016/17		2015/16	
On or Above Target	15	83.3%	14	82%
Within 10% of Target	2	11.1%	0	0%
More than 10% Below Target	1	5.6%	3	18%
TOTAL	18	100%	17*	100%

* Annual data not available for PI031 in 2015/16.

Please refer to Appendix B for details.

As noted in Appendix B performance data for PI013 - % of household waste sent for reuse, recycling and composting and PI009 – Number of bin collections missed per 1,000 households will no longer be collected on a district by district basis and will therefore no longer be reported via the Annual Performance Indicator Report.

Complaints

During the period 1st April 2016 – 31st March 2017, SSDC received 170 complaints from members of the public.

The number of complaints in relation to the volume of transactions completed remains very low. The majority of cases (98.2%) have been resolved at stage 1, indicating that the complaints procedure is effective.

Please refer to Appendix C for details.

Financial Implications

None

Carbon Emissions and Climate Change Implications

None

Equality and Diversity Implications

None

Background Papers

Council Plan 2016-2021

(<http://www.southsomerset.gov.uk/about-us/council-plan-2016---2021/>)

SSDC Corporate Indicators – District Executive May 2012

Appendix 1 : Annual Action Plan on a Page

Purpose: The Annual Plan outlines agreed high level actions for each year. It will be updated each year, with an annual monitoring report to Full Council.

Priority Levels: Council Plan delivery is designed to be flexible to allow urgent projects to be added mid-year. To aid flexibility, actions are prioritised as **High**, **Medium** and **Low**. Lower priority actions or those in italics will start when capacity allows, when the opportunity arises or if external resource is identified within the project plan.

Our plans for 2016-17

High quality cost effective services

- H** Commence the delivery of the Transformation programme
- H** Set up Income Generation Board and develop prioritised action plan.
- M** Optimise council assets to increase use or receive income.
- H** Take a full role in the emerging Devolution discussions to ensure the best outcome for South Somerset communities.
- H** Work with Sedgemoor District Council on the formation of a strategic alliance to increase influence, resilience and savings.

Economy

- H** Engage pro-actively with the LEP to maximise investment in South Somerset.
- H** Progress key strategic projects such as Lufton 2000 and Chard Regeneration.
- H** Agree a prioritised action plan to deliver local projects with Regeneration Boards.
- H** Progress the key infrastructure projects that unlock development.
- M** Support district-wide roll out of superfast broadband.
- H** Progress work hubs in Chard and Yeovil.
- H** Progress options to improve access /regeneration of Yeovil Town Centre.
- H** Continue to support intern and apprentice scheme.
- M** Deliver a South Somerset food & drink promotional event.

Environment

- H** Agree a new waste and recycling collection model to enhance recycling and reduce costs.
- H** Maintain levels of street cleanliness and increase the joint work with parishes via the parish ranger scheme.
- H** Improve gateway to Ham Hill CP through road and high profile signage scheme.
- H** Increase visitor numbers (and YCP café income) via an exciting events programme.
- H** Diversify volunteering opportunities to increase capacity for projects in all Country Parks.
- M** Begin installing 4km of paths within our open spaces to improve 'access for all'.
- H** With SRA, deliver Enhanced Maintenance Programme.
- M** Deliver or enable a range of energy reduction projects

Homes

- H** Increase housing supply to meet local needs by the agreed investment of £2.4m.
- H** Contribute to the review of DFG effectiveness led by the Health and Wellbeing Board.
- H** Work with partners to secure supported hostel and move on accommodation for vulnerable individuals.
- M** Continue to bring empty properties back into use.
- M** Continue to work with CSE on fuel poverty schemes.
- M** Promote Careline to increase take up and enable people to continue living independently.
- M** Develop a Lettings Agency project.
- M** Explore an enhanced landlord accreditation scheme.

Health and Communities

- H** Support residents through national benefit changes including universal credit.
- H** Agree lease, refurbish and relaunch WLC Sport, Conference & Entertainment Facilities.
- H** Deliver Healthy lifestyles projects inc Yr 1 of project to deliver integrated interventions to those with diabetes and hypertension.
- M** Transfer Castle Cary Market House to community.
- H** Enable enhancement of at least 8 play & youth facilities.
- H** Support Huish Episcopi academy community swimming pool project.
- M** Work with partners on public sector hub in Yeovil.
- H** Support at least 50 community projects.
- H** Prepare a plan to develop & deliver leisure facilities in Chard.

Appendix A Council Plan Annual Monitoring Report 2016/17

Council Plan Action	Priority	Comment	Council Plan Action Status	Project Status	Lead Service / Officer
Focus 1. High Quality Cost effective service					
C1.01 - Commence the delivery of the Transformation Programme	H	The programme board commissioned Ignite Consultancy to help the Council complete the blueprinting stage that sets out the high level implementation plan, technology requirement, staffing structure and benefits realisation. Detailed implementation began in the second half of the year.	Completed	Ongoing	Rina Singh*/ Alex Parmley
C1.02 - Set up Income Generation Board and develop prioritised action plan.	H	The Income Generation Board was created in 2016. Prioritised Action Plan: The IGB met a number of times throughout the year to consider new opportunities for larger scale corporate investment and smaller service wide changes, both with the aim of creating new income streams for the council. Staff suggestions have also been welcomed at every meeting. A business plan template was developed to assist this process, a property and asset review is currently underway and due to report in July 2017, guidelines on investment and expected returns are under discussion and a number of projects are now either underway or being actively considered.	Completed	N/A	Laurence Willis
C1.03 - Optimise council assets to increase use or receive income.	M	Utilisation of Petters House has increased compared to 2015/16 There is vacant space available at Churchfields, and there have been several commercial enquiries for space. Consideration has been given to a change of use and redevelopment for the Coach House situated in the grounds. A hub is being considered for Lace Mill in Chard and at Petters House in Yeovil. Somerton Doctors Surgery has been demolished and car parking created Opportunities at the former Millers Garage site in Crewkerne are currently under consideration. Burlingham Barn and the Four Follies at Barwick were and continue to be marketed for possible transfer with covenants to protect their historical	Completed	Ongoing	Donna Parham*

Appendix A Council Plan Annual Monitoring Report 2016/17

Council Plan Action	Priority	Comment	Council Plan Action Status	Project Status	Lead Service / Officer
		importance.			
C1.04 - Take a full role in the emerging Devolution discussions to ensure the best outcome for South Somerset communities.	H	SSDC is fully involved in devolution discussions. The seventeen member councils forming the Heart of the South-West partnership have agreed to continue to develop a productivity plan to submit to Government, together with governance arrangements which can identify a senior leadership role for the group in the absence of an elected Mayor. Following the changes in Government after the EU Referendum, the process of moving towards devolution has slowed. In March 2017, it was anticipated that final Productivity Plan will be approved and submitted in the autumn of 2017.	Completed	Ongoing	Rina Singh*/ Alex Parmley
C1.05 - Work with Sedgemoor District Council on the formation of a strategic alliance to increase influence, resilience and savings.	H	As reported mid-year, a number of opportunities have been explored during the year. These included Exploring opportunities to work with an Energy Company; Setting up a lettings agency to manage private rented properties and the benefits this might bring to SDC with the Hinkley contract; Income Generation: Joint reports on progress; Development Company – exploring, and possible creation of future land supply through the Local Plan and Core Strategy; Joint response to Government Consultations agreed; Flood response agreement for mutual assistance and joint staff training being pursued; Investigating early notification of flooding alerts from the EA for sharing; Agreed to share specialist/expensive depot equipment and bidding for 'clean surrounds' contract. HR protocol agreed to ensure that councils share job opportunities	Completed	Ongoing	Rina Singh*/ Alex Parmley
Focus 2. Economy					
C2.01 - Engage pro-actively with the LEP to maximise investment in South Somerset.	H	Continued engagement has been maintained throughout the year-particularly through the Growth Deal Funding process where funding was secured for Innovation Centre phase 2 and the SCC iAero project. We have participated in workshops and consultations with the LEP on the Somerset Growth Plan refresh, the Productivity Plan and in preparation for the new Government Industrial Strategy where we have lobbied for emphasis on the Aerospace/rotary wing sectors and R & D.	Completed	Ongoing	David Julian

Appendix A Council Plan Annual Monitoring Report 2016/17

Council Plan Action	Priority	Comment	Council Plan Action Status	Project Status	Lead Service / Officer
C2.02 - Progress key strategic projects such as Lufton 2000 and Chard Regeneration.	H	Regular Quarterly meetings of Lufton JV, but the market for employment land is still slow although enquiries have picked up in 2016/17. Chard Town Centre Regeneration will enter a new phase in 2017 as we move to a community-driven approach to the development of the sites with SSDC taking on the role of developer to ensure delivery. Consultants recruited to assist with preparation of site options and appraisal. Project Manager to be appointed. CRS board has met quarterly throughout year and maintained negotiations with all landowners in CEDA.	Completed	Ongoing	David Julian
C2.03 - Agree a prioritised action plan to deliver local projects with Regeneration Boards.	H	As per mid-term comments, the Action Plan has been refreshed and re-prioritised. Reports on progress made through Portfolio holder briefings (3 given in 2016). Chard Town Centre redevelopment will now be delivered through direct control of SSDC as the developer.	Completed	Ongoing	David Julian
C2.04 - Progress the key infrastructure projects that unlock development.	H	Situation ongoing with all projects as per mid-term comment. Progress in all cases is determined by viability, market conditions and (above all) the desire of the landowner to proceed. The refreshed action plan particularly reflects SSDCs ability to proceed with projects at this time.	Not completed	Ongoing	David Julian
C2.05 - Support district-wide roll out of superfast broadband.	M	Contract for phase 2 was awarded in November 2016 with the coverage of the scheme due to be detailed and agreed in Spring 2017. Additionally CDS have indicated that they intend to run a new voucher scheme for more remote areas. Future course of action cannot be decided until geographical coverage is known and a decision by CDS on their voucher scheme has been made. Background research on the feasibility of a voucher scheme has been undertaken.	Completed	Ongoing	David Julian
C2.06 - Progress work hubs in Chard and Yeovil.	H	Work hub trial at YIC is underway. Known as the 'Hive' it is prominently located near the entrance foyer. After a slow start, interest grew in early 2017. New tenants could be attracted to the YIC via the Hive. The Chard Lace Mill Hub hosted several events for local businesses to gather evidence on what they need to prosper and grow. A business plan and a detailed marketing strategy have been produced	Not completed	Ongoing	David Julian

Appendix A Council Plan Annual Monitoring Report 2016/17

Council Plan Action	Priority	Comment	Council Plan Action Status	Project Status	Lead Service / Officer
		in collaboration with 5 local businesses. The Hub launch has been deferred to ensure co-ordination with the Chard regeneration scheme.			
C2.07 - Progress options to improve access /regeneration of Yeovil Town Centre.	H	The Yeovil Refresh is underway with consultants JLL now contracted. In addition to exploring uses and options for key sites within the town, traffic movement analysis and modelling is being undertaken as part of the refresh. Public realm and improved urban design are key considerations in the study.	Completed	Ongoing	Martin Woods
C2.08 - Continue to promote and support intern and apprentice scheme.	H	Monthly meetings now being held with Director of Employer engagement (Yeovil College). We continue to promote apprenticeships to our businesses and support the College with their initiatives and ensure that Business/ College engagements are brokered where possible.	Completed	Completed	David Julian
C2.09 Deliver a South Somerset food & drink promotional event.	M	The decision was made to run a series of smaller events rather than one large event, primarily to take advantage of an external funding stream and to explore a potential new outlet for the Local Food market.	Completed	Completed	David Julian
Focus 3. Environment					
C3.01 - Decide on a new waste and recycling collection model in order to increase recycling and minimise costs.	H	The Council agreed the proposed changes to the current recycling model in December 2016. This decision was passed to the Waste Partnership for inclusion in a Waste Board meeting later the same month. It was unanimously agreed at the Board to proceed with the 'Recycle More' project, which is seen as the best opportunity to increase recycling and make budget savings over time. Negotiations began on implementation of the agreed waste and recycling collection model with the existing contractor; the next update on progress is expected at the Annual Meeting of the Waste Board in June 2017.	Completed	Ongoing	Laurence Willis
C3.02 - Maintain levels of street cleanliness and increase the joint work with parishes via the parish ranger scheme.	H	Consistently maintained high levels of street cleanliness. The service currently runs four rangers who serve 21 parishes compared to 18 Parishes in the previous year. Some schemes are considering increasing the amount of time they purchase from the Rangers.	Completed	N/A	Chris Cooper

Appendix A Council Plan Annual Monitoring Report 2016/17

Council Plan Action	Priority	Comment	Council Plan Action Status	Project Status	Lead Service / Officer
C3.03 - Improve gateway to Ham Hill CP through road and high profile signage scheme.	H	The tarmac road surfacing and line marking is complete, gravel car park entrances are repaired and the surfaces of the car parks themselves will be graded in the drier spring weather. The high profile signage scheme is yet to be completed, and needs to be resolved through discussion with the land owner during 2017.	Not completed	In progress	Katy Menday
C3.04 - Increase visitor numbers (and YCP café income) via an exciting events programme.	H	A further 43 events were arranged and delivered by the ranger team across the district in the second half of the year, totalling 118 events for the year. A total estimated 11,281 participants attended these events. The V3 Yeovil project continues to generate interest in site, attracting new visitors & groups and the Ninesprings Café finished the year on a favourable variance of £27K due to the success and popularity of the site.	Completed	N/A	Katy Menday
C3.05 - Diversify volunteering opportunities to increase capacity for projects in all Country Parks.	H	Practical conservation volunteering, Friends days and heritage restoration all continue to add to the donated volunteer days in the second half: Oct 253, Nov 286, Dec 229, Jan 253, Feb 271 and March 285 totalling 3,019 days donated to countryside projects across the year. This capacity has generated grant income for projects (through direct applications and as match funding), assisted on school visits, completed practical works to help deliver on Stewardship targets and kept site facilities open and operating 365 days a year.	Completed	N/A	Katy Menday
C3.06 - Begin installing 4km of paths within our open spaces to improve 'access for all'.	M	Three of the four schemes planned (Howard road Yeovil, Millford park Yeovil, the Recreation ground in Norton sub Hamdon) have been delivered in the first half of the financial year. The Alvington Open Space Pathway was installed in the second half of the year	Completed	N/A	Chris Cooper
C3.07 - With Somerset Rivers Authority (SRA), deliver the Enhanced Maintenance Programme.	H	A successful bid for £22,000 was agreed by the SRA for the 16/17 financial year and potentially for a further 4 years. A number of potential sites have been considered across the district, preliminary work has commenced to produce specifications for the enhanced maintenance which together with RAs will form the basis of prioritisation. This will involve negotiations with landowners. As members will be aware, it has not been possible to recruit a replacement engineer and the post remains vacant. This has resulted	Completed	Ongoing	Laurence Willis/ Ian Case

Appendix A Council Plan Annual Monitoring Report 2016/17

Council Plan Action	Priority	Comment	Council Plan Action Status	Project Status	Lead Service / Officer
		in the work needing to be fitted around the other duties of the engineering team. Despite this, a significant amount of work has been achieved and two items of work delivered on the ground. We have requested to carry forward the balance of £14k into 2017/18.			
C3.08 Deliver or enable a range of energy reduction projects	M	Front of house and dressing room lighting at the Octagon replaced by LED low energy bulbs. Cooling system to gym and small hall at Wincanton Sports centre replaced and waste heat reclaimed and fed back into pool hall. In Goldenstones, a new power correction unit will assist with reducing energy consumption, and waste heat from the electrical switchgear room is now fed into the pool hall ventilation. The Income Generation Board are exploring potential investment in small and large scale photovoltaic installations as well as battery storage to reduce our electrical demand from the grid and access grid balancing income streams.	Not completed	Ongoing	Keith Wheaton -Green
Focus 4. Homes					
C4.01 - Increase housing supply to meet local needs by the agreed investment of £2.4m.	H	Lease agreed with Stonewater Housing Association. Purchases of two larger units completed. Activities will now concentrate on pure income generation unless or until specific social need cases are identified/come forward.	Completed	N/A	Colin McDonald
C4.02 - Contribute to the review of DFG effectiveness led by the Health and Wellbeing Board.	H	The review was completed and a report that recommended changes to the council's grant policy was taken to DX on 5th January 2017. Changes were agreed (see report: Policy for Awarding Private Sector Housing Grants/Loans and other Financial Assistance, item 10 and minutes).	Completed	N/A	Alasdair Bell
C4.03 - Work with partners to secure supported hostel and move on accommodation for vulnerable individuals.	H	Direct access hostel secured until 31st March 2019. Work now underway to consider more appropriate premises and related services to support those undertaking a programme through the hostel provision.	Completed	N/A	Colin McDonald
C4.04 - Continue to bring empty properties back into use.	M	Work progressed steadily to bring empty properties back into occupation, from October 2015 to October 2016 145 properties were brought back into use. 25 of those were from actively targeting the over 2 years empty list. Most 'easy wins' now dealt with. No enforced sales were required as the owners providing the desired outcome by	Completed	Ongoing	Alasdair Bell

Appendix A Council Plan Annual Monitoring Report 2016/17

Council Plan Action	Priority	Comment	Council Plan Action Status	Project Status	Lead Service / Officer
		selling the properties, bringing them back into occupation.			
C4.05 - Continue to work with CSE on fuel poverty schemes.	M	The Centre for Sustainable Energy (CSE) offer a free energy advice line for SSDC residents providing advice on all free/low cost energy schemes available. We have continued to work with CSE on fuel poverty schemes on a number of fronts. CSE provided a detailed Home Energy Conservation Act (HECA) report on all energy conservation activity across the district. This will be available on our website 2017/18.	Completed	Ongoing	Alasdair Bell
C4.06 - Promote Careline to increase take up and enable people to continue living independently.	M	Total Careline alarms installed 2016/17 = 515 Total Careline customers at end March 2017 = 2,121 (net increase of 4 customers from March 2016). Total referrals taken 642 Ongoing programme of advertising and promotion through a range of media and partnerships (Advertising spend for 2016/17 = £5,323). Total Careline income for 2016/17 = £396,006 (increase of £12,339 from 15/16) Total net Careline income 2016/17 = £188,172 (increase of £34,536 from 15/16)	Completed	Ongoing	Alice Knight
C4.07 - Develop a Lettings Agency project.	M	Discussions with landlords took place in 2016/17 and will continue in 2017/18. The proposed Business model will be reviewed in 2017/18 to accommodate the changes to housing benefit being made sooner than expected.	Not completed	Ongoing	Kirsty Larkins
C4.08 - Explore a landlord accreditation scheme.	M	This action was completed by end September 2016.	Completed	Completed	Alasdair Bell
Focus 5. Health and Communities					
C5.01 - Support residents through national benefit changes including universal credit.	H	Benefit Cap multiagency event undertaken on 20 Oct 2016 and follow up sessions carried out. Appropriate advice and support provided to attendees. Digital Support and Personal Budgeting Support for Universal Credit is in place for Full Service Universal Credit rollout in Chard area (October 2016). Preparations in progress for the rest of the district	Completed	N/A	Ian Potter

Appendix A Council Plan Annual Monitoring Report 2016/17

Council Plan Action	Priority	Comment	Council Plan Action Status	Project Status	Lead Service / Officer
		(rollout on 19 April 2017). Discretionary Housing Payment policy updated and approved by members (March 2017)			
C5.02 - Agree lease, refurbish and relaunch WLC Sport, Conference & Entertainment Facilities.	H	Lease agreed. Refurbishment work completed and services relaunched for Sport and Fitness Centre, and Conference and Entertainment Centre. Pavilion on schedule for completion by 30th May 2017.	Completed	Ongoing	Steve Joel*
C5.03 - Deliver Healthy lifestyles projects inc Yr. 1 of project to deliver integrated interventions to those with diabetes and hypertension.	H	CLICK into Activity continues in Chard, Crewkerne, Broadway and Ilminster. So far 293 inactive patients have accessed the project and there have been excellent preliminary results. Sport50 sessions set up as exit routes in Crewkerne and Ilminster. Preliminary evaluation from the University of West England has identified that out of the initial 249 inactive participants who had taken part in the project, 162 have moved into 1x30 minutes of sport and physical activity.	Completed	Ongoing	Lynda Pincombe
C5.04 - Transfer Castle Cary Market House to community.	M	Following approval of the transfer by DX in April 2016, negotiations are now well advanced with solicitors instructed to finalise the terms of peppercorn transfer with £45k dowry – anticipated summer 2017 completion.	Not completed	Ongoing	Helen Rutter
C5.05 - Enable enhancement of at least 8 play & youth facilities.	H	In 2016/17 The following 9 play and youth facilities were enhanced, exceeding our target of 8: Cavalier Way Play Area, Yeovil; Lavers Oak Play Area, Martock; New Skate Park at Happy Valley, Crewkerne; Cale Park Play Area, Wincanton; Winterhay Lane Play Area, Ilminster; Chilthorne Domer Play Area; Wyndham Park Play Area, Yeovil Without; Kingston View Play Area, Yeovil; Monksdale Play Area, Yeovil.	Completed	N/A	Lynda Pincombe
C5.06 - Support Huish Episcopi Academy community swimming pool project.	H	Funding package secured. Design Team appointed. Planning Application approved. Scheme tendered. Contractor not appointed. Scheme value engineered and re-tendered. Contractor appointment expected in June 2017, with works commencing in July 2017, opening January 2018.	Completed	N/A	Steve Joel*
C5.07 - Work with partners on public sector hub in Yeovil.	M	The Somerset One Public Estates (OPE) bid resulted in a £100k grant for South Somerset. £60k for the secondment of a Project Manager from SCC for 18-months and £40k held by SSDC to fund the internal	Completed	Ongoing	Helen Rutter

Appendix A Council Plan Annual Monitoring Report 2016/17

Council Plan Action	Priority	Comment	Council Plan Action Status	Project Status	Lead Service / Officer
		and/or external costs of preparing and costing the building proposals for Petters House and the Chard option. Work began in Yeovil and Chard in January 2017. Project governance arrangements have been aligned with Transformation. Links have also been formed with the wider property review and the town centre regeneration projects.			
C5.08 - Support at least 50 community projects.	H	In 2016/17 we supported a total of 111 Community projects (East - 38; North - 23; South - 28; West – 22). Our support for community projects includes: giving advice on project development and funding, issuing grants, printing and supporting events.	Completed	N/A	Helen Rutter
C5.09 - Prepare a plan to develop & deliver leisure facilities in Chard.	H	One member of the action group has established a series of Club Matters workshops to help sustain Chard area sports clubs and enable them to share good practice. Support provided to SCC to reassess repairs and maintenance requirements at CRESTA pool. Following a local campaign, SCC has set aside £150,000 to improve the current pool. Work to secure additional land for football pitches in Chard continues. The Holyrood Academy AGP has been resurfaced for some financial support from SSDC. Chard Rugby Club now has a clear vision for the enhancement of their Crewkerne Road site; supported in the Council's emerging Playing Pitch Strategy. Streetscene has been instructed to clear Plot 5 (Chard Business Park) prior to this summer to establish a small flat kickabout area until a new play area can be established in the future.	Completed	Ongoing	Lynda Pincombe

*Responsible officer has left the authority

**Appendix B:
2016/17 Annual Performance
Indicator Report**

Key:						
Status:	On Target	<10% Below Target	>10% Below Target			
Trend:	Improved	↑	Stayed the Same	↔	Deteriorated	↓

Measure	16/17 Target	16/17 Outturn	Previous Year Outturn	Status	Trend	Comments
Corporate Performance Indicators:						
PI003 - % of planning appeal decisions allowed against the authority's decision to refuse	33%	33%	25.00%		↓	
PI004 – Number of days taken to process Housing Benefit/ Council Tax Benefit new claims and change events.	12.00	6.00	8.75		↑	
PI005a - % Working age people on out of work benefits	8.7%	6.8%	6.9%		↑	As at August 2016: Nov 2015 6.9/ Feb 2016 6.9/ May 2016 6.8/ Aug 6.8
PI008 – Requests for action from the Streetscene team	3,100	2,536	1,721		↓	
PI010 – Total number of fly tips reported	1,800	1,165	1,079		↓	
PI011 – Total estimated cost of reported fly tips	£55,860	£62,541	£51,045		↓	The increase in fly tips occurred at the same time as an increase in charges at the recycling centres.
PI012 – Average number of days to respond to a reported fly tip	5.0	5.0	4.8		↓	
PI013 - % of household waste sent for reuse, recycling and composting	45%	46.21%	45.6%		↑	The Somerset Waste Board agreed on 16 th December 2016 on a new recycling model. Performance collection data will no longer be collected on a district by district basis. You can access the latest SWP Performance Update report here: http://democracy.somerset.gov.uk/documents/s2377/Performance%20Report%20-%20April%202016%20to%20December%202016.pdf Or you can access performance reports by browsing the SWB Minutes via: http://democracy.somerset.gov.uk/ieListMeetings.aspx?CId=196&Year=0
PI014 - Performance against the Streetscene annual work programme - 80% either on target or complete	80%	100%	100%		↔	

**Appendix B:
2016/17 Annual Performance
Indicator Report**

Key:						
Status:	On Target	<10% Below Target	>10% Below Target			
Trend:	Improved	↑	Stayed the Same	↔	Deteriorated	↓

Measure	16/17 Target	16/17 Outturn	Previous Year Outturn	Status	Trend	Comments
PI019 – Average length of stay in Temporary Accommodation (B&B)	3.5	0.9	0.6		↓	
PI020 – Total number of people in Temporary Accommodation (all types)	75	37	38		↑	
PI026 - Number of Vacant Dwellings Returned to Occupation or Demolished	25	145	11		↑	Environmental Health work with the Revenues department to keep the accounts up to date and accurate. Higher than expected outturn due to how PI026 now being calculated according to CTB.
PI026a - % of Vacant Dwellings Returned to Occupation or Demolished	4%	21%	0%		↑	% increase due to way figures now calculated according to CTB
PI031 - % of calls to the contact centre resolved in the contact centre	62%	63.3%	<i>Data Not Available</i>			
PI032 – Working days lost due to sickness absence per Full Time Employee (FTE)	8	8.74	10.58		↑	57% of absence due to long term absence. 5 staff accounted for 20% of the total absence.
PI035 – Percentage of Council Tax Collected	97.75%	98.04%	97.24%		↑	
PI036 - % of staff either satisfied or very satisfied with the Council as an employer	75.00%	72.00%	78.00%		↓	Limited data collected through exit interviews. Wider staff surveys are planned for 2017/18.
PI038 – Total cost of SSDC per head of population	£111.35	£105.07	£106.07		↑	

**Appendix B:
2016/17 Annual Performance
Monitoring Report**

Measure	16/17 Outturn	Previous Year Outturn	Comments
South Somerset Indicators:			
PI001a – Number of Housing Benefit cases received	9,255	9,618	
PI001b – Number of Council Tax Reduction cases received	10,118	10,570	
PI002 – Total number of JSA claimants in South Somerset	867	701	
PI006 - Instances of inward investment into the District and measure of economic impact (number of new jobs created/ sustained/ start up business supported)	N/A	N/A	Although we have had 16 enquiries none of them have yet resulted in business start-ups or job creation.
PI007 - Number of Economic Development Enquiries	1083	940	Does not include PI006.
PI009 – Number of bin collections missed per 1000 households (all types – dry recycling and kitchen waste, refuse and garden)	2.40	2.45	See comment for PI013
PI015.1 - % of households on the Choice Based Letting waiting list in the Bronze banding	54.7%	52.9%	
PI015.2 - % of households on the Choice Based Letting waiting list in the Silver banding	34.9%	33.2%	
PI015.3 - % of households on the Choice Based Letting waiting list in the Gold banding	10.4%	13.8%	
PI015.4 - % of households on the Choice Based Letting waiting list in the Emergency banding	0.1%	0.1%	
PI021 - Affordable homes completed as a % of all new housing completions	N/A	10%	Primary evidence for the indicators is gathered and processed from 31st March 2017, the end of the financial year. The resulting data will be included in a report to District Executive on housing delivery – anticipated date June 2017
PI022 - % New Homes built on Previously Developed Land	N/A	57%	See comment for PI021
PI023 - Net additional homes provided SSDC	N/A	606	See comment for PI021
PI025 - Number of cases of homelessness helped	50	37	

**Appendix B:
2016/17 Annual Performance
Monitoring Report**

Measure	16/17 Outturn	Previous Year Outturn	Comments
PI027 - Number of new affordable homes enabled	59	127	Consistent with the 'Affordable Housing Development Programme' report made to DX on 1st September 2016, in particular Graph 1, para 10.2.1, section 12 and appendix B. The housing delivery programme tends to come in peaks and troughs; however delivery in 2016/17 has been relatively low.
PI028 - Net increase in dwellings on the Council Tax Register	655	632	Data is from the Government return - CTB which is taken at October each year
PI029 – Number of incidents of antisocial behaviour reported to SSDC (excluding fly tipping and dead animals)	2,097	2,080	Figures are now collected through the EP team on the FLARE system.
PI030 - Number of local action groups supported per year	4	4	Crewkerne, Yeovil, Martock, Chard.
PI033 – Total number of complaints received	170	243	
PI034 - % of complaints resolved at stage 1 of complaints procedure	98.2%	96.4%	
PI037.a - Number of FTEs employed by SSDC Annual Snapshot	407.23	409.68	

Appendix C
Complaints Monitoring 1st April 2016 – 31st March 2017

Key:
No Complaints

Service	2012/13	2013/14	2014/15	2015/16	2016/17 complaints total	Access Method							Type							Stage			Compensation Issued? Y/N	Compensation Amount (£)	Action by SSDC									
						Email	In Person	Letter	Online	Other	Phone	Via CS	Equality	Failure to deliver	Issue with content/publication	Issue with Policy/Decision	Not SSDC Responsibility	Other Type	Poor Communication	Staff Handling	Stage One (Service Manager)	Stage Two (Assistant Director)			Stage Three (Ombudsman)	NO ACTION REQUIRED	Changes in working practice/ procedure	Improved Communication	Improved Monitoring of Service Delivery	Improved Partnership Working	Problem Rectified	Staff Training		
Area East Development	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0	0	0
Area North Development	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0	0
Area South Development	0	0	2	1	1	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	N	0	0	0	0	0	0	1	0	0	0	
Area West Development	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0	0	
Arts and Entertainment	19	13	21	33	24	17	0	4	0	0	3	0	2	10	4	1	2	5	0	0	24	0	0	N	0	22	0	0	0	2	0	0	0	0
Building Control	1	0	0	1	3	0	0	0	0	0	3	0	0	3	0	0	0	0	0	3	0	0	N	0	0	0	3	0	0	0	0	0	0	
Civil Contingencies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0	0	
Communications	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0	0	
Community Health & Leisure	1	3	1	4	2	0	0	0	0	0	2	0	0	1	0	0	1	0	0	2	0	0	N	0	0	0	1	1	0	0	0	0	0	
Countryside	1	1	3	2	3	1	1	1	0	0	0	0	0	0	0	0	3	0	0	3	0	0	N	0	0	0	0	0	0	0	3	0	0	
Crematorium	0	0	0	26	8	0	3	3	0	0	2	0	0	2	0	1	0	5	0	0	8	0	0	N	0	2	5	0	0	0	1	0	0	
Customer Focus Support	0	0	0	31	10	3	0	0	3	0	4	0	0	1	2	0	0	3	4	10	0	0	N	0	5	0	0	0	0	0	5	0	0	
Democratic Services	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0	0	
Development Control/Spatial Policy	21	14	4	15	12	9	0	3	0	0	0	0	0	0	8	0	0	0	4	10	2	0	N	0	11	0	1	0	0	0	0	0	0	
Economic Development	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0	0	
Engineering and Property	2	1	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	£0	0	0	0	0	0	0	0	0	0	
Environmental Health	10	17	19	21	17	6	0	1	4	0	4	2	0	4	0	0	2	6	5	16	1	0	N	0	7	1	3	0	0	6	0	0		
Financial Services	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0	0	
Fraud and Data	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0	0	
Housing and Welfare	13	8	13	19	6	4	0	0	0	0	2	0	0	0	2	0	0	1	3	6	0	0	N	0	1	1	1	0	0	0	3	0	0	
HR	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0	0	
ICT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0	0	
Legal Services	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0	0	
Licensing	0	1	0	1	1	0	0	1	0	0	0	0	0	1	0	0	0	0	0	1	0	0	N	0	0	0	1	0	0	0	0	0	0	
Performance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0	0	
Procurement and Risk	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0	0	
Revenues and Benefits	20	17	45	37	23	8	0	5	10	0	0	0	6	0	4	0	5	0	8	23	0	0	Y	50	11	1	0	0	0	10	1	0		
Spatial Systems	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0	0	
Street Scene	59	23	25	31	52	8	0	0	10	0	8	26	0	27	0	6	13	4	1	1	52	0	0	N	0	27	2	2	0	0	20	1		
Partnerships	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0	0	
Waste*	19	20	12	16	8	5	0	2	0	0	0	1	0	4	0	1	0	1	0	2	8	0	0	N	0	4	0	0	0	0	0	4	0	
Totals =	177	119	148	243	170	62	4	20	27	0	28	29	2	59	6	23	15	27	11	27	167	3	0	Yes	50	90	10	12	3	1	52	2		
						170							170							170					170									

*Please note all complaints received by SSDC are passed on to SWP for resolution.

Agenda Item 8

Notification of Market Supplement to a Chief Officer Post

Chief Executive Officer: Alex Parmley
Lead Officer: Mike Holliday, HR Manager
Contact Details: mike.holliday@southsomerset.gov.uk or (01935) 462161

Purpose

This report notifies to Council the addition of a market supplement to the salary of the post of Strategic Lead for Transformation.

Notification

- 1) The salary for post of Strategic Lead for Transformation will be £46,647 per annum for 3 days per week, a market supplement of £7,353 per annum will be added to this salary. This provides a full time equivalent salary of £90,000 per annum. The post is fixed term until January 2019.

Background

The Localism Act 2011 requires English local authorities to produce an Annual Statutory Pay Policy statement that is formally approved by Full Council in the interests of transparency. The Annual Statutory Pay Policy further requires that 'when a decision is made to use market supplements for any chief officer post this will be reported to Full Council'. The Strategic Lead for Transformation post meets the definition within the Act of being a chief officer post.

With the leaving of the current Interim Strategic Lead for Transformation at the end of June 2017, the decision has been taken after a review to reduce the number of working days for any future post holder to three days a week. As a pivotal role in ensuring that the Transformation Programme is successful and that the programme is completed within the planned timescale there is a requirement to attract a high calibre experienced executive from what will be a limited recruitment pool. It has further been determined after review that to be competitive and make the post attractive to the widest field of suitable candidates within that recruitment pool the use of the additional market supplement is required.

Financial Implications

As outlined in the report above.

Equality Implications

None.

Agenda Item 9

Membership of Committees – Appointment of New Councillors to Scrutiny Committee and Standards Committee

Lead Officer: Ian Clarke, Director – Support Services
Contact Details: ian.clarke@southsomerset.gov.uk or (01935) 462184

1. Purpose of the Report

To confirm a change to the Scrutiny and Standards Committee appointments following the appointment of Councillors to various committees and working groups at Council on 18th May 2017.

2. Public Interest

Each year at their annual meeting, Council agree to appoint Councillors to the various committees and to represent SSSC on outside organisations. This report confirms the wishes of the Conservative group to make an amendment to the Councillors appointed to the Scrutiny Committee and the Income Generation Board.

3. Recommendation

In accordance with Section 16 (1) Local Government and Housing Act 1989 and the duty therein to give effect to the wishes of the political group to which seats on any committee are allocated, the Council confirm that:-

1. One Conservative Councillor (to be advised) be appointed to the Scrutiny Committee.
2. Councillor Crispin Raikes be appointed to the Standards Committee.

4. Report

The membership of committees and working groups for 2017/18 was approved at the Annual Council meeting on 18th May. At that meeting, Councillor Val Keitch was elected as Chairman of the Area West Committee. According to Part 2, Article 9 of the Council's Constitution, the Membership of the Standards Committee will be composed of six district councillors (only one of whom may be a member of the District Executive), appointed proportionally.

Councillor Val Keitch has been appointed as Chairman of Area West Committee and so is now a member of the Executive, along with Councillor Angie Singleton both of whom are members of the Standards Committee.

The Liberal Democrat group have indicated they will appoint Councillor Crispin Raikes to replace Councillor Val Keitch on the Standards Committee.

Also, following the Annual Council meeting, there remains one Conservative vacancy on the Scrutiny Committee.

5. Background Papers

Minutes of Council – 18th May 2017

Agenda Item 10

Report of Executive Decisions

Lead Officer: Angela Cox, Democratic Services Manager
Contact Details: angela.cox@southsomerset.gov.uk or (01935) 462148

This report is submitted for information and summarises decisions taken by the District Executive and Portfolio Holders since the last meeting of Council in May 2017. The decisions are set out in the attached Appendix.

Members are invited to ask any questions of the Portfolio Holders.

Background Papers

All Published

Ric Pallister, Leader of the Council
Angela Cox, Democratic Services Manager
angela.cox@southsomerset.gov.uk or (01935) 462148

Appendix

Portfolio	Subject	Decision	Taken By	Date
Strategy & Policy	SSDC Annual Performance Report 2016/17	This report appears elsewhere in the Council agenda.	District Executive	01/06/17
Strategy & Policy	Overview and Scrutiny Committee - Disposal of third party properties	<p>That District Executive agreed to:-</p> <ul style="list-style-type: none"> a. cease the process agreed on 4th October 2012 for the consent to dispose of third party properties and agree in its place a notification to ward members is issued for information; b. request Yarlinton Housing Group provide the earliest notification possible to South Somerset District Council that they will be disposing (selling) a property, this will enable councillors to inform local residents; c. work with the Corporate Strategic Housing Manager to draw the lack of rural proofing, with regard to the arrangements to dispose of properties to the attention of the Department of Communities and Local Government and the Homes and Communities Agency (HCA). 	District Executive	01/06/17
Yeovil Crematorium / Strategy and Policy / Property and Climate Change	Refurbishment and Development of Yeovil Crematorium (Confidential)	This report appears elsewhere in the Council agenda.	District Executive	01/06/17

Agenda Item 11

Audit Committee

This report summarises the items considered by the Audit Committee on 25 May 2017:

SSDC Transformation Programme (Agenda Item 6)

The Chief Executive Officer presented his report to members with the aid of a PowerPoint presentation to explain how the savings would be achieved through the Transformation Project.

He explained that the Transformation Team had looked at all the activities which the council carried out and how much time was spent by the authority on each activity, such as leadership and management and specialist knowledge tasks. He explained that the time spent carrying out each of these tasks could be reduced by applying 'benefit drivers' to each activity. These benefit drivers would include;

- Providing better information to the customer to reduce, increase or redirect demand from customers.
- Enabling customers to self-serve and to do more to help themselves.
- Remodelling and reallocating work to ensure specialist staff would spending their time carrying out specialist tasks.
- Stripping out waste in processes
- Agile working, which would empower employees to take control of their work

He explained that the IT systems would enable customers to track enquiries such as planning applications online and information which we required from customers would only need to be collected once. The new IT systems would also enable workflow and provide performance measures for managers.

He advised members that of the 480 staff, which was the equivalent of 420 full time members of staff, all 263 roles had been analysed. He clarified that by the end of 2019/20, staff costs would be reduced by £2.5 million per year.

During the discussion, members expressed concern over the risks which would be involved in the project such as the loss of knowledge from staff leaving or being made redundant.

The Chief Executive Officer advised that he had been looking at options for a HR training specialist and at ways of investing more into supporting staff to help ensure that knowledge was retained. He further advised that the Council would become more efficient, and explained that this was not a plan to reduce services.

RESOLVED: that members noted the report.

Audit Committee Forward Plan (Agenda Item 7)

Members noted the Audit Forward Plan.

Councillor Derek Yeomans
Chairman of Audit Committee

Agenda Item 12

Scrutiny Committee

This report summarises the work of the Scrutiny Committee since 18 May 2017.

The committee met on 1st June 2017 and considered the following items on the District Executive Agenda:

SSDC Annual Performance Report

Scrutiny members raised concerns that we would not have accurate performance reporting for collection of waste for the South Somerset District. Collection of waste is an SSDC duty and we need to ensure that high standards and satisfaction rates are maintained and we need to be able to address any issues that prevent this promptly.

Members were unaware of the food events referred to under C2.09 of the Annual monitoring report 2016/17 and have requested a brief overview or briefing note is provided.

Members commented on the current Corporate Performance Indicators; PI008 – Requests for action from the Streetscene team that it was not clear that the target is less than 3,100; targets should be reviewed once the previous year's outturn is known or even in year to ensure we are striving for continual improvement.

Members stressed we need some of continuity in data reporting to compare pre and post transformation stats/performance information.

Performance Officers will be working with Scrutiny Committee on 4th July 2017 to begin to review the current suite of performance indicators and consider what adjustments need to be made to ensure effective monitoring for the new Council Plan and throughout Transformation.

District Executive Forward Plan

Members questioned if there should be a report with regard to the Boundary Commission review and why the Quarterly reports on Transformation were absent from the forward plan.

Refurbishment and Development of Yeovil Crematorium (Confidential)

Members made a number of comments in confidential session.

Scrutiny Committee also considered the following items on the Scrutiny agenda:

Draft Report of the Task and Finish Group – Street Trading Policy

Members considered the Task and Finish group report which detailed the work to review the SSDC Street Trading Policy. Scrutiny Committee endorsed the report and recommendations which will now go forward to the Licensing Committee for consideration at their meeting on 13 June, before a report is made to full Council in July.

Task and Finish work

Disposal of Third Party Properties -

In April 2016 Overview and Scrutiny Committee commenced a review into the process surrounding the disposal of third party properties (where consent was being sought from a Housing Association to dispose of a property that was formerly owned by the Council). This piece of work has now concluded. District Executive agreed with the recommendations, the process will now be amended going forward.

Street Trading – The work has been completed, the final report will now proceed to the Licensing Committee for consideration.

Council Tax Support – Revenues Officers have been:

- Reviewing data and information received from both South Gloucester and Bath and North East District Council with regard to operating a discount based scheme.
- Identifying potential savings that could be made in terms of administration costs without altering the scheme.

Once this information has been reviewed with the Portfolio Holder for Finance task and finish members will meet to discuss and agree the ambitions and priorities specifically for this review.

Local Discretionary (Business Rate) Relief Scheme – Scrutiny Committee members agreed its meeting on 1st June to set up a Task and Finish review group to work with business rate officers to consider how best to allocate a limited amount of funding from Central Government to help businesses who as a result of the Business Rate (National Non Domestic Rate) Revaluation 2017 have been adversely affected (Rateable value has increased significantly with effect from 01 April 2017).

The outcome of the review will be to produce a Local Discretionary (Business Rate) Relief Scheme.

Rural Allocations Policy – The Disposal of Third Party properties had highlighted issues with the Rural Allocations Policy and some work now needs to be done to review the policy, no start date has been agreed for this.

Councillor Sue Steele
Chairman of Scrutiny Committee

Agenda Item 15

Date of Next Meeting

Members are asked to note that the next meeting of the Full Council will take place on **Thursday, 20th July 2017** in the Council Chamber, Council Offices, Brympton Way, Yeovil **commencing at 7.30 p.m.**

Agenda Item 16

Exclusion of Press and Public

The Council is asked to agree that the following item (agenda item 17) be considered in Closed Session by virtue of the Local Government Act 1972, Schedule 12A under paragraph 3:

“Information relating to the financial or business affairs of any particular person (including the authority holding that information).”

It is considered that the public interest in maintaining the exemption from the Access to Information Rules outweighs the public interest in disclosing the information.

Agenda Item 17

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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