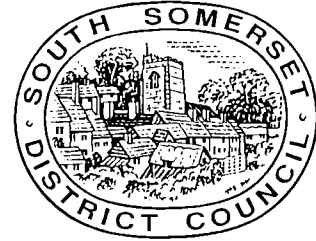


South Somerset District Council

Notice of Meeting



Annual Meeting of South Somerset District Council

Making a difference where it counts

Thursday 17th May 2018

7.30 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 Specialist on 01935 462148 or democracy@southsomerset.gov.uk

This Agenda was issued on Wednesday 9 May 2018.

Alex Parmley, Chief Executive Officer

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

Clare Aparicio Paul
Jason Baker
Cathy Bakewell
Marcus Barrett
Mike Beech
Neil Bloomfield
Amanda Broom
Dave Bulmer
Hayward Burt
John Clark
Nick Colbert
Adam Dance
Gye Dibben
Sarah Dyke
John Field
Nigel Gage
Carol Goodall
Anna Groskop
Peter Gubbins
Henry Hobhouse

Kaysar Hussain
Val Keitch
Andy Kendall
Jenny Kenton
Mike Lewis
Sarah Lindsay
Mike Lock
Tony Lock
Paul Maxwell
Sam McAllister
Graham Middleton
David Norris
Graham Oakes
Sue Osborne
Tiffany Osborne
Stephen Page
Ric Pallister
Crispin Raikes
Wes Read
David Recardo

Jo Roundell Greene
Dean Ruddle
Sylvia Seal
Gina Seaton
Peter Seib
Garry Shortland
Angie Singleton
Alan Smith
Sue Steele
Rob Stickland
Gerard Tucker
Andrew Turpin
Linda Vijeh
Martin Wale
William Wallace
Nick Weeks
Colin Winder
Derek Yeomans

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.

South Somerset District Council

Thursday 17 May 2018

Agenda

1. Election of Chairman

To elect a Chairman for the ensuing year. (Following the election the formal Declaration of Acceptance of Office will be read and signed.)

2. Appointment of Vice-Chairman

To appoint a Vice-Chairman for the ensuing year. (Following the appointment the Vice-Chairman will read and sign the formal Declaration of Acceptance of Office.)

3. Apologies for Absence

4. Minutes

To approve and sign the minutes of the previous meeting held on Thursday, 15th March 2018.

5. Declarations of Interest

In accordance with the Council's current Code of Conduct (as amended 26 February 2015 and modified 9 February 2016), 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.

6. Public Question Time

7. Chairman's Announcements

Items for Discussion

8. Chairman's Engagements (Page 6)

9. Strategic Development and Regeneration in South Somerset District Council (Pages 7 - 17)

10. Appointment of Member Level Bodies 2018/19 (Pages 18 - 32)

11. Report of Executive Decisions (Pages 33 - 35)

12. Audit Committee (Pages 36 - 37)

13. Scrutiny Committee (Pages 38 - 42)

14. Motions

There were no Motions submitted by Members.

15. Questions Under Procedure Rule 10

There were no questions submitted under Procedure Rule 10.

16. Date of Next Meeting (Page 43)

17. Exclusion of Press and Public (Page 44)

18. Budget for Chard Regeneration Programme and Yeovil Regeneration Programme (Confidential) (Pages 45 - 77)

Agenda Item 8

Chairman's Engagements

16th March

The Chairman held his annual Civic Evening at The Octagon Theatre. His guests enjoyed a performance of Top Hat performed by the Yeovil Amateur Operatic Society.

17th March

The Chairman attended the Bloodwise Annual Social Evening at the Old Barn Club, Yeovil.

18th March

At the invitation of the High Sheriff of Somerset, the Chairman and his wife attended the Legal Service at Wells Cathedral

21st March

At the invite of the Chair of Bath and North East Somerset, the Chairman and his wife attended the Bath and North East Somerset Council's Annual Civic Reception at The Roman Baths and Pump Room, Bath.

13th April

The Chairman visited the Save the Children Shop in Castle Cary during the visit to the shop by RHR the Princess Royal.

22nd April

The Chairman joined the Yeovil Scouts on their St Georges Day parade in Yeovil.

1st May

The Chairman and his wife enjoyed the Yeovil Town Council Annual Town Council Meeting and Mayor Making Ceremony at the Baptist Church in Yeovil.

3rd May

The Chairman and his wife attended the Annual Meeting of Taunton Deane Borough Council and Mayor Making Ceremony which was held at the Somerset County Cricket Club, Taunton.

Agenda Item 9

Strategic Development and Regeneration in South Somerset District Council

Executive Portfolio Holders: Ric Pallister, Strategy and Policy
Jo Roundell Greene, Environment and Economic Development
Director: Alex Parmley, Chief Executive
Contact Details: alex.parmley@southsomerset.gov.uk or 01935 462101

1. Purpose of Report

1.1 South Somerset District Council (SSDC) is transforming the way it organises, operates and delivers services; changing the way customers interact with us, the way they receive services, and the way we are organised to best deliver those services in a modern and efficient way. A central aim of Transformation is to ensure the Council is more efficient and is better able to deliver Members' priorities and meet community needs in the context of fewer resources. Therefore, there is a need to ensure that the way we operate and function as an organisation best enables the delivery of our strategic objectives and outcomes, and this means carefully considering the way we approach our strategic programmes and projects.

2. Public Interest

2.1 In transforming the way it operates, the Council is aiming to become more effective and efficient at delivering its aims and priorities as set out in the Council Plan. It is imperative that we use Officer and Member time efficiently and effectively as well as ensuring governance arrangements and our performance management tools ensure we deliver on our key priorities and ambitions as a Council. In a time of more limited resources, it is also important to focus our resources on delivering a manageable set of priorities, rather than trying to move too many projects forward and spreading resources too thinly and risk undermining effective delivery of our priorities. In being more business-like, we need to move at pace, recognising there is a cost to time both financially and reputationally, and in promoting the development of our towns. However, public accountability for delivery and ensuring Members' ambitions are realised remains important too.

2.2 In February 2018, Full Council set out 5 areas of focus for the Council (High quality cost effective services, Economy, Environment, Homes, Health & Communities). Aligned to this the Council agreed 8 priority projects:

1. To implement the Transformation programme and Commercial Strategy
2. **To complete the "Yeovil Refresh" for Yeovil Town Centre and progress implementation**
3. **To develop proposals for the regeneration of Chard and progress implementation**
4. **To create a town centre action plan for Wincanton and progress implementation**
5. To deliver Phase 2 of the Yeovil Innovation Centre.
6. **To facilitate appropriate local development to ensure that local housing and infrastructure needs are met**
7. **To support our small and medium sized businesses across the District, including internet access, to meet their needs**
8. To meet the new duties of the Homelessness Reduction Act 2017

2.3 Those priorities highlighted in bold represent the focus the Council places on the strategic development of the District including regeneration, economic development, infrastructure and housing. The proposals within this report set out new arrangements to ensure the Council is more effective and efficient at delivering the priorities for the development of the District.

3. Recommendations

3.1 That Full Council:

3.1.1 Discontinue the following Programme and Project Boards:

- a. Strategic Regeneration Board
- b. Local Development Scheme Board
- c. The Four Area Regeneration Boards (West, North, East and South)
- d. The Chard Regeneration Project Board

3.1.2 Establish a Strategic Development Board with the remit and membership as set out in paragraphs 6.1 to 6.5;

3.1.3 Establish a Chard Regeneration Programme Board with the remit and membership as set out in paragraphs 6.6 to 6.16;

3.1.4 Establish a Yeovil Regeneration Programme Board with the remit and membership as set out in paragraphs 6.6 to 6.16;

3.1.5 Establish a Wincanton Regeneration Programme Board with the remit and membership set out in paragraphs 6.6 to 6.16;

3.1.6 Agree the principle of delegating a Gross Spend and Net Cost budget to the Regeneration Programme Boards as outlined in section 7 of this report, and delegate authority to S151 Officer to approve funding arrangements for Gross and Net arrangements;

3.1.7 Agree the principle of prioritising Business Rates Pooling gains for Regeneration Programmes;

3.1.8 That the constitution and financial procedure rules are amended to reflect the proposed delegations.

4. Current Approach to Regeneration

4.1 Currently there is a Strategic Regeneration Board, four Area Regeneration Boards, and more local regeneration boards, such as the Chard Regeneration Board, established with the intention of ensuring that local priorities for regeneration investment could be shaped and submitted to Council for resource allocation. Following this the Area Boards were put in place to monitor the progress of projects. This arrangement will no longer match with the recommended structure of the Programme Boards and their individual projects and this report proposes the changed arrangements necessary to support programme delivery whilst ensuring accountability.

4.2 In addition the Local Development Scheme (LDS) Board was established by the Council to monitor progress on the Local Plan process, and to act as a mechanism to agree with Area Chairs significant reports and stages. The Local Plan is a major policy tool shaping the development of the District including regeneration, economic development,

infrastructure and housing. Thus far, it has worked somewhat independently of the other boards.

- 4.3 Economic development ambitions are, to some extent but not wholly, overseen by the Strategic Regeneration Board. Whilst this same Board was set up to oversee the Council's infrastructure ambitions, the proposed arrangements will ensure greater integration of the related aims and priorities, including infrastructure and housing
- 4.4 At an Officer level, the division of responsibility between community, economy and planning teams has been challenging for a number of years. The new operating model will design in ways of working to focus on to the Council's vision, priority projects and Area+ Plans and will seek to align the whole Council into a "One Team" approach to delivering Member priorities and outcomes as set out in the Council Plan. To be effective it will need robust performance management arrangements including effective governance and accountability. The primary means for achieving this, and to ensure Members are effectively steering the priorities and holding Officers to account for delivery, is through ensuring a good programme management structure, which is appropriately focussed and resourced, supported by effective project management.
- 4.5 It is therefore appropriate as we move forward with Transformation and as we start to commence delivery of some of our regeneration programmes, that we consider how we align our programme governance to support effective delivery of Members' ambitions and priorities.

5. Proposals for Change

- 5.1 There is an opportunity to bring together a number of related strands of work to give a strategic oversight to the development of the District in its multiple aspects: planning, regeneration, economic development, infrastructure and housing.
- 5.2 Regeneration projects that deliver long term economic and social benefits, in turn help deliver the South Somerset vision. However, they are complex pieces of work and involve careful risk management. There are requirements for resources and decisions which sit outside of the direct control of the Council (with other partners and Authorities). There is also a need to be able to move schemes forward at pace, within the agreed parameters, plans and objectives set by the Council. Currently, the approval process to deliver a project in a regeneration scheme is protracted, requiring each element to be approved by the Regeneration Board, possibly Area Board and / or Area Committee, District Executive, and Council even if it requires only modest levels of capital. Coupled with this is the need to ensure that there is clear accountability to deliver value to the taxpayer, and the necessity to include meaningful local involvement during design, planning and implementation.
- 5.3 Each of the priority projects for local regeneration warrant an individual Programme Board, made up of the people best equipped to turn plans into action on the ground, with sufficient authority and delegation to progress the implementation of plans. This needs to be coupled with accountability back to the Council and the wider community for the benefits and outcomes for local residents and businesses.
- 5.4 It is also important that Regeneration Programme governance structures are designed to ensure the right level of involvement by key stakeholders – such as other public sector bodies, business and community representatives. These will be different according the specific ambitions and challenges of each project – and the distinctiveness of each place. Partners working with us can influence success through their own resources and talents, and provide constructive challenge. Ultimately though, the Council is

accountable back to the community – and so the detailed design of boards and their governance must reflect this.

6. Changes to Governance

6.1 In order to deliver the proposals set out in this report and the ambitions of the Council Plan it is proposed to change the governance that wraps around this. Therefore, it is proposed that at a strategic level:

a) the Strategic Regeneration Board and the Local Development Scheme Board are discontinued

b) a Strategic Development Board is created

6.2 The Strategic Development Board would be responsible for managing and coordinating the delivery of the Council's development ambitions for the District including:

- Infrastructure
- Housing
- Economic Development
- Regeneration

6.3 The key purpose of this Board would be to ensure alignment of the appropriate priority projects and have an overview of strategic development to ensure the relevant ambitions of the Council are being delivered. It would also ensure a coordination and synergy between the Council's key strategies including the Council Plan, Local Plan, Housing Strategy and Economic Development Strategy. It would hold and overview the delivery of a programme of work (projects, actions, policy initiatives and potentially service delivery initiatives) aimed at achieving the Council's development ambitions as set out in the Council Plan, Local Plan, Housing Strategy and Economic Development Strategy. In this role it would overview and coordinate the delivery of the Regeneration Programmes (but accountability for the delivery of Regeneration Programmes would be with their relevant Regeneration Programme Board). The Board would also hold responsibility for overseeing and managing the cumulative impact of programmes and projects including associated risks.

6.4 The Strategic Development Board and its delivery would be held to account through Scrutiny and Council. Progress with the programme would be reported through the Council's performance management systems including the quarterly performance reports.

6.5 It is proposed that the Board would comprise:

- the Leader of the Council
- 4 Area Chairs
- the relevant Portfolio Holders covering Economy, Homes, Environment, Infrastructure, Spatial Planning & Development Management

6.6 At a Regeneration Delivery level it is proposed to:

a) Discontinue the 4 Area Regeneration Boards and the current Chard Regeneration Project Board

b) Create 3 new Programme Boards to manage, direct and deliver the Yeovil, Chard and Wincanton regeneration projects.

6.7 As the regeneration of the three towns progresses, other Council priority projects may be identified for other South Somerset towns and subject to resources, it is envisaged

similar Regeneration Programme Boards would be formed. Smaller scale regeneration initiatives will continue to be within the remit of the Area Committees and form part of the Area Development Plan.

- 6.8 The three boards will be responsible for the delivery of the Regeneration Programme for each of the respective town centres. They will operate with a large degree of decision making and financial delegation within parameters agreed by the Council. The Regeneration Boards will be accountable for delivery and scrutiny of their progress will be undertaken by the relevant Area Committee, the Strategic Development Board and the Scrutiny Committee. Progress will be reported through the Council's performance management arrangements including the quarterly performance reports.
- 6.9 In order to progress the programme, the Regeneration Programme Boards will be required to produce for the Strategic Development Board:
- scheme objectives and outcomes
 - an outline programme
 - a delivery plan outlining the approach including funding approach.
 - a programme risk log with mitigation measures
- 6.10 They will also be required to:
- put in place robust and proportionate project management arrangements for each element of the scheme following the Council's prescribed methodology which will include a risk log with mitigation measures
 - put together a business case for project investment against a set of criteria and seeking to follow a commercial approach in line with that set out in the Commercial Strategy (such business cases being able to be approved by the Regeneration Board within the financial delegations) which will also include a risk assessment and mitigation measures
 - produce quarterly performance reports for consideration of their Programme Boards, the Strategic Development Board, and for informing the Councils quarterly performance reporting to Area Committees, Scrutiny and District Executive.
- 6.11 These Boards would be made up of:
- There will be normally four Members whilst ensuring the following criteria and representation are met:
 - the Area Chair (unless otherwise agreed with the Area Chair) - who will chair the Board, to ensure tie in to the Strategic Development Board (mentioned above), and to ensure strong links back to the Area Committee and its work plan
 - at least one member from each of the political groups in and around the town where the regeneration programme is to be delivered
 - at least one of the members is a ward member for the town area
 - The Leader of the Council - To ensure consistency across the regeneration programmes
 - the Lead Director,
 - the Chief Executive,
 - where appropriate, a limited number of key delivery partners (i.e. partners who bring a contribution and resource to the scheme). This will be at the discretion of the Chairman and Lead Director and will not normally exceed two
- 6.12 Given the importance of the projects to the Council Plan which was agreed by the whole Council, the Boards will operate on a cross party basis and therefore will aim to be politically inclusive. It is important that they are able to work effectively as a team and therefore the Chairman of each of the Programme Boards will have the authority to

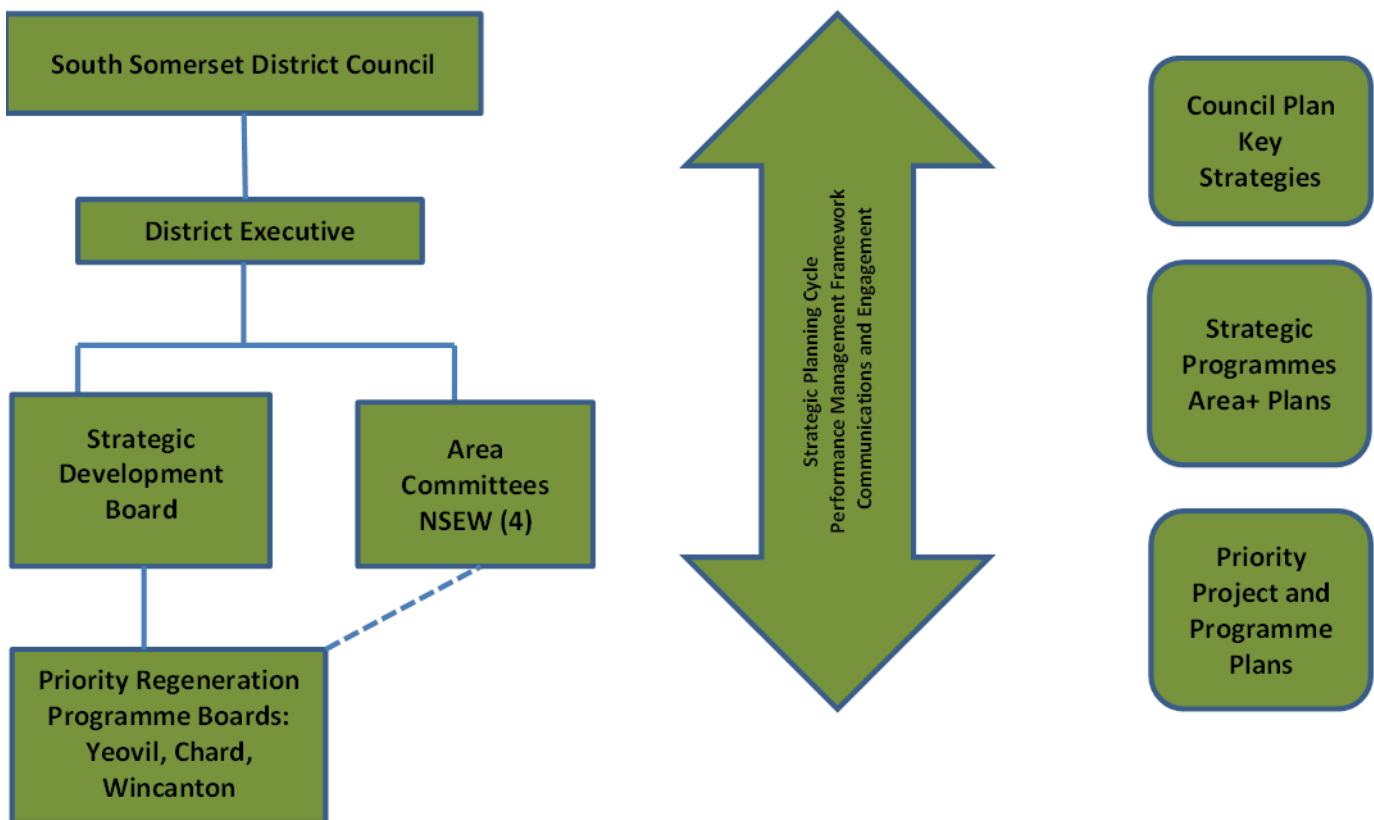
select the other members from those on the relevant Area Committee who have expressed an interest.

6.13 It is intended that each Regeneration Programme Board will operate by consensus. Should differences occur that cannot be reconciled, then they will be referred to the CEO and Leader for a decision in the first instance and exceptionally District Executive for any major differences.

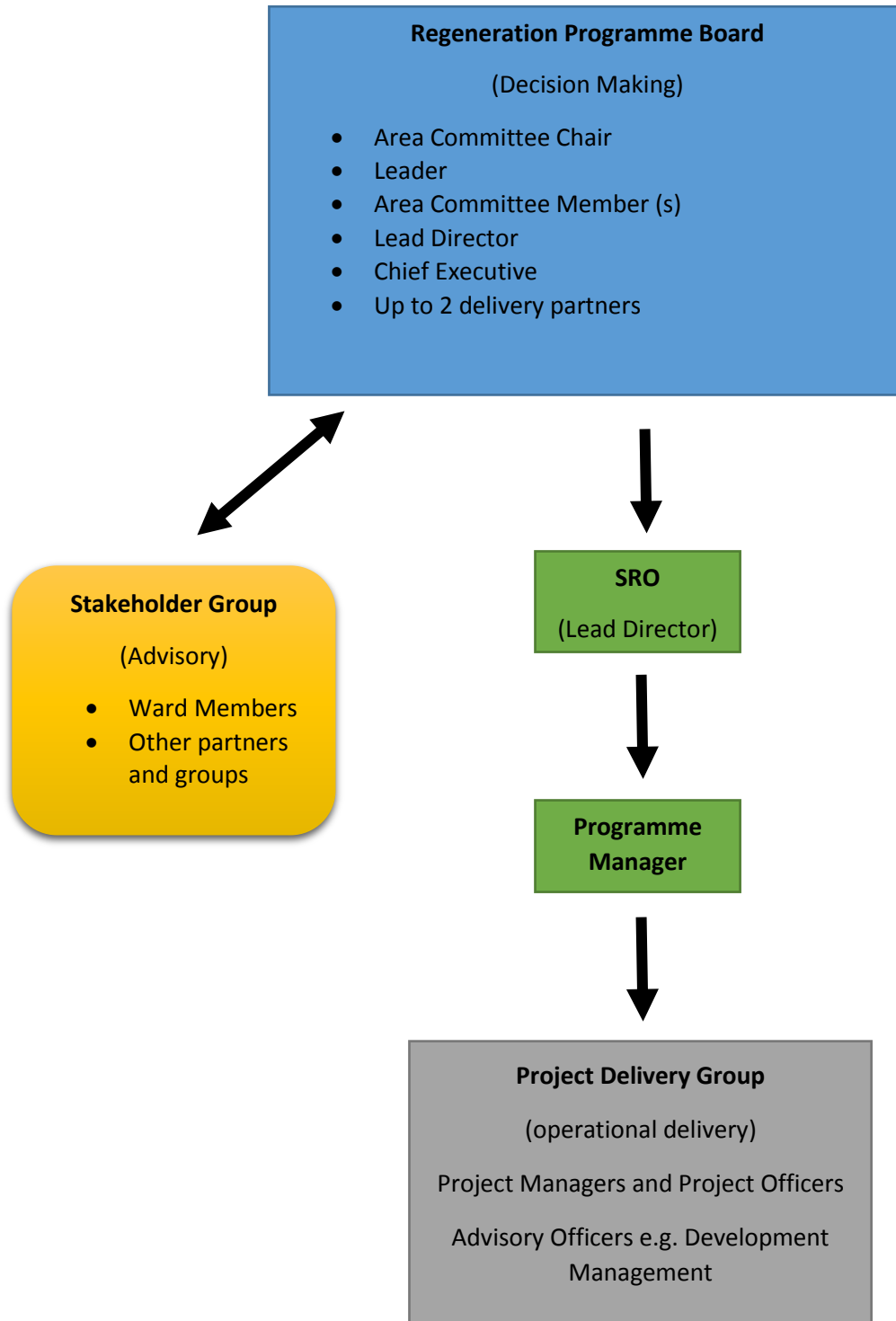
6.14 In addition to the Programme Manager, who will normally attend the Board, other officers of the Council and potentially other agencies, will attend the Board from time to time as required, to contribute advice and support. However, for the avoidance of doubt, they will not be Members of the Board.

6.15 Sitting beneath each Board will be a Stakeholder Advisory Group which will consist of relevant Members and external partners or groups considered by the Board to be important to the success of the Regeneration Programme. In addition there will be an officer Project Delivery Group, which will provide professional input and advice and also be tasked with delivery by the Board.

6.16 The above proposal is outlined diagrammatically below.



Scrutiny would continue to review policy and make recommendations to Council



7. Financial Approach

7.1 Regeneration Programmes consist of a related set of projects that will deliver the overall vision and objectives. Currently the funding approval process for each project requires the agreement by Area Committees, District Executive and Full Council. If the Council is to move forward the delivery of the key Council Plan priorities at pace and secure the benefits it desires for its communities, similar to meeting the Commercial Strategy ambitions, it is important to review delegations and limits on these and the impact they might have on delivery. To facilitate progress it is proposed to delegate a large degree of operational financial decision making to the Programme Boards, within parameters and

clear financial envelopes. It is proposed that each Programme will be allocated a gross spend budget and a net cost to the Council budget.

- 7.2 Within Yeovil and Chard, considerable research has been undertaken in to what is desirable and feasible. Included in this are some high level costings. However, each project does not have detailed costings at this stage and some of the final costings (and likely revenues or capital surpluses) will not be known until the projects and therefore Programmes are further advanced.
- 7.3 Each Programme Board would be responsible for delivering the broad aims of the scheme within both the gross spend budget and the net spend budget. This would be subject to them having produced scheme objectives and outcomes, an outline programme, and a delivery plan outlining the approach including funding, as mentioned above. This approach will require the Programme Boards to develop the projects in more detail, but also ensure there is synergy between projects in the Programme. Projects that can generate surpluses will seek to generate the maximum return in regeneration and financial terms to provide support to those projects which are not self-financing and require a subsidy. In practice, the actual delegation of the budgets would sit with the Lead Director in consultation with the Chair of the Board and S151 Officer (or his Deputy) having put the proposals before the Board for agreement.
- 7.4 If a Programme Board wished to or needed to go outside of its gross spend or net cost budget, or wanted to change the programme substantially to that which was agreed, (such as changing objectives or commissioning projects that were significantly out of scope of what was originally envisaged) they would need to come back through the democratic process for further approval.

The gross spend budget

- 7.5 This is the maximum amount the Regeneration Board can spend on the scheme but is not the true cost to the Council. It is based on the assumption that the Programme will seek to maximise the leverage of other sources of funding within the entirety of the programme. To achieve this it will require the Council to spend money in order to gain a return. This recognises that some aspects of programmes are likely to represent a net cost and others are likely to represent a net income but will require investment to achieve that income. Therefore, the gross expenditure does not represent the true final cost to the Council which will be much lower than the gross expenditure budget.

The net spend budget

- 7.6 This is the maximum true cost to the Council over the term of the Programme. It represents the money the Council will spend that will not be directly returned to the Council in some way. It is the product of the gross spend budget minus income generated by the scheme whether through capital receipts e.g. sales of property, through revenue generated over a term of an invested asset above operating costs, which can be used to “pay back” capital expenditure, or grants secured towards the scheme from other agencies or sources.
- 7.7 In order to deliver this approach, it will require that the Council establishes revolving funds for each Regeneration Programme. To support the revolving fund the Council will also need to agree that specified corporate assets and any direct surpluses (capital or revenue) generated by their development as part of the Regeneration Programme, will be included in the fund and therefore ring-fenced to the delivery of other projects or aspects of that programme. To be clear, this is not establishing a principle that assets within an Area and any proceeds arising from them are for the use of that Area. The

assets remain corporate assets and the proposal is that the Council agrees that certain corporate assets be utilised in delivering corporate priorities agreed by the Council.

7.8 An example of how the revolving fund and ring-fencing of assets would work is as follows: Improvement of the public realm as part of the regeneration programmes will represent a cost. The improvements this will make to the town may indirectly contribute income to the Council e.g. through increased business rates and increased use of car parks and therefore income (or arresting the decline in parking income). However, this is difficult to account for and cannot be relied upon to fund this work. It is likely that developers contributions can be secured towards some of the costs of these works, however, these may not be realised until after the works are complete and may not cover the full costs. Therefore, there is likely to be:

- a. a forward funding issue – getting the works done before the money comes in, and
- b. a final net cost to the Council.

7.9 However, the final net cost to the Council of this project could be offset, partly or entirely, by another project(s) that generates a net surplus - for example, the development of a site in the Council's ownership which should aim to generate a surplus to the Council. Within this proposal, the development of that asset would be included in the Regeneration Programme and the surpluses generated would be used to support the public realm works (and potentially other projects or aspects within the Programme). In such cases the surpluses would be outside the scope of the Commercial Strategy and related funding.

Example Scenario:

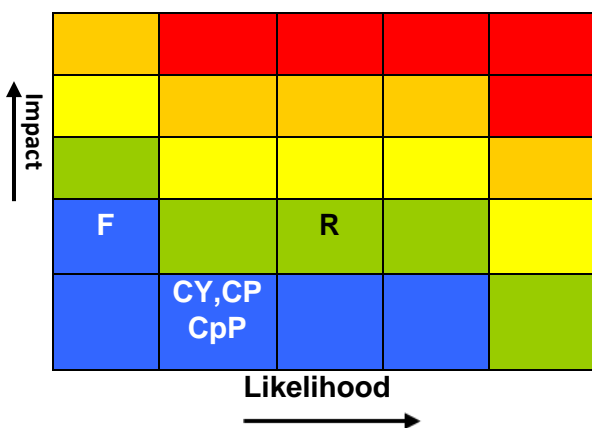
	Project A	Project B	Project C	Programme Total
Gross Project Costs	1,000,000	5,000,000	4,000,000	10,000,000
Capital Receipt	-2,500,000			-2,500,000
Grants / CIL / S106	0	-3,000,000	-500,000	-3,500,000
Net Capital Cost	-1,500,000	2,000,000	3,500,000	4,000,000
Capital receipt recycled (revolving fund)	1,500,000	-1,500,000		
Borrowing Requirement		500,000	3,500,000	4,000,000
Surplus revenue income over project term – repays borrowing		-500,000	-1,500,000	-2,000,000
Programme Net Costs	0	0	2,000,000	2,000,000

7.10 The financial approach will require Council to approve Gross Budgets and Net Budgets for each Programme. The Council's current capital programme effectively fully allocates existing capital resources and therefore the funding requirements for gross spend will require borrowing approvals. This is likely to be a mix of short term borrowing need, pending income receipts, and longer term borrowing where this represents the net cost and relies on net surpluses materialising over the long term. The Borrowing Limits within the Treasury Strategy will need to be increased when Council approves Gross Spend allocations – recommendations will be included in Mid-Year and Annual Treasury Strategy reports to secure such increases once delegated amounts are determined by Council.

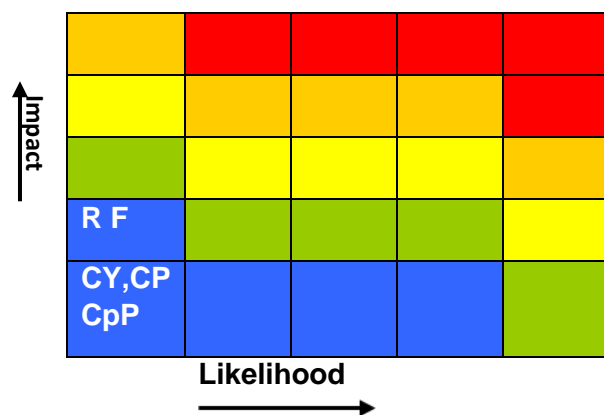
- 7.11 In addition to borrowing, as referred in the Council's Financial Strategy, there may be options to reprioritise some New Homes Bonus funding through reducing reliance on this grant in the revenue budget for day to day services. Members may also consider drawing from the MTFP Support Fund (deferred NHB income) to contribute to Regeneration schemes. There is also the potential for gains in business rates retention through the Pooling arrangement with other Somerset authorities. Whilst the gain will not be confirmed until the end of each financial year, Members are requested to agree in principle that Pooling gains are prioritised to fund Regeneration Programmes.
- 7.12 The S151 Officer will ensure treasury arrangements enable the delivery of these programmes, taking advice from Arlingclose as necessary to optimise these arrangements. It is also proposed that the S151 Officer reviews the Minimum Revenue Provision policy (due to report to Council in February 2019), and recommends any changes to Council if beneficial to delivering the Programmes and maintaining corporate financial prudence.
- 7.13 In order to safeguard the robustness of budget delegations, and financial planning and delivery by the Programme Boards, finance specialists will advise the Programme Boards and Project Delivery Groups. It will be important that robust financial, legal and other implications and recommendations are included in decision reports, with specific advice provided by the S151 Officer (or delegates) as required. Financial performance will be managed through delegated arrangements and periodically reported to Members in line with the Council's performance and reporting framework. The Programme Boards and Strategic Development Board will be accountable to the Executive in operating within delegated powers.

Risk Matrix

Risk Profile before officer recommendations



Risk Profile after officer recommendations



Key

Categories	Colours (for further detail please refer to Risk management strategy)
R = Reputation	Red = High impact and high probability
CpP = Corporate Plan Priorities	Orange = Major impact and major probability
CP = Community Priorities	Yellow = Moderate impact and moderate probability
CY = Capacity	Green = Minor impact and minor probability
F = Financial	Blue = Insignificant impact and insignificant probability

8. Council Plan Implications

8.1 This report seeks to support the delivery of key priority projects in the Council Plan namely:

2. To complete the “Yeovil Refresh” for Yeovil Town Centre and progress implementation
3. To develop proposals for the regeneration of Chard and progress implementation
4. To create a town centre action plan for Wincanton and progress implementation
6. To facilitate appropriate local development to ensure that local housing and infrastructure needs are met
7. To support our small and medium sized businesses across the District, including internet access, to meet their needs

9. Carbon Emissions and Climate Change Implications

9.1 There are no carbon emission and climate change implications arising out of this report.

10. Equality and Diversity Implications

10.1 There are equality and diversity implications arising out of this report.

Agenda Item 10

Appointment of Member Level Bodies 2018/19

Director: Netta Meadows, Director (Strategy & Commissioning)
Lead Officer: Angela Cox, Democratic Services Specialist
Contact Details: angela.cox@southsomerset.gov.uk or (01935) 462148

Purpose of the Report

This report seeks approval to appoint member-level bodies (committees and working groups etc.) for the municipal year 2018/2019.

Recommendations

It is recommended that:

- (1) The Council note that it appointed the Leader of the Council in May 2015 for a period of four years, starting on the day of his/her election and ending on the day of the post 4-year Council election annual meeting.
- (2) The Council note that the Leader appointed a Deputy Leader in May 2015 to hold office until the end of the term of office of the Leader.
- (3) The Leader appoint between 1 and 8 further District Executive Members.
- (4) The Council re-establish the following member-level bodies for 2018/2019.
 - a. **Scrutiny Committee** (14 members in political balance) (7 LD, 6 Cons, 1 Ind)
 - b. **Audit Committee** (10 members in political balance) (5 LD, 5 Cons)
 - c. **4 Area Committees** (geographical representation)
 - d. **Regulation Committee** (14 members in political balance) (7 LD, 6 Cons, 1 Ind)
 - e. **Licensing Committee** (15 members – not required to be in political balance)
 - f. **Appointments Committee** (8 members in political balance) (4LD, 3 Cons, 1 Ind)
 - g. **Standards Committee** (6 District Council members in political balance plus 5 co-optees) (3 LD, 3 Cons)
- (5) The Council appoint members to the bodies listed in recommendation (4) above having regard to the principles of political balance where appropriate as set out in paragraph 5 of this report.
- (6) The Council appoint Chairmen and Vice Chairmen of the bodies listed in (4) above, with the exception of the Area Committees who will be appointed by the Councillors of that Committee.

The Council meeting will be adjourned at this time to allow the Area Committees to appoint their Chairmen and Vice Chairmen for the year. In the event of an Area Committee not being able to reach a decision on this appointment, the Council may appoint the Chairman.

- (7) The Council agree that the bodies appointed in (4) above will operate in accordance with their existing terms of reference (as attached at Appendix A) and the scheme of delegation set out in Part 3 of the Constitution.
- (8) The Council agree to appoint members to Council wide panels and partnerships below:

Panel or Partnership	Councillors proposed for 2018/19	Purpose
Appeals Panel	Jason Baker Peter Gubbins Val Keitch Peter Seib Tony Capozzoli Hayward Burt Linda Vijeh Martin Wale	This Panel, which considers and determines appeals by staff in accordance with the Council's Disciplinary Procedure comprises a pool of 8 members from which members are drawn to sit on the appeals as required. As this Panel makes decisions, regard has to be given to political proportionality.
Transformation Board	Jo Roundell Greene Ric Pallister Peter Seib Sue Steele Andrew Turpin John Clark Crispin Raikes	The purpose of the Transformation Board is to deliver a radical redesign of the way the whole council operates, so that we will be able to: <ul style="list-style-type: none"> • Provide 24/7 access to services in digital formats that are so straightforward and convenient that all those who can use them will choose to do so, while those who can't are not excluded and • Ensure that customers receive face to face help if they need it, whether for complex needs or assistance at a place and time convenient to them • Promote take up of existing and new digital services • Reduce handling in the back offices through automation • Reduce avoidable contact and manage customer demand • Draw on expert skills and knowledge only when required, not by default, so that processing and delivery costs of meeting customer demand will be substantially reduced. • Deliver savings
Strategic Development Board	<ul style="list-style-type: none"> • the Leader of the Council • 4 Area Chairs • the relevant Portfolio Holders covering Economy, 	The Strategic Development Board will be responsible for managing and coordinating the delivery of the Council's development ambitions for the District including: <ul style="list-style-type: none"> • Infrastructure

Panel or Partnership	Councillors proposed for 2018/19	Purpose
	Homes, Environment, Infrastructure, Spatial Planning & Development Management	<ul style="list-style-type: none"> • Housing • Economic Development • Regeneration
<p>Chard Regeneration Programme Board</p> <p>Yeovil Regeneration Programme Board</p> <p>Wincanton Regeneration Programme Board</p>	<ul style="list-style-type: none"> • the Area Chair • at least one member from each of the political groups in and around the town • a ward member for the town area • Leader of the Council • Lead Director • Chief Executive • a limited number of key delivery partners 	The three boards will be responsible for the delivery of the Regeneration Programme for each of the respective town centres.
Strategic Alliance with Sedgemoor	Ric Pallister Jo Roundell Greene Dave Bulmer Michael Lewis	The purpose of the Strategic Alliance is to achieve: <ul style="list-style-type: none"> a. Savings and income generation b. Resilience of service delivery and influence regionally and nationally
Income Generation Board	Henry Hobhouse Jason Baker Carol Goodall Val Keitch Crispin Raikes Tony Capozzoli	The purpose of the Income Generation Board is to stimulate income generation activity across the council, prepare recommendations to steer the future income generating activities of the Council, and monitor the achievement of targets for income generation. The intended effect of this activity is to increase the contribution of income generation to the council's revenue budget.
Local Strategic Partnership	Ric Pallister (Plus Area Chairmen are automatically members of the LSP)	The Council has established a Local Strategic Partnership to implement a community strategy for the district. The Council's current representative on the Partnership is the Leader of the Council and the four Area Chairmen.
South West Internal Audit Partnership Ltd	David Norris	The Members Board was established to oversee the work of the Audit Partnership, a Company Limited by Guarantee from 1 st April 2013, and has one member appointed by this Council.
Housing and Exceptions Appeals	Jo Roundell Greene Sylvia Seal	This is a joint officer/members panel which determines applies in respect of homelessness

Panel or Partnership	Councillors proposed for 2018/19	Purpose
Panel		applications. There are currently two members who serve on the panels as required.
Somerset Waste Board	Jo Roundell Greene Derek Yeomans	This Joint Committee consists of 2 representatives from each Partner Authority in Somerset
PATROL Joint Committee (Parking and Traffic Regulation Outside London)	Tony Lock	This Joint Committee consists of one representative from each Partner Authority in Somerset to deal with car park ticket appeals from the public if they are not in agreement to the decision given by the issuing authority. This is a requirement under CPE (Civil Parking Enforcement) legislation.
Somerset Growth Board	Jo Roundell Greene	The Somerset Growth Board has been established to ensure the Somerset Growth Plan is integrated with the economic agendas of the Local Enterprise Partnership and other key partners. It is anticipated that this appointment will be the Portfolio Holder for Environment and Economic Development.

- (9) The Council agree to appoint members to the Council wide outside bodies as listed below and note that all other appointments to outside bodies will be made by the Area Committees for area specific issues.

Organisation	Councillors proposed for 2018/19
Board of Governors for Yeovil District Hospital NHS Foundation Trust (vote required)	David Recardo John Field
Board of Governors for Musgrove Park Hospital NHS Foundation Trust	Sue Steele
LGA General Assembly	Ric Pallister
South West Provincial Employers	Colin Winder
South West Councils	Sylvia Seal
Somerset Rivers Authority	Ric Pallister Nick Weeks (Sub)
Parrett Drainage Board	Nick Weeks Mike Lewis Gerard Tucker
Somerset Water Management Partnership	Nick Weeks
Health & Well-Being Board	Sylvia Seal

Safer Somerset Partnership	Tony Lock
Police and Crime Panel	Martin Wale
Somerset Building Preservation Trust	Nick Weeks
Armed Forces Community Covenant	Carol Goodall
Somerset Local Access Forum – new 2 year appointment for 2018 (vote required)	Jo Roundell Greene Paul Maxwell Linda Vijeh

(10) The Council note the membership of the Council's Independent Members' Remuneration Panel who are appointed to serve for 3 years:

Mr John Hawkins
Mrs Gill Spence
Mr Chris Williams
Two vacancies

(11) The Council agree the continuation of Council Procedure Rule 40(B) - Appointment of substitute Members at meetings of Committees.

(12) The Council confirm the Council's annual meetings timetable as attached at Appendix B.

1. Background

This report asks Council and the Leader to appoint its committees and other member level bodies for the new municipal year. The report also asks the Council to appoint its representatives on outside bodies.

All party groups have been asked for their nominations to serve on the committees and their proposed nominations are incorporated into the report.

a. District Executive

Leader of the Council, Deputy Leader and between 1 and 8 further Executive Members.

In accordance with the Constitution the Council, the Executive Leader appoints between 1 and 8 further Executive Members. The Leader then maintains the list of responsibilities allocated to individual Executive members, which is reported in Part 3 of the Constitution.

b. Scrutiny Committee

Political Balance
14 members (LD 7, Cons 6, Ind 1)

The Council has agreed that the Chairman of the Scrutiny Committee and one Vice Chairman shall be appointed from each of the two minority groups and one Vice Chairman to be appointed from the majority group.

c. Audit Committee

Political Balance

10 Members (LD 5, Cons 5)*

*It was agreed at the Council meeting in May 2015 that the balance be equal on the Audit and Standards Committees.

d. Area Committees

Area based committees are exempt from political balance requirements, and comprise the wards as set out below:

Area East Committee	Area North Committee	Area South Committee	Area West Committee
Blackmoor Vale Bruton Camelot Cary Ivelchester Milborne Port Northstone Tower Wincanton	Burrow Hill Curry Rivel Hamdon Islemoor Langport and Huish Martock St Michael's South Petherton Turn Hill Wessex	Brympton Coker Yeovil (All Wards) Yeovil Without	Blackdown Chard (All Wards) Crewkerne Eggwood Ilminster Neroche Parrett Tatworth and Forton Windwhistle

e. Regulation Committee

Political Balance

14 Members (LD 7, Cons 6, Ind 1)

The Council has previously agreed that the Committee should, as far as practicable, also be appointed in geographical balance. For the area that the Chairman comes from there shall be 4 members appointed, and 3 members from the other areas.

f. Licensing Committee

Not required to be appointed in political balance

15 Members (currently LD 9, Cons 5, Ind 1)

g. Appointments Committee

Political Balance

8 Members (LD 4, Cons 3, Ind 1)

h. Standards Committee

Political Balance

6 members (LD 3, Cons 3)* one of whom may be a member of the Executive (appointed by the Leader of Council).

The nominated independent members are: Christopher Borland and Peter Forrester.

The parish representative is: Godfrey Townrow and there are two vacancies.

2. Council Constitution - Scheme of Delegation and Terms of Reference

The Member-level scheme of delegation and terms of reference for the above Council committees and panels are set out in Part 3 of the Constitution.

The District Council's Constitution sets out how the Council operates, how decisions are made, and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by the law, while others are a matter for the Council to choose.

3. Independent Members' Remuneration Panel

Council are asked to appoint the following people to the Independent Members' Remuneration Panel to serve for 3 years:

Mr John Hawkins

Mrs Gill Spence

Mr Chris Williams

Two vacancies

A further report will be presented to Council when the Panel are required to meet.

4. Meetings Timetable

The meetings timetable for 2018/2019 is attached at Appendix B for confirmation.

5. Political Balance and Memberships

In accordance with the Local Government and Housing Act 1989 the Council is required to review the representation on committees and to allocate seats to political groups on the basis of the overall political composition of the Council. The exceptions to this rule are area based committees, the District Executive, Licensing Committee and other panels.

The current political composition of the Council is as follows:

Liberal Democrat	30 seats	50%
Conservative	26 seats	43%
Independent	4 seats	7%

The principles of political proportionality embodied in the Act are:-

- (a) that not all seats are allocated to the same political group;
- (b) that a political group with an overall majority gets a majority of seats allocated;
- (c) subject to (a) and (b) that the total number of seats each political group has on all ordinary committees is in proportion to that group's share of the total council elected membership;
and
- (d) subject to (a) and (c) that each political group has the same proportion of seats as it holds on the council as a whole.

The Council has a duty therefore to allocate seats in accordance with these principles, as far as reasonably practicable. The Council can however waive political balance if no member votes against.

The political balance on Committees which are required to be in balance is:

	Seats	Lib Dems	Cons	Ind
Scrutiny Committee	14	7	6	1
Audit Committee	10	5	5	0
Regulation Committee	14	7	6	1
Standards Committee	6	3	3	0
Appointments Committee	8	4	3	1
Appeals Panel	8	4	3	1
Total seats	60	30	26	4

Member Level Bodies not required to be in political balance:

	Seats	Lib Dems	Cons	Ind
Licensing Committee (current membership)	15	8	6	1

The appointments to the Executive and the Area Committees are also not required to be in political balance.

Background Papers: *All published*

Terms of Reference of Committees and Panels

1. District Executive

General

The District Executive will carry out all of the local authority's functions which are not the responsibility of any other part of the local authority, whether by law or under this Constitution. It is responsible for all executive functions and those local choice functions specified as being the responsibility of the District Executive.

Specifically

The District Executive shall:

- Co-ordinate the policy objectives of the Council, monitor progress towards the corporate objectives, and give the Area Committees strategic direction.
- Consider recommendations from Area Committees, Scrutiny Committee, Audit Committee and Portfolio holders on policy development and change.
- Recommend key priorities for the Council and the overall policy framework including the Community Strategy.
- Agree core minimum standards for service delivery.
- Consider Referrals from Area Committees on matters, which have major policy or resource implications.
- Keep under review the Council's financial affairs and receive reports from the Head of Financial Services on matters for which he/she is responsible.
- Recommend the Capital Programme, revenue budgets and the level of Council Tax.
- Agree resource allocation procedures and processes, including service planning and performance review arrangements.
- Receive reports on matters relating to the overall staff establishment, discipline, training and welfare, and performance monitoring.
- Approve strategic disposals and acquisition including:
 - leases
 - sales of land valued in excess of £10,000

2. Area Committees

General

Each Area Committee shall monitor service delivery in its area, provide leadership for its communities, and take decisions on regulatory matters such as planning applications and statutory orders. They shall also take executive decisions as specifically delegated by the Executive.

Specifically

The Area Committees shall:

- a. Within their area, take decisions in respect of non-executive functions as listed in section 3 of the Constitution; and take executive decisions as set out section 4 of Part 3 of this Constitution. They may also take all other non-executive (regulatory) decisions required to be made by the Council and affecting their area only, and which are not reserved to be taken by any other committee, or the Council itself.
- b. Determine planning applications within its area subject to guidelines in respect of referrals to the Regulation Committee.
- c. Discuss any matter of interest to the area.
- d. Oversee and monitor the operation of services in their area.
- e. Oversee capital schemes to include budgetary control in cases where this has been delegated by the District Executive.
- f. Manage local regeneration projects within financial limits agreed by District Executive.
- g. Prepare Area Action Plans.
- h. Make nominations to serve on outside bodies.
- i. Form working groups and panels subject to budgetary constraints and notification to the District Executive.
- j. Approve sales of land up to the value of £10,000.
- k. Play an enabling role by taking opportunities to provide services and benefits for the people of the area in collaboration with external agencies.
- l. Foster a close working relationship with Town and Parish Councils in the area.
- m. Consult and consider the views of the public on area priorities and provide opportunities for public participation, working in collaboration with external agencies.
- n. Submit to the District Executive ideas for improvements to services or innovative ways of working which may be of interest or benefit to other Areas.
- o. Contribute towards the formulation of district-wide policies.
- p. Be responsible for the local area aspects of the Community Plan.

- q. The following decisions need to be referred to the District Executive: matters of policy which have district wide significance, matters that might have an impact on more than one area (planning matters will be referred to the Regulation Committee in accordance with agreed guidelines) expenditure not covered by an approved budget or within the approved capital programme, sales of land over £10,000.

3. Scrutiny Committee

The Scrutiny Committee shall monitor and scrutinise the performance of the Council and its services and make recommendations on any issue for which the Council is responsible or which affects the local community including those services provided by outside agencies. The Committee will undertake or commission reviews of policy, including value for money checks and keep an overview of the Council's political management arrangements.

The Scrutiny Committee is not able to take decisions but makes recommendations to either the District Executive or the full Council.

There are three main elements to the work of the Committee:

- a. The Scrutiny Committee is able to "call in" decisions taken by the Executive or Area Committees but not implemented. It can ask the District Executive or Area Committee to re-consider its decision.
- b. The Committee is able to review the implementation of decisions and ask the District Executive or full Council to look at a particular area of policy in respect of which the decision was made.
- c. The Committee is able to undertake detailed reviews of issues either within or outside the council

Overview Commissions

An Overview Commission that comprises all of the non-executive members supports the Scrutiny Committee in undertaking reviews in line with the functions set out above.

Reviews are undertaken on a 'Task and Finish' basis as directed by the Scrutiny Committee. The Scrutiny Committee receives the final reports of the Overview Commissions along with regular updates.

All non-executive members support the committee and are invited to participate in reviews on a 'Task and Finish Project' basis as directed by the main Scrutiny Committee.

The Overview Commissions will be encouraged to use various review methods and to engage the wider community wherever possible. Relevant co-optees may be invited to participate in a Commission, bearing in mind the potential contribution of residents and partners.

The Commissions will meet informally and are not subject to the Access to Information Rules. As task and finish groups they will be able to meet and take evidence in public but this will not be a requirement. It will be for each Commission to decide its own working arrangements that best meet the needs of a particular review.

4. Audit Committee

The purpose of the Audit Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance, to the extent that it affects the authority's exposure to risk and weakens the control environment and to oversee the financial reporting process.

The Audit Committee should review the Code of Corporate Governance seeking assurance where appropriate from the Executive or referring matters to management on the scrutiny function.

The terms of reference of the Audit Committee are:

Internal Audit Activity

1. To approve the Internal Audit Charter and annual Internal Audit Plan;
2. To receive quarterly summaries of Internal Audit reports and seek assurance from management that action has been taken;
3. To receive an annual summary report and opinion, and consider the level of assurance it provides on the council's governance arrangements;
4. To monitor the action plans for Internal Audit reports assessed as "partial" or "no assurance;"
5. To consider specific internal audit reports as requested by the Head of Internal Audit, and monitor the implementation of agreed management actions;
6. To receive an annual report to review the effectiveness of internal audit to ensure compliance with statutory requirements and the level of assurance it provides on the council's governance arrangements;

External Audit Activity

7. To consider and note the annual external Audit Plan and Fees;
8. To consider the reports of external audit including the Annual Audit Letter and seek assurance from management that action has been taken;

Regulatory Framework

9. To consider the effectiveness of SSDC's risk management arrangements, the control environment and associated anti-fraud and corruption arrangements and seek assurance from management that action is being taken;
10. To review the Annual Governance Statement (AGS) and monitor associated action plans;
11. To review the Local Code of Corporate Governance and ensure it reflects best governance practice. This will include regular reviews of part of the Council's Constitution and an overview of risk management;
12. To receive reports from management on the promotion of good corporate governance;

Financial Management and Accounts

13. To review and approve the annual Statement of Accounts, external auditor's opinion and reports to members and monitor management action in response to issues raised;
14. To provide a scrutiny role in Treasury Management matters including regular monitoring of treasury activity and practices. The committee will also review and recommend the Annual Treasury Management Strategy Statement and Investment Strategy, MRP Strategy, and Prudential Indicators to Council;

15. To review and recommend to Council changes to Financial Procedure Rules and Procurement Procedure Rules;

Overall Governance

16. The Audit Committee can request of the S151 Officer, the Director – Support Services (the Monitoring Officer), or the Chief Executive (Head of Paid Services) a report (including an independent review) on any matter covered within these Terms of Reference;
17. The Audit Committee will request action through District Executive if any issue remains unresolved;
18. The Audit Committee will report to each full Council a summary of its activities.

5. Standards Committee

The purpose of the Standards Committee is to:-

- promote and maintain high standards of conduct by Members and Co-opted Members;
- advise, train or arrange to train Members and Co-opted Members of the Council on matters relating to the Authority's Members' Code of Conduct and wider propriety issues, including issuing guidance where appropriate;
- recommend the adoption or revision of any Council Codes of Conduct for Members and Co-opted Members, and to monitor the operation of such code(s) of conduct;
- deal with the assessment and determination of complaints under the Members' Code of Conduct relating to Members and Co-opted Members (other than where the power to deal with such matters has been delegated to and exercised by the Monitoring Officer). Where the investigation finds evidence of a failure to comply with the Code of Conduct and a local resolution is not appropriate or not possible, then a Hearing Panel of the Committee (comprising 3 voting members of the Standards Committee agreed by the Monitoring Officer in consultation with the Committee Chairman) will consider and decide the complaint;
- to take decisions in respect of a Member and Co-opted Member who is found on hearing to have failed to comply with the Code of Conduct;
- advise on the management of statutory and other registers of interest and gifts/ hospitality received;
- advise the Council on possible changes to the Constitution (except the Council and Cabinet Schemes of Delegation) in relation the key documents and protocols dealing with members conduct and ethical standards

Note: the powers of the Committee apply in respect of the district and parish councils, except where stated.

6. Regulation Committee

The Regulation Committee shall determine applications for planning permission referred from the area committees in accordance with the approved guidelines set out in part 3 of the Council's Constitution. It shall also pass Resolutions in respect of significant Council applications for planning permission.

7. Licensing Committee

The Committee shall be responsible for those licensing functions listed in Part 3 of the Constitution as being the responsibility of the Committee. This will include licensing matters referred to it by officers in accordance with the Officer Scheme of Delegation. These include, but are not limited to, contested premises licences/ club premises certificates/ temporary event notices, and applications for private hire and hackney carriage licences where the officer considers the application should be determined by members. The Committee shall also be responsible for all the functions assigned to it under the Licensing Act 2003, Gambling Act 2005 and the Charities Act 2006.

8. Appointment Committee

The Committee shall make appointments to director level or deputy director level posts in accordance with the Human Resources Management Rules (as detailed in Part 4 of the Council's Constitution)

9. Appeals Panel

The Panel shall be constituted in line with the Council's Disciplinary Procedures.

South Somerset District Council

Programme of Meetings of Council and Committees – 2018/2019

Meeting	Day	Time	2018								2019				
			May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Council	Thurs	7.30pm	17*	(21)	19	(16)	20	(18)	15	(13)	17	26**	21	(18)	16*
District Executive	Thurs	9.30am	3	7	5	2	6	4	1	6	10	7	7	4	-
Area Committee - South	Wed	2.00pm	2	6	4	1	5	3	7	5	2	6	6	3	-
Area Committee - East	Wed	9.00am	9	13	11	8	12	10	14	12	9	13	13	10	-
Area Committee - West	Wed	5.30pm	16	20	18	15	19	17	21	12	16	20	20	17	-
Area Committee - North	Wed	2.00pm	23	27	25	22	26	24	28	19	23	27	27	24	29
Scrutiny Committee	Tues	10.00am	1	5	3	31 July	4	2	30 Oct	4	8	5	5	2	30 April
Audit Committee	Thurs	10.00am	-	28	19	-	-	25	22	-	24	-	28	-	-
Regulation Committee	Tues	10.00am	15	19	17	21	18	16	20	18	15	19	19	16	21
Licensing Committee	Tues	10.00am	-	12	-	-	11	-	-	11	-	-	12	-	-
Standards Committee	Tues	2.15pm	-	12	-	-	-	-	-	11	-	-	-	-	-

* Annual Meeting of Council - May

** Council Budget and Council Tax Setting Meeting – Tuesday 26 February 2019

Dates in brackets () for Council are reserve dates which will only be engaged if required.

Agenda Item 11

Report of Executive Decisions

Director: Netta Meadows, Director (Strategy & Commissioning)
Lead Officer: Angela Cox, Democratic Services Specialist
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 March 2018. 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 Specialist
angela.cox@southsomerset.gov.uk or (01935) 462148

Appendix

Portfolio	Subject	Decision	Taken By	Date
Strategy and Policy	Transformation Project Progress Report	That the District Executive noted the progress report of the SSDC Transformation Project.	District Executive	05/04/18
Property, Climate Change and Income Generation	Asset Transfer Policy revised to: The Asset Disposal and Community Asset Transfer Policy	That District Executive agreed to:- a. approve the replacement of the existing Asset Transfer Policy with the Asset Disposal and Community Asset Transfer Policy (as amended); b. note there is a requirement to change the Financial Procedure Rules to accommodate the financial delegated authority limits in this policy which the Disposal Assessment Group will adopt; c. recommend to Full Council the acceptance of the changes required in relation to the delegated authority limits to the Financial Procedure Rules detailed in this report (paragraphs 14-16).	District Executive	05/04/18
Strategy and Policy	Local Lettings Policies Review	The Portfolio Holder has agreed to:- (a) Note that the Local Lettings Policies for properties owned by Yarlington Housing Group at Henson Park, Chard, Hanover House and Old Lloyds Bank, Langport are no longer required. (b) Note that there will no longer be any Local Lettings Policies in place across the district.	Portfolio Holder	20/04/18
Strategic Planning (Place Making)	The South Petherton Neighbourhood Plan Referendum	That District Executive:- a. agreed to the Examiner's report and recommendations for Proposed Modifications to the South Petherton Neighbourhood Plan. b. agreed to the Council organising a referendum for local people on the Electoral Register as to whether they want South Somerset District Council to use the Neighbourhood Plan for South Petherton to help it decide planning applications in the neighbourhood area. c. delegated responsibility to the Director for Service Delivery in consultation with the Portfolio Holder for Strategic Planning to make any final minor text amendments to the Neighbourhood Plan, in agreement with South	District Executive	03/05/18

Portfolio	Subject	Decision	Taken By	Date
		Petherton Parish Council and the Neighbourhood Plan Steering Group.		
Strategy & Policy	Strategic Development and Regeneration in South Somerset District Council	This report appears elsewhere in this Agenda	District Executive	03/05/18
Leader of the Council Strategy & Policy	Somerset Homelessness Strategy 2017 – 19	That the District Executive adopted the Somerset Homelessness Strategy and Review 2017-19 and the associated SSDC Implementation Plan.	District Executive	03/05/18
Strategic Planning (Place Making)	Community Right to Bid Half Year Report – October 2017 to March 2018	That District Executive:- a. noted the Community Right to Bid Half Year Report; b. approved the cessation of regular six monthly reporting.	District Executive	03/05/18
Strategic Planning (Place Making)	Draft Responses to Consultations (for information)	The responses to the consultation documents were noted.	District Executive	03/05/18
Environment & Economic Development	Budget for Chard Regeneration Programme and Yeovil Regeneration (Confidential)	This report appears elsewhere in this Agenda	District Executive	03/05/18

Agenda Item 12

Audit Committee

This report summarises the items considered by the Audit Committee on 26th April:

90. External Audit Progress Report (Agenda Item 6)

The S151 Officer presented the report to members, advising that the report summarised the annual audit process made by Grant Thornton. He drew members attention to paragraph 5 of the covering report and advised that we were currently on track and that it was expected that Grant Thornton would be issuing a positive unqualified opinion on the value for money audit.

He introduced David Johnson, Engagement Manager – Grant Thornton. He referred to page 9 of the agenda and advised that the two main areas of the audit which had been carried out were the Financial Statements Audit and the Value for Money Audit.

In response to a members question, he clarified that audit advice was being provided following the purchase of investment land and property.

The S151 Officer clarified that the accounts for this purchase would be included within quarterly financial update reports and the CEO had briefed members on the purchase, however advised that he needed to be sensitive to confidential information at this time.

One member requested a copy of the business plans for the investment properties. The S151 Officer reminded the member that the business plan would contain confidential information and that the decision to purchase properties had been delegated to officers. The S151 Officer suggested that a discussion with the Commercial Services and Income Generation Director might be more appropriate.

David Johnson advised members that page 10 of the agenda detailed the current position of the external audit programme. He also advised that pages 11-13 covered the areas which had already been looked at.

He pointed out the Value for Money Interim Conclusion on page 14. He advised that he would be expecting to issue a positive unqualified opinion for the Transformation Process.

In response to a question from a member, he confirmed that the restructuring figures quoted in the first column of page 14 was the allocated budget, rather than the spend to date. The Director of Strategy and Commissioning advised that up to date financial information had been reported the District Executive Committee recently.

RESOLVED: that members noted the report.

91. Audit Committee Meetings Calendar (Agenda Item 7)

The S151 Officer presented his report to members. He advised that he was proposing to reduce the volume of meetings to operate in a more efficient way.

He explained that the report contained some examples of how other district councils in Somerset operate for use as a comparison.

He explained that some districts operate with quarterly meetings, plus an additional meeting to cover the annual financial accounts.

One member suggested that he felt that 4 meetings was too few, and proposed that 6 meetings should take place per year with a review to take place in 12 months. It was also suggested that additional meetings could be scheduled by the Chairman if this was felt necessary. This was seconded by another member.

On being put to the vote, members unanimously agreed that there should be 6 meetings of the Audit Committee, however it will possible for the Chairman of the Audit Committee to call an additional meeting should this be necessary. This would be reviewed in 12 months' time.

RESOLVED: that members unanimously agreed to reduce the frequency of Audit Committee Meetings to 6 meetings per year - Option A, to be held in June, July, October, November and January. It will remain possible for the Chairman of the Audit Committee to call additional meetings as necessary and this schedule of meetings will be reviewed in 12 months.

(Voting: Unanimous)

92. Audit Committee Forward Plan (Agenda Item 8)

Members noted the Audit Committee Forward Plan and agreed that the Forward Plan would be replaced with the plan detailed on page 26 of the agenda (agenda item 7).

Cllr Derek Yeomans
Chairman of Audit Committee

Agenda Item 13

Scrutiny Committee

This report summarises the work of the Scrutiny Committee since the last report to Full Council. The Committee met on 3 April and 1 May 2018 to consider:

3 April 2018

Customer Access Strategy: Outline Approach and Key Principles

The Director for Strategy and Commissioning provided a presentation which informed members of the Customer Access Strategy currently under development. She explained that the strategy would give structure to the way in which SSDC would be engaging with its customers and communities in the future. It was recognised that the Council wanted as many services as possible available digitally, but it was also acknowledged that this may not always be appropriate to everyone. Work had been done to identify measurable outcomes, but there would be a need to be responsive, and continually develop, improve and change processes when required.

The presentation included information about:

- Why a Customer Access Strategy was needed.
- What was already known?
- What do we undertake to deliver? – Principles and Outcomes
- How will we know we've been successful?

During discussion, the Director and the Strategic Lead for Transformation responded to points of detail, including information about:

- Timeframes regarding preparation of the strategy.
- The suggestion for working with partners regarding training for customers would be investigated further.
- The offer to our customers would need to be right for SSDC and would be tailored to systems. The systems in use, or to be used, were well known known, tried and tested. A system was needed now but processes may change as we gain more customer insight as the authority continued through Transformation.
- Processes would be in put in place to follow up on abandoned, or incomplete transactions / service requests etc.
- Unlikely to be gaining any more data from customers than currently, but information more likely to be held digitally than on paper.

At the end of discussion, members were content to the note the presentation and report. The Chairman thanked the Director for the information and presentation.

Civil Penalties Update

The Benefits Team Leader presented the report which provided an update on Civil Penalties in Housing benefit which were introduced from April 2017. She updated members that the penalty for 77 cases had now been collected.

During a brief discussion the Benefits Team Leader responded to points of detail including:

- It was not possible for SSDC to apply a similar penalty to Universal Credit claims but it may be possible to apply a penalty scheme to Council Tax.

- Penalties could not be appealed in isolation but would be considered together with the Housing Benefit claim.
- Explanation of the process for informing the customer about applying penalties
- People in debt could be signposted to other agencies for help and advice such as Citizens Advice. People were encouraged to contact SSDC as soon as possible to notify of a change in circumstances in order to prevent getting into an overpayment situation.

Members were content to note the report and thanked the officer for attending the meeting to answer questions.

ACTION: That the report be noted.

Reports to be considered by District Executive on 5 April 2018

Members considered the reports within the District Executive agenda for 5 April 2018 and made comments including:

Transformation Project Progress Report (Agenda item 6)

- Some members felt that para 22 (page 8) needed to better reflect Locality working providing input into Council objectives within the Council Plan. Others also felt there should be reference to local democracy.
- Regarding staffing - Scrutiny asked if there were still any unfilled posts within Phase 1?
- In referring to their contact with local Town and Parish Councils – members were concerned that some councils had mentioned that Transformation seemed to be being used as an excuse for delays in responding to queries within some departments.
- Members sought reassurance that phases 2 and 3 were on track regarding timeframes
- Members also asked for reassurance that while staff were undertaking selection activities that workloads were being managed.
- Members were concerned if the number of staff vacancies throughout the council was having an impact on service delivery.

Asset Transfer Policy revised to: The Asset Disposal and Community Asset Transfer (Agenda item 7)

- Scrutiny asked if there were any Community Asset Transfers currently in progress that might get caught up in the change of policy.
- Members asked if the Disposal Assessment Group (DAG) would meet on a regular or ad-hoc basis.
- Members queried if Community Groups and Town/Parish Councils knew that a policy existed?
- Regarding particular assets purchased for investment – some members queried if an asset under-performed was there an option to withdraw?
- Scrutiny queried who would value or assess assets/properties from an independent perspective.

District Executive Forward Plan (Agenda item 8)

- Scrutiny made no comments.

Verbal update on Task and Finish reviews

Members noted the updates provided by the Chairman on each of the Task and Finish Groups currently in progress or commencing in the near future.

Homefinder Somerset Plain English Policy – No updates since the last meeting.

Council Tax Support Scheme 2019 – No updates since the last meeting.

Customer Accessibility - This group has yet to meet, it has been delayed pending the presentation of the Customer Access strategy, which was discussed earlier on the agenda.

Scrutiny Work Programme

Members were asked if the committee felt a verbal overview or short report regarding Business Rates Retention would be helpful. During discussion members felt a report on the take up of Business Rates Relief Schemes would be of interest. Some members also queried if there was anything that could be done to support smaller businesses who were struggling to pay their rates.

1 May 2018

Reports to be considered by District Executive on 3 May 2018

Members considered the reports within the District Executive agenda for 3 May 2018 and made comments as detailed below. Responses to all comments and questions were provided at the Scrutiny Committee meeting by the relevant Officer or Portfolio Holder.

The South Petherton Neighbourhood Plan Referendum (Agenda item 6)

- The report states that the South Petherton village Conservation Area boundary was due to be reviewed by the District Council in 2017/18. Has this been completed and if not would it influence the Neighbourhood Plan?
- Para 17 – Members queried at what stage the increased levy was applicable was it when planning permission is granted or when the development commences?
- A concern was raised whether SSDC was trying to over influence some of the wishes of the community.

Strategic Development and Regeneration in South Somerset District Council (Agenda item 7)

- Members felt that there may be issues regarding public perception within the smaller rural market towns due to the proposal to discontinue the four Area Regeneration Boards.
- Members sought clarification about how smaller scale proposals within other market towns would be brought forward.
- Members sought reassurance on the reporting arrangements, risk management and progress report in order to keep all members informed.

- Scrutiny were generally supportive of the changes proposed to the boards and the governance arrangements however they thought more attention should be given to a risk Management and suggested an additional bullet point to paragraph 6.9 to require production of a risk strategy.
- An additional bullet point under 6.2 was suggested to indicate that the Strategic Development Board should be responsible for managing cumulative impact and risk.
- Some concerns were raised about business continuity for management of large project should membership of a board change.

Somerset Homelessness Strategy 2017-19 (Agenda item 8)

- Members acknowledged the information by the Portfolio Holder
- Members sought the timescale for when the suggested supplementary strategy specific to SSDC would be brought forward?

Community Right to Bid Half Year Report – October 2017 to March 2018 (Agenda item 9)

- Scrutiny made no comments.

Draft Responses to Consultations (Agenda item 10)

- Some members raised specific queries to which the Acting Principal Spatial Planner noted and agreed to look into further and liaise with the members concerned.

District Executive Forward Plan (Agenda item 11)

- It was noted that Transformation Project Progress Reports were scheduled for October 2018 and March 2019 however previously it had been understood that reporting would be quarterly.

CONFIDENTIAL – Exclusion of the Press and Public (Agenda item 13)

In accordance with Section 100A(4) of the Local Government Act 1972 (as amended), the Committee resolved that the press and public be excluded from the following items in view of the likely disclosure of exempt information as described in Paragraph 3 of Part 1 of Schedule 12A to the Act, i.e. "Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Budget for Chard Regeneration Programme and Yeovil Regeneration Programme (Confidential) (Agenda item 14)

- Members made several comments in confidential session.

Verbal update on Task and Finish reviews

Members noted the updates provided by the Chairman on each of the Task and Finish Groups currently in progress or commencing in the near future.

Homefinder Somerset Plain English Policy – No updates since last meeting.

Council Tax Support Scheme 2019 – No updates since the last meeting, but the group would be meeting shortly.

Customer Accessibility – This group has yet to meet, but a meeting would be scheduled shortly.

Scrutiny Work Programme

There was a short discussion during which it was noted that a Task and Finish Group had done a lot of work last year regarding the Local Discretionary (Business Rates) Relief Scheme, and it was noted that one year on a follow-up report would be welcome.

Councillor Sue Steele
Chairman of Scrutiny Committee

Agenda Item 16

Date of Next Meeting

Members are asked to note that the next scheduled meeting of the Full Council is a reserve date of 21st June 2018.

Unless there is any urgent business to progress on this date, the next scheduled meeting of the Full Council will take place at the Annual Full Council meeting on **Thursday, 19th July 2018** in the Council Chamber, Council Offices, Brympton Way, Yeovil **commencing at 7.30 p.m.**

Agenda Item 17

Exclusion of Press and Public

The Council is asked to agree that the following item (agenda item 18) 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 18

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

Document is Restricted

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