



# Scrutiny Committee

**Tuesday 2nd July 2019**

**1.30 pm**

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

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



The following members are requested to attend this meeting.

**Chairman:** Crispin Raikes  
**Vice-  
chairmen:** Sue Osborne and Gerard Tucker

Robin Bastable  
Louise Clarke  
Nicola Clark  
Brian Hamilton

Charlie Hull  
Mike Lock  
Paul Maxwell  
Robin Pailthorpe

Jeny Snell  
Mike Stanton  
Rob Stickland

If you would like any further information on the items to be discussed, please contact the Case Services Officer (Support Services) on 01935 462596 or [democracy@southsomerset.gov.uk](mailto:democracy@southsomerset.gov.uk)

This Agenda was issued on Monday 24 June 2019.

*Alex Parmley, Chief Executive Officer*

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



# Information for the Public

## What is Scrutiny?

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

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

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

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

Members of the public are able to:

- attend meetings of the Scrutiny Committee except where, for example, personal or confidential matters are being discussed;
- speak at Scrutiny Committee meetings (limited to up to 3 minutes per person and at the Chairman's discretion usually no more than a total of 15 minutes is allocated for public speaking); and
- see agenda reports.

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

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

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

## Recording and photography at council meetings

Recording of council meetings is permitted, however anyone wishing to do so should let the Chairperson of the meeting know prior to the start of the meeting. The recording should be overt and clearly visible to anyone at the meeting, but non-disruptive. If someone is recording the meeting, the Chairman will make an announcement at the beginning of the meeting. If anyone making public representation does not wish to be recorded they must let the Chairperson know.

The full 'Policy on Audio/Visual Recording and Photography at Council Meetings' can be viewed online at:

<http://modgov.southsomerset.gov.uk/documents/s3327/Policy%20on%20the%20recording%20of%20council%20meetings.pdf>

# Scrutiny Committee

## Tuesday 2 July 2019

### Agenda

#### *Preliminary Items*

#### 1. Minutes

To approve as a correct record the minutes of the previous meeting held on 4 June 2019.

The draft minutes can be viewed at:

<http://modgov.southsomerset.gov.uk/ieListMeetings.aspx?CId=141&Year=0>

#### 2. Apologies for absence

#### 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.

#### 4. Public question time

#### 5. Issues arising from previous meetings

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

#### 6. Chairman's Announcements

#### *Items for Discussion*

#### 7. Reports to be considered by District Executive on 4 July 2019 (Page 4)

#### 8. Review of Quarterly Performance Monitoring (Page 5)

#### 9. Review of Work Practices, Reflecting on Scrutiny Committee Members Training, and Statutory Guidance on Overview and Scrutiny in Local & Combined Authorities (Page 6)

#### 10. Scrutiny Work Programme (Pages 7 - 8)

#### 11. Date of next meeting (Page 9)

# Agenda Item 7

## **Reports to be considered by District Executive on 4 July 2019**

*Lead Officer: Jo Gale, Scrutiny Specialist*

*Contact Details: joanna.gale@southsomerset.gov.uk or 01935 462077*

Overview and Scrutiny Committee members will receive a copy of the District Executive agenda containing the reports to be considered at the meeting on 4 July 2019.

Members are asked to read the reports and raise any concerns/issues with regard to the reports and decisions to be taken at the Overview and Scrutiny Committee meeting on 2 July 2019.

The concerns and views of the Overview and Scrutiny Committee will be reported to the responsible Portfolio Holder and Officer(s) in advance of the District Executive meeting on 2 July 2019 for consideration and response in advance of the decision being taken.

### **Please note:**

The Press and Public will be excluded from the meeting when a report or appendix on the District Executive agenda has been classed as confidential, Scrutiny Committee will consider this in Closed Session by virtue of the Local Government Act 1972, Schedule 12A under paragraph 3 (or for any other reason as stated in the District Executive agenda):

“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 8

## **Review of Quarterly Performance Reporting**

*Lead Specialist:* Charlotte Jones, Lead Specialist People, Performance and Change  
*Lead Officer:* Cath Temple, Specialist - Performance  
*Contact Details:* Cath.temple@southsomerset.gov.uk or (01935) 462587

### **Action Required**

Scrutiny Committee consider the content, information and style of the quarterly reports to support the new year's performance reporting.

With a view to making sure, the committee is provided with the information they require in a format that enables them to effectively:

- Provide constructive 'critical friend' challenge
- Amplify the voices and concerns of the public
- Drive improvement and cost efficiency in South Somerset District Council services.

Members may wish to view the last published performance report here  
<https://www.southsomerset.gov.uk/media/2319/q4-report-final-2018-19.pdf>

Officers will attend to make a brief presentation on the new Key Performance Indicators, aligned to the Council Plan Annual Action Plan 2019-20. This will also support discussion on the style and content of the performance reports as described above. This is in advance of the first quarter's (April – June 2019) performance monitoring report which will be presented to the Scrutiny Committee at its August meeting.

### **Background Papers**

Council Plan 2016-2021 & Annual Action Plan 2018/19

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# Agenda Item 9

## **Review of Work Practices, Reflecting on Scrutiny Committee Members Training, and Statutory Guidance on Overview and Scrutiny in Local & Combined Authorities**

*Lead Officer:* Jo Gale, Scrutiny Specialist  
*Contact Details:* [joanna.gale@southsomerset.gov.uk](mailto:joanna.gale@southsomerset.gov.uk) or 01935 462077

### **Action Required**

Agree working practices and processes to identify and select topics and determine the Overview and Scrutiny Committee Work Programme.

### **Purpose of Report**

For members of the Scrutiny Committee to consider proposals from the Overview and Scrutiny Committee Chairs, with support from the Scrutiny Specialist on how best to identify and select topics for the Work Programme, and to formulate and agree working practices to support this.

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## Scrutiny Work Programme

Meeting Date	Agenda Item	Background/Description	Lead Officer/ Lead Member
30 <sup>th</sup> July	Quarter 1 Performance Monitoring Report	Scrutiny Committee Monitor the performance of the Council and provide constructive 'critical friend' challenge, amplify the voices and concerns of the public and help to drive improvement and cost efficiency in South Somerset District Council services.	Charlotte Jones/Cath Temple/Val Keitch

The Somerset Waste Board and Somerset Waste Partnership Forward Plan of key decisions can be viewed at:

<http://democracy.somerset.gov.uk/mgListPlans.aspx?RPId=196&RD=0>

Agendas and minutes for the Heart of the South West (HotSW) Local Enterprise Partnership (LEP) Joint Scrutiny Committee can be viewed at:

<https://democracy.devon.gov.uk/ieListMeetings.aspx?CId=456&Year=0>

### Current Task & Finish Reviews

Date Commenced	Title and Purpose	Members
TBC	Review of Council Tax Support Scheme	To be confirmed
<p>If you have any suggested topics for Scrutiny Committee to consider please contact Scrutiny Specialist – <a href="mailto:joanna.gale@southsomerset.gov.uk">joanna.gale@southsomerset.gov.uk</a></p> <p>(The Overview and Scrutiny Committee are committed to ensuring they have capacity to contribute to the Council's Transformation programme and therefore fewer Task and Finish reviews may be conducted during the Transformation period).</p>		

# Agenda Item 11

## **Date of next meeting**

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 30 July 2019 at 1.30pm in Council Chamber B, Brympton Way, Yeovil.

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