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## Scrutiny Committee

**Tuesday 3rd September 2019**

**1.30 pm**

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

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



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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 Thursday 22 August 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 3 September 2019

### Agenda

#### *Preliminary Items*

**1. Minutes**

To approve as a correct record the minutes of the previous meeting held on 30 July 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. Verbal update on reports considered by District Executive on 1 August 2019 (Page 5)**

**8. Commercial Strategy 2017-2021 Mid-Term Review and Update (Page 6)**

**9. Reports to be considered by District Executive on 5 September 2019 (Page 7)**

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

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

**12. Scrutiny Work Programme (Pages 10 - 11)**

**13. Scrutiny Committee - Future Meeting Time (Page 12)**

**14. Date of next meeting (Page 13)**

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# Agenda Item 7

## **Verbal update on reports considered by District Executive on 1 August 2019**

The Chairman will update members on the issues raised by Scrutiny members at the District Executive meeting held on 1 August 2019.

The draft minutes from the District Executive meeting held on 1 August 2019 have been circulated with the District Executive agenda.

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# Agenda Item 8

## **Commercial Strategy 2017-2021 Mid-Term Review and Update**

*Director: Clare Pestell - Commercial Services and Income Generation Director*  
*Lead Officer: Robert Orrett - Commercial Property, Land and Development Manager*  
*Contact Details: robert.orrett@southsomerset.gov.uk or 01935 462565*  
*Portfolio Holder: Cllr John Clark – Economic Development including Commercial Strategy*

### **Purpose of the Report**

To provide members of the Scrutiny Committee with an opportunity to consider the Commercial Strategy 2017-2021 mid-term review and update, and ask questions of the Lead Officers and Portfolio Holder.

### **Actions Required**

Members are invited to provide comments on the report and recommendations to be considered by District Executive at their meeting on Thursday 5 September 2019.

The Commercial Strategy report will be published as part of the agenda for District Executive's September meeting.

### **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 9

## **Reports to be considered by District Executive on 5 September 2019**

*Lead Officer:* Jo Gale, Scrutiny Specialist

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

Scrutiny Committee members will receive a copy of the District Executive agenda containing the reports to be considered at the meeting on 5 September 2019.

Members are asked to read the reports and raise any concerns/issues at the Scrutiny Committee meeting on 3 September 2019, with regard to the reports and the decisions to be taken.

The concerns and views of the Scrutiny Committee will be reported to the responsible Portfolio Holder(s) and Officer(s) in advance of the District Executive meeting on 5 September, 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 10

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

The Task and Finish Review Chairs or Scrutiny Specialist will give a brief verbal update on progress made.

### **Current Task & Finish Reviews**

- Review of Council Tax Support Scheme
- SSDC Environment Strategy

# Agenda Item 11

## **Update on matters of interest**

*Lead Officers:* Jo Gale, Scrutiny Specialist  
*Contact Details:* joanna.gale@southsomerset.gov.uk or 01935 462077

## **Action Required**

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

## **Purpose of Report**

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

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## Scrutiny Work Programme

| Meeting Date        | Agenda Item  | Background/Description  | Lead Officer/ Lead Member                   |
|---------------------|--|---|---|
| 1 <sup>st</sup> Oct | Countywide draft Homelessness and rough sleeper strategy | Scrutiny Committee consider the needs assessment, draft countywide strategy, and provide feedback to contribute to the development of the strategy ensuring it is robust. | Leisa Kelly/Alice Knight/Val Keitch         |
| 3 <sup>rd</sup> Dec | Budget Update and Draft Options                          | For Scrutiny Committee to discuss the report and recommendations to be considered by District Executive on 5 December 2019.   | S.151 Officer and Lead Specialist (Finance) |
| 4 <sup>th</sup> Feb | Draft 2020/21 Revenue and Capital Budgets                | For Scrutiny Committee to discuss the reports and recommendations to be considered by District Executive on 5 December 2019.  | S.151 Officer and Lead Specialist (Finance) |

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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  |
|--|---|--|
| 16 July 2019   | SSDC Environment Strategy, to contribute to the development of the strategy representing the SSDC Community and providing a Councillor perspective. | Cllrs Brian Hamilton, Mike Hewitson, Charlie Hull, Paul Maxwell, Sue Osborne, Dean Ruddle, Mike Stanton, Gerard Tucker, Linda Vjeh |
| 1 August 2019  | Council Tax Support Scheme, to ensure the Council Tax Scheme is still effective for both recipients and the Council.                                | Cllrs Tim Kerley, Sue Osborne, Jeny Snell, Rob Stickland,  |
| <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 13

## **Scrutiny Committee - Future Meeting Time**

*Lead Officer:* Joanna Gale – Specialist, Scrutiny

*Contact Details:* Joanna.gale@southsomerset.gov.uk 01935 462565

### **Purpose of the Report**

To provide members with an opportunity to consider when the Scrutiny Committee should meet in the future.

At the first meeting of the new committee, members agreed to a trial of moving the committee meeting time from 10.00am to 1.30pm on the Tuesday prior to District Executive until September, and then to review the time.

Officers have reviewed possible alternative days and concluded Monday is unlikely to be suitable due to Bank Holidays and school inset days. Wednesdays are also unlikely to be suitable as some members would have to occasionally attend two committee meetings in one day and hence there could be a risk of clashing/overlapping meetings.

If Scrutiny members wish to continue to have the option to collectively discuss District Executive reports prior to decisions being taken, the only suitable day is the Tuesday prior to District Executive.

### **Actions Required**

Members need to discuss the timings and agree the future committee meeting time.

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# Agenda Item 14

## **Date of next meeting**

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 1<sup>st</sup> October in the Main Committee Room, Brympton Way, Yeovil, at a time to be confirmed.

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