



---

# Scrutiny Committee

**Tuesday 2nd June 2020**

**10.30 am**

## **A virtual meeting via Zoom meeting software**

---

The following members are requested to attend this meeting.

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

Robin Bastable  
Nicola Clark  
Brian Hamilton  
Charlie Hull

Mike Lewis  
Mike Lock  
Paul Maxwell  
Robin Pailthorpe

Jeny Snell  
Mike Stanton  
Rob Stickland

Any members of the public wishing to address the virtual meeting at Public Question Time need to email [democracy@southsomerset.gov.uk](mailto:democracy@southsomerset.gov.uk) by 9.00am on Monday 1 June.

The meeting will be viewable online by selecting the committee meeting at:  
[https://www.youtube.com/channel/UCSDst3IHGj9WoGnwJGF\\_soA](https://www.youtube.com/channel/UCSDst3IHGj9WoGnwJGF_soA)

For further information on the items to be discussed, please contact  
[democracy@southsomerset.gov.uk](mailto:democracy@southsomerset.gov.uk)

This Agenda was issued on Friday 22 May 2020.

*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**

In light of the coronavirus pandemic (COVID-19), Scrutiny Committee will meet virtually via video-conferencing to consider reports. For more details on the regulations regarding remote / virtual meetings please refer to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 as part of the Coronavirus Act 2020.

### **Scrutiny Committee**

The Local Government Act 2000 required 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 usually held monthly at 10.00am on the Tuesday prior to meetings of the District Executive (unless advised otherwise). However during the coronavirus pandemic these meetings will be held remotely via Zoom and the starting time may vary.

Agendas and minutes of committee meetings are published on the Council's website at: <http://modgov.southsomerset.gov.uk/ieDocHome.aspx?bcr=1>

Agendas and minutes can also be viewed via the mod.gov app (free) available for iPads, Windows and Android devices. Search for 'mod.gov' in the app store for your device, install, and select 'South Somerset' from the list of publishers, 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.

### **Public participation at meetings (held via Zoom)**

We recognise that these are challenging times but we still value the public's contribution to our virtual meetings.

If you would like to address the virtual meeting during Public Question Time please email [democracy@southsomerset.gov.uk](mailto:democracy@southsomerset.gov.uk) by 9.00am on Monday 1 June 2020. When you have registered, the Chairman will invite you to speak at the appropriate time during the virtual meeting.

This meeting will be streamed online via YouTube at:  
[https://www.youtube.com/channel/UCSDst3IHGj9WoGnwJGF\\_soA](https://www.youtube.com/channel/UCSDst3IHGj9WoGnwJGF_soA)

### **Virtual meeting etiquette:**

- Consider joining the meeting early to ensure your technology is working correctly.
- Please note that we will mute all public attendees to minimise background noise. If you have registered to speak during the virtual meeting, the Chairman or Administrator will un-mute your microphone at the appropriate time. We also respectfully request that you turn off video cameras until asked to speak.
- Each individual speaker shall be restricted to a total of three minutes.
- When speaking, keep your points clear and concise.
- Please speak clearly – the Councillors are interested in your comments.

### **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>

---

Ordnance Survey mapping/map data included within this publication is provided by South Somerset District Council under licence from the Ordnance Survey in order to fulfil its public function to undertake its statutory functions on behalf of the district. Persons viewing this mapping should contact Ordnance Survey copyright for advice where they wish to licence Ordnance Survey mapping/map data for their own use. South Somerset District Council - LA100019471 - 2020.

---

# Scrutiny Committee

## Tuesday 2 June 2020

### Agenda

#### *Preliminary Items*

**1. Minutes**

To approve as a correct record the minutes of the previous meeting held on 3 March 2020. 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 7 May 2020 (Page 5)**

**8. Reports to be considered by District Executive on 4 June 2020 (Page 6)**

**9. Update on matters of interest (Page 7)**

**10. Scrutiny Work Programme (Pages 8 - 9)**

**11. Date of next meeting (Page 10)**

# Agenda Item 7

## **Verbal update on reports considered by District Executive on 7 May 2020**

The Chairman will update members on the issues discussed at the District Executive meeting held on 7 May 2020.

The draft minutes from the District Executive meeting held on 7 May 2020 have been published with the District Executive agenda.

---

# Agenda Item 8

## **Reports to be considered by District Executive on 4 June 2020**

*Lead Officer:* Jo Gale, Specialist (Members)  
*Contact Details:* joanna.gale@southsomerset.gov.uk

Scrutiny Committee members will receive a copy of the District Executive agenda containing the reports to be considered at the meeting on 4 June 2020.

Members are asked to read the reports and bring any concerns/issues from the reports to be discussed at the Scrutiny Committee meeting on 2 June 2020.

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 to be held on 4 June 2020, 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 9

## **Update on matters of interest and Task & Finish Groups**

*Lead Officers:* Jo Gale, Specialist (Members)  
*Contact Details:* joanna.gale@southsomerset.gov.uk

### **Action Required**

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

### **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 Specialist (Members) to verbally update members on any ongoing matters.

### **Task and Finish Groups**

Task and Finish work has temporarily been suspended due to the coronavirus pandemic to allow staff to focus on essential priorities, and for the Overview and Scrutiny Committee to spend a brief period of time to identify potential new priority topics.

---

## Scrutiny Work Programme

| Meeting Date                     | Agenda Item  | Background/Description  | Lead Officer/ Lead Member                   |
|----------------------------------|--|---|---|
| July                             | Review of Member Portal (website for elected district councillors) | The Member Portal was enhanced in December to include online submissions for requests for assistance with enquires from constituents. It was agreed to review the success/impact of the portal once it had been operational for a few months to assist with future development.       | Specialist (Members)<br>Specialist (IT)     |
| August                           | CIL Update   | Verbal update on progress with Community Infrastructure Levy - allocation and prioritisation of the funding.  | Case Service Team Leader (Service Delivery) |
| TBC<br>(on hold due to Covid-19) | Overview of Voluntary sector support and draft Commissioning Model | At the January meeting of Scrutiny Committee members requested to have input to the draft Commissioning Model to replace strategic grants   | Specialist (Strategic Planning)             |
| TBC<br>(on hold due to Covid-19) | Resident Survey  | At the March Overview and Scrutiny Committee meeting when the Council performance report was being reviewed there was reference to a resident survey being conducted to capture feedback qualitative information, the survey structure and content will be discussed at this meeting. | Specialist (Performance)                    |
| TBC<br>(on hold due to Covid-19) | Quarterly Corporate Performance Reports                            | The Committee review the Performance Reports on a quarterly basis, they use this tool to ensure Council services are managed well and deliver effectively for local people. The committee use the information to help identify problems and improve services.                         | Specialist (Performance)                    |

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 (all temporarily suspended due to Covid-19)**

| <b>Date Commenced</b> | <b>Title and Purpose</b>   | <b>Members</b>  |
|-----------------------|--|---|
| Jan / Feb 2020        | Council Tax Support Scheme 2021/2022 - to ensure the Council Tax Scheme is still effective for both recipients and the Council.  | Cllrs Rob Stickland, Sue Osborne, Charlie Hull and Tim Kerley. (with the Lead Specialist (Vulnerable Customers))                      |
| Jan / Feb 2020        | Productivity Analysis – understanding the cost of services, products and process.  | Robin Bastable, Nicola Clark, Jeny Snell, Brian Hamilton, Crispin Raikes and Gerard Tucker. (with the Income & Opportunities Manager) |
| TBC                   | Understand the effect of short term lettings in South Somerset, how to minimise risks and maximise positive economic impact. (Airbnb type rentals) on Tourism, Business Rates, Housing and Regeneration across South Somerset. | Cllr Brian Hamilton, Nicola Clark and Mike Stanton.   |
| TBC                   | SSDC Environment Strategy - assist the Communities of Practice to aid delivery plan.   | Cllrs Charlie Hull and Mike Stanton   |

Page 9

If you have any suggested topics for Scrutiny Committee to consider please contact Specialist (Members) – [joanna.gale@southsomerset.gov.uk](mailto:joanna.gale@southsomerset.gov.uk)

# 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 June 2020 at 10.00am using Zoom virtual meeting software.

---