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## Scrutiny Committee

**Tuesday 1st December 2020**

**10.30 am**

**A virtual meeting via Zoom meeting software**

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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  
Nicola Clark  
Louise Clarke  
Brian Hamilton

Charlie Hull  
Mike Lewis  
Paul Maxwell  
Robin Pailthorpe

Oliver Patrick  
Jeny Snell  
Linda Vijeh

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 30 November.

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 Monday 23 November 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 30 November 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>

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# Scrutiny Committee

## Tuesday 1 December 2020

### Agenda

#### *Preliminary Items*

**1. Minutes**

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

**8. Reports to be considered by District Executive on 3 December 2020** (Page 6)

**9. Verbal update on Task and Finish reviews** (Page 7)

**10. Update on matters of interest** (Page 8)

**11. Scrutiny Work Programme** (Pages 9 - 11)

**12. Date of next meeting** (Page 12)

# Agenda Item 7

## **Verbal update on reports considered by District Executive on 5 November 2020**

The Chairman will update members on the issues raised by Scrutiny members at the District Executive meeting held on 5 November 2020.

The draft minutes from the District Executive meeting held on 5 November 2020 have been published with the District Executive agenda.

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# Agenda Item 8

## **Reports to be considered by District Executive on 3 December 2020**

*Lead Officer:* Stephanie Gold, Specialist (Scrutiny & Member Development)  
*Contact Details:* stephanie.gold@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 3 December 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 1 December 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 3 December 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

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

The Task and Finish Review Chairs or Specialist (Scrutiny & Member Development) will give a brief verbal update on progress made.

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

- Council Tax Support Scheme
- Productivity Analysis
- Update on any other Task and Finish work

# Agenda Item 10

## **Update on matters of interest**

*Lead Officer: Stephanie Gold, Specialist (Scrutiny & Member Development)*

*Contact Details: stephanie.gold@southsomerset.gov.uk*

## **Action Required**

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

## **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 (Scrutiny & Member Development)) 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
Jan/Feb 2021	Step-back review of Covid-19 response and recovery	Workshop on Covid-19 response and recovery.	Specialist (Scrutiny and member development) and Director Strategy and Commissioning
Jan 2021	Review of Member Portal (website for elected district councillors)	Update from Members portal continuous improvement work. Survey responses and future development plans.	Specialist (Scrutiny & Member Development) and Digital Specialist (Business Relationship & Planning)
TBC	CIL Update/S106	Verbal update on progress with Community Infrastructure Levy - allocation and prioritisation of the funding. Review of charges associated with administering section 106 agreements.	Case Service Team Leader (Service Delivery)
TBC (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 (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 (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)

Meeting Date	Agenda Item	Background/Description	Lead Officer/ Lead Member
TBC	Quarterly updates on commercial investments	Regular updates/reviews of commercial investments.	(Income and opportunities manager)

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 (some have been suspended due to Covid-19)

Date Commenced	Title and Purpose	Members
Jan / Feb 2020 <i>(reconvened mid July 2020)</i>	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 Customer Connect Team Manager)
Oct 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	Reviewing the delivery and availability of high speed broadband across the district (with external partners i.e providers)	Cllr Sue Osborne, Cllr Brian Hamilton, with Joe Walsh (ED) and Steph Gold.

<b>Date Commenced</b>	<b>Title and Purpose</b>	<b>Members</b>
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, Cllr Nicola Clark
Dec 2020	SSDC Environment Strategy - assist the Communities of Practice to aid delivery plan.	Cllr Charlie Hull and, Cllr Sarah Dyke Cllr Jeny Snell, Cllr Gerard Tucker

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

**Other Scrutiny working groups/workshops**

<b>Meeting date</b>	<b>Title</b>	<b>Description</b>	<b>Officers/Members</b>
TBC	Role of Scrutiny & Audit	Guidance on the role of both Scrutiny and Audit, with a clear definition of the lines between the two functions.	Specialist (Scrutiny and Member development) and S105 Monitoring officer
Dec 2020	Planning service	Review of re-imagining planning workshops	(Lead Specialist Built Environment) (Director Service Delivery)

# Agenda Item 12

## **Date of next meeting**

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 5 January 2021 at 10.30am, and is likely to be held virtually using Zoom.

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