

Scrutiny Committee – 12th June 2007

12. Executive Forward Plan

Executive Portfolio Holder: Tim Carroll, Leader of the Council
Head of Service: Ian Clarke, Legal & Democratic Services
Lead Officer: Bob Gillis, Democratic Services Manager
Contact Details: Bob.gillis@southsomerset.gov.uk or (01935) 462563

Purpose of the Report

This report is submitted for information.

Action Required

The Scrutiny Committee is asked to:

- (1) note the updated Executive Forward Plan as attached at **Appendix A**.
- (2) note the consultation documents received by the Council that have been logged on the consultation database as attached at **Appendix B** and the Portfolio Holder and Executive Committee decisions made at **Appendix C**.

Executive Forward Plan

The latest Forward Plan is attached at Appendix A to this report. The timings given for reports to come forward are indicative only, and occasionally may change.

Consultation Database

The Council has agreed a protocol for processing consultation documents that are received. This requires consultation documents received to be logged. The list of current consultation documents is attached at Appendix B with information on who will agree the response in each case.

The list of consultation documents will now be reported, alongside the Forward Plan, to both District Executive and Scrutiny Committee.

Background Papers: None

APPENDIX A

Executive Forward Plan – June 2007

Date of Decision	Decision	Portfolio	Head of Service	Contact	Committees	Approval of Council Required	Date of Council	Consultation
07/06/2007	To agree a protocol for advertising and flyposting	Environment and Property	Assistant Chief Executive	Emily McGuinness, Scrutiny Manager 01935 462148	District Executive	No		The Executive is asked to consider a report from a Scrutiny Commission that looked at the issue of illegal advertising and flyposting. The Commission has undertaken a full review and its recommendations are set out in the report to be submitted to the Executive.
07/06/2007	Revenue and Capital Budget Outturn reports 2006/7	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462320	District Executive	No		Report of end of year budget outturns.
07/06/2007	Appointment of District Executive Committees for 2007/8	Finance, Revenues and Support Services	Head of Legal & Democratic Services	Bob Gillis, Democratic Services Manager 01935 462563	District Executive	No		The Executive will appoint its committees for the new municipal year.
07/06/2007	To agree the Council's response to the Local Government Review	Leader of the Council	Chief Executive	Philip Dolan, Chief Executive 01935 462101	District Executive	No		This report will ask the Executive to formally respond to the Local Government Review within the terms of the resolution passed by full Council in January 2007. The Council is also, with other district councils, conducting a public referendum on this issue.
12/07/2007	Quarterly Performance Monitoring Report - 4th Quarter 2006/7	Leader of the Council	Assistant Chief Executive	Tony Johnson, Performance Support Officer 01935 462172	District Executive	No		To consider the latest report on the performance of council services.
12/07/2007	Statement of Community Involvement Adoption	Economic Development, Planning and Transport	Head of Economic Development, Planning & Transport	Andy Foyne, Head of Economic Development, Planning & Transport	District Executive	Yes	19/07/07	To formally adopt the Statement of Community Involvement following consideration by the Planning Inspector

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12/07/2007	Management of on street car parking - civil parking enforcement	Environment and Property	Head of Engineering & Property	Brian Tufton, Head of Engineering & Property 01935 462220	District Executive	No		To consider a report on the management of on street car parking.
12/07/2007	Capital Programme - Proposed Schemes for inclusion in 2008/09 Programme	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462320	District Executive	No		The Scrutiny Committee will be consulted as part of the development of the Capital Programme
12/07/2007	To consider the Food Safety Service Plan and Health and Safety Service Plan	Housing, Environmental Health and Inclusion	Head of Environmental Health & Community Protection	Laurence Willis, Head of Environmental Health & Community Protection 01935 462428	District Executive	No		Statutory reports required to be approved by members each year
12/07/2007	Update report on the Housing Options IT System with details of any implications arising from the project.	Housing, Environmental Health and Inclusion	Head of Housing & Welfare	Colin McDonald, Head of Housing & Welfare 01935 462941	District Executive	No		The ICT Funding Committee in May 2007 agreed that contract for the Housing IT system be proceeded with in partnership with all, or three, of the following local authorities: Sedgemoor, Mendip, Taunton Deane and West Somerset. It also agreed the funding and asked for an update report to District Executive.
12/07/2007	Yeovil Innovation Centre - Update Report	Economic Development, Planning and Transport	Head of Economic Development, Planning & Transport	Andy Foynne, Head of Economic Development, Planning & Transport 01935 462650	District Executive	No		To receive an update on the Innovation Centre.
12/07/2007	To consider the outcome of the review of the	Leader of the Council	Head of Legal & Democratic Services	Bob Gillis, Democratic Services Manager	District Executive	Yes	19/07/07	All portfolio holders, Heads of Service and the previous Theme Advisers will be consulted in the preparation of this report.

Date of Decision	Decision	Portfolio	Head of Service	Contact	Committees	Approval of Council Required	Date of Council	Consultation
	Theme Adviser posts			01935 462563				
12/07/2007	To consider recommending conferring the title of honorary alderman on persons, who have, in the opinion of the Council, rendered eminent service to the Council.	Leader of the Council	Head of Legal & Democratic Services	Bob Gillis, Democratic Services Manager 01935 462563	District Executive	Yes	19/07/07	This report will make recommendations on whether to confer the title of honorary alderman on persons who have rendered eminent service to the Council. The title can be conferred on former members of the Council and the award has to be agreed at a special meeting of Council which would be held before the ordinary meeting in July 2007.
12/07/2007	To agree the award of Somerset Waste Partnership contract	Environment and Property	Corporate Director (Environment)	Vega Sturgess, Corporate Director (Environment) 01935 462200	District Executive	No		This has been discussed with all districts and County as part of the joint working to establish the Somerset Waste Board. There are joint meetings of directors and legal advisers working on the establishment of the partnership.
02/08/2007	Revenue and capital budget quarterly monitoring reports - 1st Quarter 2007/8	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462320	District Executive	No		To consider the latest budget monitoring reports.
02/08/2007	To adopt the Private Sector Housing Strategy 2007-10 including the Council's policy for awarding private sector housing grants and providing other related financial	Housing, Environmental Health and Inclusion	Head of Environmental Health & Community Protection	Alasdair Bell, Deputy Head of Service Environmental Health & Community Protection 01458 257440	District Executive	No		The Council's Private Sector Housing Strategy was last reviewed in June 2005 and is now due to be revised and updated. Since the last strategy was produced there have been a number of legislative changes affecting the way the Council works with the private sector and the new strategy will reflect those changes.

Date of Decision	Decision	Portfolio	Head of Service	Contact	Committees	Approval of Council Required	Date of Council	Consultation
	assistance.							
06/09/2007	To agree Quality Parish Charter for consultation	Leader of the Council	Head of Legal & Democratic Services	Bob Gillis, Democratic Services Manager 01935 462563	District Executive	No		This report will ask District Executive to agree a draft charter for consultation with parish councils in accordance with the Quality Parish Scheme.
04/10/2007	To adopt a County Wide Air Quality Strategy	Housing, Environmental Health and Inclusion	Head of Environmental Health & Community Protection	Laurence Willis, Head of Environmental Health & Community Protection 01935 462428	District Executive	No		This report will propose a County Wide Air Quality Strategy and is being developed in consultation with other district councils.
04/10/2007	Medium Term Financial Plan - to agree arrangements for the preparation of the Council's budgets for 2008/9	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462320	District Executive	No		The Scrutiny Committee will be consulted as part of the preparation of the budget. Appropriate public consultation will also take place.
01/11/2007	Revenue and capital budget quarterly monitoring reports - 2nd Quarter 2007/8	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462320	District Executive	No		To consider the latest budget monitoring reports.
01/11/2007	Quarterly Performance Monitoring Report - 1st Quarter 2007/8	Leader of the Council	Assistant Chief Executive	Tony Johnson, Performance Support Officer 01935 462172	District Executive	No		To consider the latest report on the performance of council services.
06/12/2007	To consider initial recommendations on revenue budget for 2008/9 and Medium Term	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462320	District Executive	No		The Scrutiny Committee will be consulted as part of the preparation of the budget. Appropriate public consultation will also take place.

Date of Decision	Decision	Portfolio	Head of Service	Contact	Committees	Approval of Council Required	Date of Council	Consultation
	Financial Plan							
03/01/2008	Revenue Budget 2008/09 - Medium Term Financial Strategy/ Plan and Revised Capital Programme Update	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462320	District Executive	No		Update on preparation of budgets for following year.
07/02/2008	Revenue and capital budget quarterly monitoring reports - 3rd Quarter 2007/8	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462320	District Executive	No		Regular monitoring report.
07/02/2008	Revenue Budget 2008/09 - Medium Term Financial Strategy/ Plan and Revised Capital Programme	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462320	District Executive	Yes	21/02/08	This report will include recommendations on the Council's Revenue and Capital Budgets which are also considered by the Scrutiny Committee. The budgets are required to be approved by the full Council
07/02/2008	To agree the level of Council Tax for 2008/9	Leader of the Council	Financial Services	Donna Parham, Head of Finance 01935 462320	District Executive	Yes	21/02/08	The District Executive recommends the level of Council Tax as part of its budget report for next year. The full Council agrees the level of Council Tax for South Somerset and the final bills for households including precepts levied by the County Council, police, fire service and parish councils.
07/02/2008	To agree the Council's Treasury Management Strategy and Investment Policy 2008/09	Finance, Revenues and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462320	District Executive	Yes	21/02/08	The decision on the Council's Financial Strategy has to be taken by the full Council.

Date of Decision	Decision	Portfolio	Head of Service	Contact	Committees	Approval of Council Required	Date of Council	Consultation
tba	To approve the final draft of the Sustainable Community Strategy	Leader of the Council	Area Development (East)	Helen Rutter, Head of Area Development (East) 01963 435012	District Executive	Yes		The Local Strategic Partnership develop the strategy in consultation with a wide cross section of community groups, and partnerships. As of May 2007 the draft document is about to go for consultation and the outcome will be reported to members towards the end of 2007 - date to be confirmed.
tba	Proposal to indemnify members/ officers as a consequence of a change on the legal position in respect of serving on outside bodies	Finance, Revenues and Support Services	Head of Legal & Democratic Services	Ian Clarke, Head of Legal & Democratic Services 01935 462184	District Executive	No		Reports on members on outside bodies, including new guidance for members, have been considered by the Health and Housing Policy Panel and the Standards Committee. The new guidance will also be reported to full Council on 18th May.
tba	Outcome of consultation on Changes to Street Trading Policy and approval of finalised policy	Housing, Environmental Health and Inclusion	Head of Environmental Health & Community Protection	Julia Bradburn, Licensing Team Leader 01935 462113	District Executive	Yes		The District Executive agreed that public notice be given of the new Street Trading Policy - allowing street trading throughout the district - and the Licensing Committee has been consulted. The final decision on the adoption of the legislation with be taken by the full Council
tba	Waste Board Constitution and Inter Authority agreement (April 07)	Environment and Property	Corporate Director (Environment)	Vega Sturgess, Corporate Director (Environment) 01935 462200	District Executive	No		Date to be confirmed. To seek approval to Waste Board Constitution. This has been discussed with all districts and County as part of the joint working to establish the Somerset Waste Board.

Consultation Documents Database

Purpose of Document	Portfolio	Head of Service	Committees	Contact	Deadline for Response
On 29th January 2007 DCLG wrote to consultees to inform them that the Government has decided to update the guidance within DoE Circular 22/91 "Planning for Travelling Showpeople" to reflect the guidance in ODPM Circular 1/06 (Planning for Gypsies and Travellers).	Economic Development, Planning and Transport	Head of Economic Development, Planning & Transport	Portfolio Holder	Andy Foyne, Head of Economic Development, Planning & Transport 01935 462650	27/04/2007
Call for Evidence - Strengthening the role of rural councillors. The Commission for rural communities is seeking evidence about experiences of rural councillors. A response was sent in accordance with the timetable.	Area North (Rural Perspective)	Corporate Director (Economic Vitality)	Portfolio Holder	Mark Pollock, Corporate Director (Economic Vitality) 01935 462401	18/05/2007
The Government has published a proposed new long-term legal framework for tackling climate change. The Government is asking questions about the shape of its policy proposals and what issues we should take into account when developing the Climate Change Bill.	Environment and Property	Head of Economic Development, Planning & Transport	District Executive	Keith Wheaton-Green, Environmental Projects Officer 01935 462651	12/06/2007
New Local Government Network – NLGN issued a consultation document on the role of Local Authorities in the Domestic Abuse Agenda A response was sent to meet the deadline	Community Safety	Assistant Chief Executive	Portfolio Holder	Steve Brewer, Community Safety 01935 462390	25/5/2007
Planning for a Sustainable Future - the Government has published a White Paper which sets out a wide-ranging package of reforms to the Planning system including proposals "to streamline the process in the town and country planning system, improve the ability of local authorities to shape their local communities, and ensure that there is a stronger approach to supporting sustainable economic development alongside work to tackle climate change in a way that is integrated with the delivery of other sustainable development objectives. The role of ministers in setting policy will be strengthened and an independent body will be established to take decisions. The White Paper also sets out proposals for extending public and community engagement in the system."	Economic Development, Planning & Transport	Head of Economic Development, Planning & Transport	District Executive/Council	Simon Gale, Head of Development and Building Control 01935 462071	17/8/2007

Portfolio Holder and Executive Committee Decisions

Executive Portfolio Holder	Heading of Report	Decision Taken	By Whom	Date of Decision Publication
Environment and Property	Drainage easement under SSDC land at Chard Business Park	The Portfolio Holder agreed a drainage easement at nil consideration under SSDC land at Chard Business Park, to serve the SSH adjoining housing development at the Devonia site.	Portfolio Holder	Exec Bulletin no. 264 Issued 13/04/07
Environment and Property	Waitrose development at South Street, Crewkerne	The Portfolio Holder approved the final terms of the agreement relating to the land transaction and approved the appropriation of existing rights and restrictions benefiting third party landowners to enable the development of a store and decked car park on the site of the existing South Street Car Park in Crewkerne.	Portfolio Holder	Exec Bulletin no. 267 Issued 27/04/07
Housing, Environmental Health and Inclusion	Purchase of mobile home and lease of land at Bow Lane, Keinton Mandeville	The Portfolio Holder agreed a virement within the existing capital programme to enable the purchase and installation of a mobile home and for the lease of land to accommodate the same mobile home in a field adjacent to Bow Lane, Keinton Mandeville.	Portfolio Holder	Exec Bulletin no. 265 Issued 13/04/07
Housing, Environmental Health and Inclusion	Road Closure Application Fees	The Portfolio Holder agreed that the scale of charges for road closures for functions with private gain be approved as set out in the report and the Head of Environmental Health and Community Protection be given delegated authority to determine which applications shall be liable for the charges.	Portfolio Holder	Exec Bulletin no. 266 Issued 20/04/07
Housing, Environmental Health and Inclusion	Purchase of agricultural land for use as a combined Gypsy site and Rural Exception Affordable Housing scheme.	The Portfolio Holder agreed that funding be released from the Gypsy and Traveller Site Grant awarded to SSDC, to enable a bid to be submitted for a site that had become available to be used as a combined Gypsy site and Rural Exception Affordable Housing scheme. The report was confidential prior to the deadline for the bids to be submitted for the site.	Portfolio Holder	Exec Bulletin no. 268 Issued 4//05/07

Executive Portfolio Holder	Heading of Report	Decision Taken	By Whom	Date of Decision Publication
Leader of the Council	Housing Options Service – Choice Based Letting IT System	The ICT Funding Committee agreed that the contract for the Housing Options IT system be proceeded with in partnership with all, or three, of the following local authorities: Sedgemoor, Mendip, Taunton Deane and West Somerset. An additional budget allocation of £82,000 towards the project was approved and it was noted that if all the partners continue with the project the amount will reduce to £37,000. A report will be brought to the July meeting of the District Executive updating members on any implications arising from the project.	Executive ICT Funding Committee	Exec Bulletin no. 268 Issued 4//05/07
Area South (Community Safety)	Authorisation for Dispersal Order under Section 30 of the Anti Social Behaviour Act 2003 – Yeovil, Westfield Area	The Portfolio Holder was asked to give consent to a proposed authorisation (“Dispersal Order”) pursuant to section 30 of the Anti Social Behaviour Act 2003 in respect of a specified area of Yeovil until 1st December 2007.	Portfolio Holder	Exec Bulletin no. 269 Issued 25/05/07