

Scrutiny Committee – 11<sup>th</sup> September 2007

**10. Scrutiny Work Programme**

Lead Officer: *Emily McGuinness, Scrutiny Manager*  
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Meeting Date	Agenda Item	Issue for Main Scrutiny Committee only (No Commission involved)	Performance Management	Budget	Other	Issue for Scoring and possible establishing an Overview Commission	Commission Progress report	Final Commission report	Background / Description	Corporate Aim	Lead Officer (Lead Member)
11 <sup>th</sup> September 2007	Review impact of Equality Strategy.	✓							The draft Equalities strategy was considered by the Scrutiny Committee in 2006 and it was agreed that 9 months after implementation an update report would be submitted	Ensure safe, sustainable and cohesive communities.	Andrew Gillespie
11 <sup>th</sup> September 2007	Consideration of Call-in request – Public Conveniences	✓							In line with the Council's Constitution, a Call-in request has been received. The matter will be discussed at the September Scrutiny Meeting		Emily McGuinness, Scrutiny Manager

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October 2007	Update on work of Post Offices / Village Shops Overview Commission						✓		A progress report from the Well Managed Services Overview Commission looking in to the impact of Post Office closures on rural communities	Increase economic vitality and prosperity	Emily McGuinness Scrutiny Manager  Charlotte Jones, Head of Area Development – North
October 2007	Update on progress made towards implementing the Corporate Procurement Strategy.	✓									
October 2007	Market Town Vision and Rural Vision	✓							Members have requested that updates reports on both the Market Town Vision and the Rural Vision are submitted for consideration by members of the Scrutiny Committee.	The successful implementation of these strategies will have an impact on all of the Corporate Priorities.	Andrew Gillespie – Head of Area Development West  Charlotte Jones – Head of Area Development North  Councillor Kim Turner and Councillor Patrick Palmer.

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October 2007	Update on Local Government and Public Involvement in Health Bill – Implications for Scrutiny	✓							Members have requested that officers submit a report outlining the most significant elements of the Local Government and Public Involvement in Health Bill, in relation to the Scrutiny Function	Deliver Well managed, cost effective services valued by our customers.	Emily McGuinness, Scrutiny Manager
October 2007	Review of process and procedures around establishing s106 agreements.								A member of the Committee has asked for this issue to be considered. There will be an initial opportunity for the appropriate officers to attend the Scrutiny Committee and discuss the issue in more detail.	Promote a balanced natural and built environment.	

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October 2007	Quarter 1 Corporate Performance Report		✓						Scrutiny has an important role to play in the managing the authority's management. A quarterly report is submitted to District Executive and then submitted to the Scrutiny Committee the following month to provide Scrutiny Members with the opportunity to comment on the Executive response.	Deliver well managed, cost effective services valued by our customers.	Tony Johnson, Performance Officer
November 2007	Update report from Contact Centre Overview Commission						✓		In March 2007 it was agreed that an Overview Commission would be established to look at the issues surrounding the performance of Customers Services as identified through the quarterly performance reports. It was agreed that the Commission would meet during August and report to Scrutiny in September.	Effective Customer Services underpins the successful delivery of all aspects of the Corporate Plan	Eleanor Wilson, Head of Customer Services  Mike Lewis – Portfolio Holder.

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November 2007	Review of Area based decision making - Planning	✓							Members of the Committee have agreed to consider this issue in response to a recent Planning Advisory Service document	Promote a balanced built and natural environment	Mark Pollock – Corporate Director – Economic Vitality
November 2007	Yeovil Vision	✓							Members of the Committee have asked for an update on progress made to date re; implementation of the Yeovil Vision	Increase Economic Vitality and Prosperity	Alan Brown, Yeovil Vision Project Director  Councillor Tony Fife
January 2008	Quarter 2 Corporate Performance Report		✓						Scrutiny has an important role to play in the managing the authority's management. A quarterly report is submitted to District Executive and then submitted to the Scrutiny Committee the following month to provide Scrutiny Members with the opportunity to comment on the Executive response.	Deliver well managed, cost effective services valued by our customers.	Tony Johnson, Performance Officer

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January 2008	Annual Audit Management Letter	✓							The Audit Commission produces an Annual Inspection letter which covers all aspects of the Council's performance.	Well managed, cost effective services, valued by our customers.	Donna Parham – Head of Financial Services
April 2008	Quarter 3 Corporate Performance Report		✓						Scrutiny has an important role to play in the managing the authority's management. A quarterly report is submitted to District Executive and then submitted to the Scrutiny Committee the following month to provide Scrutiny Members with the opportunity to comment on the Executive response.	Deliver well managed, cost effective services valued by our customers.	Tony Johnson, Performance Officer

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July 2008	Quarter 4 Corporate Performance Report		✓						Scrutiny has an important role to play in the managing the authority's management. A quarterly report is submitted to District Executive and then submitted to the Scrutiny Committee the following month to provide Scrutiny Members with the opportunity to comment on the Executive response.	Deliver well managed, cost effective services valued by our customers.	Tony Johnson, Performance Officer
	Review of Octagon Theatre						✓		A well managed services commission is looking at the Octagon Theatre and will be submitting a progress report.	Well managed, cost effective services, valued by our customers.	Steve Joel  Sylvia Seal

## COMMUNITY WELL BEING

## ANNUAL WORK PROGRAMME 2007/08

More detailed information about all planned reviews is contained within the Review Project Plan, please contact [emily.McGuinness@southsomerset.gov.uk](mailto:emily.McGuinness@southsomerset.gov.uk) for further details.

<b>Review Title and Background Information.</b>	<b>Members of Commission</b> (to be updated)	<b>Date Review Commissioned by Main Scrutiny Committee</b>	<b>Date of 1<sup>st</sup> Meeting</b>	<b>Anticipated Date of Final Report</b>	<b>Member Contact (Chair of Commission)</b>	<b>Update</b> (This section is to be updated by the Chair of the Commission after each meeting and report to the Main Scrutiny Committee as agreed)
<b><i>Housing Advice Centre</i></b>		November 2006				This matter was referred by the Portfolio Holder for consideration by the Scrutiny Committee – progress prior to the election was limited and now needs to be taken forward.
<b><i>Affordable Housing</i></b>						It was agreed in April 2007 to establish a Commission to look at the Council's approach to providing Affordable Housing. No timescale was agreed at that time but this will be discussed with the Chair of the Commission and the relevant Director, Heads of Service and Portfolio Holders.



**ECONOMIC VITALITY AND THE ENVIRONMENT OVERVIEW COMMISSION**

**ANNUAL WORK PROGRAMME 2007/08**

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(No Commissions at present)						

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## WELL MANAGED SERVICES OVERVIEW COMMISSION

## ANNUAL WORK PROGRAMME 2007/08

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<b><i>Village shops and Post Offices</i></b>	To be agreed	November 2006	27 <sup>th</sup> March 2007	July 2007	Rupert Cox	Together with Area North, it has been agreed to Commission a consultant to expand on existing work carried out looking at the economic impact of village shops and post offices and the role of the council in supporting them.  The research findings were reported to a meeting of members, post masters and representatives from Post Office Ltd. We are now working to identify the current and potential support and advice available from within SSDC.
<b><i>Contact Centre</i></b>	To be agreed	July 2007	14 <sup>th</sup> August 2007		Rupert Cox	The scope for this review was agreed in July and the first meeting of the Commission will be in August.