

MEETING SC.03:1011
DATE 03:08:10

South Somerset District Council

Draft Minutes of a meeting of the **Scrutiny Committee** held in the Main Committee Room, Council Offices, Brympton Way, Yeovil on **Tuesday, 3rd August 2010**.

(10.00 a.m. – 1.00 p.m.)

Present:

Members: Cllr. Sue Steele (in the Chair)

David Bulmer	Roy Mills (until 11.50 a.m.)
John Calvert	Keith Ronaldson
Carol Goodall	Angie Singleton
Tony Lock	Martin Wale
Pat Martin (until 11.30 a.m.)	

Also Present:

Tim Carroll (until 11.30 a.m.)
Tom Parsley (until 11.30 a.m.)
Sylvia Seal (until 11.35 a.m.)

Officers:

Rina Singh	Strategic Director (Place and Performance)
Vega Sturgess	Strategic Director (Operations and Customer Focus)
Donna Parham	Assistant Director (Finance and Corporate Services)
Sue Eaton	Performance Manager
Jo Morgan	Community Cohesion Officer
Jo Gale	Scrutiny Manager
Emily McGuinness	Scrutiny Manager
Angie Cox	Democratic Services Manager
Becky Sanders	Committee Administrator
Andrew Blackburn	Committee Administrator

33. Minutes (Agenda item 1)

The minutes of the meeting held on the 29th June 2010, copies of which had been circulated, were taken as read and, having been approved as a correct record, were signed by the Chairman.

34. Apologies for Absence (Agenda item 2)

Apologies for absence were received from Cllrs. John Vincent Chainey and Geoff Clarke.

35. Declarations of Interest (Agenda item 3)

Cllr. John Calvert declared his personal and prejudicial interest in agenda item 15 (SSDC Sport and Leisure Facilities Partnership Specification) as he was a director of Wincanton Sports Centre who had expressed an interest in submitting a bid. He withdrew from the meeting during the consideration of that item.

Cllr. Angie Singleton declared her personal and prejudicial interest in agenda item 15 (SSDC Sports and Leisure Facilities Partnership Specification) as she was a director of Crewkerne Leisure Management Ltd. (AquaCentre) who had expressed an interest in submitting a bid. She withdrew from the meeting during the consideration of that item.

36. Public Question Time (Agenda item 4)

There were no members of the public present at the meeting.

37. Issues Arising from Previous Meetings (Agenda item 5)

Recycling – Performance Monitoring Figures

Jo Gale, Scrutiny Manager, referred to the Committee having raised concerns at the last meeting regarding the performance figures in respect of recycling.

Cllr. Tom Parsley, Portfolio Holder for Environment and Property, commented that the data for recycling was not managed internally. In referring to the reasons for the delay in the provision of the most up to date figures, he indicated that the Somerset Waste Partnership had to collate the figures from all the districts in Somerset before linking them with each district. He further commented that the key figure was the overall recycling rate of 55% and also that the amount of household refuse going to landfill was a lot less than other areas. He indicated that he would make sure that more substantive figures were provided in the future.

Scrutiny Work Programme – Problems with Groupwise

Jo Gale, Scrutiny Manager, reported that problems experienced by a member with Groupwise had been resolved and there was no need for a report to come to the Committee.

Staff Survey

The Strategic Director (Place and Performance) referred to the staff survey that had been undertaken to assess their views on the Council's communications regarding the partnership with East Devon District Council. The Strategic Director (Place and Performance) reported that the questionnaire was put on the website with a note to indicate that a hard copy was available and managers alerted. She further mentioned that it had been agreed to do a short questionnaire to encourage staff to complete it. The Committee noted that there were approximately 620 staff who could log onto a computer and that about 14% had responded to the questionnaire with there being no requests for hard copies.

The Strategic Director (Place and Performance) circulated copies of the outcome of the survey to those members present at the meeting, including a paper containing additional comments made by staff when completing the questionnaire. She mentioned that perhaps the only area to note was question 5 relating to whether staff felt they could influence or

contribute towards the joint working initiative with East Devon District Council. However, this was in hand through awareness sessions.

During the ensuing discussion, members commented that the results were positive except for the response to question 5. Concern was also expressed by a member regarding one of the comments made by staff. The Strategic Director (Place and Performance) reminded members that this was one comment by an individual member of staff and must be considered within the totality of responses. Members expressed their wish to consider the results of the survey in more detail and asked that a report be submitted to the next meeting of the Scrutiny Committee.

Cllr. Tim Carroll, Leader of the Council, commented that staff may feel that everything was happening at a higher level. He felt that staff should be engaged and concurred that the outcome of the survey should be subject of a report to this Committee.

In response to questions from members, the Committee was informed that the survey had been carried out on the basis of anonymity. It was also indicated that there was a corporate standard for communicating with staff via Team Brief and Insite.

It was agreed that a report on the staff survey be submitted to the next meeting of the Scrutiny Committee.

Full Council Meetings in September and October 2010

Reference was made to the arrangements for full Council in September and October 2010 and Cllr. Tim Carroll, Leader of the Council, mentioned that the position had now changed from that mentioned in the minutes of the last meeting of the Scrutiny Committee. He clarified that there would be a meeting of full Council on 16th September 2010 rather than 21st October as previously notified.

NOTED.

38. Reports to be considered by District Executive on 5th August 2010 (Agenda item 11)

Members referred to the reports that were to be submitted to the District Executive on 5th August 2010 and general discussion took place on the following items.

2010/11 Budget Monitoring Report for the Period Ending 30th June 2010

Reference was made to the table at paragraph 3.3 of the report, which gave a summary of the revenue position as at 30th June 2010, particularly the comments against the entry in respect of financial services. At the request of a member, the Assistant Director (Finance and Corporate Services) clarified fully the meaning of the comments relating to the value of capitalised salaries to fall, salary turnover savings not being achieved and the amortisation costs of a loan. She also indicated that she would re-word the comments in future reports as appropriate to make them clearer. In response to a question from a member, the Assistant Director (Finance and Corporate Services) also explained how any redundancy costs that may occur from the partnership with East Devon District Council would be charged within the accounts, including the possible need to obtain a capitalisation direction from the Secretary of State.

A member referred to the table at paragraph 7.1, which showed transfers out of specific reserves that required reporting to District Executive. Particular reference was made to the entry regarding Yeovil Vision Reserve and, in response to a question regarding the reason for the transfer, the Committee was informed that the Galaxy Group had

requested assistance with external facilitation to resolve a number of issues. Cllr. Tim Carroll, Leader of the Council, commented that the funding had come out of the revenue reserves for Yeovil Vision and he felt that the facilitation exercise had resulted in the position now being much clearer with regard to what the group could achieve.

2010/11 Capital Budget Monitoring Report for the Quarter Ending 30th June 2010

The Assistant Director (Finance and Corporate Services) referred to the progress on the capital programme and particularly to the tables, which showed how each scheme was performing. She indicated that some of the schemes were quite old and that the accountants were challenging managers to see if the schemes were still needed. In response to a question, the Assistant Director (Finance and Corporate Services) commented that the schemes without 'traffic light' notation showing progress were generally reserve schemes, which were yet to be allocated.

A member referred to the table showing the agreed transfers of land to housing associations at nil cost and expressed concern at the number and value of the land concerned. The Assistant Director – Finance and Corporate Services commented that the transfers had occurred over a period of time and agreed to include the date of transfer on future reports so that members could see the time period over which the transfers had been made.

Update on the Medium Term Financial Plan 2011/12 to 2015/16

The Assistant Director (Finance and Corporate Services) updated the Committee on the budget situation and the impact of recent Government announcements and consultation papers.

The Assistant Director (Finance and Corporate Services) firstly referred to consultation papers received from the Government as follows:-

- consultation papers had been received regarding the Revenue Support Grant settlement for next year and the Assistant Director (Finance and Corporate Services) reported that the biggest impact for South Somerset would be the transfer of concessionary fares to the County Council. She indicated that the options all included the transfer of what it cost South Somerset to finance the scheme rather than the grant it received. The options ranged from the authority saving £200,000 on current budgets to being worse off by £100,000 on budget. The options did not take account of what the authority had put into the concessionary fares scheme and South Somerset would lose between £671,000 and £971,000 that had been found from savings in other services to fund the scheme;
- a consultation paper had also been received regarding "Local referendums to veto excessive council tax increases". The Assistant Director (Finance and Corporate Services) reported that the Government wished to scrap the capping regime and pass the powers to the community to decide increases above a certain set level by way of a referendum. This was likely to include Town and Parish Council precepts for the first time. It was noted that any referendum would need to be paid for by the precepting authority but carried out by the billing authority.

The Assistant Director (Finance and Corporate Services) agreed to circulate copies of the consultation papers to members.

In referring to the budget situation, the Assistant Director (Finance and Corporate Services) reported that she was still looking at the in-year effects of Government announcements and mentioned a number of issues including the following:-

- the Council had been informed that it could no longer charge for personal searches with immediate effect. The Assistant Director (Finance and Corporate Services) reported that the authority would also need to review potentially refunding the fees where charged in the past, possibly as far back as 2005. It was noted that this change could have an impact on budgets;
- most of the inescapable commitments put in by managers had now been received. An allowance of £700,000 had been made for them but those submitted totalled around £1million so far;
- reference was made to inflation expectations and the deferral of inflation in respect of the waste contract;
- managers were doing well in feeding through proposals for efficiency savings, which amounted to £400,000 so far;
- issues regarding the impact on budgets due to the rise in VAT to 20% in January including a potential loss from car park charges;
- Eco Town funding had been halved, which would reduce the scope of the project;
- community safety funding had been reduced by £52,000 at County level. Somerset County Council were requesting a further contribution from South Somerset of £3,750 for 2010/11 and they would continue their funding for the current year. The Strategic Director (Place and Performance) referred to the Crime and Disorder Reduction Partnership and commented that a County-wide review was taking place between the partners, which was looking at the delivery structures for community safety in Somerset. It was noted that the proposals at present were not acceptable to SSDC as the County Council were proposing that the function be based centrally rather than on a more local delivery;
- the Assistant Director – Finance and Corporate Services informed members of the timetable with regard to joint working with East Devon District Council, particularly in respect of considering shared management arrangements. It was noted that the Joint Integration Committee would consider proposals for shared management arrangements on the 28th October and the Joint Scrutiny Committee would review the proposals on 29th October. District Executive would then review the budget and all proposals on the 4th November with Council considering the proposals from District Executive on the 18th November. Reference was also made to the Government announcing the outcome of its comprehensive spending review on 20th October when the Council would have a better idea of the impact on funding and could review all possible savings including those in partnership with East Devon District Council;
- members were informed of assumptions with regard to the position with Council Tax and pay over the next two years;
- the potential for a reduction in funding for social housing provision was mentioned. Nothing had yet been heard from the Homes and Communities Agency regarding which housing schemes they would support;

- in addition to the abolishment of the South West Regional Development Agency in April 2012, the Committee was informed that the Government Office for the South West was also to be abolished.

The Committee noted the detail of the reports to be considered by District Executive and the update of the Assistant Director (Finance and Corporate Services). There were no comments that the Committee wished the Chairman to take forward to District Executive.

NOTED.

39. Chairman's Announcements (Agenda item 6)

- (a) The Chairman mentioned that the Democratic Services Manager wished to update the Committee on the provision of IT equipment for members of the Council. The Democratic Services Manager reported that she was thinking ahead to next year and the need to consider what IT equipment may be required for members. She asked members whether they wished to hold a Task and Finish Review Group or whether they would be content for officers, in consultation with Cllr. David Recardo (Theme Adviser for E-Government) and a representative of the Scrutiny Committee to consider this matter.

The Committee agreed that it did not consider that a Task and Finish Review Group was required and that Cllr. Pat Martin be appointed from this Committee to discuss, along with the officers and Cllr. David Recardo, the provision of IT equipment for members in the next financial year.

- (b) The Chairman referred to feedback not being available from the Local Strategic Partnership and asked whether the Committee wished the minutes of their meetings to be circulated electronically when available.

The Committee indicated that it was content to receive the minutes of the Local Strategic Partnership meetings in this way.

- (c) The Chairman reported that Becky Sanders, Committee Administrator, would be covering Scrutiny for two days per week whilst Jo Gale, Scrutiny Manager, was on maternity leave. It was noted that the equivalent of a full-time post was achieved as Emily McGuinness already acted as Scrutiny Manager for three days per week.
- (d) Reference was made to the visit of East Devon District Councillors to this Council on 12th July and the Chairman thanked those members who had attended the function at the Octagon Theatre.
- (e) The Committee noted that the Joint Scrutiny Panel with East Devon District Council scheduled for August had been cancelled.
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40. Verbal Update on Task and Finish Reviews (Agenda item 7)

Somerset Cultural Strategy

Cllr. Dave Bulmer reported that the Group had now completed the review and a report would be submitted to the Scrutiny Committee at its meeting on 31st August 2010 and subsequently to District Executive. He indicated that 12 recommendations had been identified for consideration by District Executive prior to the strategy being endorsed by the Council.

Homefinder Somerset

Cllr. Carol Goodall reported that the Group was making steady progress and that the web element of the review was in a draft format. Input from the consultation process on Homefinder Somerset was awaited and she indicated that public consultation was taking place in Crewkerne, Wincanton and Yeovil. Jo Gale, Scrutiny Manager, was awaiting approval for public consultation to take place in Langport. A survey of electronic users including registered social landlords' staff, voluntary sector and local authority staff was being undertaken and a paper users survey would be sent out shortly. Another meeting of the Task and Finish Group needed to be arranged in the near future.

Adverse Weather

The Chairman reported that a further meeting of the Group would be taking place after this meeting and a report would be brought to the Scrutiny Committee.

Partnerships

Emily McGuinness, Scrutiny Manager, reported that Cllr. Martin Wale would be chairing this Group and Becky Sanders would be doing the administration. A meeting had been set for September and she had asked members to come forward to participate in the Group. It was likely that there would be one meeting per month until January. Cllrs. Dave Bulmer, Carol Goodall, Derek Nelson and Alan Smith had indicated their interest to serve on the Group but more members were needed.

Joint Integration Committee

Emily McGuinness, Scrutiny Manager, reported that the Joint Scrutiny Panel had cancelled its August meeting. A visit to Adur District Council would be taking place to look at the management structures they had adopted as part of their partnership working with another authority.

NOTED.

41. Presentation – TEN Performance Monitoring System (Agenda item 8)

The Performance Manager gave a presentation of the Council's TEN Performance Monitoring System, which would enable officers and members to closely monitor performance within the various services and would ensure that performance was closely managed with strategies coming forward. It was noted that information was available within the system regarding the corporate themes, services, performance reporting, equality impact and the monitoring of portfolio statements.

Upon conclusion of the presentation, questions were answered on points of detail regarding the system during which the Performance Manager indicated that work was

ongoing to make the system available to members on their computers at home but in the meantime she would e-mail a link to them.

The Strategic Director (Place and Performance) indicated that the development phase was completed and there now followed a period of consolidation when the data would be checked and performance indicators developed in consultation with heads of service and included on the system. It was noted that National Indicators were to be abolished and that the Comprehensive Performance Assessment and Place Survey had now gone. She further reported that the Government announcement on 20th October 2010 was awaited to see what they wanted local authorities to report on.

The Performance Manager commented that the action plans arising from various Council strategies would still need to be monitored even if not focusing on performance indicators. The Strategic Director (Place and Performance) mentioned that some monitoring may need to be done in conjunction with East Devon District Council.

Reference was made to the possibility of including the date when any figures were updated on the system and whether this should also apply to new or updated strategies.

The Chairman thanked the Performance Manager for her presentation of the TEN system and the Committee noted how it would improve the process of monitoring the performance of the Council and its services.

NOTED.

*(Sue Eaton, Performance Manager – 01935 462565)
(sue.eaton@southsomerset.gov.uk)*

42. Single Equality Scheme Progress Report (Agenda item 9)

The Strategic Director (Place and Performance) introduced the report and indicated that the Single Equality Scheme had been revised in accordance with the latest guidance. She also indicated that the report updated members on the progress being made with the implementation of the associated action plan about which there was no cause for concern. It was noted that the action plan had been included on the TEN performance monitoring system.

The Community Cohesion Officer commented that much work had been undertaken to work towards the Achieving Level of the Equality Framework for Local Government (EFLG). She also mentioned that bearing in mind the change of Government there would be some organisations that were mentioned in the action plan that may not now exist. She also mentioned that the Equality Act received Royal Assent in April 2010 and came into force in respect of public sector duties in April 2011. The Community Cohesion Officer also circulated to those present at the meeting an amendment sheet relating to the action plan, which also contained an explanation of some acronyms and links to performance indicators (a copy of the amendment sheet is attached to these minutes). She further explained the basis on which the 'traffic light' monitoring system had been applied to the action plan.

During the ensuing discussion, the officers responded to members' questions and comments including the following:-

- reference was made to action point 1.2 and the Community Cohesion Officer clarified that the comment in the 'Progress Achieved' column was just an example of the type of information being provided;
- a member commented that the presence of the Community Cohesion Officer and Community Link Worker at a recent meeting of a Community Safety Action Panel

had been very beneficial and was a good example of ways in which everyone could work together between different services. It was noted that the Community Link Worker posts were only funded for two years after which there was a need to see if the work could be mainstreamed within services. The Community Cohesion Officer commented that work had also been undertaken with the Octagon to assist in bringing forward new and innovative productions for different groups;

- it was clarified that the HR Unit dealt with internal equality and diversity issues in respect of people employed by the Council, whilst the Community Cohesion Officer dealt with the delivery of fair and equitable services and corporate compliance with anti-discriminatory legislation. Training for managers on equality impact assessments was being carried out by the Community Cohesion Officer and needed to continue;
- it was explained that the rationale for Somerset Intelligence Network provided a source of information including statistics, data, research, consultation or other forms of information gathering, which could be used to support policy making without duplicating work that had already been done;
- members asked whether East Devon District Council had produced a similar Equality Scheme, and had an equalities officer. It was confirmed that EDDC had an equality scheme. It was noted that the production of an equality scheme to ensure service delivery was equitable and fair and the promotion of equality was a statutory duty for local authorities. South West RIEP had funded an equalities officer post at EDDC for a 12 month period, ending in September 2010. A member asked how equality issues would be dealt with in joint/shared working and whether standards would fall. Members were assured SSDC would maintain equality standards in services to the public, as we were required to;
- reference was made to action 3.2 and the Community Cohesion Officer confirmed that the humanists were invited to the inter-faith event;
- with reference to action 3.4, it was noted that a representative of the South Somerset Disability Forum attended the Council's Corporate Equality Steering Group. It was also explained that the mystery shopper initiative was looking at the Council's services and was an internal check of the authority;
- a member referred to action 3.3 regarding the use of local and internal media to promote diversity and to campaign against ignorance. It was noted that any issues could be picked up by the Community Cohesion Officer at occasions such as inter-faith events. The Council would basically provide educational material. Members were informed that the website had the Shaw Trust Award for high levels of accessibility.

The Committee indicated that it was content with the progress being made with the Single Equality Scheme Action Plan.

- RESOLVED:** (1) that the progress made in respect of the Single Equality Scheme Action Plan be noted;
- (2) that a further update report be submitted by the Community Cohesion Officer at the March 2011 meeting.

*(Jo Morgan, Community Cohesion Officer – 01935 462297)
(jo.morgan@southsomerset.gov.uk)*

43. Verbal Update on Issues Raised by the Scrutiny Committee at the District Executive Meeting held on 1st July 2010 (Agenda item 10)

The Chairman reported that the comments raised by the Scrutiny Committee had been taken forward to the District Executive meeting on 1st July 2010. Members noted the following responses:-

Annual Performance Report 2009/10

With reference to the terminology used in several of the portfolio statements and to the comment that it would not be meaningful to the general public, this matter was being taken forward by Cllr. Tim Carroll and appropriate amendments made.

Scrutiny Committee had highlighted concerns regarding young people not in employment or training, although it was appreciated that it was not an SSDC responsibility. This matter was mentioned at District Executive but as it was not a responsibility of SSDC it was not considered appropriate for it to be a priority for the Economic Development Manager to supply the number of working age people on out of work benefits.

Reference was made to CP1.22 – Decrease the percentage of pensioners on low income – and the Scrutiny Committee queried what initiatives were undertaken. Cllr. Robin Munday, Portfolio Holder for Resources and Legal Services, confirmed that an initiative had been undertaken but did not provide any details.

The Scrutiny Committee referred to CP5.11 relating to 100% staff having appraisals within certain timescales and noted that there were no comments or figures and enquired why and when they could be expected. In response it was indicated that 85% of appraisals had been undertaken and that remaining staff were either on maternity leave or off sick. The figures would be added to the annual performance report.

Recommendations of Joint Integration Committee of 17th June 2010

The Scrutiny Committee had noted that in line with the constitution, decisions relating to the proposed management structure of the authority needed to be taken at full Council and sought clarification that the selection process would not be started until a decision had been taken at full Council. It was confirmed that all decisions would be made at full Council.

The Committee had asked if full risk assessments would be carried out throughout the whole process and be reported to members of the Joint Integration Committee and Joint Scrutiny Panel. It was agreed that this was appropriate.

With reference to concerns expressed about the details of the selection process, the Chief Executive had confirmed that further clarification was needed on the voluntary redundancy policies of each Council, the selection process and the appeals procedure.

NOTED.

44. Scrutiny Work Programme (Agenda Item 12)

Reference was made to the agenda report, which informed members of the Scrutiny Work Programme. Jo Gale, Scrutiny Manager, updated members as follows:-

- Dog Control Orders – the Streetscene Manager had asked that the Scrutiny Committee consider this report one month prior to it being considered by District Executive. The report had, therefore, been scheduled to be considered at the meeting of the Scrutiny Committee to be held on 31st August 2010;

- Review of Capital Scoring Strategy – this item was programmed to be considered at the meeting to be held on 2nd November 2010. There was a need to consider if the timing for that report was appropriate. Members were asked if they wished to establish a Task and Finish Group to review the strategy.
The Committee agreed that a Task and Finish Group be established to review the Capital Scoring Strategy.
- Update Report on Preparation for Review of IT Service Level Agreements for Town Councils – it was noted that Jo Gale, Scrutiny Manager, would be checking on progress with the submission of this report to the Committee;
- Report on the Monitoring of the Running and Maintenance Costs of the new Air Cooling Equipment in the Brympton Way Data Centre – it was noted that the equipment was now being installed and a report on the running and maintenance costs would be submitted in six months;
- Civil Parking Enforcement – reference was made to the proposals for civil parking enforcement and the Strategic Director (Operations and Customer Focus) updated members on the latest position. It was noted that there was to be a further meeting with the County Council this week;
- Arising from this meeting the following items were to be included in the Work Programme:-
 - Update on Staff Survey undertaken to assess staff views on the Council's communications regarding the partnership with East Devon District Council – 31st August 2010;
 - Report on Task and Finish Review of Somerset Cultural Strategy – 31st August 2010;
 - Monitoring of Portfolio Holder Performance – 1st March 2011;
 - Update on Single Equality Scheme Action Plan – 1st March 2011.

RESOLVED: that the Scrutiny Work Programme be noted subject to the above updates being taken into account.

*(Jo Gale, Scrutiny Manager – 01935 462077)
(joanna.gale@southsomerset.gov.uk)*

45. Executive Forward Plan (Agenda Item 13)

The Committee noted the details of the District Executive Forward Plan as attached to the agenda for the meeting to be held on 5th August 2010.

Particular reference was made to the item regarding “New Executive Arrangements”, which was due to be considered by the Executive in December 2010. Members queried the purpose of the report and the Chairman agreed to raise this matter at the meeting of the District Executive on 5th August 2010.

RESOLVED: that the Executive Forward Plan be noted.

*(Angie Cox, Democratic Services Manager – 01935 462148)
(angie.cox@southsomerset.gov.uk)*

46. Date of Next Meeting (Agenda Item 14)

Members noted that the next meeting of the Scrutiny Committee would be held on Tuesday, 31st August 2010 at 10.00 a.m. in the Main Committee Room, Brympton Way, Yeovil.

Members of the Committee are invited to attend at 9.30 a.m. to scope questions on the reports in the agenda.

NOTED.

47. Confidential Item

RESOLVED: that the following report be considered in closed session by virtue of Paragraph 3 of Schedule 12A to the Local Government Act 1972, i.e. information relating to the financial or business affairs of any particular person (including the authority holding that information) as 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.

48. SSDC Sport and Leisure Facilities Partnership Specification (Agenda Item 15)

Cllrs. John Calvert and Angie Singleton, having declared their personal and prejudicial interests in this item, withdrew from the meeting during its consideration.

The Strategic Director (Operations and Customer Focus) introduced the report, which presented members with the SSDC Invitation to Bid for Management of Sport and Leisure Facilities Partnership specification document in response to the request made by Scrutiny Committee members at District Executive on 1st July 2010. The Committee was asked to review and comment on the document to ensure that service standards were maintained or improved upon to the benefit of the community.

In referring to the intended timescale for the appointment process, the Strategic Director (Operations and Customer Focus) informed members that the dates in January and February set out in the document should have been shown as 2011 and not 2010.

During the ensuing discussion, the Strategic Director (Operations and Customer Focus) answered members' questions on points of detail and noted the comments of members. Points raised included details regarding the responsibility for maintenance of the facilities, staffing, where the main savings were for the Council and whether the criteria were realistic.

Members also asked if the Committee would be able to view the bids or at least be made aware of the proposals that came forward. The Strategic Director commented that there was a need to be careful to follow the necessary procurement procedures. She indicated, however, that after the bids had been scored, a report could perhaps be made to the Scrutiny Committee.

In conclusion, the Strategic Director (Operations and Customer Focus) asked members to let her know by Friday, 6th August 2010 if they had any further comments with regard to the requirements of the bid as set out in the document.

NOTED.

(Steve Joel, Assistant Director (Health and Well-being) – 01935 462278)
(steve.joel@southsomerset.gov.uk)

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Chairman