

**South Somerset District Council**

*Notice of Meeting*



# Scrutiny Committee

*Making a difference where it counts*

**Tuesday 2<sup>nd</sup> November 2010**

**10.00 am**

**Main Committee Room  
Council Offices  
Brympton Way  
Yeovil  
Somerset BA20 2HT**

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The public and press are welcome to attend.

Disabled Access is available at this meeting venue.



If you would like any further information on the items to be discussed, please ring the Agenda Co-ordinator, **Jo Morris** on Yeovil (01935) 462462  
email: [jo.morris@southsomerset.gov.uk](mailto:jo.morris@southsomerset.gov.uk), website: [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)

This Agenda was issued on Monday 25<sup>th</sup> October 2010

*Ian Clarke, Assistant Director (Legal & Corporate Services)*



2007-2008  
Neighbourhood and  
Community Champions:  
The Role of Elected Members  
2006-2007  
Improving Rural Services  
Empowering Communities  
2005-2006  
Getting Closer to Communities

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please contact 01935 462203**



INVESTOR IN PEOPLE

## Scrutiny Committee Membership

**Chairman** Sue Steele  
**Vice Chairman** David Bulmer  
Carol Goodall

John Calvert  
John Vincent Chainey  
Geoff Clarke  
Tony Lock

Pat Martin  
Roy Mills  
John Richardson  
Keith Ronaldson

Angie Singleton  
Alan Smith  
Martin Wale

## Information for the Public

### What is Scrutiny?

The Local Government Act 2000 requires 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; and
- see agenda reports.

Meetings of the Scrutiny Committee are held monthly on the Tuesday prior to meetings of the District Executive at 10.00am in the Council Offices, Brympton Way, Yeovil.

Agendas and minutes of these meetings are published on the Council's website [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk).

The Council's Constitution is also on the web site and available for inspection in council offices.

Further information can be obtained by contacting the agenda co-ordinator named on the front page.

## **South Somerset District Council – Corporate Aims**

**Our key aims are:** (all equal)

- To increase economic vitality and prosperity
- Enhance the environment, address and adapt to climate change
- To improve the housing, health and well-being of our citizens
- To ensure safe, sustainable and cohesive communities
- To deliver well managed cost effective services valued by our customers

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# Scrutiny Committee

Tuesday 2<sup>nd</sup> November 2010

## Agenda

### *Preliminary Items*

1. **To approve as a correct record the minutes of the ordinary meeting held on 5<sup>th</sup> October 2010**
2. **Apologies for Absence**
3. **Declarations of Interest**
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.

As requested at the last Scrutiny Committee meeting, Vega Sturgess, Strategic Director (Operations & Customer Focus) will be attending to give a verbal update on Civil Parking Enforcement.

6. **Chairman's Announcements**
7. **Verbal Update on Task and Finish Reviews**

A brief verbal update by the Task and Finish Review Chairs on progress made.

8. **Verbal Update on the Joint Integration Committee**

### *Items for Discussion*

### *Page Number*

- |     |                                                                                                 |           |
|-----|-------------------------------------------------------------------------------------------------|-----------|
| 9.  | <b>Finance Update .....</b>                                                                     | <b>11</b> |
| 10. | <b>S106 Agreements.....</b>                                                                     | <b>12</b> |
| 11. | <b>Strategic Improvement and Development Plan.....</b>                                          | <b>13</b> |
| 12. | <b>Update on Wind Turbine at Yeovil Innovation Centre .....</b>                                 | <b>28</b> |
| 13. | <b>Verbal Update on reports considered by District Executive on 7<sup>th</sup> October 2010</b> |           |
| 14. | <b>Reports to be considered by District Executive on 4<sup>th</sup> November 2010.....</b>      | <b>30</b> |
| 15. | <b>Scrutiny Work Programme.....</b>                                                             | <b>31</b> |

**16. Executive Forward Plan ..... 37**

**17. Date of Next Meeting ..... 38**

Scrutiny Committee – 2<sup>nd</sup> November 2010

## 1. Minutes

### South Somerset District Council

**Minutes** of the **Scrutiny Committee** held on **Tuesday 5<sup>th</sup> October 2010** in the Main Committee Room, Council Offices, Brympton Way, Yeovil.

*(10.00 a.m. – 12.50 p.m.)*

#### **Present:**

#### **Members:**

Councillor Sue Steele (Chairman)

Dave Bulmer	Roy Mills (until 12.00 noon)
John Calvert	Keith Ronaldson
Geoff Clarke	Angie Singleton
Carol Goodall	Alan Smith
Tony Lock (until 11.45 a.m.)	Martin Wales

#### **Also Present:**

Councillors Tony Fife, Jo Roundell Greene, Tim Carroll and Tom Parsley.

#### **Officers:**

Mark Williams	Chief Executive
Rina Singh	Strategic Director (Place & Performance)
Vega Sturgess	Strategic Director (Operations & Customer Focus)
David Julian	Economic Development Manager
Chris Cooper	Street Scene Manager
Phil Jones	Enforcement Supervisor
Donna Parham	Assistant Director (Finance & Corporate Services)
Ian Clarke	Assistant Director (Legal & Corporate Services)
Emily McGuinness	Scrutiny Manager
Jo Morris	Committee Administrator

## 62. Minutes (Agenda Item 1)

The minutes of the meeting held on 31<sup>st</sup> August 2010, copies of which had been circulated, were approved as a correct record and signed by the Chairman.

## 63. Apologies for Absence (Agenda Item 2)

Apologies for absence were received from Councillors Pat Martin and John Richardson.

**64. Declarations of Interests (Agenda Item 3)**

There were no declarations of interest.

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**65. Public Question Time (Agenda Item 4)**

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

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**66. Issues Arising from Previous Meetings (Agenda Item 5)****Somerset Cultural Strategy**

Members noted that a report on the Somerset Cultural Strategy was included in the District Executive agenda for 7<sup>th</sup> October 2010.

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**67. Chairman's Announcements (Agenda Item 6)**

There were no announcements made by the Chairman.

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**68. Verbal Update on reports considered by District Executive on 2<sup>nd</sup> September 2010 (Agenda Item 7)****Local Enterprise Partnerships**

Following the last meeting, a number of issues were raised by members in relation to the decision taken by District Executive at their meeting on 2<sup>nd</sup> September. David Julian, Economic Development Manager updated members on the current position.

The Economic Development Manager advised that a letter had been received from the Government on 29<sup>th</sup> June 2010 inviting submissions for Local Enterprise Partnerships from local councils, which meant that the Council had to work within a narrow timeframe. The Government would accept bids from a combination of tiers of local government but they must be based on economic zones.

It was noted that consultation had been undertaken with several key businesses from the Private Sector and with the Chamber of Trade.

SSDC had submitted its bid proposing a local LEP with East Devon District Council together with supporting the Somerset wide bid, encompassing both the County and District Councils and Devon County Council. It was noted that South Somerset had been mentioned within the Bournemouth, Poole and Dorset LEP.

A copy of the letter received from the RT Hon Dr Vince Cable MP and the RT Hon Eric Pickles MP and the "An expression of interest for a Local Enterprise Partnership" were circulated to members at the meeting.

The Chairman requested that Scrutiny Committee members be kept informed of the situation.

## South Somerset Core Strategy

It was noted that the Core Strategy would be looked at on a regular basis and refreshed and changed as appropriate.

With reference to the wording of market towns and service centres within the Strategy, Cllr. Tim Carroll was confident that the Portfolio Holder would use a satisfactory term that linked with central government policy.

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## 69. Verbal Update on Task and Finish Reviews (Agenda Item 8)

### Choice Based Lettings

Cllr. Carol Goodall explained that the scale of the project had been large with it going from just South Somerset to a county-wide project and that separating the work into themed areas had made the project easier to manage. She commented that Jo Gale had worked long and hard on the project, which at times was difficult and required lots of diplomacy, to achieve the end goal. The final report was submitted to the Homefinder Board on 27<sup>th</sup> September who considered a list of recommendations that were prioritised by cost and difficulty. The report was well received by the Board who acknowledged that it was not a process that they would have been able to undertake and asked if they could have access to the data. One of the recommendations related to changes to the website and it was acknowledged that the web needed to be tested by non-IT experts. Cllr Goodall reported that although the report had gone to the Board, there was still work to be done and that she had been asked to give a presentation at a scrutiny event being organised by REAP in December.

The Chairman thanked all members who took part in the review and in particular to Cllrs. Jo Roundell Greene and Carol Goodall for their involvement. It was noted that the Portfolio Holder for Housing had also welcomed the work. It was agreed to send a letter of thanks to Jo Gale for all her hard work.

Cllr. Jo Roundell Greene commented that the report covered all aspects that had originally been hoped for. She thanked Cllr. Carol Goodall for picking up the work and hoped that the Directory that was due to be produced would be very useful to people.

### Adverse Weather

Cllr. Sue Steele informed members that the report of the Task and Finish Group was included in the agenda and would be considered alongside the Car Park Winter Maintenance report going to District Executive on 7<sup>th</sup> October 2010.

### Partnerships

Cllr Martin Wale reported that the first meeting of the Partnerships Task and Finish Group had been held the previous month. He stated that the review was likely to be a longer task than first anticipated, as further input was required from the Area Development Managers to define the list of Council Partnerships. The next meeting would be held on Thursday 21<sup>st</sup> October 2010.

### Inescapable Bids

Cllr. Sue Steele reported that she had chaired a meeting on 22<sup>nd</sup> September 2010 and that the notes from this meeting had been circulated to all members.

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Cllr Tony Lock referred to the notes of the meeting and the comments made under Growth Bid G1 in relation to the Community Safety and requested a further explanation. In response, the Assistant Director (Finance and Corporate Services) commented that members have to make a decision whether to recommend additional funding or maintain the current service within the existing budget. It was noted that the District Executive was also due to consider a report on the outcome of the Community Safety Review Panel at their meeting on 7<sup>th</sup> October.

It was noted that the District Council were in negotiations with Somerset County Council and other statutory bodies regarding funding level issues for community safety and that the outcome of these negotiations were not yet known. In view of this and imminent legislative changes to the structure of Community Safety Partnerships a decision on whether to join a single County-wide Community Safety Partnership was being deferred.

Cllr Tony Fife highlighted that the District Council was the statutory authority charged with the delivery of community safety through the Crime and Disorder Reduction Partnership.

### **Capital Strategy**

Members noted that a meeting of the Capital Strategy Task and Finish Group would be held on Friday 8<sup>th</sup> October at 10.00am in the Corporate Meeting Room. Cllr Martin Wale expressed his interest in joining the Group.

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## **70. Verbal Update on the Joint Integration Committee (Agenda Item 9)**

### **Joint Integration Committee**

Members noted that the Joint Integration Committee met on 9<sup>th</sup> September 2010 to consider the draft Business Plans for the services identified as being suitable for joint working and that no decisions were made.

### **Exclusion of the Public**

In accordance with Section 100A(4) of the Local Government Act 1972 (as amended), the Committee resolved that the press and public be excluded from the meeting for the following item in view of the likely disclosure of exempt information as described in Paragraphs 3 of Part 1 of Schedule 12A to the Act, i.e. "Information relating to the financial or business affairs of any particular person (including the authority holding that information).

### **Joint Scrutiny Panel**

Members were informed that the Joint East Devon and South Somerset Scrutiny Panel last met on 23<sup>rd</sup> September and considered the findings of the research carried through contact with other authorities. The meeting was extremely positive and all members worked well together. The draft minutes from the meeting had been circulated to all scrutiny members.

It was agreed that the following recommendations from the meeting of the Joint East Devon and South Somerset Scrutiny Panel would be submitted to District Executive for consideration:

1. that consideration be given to having an independent element for the recruitment process for populating the revised management structure, in the interests of providing objective advice and perspective;
2. that a timeframe and process for harmonising terms and conditions across the two authorities be provided, as this has not been clearly identified in documentation to date;
3. that evidence be produced to prove that sufficient in-house capacity to support both authorities through the transition stage will be in place;
4. that evidence of clear project management for the implementation of a shared management structure (if approved) and the implementation of shared services be provided;
5. that each Executive of the respective District Councils consider holding simultaneous Executive meetings when considering recommendations from the JIC, in the interests of expediency and allowing members to discuss issues collectively;
6. that the appointment of the Shared Strategic Directors be carried out as a first step to allow them to help form the Assistant Director tier as they deem appropriate for the emerging shared service; and that clarity be provided on the Assistant Director tier to establish what their role involves in terms of strategic and operational level; and what capacity those roles hold to manage the change, as well as continue delivering day-to-day services.

In addition to these recommendations and following discussion at the meeting members agreed a further recommendation to be presented to District Executive for consideration:

That an item is added to the agenda for the meeting of the Joint Integration Committee on 28<sup>th</sup> October for members to fully discuss the role of the Chief Executive on the Appointments Panel for tier 2 managers. This discussion should be based around the findings from the recent research carried out by members of the Joint Scrutiny Panel and focus on the need for transparency.

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## 71. Finance Update (Agenda Item 10)

The Assistant Director (Finance and Corporate Services) updated the Committee on the budget situation. She mentioned a number of issues including the following:-

- The comments of the Scrutiny Task & Finish Reviews for Inescapable and Growth bids would be submitted to District Executive at their meeting on 7<sup>th</sup> October for consideration;
- The Eco Homes funding of £750,000 had been received;
- The government had announced that a system of "Universal Credits" would be introduced. If administration of housing benefits is moved to another agency it will have a financial impact on the authority;
- Managers have now completed their savings proposals and approximately £950,000 of savings have been put forward against an original target of £800,000;
- Savings achieved through the Lean Programme, Asset Management and Partnership Working with East Devon District Council;

- The results of an exercise carried out with members to look at priorities within discretionary services would be presented to District Executive on 7<sup>th</sup> October.
- 

## **72. Quarterly Performance and Complaints Monitoring Report – 1<sup>st</sup> Quarter (Agenda Item 11)**

The Performance Manager introduced the performance monitoring report covering the period to the end of the first quarter of 2010/11 (1st April – 30<sup>th</sup> June 2010). She reported on the following indicators that were below target:

LI021 – Working Days Lost Due to Sickness Absence (BV12)

NI195 – Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting) – This was the first of 3 inspections to be carried out in 2010/11. The first inspection was conducted in the summer months and tended to be higher.

The Scrutiny Manager explained that the HR Manager had submitted the following information in relation to sickness absence:

- About 20% of staff were over the target of 8.3 days with 80% of staff falling within target;
- There was a dedicated HR resource in place to look more closely at the 20% of staff with the poorest sickness records;
- Managers were being provided with monthly reports about staff who were not hitting the target and to ensure that appropriate action is being taken;
- Three members of staff who were in the bottom 20% had now left the authority.

The Scrutiny Manager agreed to circulate the annual comparison figures for the Council's Family Group.

In response to questions regarding staff sickness, members were informed of the following:

- The Council employed approximately 560 people;
- District Councils didn't normally apply the Bradford score a lot and tended to look at pattern recognition;
- Under current policy, the Council followed a stage process for the management of sickness. Staff that have had 10 days sick or been sick on more than four instances would go forward to the second stage of the process;
- The target for staff sickness was 8 days per year the equivalent of 2 days per quarter;
- It was noted that analysis of absence records have been undertaken over a 4 year period and that the HR Manager would attend a future meeting to present the information.

With reference to NI195 – Improved street and environmental cleanliness, one member referred to the high amount of detritus and weed growth in the gutters in Crewkerne. In response, the Streetscene Manager said that he would arrange for an Officer to meet the member to look into the problem.

The Performance Manager stated that she had taken on board the comments raised at District Executive and circulated a new appendix showing the previous 4 quarters data

as a comparison for members to identify any rise or drop in performance over the year. This information would be included in future reports.

Reference was made to the complaints received by the Council as outlined in Appendix B. Members noted that the 9 complaints received by the Arts & Entertainment Service related to one particular performance at the Octagon Theatre and that the issue had been addressed.

- RESOLVED:**
- (1) That the performance monitoring report for the 1st quarter be noted including those areas highlighted under 'performance exceptions' where performance is below target; and
  - (2) That the summary of complaints for the 1<sup>st</sup> quarter 2010/11 be noted.

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

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### 73. The Introduction of Dog Control Orders (Agenda Item 12)

The Streetscene Services Manager introduced the report, which set out the introduction of Dog Control Orders for South Somerset using powers defined in the Clean Neighbourhoods and Environment Act 2005.

In response to questions, Members were informed that:

- There were no extra duties as a result of introducing the new Dog Control Orders and that powers would be brought under one control;
- That guide dogs were exempt from the regulations;
- It would be possible for a designated person from a town or parish council to be an authorised officer;
- The only area exempt from an Exclusion Order was Forestry Commission land, otherwise the orders would apply in respect of any land that is open and to which the public are entitled or permitted to have access. If it was necessary in future to extend this to private land further approval would be required by District Executive.

Members requested that if any additional signage was erected that the appropriate town and parish councils should be kept fully informed.

Scrutiny members supported the recommendations contained within the report.

- RESOLVED:** That the recommendations contained within the report due to be considered by District Executive on 7<sup>th</sup> October 2010 be supported by the Scrutiny Committee.

*(Chris Cooper, Streetscene Services Manager – 01935 462870)  
(chris.cooper@southsomerset.gov.uk)*

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### 74. Results of Staff Survey (Agenda Item 13)

The Chief Executive introduced the report, which advised members of the recent staff survey that was undertaken at the request of the Scrutiny Committee. He commented that although the participation rate had been relatively low, it had resulted in some good

learning points such as the need to improve the speed in which information gets out to staff and the need for a consistency of message across both organisations.

In response to questions, members were informed of the following:

- There were systems that could be put in place that would allow you to identify at which level in the authority staff had responded from and that this could be introduced for future surveys;
- All Managers have a responsibility to keep their staff informed;
- The outcomes of the survey could be placed on Insite as part of keeping staff up to date on the process;
- There had been 625 logins to the survey, which meant that a lot of people had chosen not to answer it. It was felt that this may be due to the survey being carried out too early on in the process of joint working;
- Hard copies of the survey were sent to staff that don't have access to a computer;
- It was felt that there was no difference between morale in South Somerset and East Devon and that it was fairly poor across both authorities.

During discussion, members recommended that an item be placed on Insite stating that the Scrutiny Committee had considered the report and management response to the issues raised by the survey. Members felt that another survey should be undertaken in 6 months time and that the Scrutiny Committee should look at the questions to be asked to ensure that they reflect the right issues. Members requested that the responses to the next staff survey should be broken down into further detail to show at which level in the authority the responses have been received from.

- RESOLVED:**
- (1) That the outcomes of the survey be noted;
  - (2) That another survey be carried out in 6 months time;
  - (3) That the questions to be asked in the survey be presented to the March Scrutiny Committee meeting prior to it being circulated to staff;
  - (4) That an item be placed on Insite stating that the Scrutiny Committee have considered the report and the management response to the issues raised.

*Ian Clarke, Assistant Director (Legal & Corporate Services) – 01935 462184*  
*(ian.Clarke@southsomerset.gov.uk)*

## Exclusion of the Public

In accordance with Section 100A(4) of the Local Government Act 1972 (as amended), the Committee resolved that the press and public be excluded from the meeting for the following item in view of the likely disclosure of exempt information as described in Paragraphs 3 of Part 1 of Schedule 12A to the Act, i.e. "Information relating to the financial or business affairs of any particular person (including the authority holding that information).

## 75. Adverse Weather (Ice and Snow) – Task and Finish Review Conclusions (Agenda Item 14)

(The Chairman changed the order of the agenda and this item was taken following Agenda Item 10 – Finance Update)

This report was considered in conjunction with the Car Park Winter Maintenance (Gritting) Policy that was due to be considered by the District Executive on 7<sup>th</sup> October 2010.

The Strategic Director (Operations and Customer Focus) introduced the Car Park Winter Maintenance Policy, which outlined changes to the Council's current winter maintenance arrangements in order to increase operational efficiency and to minimise risks associated with severe ice and snow weather conditions. The proposals only related to SSDC owned public car parks and SSDC staff car parks. It was explained that the Council's insurers had recently changed from a stance of 'do nothing' to requiring a risk based approach.

During discussion, some members expressed disappointment over the exclusion of pre-salting along some prominent routes in Yeovil and Chard. Cllr Tony Lock agreed to take forward members comments to a workshop he was due to attend at County Hall.

With reference to private car parks and pavements, one member felt that shopkeepers needed to be informed that they were allowed to clear snow and ice from in front of their properties.

Members supported the recommendations contained within the report.

- RESOLVED:**
- (1) That the recommendations of the Task and Finish Review be endorsed for consideration as part of the SSDC Car Park Winter Maintenance Policy; and
  - (2) That the recommendations contained within the Car Park Winter Maintenance Policy due to be considered by District Executive on 7<sup>th</sup> October be supported by the Scrutiny Committee.

## **76. Verbal Update from the Local Strategic Partnership (South Somerset Together) (Agenda Item 15)**

The Chairman reported that she had been unable to attend the LSP meeting on 24th September and therefore an update was not given.

It was noted that the Local Strategic Partnership (South Somerset Together) Annual Review report would be submitted to the 30<sup>th</sup> November meeting.

## **77. Reports to be considered by District Executive on 7<sup>th</sup> October 2010 (Agenda Item 16)**

### **Draft Proposals of the Community Governance Review of Langport and Huish Episcopi**

Members raised concerns over the amount of money in terms of SSDC officer time, that has been spent on the review and whether it has been worthwhile.

## 78. Scrutiny Work Programme (Agenda Item 17)

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

- The report expected on 2<sup>nd</sup> November relating to Civil Parking Enforcement would not be available, as the report was being re-written by Somerset County Council. Members requested that Vega Sturgess, Strategic Director (Operations and Customer Focus) be invited to attend the next meeting to give a verbal update.
- The Draft Redundancy Policy report would not be available at the 2<sup>nd</sup> November meeting but would be kept on the Work Programme and come forward when available.
- Dave Norris and Neil Waddleton will attend the 2<sup>nd</sup> November meeting to update and answer members' questions on S106 agreements.
- Keith Wheaton Green will attend the 2<sup>nd</sup> November meeting for the item on Wind Turbine Statistics.

**RESOLVED:** That the Scrutiny Work Programme be noted subject to the following updates being taken into account.

*(Emily McGuinness, Scrutiny Manager – 01935 462566)  
(emily.mcguinness@southsomerset.gov.uk)*

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## 79. Executive Forward Plan (Agenda Item 18)

The Committee noted the details of the District Executive Forward Plan as attached to the agenda for the meeting held on 7<sup>th</sup> October 2010.

**RESOLVED:** That the Executive Forward Plan be noted.

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

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## 80. Date of Next Meeting (Agenda Item 19)

Members noted that the next meeting of the Scrutiny Committee would be held on Tuesday 2<sup>nd</sup> November 2010 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.

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

.....  
Chairman

Scrutiny Committee – 2<sup>nd</sup> November 2010

## 9. Finance Update

*Executive Portfolio Holder:* Councillor Robin Munday, Resources & Legal Services  
*Strategic Director:* Mark Williams, Chief Executive  
*Assistant Director:* Donna Parham, Finance and Corporate Services  
*Lead Officer:* Donna Parham, Finance and Corporate Service  
*Contact Details:* donna.Parham@southsomerset.gov.uk or 01935 462225

Donna Parham, Assistant Director (Finance and Corporate Services) will attend the meeting to update members on the Council's budget situation.

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Scrutiny Committee – 2<sup>nd</sup> November 2010

## 10. S106 Agreements

*Executive Portfolio Holder:* Tim Carroll, Leader of the Council  
*Assistant Director:* Martin Woods, Assistant Director (Economy)  
*Service Manager:* Dave Norris, Development Control Manager  
*Contact Details:* david.norris@southsomerset.gov.uk or (01935) 462382

The Development Control Manager will attend the meeting for this item to answer members' questions on the monitoring of S106 Agreements.

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Scrutiny Committee – 2<sup>nd</sup> November 2010

## 11. Strategic Improvement and Development Plan

*Executive Portfolio Holder:* Councillor Tim Carroll (Leader of the Council)  
*Director:* Rina Singh, Corporate Director Communities  
*Lead Officer:* Rina Singh, Corporate Director Communities  
*Contact Details:* Rina.singh@southsomerset.gov.uk or (01935) 462462

### Purpose of the Report

To present to members a performance monitoring report for the Strategic Improvement and Development Plan as at 31<sup>st</sup> August 2010.

### Action Required

Scrutiny Committee is asked to note the report.

### Background

This Strategic Improvement and Development Plan is presented to Management Board and appropriate intervention taken where necessary. See Appendix for details.

This report is presented to the Scrutiny Committee on a 6 monthly basis.

This report is available for viewing in TEN, the Performance Management system.

### Report Detail

This Strategic Improvement and Development Plan is a strategic, top level action plan, taking actions from the key drivers of the council, including:

- Annual Audit and Inspection letters
- Statements of internal control
- Service Inspections
- CAA inspection
- Other key strategies and statements

### Performance Highlights

- 65.85% Complete
- 12.20% In progress – on target
- 0.00% In progress – risk of missing target
- 9.76% Behind target
- 12.20% Future/ postponed action

### Financial Implications

None.

### Implications for Corporate Priorities

Actions from the Strategic Improvement and Development Plan are aligned with the Corporate Plan and service plans.

**Other Implications**

None.

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## SSDC – Strategic Improvement and Development Plan (as at 31st August 2010)

Link From	Ref	Actions	Priority (L/M/H)	Responsibility	Target Date	Output	Outcome	Status	Link
C/F from previous plan	SIP1	Develop a county-wide housing strategy	M	Spatial Policy	June 2010 (Revised from May 2009)	Strategy developed by end May 2009 (subject to cooperation of partners agencies) Revised target June 2010.	Improved customer focus; Better standards that reflect users' expectations and feedback; Better access to specialist housing advice; Better understanding of VFM; Greater capacity to increase supply of affordable housing; More stable housing for vulnerable households.		Strategic Housing Improvement Plan and Service Plans.
<b>Progress:</b> Whilst the intention remains to produce a joint county-wide strategy, there is no certainty about when this can be achieved owing to a review of the function of the county-wide partnership. This action is subject to the cooperation of partner agencies.									
C/F from previous plan	SIP2	Revise the county-wide supporting people strategy	M	Spatial Policy	June 2010 (Revised from May 2009)	Strategy developed by May 2009 (subject to cooperation of partners agencies). Revised target June 2010.	Future provision of services better aligned.		Strategic Housing Improvement Plan and Service Plans.
<b>Progress:</b> SCC no longer has a supporting people strategy.									
C/F from previous plan	SIP3	Produce a register for potentially Violent Warning Markers and Dangerous Buildings	M	Legal & Corporate Services	Action Plan December 2007, Register June 2009	Action Plan signed off as complete by MB by end of Dec 07. Register completed by end of June 2009.	Better governance arrangements		Statement of Internal Controls 2007
<b>Progress:</b> Some initial user training has been conducted. The system is being refined by ICT as a consequence of user feedback. Revised system to be operational with effect from 1st December 2010.									
C/F from previous plan	SIP4	Continue to implement the agreed improvement plan following the Housing Inspection	H/M	Operations & Customer Focus	June 2010	Improvement Plan fully implemented. Revised target June 2010.	Improved customer focus; Better standards that reflect users' expectations and feedback; Better access to specialist housing advice; Better understanding of VFM:		Annual Audit and Inspection Letter March 2009

## SSDC – Strategic Improvement and Development Plan (as at 31st August 2010)

Link From	Ref	Actions	Priority (L/M/H)	Responsibility	Target Date	Output	Outcome	Status	Link
							Greater capacity to increase supply of affordable housing; More stable housing for vulnerable households.		
<b>Progress:</b> Near completion (95%).									
Managing finances	UoR 2009-10 R1	Ensure there are clear links from charging policies to corporate policies, and that there is clear communication on how the Council's charges compare to those of other councils.	M	Financial & Corporate Services	31/03/2010	Ensure fees and charges register is more widely used and communicated. Communicate corporately more information on comparisons.	Greater transparency of fees and charges		MTFP
<b>Progress:</b> The fees and charges register is pending a review at Management Board. The Medium Term Financial Plan increases all non-government fees and charges by inflation as part of the MTF5 policy. Examples of benchmarking of fees carried out for car parking, pest control, disabled facility grants (Housing Standards) and street trading (Licensing)									
Managing finances	UoR 2009-10 R2	Continue to develop the use of sensitivity analysis in financial planning.	M	Financial & Corporate Services	28/02/2010	Will develop further for 2010/11 budget & MTFP	Greater transparency of financial risk		Service Plan
<b>Progress:</b> Further sensitivity analysis has been carried out for 2010/11 and includes information as to how/where the financial risks from that analysis have been managed.									
Managing finances	UoR 2009-10 R3	Complete equality impact assessments for all services and strategies and use the outcomes to inform service and financial planning.	M	Communities	30/12/2009 & Ongoing	Completion of 3 yearly schedule of Equality Impact Assessments for all services. New schedule of EIAs for services and key strategies/policies established. Outcomes monitored quarterly.	Equality & Diversity agenda fully mainstreamed into service and finance planning.		Service Plan
<b>Progress:</b> Equality Impact Assessments have been completed for services. Work is ongoing as part of the SES to ensure that all strategies are impact assessed and that there is evidence to show that the outcomes of the EIAs are embedded in service planning. All budget savings must assess the impact of equalities as part of the budget									

## SSDC – Strategic Improvement and Development Plan (as at 31st August 2010)

Link From	Ref	Actions	Priority (L/M/H)	Responsibility	Target Date	Output	Outcome	Status	Link
		process. Equalities impact now forms part of every Executive report.							
Managing finances	UoR 2009-10 R4	Engage effectively with key partners in the financial planning process.	M	Financial & Corporate Services	31/10/2009	Ensure MTFS/MTFP is reviewed at earlier stage & partners are engaged	Key partners engaged in financial planning process		MTFS
<b>Progress:</b>	MTFP is being regularly discussed with larger town and parish councils. Currently reviewing how to engage hard to reach groups. Current difficulty is we don't yet know what our funding will be for next year.								
Managing finances	UoR 2009-10 R5	Continue to set and achieve challenging targets for collection and recovery of the key types of income and arrears.	H	Financial & Corporate Services	31/10/2010	Group to be set up September 09 to improve process & recovery corporately.	Improved collection process for collection and arrears.		Service Plan
<b>Progress:</b>	Post created within Revenues and Benefits to recover overpayments. Processes have been improved. The way that deposits are made for homelessness has changed to a bond scheme to ensure that less funding is paid that will need recovery in the future.								
Managing finances	UoR 2009-10 R6	The District Executive should self-assess its effectiveness in providing leadership on financial planning and financial management.	L	Financial & Corporate Services	<i>CURRENTLY POSTPONED</i> <i>(Original Target Date - 31/03/2010)</i>	Will review with executive for MTFS/MTFP process – March 2010	Greater self-awareness of leadership effectiveness.		Service Plan
<b>Progress:</b>	Currently researching how best to approach the self-assessment. MTFP process for 10/11 highly effective in finding the savings required where Portfolio Holders and officers worked together to find budget savings. Further work pending a review of Use of Resources.								
Managing finances	UoR 2009-10 R7	Ensure there are clear links from the Carbon Reduction Strategy to proposals to reduce carbon emissions in service plans.	H	Communities Economy Environment Financial & Corporate Services Health and Well-being Legal & Corporate Services	01/04/2009	The Climate Change Strategy is a key strategy and links are made to carbon reduction and climate change adaptation in Service Planning guidance, capital bid process, growth bids and District Executive Reports.	Carbon reduction and climate change adaptation are embedded within service plans and actions. Key decisions are made in full knowledge of carbon implications.		Service Plans

## SSDC – Strategic Improvement and Development Plan (as at 31st August 2010)

Link From	Ref	Actions	Priority (L/M/H)	Responsibility	Target Date	Output	Outcome	Status	Link
<b>Progress:</b> Service plan updates for 10/11 being finalised. Impact assessment of recommendations now forms part of all executive reports.									
Managing finances	UoR 2009-10 R8	Use information from benchmarking exercises to inform budget setting and performance targets.	M	Financial & Corporate Services	30/11/2009 & Ongoing	Will continue to improve in this area. Some benchmarking is being done jointly with SPARSE.	Improved target setting		Service Plan
<b>Progress:</b> Complete and Ongoing - Lean has been utilised in the more comparatively expensive service areas e.g. Revenues and Benefits and Development Control so far. This is likely to achieve over £500k in savings. Benchmarking also forms part of each service plan. SPARSE comparisons now being used.									
Managing finances	UoR 2009-10 R9	Take effective action in service areas where performance and/or user satisfaction is relatively poor.	M	Communities Corporate Services Economy Environment Financial & Corporate Services Health and Well-being Legal & Corporate Services Operations & Customer Focus Place & Performance	Ongoing	Will continue to action with Assistant Directors	Strategic Housing Improvement Board set up following AC inspection. Improvements planned and made to service.		Strategic Housing Improvement Board
<b>Progress:</b> Complete and Ongoing Several areas reviewed this year including Benefits and S106's. Benefits performance has improved from 48 days in May 2009 to process a new claim to 18 days in July this year. For S106's, a new post has been created from some of the lean savings in Development Control to monitor and manage this. Software is now in place. Building Control and Engineering & Property Services are both going through the lean process, which will identify any waste and preventable demand within their processes and will propose revised work streams to achieve performance enhancements. Building Control is about to trial the new lean processes. As of 1st April 2010 all services within AD (Environment) are now monitoring their reviewed indicators and service standards in TEN. Also, Environmental Health participates in the NI 182 Business Satisfaction Surveys. Results of PIs and NI182 are reviewed and monitored at the AD management team meeting and team meetings.									
Managing finances	UoR 2009-10 R10	Continue to identify the savings needed to close budget gaps.	H	Financial & Corporate Services	Ongoing	This is reviewed regularly & MTFP updated	Clarity on what savings need to be achieved.		MTFP
<b>Progress:</b> Complete & Ongoing This has been monitored and amended as we have gone through the budget setting process. We have also done some scenario analysis of possible future government cuts in grants. We are working in partnership with East Devon District Council in providing joint savings.									
Managing finances	UoR 2009-10	Make greater use of cost analysis, such as unit costs.	M	Financial & Corporate Services	31/03/2011 & Ongoing	Improvements will be made during 2009/10 & 2010/11	Improved clarity on costings.		Service Plan

## SSDC – Strategic Improvement and Development Plan (as at 31st August 2010)

Link From	Ref	Actions	Priority (L/M/H)	Responsibility	Target Date	Output	Outcome	Status	Link
	R11	in financial reports.							
<b>Progress:</b>	Example is the Review and Demonstration of Value for Money of the Homelessness Prevention Fund. There is also some detailed information on costs for members on the introduction of Sort It+.								
Managing finances	UoR 2009-10 R12	Consult regularly with report users on the frequency, timeliness and format of reports.	L	Financial & Corporate Services	30/06/10	Already done for 2009/10. Will consult again in 2010/11	Effective and appropriate budget reporting.		Service Plan
<b>Progress:</b>	Complete & Ongoing Budget monitoring report changed after consultation with managers. Currently working with procurement to provide improved reports on spend in the authority to assist with procurement decisions.								
Managing finances	UoR 2009-10 R13	Consult regularly with external stakeholders about what information they want to see in external reports.	M	Communities Economy Environment Financial & Corporate Services Health and Well-being Legal & Corporate Services	Ongoing	Will continue to do through panel and other methods	Published information appropriate to the audience.		Service Plan
<b>Progress:</b>	Complete & Ongoing Feedback is received regularly on SSDC's summary accounts. Audit Committee provide a check and also feedback is requested in the report sent to every household in South Somerset. Business satisfaction NI182 surveys include a question on satisfaction on written information received from the council on environmental health matters such as food safety, health and safety and environmental protection issues.								
Governing the business	UoR 2009-10 R14	Deliver the key objectives in the new procurement strategy.	H	Procurement & Risk Management	New Strategy 30/04/2010 Action Plan to be completed over a 3 year period	The key objectives in the new strategy have now been applied and completed. A new strategy has been produced for 2009 - 14 with a new action plan that will further embed procurement objectives. (Currently awaiting approval and adoption)	Cost effective procurement and compliance with legislation		Risk and Procurement Strategy
<b>Progress:</b>	Complete and ongoing. New strategy completed, action plan to be completed over a 3 year time period.								
Governing the business	UoR 2009-10 R15	Use information on public satisfaction with services, and how this varies	M	Communities Economy Environment Financial & Corporate Services Health and Well-being	Ongoing	Will continue to review through Management Board and the Performance Team	Satisfaction data to inform service delivery		Service Plans



## SSDC – Strategic Improvement and Development Plan (as at 31st August 2010)

Link From	Ref	Actions	Priority (L/M/H)	Responsibility	Target Date	Output	Outcome	Status	Link
		across different groups, to support improvement.		Legal & Corporate Services					
<b>Progress:</b>	Complete & Ongoing. Customer satisfaction surveys carried out for Building Control, Handyman Scheme and Pest Control. Business satisfaction NI182 surveys carried out monthly over the last two financial years on target and has included an optional request on equalities. Food safety training has been run for ethnic minority groups including Chinese and Bengali communities.								
Governing the business	UoR 2009-10 R16	Build on progress already made in understanding how existing and potential future providers can respond to the Council's commissioning needs.	M	Procurement & Risk Management	01/05/2010	Develop further training and analysis via the procurement board. Use spend analysis to determine areas of potential commissioning needs	Improved commissioning of services		Risk and Procurement Strategy
<b>Progress:</b>									
Governing the business	UoR 2009-10 R17	Review the format of the central contracts database to see if additional data, such as insurance details, would support effective procurement.	L	Procurement & Risk Management	05/11/2009	A review of the central contracts database will take place in Nov, to see if this should be augmented with additional data	All information collected centrally to ensure available to support effective procurement.		Service Plan
<b>Progress:</b>									
Governing the business	UoR 2009-10 R18	Ensure that the Somerset information sharing protocol includes health partners and provides adequate focus on data quality.	L	Performance	31/03/2010 & Ongoing	Revised protocol in place and signed up by partners. Greater focus on Data Quality.	Improved joined up research intelligence shared across Somerset partners.		Service Plan

## SSDC – Strategic Improvement and Development Plan (as at 31st August 2010)

Link From	Ref	Actions	Priority (L/M/H)	Responsibility	Target Date	Output	Outcome	Status	Link
<b>Progress:</b>	Terms of reference for SINE refreshed. Data Quality E-Learning module now available for all partners. SSDC PI inputters have all completed the data quality training course in June and July 2010. SINE to consider development of the protocol.								
Governing the business	UoR 2009-10 R19	Complete the action plan from last year's Data Quality report.	M	Legal & Corporate Services	31/03/2010	Outstanding actions to be reviewed and prioritised. Monitoring arrangements also to be established.	No outstanding actions, planned programme to comply.		Service Plans & DQ Action Plans
<b>Progress:</b>									
Governing the business	UoR 2009-10 R20	Strengthen the links between financial and performance reports.	M	Financial & Corporate Services Place & Performance	<i>CURRENTLY POSTPONED</i> <i>(Original Target Date - 31/03/2010)</i>	Performance information has already been included in the 2008/09 budget outturn report. Will explore how the new performance management system can facilitate this for future reports. PM reports to use CIPFA tools and other cost information.	Better understanding of costs and service provision.		AD Service Plans
<b>Progress:</b>	All UoR improvements will be reviewed in light of demise of the UoR inspection regime.								
Governing the business	UoR 2009-10 R21	Make greater use of quartile information in performance reports.	M	Performance	31/03/2010	Will be included in reports when available. Top quartile data has always been included in reports and analysed annually.	Improved comparative information.		Service Plan
<b>Progress:</b>	2008/09 quartile data published and used in the 2009/10 end of year report. We are awaiting national comparative data for 2009/10. BVPI data has always been included in reports and analysed annually. Comparative sickness data is now collected from Somerset LAs and the CIPFA family group.								
Governing the business	UoR 2009-10 R22	Ensure that the performance management process gives adequate consideration to the Council's performance across the full	M	Performance	Completed	TEN allows full transparency of performance across all NIs and retained BVPIs. All NIs reported to MB quarterly	Improved Performance Management		Service Plan

## SSDC – Strategic Improvement and Development Plan (as at 31st August 2010)

Link From	Ref	Actions	Priority (L/M/H)	Responsibility	Target Date	Output	Outcome	Status	Link
		range of national indicators.							
<b>Progress:</b> Completed									
Governing the business	UoR 2009-10 R23	Use the local Code of Governance actively to support improvements in governance arrangements.	M	Financial & Corporate Services	Completed	Already done through SWAP audits. Local code also updated August 2009.	Governance arrangements strengthened		Code of local Government
<b>Progress:</b> Completed									
Governing the business	UoR 2009-10 R24	The Standards Committee should be proactive in promoting the ethical agenda.	M	Legal & Corporate Services	<i>CURRENTLY POSTPONED</i> <i>(Original Target Date - Phase 1 30/12/2009 and ongoing)</i>	The results of a recent Ethical Governance survey will feed into a Development Plan for this committee that will include details for further promoting the work of the committee	Public confidence is enhanced, less complaints made about the conduct of elected members.		Standards Committee Development Plan
<b>Progress:</b> Uncertainty over the future of the standards regime has meant that the planned newsletter and area training workshops have had to be postponed until the picture becomes clearer. Members of the committee continue to attend meetings of town and parish councils to both observe, conduct and raise awareness of the role and work of the committee.									
Governing the business	UoR 2009-10 R25	Consider placing the registers of interests on-line.	M	Legal & Corporate Services	New set due 30/09/2010 (Old set target date 30/11/2009)	95% of members details to be available on-line.	Enhanced public access and transparency.		Standards Action Plan
<b>Progress:</b> Other than 2 registers all other members have updated their entries. These will now be made available on-line, certain information (signatures) will be removed.									
Governing the business	UoR 2009-10 R26	Establish arrangements for monitoring standards of conduct when working in partnerships.	M	Third Sector & Partnerships	28/02/2011	Third Sector & Partnerships Manager to work with Legal Services Manager) to: Develop Code of Conduct for partnerships (Sept 2010); Develop minimum standards for governance	To ensure good governance and good value.		Use of Resources Action Plan 2009, VCS Strategy, Partnership Register

## SSDC – Strategic Improvement and Development Plan (as at 31st August 2010)

Link From	Ref	Actions	Priority (L/M/H)	Responsibility	Target Date	Output	Outcome	Status	Link
						arrangements for all partnerships (April 2010); and Develop Partnership Assessment Framework (April 2010); and Ensure Partnership Register is maintained and reviewed on annual basis.			
<b>Progress:</b>	Partnership Register updated and published. Assessment template adopted by Scrutiny Committee. Scrutiny Task & Finish group established to assess and evaluate all partnerships - to be completed by February 2011.								
Governing the business	UoR 2009-10 R27	Review the format of the regular risk management reports to the Audit Committee to ensure they provide members with a clear summary of how the Council's major risks are being managed.	L	Procurement & Risk Management	Ongoing	Risk Management reports reviewed and updated.	Improved awareness of Risk across the Council		
<b>Progress:</b>	This was completed via a review of the risk register to the audit committee. Members are provided with a risk profile and the details on the controls and actions for each risk. Complete - AC requested two reports each year.								
Governing the business	UoR 2009-10 R28	Consider how the on-line risk management training module can be best used to support training for officers and councillors.	M	Procurement & Risk Management	Completed	Refresher training for staff and members	Risk Management strengthened across SSDC.		Service Plan
<b>Progress:</b>	The changes have been made to the risk awareness module and the test amended to reflect the District Council dimension. The new training and awareness module has been rolled out by way of a refresher.								
Governing the	UoR 2009-	Improve staff awareness of the	M	Legal & Corporate Services	30/12/2009 & Ongoing	This will be one of the first tasks to be undertaken by	Staff awareness raised and better understanding of		KLOE Actions

## SSDC – Strategic Improvement and Development Plan (as at 31st August 2010)

Link From	Ref	Actions	Priority (L/M/H)	Responsibility	Target Date	Output	Outcome	Status	Link
business	10 R29	Council's anti-fraud and whistle blowing policies.				the new Fraud and Data Manager in collaboration with the HR Manager. Multi media approach to be adopted and two "events" per year. Policy to be added to policy Manager database so staff confirm awareness by June 2010, a reminder will also be posted on InSite later in the Autumn.	where policy fits in good corporate governance.		
<b>Progress:</b> Complete and Ongoing - Policies are widely available through InSite.									
Governing the business	UoR 2009-10 R30	Address the weaknesses in recruitment procedures identified by Internal Audit.	M	Human Resources	28/02/2010	All actions completed by end of February 2010.	Actions identified by audit being addressed		Audit Report
<b>Progress:</b> Complete									
Governing the business	UoR 2009-10 R31	Review resources available for anti-fraud work, particularly benefit fraud.	H	Legal & Corporate Services	31/03/2010 & Ongoing	The new post of Fraud & Data Manager will provide additional resource in this area and will be tasked to undertake a review of current arrangements and resources. Assessment of resource needs and costs for anti fraud work (inc Benefit Fraud) generally, in tandem with an assessment of resources available from joint working arrangements with East Devon DC - initial report December 2010.	More robust assessment of resource needs and costs.		KLOE Actions monitored by DA

## SSDC – Strategic Improvement and Development Plan (as at 31st August 2010)

Link From	Ref	Actions	Priority (L/M/H)	Responsibility	Target Date	Output	Outcome	Status	Link
<b>Progress:</b>	Fraud Strategy will be considered by Council in October/November 2010. The action plan will then be incorporated within TEN to ensure actions are effectively managed. Training for staff and members planned for 2011.								
Workforce planning	UoR 2009-10 R32	Demonstrate improvement in recruiting to hard to fill areas.	L	Human Resources	N/A	This may be difficult to demonstrate in short / medium term because of recruitment freeze and downsizing. Therefore the timescale is dependant on factors outside of manager's control.	See comments.		Service Plan
<b>Progress:</b>	This is not an issue at South Somerset at the present time.								
Workforce planning	UoR 2009-10 R33	Include an analysis of staff satisfaction and morale in the workforce plan.	M	Human Resources	31/12/2009	Data already available will be included in Workforce Plan.	Staff satisfaction informs development of Workforce Plan.		Workforce Plan
<b>Progress:</b>	Completed								
Workforce planning	UoR 2009-10 R34	Monitor the effectiveness of the Talent Management policy.	M	Human Resources	30/06/2010	Devise scheme to monitor effectiveness and outcomes.	Scheme in place and monitored by end of June 2010.		Talent Management Policy
<b>Progress:</b>	Initial monitoring completed but is an ongoing action.								
Workforce planning	UoR 2009-10 R35	Collect and analyse staff satisfaction with "Sounding Board" and similar meetings.	M	Human Resources	Completed	Introduce collection of data and analyse. Communication survey completed November 2009 including data and analysis on staff satisfaction with Sounding Board and other communication methods.	Communication channel regularly reviewed for effectiveness and appropriateness.		Communication Strategy
<b>Progress:</b>	Will be reviewed annually.								
Workforce planning	UoR 2009-10 R36	Ensure appropriate equality details are included in people management	M	Human Resources	Completed	Data already being collected for age, ethnic origin, gender and disability.	Raises awareness of equality profile of staff employed by SSDC.		Equalities Strategy

## SSDC – Strategic Improvement and Development Plan (as at 31st August 2010)

Link From	Ref	Actions	Priority (L/M/H)	Responsibility	Target Date	Output	Outcome	Status	Link
		records, such as those relating to capability, grievance and disciplinary cases.							
<b>Progress:</b> Completed									
Workforce planning	UoR 2009-10 R37	Ensure all councillors have personal development plans and complete appraisals.	M	Legal & Corporate Services	CURRENTLY POSTPONED <i>(Original Target Date - 30/12/2009)</i>	Currently there are personal development plans for members but no formal appraisal mechanism for all members. Introduce a new Members Development Plan by June 2010 - research best practice and trial with Members Development Group and existing members. There is a "member profile" that identifies what is expected from each member and it is intended that this could be the starting point for an appraisal process. A feasibility assessment of the way forward will be the first step.	60% of existing members to have completed Members Development Plans by end 2010. All members to have a Members Development Plan by the end of December 2011. Will do all the prep work ready for 2011 when election takes place as there may be new members.		Member Training & Development Policy
<b>Progress:</b> The whole approach to member development will be reviewed in light of the loss of the member development manager as from 31st December 2010 and other resource issues. At the moment whilst we will continue to explore suitable appraisal mechanisms, with elections due in May 2011 this is not being treated as a high priority.									

# Strategic Improvement & Development Plan as at 31<sup>st</sup> August 2010

This report covers the 4 carried forward items from the previous SIDP plus the additional actions from the Use of Resources Action Plan 2009

Summary of progress against actions:

Link from:	Completed	In Progress - On Target	In Progress - Risk Of Missing Target	Behind Target	Future/ Postponed Action	Total
Carried forward from previous plan:	1	0	0	3	0	4
Managing Finances (UoR 2009):	10	1	0	1	1	13
Governing The Business (UoR 2009):	12	4	0	0	2	18
Workforce Planning (UoR 2009):	4	0	0	0	2	6
<b>Total</b>	<b>27</b>	<b>5</b>	<b>0</b>	<b>4</b>	<b>5</b>	<b>41</b>
<b>Total Percentage</b>	<b>65.85%</b>	<b>12.20%</b>	<b>0.00%</b>	<b>9.76%</b>	<b>12.20%</b>	<b>100%</b>

Scrutiny: 5<sup>th</sup> October 2010

(Exported from TEN 09/09/10)



Scrutiny Committee – 2<sup>nd</sup> November 2010

## 12. Update on Wind Turbine at Yeovil Innovation Centre

*Executive Portfolio Holder:* Tom Parsley, Environment & Property  
*Strategic Director:* Vega Sturgess, Strategic Director (Operations & Customer Focus)  
*Lead Officer:* Keith Wheaton-Green, Climate Change Officer

*Vega.sturgess@southsomerset.gov.uk or 01935 462200*  
*keith.wheaton-green@southsomerset.gov.uk or 01935 462651*

### Purpose of report

Scrutiny members have requested updated electricity generation data following work undertaken on the turbine by the manufacturers Proven.

### Background

Aeolus Power installed a Proven 15KW wind turbine on the Yeovil Innovation Centre site on the 11 June 2009. During November 2009, the manufacturer instructed us to put the brake on the turbine – as a health and safety measure - due to a component failure. The turbine remained inactive until May 2010 when a refurbished head and shortened blades were placed back on the tower. No costs were incurred by the council for this work. It has been operational since then. Pending the installation of full length blades, the turbine is currently rated at 12.8 kW.

### The turbine

Since installation, the turbine has not generating as much electricity as originally estimated. (The full years data is added as an appendix.) This is due to a six month period of inactivity during what had been the windiest months of the year, and the shortened blades since May 2010.

When asked, Proven have recently stated that they expect to install improved, redesigned full length blades some time after October 2011. They are surprised at the relatively low rate of generation and intend to investigate this and make any technical adjustments that could lead to an improvement in the turbines performance.

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## Appendix

Yeovil Innovation Centre Wind Turbine Electricity Generated

Following installation			Following refurbishment		
Date	Reading (KW Hours)	Weekly Increase	Date	Reading (KW Hours)	Weekly Increase
16/07/2009	365		07/05/2010	2399	
23/07/2009	590	225	14/05/2010	2476	77
30/07/2009	807	217	21/05/2010	2494	18
06/08/2009	937	130	28/05/2010	2513	19
13/08/2009	958	21	04/06/2010	2578	65
20/08/2009	1061	103	11/06/2010	2676	98
27/08/2009	1233	172	18/06/2010	2789	113
03/09/2009	1577	344	25/06/2010		
10/09/2009	1612	35	02/07/2010	2880	91
17/09/2009	1612	0	09/07/2010	2978	98
24/09/2009	1612	0	16/07/2010	3273	295
01/10/2009	1612	0	23/07/2010	3396	123
08/10/2009	1612	0	30/07/2010	3444	48
15/10/2009	1637	25	06/08/2010	3520	76
22/10/2009	1726	89	13/08/2010	3616	96
29/10/2009	1864	138	20/08/2010	3763	147
05/11/2009	2110	246	27/08/2010	3964	201
12/11/2009	2279	169	03/09/2010	4007	43
			10/09/2010	4134	127
			17/09/2010		
			24/09/2010	4352	218
			01/10/2010	4486	134
			08/10/2010	4611	125

Scrutiny Committee – 2<sup>nd</sup> November 2010

**14. Reports to be considered by District Executive on 4<sup>th</sup> November 2010**

*Lead Officer:* Emily McGuinness, Scrutiny Manager  
*Contact Details:* emily.mcguinness@southsomerset.gov.uk or 01935 462077

Scrutiny Committee members will receive a copy of the District Executive agenda containing the reports to be considered at the meeting on 4<sup>th</sup> November 2010.

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<sup>nd</sup> November 2010.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 4<sup>th</sup> November 2010.

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Scrutiny Committee – 2<sup>nd</sup> November 2010

## 15. Scrutiny Work Programme

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
2 <sup>nd</sup> November 2010	Strategic Improvement and Development Plan		✓		Six monthly performance monitoring report	Deliver well managed, cost effective services valued by our customers	Rina Singh, Strategic Director (Place and Performance)  Cllr Tim Carroll Strategy and Policy
2 <sup>nd</sup> November 2010	S106 Agreements	✓			Scrutiny members requested a one-page report on this issue at the September meeting.	To deliver well managed cost effective services valued by our customers	David Norris, Development Control Manager  Cllr Tim Carroll Strategy and Policy
2 <sup>nd</sup> November 2010	Wind Turbine statistics	✓			At the Scrutiny Committee meeting on 11 May 2010, members requested statistical information relating to output figures etc on a six monthly basis.	Enhance the environment, address and adapt to climate change.	Vega Sturgess, Strategic Director (Operations & Customer Focus)  Cllr Tom Parsley Environment and Waste
30 <sup>th</sup> November 2010	Local Strategic Partnership (South Somerset Together) – Annual Review	✓			An annual report is submitted to the Scrutiny Committee outlining the key achievements of the LSP over the past 12 months and priorities for the coming 12 months.	Ensure safe, sustainable and cohesive communities	Saveria Moss – LSP Co-ordinator  Councillor Tim Carroll, Strategy and Policy

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
30 <sup>th</sup> November 2010	Website Review	✓			At the Scrutiny Committee meeting on 3 <sup>rd</sup> March, members received a demonstration on the Councils new website and requested an update in six months time.	Deliver well-managed, cost effective services valued by our customers	Bruce Soord, Spatial Systems Manager
30 <sup>th</sup> November 2010	Open Spaces Strategy	✓			Scrutiny Committee will consider this report prior to District Executive.	Deliver well-managed, cost effective services valued by our customers	Steve Joel, Assistant Director (Health & Well-Being)  Cllr Sylvia Seal Leisure, Culture & Well-Being
4 <sup>th</sup> January 2011	Update on Sort It Plus	✓			An update report on the introduction of the Sort It Plus Scheme.	Deliver well-managed, cost effective services valued by our customers	Vega Sturgess, Strategic Director (Operations & Customer Focus)  Cllr Tom Parsley Environment and Waste
4 <sup>th</sup> January 2011	Update from the LSP on Sustainable Transport	✓			This topic of sustainable transport was selected as a priority to be reviewed by a Task and Finish review during June 2009, the LSP has undertaken considerable work in this area during the last year.	Enhance the environment, address and adapt to climate change	Saveria Moss – LSP Co-ordinator  Councillor Tim Carroll, Strategy and Policy

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
4 <sup>th</sup> January 2011	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.	Sue Eaton, Performance Manager  Councillor Tim Carroll, Strategy and Policy
1 <sup>st</sup> February 2011	Annual Review of Savings achieved from working with East Devon District Council	✓			In December 2009 a report went to Full Council to seek agreement in principle to explore Working In partnership with East Devon, to help achieve the 2.3 million savings SSDC needed for 2011/12, (not all of the saving was projected to be realised through working in partnership) this was subsequently agreed in February 2010.	Deliver well-managed, cost effective services valued by our customers.	Mark Williams, Chief Executive  Councillor Tim Carroll, Strategy and Policy
1 <sup>st</sup> February 2011	Community Transport	✓			Issue identified by the Scrutiny Chairman relating to the provision of Community Transport.	Deliver well-managed, cost effective services valued by our customers.	Emily McGuinness, Scrutiny Manager

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
5 <sup>th</sup> April 2011	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.	Sue Eaton, Performance Manager  Councillor Tim Carroll, Strategy and Policy
5 <sup>th</sup> April 2011	Strategic Improvement and Development Plan		✓		Six monthly performance monitoring report	Deliver well managed, cost effective services valued by our customers	Rina Singh, Strategic Director (Place and Performance)  Councillor Tim Carroll Strategy and Policy
TBC	Travel Plan	✓				Deliver well-managed, cost effective services valued by our customers.	Nigel Collins Transport Strategy Officer  Councillor Tim Carroll Strategy and Policy
TBC	Update report on preparation for review of IT Service Level Agreements for Town Councils	✓				Deliver well-managed, cost effective services valued by our customers.	Roger Brown, ICT Manager  Councillor David Recardo E Government Theme Advisor

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
TBC	Report on the monitoring of the running and maintenance costs of the new air cooling equipment in the Brympton Way Data Centre	✓			At the District Executive meeting on 13 <sup>th</sup> May 2010 Scrutiny members requested that monitoring of the running and maintenance costs of the new equipment should be recorded.	Deliver well-managed, cost effective services valued by our customers.  Enhance the environment, address and adapt to climate change	Ian Johns, Property Management Team Leader  Councillor Tom Parsley, Environment and Property
TBC	Draft Redundancy Policy	✓			Scrutiny Committee will consider this report prior to consideration by District Executive.	To deliver well managed cost effective services valued by our customers	Mike Holiday, HR Manager  Cllr Tim Carroll Strategy and Policy
TBC	Civil Parking Enforcement Report	✓			Scrutiny Committee will consider this report prior to consideration by District Executive.	To deliver well managed cost effective services valued by our customers	Vega Sturgess, Strategic Director (Operations & Customer Focus)  Cllr Tom Parsley Environment & Property



**Task & Finish Work Programme**

<b>Commencement Date</b>	<b>Review Group</b>	<b>Chairman</b>
July	SSDC Partnerships	Martin Wale

Scrutiny Committee – 2<sup>nd</sup> November 2010

## 16. Executive Forward Plan

*Executive Portfolio Holder:* Tim Carroll, Leader of the Council  
*Assistant Director:* Ian Clarke, Assistant Director (Legal & Corporate Services)  
*Lead Officer:* Angela Cox, Democratic Services Manager  
*Contact Details:* [angela.cox@southsomerset.gov.uk](mailto:angela.cox@southsomerset.gov.uk) or 01935 462148

### Purpose of the Report

To inform members of the current Executive Forward Plan. Please refer to the District Executive agenda for 4<sup>th</sup> November 2010 for the latest copy of the Forward Plan.

### Action Required

The Scrutiny Committee is asked to comment upon and note the Executive Forward Plan.

### Executive Forward Plan

The timings given for reports to come forward are indicative only, and occasionally may change.

**Background Papers:** None

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Scrutiny Committee – 2<sup>nd</sup> November 2010

**17. Date of Next Meeting**

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 30<sup>th</sup> November 2010 at 10.00 a.m. in the Main Committee Room, Brympton Way, Yeovil.

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