

South Somerset District Council

Notice of Meeting



Scrutiny Committee

Making a difference where it counts

Tuesday 1st March 2011

10.00 am

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

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, website: www.southsomerset.gov.uk

This Agenda was issued on Monday 21st February 2011

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

**This information is also available on our
website: www.southsomerset.gov.uk**



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.

The Council's Constitution is also on the website 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 1st March 2011

Agenda

Preliminary Items

1. To approve as a correct record the minutes of the ordinary meeting held on 1st February 2011
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.

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.

Items for Discussion

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Confidential

16. SSDC Partnerships (CONFIDENTIAL)

Scrutiny Committee – 1st March 2011

1. Minutes

South Somerset District Council

Draft Minutes of the meeting of the **Scrutiny Committee** held on **Tuesday 1st February 2011** in the Main Committee Room, Council Offices, Brympton Way, Yeovil

(10.00 a.m. – 12.05 p.m.)

Present:

Members: Councillor Sue Steele (Chairman)

Dave Bulmer
Carol Goodall
Pat Martin
John Richardson

Keith Ronaldson
Angie Singleton
Alan Smith
Martin Wale

Also Present:

Councillors Tim Carroll, Ric Pallister, Sylvia Seal, Robin Munday, Tom Parsley and Nigel Mermagen

Officers:

Mark Williams	Chief Executive
Donna Parham	Assistant Director (Finance and Corporate Services)
Rina Singh	Strategic Director (Place and Performance)
Vega Sturgess	Strategic Director (Operations and Customer Focus)
Steve Joel	Assistant Director (Health and Well-Being)
Emily McGuinness	Scrutiny Manager
Jo Morris	Committee Administrator

130. Minutes (Agenda Item 1)

The minutes of the meeting held on 4th January 2011, copies of which had been circulated, were approved as a correct record and signed by the Chairman.

131. Apologies for Absence (Agenda Item 2)

Apologies for absence were received from Councillors Geoff Clarke and Tony Lock.

132. Declarations of Interest (Agenda Item 3)

Councillor Tim Carroll declared an interest in Agenda Item 13 – Reports to be considered by District Executive on 3rd February in respect of item 11 – Transfer of Sport and Leisure Facilities – Selection Preferred Bidder, as he was an observer on the Wincanton Community Sports Centre Board.

133. Public Question Time (Agenda Item 4)

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

134. Issues Arising from Previous Meetings (Agenda Item 5)

Open Spaces Strategy

Members noted that following the comments made by Scrutiny, the Open Spaces Strategy report had been deferred by District Executive and would be considered by Scrutiny Committee as part of the District Executive Papers at a later date.

135. Chairman's Announcements (Agenda Item 6)

The Chairman reported that she had received a letter from the Homefinder Review Board thanking Scrutiny and in particular Cllr Carol Goodall for all the hard work undertaken on the Choice Based Letting Review. The Group had taken on many of the recommendations, which will have a significant and positive effect in meeting the needs of the community.

136. Verbal Update on Task and Finish Reviews (Agenda Item 7)

Partnerships

Cllr Martin Wale, Chairman of the Task and Finish Review reported that the next meeting would be held on Thursday 3rd February. The Group had finished reviewing and categorising each of the partnerships. The final report would be considered by Scrutiny in March.

137. Site Management Issues – Park Homes Project (Agenda Item 8)

The Assistant Director (Health and Well-being) and the Portfolio Holder for Health, Housing and Spatial Planning were in attendance for this item. It was noted that when the decision to go ahead with the Park Homes Project was agreed by members last year, it was agreed that the issue of site management would be brought back to members at a later date. This was an opportunity for Scrutiny members to discuss with the lead officer and Portfolio Holder the policy for managing the Park Homes sites and any general issues that have been encountered to date.

Members were informed of the following points:

- The project was completed at the Ilton and Tintinhull sites and all residents had been accommodated;
 - The transformation in quality of environment has been phenomenal;
 - The Homeless and Welfare Team were still responsible for managing the sites;
 - The current position of SCC owned gypsy sites;
 - At the current time there will be no change in the site management arrangements;
-

- The Council had recently selected five Housing Associations as main partners. As part of the process they had been asked for their views on the management of gypsy sites and how they saw their role as community leaders.

The Assistant Director (Health and Well-being) and the Portfolio Holder for Health, Housing and Spatial Planning responded to members' questions and comments.

The following points were noted:

- The management of sites would never be perfect and the sites would always remain fragile;
- There was a real sense of ownership on the sites which had never existed previously;
- If management of the sites were to be transferred to a RSL, the cost to the Council was not expected to be any more than at the present time;
- A feasibility exercise had not yet been undertaken and was not scheduled for the near future;
- The management of the sites was improving gradually, however, there was still some work to do but. There was significant improvement compared to 18 months ago;
- The sites were cleaner, there was less vandalism, rent and water rates were being paid by residents;
- The PSCO had a good relationship with the residents and regularly visits the sites;
- There was now flexibility to place families quickly;
- It was hoped that full cost recovery would be achieved;
- There were site management policies and procedures in place which could be provided to members;
- Residents were required to sign a licence rent agreement before they receive the keys;
- The majority of residents were permanent;
- If residents don't adhere to the rent agreement, the Council would go through the normal eviction procedures;
- Residents on the Tintinhull site were taking a stronger sense of ownership and discussing the possibility of a residents association where as previously they were not prepared to engage.

The Chairman thanked the Assistant Director (Health and Well-being) and the Portfolio Holder for Health, Housing and Spatial Planning for attending the meeting.

- RESOLVED:**
1. That the update on site management issues and the progress made by the Homeless and Welfare Team be noted;
 2. That the Scrutiny Committee receives 12 monthly updates on the site management of the Gypsy Park Homes at Ilton and Tintinhull.

(Steve Joel, Strategic Director (Health & Well-Being))
(steve.joel@southsomerset.gov.uk or 01935 462278)

138. Budget Setting Reports (Agenda Item 9)

Members considered the following reports as outlined in the District Executive agenda for 3rd February 2011:

- 2010/11 Capital Budget Monitoring Report for the Quarter Ending 31st December 2010
- 2010/11 Revenue Budget Monitoring Report for the Quarter Ending 31st December 2010
- Revenue Budget 2011/12 – Medium Term Financial Plan and Revised Capital Programme

The Portfolio Holder for Resources and Legal Services commented that the formation of the budget had been an ongoing process throughout 2010. It was a very transparent budget and bearing in mind the current climate was very successful.

The Assistant Director (Finance and Corporate Services) detailed the amendments to the Government grant level recalculations received earlier that week. The report would be updated for Full Council on 17th February 2011. It was noted that overall the budget hadn't changed to that presented. She drew members' attention to the risks associated with the budget as detailed in paragraph 44 of the agenda report.

Members noted that balances of £96,600 would be used in 2011/12 and that this was nothing untoward bearing in mind the current circumstances.

One member questioned whether the Community Play Bus could be saved from the budget cuts, as the service was considered invaluable in the rural areas. In response, the Leader of the Council commented that the Council was exploring possibilities of the Community Bus being taken on by another organisation and the service delivered in a different way.

In response to a member question regarding the LSP budget of £82,000, it was noted that this figure included the cost of the 2nd homes money (£48,000) and contributions from Somerset County Council and other organisations for project work.

One member felt that the document was very clear, however members of the public may not understand some of the terminology and that this needed to be addressed in the future. The Assistant Director (Finance & Corporate Services) commented that the suggested changes could be linked in with the Corporate Plan.

Members received further details about each of the new inescapable commitments listed on page 22 of the budget booklet 2011/12.

Members noted that there would be regular budget updates so that members can monitor the achievement of savings.

Scrutiny members were content with the recommendations, position and process as outlined in the budget setting reports.

RESOLVED: That the recommendations contained within the following reports as outlined in the District Executive agenda for 3rd February 2011 be supported by the Scrutiny Committee:

- 2010/11 Capital Budget Monitoring Report for the Quarter Ending 31st December 2010
- 2010/11 Revenue Budget Monitoring Report for the Quarter Ending 31st December 2010
- Revenue Budget 2011/12 – Medium Term Financial Plan and Revised Capital Programme

*(Donna Parham, Strategic Director (Finance & Corporate Services)
(donna.parham@southsomerset.gov.uk or 01935 462225))*

139. Partnership Working – Savings (Agenda Item 10)

In response to the Scrutiny Committee's request, Members received a report from the Chief Executive outlining savings achieved to date through partnership working.

It was noted that members would be asked to revisit the issue of partnership working and decide upon any further proposals after the District Council elections in May 2011.

- RESOLVED:**
1. That the report be noted;
 2. That the Scrutiny Committee be kept informed of any developments on joint working that may arise between now and the District Council elections in May 2011.

(Mark Williams, Chief Executive)
(m.williams@southsomerset.gov.uk or 01935 462101)

140. Verbal Update from the Local Strategic Partnership (South Somerset Together) meeting held on 21st January 2011 (Agenda Item 11)

The Chairman updated members on the meeting of the Local Strategic Partnership (South Somerset Together) she had recently attended on 21st January 2011.

141. Verbal Update on Reports considered by District Executive on 6th January 2011 (Agenda Item 12)

District Executive agreed to continue to subscribe to South West Councils and the Chair of Scrutiny requested that the Leader lobbied South West Councils to continue to provide the SW Scrutiny Network and that this would be funded as part of the subscription fee.

District Executive agreed with the recommendations of Scrutiny regarding CPE and the extension of the Waste Collection contract.

142. Reports to be considered by District Executive on 3rd February 2011 (Agenda Item 13)

Members considered the reports contained in the District Executive agenda for 3rd February 2011.

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 items in view of the likely disclosure of exempt information as described in Paragraph 3 of Part 1 Schedule 12A to the Act, i.e. "Information relating to the financial business affairs of any particular person (including the authority holding that information).

Transfer of Sport and Leisure Facilities – Selection of Preferred Bidder

The Assistant Director (Health and Well-being) introduced the report and outlined the evaluation criteria and process, a summary of the bids and the reasons for recommending the preferred bidder.

During the ensuing discussion, the Assistant Director (Health and Well-being) answered members' questions on points of detail. Members noted the following:

- The financial, technical and human resources available through the preferred bidder delivered the lowest risk solution to SSDC;
- The Council was still waiting for confirmation over the new lease for St Michael's Hall. Should formal consent not be agreed, the Hall would be removed from the transfer. This would have no impact on the financial implications.
- Repairs and maintenance would come under the responsibility of SSDC;
- Formal quarterly monitoring would be undertaken. There would be an annual review process that would be reported to District Executive;
- A condition survey was undertaken by Property Services and was provided to both bidders. A 10-year plan would also be finalised and attached to the contract;
- The timescales were achievable with the transfer to take place from midnight on 31st March;
- The contractor was required to take out appropriate insurance to cover the risk of closure of the facility;
- The car park was not part of the transfer. Arrangements were in place for free parking for annual memberships and staff and this would remain the same.

Members supported the selection of the preferred bidder as outlined in the report for the future management of Goldenstones Pools and Leisure Centre and St Michaels Hall.

Legal Dispute

There were no particular issues/comments raised by Scrutiny to go forward to District Executive.

143. Scrutiny Work Programme (Agenda Item 14)

Reference was made to the agenda report, which informed members of the Scrutiny Work Programme. Members noted the items for consideration at the March meeting as follows:

- Website Review – it was noted that a number of comments had been received from members. Bruce Soord, Spatial Systems Manager would attend the meeting and have the website up and running on screen.
- Community Transport – it was noted that a report was due to be considered by Area North in February. The Scrutiny Manager would assess whether a report was still required following the outcome of this meeting.
- Update on Sort It Plus
- Single Equality Scheme Progress report – members requested the report to include the implications of the new Equality Act.

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

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

144. Executive Forward Plan (Agenda Item 15)

The Committee noted the details of the District Executive Forward Plan as attached to the agenda for the meeting to be held on 3rd February 2011.

RESOLVED: That the Executive Forward Plan be noted as outlined in the District Executive agenda for 3rd February 2011.

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

145. Date of Next Meeting (Agenda Item 16)

Members noted that the next meeting of the Scrutiny Committee would be held on Tuesday 1st March 2011 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 – 1st March 2011

7. Task and Finish Review – Employee Volunteering Scheme

Lead Officer: Emily McGuinness, Scrutiny Manager
Contact Details: emily.mcguinness@southsomerset.gov.uk or 01935 462566

Recommendation

Scrutiny Committee are asked to agree that it is not appropriate to proceed with an Employee Volunteering Scheme at this time for the reasons outlined in this report.

Purpose of Report

At their December meeting, members of the Scrutiny Committee agreed to establish a Task and Finish Group to consider the merits of introducing an Employee Volunteering Scheme. A meeting of this Task and Finish Group was held on 2nd February 2011 and this report outlines the issues members discussed and their subsequent recommendations.

Background

As stated, a meeting of the Task and Finish Group was held on 2nd February 2011. Following an invitation to all non-executive members of the Council to participate in the review, the following members attended the meeting:

Councillor Carol Goodall
Councillor Angie Singleton
Councillor Sue Steele.

The issue of an SSDC Volunteering Policy was first discussed by the LSP with a view of all partners adopting a volunteering policy. Following this commitment by the LSP, the following action was included in the SSDC Corporate Plan:

Theme 4: Ensure Safe, Sustainable and Cohesive Communities

4.25 South Somerset Together Partners agree a joint volunteering policy by the end of 2009 to allow their staff to volunteer more, to make sure their staff have the training needed to volunteer and to allow volunteers from the voluntary organisations to join in their staff training and development.

To facilitate this, the LSP established a Task and Finish group. This group researched best practice nationally and locally from both the public and private sector and drew up a draft Employee Volunteering policy along with a checklist for use by partner organisations wishing to introduce such a policy.

This draft strategy was considered by the Management Board at SSDC and it was agreed that the issue should be referred to SSDC's Scrutiny Committee for members to consider the relevance of introducing such a scheme, and if one was to be introduced, what should it contain.

The Task and Finish Group discussed the valuable role volunteers play in the community and that this is set to increase as the Big Society becomes a reality. However, they questioned the definition of 'volunteering' if employees are being paid for their time and

felt that many staff already provide their time outside of the work environment and an Employee Volunteering scheme would not recognise their efforts.

It was also perceived that it would be difficult to justify the introduction of such a policy promising up to 30 days of paid extra capacity at a time when staff are being asked to consider changes to their terms and conditions to address the budget shortfall. Members also questioned whether there actually is such capacity in the organisation bearing in mind the impact of the Lean Programme.

Members acknowledged that in the current financial climate, SSDC will have to make cuts in our Community Grants Programme in order to deal with reduced resources and that instead of providing financial support, we could provide 'support in kind' through an Employee Volunteering Scheme. However, members felt that an Employee Volunteering Scheme was not the best way to do this and that alternative forms of support should be sought as part of the core business of the Council.

In 2010/11 SSDC made £100,000 worth of savings across our Community Grants budgets and a further £50,000 of savings is proposed in the 2011/12 budget. In order to minimise the impact, early discussions were held with the voluntary organisations affected. Over the past year we have worked closely with these organisations to help them seek alternative sources of funding, and develop revised business models to ensure they become less dependent on public sector funding. The Council will continue with this approach.

For many charitable organisations, their work focuses on vulnerable people who are unable to pay for services and such organisations will always require some level of public subsidy. For organisations like the Citizen's Advice Bureau SSDC funding ensures that those most in need are getting the help and advice needed. Through early intervention on issues such as debt and benefits, the longer term costs of supporting these people further down the line are greatly reduced, for example through avoiding homelessness.

There are a number of ways in which SSDC can help organisations "in kind", and this has always formed a key part of our Area Development Service. As well as offering specialist advice and support around funding, grant applications, business planning and income generation, officers are on occasion able to help tap into other corporate expertise such as finance, legal and property services and pass this onto community groups. In addition, we publicise a 'menu of non-financial support' which includes things like free meeting room hire, small amounts of printing and spaces on in house training where available.

Bearing all this in mind, the Council is currently doing as much as can be expected to support the work of the third sector in difficult financial times and could see no added value in introducing an Employee Volunteering Scheme.

Scrutiny Committee – 1st March 2011

8. SSDC Website Review

Executive Portfolio Holder: Robin Munday, Resources and Legal Services
Strategic Director: Rina Singh, Place & Performance
Service Manager: Bruce Soord, Spatial Systems Manager
Contact Details: 01935 462638 or bruce.soord@southsomerset.gov.uk

Purpose of the Report

To give an update on the SSDC website and address any concerns.

Action Required

That members note and comment on the report and the website demonstration.

Background

The new SSDC website was launched last year and we have been collecting detailed statistics since mid July 2010. This report is a general update and also addresses some concerns raised. During the meeting there will be a live website demonstration and all members have been invited to attend and discuss their experiences relating to using the website.

Report

This report will be more effective as a live demonstration. Below are some key statistics and points:

Key Stats Since mid July 2010:

230,00 Visits

1.2 million page views

72% use Internet Explorer. 15% use Firefox (I can explain this in my demonstration)

52% arrive via a google search. Almost all searches use 'South Somerset District Council' or 'SSDC'. 50% of these then add the word 'planning'.

The top pages:

/planning-and-building-control/planning-search/planning-search

/planning-and-building-control/planning-search/planning-search.aspx

/planning-and-building-control

/planning-and-building-control/planning-search

/environment/recycling-and-waste

/ssdc-homepage

/planning-and-building-control/planning-permission-

/pay-for-it.aspx

/jobs-and-volunteering/job-vacancies

Key Areas for Development

- Website speed
- Accessibility
- Moving more people to use the website to access our services, away from phone, letter and face to face. For example, the recent Garden Bin renewal service was

available for the first time online. To date over 40% of renewals have been made online.

- Improve members pages
- Fix and monitor broken links
- Improve planning pages further. By far the most complaints are received when there are problems with access to planning data online.

Financial Implications

There are no ongoing revenue costs as all software used is 'free open source'.

Corporate Implications

N/A

Carbon Emissions & Adapting to Climate Change Implications (NI 188)

Uses new hardware technology which consumes less power

Equality and Diversity Implications

Work required to provide high contrast options, more audio options, sign language videos and better signposting for non English speaking residents. I believe we will be submitted a separate report to Scrutiny on this later this year.

Other Implications

N/A

Background Papers

N/A

Scrutiny Committee – 1st March 2011

9. Single Equality Scheme Progress Report

Executive Portfolio Holder: Jo Roundell Greene, Economic and Organisational Development
Strategic Director: Rina Singh, Strategic Director, Place and Performance
Assistant Director: Martin Woods Assistant Director Economy
Lead Officer: Jo Morgan, Community Cohesion Officer
Contact Details: jo.morgan@southsomerset.gov.uk or (01935 462297)

Purpose of the Report

To report progress on the implementation of the Single Equalities Scheme Action Plan.
 To update on the implications of the Equality Act 2010 and our Public Sector Duties.

Public Interest

South Somerset District Council must produce an equality scheme by law, (until April 2011, we will then be required to produce equality objectives). This sets out how we will deliver and achieve our equality aims through key tasks in our action plan.

The Scrutiny Committee Task and Review Group will monitor and report on the progress of all actions within the scheme.

Action Required

- (1) The Scrutiny Task and Review Committee is requested to note and comment on progress of the Single Equality Scheme Action Plan.
- (2) To note that there will be key changes in our statutory duties following the implementation of the Equality Act 2010 Public Sector Duties.

Background

SSDC currently has a legal requirement to promote equality in relation to race, disability and gender.

The three year Single Equality Scheme identifies what SSDC will do to meet its general and specific statutory duties in relation to the Race Relations Amendments Act 2000, Disability Equality Duty, 2005, Gender Equality Duty, 2006, and Human Rights Bill, 2009 and other relevant legislation.

In carrying out its functions and duties, the council must have regard to:

- Eliminating all unlawful discrimination
- Promoting equal opportunities
- Promoting good relations between people from different groups regardless of gender, gender reassignment, race, disability, age, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity.

A Scrutiny Committee Task and Review Group reviewed the scheme in August 2010.

Equality Act 2010

The Equality Act 2010, section 149, sets out the new Public Sector Equality Duties:

- General Duties
- Specific Duties

Compliance with the Duties is a legal obligation and should result in better informed decision making and policy outcomes.

The General Duty has three aims that in carrying out its functions and duties, the council must have due regard to the need to:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act

Removing or minimising disadvantages suffered by people due to their protected characteristics

2. Advance equality of opportunity between people who share a protected characteristic and those who do not

Taking steps to meet the needs of people from protected groups where these are different from the needs of other people

3. Foster good relations between people who share a protected characteristic and those who do not

Encouraging people from protected groups to participate in public life

Under the Specific Duties we will be required to:

- **Publish Information – July 2011** Sufficient information to demonstrate compliance with the General Equality Duty across its functions, includes:
 1. Workforce data
 2. Evidence of Equality Analysis that have been undertaken
 3. Details of data and evidence used
 4. Details of engagement undertaken
- **Prepare and publish equality objectives – April 2012** means developing objectives that will meet one or more aims of the General Equality Duty

Report Detail

Please see attached monitoring report from TEN

Financial Implications

There are none that cannot be met from existing resources.

Corporate Priority Implications

The Single Equality Scheme will contribute towards the following key target areas:-

Theme 4

4.16 Outcome: An empowered community where all people take part in shaping their neighbourhood.

Measured by: Increasing % of people who feel that they belong to their neighbourhood. (NI 2)

41.7 Increase % of people who believe people from different backgrounds get on well together in their local area.

4.18 Increase perceptions that people in the area treat one another with respect and consideration.

4.19 Increase civic participation in the local area.

Increase % of people who feel that they can influence decisions in their locality.

Carbon Emissions & Adapting to Climate Change Implications (NI188)

Consideration has been given to climate change implications, and there is limited impact. In relation to carbon emissions, within specific projects participants have been encouraged to share transport to event workshops. Electronic links via video are planned to increase access to information e.g. British Sign Language welcome and information videos on SSDC website. Community Link Workers provide phone translations/interpreting directly with customers, as well as holding surgeries in area offices. This will help support green miles.

Equality and Diversity Implications

The scheme has been equality impact assessed and has demonstrated no adverse or negative impacts. There was wide consultation on the scheme in relation to all equality strands. Any venues used to carry out the action plan are accessible. Actions within the scheme recommend the use of accessible fonts, sizes, images, etc within any documentation.

Background Papers: *For more information on the Public Sector Equality Duties: <http://www.equalityhumanrights.com/advice-and-guidance/public-sector-duties/new-public-sector-equality-duty-guidance/>*

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
SES1.01 - Continue to update equalities profile. Work with Somerset Intelligence Unit (SINE), SSDC Consultation Officer.	SES1.01.1 - SSDC Equality Profile produced and updated annually.	Fri-31-Dec-10	Race Disability Gender	Somerset Consultation Data Officer Community Cohesion Officer SSDC Consultation Officer	SSDC Equalities Profile (EP) produced and updated annually.	Equality mapping process constantly reviewed, analysed and updated. Equality gaps identified to inform policy and strategy. Consultation database updated. Robust, consistent and up-to-date information made available.	Improved equalities information available to inform service planning. SSDC Equalities Profile (EP) produced and updated annually.		Community Cohesion Budget Existing Budget
Progress:	(Please note: Consultation post no longer in existence) Somerset Equality Officers Group work with Somerset Intelligence Partnership to identify equality data and how that data can be expanded. Meet twice per year to work on profiles. Engagement work with local groups undertaken eg - Women's Equality Network in Somerset. The council has clear vision in how it wishes to deliver services and shape the community. It consistently uses different processes and methodologies to engage with its residents in developing services. Examples are consultation, surveys, Citizens panel, Forums. Somerset Intelligence Partnership have completed a South Somerset Community Profile: http://www.sine.org.uk/local-area-data/community-profiles/Health Inequalities South Somerset : http://www.sine.org.uk/publications/health-profiles/								
SES1.02 - Information and data disaggregated and analysed corporately and at service level to monitor and assess and to set equality objectives	SES1.02.1 - Equality data updated	Fri-31-Dec-10	Race Gender Disability	SSDC Consultation Officer Somerset County Council Community Cohesion Officer Service Managers Consultation Data Officer	Equality objectives set at service level	Information broken down to identify how local communities are changing	Outcomes inform equality priorities Actions link to service plans.		Existing resources Government Offices South West (GOSW)
Progress:	Community Link Worker, Chief Officer & Community Cohesion Officer, providing direct information on the changes in local community population eg Spanish in Chard, East and West African in Crewkerne. Full report due Dec 2010 Engagement activities have included: Local Development Framework, (LDF) consultation by the Somerset Black Development Agency, (SBDA). LDF consultation by the Corporate equalities Steering Group. LDF consultation with young people. Budget savings/finance consultation with the SBDA All profile information is shared with the Equality Champions Group. The profile will also form the basis in identifying the new equality objectives in line with our Public Duties under the Equality Act 2010.								
SES1.03 - Continue to develop guidance and required training	SES1.03.1 - Training opportunities established and	Fri-31-Dec-10	Race Gender Disability	Member Development Officer	Councillors undertake equalities training	Councillors and new elected members aware of equalities and Human Rights	% trained Monitored 6 monthly		Member Training Budget South West Regional and

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
for new elected members and Councillors with key responsibilities for equalities diversity and community cohesion	identified					issues			Improvement Efficiency Partnership SWRIEP Somerset Racial Equality Council SREC
Progress:	All newly elected members to undertake equalities training. Specific training will be available relating to dealing with racist representations in Planning applications. Dates TBC. Community Cohesion Officer successfully completed an ILM course on delivering training in equalities. It has been necessary to delay the start of the training programme following the implementation of the new Equality Act. Member training arranged for July 2011. Planning training arranged for May 2011. Staff training will begin in April 2011.								
SES1.04 - Strengthen and promote role of Councillors as the voice of the whole community	SES1.04.1 - Improved access for equality strands via Councillors	Thu-31-Mar-11	Gender Disability Race	Member Development Officer Area Development Service Managers Community Cohesion Officer	Councillors introduced and linked to local groups in their ward via Area Forums number of events/interactions/forums	Local groups have confidence in how to get their voice heard and taken seriously. Members have greater awareness in addressing and promoting community cohesion	Area Vice Chairs to capture common equality or diversity issues and to feed them, through the Community Cohesion Officer, to the Corporate Equalities Group to then champion the issue.		Existing resources
Progress:	Information brief/Training to be offered to Area Vice Chairs. Training has been postponed to await the guidance from the Equality and Human Rights Commission on the Public Sector Duties. Training programme now in development for staff and Members. Dates to be confirmed by April 2011. Community Cohesion Officer has attended all Area Committees with an equalities presentation and update on the new Equality Act 201.								
SES1.05 - Work is being undertaken to promote equality of opportunity in terms of the participation of under represented groups in civic and public life including as elected representatives	SES1.05.1 - Under represented groups informed of processes involved in becoming an elected	Fri-30-Apr-10	Race Disability Gender	Community Cohesion Officer Community Link Workers Democratic Services	Leaflet produced to explain process involved in becoming an elected representative Presentation to the South Somerset Corporate Equalities Steering Group on process involved in becoming an elected representative Community Champion project to increase and improve participation in under-represented groups	Under-represented groups participate in civic and public life	Output achieved Attendance at forums and events by under represented groups Number of events and participants		Transformation Fund Community Cohesion Budget Migration Impact Fund (MIF)

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
					Transformation Fund – inter-generational cross cultural disability project using ICTMembership and attendance at the Somerset Gender Network meetings				
Progress:	Democratic Services information leaflet has been translated into Polish and Portuguese. Presentation by Democratic Services delivered to South Somerset Corporate Equalities Steering Group. Additional presentations have been offered to community groups eg Yeovil Muslim Cultural Association, Midwest European Communities Association. New target date: April 2011. New 2 Somerset project successfully completed. Dvd produced. Requests and interest in showing the dvd have been received, and several film screenings have already taken place for different audiences and organisational training. These include: South Somerset Corporate Equalities Steering Group, Migrant Workers Forum, South Somerset Mind, South Somerset LSP, Yeovil District Hospital Equalities and Diversity Conference, Somerset Black Development Agency, Gypsy and Traveller Forum, Probation service, Avon and Somerset Contabulary. Community Link Worker has provided information on participation in civic and public life through drop in surgeries across the district. Community Cohesion officer sits on WENS committee and was involved in the focus group and report on women's experiences and barriers to participation.								
SES1.06 - Explore an appropriate Assessment Partnership Guidance Document (giving information regarding best practice when working in partnerships) and other guidance in relation to equalities strategy requirements	SES1.06.1 - Review of existing procedures	Fri-31-Dec-10	Gender Disability Race	Third Sector Partnership Manager Local Strategic Partnership Co-ordinator	Assessment Partnership guidance document produced	Guidance document available to inform on best practice within partnerships	Equality objectives embedded within partnership strategies		Existing resources
Progress:	Equality Impact Assessment undertaken on the Voluntary Sector strategy (draft)Draft strategy presented to District Executive on 1st July								
SES2.01 - The Corporate Equalities Steering Group continues to ensure consultation and scrutiny of EIAs	SES2.01.1 - EIA actions identified	(not specified)	Disability Race Gender	Theme Advisor- Equalities and Social lusion Community Cohesion Officer	EIAs published	Key policies and strategies equality impact assessed by strand	% of EIAs published on website		Community Cohesion BudgetExisting resources

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
Progress:	New Schedule of EIAs completed for 2010 - published. So far 100% of planned EIAs have been completed in 2011 and 100% were completed in both 2009 and 2010. Since February 2010 the following have been Equality Impact Assessed and published on SSDC website: Arts and Entertainment disability policy LSP South Somerset Together Customer Focus team Development & Building Control Community Health & Leisure The following draft strategies have presented their EIAs to the Corporate Equalities Steering Group: Procurement Strategy Voluntary and Third Sector Strategy Public Convenience Strategy (Draft) Communications Strategy (Draft) Bullying and Harassment policy Corporate Information and Technical Services Team The following EIAs have been completed, presented to the Steering group, and are awaiting amended action plans ready to be published in the months ahead Area Development Yeovil Town Partnership New targets: to ensure that key strategies and policies are Equality Impact Assessed. Process and system now in place with Democratic Services. All potential budget savings required an Equality Impacts Statement before being presented to District Executive.								
SES2.02 - EIAs published on SSDC website	SES2.02.1 - TEN monitoring	Fri-31-Dec-10	Race Disability Gender	Community Cohesion Officer	Completed EIAs along with Action Plan published following presentation at Corporate Equalities Steering Group	Services delivered with due regard to equalities	% of EIAs completed		Existing resources
Progress:	EIAs have completed the process through the Corporate Equalities Steering Group. All completed EIAs, once signed off have been uploaded and published onto the website. e.g. Customer Focus, Development & Building Control, Arts and Entertainment (transferring from wheelchairs policy) This information is also updated on TEN. 100% of all EIAs have been completed and published to date. (Draft policies uploaded as approved)								
	SES2.02.2 - EIAs published on SSDC website/Insite	Fri-31-Dec-10	Disability Race Gender	Community Cohesion Officer	Completed EIAs along with Action Plan published following presentation at Corporate Equalities Steering Group	Services delivered with due regard to equalities	% of EIAs completed		Existing resources
Progress:	EIAs have completed the process through the Corporate Equalities Steering Group. All completed EIAs, once signed off have been uploaded and published onto the website. e.g. Customer Focus, Development & Building Control, Arts and Entertainment (transferring from wheelchairs policy) This information is also updated on TEN.								
SES2.03 - EIA and equalities progress reported to Management Board and Scrutiny	SES2.03.1 - Report to Management Board and Scrutiny	Fri-31-Dec-10	Gender Disability Race	Service Managers Community Cohesion Officer	Equalities actions embedded into service plans	Services delivered with due regard to equalities	Equalities actions embedded into service plans Process in place		Existing resources Equality Framework Self Assessment Tool (Efect)
Progress:	Report to Scrutiny 03/08/2010 Community Cohesion Officer updates TEN								
	SES2.03.2 - Equality Framework Evidence Collection Tool (Efect) completed with actions	Fri-31-Dec-10	Race Disability Gender	Community Cohesion Officer Service Managers	Equalities actions embedded into service plans	Services delivered with due regard to equalities	Equalities actions embedded into service plans Process in place		Existing resources Equality Framework Self Assessment Tool (Efect)

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
	identified. (Self assessment tool to measure progress on EFLG)								
Progress:	Report to Scrutiny 03/08/2010 Report to Management Board 11/10/10 Community Cohesion Officer updates TEN								
SES2.04 - EIAs attached to all new policies/strategies within scrutiny process	SES2.04.1 - EIAs presented to South Somerset Corporate Equalities Steering Group (SCEESG)	Fri-31-Dec-10	Race Gender Disability	Assistant Director Communities Democratic Services Community Cohesion Officer	Councillors/partners scrutinise EIAs and action plans which lead to major new policies or initiatives	Policies/strategies monitored through scrutiny process	% of policies/strategies monitored through scrutiny process Process in place		Community Cohesion Budget Existing resources
Progress:	Policies and strategies have now been included in the 3 year EIA schedule. Additional policies have been added accordingly in liaison with individual services, eg Licensing. Draft strategies have been through the EIA process eg - Procurement, Voluntary and Third Sector, Public Convenience.								
SES2.05 - Equalities issues considered on all committee reports	SES2.05.1 - Completion of equalities box on report template	Thu-31-Dec-09	Race Disability Gender	Democratic Services Community Cohesion Officer	Equalities issues considered in all committee reports	Equalities embedded within all services and functions	% of reports submitted that have equalities box completed Process in place		Existing resources
Progress:	Template now has box to record considered equality issues. Authors of reports have been completing box and have been offered the opportunity to consult with CCO for advice and guidance.								
SES2.06 - Produce a Voluntary Sector Partnership Strategy	SES2.06.1 - Strategy has been impact assessed	Fri-30-Apr-10	Disability Gender Race	Third Sector and Partnership Manager	Strategy published	Equality objectives integrated into partnership Challenge by stakeholders contributes directly to the development of the authority's targets and objectives	Strategy produced		Existing resources
Progress:	Voluntary Strategy has been Equality Impact Assessed and was adopted by DX in July 2010								
SES2.07 - Review systems for partnership register and guidance	SES2.07.1 - Review outcomes feed into strategy actions	Fri-30-Apr-10	Gender Race Disability	Third Sector and Partnership Manager	Review outcomes feed into strategy actions	Equality objectives integrated into partnership strategies Challenge by stakeholders contributes directly	System in place System reviewed Guidance published		Existing resources

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
						to the development of the authority's targets and objectives			
Progress: System for reviewing partnerships will be considered by scrutiny committee on June 29th									
SES2.08 - Equalities embedded into thematic service plans	SES2.08.1 - Service plan training to be undertaken by all service managers	Fri-30-Apr-10	Disability Race Gender	Assistant Director Communities	Actions within EIAs incorporated into service plans Service Managers attend training to embed equalities actions within service plans	Equalities embedded into thematic service plans	Clear link between equality schemes, equality objectives, corporate and service plans All managers trained All service plans have equality actions embedded		Outside trainer SW RIEP
Progress: One Service Manager and CCO attended training on embedding equalities into service plans run by SW RIEP. Clear advice in the service plan guidance issued to managers that service plans reflect the EIA's. All managers were not sent on training earlier in the year as we were assessing how we are preparing service plans in the light of EDDC. Service plans are not being prepared until the new structures are confirmed. Awaiting update of Corporate Plan. All actions in EIAs to be monitored through TEN									
SES2.09 - Equality Champions identified for each directorate	SES2.09.1 - Equality Champions	Fri-30-Apr-10	Disability Gender Race		Each directorate has a named Equality Champion	Equalities issues championed throughout SSDC Staff have increased awareness of equalities issues	Staff can provide examples through meetings and reports Each directorate has a named Equality Champion		Existing resources
Progress: Briefing sent to Assistant Director CCO is attending Team meetings to discuss equality issues and inform about the role of the Equality Champions. A number of volunteers have already signed up - eg Environmental Health, Community Health and Leisure New target: Equality Champions in each directorate briefed, trained and informed of the role by March 2011 The first meeting of the Equality Champions Group took place in November 2010. Twenty officers attended, representing all Directorates. Meetings to be quarterly. A section is being set up on Insite as a resource bank for equalities issues.									
SES2.10 - Work with the multi-agency Strategic Partnership Against Hate Crime (SPAHC)/ Community Safety Team to monitor	SES2.10.1 - Reports, minutes from meetings.	(not specified)	Race Disability Gender		Reports, minutes from meetings. Attendance at SPAHC meetings. Attendance at Domestic Abuse Forum. Report from Community Safety Coordinator Monitor and analyse	Awareness of levels of harassment and hate crimes Understanding of issues relating to harassment and hate crimes	Information available on levels of harassment and hate crimes		Existing resources

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
and analyse harassment and hate crimes					harassment and hate crime data information				
Progress:	Community Cohesion Officer has attended all SPAHC meetings. Data analysis for the district being collated. Data from 2009 received from Partnership Intelligence Unit. Information and data feeds into the Independent Advisory Group (IAG) and Community Tension Group. CCO attends Community Safety Action Panels across the district and reports on equality issues. CCO involved in supporting Third Party Reporting of Hate Crimes with partners. CCO has reported to the Scrutiny Partnership Review on the SPAHC.								
SES2.11 - Undertake projects and events to promote equality of opportunity and community cohesion: Inter-Faith event, 'New to Somerset' project, 'Ready Steady, Let's Get Cooking!', 'New to Somerset' website re-launched, Portuguese Cultural event	SES2.11.1 - Events and projects	Fri-30-Apr-10	Gender Disability Race		Transformation Fund – inter-generational, cross-cultural, disability, project using ICT promotes equality of opportunity and community cohesion. Inter-cultural community cohesion school project, linking into healthy eating agenda. Portuguese cultural event	Awareness of SSDC staff in relation to different faiths and beliefs groups within the district. People from different communities brought together. People believe that there has been an improvement in relations across local communities.	Local measures using Local Indicators NI1, NI4, NI16, NI24, NI32, NI56		Community Cohesion Budget
Progress:	Inter-Faith event undertaken - 30 representatives from 12 different faiths attended an awareness session at SSDC New 2 Somerset film project successfully completed Dvd produced. 20 positive community role models. Wider participation of project extended to 400 people. Information has been gained on equality mapping and community profiles eg identified East and Central African communities Groups have come forward to consult and engage with the council on issues that effect them. eg guidance to be translated for some housing and council tax forms Ready, Steady, Let's Get Cooking! A Ready, Steady, Let's Get Cooking contest was organised to celebrate the cultural diversity of a local school, (where 18 different languages are spoken), and encourage pupils to learn healthy cooking skills. Celebrity Chef Lesley Waters hosted the culinary competition at Holyrood school in Chard. November 2009. 150 people attended a Portuguese speaking cultural Christmas event New targets: Support International Day of Culture, July 18th. Community Link Worker, (CLW) has been in post since April 2010. The CLW has dealt with a wide range of issues effecting local migrant workers. Support surgeries have been established across the district, and the CLW works closely with our service teams as well as partner organisations and the voluntary and community sector. In total in excess of 300 queries have been dealt with by the CLW.								
SES3.01 - Work with Forum for Equality and Diversity in Somerset, partners, and Somerset	SES3.01.1 - Membership and attendance at the Somerset Gender Network meetings	Fri-31-Dec-10	Gender Disability Race	Community Cohesion Officer Community Link Workers Performance Monitoring	Consultation forums and event(s) provide representative involvement with communities of interest	Inclusive open forums established where community groups can participate	Consultation results and analysis		Existing resources FEDS Somerset Racial Equality Council South Somerset

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
Equality Officers Group on community consultation and engagement				Consultation Officer					Disability Forum (Service level Agreements SLAs) Migration Impact Fund Community Cohesion budget
Progress:	Gypsy and Traveller Forum initiated. CCO has liaised with Sally Woodbury from Friends, Families & Travellers to help set up. The first two meetings have successfully been held with good attendance and interest. Disability Forum strengthened through SLA and planned Village Hall Accessibility review. A series of consultation and engagement activities and events have been undertaken. These include, work with the Somerset Lesbian Network, Women's Equality Network for Somerset, Somerset Black Development Agency, (SBDA) and Midwest European Communities Association, (MECA) The Local Development Framework, Draft Core Strategy had been identified as an area for consultation specifically with hard to hear/reach groups. The Corporate Equalities Steering Group, SBDA, MECA and young people were all specific groups engaged with during the Local Development Framework consultation process. Consultation and engagement focus group completed with MECA on women and access to SSDC services.								
	SES3.01.2 - Forums, focus groups & events	Fri-31-Dec-10	Race Disability Gender	Community Link Workers Community Cohesion Officer Performance Monitoring Consultation Officer	Consultation forums and event(s) provide representative involvement with communities of interest	Inclusive open forums established where community groups can participate	Consultation results and analysis		Existing resources FEDS Somerset Racial Equality Council South Somerset Disability Forum (Service level Agreements SLAs) Migration Impact Fund Community Cohesion budget
Progress:	Gypsy and Traveller Forum initiated CCO has met with Friends, Families & Travellers. Migrant Workers Forum to be jointly initiated with districts and county. Disability Forum strengthened through SLA and planned consultation mystery shopper. A series of consultation events have been planned for the months ahead. These include, work with the Somerset Lesbian Network, Gender Network for Somerset, Somerset Black Development Agency. The Draft Core Strategy has been identified as an area for consultation specifically with hard to hear/reach groups. The Corporate Equalities Steering Group will take the lead in this consultation. Review in December 2010								
SES3.02 - Support the development of the Multi-Faith Forum (MFF) by attending meetings and promoting	SES3.02.1 - Attendance at MFF Events initiated/supported	Fri-31-Dec-10	Disability Race Gender	Community Cohesion Officer	Greater understanding in communities Good relations between faith and belief groups in the community are encouraged Attendance at	Inter-faith/beliefs links established	Inter faith/ beliefs links established Greater understanding in communities Good relations between		Existing resources Community Cohesion budget

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
events					MFF Events initiated/supported Attendance at events		faith and belief groups in the community are encouraged Attendance at MFF Events initiated/supported Attendance at events		
Progress:	Inter-Faith event undertaken - 30 representatives from 12 different faiths attended an awareness session at SSDCCommunity Cohesion Officer has attended MFF meetings								
SES3.03 - Use local and internal media to promote diversity and campaign against ignorance	SES3.03.1 - Press releases, stories published	Fri-31-Dec-10	Gender Disability Race	Community Cohesion Officer Communications Officer	Number of stories regarding diversity reported sensitively. Myth busting/ 'good news' stories sent to press by all partners	Myths and stereotypes challenged through the media	Press releases, stories published		Existing resources Community Cohesion budget
Progress:	Community Cohesion Officer (CCO), has provided input to the communication plan for the Community Cohesion Forum (CCF)CCO has provided a presentation to the CCF on good news stories.Presentation was delivered by CCO to Yeovil District Hospital on equalities and partnership working for the Equality and Diversity conference July 20th. CCO has liaised with Communications Officer to challenge myths and stereotypes, eg Following a national news story regarding the increase in migrants in the South East of England, the local press were keen to publish a similar story. Using local data, it was possible to inform the reporter that the reality has been a drop in the number of migrant workers. BBC Somerset has produced two reports and a radio interview on our Community Link Worker, as well as an item on our NHew 2 Somerset film project: http://news.bbc.co.uk/local/somerset/hi/people_and_places/newsid_8649000/8649407.stm http://news.bbc.co.uk/local/somerset/hi/people_and_places/newsid_9295000/9295972.stm http://news.bbc.co.uk/local/somerset/hi/people_and_places/newsid_8492000/8492254.stm								
SES3.04 - South Somerset Disability Forum to identify barriers to services experienced by disabled customers	SES3.04.1 - Disability groups within the district participate in consultation and engagement through eg focus groups/ forums	Wed-30-Jun-10	Gender Disability Race	SSDC Consultation Officer Community Cohesion Officer South Somerset Disability Forum	SSDF complete a 'mystery shopper' initiative. Outcomes analysed – with Action Plan in place to aim to meet any identified issues	Disability groups within the district participate in consultation and engagement through eg focus groups/ forums Issues relating to access to services identified	Action Plans in place to meet any identified issues		Community Cohesion budget Existing resources
Progress:	SSDF continue to attend SSCESG, participate in consultation and engagement activities and work with Planning to undertake Part M building regulations. New target: Complete Village Hall Access Review by March 2012. Training for SSDC by SSDF was postponed to await the new Equality Act 2010 legislation. SSDF will provide four training events for SSDC staff by March 2012								
SES3.05 - Develop	SES3.05.1 -	Fri-31-	Race	Community Link	Translated leaflets	Greater	Leaflets produced		Existina

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
information leaflets in Portugese and Polish in relation to council tax	Leaflets produced	Dec-10	Disability Gender	Workers Revenues & Benefits	available explaining Council Tax process and procedures and implications of non-payment	understanding of the Council Tax system by Portuguese and Polish speaking communities			resources Migration Impact Fund
Progress:	Leaflets produced and available to staff. New target for May 2011 To produce simple guidelines on specific forms that have been identified as complicated e.g. Change of circumstances, Council tax. (Completed) Template letters completed for Fraud service. Forms identified by Community Link Worker/Chief Officer following referrals/drop in surgeries. Community Champions Group to feed into this process, and identify any relevant leaflets/forms/generic templates that may need translating by Link Workers. Housing and council tax benefits explanation form simplified and tranlated. Careline leaflets translated for Welfar Benefits. Reporting Incidents of Anti-Social Behaviour translated. Park Ranger's leaflet completed.								
SES3.06 - Encourage equality strand representation on Voluntary Sector Forum	SES3.06.1 - Equality strand representation on Voluntary Sector Forum	Wed-31-Mar-10	Gender Disability Race	Third Sector and Partnership Manager	Voluntary and community sector involved in informing equality priorities	Involvement and consultation influences and informs equality priorities	Equality strand representation on Voluntary Sector Forum		Existing resources
Progress:	Voluntary and Community Sector Forum is made up of: South Somerset Mind South Street Day Centre for older people Wincanton Live at Home Scheme South Somerset Disability forum Time Out Together for young People Shine (Mental Health) YOG (Young and Disabled) Yeovil Rotary Victim Support Central Somerset Outdoor learning Partnership Yeovil Opportunity Yeovil Town Council BTCV (Volunteering and Conservation) Somerset County Council Consultation exercise undertaken on SSDC Voluntary Sector Strategy.								
SES3.07 - Establish a Gypsy and Traveller Forum	SES3.07.1 - Gypsy and Traveller Forum established	Fri-30-Apr-10	Race Disability Gender	Planning Friends Families and Travellers Link Worker Community Cohesion Officer Housing Gypsy and Traveller Liaison Officer	Gypsy and Traveller Forum established	Services consult and engage with the Gypsy and Traveller communities Services respond to and are aware of the needs of the Gypsy and traveller communities	Services respond to and are aware of the needs of the Gypsy and traveller communities Gypsy and Traveller Forum established		Existing resources Friends Families and Travellers
Progress:	Following liaison with Sally Woodbury from Friends, Families and Travellers, the South Somerset Gypsy and Traveller Forum was initiated in November 2010. The initial meeting was very successful with positive feedback and good attendance and interest fromthe community and partner agencies. A further meeting took place in January 2011. The aim is to continue on a quarterly basis. (minutes available on the equalities section of the website)								
SES4.01 - Review and update Communications guidance to ensure that differing needs are taken into	SES4.01.1 - Guidance updated	Fri-31-Dec-10	Gender Disability Race	Communications Team Spatial Manager Community Cohesion Officer	Clear approach to translation and interpretation services	Greater access to services and information	Updated information published on Insite/SSDC website		Existing resources

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
account									
Progress:	Identified British Sign Language service contacts now included on Insite Revised Communications strategy (draft) Equality Impact Assessment has been presented to the Corporate Equalities Steering Group, with the Action Plan represented in February 2011. New Action: Publish Corporate Communications guidance June 2011.								
SES4.02 - Review, develop and update 'New to Somerset' website	SES4.02.1 - Website updated	Fri-30-Apr-10	Gender Race Disability	Community Link Workers Community Cohesion Officer Spatial Systems Manager	Information available on website in relation to services facilities and amenities across partnerships third and voluntary sectors	Accessible website available to all new populations in the Somerset area Proactive approach to enable new communities to settle within SSDC	Information regularly updated by partners Forums provide feedback on accessing the website		Community Cohesion budget Existing resources Migration impact Fund
Progress:	The New to Somerset website is no longer operating as it had become obsolete. A full report was submitted to the LSP in November 2010. Partners were advised that the MECA-run website Polski Somerset planned to provide information in Portuguese, and now had a link to the equalities section of SSDC's website. Action to be withdrawn								
SES4.03 - Ensure that contractor commissioned services and grant receivers, regularly review their services and access to them to ensure that they continue to be appropriate and accessible	SES4.03.1 - Procurement Strategy	(not specified)	Race Gender Disability	Procurement Manager	Fully accredited approved supplier list in place for all construction and related services Simple range of guidance leaflets produced to inform Officers on contract management	Equality standards continue to form major element of accreditation process The application of supplier or relationship management continues to ensure that suppliers and commissioning of services via third parties consider and apply equality standards	Simple range of guidance leaflets produced to inform officers on contract management		Existing resources
Progress:	Approved supplier list and officers who needed training have been trained. Guidance notes on Insite under procurement. Procurement champions have been given training. Draft Procurement Strategy has been Equality Impact Assessed and presented to the Corporate Equalities Steering Group.								
SES4.04 - Establish working group between the Partnering and Third Sector Commissioning	SES4.04.1 - Working group established	(not specified)	Gender Race Disability	Procurement Manager	Equality standards are applied to grant aided bodies and commissioning third sector	Working group established that identifies best practice within procurement is strategically applied	Working group established		Existing resources

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
Officer and the Procurement Officer									
Progress:	Delayed Working with Alice Knight to identify how best to take this forward.New target - Review in March 2011 Future action not yet started								
SES4.05 - Officers to adopt the check box approach to equality issues in relation to the contract award process	SES4.05.1 - Check box used by officers	Fri-31-Dec-10	Gender Disability Race	Procurement Manager	Check box approach undertaken in relation to contract awards	Equalities embedded into contracts process	Contractor compliance in relation to equalities		Existing resources
Progress:	Check box system in operation.All contractors from approved list are compliant.New Target:Procurement champions to promote the concept of equalities within the contracting process and how they may achieve this.March 2011								
SES4.06 - Provide training on contract management	SES4.06.1 - Training module developed	Fri-31-Dec-10	Disability Race Gender	Procurement Manager	Staff to attend training	Staff informed and aware of equalities requirements in relation to contracts management	% staff completing training		Existing resources
Progress:	Research into external modules has been undertaken. A training module on contract management is being explored								
SES4.07 - Ensure all staff trained in and aware of equalities legislation	SES4.07.1 - Training modules	Mon-31-Jan-11	Race Gender Disability	External Trainer Community Cohesion Officer E-Learning Learning & Development	Staff aware of equality legislation Staff to be trained	Fair and equitable service delivery Staff aware of equality legislation	% staff completing training		Existing resources Corporate Training
Progress:	Researching external modules for contract management training. Procurement training sessions for the autumn linking to the Equality Act 2010.								
SES4.08 - Human rights issues are considered and addressed for staff and when delivering services to customers and clients	SES4.08.1 - Staff survey customer surveys confirm satisfaction	(not specified)	Race Gender Disability	Service Managers Community Cohesion Officer	Analyse survey results Provide guidance and information	Fair and equitable service delivery Staff aware of equality legislation	Guidance and information updated regularly with regard to changing case law Customer satisfaction and complaint monitoring		Existing resources Equality South West/SW SW RIEP training events
Progress:	Case law and information have been uploaded onto Insite eg Planning and EIAs Human Rights links published on Insite and Website CCO to develop equalities training to incorporate human rights issues April 2011 Equalities Champion Group to provide information on customer satisfaction and								

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
complaints through service monitoring.									
	SES4.08.2 - Human rights issues addressed within reports	(not specified)	Disability Gender Race	Service Managers Community Cohesion Officer	Analyse survey results Provide guidance and information	Fair and equitable service delivery Staff aware of equality legislation	Guidance and information updated regularly with regard to changing case law Customer satisfaction and complaint monitoring		Existing resources Equality South West/SW SW RIEP training events
Progress:	Case law and information have been uploaded onto Insite eg Planning and EIAs Human Rights links published on Insite and Website New Target: January 2011 Liaise with Customer Focus team in relation to customer satisfaction and complaint monitoring. CCO to develop equalities training to incorporate human rights issues Jan 2011								
SES4.09 - Update the website to include welcome and information in other languages (Polish Portuguese, British Sign Language BSL)	SES4.09.1 - Messages translated	(not specified)	Disability Race Gender	Community Link Workers Communications Community Cohesion Officer Spatial Systems Manager	Welcome messages translated into other languages (Polish, Portuguese, BSL)	Information accessible	Welcome messages translated into other languages (Polish, Portuguese, BSL) Website updated		Communications Community Cohesion Budget Existing resources Migration Impact Fund Transformation Fund
Progress:	Messages have been translated New target: produce BSL video clips by June 2011								
SES4.10 - Update website and Insite on equalities diversities and human rights issues	SES4.10.1 - Website updated	(not specified)	Disability Race Gender	Community Cohesion Officer Community Link Workers	Relevant and current information shared	Information accessible and shared	Information regularly updated on website Forums feedback on accessibility		Existing resources Migration Impact fund
Progress:	EIA schedule guidance templates SSDC website and Insite have been regularly updated on equalities issues. The equalities page on the new website has been planned and established								
SES5.01 - Monitor and implement workforce strategy. Review workforce profile (including applications shortlists leavers)	SES5.01.1 - Review of existing procedures and workforce profile	Fri-31-Dec-10	Gender Race Disability	Human Resources Manager	External and internal interviews are conducted in accordance with equalities policies Job evaluations are carried out to ensure equality aspects of the workforce strateav	Workforce representative of the local communities	% of strands represented within workforce		Existing resources

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
training and promotion) by equality strand					are properly implemented Potential areas for action to improve representation identified				
Progress:	Data is reported quarterly through TEN system. Eg for this quarter 1.82% of workforce are recorded as having a disability, and 32% of our top 5% of earners are women.								
SES5.02 - Set employment objectives in accordance with departmental service plan needs. Where exceptions to policies identified positive action is required.	SES5.02.1 - Employment objectives set	(not specified)	Disability Race Gender	Human Resources Manager	Profile is tracked via appraisals exit interviews and internal transfer interviews	Representative workforce	Employment objectives set		Existing resources
Progress:	Service plans are used to decide what the future human resource requirement will be. Currently minimal turnover and recruitment so trends static.								
SES5.03 - SSDC reports all statutory monitoring required using the Trent database	SES5.03.1 - Employment data is monitored analysed and published	Fri-31-Dec-10	Race Disability Gender	HR Managers to update database	Employment data updated and published	Actions identified to reverse any trends where there is disproportionality	Employment data updated and published		Existing resources
Progress:	Quarterly profile reporting. Currently minimal turnover and recruitment so trends static.								
SES5.04 - Impact assess employment procedures	SES5.04.1 - EIA completed	Sat-31-Dec-11	Gender Race Disability	HR	Identify gaps in fair recruitment selection and training Action Plan developed to address any required amendments	People management processes Equality Impact Assessment to ensure equality outcomes Actions taken link to profile	EIA completed		Existing resources
Progress:	Services now aware of and are advertising new vacancies on SREC and Polskisomerset.								
SES5.05 - Consult with Trade Unions on all changes in relation to terms, conditions and equal pay. Monitor actions from equal	SES5.05.1 - Consultation undertaken	Sat-31-Dec-11	Race Disability Gender	GMB Trade Union Human Resources Manager Unison Trade Union	Consultative Committee continues to monitor actions identified from monthly meetings implemented	Equal pay audit Progress towards equal pay	Consultation completed		Existing resources

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
pay audit.									
Progress: Bullying and harassment complaint data analysed Gender Audit produced and published. New target; continue to review and report.									
SES5.06 - Provide equalities and diversity, community cohesion training and development opportunities Monitor evaluation and access to training across equality strands	SES5.06.1 - Staff trained	Fri-31-Dec-10	Disability Race Gender	Learning & Development Community Cohesion Officer	Training programme continues to be developed and incorporated into the Corporate Training Plan E-learning available Equality & Diversity training provided at Corporate Induction Specific specialist training provided as required (external trainer eg EFLG) Equalities, diversity community cohesion information posted on Intranet (Insite), 'New to Somerset' and Polski Somerset websites	Set improvement measures on access to training if identified	% of staff completed training % of staff who receive training across equality strands		Existing resources SW RIEP
Progress: Community Cohesion Officer has undergone ILM Equalities facilitator trainingx 4 half day Equalities, diversity and community cohesion information is regularly posted on SSDC website, Insite and on Polskisomerset website. Equalities training has been postponed whilst awaiting guidance and Codes of Practice for the new Equality Act 2010. Training programme being developed, all new Members will receive training in July 2011, training for new Members in relation to Planning will take place in May 2011. Staff training on equalities to be rolled out from May 2011. Equality presentation given by CCO at Corporate Induction.									
SES5.07 - Establish a supplier's list of all training providers	SES5.07.1 - List completed and updated twice a year	Fri-31-Dec-10	Disability Race Gender	Learning & Development Manager	Equalities issues mainstreamed into all training	Equalities embedded within delivery of all training provided	Supplier's list established that ensures all providers mainstream equalities issues into training programmes		Existing resources
Progress: List of training suppliers collated									
SES5.08 - Develop coaching/mentoring approaches by line managers within performance	SES5.08.1 - Coaching /mentoring approach initiated	Fri-31-Dec-10	Gender Disability Race	Learning & Development Manager Human Resources	Coaching /mentoring approach initiated	Skills improvement for staff Different approaches to staff support in place	Coaching/mentoring approach with performance management system		Existing resources

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
management system									
Progress:	Coaching/ mentoring is one option available that may be adopted by a line manager to help improve performance.Review target date for February 2011 once new restructure has been in place(future action, not yet started)								
SES5.09 - Monitor bullying and harassment complaints	SES5.09.1 - Data collected	Fri-31-Dec-10	Disability Race Gender	Human Resources Manager	Grievances tracked Robust enforcement of policies and procedures continues	Actions arising from complaints and observed breaches of procedures immediately acted upon and followed through according to policies	Information available to all staffData collated and produced		Existing resources
Progress:	Training sessions provided by Learning and Development Ongoing monitoring bullying and harassment complaints are logged and reviewed. There have been 2 logged in the past 12 months. Continue to monitor and report.								
	SES5.09.2 - All incidents monitored	Fri-31-Dec-10	Race Gender Disability	Human Resources Manager	Grievances tracked Robust enforcement of policies and procedures continues	Actions arising from complaints and observed breaches of procedures immediately acted upon and followed through according to policies	Information available to all staff Data collated and produced		Existing resources
Progress:	Training sessions provided by Learning and Development Ongoing monitoring bullying and harassment complaints are logged and reviewed. There have been 2 logged in the past 12 months. Continue to monitor and report.								
SES6.0 - Equality implications inform the setting of objectives in management and individual appraisals	SES6.0.1 - Equalities question to be included on appraisal form	Wed-30-Jun-10	Gender Disability Race	Human Resources Manager Service Managers	Guidance for managers on new system to include clear instructions on equalities Process in place for tracking	All staff aware of their responsibilities and accountabilities to the equalities agenda	All staff informedEqualities embedded within appraisal process		Existing resources
Progress:	There is now an equalities question on the appraisal form.								
SES6.01 - Engage and involve staff in service transformation and in developing new	SES6.01.1 - Sounding Board	(not specified)	Gender Disability Race	Service Managers Trade Unions Human Resources Manager	Staff involved through team meetings and audited individual discussions	Staff feel involved and proactively engaged	Staff forums Staff survey Sounding Board		Existing resources

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
roles and ways of working									
Progress: Sounding board now replaced by Staff Awareness sessions - Lead is Chief Executive. Minutes available on Insite									
SES6.02 - Initiate a cross-strand Staff Support Network Forum	SES6.02.1 - Staff Support Network forum established	Fri-31-Dec-10	Disability Gender Race	Spatial Systems Manager Unions Community Cohesion Officer	A Staff Support Network Forum is available on the Intranet (Insite)	Staff from different strands feel supported	A Staff Support Network Forum is available on the Intranet (Insite)		Existing resources
Progress: Future action, not yet started.									

Scrutiny Committee – 1st March 2011

10. Update on Sort It Plus Service

Executive Portfolio Holder: Tom Parsley, Environment and Waste
Strategic Director: Vega Sturgess, Operations & Customer Focus
Contact Details: 01935 462200 or vega.sturgess@southsomerset.gov.uk

Purpose of Report

To update Scrutiny members on the roll out of Sort It Plus across South Somerset.

Action Required

That members of the Scrutiny Committee discuss the report, noting the progress made to date and the plans for phase 2 of the roll out.

Progress Update

Members will be aware that the roll out of the Sort-It+ service was in two phases, the first in October 2010 covering over 20,000 households in South Somerset and the second phase starting imminently with all eligible households in the district being on the service by the end of March 2011.

At the point of writing this report, we have completed all preparations and are beginning to implement Phase Two. Appendix One is an example of the letter sent to parish councils and outlines the progress of the roll out and answers some frequently asked questions. Some additional points are laid out below:

- Staff at Somerset Waste Partnership (SWP) work with the contractor, May Gurney (MG) to discuss how best to phase the roll outs across the county. Roll outs in Taunton Deane and Sedgemoor have led to learning and continuous improvement in the subsequent plans.
- Staff at SSDC's Customer Services and Spatial Systems teams support the SWP staff by helping identify the households in each round and phase of the roll out and by tailoring publicity and communications to fit the South Somerset context.
- All parishes and elected district members are informed when the roll out is taking place in their parish and ward (see Appendix One of the report). Media releases are also issued.
- The roll out in the autumn was completed according to the project plan, and was well received by the public.
- The new style of recycling collection vehicle is performing extremely well although members will be aware that there were some problems with completing rounds following Christmas and the snow and ice due to the exceptional amounts of material presented at the kerbside.
- The comprehensive preparation for Phase One proved worthwhile. There were remarkably few teething problems which can be evidenced by the lack of impact on the performance of the Customer First team. (See Appendix Two). Thanks should be expressed to all at SWP who worked exceptionally hard to ensure that the roll out

went smoothly, to the contractors who ensured that it all happened and to SSDC staff who supported either the preparation or by answering any customer queries.

- Preparations for Phase Two started as soon as Phase One was completed.
- Box and leaflet deliveries are being completed in record time for Phase Two. As of February 15 2011, contractors have delivered over 23,000 boxes to households in about eight days. Despite this, they have made very few mistakes, with rectification reports low. Currently we have only received 27 reports of boxes not being delivered, a failure rate of 0.11%. Undoubtedly there will be a few residents that are not yet aware that they are missed, but box delivery is the most notoriously difficult operation of the roll out.
- The information in the box tells the customer when their first collection will be, informs them of the way to present their plastic bottles and cardboard and reminds residents of what could already be recycled.
- This information appears to stimulate an increased volume of requests for extra boxes and food waste containers from residents who have not previously recycled or who want more storage capacity for their materials.
- Specific information regarding the timescale of the roll out is also on the 'Your Neighbourhood' section of the website. Residents simply insert their postcode and the website will tell them their refuse, recycling and garden waste collection days along with the first day of plastic bottle and cardboard recycling.
- Phase Two is taking place over a number of weeks. This "soft start" approach enables the crews to learn the new rounds and manage the large amount of stored materials set out by customers during the first two collection weeks.

In summary, Phase One was completed extremely successfully. It is acknowledged that Phase Two is twice as extensive and is being run concurrently with a large roll out in Mendip. There is also some risk of adverse weather affecting a roll out at this time of year. Notwithstanding the potential for some teething problems the experience so far tells us that the residents are pleased with the new service, the crews are able to collect the increased range of materials using the new vehicles and the rounds appear to be both planned and resourced well.

APPENDIX ONE – EXAMPLE OF COMMUNICATION TO PARISH COUNCILS AND DISTRICT COUNCILLORS

To all Parish & Town Councils

Date: _____
 Your Ref: _____
 Our Ref: vs.gm
 Ask For: Mrs Vega Sturgess
 Direct Line: 01935 462200
 e-mail: vega.sturgess@southsomerset.gov.uk

Dear Parish Councillors

Good news! The remaining phases of roll out for SORT IT PLUS – the cardboard and plastic bottle kerbside recycling are about to start in South Somerset. This is a service people have been telling us they want for many years so it is excellent news that we have been able to progress it to completion.

Somerset Waste Partnership (SWP) began collections from the first phase of over 20,000 households in October 2010 and collections have gone well. The remaining households in South Somerset will now have collections start between 28th February and 1st April 2011.

The new collection rounds have been worked out carefully but do not follow the town and village boundaries, so we are inputting the data onto the 'My Neighbourhood' section of the front page of South Somerset District Council's website shortly, see www.southsomerset.gov.uk. Residents joining the service in these phases can look here to see when their first collection will be.

You may receive queries from your residents when the extra box and information pack is delivered to them. Delivery of these boxes starts from 14th February and will take six weeks to complete.

Why is it being phased and not all rolled out in one week?

Firstly, it simply cannot be done with over 72,000 homes in South Somerset. Secondly, well-planned, phased roll outs allow staff, vehicles and depots to cope with the new ways of working.

I suspect that some residents may ask you why we are putting on a new service in this current period of austerity. The simple answer is that it will increase our recycling rates and reduce the amount of waste being put into landfill, but crucially it will actually save Somerset council taxpayers money in the long run.

How? The rising costs of sending waste to landfill are starting to overtake the costs of recycling. As part of the innovative Somerset Waste Partnership, we have also negotiated discounts and financial assistance to support the services, including a national first in securing financial input from a retailer. For the next five years, Marks & Spencer is contributing £73,000 per year, Somerset County Council £78,000, and the contractor £64,000. In the long term, this will provide a popular service AND represent a saving.

I have enclosed one of the leaflets that will be given to residents which will tell you more about the service. To make it easier for residents, both recycling boxes will be marked with the materials that can be put into them (the new box is printed and a sticker is

provided for the existing box). In addition, during the roll out period there are no planned changes for collection days.

Residents may query why we are only able to accept plastic bottles and not other types of plastic. This is because most re-processors in the UK are currently unable to recycle these types of plastics. SWP is keeping this under review and will consider collecting other plastics if it is affordable with reliable outlets found, preferably in the UK.

If you have any queries on the service, then I would be delighted to answer them

Yours faithfully

Vega Sturgess

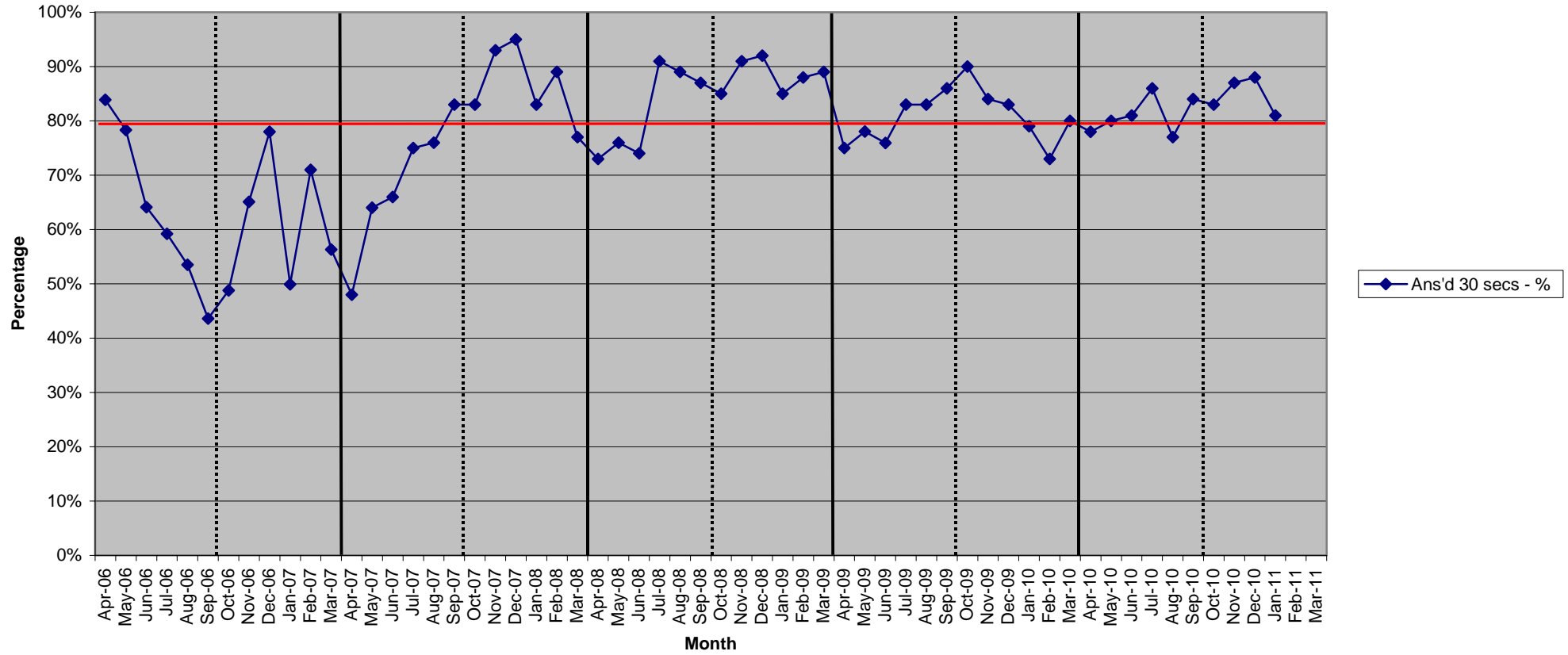
Mrs Vega Sturgess
Strategic Director (Operations & Customer Focus)

In partnership with

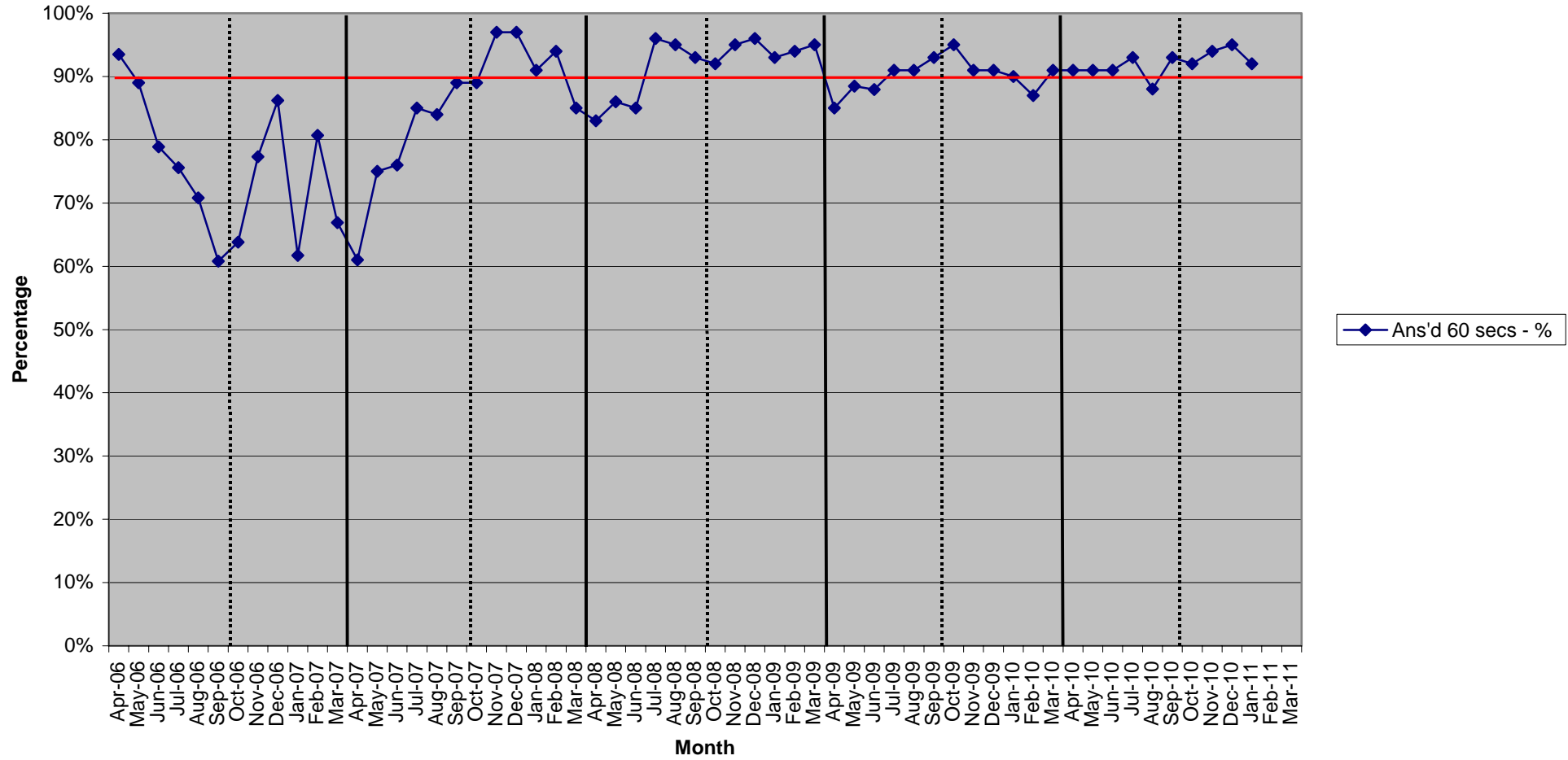


APPENDIX TWO – PERFORMANCE OF THE CUSTOMER FIRST TEAM OVER THE PERIOD OF THE SORT IT PLUS ROLL OUT PHASE ONE

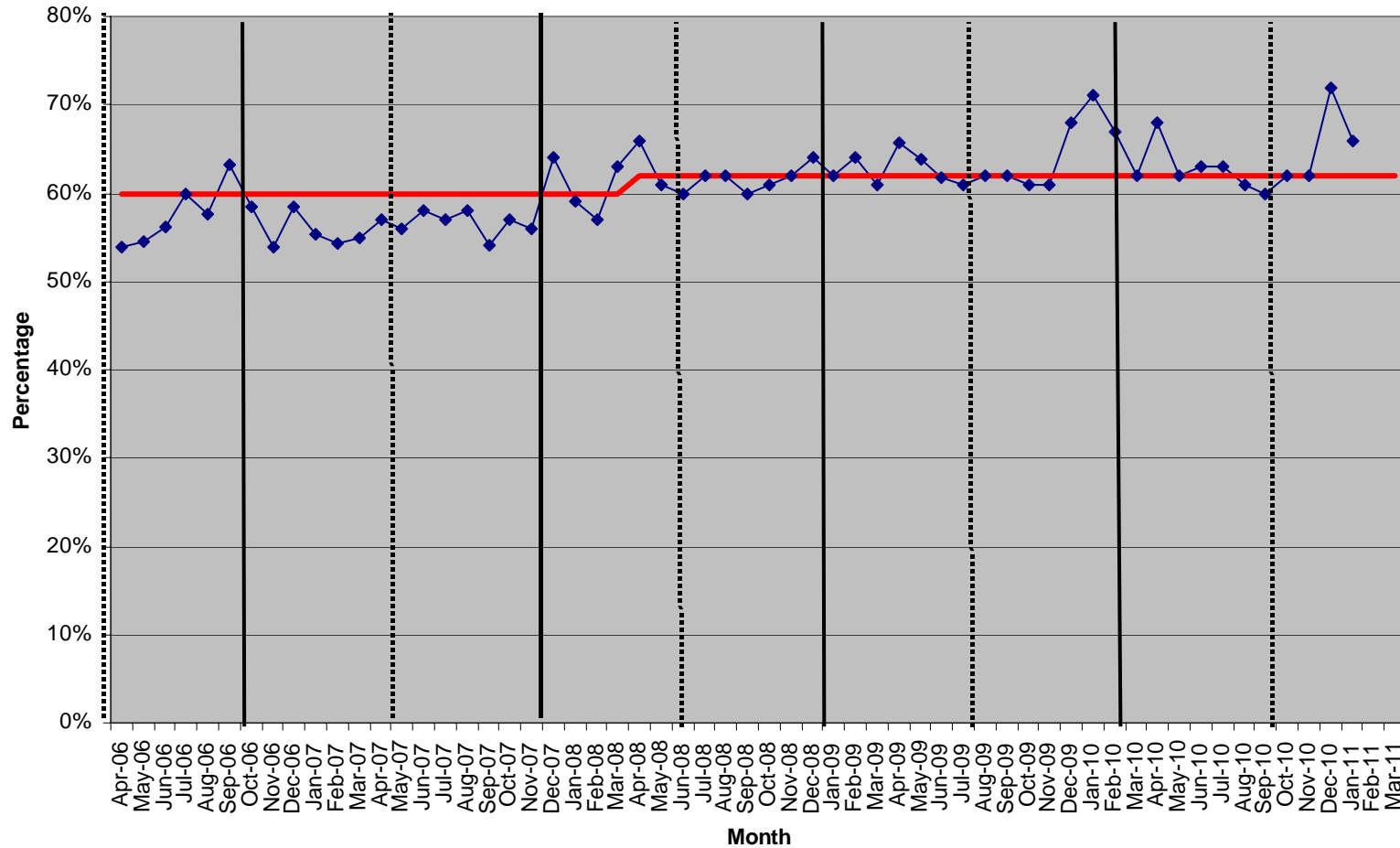
Calls Answered Within 30 secs



Calls Answered Within 60 secs



% Calls Resolved



Notes:
Dec10: Snow - High number of calls on waste/recycling resolved by team.
Apr10: General Election
Mar10: Garden Waste renewals and new subscribers
Feb10: CTAX bills
Jan10: Snow
Mar08 - Apr08: Waste rezoning

◆ % Calls Resolved

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12. Reports to be considered by District Executive on 3rd March 2011

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 3rd March 2011.

Members are asked to read the reports and bring any concerns/issues from the reports to be discussed at the Scrutiny Committee meeting on 1st March 2011.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 3rd March 2011.

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13. Scrutiny Work Programme

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
1 st March 2011	Website Review	✓			At the Scrutiny Committee meeting on 3 rd 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
1 st March 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
1 st March 2011	Single Equality Scheme Progress Report	✓			Six-month review of the Action Plan.	Ensure safe, sustainable and cohesive communities	Jo Morgan, Community Cohesion Officer
1 st March 2011	Recommendations from the Partnerships Task and Finish Review	✓			Scrutiny Committee agreed to establish a Task and Finish Review in July 2010 to review all SSDC partnerships on the partnership register, with a view to rationalising the number of partnerships and ensure that the remaining partnerships are achieving value for money.	Deliver well-managed, cost effective services valued by our customers	Beck Sanders, Scrutiny Manager Councillor Martin Wale

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
05/04/11	Community Transport	✓			Pending the outcome of discussions at the Area North Committee on 23 rd February 2011	Deliver well-managed, cost effective services valued by our customers	Emily McGuinness, Scrutiny Manager
31/05/11	Review of Scrutiny Work Programme	✓			Members to consider items for the 2011/12 Annual Scrutiny Work Programme		Emily McGuinness Scrutiny Manager
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
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 th 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	Wind Turbine at Yeovil Innovation Centre	✓			Update report to Scrutiny Committee following discussions with the manufacturer of the wind turbine on their intentions over the next 12 months.	Enhance the environment, address and adapt to climate change	Vega Sturgess, Strategic Director (Operations & Customer Focus) Cllr Tom Parsley Environment & Property

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14. 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 or 01935 462148

Purpose of the Report

To inform members of the current Executive Forward Plan. Please refer to the District Executive agenda for 3rd March 2011 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

Scrutiny Committee – 1st March 2011

15. Date of Next Meeting

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 5th April 2011 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.

Confidential Item

The Committee is asked to agree that the following report be considered in Closed Session by virtue of the Local Government Act 1972, Schedule 12A under Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).

16. SSDC Partnerships