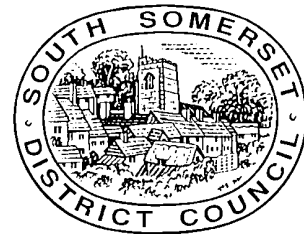


South Somerset District Council

Notice of Meeting



Scrutiny Committee

Making a difference where it counts

Tuesday 31st May 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 Friday 20th May 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

Cathy Bakewell
John Calvert
Tim Inglefield
Pauline Lock

Tony Lock
Paul Maxwell
Graham Oakes
Wes Read

Linda Vijeh
Martin Wale
Colin Winder

Information for the Public

What is Scrutiny?

Scrutiny is a key role for non-executive councillors. In this Council the scrutiny role involves reviewing and developing policy, scrutinising organisations external to the council and holding the executive to account

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 31st May 2011

Agenda

Preliminary Items

1. To approve as a correct record the minutes of the meeting held on 5th April 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

Items for Discussion

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Scrutiny Committee – 31st May 2011

1. Minutes

South Somerset District Council

Draft minutes of the meeting of the **Scrutiny Committee** held on **Tuesday 5th April 2011** in the Main Committee Room, Council Offices, Brympton Way, Yeovil

(10.00 a.m. – 10.45 a.m.)

Present:

Members: Councillor Sue Steele (Chairman)

Dave Bulmer
Geoff Clarke
Carol Goodall
Tony Lock
Pat Martin

Roy Mills
Keith Ronaldson
Angie Singleton
Alan Smith
Martin Wale

Officers:

Rina Singh	Strategic Director (Place and Performance)
David Norris	Development Control Manager
Neil Waddleton	Section 106 Monitoring Officer
Emily McGuinness	Scrutiny Manager
Becky Sanders	Scrutiny Manager
Jo Morris	Committee Administrator

167. Minutes (Agenda Item 1)

The minutes of the meetings held on 1st March 2011 and 24th March 2011, copies of which had been circulated, were approved as a correct record and signed by the Chairman subject to the following amendment:

Minutes 1st March

Minute 153 under bullet point 3 - the word aboard to be corrected to read abroad

168. Apologies for Absence (Agenda Item 2)

Apologies for absence were received from Councillors John Calvert and John Richardson.

169. Declarations of Interest (Agenda Item 3)

There were no declarations of interest.

170. Public Question Time (Agenda Item 4)

There were no members of the public at the meeting.

171. Issues arising from Previous Meetings (Agenda Item 5)

There were no issues raised from previous meetings.

172. Chairman's Announcements (Agenda Item 6)

The Chairman thanked the members for all their contributions to the Scrutiny Committee during the past successful year. She mentioned special farewells to Councillors Keith Ronaldson, Geoff Clarke and Pat Martin and wished the other members well who were standing in the forthcoming elections in May.

173. Verbal Updates on reports considered by District Executive on 3rd March 2011 (Agenda Item 7)

It was reported that the District Executive had taken on board all the comments raised by Scrutiny members at the last meeting.

174. Reports to be considered by District Executive on 7th April 2011 (Agenda Item 8)

Members considered the reports contained in the District Executive agenda for 7th April 2011.

Section 106 Planning Obligations – Applications to vary of discharge the requirements of a planning obligation

The Development Control Manager presented the report, which outlined the proposed process for dealing with applications that seek to vary the requirements contained within a completed Section 106 Agreement. The report also provided members with a copy of the Section 106 monitoring report that will be used to provide members with information on a 6 monthly basis with information on the process of monitoring Section 106 agreements.

Officers responded to questions and comments raised by members on various points of detail in the report.

During discussion, members requested that the Scrutiny Committee should look at strategic sport and leisure contributions.

The Chairman agreed to take the following comments forward to District Executive.

Support for Household Waste Recycling Centres

Members sought clarification over recommendation 2 and the liability of risk associated with the closure of the HWRC Site. The report states on page 6, That any risks associated with the closure of the sites, i.e. notice periods, redundancy or judicial review, are wholly taken by Somerset County Council.

At the Waste Board meeting on 25 March, there was some discussion on this topic and it was agreed that Section 17.1 of the Inter Authority Agreement specifies that all risks associated with the decisions of the Waste Board must be shared amongst all partners. Scrutiny sought clarification over whether the decision to close the HWRC's was a decision of the Waste Board or was in fact a decision of Somerset County Council and the impact this would have on where liability lies.

Members also sought clarification over the exact use of the £13,000 and whether this would be used to cover the risk of income shortfall as well potential costs associated with Judicial reviews.

Exclusion of the Press and Public

In accordance with Section 100A(4) of the Local Government Act 1972 (as amended), the Committee resolved that the press and public be excluded from the meeting for the following item in view of the likely disclosure of exempt information as described in 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).

SSDC Partnerships

With reference to recommendation 3 –

Who will be undertaking the reviews – it is vital that the review is independent.
What do you envisage will be achieved that is different to what has already been achieved by Scrutiny?

Members would like to be sent copies of the Terms of reference for the proposed reviews as well as anticipated timescales

175. Executive Forward Plan (Agenda Item 9)

The Committee noted the details of the District Executive Forward Plan as attached to the agenda for the meeting to be held on 7th April 2011.

RESOLVED: That the Executive Forward be noted as outlined in the District Executive agenda for 7th April 2011.

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

176. Date of Next Meeting (Agenda Item 10)

Members noted that the next meeting of the Scrutiny Committee would be held on Tuesday 31st May 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.

Councillor Pat Martin expressed her thanks to the Chairman for her excellent chairing skills during the meeting.

.....
Chairman

Scrutiny Committee – 31st May 2011

7. Verbal update on reports considered by District Executive on 7th April 2011

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

The Chairman will update members on the issues raised by Scrutiny Members at the District Executive meeting held on 7th April 2011.

Scrutiny Committee – 31st May 2011

8. Reports to be considered by District Executive on 2nd June 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 2nd June 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 31st May 2011.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 2nd June 2011.

Scrutiny Committee – 31st May 2011

9. Verbal update from the Local Strategic Partnership (South Somerset Together) meeting held on Friday 27th May 2011

The Chairman will update members on the meeting of the Local Strategic Partnership (South Somerset Together) held on Friday 27th May 2011.

Scrutiny Committee – 31st May 2011

10. Scrutiny Work Programme 2011/12

Head of Service: Ian Clarke, Assistant Director – Legal and Corporate Services
Lead Officer: Emily McGuinness, Scrutiny Manager
Contact Details: Emily.mcguinness@southsomerset.gov.uk or (01935) 462566

Purpose of the Report

To provide members of the Scrutiny Committee with some background information about the role of the Scrutiny Work Programme.

Action Required

Members of the Scrutiny Committee are asked to discuss any suggestions received for inclusion in the Scrutiny Work Programme for 2011/12

Report

Why do we need a Scrutiny Work Programme?

Setting the Work Programme for the Scrutiny function is an important stage in the Scrutiny process. An effective Scrutiny work programme will identify the key topics that Scrutiny will consider over the coming year.

A well planned Scrutiny function will help both officers and members plan their workloads as well as providing a clear picture to the public of planned Scrutiny activity.

Who sets the Overview and Scrutiny Work Programme?

It is vital that members of the Scrutiny function take responsibility for both drawing up and managing their own work programme. The Overview and Scrutiny Work Programme is not approved by any body other than the main Scrutiny Committee. However, in the interest of improved co-ordination between all member level bodies, the Work Programme should be reported regularly to Full Council and be easily accessible to all members and officers, perhaps through regular agenda items on officer level meetings such as Senior Managers Board and Senior Managers Forum.

What are some key principles for setting Scrutiny Work Programmes?

- Topics included in the Work Programme must add value to the work of the Council in delivering services to our residents
- Where possible involve partners, stakeholders and the public
- Allow some flexibility to enable topics to be included as they arise.
- What are the possible sources for identifying items for the Scrutiny Work Programme?

There are many different ways to identify issues for the Scrutiny Work Programme, one of the most important being suggestions from Councillors. Other sources can include:

- Suggestions from elected members (especially non-executive members)

- Directly from members of the public through our 'Have your say' Scrutiny section on the Website
- Executive Forward Plan
- Issues identified through Area Committees
- Issues identified through the budget setting and monitoring process
- Issues identified through the performance management role of Scrutiny

It is important to bear in mind the points raised earlier about Scrutiny adding value when selecting items for the Scrutiny Work Programme. The Scrutiny Work Programme should reflect all types of Scrutiny activity such as policy reviews, reviews of external organisations and holding the Executive to account.

The Scrutiny Manager will support members at all stages of formulating the Scrutiny Work Programme and will ensure that relevant advice and information is available to anybody wishing to propose an item for the Scrutiny Work Programme.

The Scrutiny Work Programme is a 'living document' by which we mean it can be added to or amended as and when issues arise, but it is important that a broad framework is agreed by members of the Scrutiny Committee at the beginning of the year (May).

All members of the Committee have been invited to submit initial suggestions in advance of this meeting. Any suggestions received will be 'worked – up' by the Scrutiny Manager to enable Scrutiny members to have an informed discussion on the potential work programme items.

There are some elements of the Work Programme that are non-optional such as budget monitoring and performance management – such items will automatically be included in the Scrutiny Work Programme.

Scrutiny Work Programme 2011/12

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
31/05/11	Review of Scrutiny Work Programme	✓			A report outlining the purpose and function of the Scrutiny Work Programme and asks Members to consider items for the 2011/12 Annual Scrutiny Work Programme.		Emily McGuinness Scrutiny Manager
30/08/11	Local Strategic Partnership (South Somerset Together) – Annual Review	✓			An annual report is submitted to the Scrutiny Committee outlining the key achievements of the LSP over the past 12 months and priorities for the coming 12 months.	Ensure safe, sustainable and cohesive communities	Saveria Moss – LSP Co-ordinator Chair of the LSP
30/08/11	Single Equality Scheme Action Plan	✓			Six monthly review of the Action Plan	Ensure safe, sustainable and cohesive communities	Jo Morgan, Community Cohesion Officer Councillor Jo Roundell Greene, Environment & Economic Development

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
01/11/11	Somerset Waste Partnership Budget setting	✓			As a result of issues raised through the budget setting process it was agreed that the Somerset Waste Partnership will formally consult Scrutiny this year.	Deliver well-managed, cost effective services valued by our customers	Vega Sturgess, Strategic Director Councillor Jo Roundell Greene, Environment & Economic Development
31/01/12	Update on the Park Home Project	✓			At the Scrutiny Committee meeting on 1 st February members received an update on the management of park home sites and requested a 12 monthly report on this issue.	To improve the housing, health and well-being of our citizens	Steve Joel, Assistant Director (Health and Well-Being) Councillor Ric Pallister Leader – Strategy and Policy
TBC	Update on Community Safety	✓			Scrutiny members to review the performance of Community Safety arrangements.	Ensure safe, sustainable and cohesive communities	Alice Knight, Third Sector and Partnerships Manager Councillor Tony Fife Strategic responsibility for Community Safety

Scrutiny Committee – 31st May 2011

11. Date of Next Meeting

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