

**South Somerset District Council**

*Notice of Meeting*



# Scrutiny Committee

*Making a difference where it counts*

**Tuesday 5<sup>th</sup> July 2011**

**10.00 am**

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

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The public and press are welcome to attend.

Disabled Access is available at this meeting venue.



If you would like any further information on the items to be discussed, please ring the Agenda Co-ordinator, **Jo Morris** on Yeovil (01935) 462462

email: [jo.morris@southsomerset.gov.uk](mailto:jo.morris@southsomerset.gov.uk), website: [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)

This Agenda was issued on Monday 27<sup>th</sup> June 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](http://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  
Colin Winder  
Martin Wale

## Information for the Public

### What is Scrutiny?

The Local Government Act 2000 requires all councils in England and Wales to introduce new political structures which provide a clear role for the Council, the Executive and non-executive councillors.

One of the key roles for non-executive councillors is to undertake an overview and scrutiny role for the council. In this Council the overview and scrutiny role involves reviewing and developing, scrutinising organisations external to the council and holding the executive to account

Scrutiny also has an important role to play in organisational performance management.

The Scrutiny Committee is made up of 14 non-executive members and meets monthly to consider items where executive decisions need to be reviewed before or after their implementation, and to commission reviews of policy or other public interest.

Members of the public are able to:

- attend meetings of the Scrutiny Committee except where, for example, personal or confidential matters are being discussed;
- speak at Scrutiny Committee meetings; and
- see agenda reports.

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

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

The Council's Constitution is also on the 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 5<sup>th</sup> July 2011

### Agenda

#### *Preliminary Items*

1. **To approve as a correct record the minutes of the previous meeting held on 31<sup>st</sup> May 2011**
2. **Apologies for Absence**
3. **Declarations of Interest**

In accordance with the Council's Code of Conduct, which includes all the provisions of the statutory Model Code of Conduct, Members are asked to declare any personal interests (and whether or not such an interest is "prejudicial") in any matter on the agenda for this meeting. A personal interest is defined in paragraph 8 of the Code and a prejudicial interest is defined in paragraph 10.

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*

#### *Page Number*

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| 8.  | <b>Reports to be considered by District Executive on 7<sup>th</sup> July 2011 .....</b>                     | <b>8</b>  |
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Scrutiny Committee – 5<sup>th</sup> July 2011

## 1. Minutes

### South Somerset District Council

**Draft minutes** of the meeting of the **Scrutiny Committee** held on **Tuesday 31<sup>st</sup> May 2011** in the Main Committee Room, Council Offices, Brympton Way, Yeovil

*(10.00 a.m. – 11.40 a.m.)*

#### **Present:**

**Members:** Councillor Sue Steele (Chairman)

Cathy Bakewell  
Dave Bulmer  
John Calvert  
Carol Goodall  
Tim Inglefield  
Pauline Lock

Tony Lock  
Paul Maxwell  
Wes Read  
Martin Wale  
Colin Winder

#### **Also Present:**

Councillors Ric Pallister, Tim Carroll, Tony Fife, Henry Hobhouse, Jo Roundell Greene, Sylvia Seal, Peter Seib and Marcus Fysh

#### **Officers:**

Rina Singh	Strategic Director (Place & Performance)
Vega Sturgess	Strategic Director (Operations & Customer Focus)
Jayne Beevor	Principal Accountant – Revenue Budgets
Amanda Card	Finance Manager
Laurence Willis	Assistant Director (Environment)
Sue Eaton	Performance Manager
Emily McGuinness	Scrutiny Manager
Becky Sanders	Scrutiny Manager
Jo Morris	Committee Administrator

## 1. Minutes (Agenda Item 1)

The minutes of the meeting held on 5<sup>th</sup> April 2011 were approved as a correct record of the proceedings and signed by the Chairman.

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

Apologies for absence were received from Councillors Graham Oakes and Linda Vjeh.

### 3. **Declarations on Interest (Agenda Item 3)**

With reference to Agenda Item 8 – Reports to be considered by District Executive on 2<sup>nd</sup> June 2011 Item 13 - Yeovil Town Centre Management, it was noted that Councillors Tony Lock and Wes Read were members of Yeovil Town Council who were representatives on the Yeovil Town Centre Partnership.

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

There were no members of the public at the meeting.

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### 5. **Issues Arising from Previous Meetings (Agenda Item 5)**

There were no issues raised from previous meetings.

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

The Chairman welcomed the new members to the Scrutiny Committee.

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### 7. **Verbal Update on Reports Considered by District Executive on 7<sup>th</sup> April 2011 (Agenda Item 7)**

The Chairman confirmed that District Executive had noted Scrutiny's comments with reference to the reports on Support for Household Waste Recycling Centres and SSDC Partnerships.

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### 8. **Reports to be considered by District Executive on 2<sup>nd</sup> June 2011 (Agenda Item 8)**

Members considered the reports contained in the District Executive agenda for 2nd June 2011.

#### **Quarterly Performance and Complaints Monitoring Report – 4<sup>th</sup> Quarter 2010/11**

The Performance Manager introduced the performance monitoring report covering the period to the end of the fourth quarter of 2010/11. She commented on those areas highlighted under 'performance exceptions' where performance is below target levels. Reference was also made to the number of complaints received by the Council.

One member referred to Indicator NI192 – Percentage of household waste sent for reuse, recycling and composting and made the comment that if the trend shows that this figure is constantly decreasing due to thinner newspapers etc. would it not be worth amending the target accordingly to make the target more meaningful. In response it was stated by the Strategic Director (Place & Performance) that targets were reviewed annually and revised as appropriate, but were not changed during the year as it was better to set annual targets and then monitor against them.

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With reference to LI004 – Number of incidents of antisocial behaviour reported to SSDC, one member commented that the results did not give a full picture, as complaints reported to the Police were not included. However, the indicator is only expected to include incidents reported to SSDC.

In response to a member comment, the Strategic Director (Place & Performance) outlined the sickness and return to work procedures. It was noted that Managers regularly monitored sickness and provided support to staff that have been absent through long-term sickness.

Members commented on the successful reduction in the number of complaints received and wished to pass on their thanks to officers.

Members sought clarification over when there will be a review of the Corporate Plan and associated performance indicators. Members acknowledged that it might be appropriate to amend the current set of indicators and wished to know the timescales involved.

### **Replacement IT Transport Monitoring System**

The Assistant Director (Environment) introduced the report, which requested funding from the IT Capital Reserve to purchase and interface a new Transport Management System, as the current system was unfit for purpose and expensive to run.

In response to a question, members noted the annual savings as outlined on page 8 of the agenda.

Members supported the recommendation outlined in the report and noted that it seemed a sensible way forward.

### **2010/11 Revenue Outturn Report**

The Principal Accountant (Revenue) introduced the report, which informed members of the actual spend against budgets for 2010/11.

Members emphasised that they had every confidence in the work of SSDC Officers and sought confirmation that Officers were satisfied with the external advice being provided by Arling Close regarding interest rate predictions.

In response to a member question regarding the loan to Crewkerne Aqua Centre, the Finance Manager confirmed that there were no defaults on repayment of the loan and that there was also no cause for concern about repayments in the future.

The Principal Accountant explained the difference between above and below the line costs.

### **2010/2011 Capital Outturn Report**

The Finance Manager introduced the report, which informed members of the outturn of the capital programme of the Council for 2010/11.

In response to a member question regarding capital salaries, the Finance Manager explained that staff salaries could be capitalised if staff spend a lot of time working on capital projects.

One member requested an explanation on the uncommitted balance figure for Area South as he felt that the figure was quite high. The Finance Manager explained that the figure was skewed and related to money being transferred from the corporate pot for the purchase of the Tattoo Parlour.

Members requested further details about those Capital projects, which have been delayed to enable them to make informed recommendations about which projects should go forward. It was suggested that this information is considered as part of the work of the Capital Task and Finish Group which is set up on an annual basis.

### **District Executive Forward Plan**

Members queried when a report would be included on the Forward Plan on future partnership working with East Devon District Council. In November last year, Scrutiny member were told that a report would be considered following the elections. It was also noted that a report was included on East Devon District Council's Forward Plan for July.

### **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 Paragraphs 1 and 3 of Part 1 Schedule 12A to the Act, i.e. "Information relating to any individual" and "Information relating to the financial business affairs of any particular person (including the authority holding that information).

### **Future of SSDC Workplace Nursery**

The Assistant Director (Environment) introduced the report, which sought approval to offer to the market the Houndstone site to provide a more cost effective Nursery for SSDC.

Members endorsed the recommendations outlined in the report.

### **Yeovil Town Centre Management**

Members noted that the review of the Town Centre Partnership had reached the same conclusions as the Scrutiny Review of Partnerships in that the Partnership is not achieving its original purpose. Members endorsed option three as outlined in the report.

### **Car Park Winter Maintenance (Gritting) Policy**

Scrutiny members noted the success of the winter maintenance arrangements during the adverse weather of the recent winter and endorsed the recommendations outlined in the report.

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## **9. Verbal Update from the Local Strategic Partnership (South Somerset Together) meeting held on Friday 27<sup>th</sup> May 2011 (Agenda Item 9)**

The Chairman of Scrutiny reported that LSP were undertaking a structure review with the partners and that the LSP Chairman had agreed to remain as Chairman for the next 6 months subject to approval at the Annual General Meeting on 12<sup>th</sup> July. It was noted that the next meeting of the LSP would be held on 23<sup>rd</sup> September. A questionnaire had



been sent to all partners and subject to the results a revised structure would be proposed to the partners.

The Strategic Director (Place & Performance) commented that the SSDC review of the LSP would be undertaken and would focus upon efficiency, best practice and minimising duplication of work. Members noted that Scrutiny would be kept informed of the review.

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## 10. Scrutiny Work Programme (Agenda Item 10)

Members of the Scrutiny Committee put forward the following items as suggestions for inclusion in the Scrutiny Work Programme for 2011/12:

- S106 Agreements – clarification and discussion on S106 agreements for contributions to strategic sport – definition, policy, guidance documents and decision-making process
- Impact of GP drop- in centres on local GP practices
- Somerset Waste Partnership – establishing more formal arrangements for effective Joint Scrutiny of the Joint Board
- Monitoring the progress / future direction of the partnership with East Devon District Council, bearing in mind that it was stated a report on the future of the partnership would be presented to members following the elections in May
- Localism Bill – impact of and making most of potential and opportunities
- Social Housing – identifying and minimising the impact of fraudulent social housing allocation from SSDC's perspective and ensuring we can provide the best use of resources.

The Scrutiny Manager stated that she would look at each of the suggestions and draw up more detailed outlines to be discussed at the next meeting.

It was noted that Scrutiny would also have a strong role in working with finance on the budget setting and monitoring process.

The Scrutiny Manager informed members of the new section on the SSDC website called 'Have your say' which allows members of the public to come forward with ideas for potential inclusion in the Scrutiny Work Plan as well as an opportunity to get more involved in the work of Scrutiny.

The Scrutiny Work Programme is a 'living document' and as such could be added to at any time. Members were encouraged to bring forward any suggestions for the Work Programme including issues/areas for training to the Scrutiny Manager.

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

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**11. Date of Next Meeting (Agenda Item 11)**

Members noted that the next meeting of the Scrutiny Committee would be held on Tuesday 5<sup>th</sup> July 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 – 5<sup>th</sup> July 2011

**7. Verbal update on reports considered by District Executive on Thursday 2<sup>nd</sup> June 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 2<sup>nd</sup> June 2011.

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Scrutiny Committee – 5<sup>th</sup> July 2011

## **8. Reports to be considered by District Executive on 7<sup>th</sup> July 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 7<sup>th</sup> July 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 5<sup>th</sup> July 2011.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 7<sup>th</sup> July 2011.

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Scrutiny Committee – 5<sup>th</sup> July 2011

## 9. Scrutiny Work Programme

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
05/07/11	District Executive reports for Scrutiny consideration	✓			Each month Scrutiny Committee considers and comments on all District Executive reports.		
05/07/11	Scrutiny Finance Training			✓	This session has been arranged as requested by members to provide additional training on finance scrutiny. The session will commence immediately after the Scrutiny Committee meeting.		Donna Parham, Assistant Director (Finance and Corporate Services)
02/08/11	District Executive reports for Scrutiny consideration	✓			Each month Scrutiny Committee considers and comments on all District Executive reports.		
02/08/11	Presentation on Lean Programme	✓			Strategic Director - Place and Performance will be attending to provide members with a presentation outlining the lean process and efficiency reviews.		Rina Singh – Strategic Director (Place and Performance)  Councillor Ric Pallister – Portfolio Holder - Leader, Strategy and Policy

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
30/08/11	District Executive reports for Scrutiny consideration	✓			Each month Scrutiny Committee considers and comments on all District Executive reports.		
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  Paull Robathan – 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 – Portfolio Holder – Environment and Economic Development
04/10/11	District Executive reports for Scrutiny consideration	✓			Each month Scrutiny Committee considers and comments on all District Executive reports.		

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
04/10/11	Medium Term Financial Plan			✓	Outline budget report for consideration and comment prior to District Executive.	Deliver well managed, cost effective services valued by our customers	Donna Parham, Assistant Director (Finance & Corporate Services)  Councillor Tim Carroll – Portfolio Holder - Finance & Spatial Planning
04/10/11	Presentation on Strategic Leisure Provision – (Section 106 Agreements)	✓			Committee members have requested a presentation from the relevant officers outlining the policies and processes used to decide and allocate s106 funds for ‘ strategic sport’.		Steve Joel, Assistant Director – Health and Wellbeing  Councillor Sylvia Seal – Portfolio Holder Leisure and Culture  Councillor Peter Seib – Portfolio Holder – Regulatory and Democratic Services

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
04/10/11	Monitor the implementation of the recommendations of the HomeFinder Somerset Review	✓			To give Scrutiny members an opportunity to ensure their recommendations as accepted by the HomeFinder Somerset Board are being implemented as stated.		Jo Gale Scrutiny Manager  Ric Pallister – Portfolio Holder - Leader, Strategy and Policy
01/11/11	District Executive reports for Scrutiny consideration	✓			Each month Scrutiny Committee considers and comments on all District Executive reports.		
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 (Operations and Customer Focus)  Jo Roundell Greene – Portfolio Holder – Environment and Economic Development
29/11/11	District Executive reports for Scrutiny consideration	✓			Each month Scrutiny Committee considers and comments on all District Executive reports.		



Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
29/11/11	Capital Schemes and update on MTFP			✓	Scrutiny Committee members to comment on the Capital Programme and the MTFP reports prior to District Executive.		Donna Parham, Assistant Director (Finance & Corporate Services)  Councillor Tim Carroll – Portfolio Holder - Finance & Spatial Planning
December 2011	Special Meeting reviewing Portfolio Holder Saving Plans	✓					Donna Parham, Assistant Director (Finance & Corporate Services)  All Portfolio Holders
05/01/12	District Executive reports for Scrutiny consideration	✓			Each month Scrutiny Committee considers and comments on all District Executive reports.		
05/01/12	Update on MTFP and Capital Programme			✓	Scrutiny Committee members to comment on the Capital Programme and the MTFP reports prior to District Executive.		Donna Parham, Assistant Director (Finance & Corporate Services)  Councillor Tim Carroll – Portfolio Holder - Finance & Spatial Planning

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
31/01/12	District Executive reports for Scrutiny consideration	✓			Each month Scrutiny Committee considers and comments on all District Executive reports.		
31/01/12	Final budget and capital Programme			✓	Scrutiny members to comment on the proposed 2011/12 Revenue Budget, Medium Term Financial Plan (MTFP) and revised Capital Programme prior to consideration by District Executive and Full Council.		Donna Parham, Assistant Director (Finance & Corporate Services)  Councillor Tim Carroll – Portfolio Holder - Finance & Spatial Planning
31/01/12	Update on the Park Home Project	✓			At the Scrutiny Committee meeting on 1 <sup>st</sup> 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 – Portfolio Holder - Leader, Strategy and Policy
28/02/12	District Executive reports for Scrutiny consideration	✓			Each month Scrutiny Committee considers and comments on all District Executive reports.		

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
03/04/12	District Executive reports for Scrutiny consideration	✓			Each month Scrutiny Committee considers and comments on all District Executive reports.		
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

**Task & Finish Commissions**

Date Commenced	Title	Members
September 2011	Inescapable Bids and Capital Scoring Methodology	
October 2011	Capital Bids	

Scrutiny Committee – 5<sup>th</sup> July 2011

**10. Date of Next Meeting**

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 2<sup>nd</sup> August 2011 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.

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