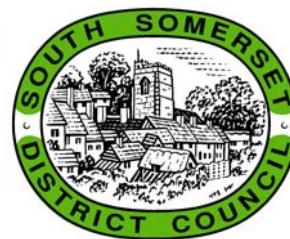


South Somerset District Council

Notice of Meeting



Scrutiny Committee

Making a difference where it counts

Tuesday 2nd August 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 25th July 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
Vice Chairman

Sue Steele
David Bulmer
Carol Goodall

Cathy Bakewell
John Calvert
Marcus Fysh
Tim Inglefield

Pauline Lock
Tony Lock
Paul Maxwell
Graham Oakes

Wes Read
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.

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

Ordnance Survey mapping/map data included within this publication is provided by South Somerset District Council under licence from the Ordnance Survey in order to fulfil its public function to undertake its statutory functions on behalf of the district. Persons viewing this mapping should contact Ordnance Survey copyright for advice where they wish to licence Ordnance Survey mapping/map data for their own use.

Scrutiny Committee

Tuesday 2nd August 2011

Agenda

Preliminary Items

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

- | | | |
|-----|--|-----------|
| 7. | Verbal update on reports considered by District Executive on 7th July 2011 | 6 |
| 8. | Reports to be considered by District Executive on 4th August 2011 | 7 |
| 9. | Presentation - Lean at South Somerset | 8 |
| 10. | Scrutiny Work Programme..... | 9 |
| 11. | Date of Next Meeting | 16 |

Scrutiny Committee – 2nd August 2011

1. Minutes

South Somerset District Council

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

(10.00 a.m. – 11.10 a.m.)

Present:

Members: Councillor Sue Steele (Chairman)

Dave Bulmer
John Calvert
Pauline Lock
Tony Lock
Paul Maxwell

Graham Oakes
Wes Read
Martin Wale
Colin Winder

Also Present:

Councillors Ric Pallister, Tim Carroll, Peter Seib and Jo Roundell Greene

Officers:

Vega Sturgess	Strategic Director (Operations & Customer Focus)
Rina Singh	Strategic Director (Place & Performance)
Donna Parham	Assistant Director (Finance & Corporate Services)
Sue Eaton	Performance Manager
Emily McGuinness	Scrutiny Manager
Jo Morris	Committee Administrator

12. Minutes (Agenda Item 1)

The minutes of the meeting held on 31st May 2011 were approved as a correct record of the proceedings and signed by the Chairman.

13. Apologies for Absence (Agenda Item 2)

Apologies for absence were received from Councillors Cathy Bakewell, Carol Goodall, Tim Inglefield and Linda Vijeh.

14. Declarations of Interest (Agenda Item 3)

There were no declarations of interest.

15. Public Question Time (Agenda Item 4)

There were no members of the public at the meeting.

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

There were no issues raised from previous meetings.

17. Chairman's Announcements (Agenda Item 6)

The Chairman reported that she and Cllr Carol Goodall had attended the Centre for Public Scrutiny Good Scrutiny Awards in London and that Cllr Carol Goodall had deservedly won the Non-Executive Member of the Year category in recognition of the work towards a review of the way people in Somerset find and apply for social housing. Formal thanks were also expressed to Jo Gale, Scrutiny Manager for her work and commitment towards the project.

18. Verbal Update on Reports Considered by District Executive on 2nd June 2011 (Agenda Item 7)

Cllr Dave Bulmer reported back on the meeting of the District Executive held on 2nd June 2011. Members noted the following:

Quarterly Performance and Complaints Monitoring Report

Several members had expressed their concern at the increase in fly tipping across the district, following the changes in opening hours of the Household Waste Recycling Centres. The Strategic Director (Operations and Customer Focus) agreed to provide a report on the situation.

Revision of the Performance Indicators and the Corporate Plan

The Strategic Director (Place and Performance) had confirmed that work had already commenced on a revision of the Performance Indicators and the Corporate Plan would follow the annual budget process and be revised then.

2010/11 Revenue Outturn Report

The Assistant Director (Finance and Corporate Services) had circulated a sheet detailing SSDC's Treasury Management performance, as compared to other local authorities, which compared SSDC very favourably.

Yeovil Town Centre Management

District Executive agreed option 3 as endorsed by the Scrutiny Committee.

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

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

Portfolio Statements and Annual Performance 2010/11

The Performance Manager introduced the report and drew Members' attention to the performance of activities within the Corporate Plan; the actions achieved within the Portfolio Statements and the National Indicator comparisons. She advised that some performance indicators had been withdrawn and that an overall straight comparison of data with the previous year was therefore not appropriate.

Members sought clarification as to whether there were any definite plans and a timetable for a review of the Corporate Plan and the process for deciding the Council's priorities and at what point would non-Executive members get involved in the process. The Strategic Director (Place & Performance) confirmed that discussions were taking place with Managers and Portfolio Holders on the revision of the Performance Indicators and that she would be in a position to bring forward a report as soon as members have agreed on the Council's priorities as indicators can only be set after there is clarity on the Council's priorities. The Council's priorities would be set as part of the zero based budget exercise and that once the priorities were set work would begin on the Corporate Plan. The timescales would follow the annual budget process.

Public Fundraising Regulatory Association (PFRA) – Site Management

Members endorsed the recommendations outlined in the report and felt that the agreement was working well.

Recycling Centre Changes – An update on Usage and any Impacts on District Services

The Strategic Director (Operations and Customer Focus) explained that this item included the papers that had been considered by the Somerset Waste Board on 22nd June and also a report on the South Somerset perspective.

The Strategic Director (Operations and Customer Focus) updated the report and advised that the number of reported incidences of fly tipping in June 2011 was 134 and that the average monthly number of fly tips in South Somerset for April to June 2011 was 129.7.

It was hoped that the figure for green waste fly tipping would decline once more people are made aware of the changes to the opening hours.

The Portfolio Holder for Environment & Economic Development explained the reasons behind the reduction in opening hours and referred to the budget cuts imposed by SCC and that the Somerset Waste Board would be looking at the opening hours again in the future.

Members commented on the importance of monitoring fly tip levels. It was felt that it was too early to tell whether fly tipping was likely to be a persistent problem and that the report in September would give a better idea of the situation. One member commented that the report didn't stress that private users no longer visit the recycling centres so

often because of the Sort It Plus Collections and that this should be considered a success.

With reference to the cost sharing agreement, it was noted that proposals on the precise mechanism would be brought to the Somerset Waste Board meeting in September.

The Scrutiny Manager explained that she had been working with colleagues from the other Somerset Districts and County towards setting up Joint Scrutiny arrangements for the Somerset Waste Board.

2010/11 Treasury Management Activity Report

The Assistant Director (Finance and Corporate Services) introduced the report and explained that Treasury Management was reported at Audit Committee and Council and that District Executive had requested the report for noting.

Members sought assurances on the Euro Sterling Bonds invested within the Royal Bank of Scotland are not over exposed to the risks associated with the situations in Greece and Scotland. In response, the Assistant Director (Finance and Corporate Services) explained that the percentage exposed to Greece was minimal and therefore not considered to be a high risk.

Cllr Tim Carroll, Portfolio Holder for Finance and Spatial Planning said that the Assistant Director (Finance and Corporate Services) and her team should be congratulated on their work. He referred to the return in the short-term being good and that the advice the Council was currently receiving is very good and there was no reason to consider any changes.

Members commented on the high reliance on Euro bonds and whether this was a wise investment. Members were informed that all investments were in sterling, bonds were triple A rated, highly liquid, and that on currently purchased bonds the return was linked to a percentage the base rate.

In response to a question regarding interest rates, members were informed that predictions had changed in May which suggested the first increase would not be until December 2011 and that when the Council invests Officers always take the most up to date advice on the day.

Update and Options Report for Burlingham's Barn

Members noted that this report had been withdrawn from the District Executive agenda.

20. Scrutiny Work Programme (Agenda Item 9)

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

Lean Programme – The Strategic Director (Place & Performance) would be attending the 2nd August meeting to give a presentation on how the lean programme functions and its place in the organisation.

Strategic Leisure Provision – The Assistant Director (Health & Well-Being) would be attending on 4th October to give a presentation outlining the policies and processes used to decide and allocate S106 funds for ‘strategic sport’.

Social Housing – identifying and minimising the impact of fraudulent social housing allocation – It was agreed to set up a preliminary investigation group to research whether it was appropriate to carry out a full review on this issue. Councillor John Calvert agreed to chair the group.

A special meeting reviewing Portfolio Holder Saving Plans would be held on Thursday 15th December.

The Scrutiny Manager would be asking members to join the Task and Finish Commissions for Inescapable Commitments and Capital Scoring methodology. The meetings were scheduled to take place in September and October.

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

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

21. Date of Next Meeting (Agenda Item 10)

Members noted that the next meeting of the Scrutiny Committee would be held on Tuesday 2nd August 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 – 2nd August 2011

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

Scrutiny Committee – 2nd August 2011

8. Reports to be considered by District Executive on 4th August 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 4th August 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 2nd August 2011.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 4th August 2011.

Scrutiny Committee – 2nd August 2011

9. Presentation - Lean at South Somerset

Executive Portfolio Holder: Councillor Ric Pallister, Leader, Strategy & Policy
Strategic Director: Rina Singh, Strategic Director (Place & Performance)
Contact Details: rina.singh@southsomerset.gov.uk or 01935 462010

The Strategic Director (Place & Performance) will give a presentation on the lean process at South Somerset District Council. Members will have the opportunity to ask questions following the presentation.

Scrutiny Committee – 2nd August 2011**10. Scrutiny Work Programme**

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
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
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

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
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.		
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

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
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
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.		

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 (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.		
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

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
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
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		Donna Parham, Assistant Director (Finance & Corporate Services)

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
					(MFTP) and revised Capital Programme prior to consideration by District Executive and Full Council.		Councillor Tim Carroll – Portfolio Holder - Finance & Spatial Planning
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 – 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.		
03/04/12	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)
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 – 2nd August 2011

11. Date of Next Meeting

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 30th August 2011 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.
