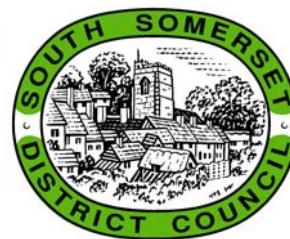


**South Somerset District Council**

*Notice of Meeting*



# Scrutiny Committee

*Making a difference where it counts*

**Tuesday 30<sup>th</sup> August 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 Friday 19<sup>th</sup> August 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  
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](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 30<sup>th</sup> August 2011

### Agenda

#### *Preliminary Items*

1. **To approve as a correct record the minutes of the previous meeting held on 2<sup>nd</sup> August 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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| 7.  | <b>Local Strategic Partnership: South Somerset Together – Comprehensive Review.....</b>              | <b>6</b>  |
| 8.  | <b>Verbal update on reports considered by District Executive on 4<sup>th</sup> August 2011 .....</b> | <b>7</b>  |
| 9.  | <b>Reports to be considered by District Executive on 1<sup>st</sup> September 2011.....</b>          | <b>8</b>  |
| 10. | <b>Scrutiny Work Programme.....</b>  | <b>9</b>  |
| 11. | <b>Date of Next Meeting .....</b>  | <b>16</b> |

Scrutiny Committee – 30<sup>th</sup> August 2011

## 1. Minutes

### South Somerset District Council

**Draft minutes** of the meeting of the **Scrutiny Committee** held on Tuesday 2<sup>nd</sup> August 2011 in the Main Committee Room, Council Offices, Brympton Way, Yeovil.

*(10.00 a.m. – 12.35 p.m.)*

#### **Present:**

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

Cathy Bakewell  
David Bulmer  
John Calvert

Carol Goodall  
Tony Lock  
Graham Oakes

Wes Read  
Colin Winder  
Martin Wale

#### **Also Present:**

Councillors: Tim Carroll, Henry Hobhouse, Ric Pallister, Jo Roundell Greene and Sylvia Seal

#### **Officers:**

Mark Williams	Chief Executive Officer
Rina Singh	Strategic Director (Place & Performance)
Vega Sturgess	Strategic Director (Operations & Customer Focus)
Laurence Willis	Assistant Director (Environment)
Donna Parham	Assistant Director (Finance & Corporate Services)
Andy Foyne	Spatial Policy Manager
Alasdair Bell	Environmental Health Manager
Colin McDonald	Corporate Strategic Housing Manager
Sue Eaton	Performance Manager
Adron Duckworth	Conservation Manager
Keith Wheaton-Green	Climate Change Officer
Emily McGuinness	Scrutiny Manager
Becky Sanders	Committee Administrator

## 22. Minutes (Agenda Item 1)

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

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

Apologies for absence were received from Councillors Marcus Fysh, Tim Inglefield, Pauline Lock and Paul Maxwell.

**24. Declarations of Interest (Agenda Item 3)**

There were no declarations of interest.

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

There were no members of the public at the meeting.

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

There were no issues raised from previous meetings.

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

A presentation was made to Becky Sanders, Committee Administrator who had been covering Jo Gale's maternity leave. The Chairman was joined by members in thanking her for the work on the partnerships review and support to the Committee.

The Chairman reminded members that the report on the efficiency review of South Somerset Together (Local Strategic Partnership) would be made to District Executive in October.

The Scrutiny Manager reminded members that there would be a Scrutiny work programming session immediately following the next Scrutiny Committee on 30 August. Dates would be circulated regarding Task and Finish groups for social housing fraud, the capital strategy and inescapable bids.

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**28. Verbal Update on reports considered by District Executive on 7<sup>th</sup> July (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.

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**29. Reports to be considered by District Executive on 4<sup>th</sup> August 2011 (Agenda Item 8)**

Members considered the reports contained in the District Executive agenda for 4 August 2011.

**Update on Ropewalk, West Coker**

Members made no comments on this report.

**Affordable Housing Development Programme**

The Corporate Strategic Housing Manager introduced the report and commented that it was similar to what had gone to the Area Committees. He drew members attention to the

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one item for decision, the re-allocation of funds from the Hastoe Scheme at Tatworth and Forton to create a rural exception scheme fund. It was explained by the Leader/Portfolio Holder that the Homes and Communities Agency (HCA) were unlikely to fund rural schemes in the future and the proposal to re-allocate the money would help bridge the gap for rural exception schemes.

Members endorsed the recommendations outlined in the report.

### **Amendments to the Private Sector Housing Strategy 2010-12 Loans Policy**

The Assistant Director (Environment) introduced the report as shown in the agenda.

Members sought clarification on the interest rates stated in the covering report as they differed from those indicated in the appendix. The Assistant Director (Environment) confirmed that the current rates were 4% as indicated in the report as they had recently changed, and that the wording in the appendix would be updated. In response to further questions, the Leader/Portfolio Holder explained that property could not be used as security when giving loans to Gypsies and Travellers but land could. The risk to SSDC as guarantor, would be capped for unsecured loans, and he commented that any risk to SSDC would be low.

Members also sought assurances that SSDC would only be waiving the criteria on equity and not other factors such as disposable income. In response, the Assistant Director (Finance and Corporate Services) clarified that to date, there had been no defaults on any loans arranged by Wessex Home Improvement Loans. Loans would not be agreed until the applicant's ability to repay the loan had been checked.

### **Carbon Reduction and Climate Change Adaptation Strategy – the Installation of Photovoltaic Panels at Brympton Way**

The Portfolio Holder (Property and Climate Change) introduced the report and explained that there was a need to install the panels before April 2012 in order to benefit from the current Feed in Tariff scheme.

Members sought clarification on the roofs where the panels would be sited and how this would impact on future maintenance of the roofs. They also queried the warranty period on the panels and associated equipment and whether replacement of failed equipment after the warranty period had been factored into the costs. In response, the Portfolio Holder (Property and Climate Change) commented that the panels were likely to be situated on the main roof of the building, and above the Council Chamber. The Strategic Director (Operations and Customer Focus) confirmed that Property Services had been involved with the proposal and were satisfied that the roof could be maintained under the panels and that a prudent assessment of the on-going need for replacement equipment was in the project proposal.

Members endorsed the recommendations.

### **Capital Budget Monitoring Report**

The Portfolio Holder (Finance, Legal and Spatial Planning) introduced the report. Members were asked by the Assistant Director (Finance and Corporate Services) to consider recommendation (h) of the report concerning Martock Parish Hall. In response, members recommended that the finance allocated to Martock Parish Hall should be returned to the balances and an application made at a later date if appropriate.

Members were pleased to note that Section 106 receipts had been added to the monitoring reports.

### **Revenue Budget Monitoring**

The Assistant Director (Finance and Corporate Services) introduced the report and drew members attention to the section on delivery of efficiencies. She commented that the information included some of the major efficiency savings, and was not necessarily an indication of progress of delivery but showed impact upon the budget of reduced income.

Members expressed concern regarding the variance for financial services regarding the target for terms and conditions. They sought clarification about whether any further work was planned on securing further savings through changes to terms and conditions.

Members endorsed the recommendations.

### **Exclusion of the Public**

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

### **Burlingham's Barn (Confidential)**

Scrutiny supported the recommendations contained in the report.

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## **30. Presentation – Lean at South Somerset (Agenda Item 9)**

The Strategic Director (Place and Performance) gave a presentation giving an overview of the Lean process including:

- The background, what Lean Thinking is and the primary purpose was to drive out waste and bring about more efficiencies.
- Processes within services were looked at in detail in order to make efficiencies – in order to provide either the same or more for less to residents. This meant that service standards remained the same. Performance monitoring was undertaken to ensure this happened i.e. more, same or better performance was being delivered for less money.
- The steps taken in the Lean process at SSDC including the staff involved at each stage.
- Examples of old process and new process, after lean, in Housing Benefits.
- Examples of achievements to date including savings and performance.
- The programme and timeframe of services being 'leaned' over the next three years.

In response to comments from members, the Strategic Director (Place and Performance) informed members that:

- When all services had been 'leaned' it was likely that if the organisation wanted to look again at services previously leaned, then a similar process would be repeated to seek further efficiencies.



- Lean was primarily about efficiencies. The work resulted in savings, but may not always be the case as depends on the service.
- It was acknowledged that in some cases small or short-term increases in resources might enable a greater output, as had been happening recently in Revenues and Benefits.
- Delivery of the Lean programme was dependent on timing and needed to be in tandem with budget exercises.
- With regard to discretionary services, Lean would be applied after members decided what priorities needed to be delivered.

Members recognised it was a management tool, and thanked the Strategic Director (Place and Performance) for the informative presentation and giving them a better understanding of the process.

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

The Scrutiny Manager reminded members that the report on the efficiency review of South Somerset Together (Local Strategic Partnership) would be made to District Executive in October. Members asked to have sight of the draft report for the next Scrutiny meeting on 30 August for comment.

Members were informed that due to a change in legislation, the Single Equality Scheme would need to be re-written to include new Equality Objectives and the Committee would wait to be advised by the Equalities Officer about an appropriate date for a report to be considered by the Scrutiny Committee.

**RESOLVED:** That the Scrutiny Work Programme be noted as outlined in the agenda with the updates above.

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

### 32. Date of Next Meeting (Agenda Item 11)

Members noted that the next meeting of the Scrutiny Committee would be held on Tuesday 30 August 2011 at 10.00am in the Main Committee Room, Brympton Way, Yeovil and would be followed by a Work Programming session

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

.....  
 Chairman

Scrutiny Committee – 30<sup>th</sup> August 2011

## 7. Local Strategic Partnership: South Somerset Together – Comprehensive Review

*Executive Portfolio Holder:* Councillor Ric Pallister, Leader of the Council  
*Strategic Director:* Rina Singh, Strategic Director (Place & Performance)  
*Lead Officer:* Helen Rutter, Assistant Director (Communities) and Area East Development Manager  
*Contact Details:* [helen.rutter@southsomerset.gov.uk](mailto:helen.rutter@southsomerset.gov.uk) or (01963) 435012

In place of the annual review report there will be a presentation on the main findings emerging from the comprehensive review of South Somerset Together, which was formally requested at the District Executive meeting in April. The review has examined qualitative and quantitative information about both South Somerset Together and other Strategic Partnerships, including:-

- 1) National practice in the role and running of LSPs to understand how a cross section are being supported and repositioned to respond to changing to partnership requirements to consider what we can learn from this;
- 2) The views of partners, on the performance of SST and its future role, form and resourcing, drawn from the Partnership's self analysis exercise;
- 3) Examination of costs incurred by SSDC through its hosting role and to consider if these could be met in different ways to reduce costs (Efficiency Review);
- 4) Establish options for the long-term sustainability of the LSP;
- 5) Assessing the risk of options including impact on strategic effectiveness, SSDC finances and reputation.

This review should enable all parties to better understand the costs and benefits of the Partnership and have an opportunity to consider objectively a sustainable format for strategic partnership work across the District in the future. Members should be aware that this will be discussed with the South Somerset Together Board on 23<sup>rd</sup> September 2011, prior to the final report being taken to the District Executive on 6<sup>th</sup> October 2011.

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Scrutiny Committee – 30<sup>th</sup> August 2011

**8. Verbal update on reports considered by District Executive on 4<sup>th</sup> August 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 4<sup>th</sup> August 2011.

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Scrutiny Committee – 30<sup>th</sup> August 2011

**9. Reports to be considered by District Executive on 1<sup>st</sup> September 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 1<sup>st</sup> September 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 30<sup>th</sup> August 2011.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 1<sup>st</sup> September 2011.

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Scrutiny Committee – 30<sup>th</sup> 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)
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	✓			As a result of the recent review of partnerships conducted by the Scrutiny Committee, a review of the LSP has been conducted. The final report of this review will be presented to District Executive in October. In order to give Scrutiny members sufficient opportunity to discuss the headline findings of the review, the Assistant Director – Communities will be attending the August 30 meeting to give a presentation and answer questions.	Ensure safe, sustainable and cohesive communities	Helen Rutter – Assistant Director Communities  Councillor Ric Pallister - Leader

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

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

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
							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
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			✓	Scrutiny Committee members to comment on		Donna Parham, Assistant Director



Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
	Programme				the Capital Programme and the MTFP reports prior to District Executive.		(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 (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	To improve the housing, health and well-being of our citizens	Steve Joel, Assistant Director (Health and Well-Being)  Councillor Ric Pallister –

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
					this issue.		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.		
03/04/02	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
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

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

**Task & Finish Commissions**

Date Commenced	Title	Members
22 September 2011	Inescapable Bids and Capital Scoring Methodology	Martin Wale Carol Goodall Sue Osbourne Sue Steele
15 September 2011	Social Housing Fraud	John Calvert Nick Colbert Carol Goodall Derek Yeomans Barry Walker
October 2011	Capital Bids	

Scrutiny Committee – 30<sup>th</sup> 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 4<sup>th</sup> October 2011 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.

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