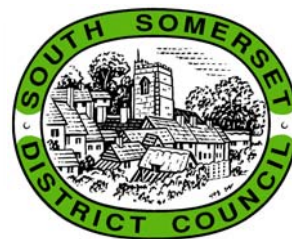


**South Somerset District Council**

*Notice of Meeting*



# Scrutiny Committee

*Making a difference where it counts*

**Tuesday 29<sup>th</sup> November 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](mailto:jo.morris@southsomerset.gov.uk), website: [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)

This Agenda was issued on Monday 21<sup>st</sup> November 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 29<sup>th</sup> November 2011

## Agenda

### *Preliminary Items*

1. **To approve as a correct record the minutes of the previous meeting held on 1<sup>st</sup> November 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.  | <b>Verbal Update on Task and Finish Reviews .....</b>  | <b>6</b>  |
| 8.  | <b>Feedback from Questioning Skills Training .....</b>   | <b>7</b>  |
| 9.  | <b>Managing the Overview Scrutiny Work Programme .....</b>   | <b>8</b>  |
| 10. | <b>Scrutiny Work Programme.....</b>  | <b>11</b> |
| 11. | <b>Somerset Waste Board – Forward Plan .....</b>   | <b>17</b> |
| 12. | <b>Verbal update on reports considered by District Executive on 3<sup>rd</sup> November 2011 .....</b> | <b>21</b> |
| 13. | <b>Reports to be considered by District Executive on 1<sup>st</sup> December 2011 .....</b>            | <b>32</b> |
| 14. | <b>Date of Next Meeting .....</b>  | <b>33</b> |

Scrutiny Committee – 29<sup>th</sup> November 2011

## 1. Minutes

### South Somerset District Council

**Draft minutes** of the **Scrutiny Committee** held on Tuesday 1<sup>st</sup> November 2011 in the Main Committee Room, Council Offices, Brympton Way, Yeovil.

*(10.00 a.m. – 11.35 a.m.)*

#### Present:

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

Cathy Bakewell  
Dave Bulmer  
John Calvert  
Marcus Fysh  
Carol Goodall

Tim Inglefield  
Tony Lock  
Wes Read  
Colin Winder  
Martin Wale

#### Also Present:

Councillors Tim Carroll, Peter Seib, Henry Hobhouse, John Dyke and Jo Roundell Greene

#### Officers:

Donna Parham  
Rina Singh  
Jo Gale  
Emily McGuinness  
Jo Morris

Assistant Director (Finance & Corporate Services)  
Strategic Director (Place & Performance)  
Scrutiny Manager  
Scrutiny Manager  
Committee Administrator

## 59. Minutes (Agenda Item 1)

The minutes of the meeting of the Scrutiny Committee held on Tuesday 4<sup>th</sup> October 2011 were approved as a correct record and signed by the Chairman.

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

Apologies for absence were received from Councillors Pauline Lock, Paul Maxwell and Graham Oakes.

## 61. Declarations of Interest (Agenda Item 3)

There were no declarations of interest.

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

There were no members of the public at the meeting.

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

There were no issues raised from previous meetings.

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

The Chairman announced that she would be taking Agenda Item 11 – Reports to be considered by District Executive as the next agenda item.

The Chairman reminded members to attend the Questioning Skills training being held on Tuesday 22<sup>nd</sup> November 2011 at 11am – 4pm in the Council Chamber.

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

Councillor John Calvert, Chairman of the Social Housing Fraud Task and Finish Review gave a brief update from the first meeting held on 27<sup>th</sup> October 2011.

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**66. Scrutiny Work Programme (Agenda Item 8)**

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

*(Emily McGuinness, Scrutiny Manager)*

*(emily.mcguinness@southsomerset.gov.uk or 01935 462566)*

*(Jo Gale, Scrutiny Manager)*

*(joanna.gale@southsomerset.gov.uk or 01935 462077)*

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**67. Somerset Waste Board – Forward Plan (Agenda Item 9)**

Emily McGuinness, Scrutiny Manager informed members that the first meeting of the Joint Scrutiny Panel would be held on 9<sup>th</sup> December at County Hall, Taunton.

**RESOLVED:** That the Somerset Waste Board Forward Plan be noted as outlined in the agenda.

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**68. Verbal Update on reports considered by District Executive on 6<sup>th</sup> October 2011 (Agenda Item 10)**

Members noted the minutes from the District Executive meeting held on 6<sup>th</sup> October 2011 as outlined in the agenda. The minutes included the comments raised by members of the Scrutiny Committee.

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## 69. Reports to be considered by District Executive on 3<sup>rd</sup> November 2011 (Agenda Item 11)

This item was taken prior to agenda item 7.

Members considered the reports contained in the District Executive agenda for 3<sup>rd</sup> November 2011.

The following questions and comments would be taken forward to District Executive on 3<sup>rd</sup> November 2011.

### Report from Yeovil District Hospital Board of Governors

Members questioned the process of appointing a representation to an outside body where the representative is not a current serving member. Members understood that the matter would be addressed by the imminent work of the Task and Finish Group looking at the appointment of members to outside bodies.

### SSDC Heritage Service – Options for the Future

During consideration of the report members questioned what processes the Council has in place for seeking a third party?

Members understood that the Council's lottery funding obligations finish at the end of the year and therefore questioned whether option 2 would be more viable?

### Changes to Housing and Council Tax Benefits

In view of the ongoing changes, members suggested that it would be beneficial to establish a Task and Finish Review to monitor the changes to Housing and Council Tax Benefits as part of the Government's Welfare Reform Programme and to contribute towards the decision making process to define the Local Support for Council Tax.

The Assistant Director (Finance & Corporate Services) and the Portfolio Holder for Finance and Spatial Planning welcomed scrutiny's involvement.

Members raised concerns over whether the Council is resourced enough to take on the new challenges and also the timescales involved.

With reference to page 19 – Cumulative impact of Universal Credit and localisation of support for Council Tax - one member requested the last sentence to be amended to read:

The speed, volume and breath of change pose a very real risk to the health and wellbeing of our **most vulnerable** citizens.

### 2011/12 Capital Budget Monitoring Report for the Quarter ending 30<sup>th</sup> September 2011

The Assistant Director (Finance and Corporate Services) introduced the report, which updated Members on the current financial position of the capital programme of the Council and reported reasons for variations from approved budgets for the period 1<sup>st</sup> April to 30<sup>th</sup> September 2011.

In response to a member comment regarding Section 106 Deposits by Developers, the Assistant Director (Finance and Corporate Services) agreed to include further information in future reports on the date money was transferred and where the money has been spent.

### **2011/12 Revenue Budget Monitoring Report for the Quarter ending 30<sup>th</sup> September 2011**

The Assistant Director (Finance and Corporate Services) introduced the report, which updated members on the current financial position of the revenue budgets of the Council and to report the reasons for variations from approved budgets for the period 1<sup>st</sup> April to 30<sup>th</sup> September 2011.

In response to a member question, the Assistant Director (Finance & Corporate Services) agreed to provide further information on the Economic Development Balance as referred to on page 34 of the agenda.

### **Consultation Paper – Local Government Resource Review – Proposals for Business Rate Retention**

In response to a member question, the Assistant Director (Finance & Corporate Services) explained how the New Homes Bonus would operate.

### **Appointment of Substitute Members – Audit and Scrutiny Committee**

During consideration of the report members raised the following points:

- Why is it necessary to appoint substitutes?
- What has initiated the demand? Members are not aware of any problems with attendance and output of either Committee.
- Is there a specific problem that needs addressing?
- It was felt that members sitting on the Audit Committee required a certain level of expertise and to allow untrained members to attend could result in a number of difficulties as the Committee has certain legal responsibilities.
- Audit and Scrutiny Committee were not supposed to be political and members are disappointed that the issue of politics has been raised in association with an a-political committee.
- Substitute members would not understand the underlying processes of scrutiny and it would take time to explain.

### **District Executive Forward Plan**

Members highlighted that there was no mention of the Corporate Plan on the Forward Plan and questioned what the timescales are for approval?

Members agreed to consider establishing a Task and Finish group to look at the Economic Development Strategy. The matter will be considered in more detail at the next meeting of the Scrutiny Committee on 29<sup>th</sup> November 2011.

With reference to the Temporary Accommodation Strategy due to be considered by District Executive on 1<sup>st</sup> December 2011, Scrutiny members requested the attendance of the Strategic Housing Manager at the next Scrutiny Committee meeting when they would be considering the report.



**70. Date of Next Meeting (Agenda Item 12)**

Members noted that the next meeting of the Scrutiny Committee would be held on Tuesday 29<sup>th</sup> November 2011 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.

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

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.....  
Chairman

Scrutiny Committee – 29<sup>th</sup> November 2011

**7. Verbal Update on Task and Finish Reviews**

The Task and Finish Review Chairs will give a brief verbal update on progress made.

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Scrutiny Committee – 29<sup>th</sup> November 2011

## 8. Feedback from Questioning Skills Training

*Lead Officers:* Jo Gale, Scrutiny Manager  
*Contact Details:* joanna.gale@southsomerset.gov.uk or 01935 462077

### Purpose of the Report

To provide members with the opportunity to collectively reflect on the Scrutiny Committee Questioning Skills training held on 22<sup>nd</sup> November 2011.

### Action Required

Members are asked to:

- (1) Discuss key-learning points from the training.
- (2) Consider if and how Scrutiny Committee working practice should be altered as a result of the training.

### Background

All Scrutiny Committee members were invited to participate in a Questioning Skills training course held on 22<sup>nd</sup> November 2011. The objectives of the course were for all participants to:

- Understand the variety of different types of questions that can be framed, and when and how to use them to gather information
- Have practised planning a questioning session
- Have developed your questioning skills by practising asking a variety of different questions
- Have developed your listening skills and practised interpreting the answers to your questions and framing supplementary questions

**Background Papers:** None

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Scrutiny Committee – 29<sup>th</sup> November 2011

## 9. Managing the Overview Scrutiny Work Programme

*Lead Officers:* Emily McGuinness, Scrutiny Manager  
Jo Gale, Scrutiny Manager

*Contact Details:* emily.mcguinness@southsomerset.gov.uk or 01935 462566  
or joanna.gale@southsomerset.gov.uk or 01935 462077

### Purpose of the Report

To outline the reasons and processes that ensures that there is a well managed Overview and Scrutiny work programme. This report outlines the principles of an effective Overview and Scrutiny Work Programme. During the meeting, Committee members will have the opportunity to consider various examples of best practice in terms of Work Programme content and scoring templates.

### Action Required

Scrutiny members are asked to:

- (1) Consider and agree the elements of an effective Overview and Scrutiny Work Programme; and
- (2) Consider the various templates that will be presented at the meeting and agree the most appropriate formats for future use.

### Background

#### Why do we need an Overview and Scrutiny Work Programme?

Setting the Work Programme for the Overview and Scrutiny function is an important stage in the Scrutiny process. An effective Overview and 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.

#### Setting the Overview and Scrutiny Work Programme

It is important to establish criteria to determine the work programme, otherwise the Scrutiny Committee could agree an unrealistic list of items for consideration. Decisions about what should or should not be included in the work programme should be informed by the Council's corporate priorities and by high profile local issues so that scrutiny focuses on the issues that matter most to local people and to the Council.

In keeping with the four principles of effective Scrutiny, the work programme should enable Scrutiny to :

- act as a critical friend to the cabinet exerting challenge to its priorities and performance;
- enable the voice and concerns of the public to be expressed;
- act independently in determining the work programme and offering findings and recommendations to the Executive; and
- drive improvement by challenging underperformance, promoting good practice and being a catalyst for change.

It is important to ensure that Scrutiny has a 'corporate fit', adds value to what the Council is doing and does not duplicate other work. The Scrutiny Committee will need to be clear about the outcomes sought through its work and will want to ensure that Scrutiny has an impact on services and public satisfaction with the Council.

Issues for the Overview and Scrutiny Work Programme may fall into the following categories (this list is not exhaustive):

- Constructive challenge to the Executive
- Policy Development
- The Budget setting process
- Policy review
- Response to emerging policies and legislation

### **Selection processes**

We currently use a selection criteria (attached) but since this was introduced there have been developments in terms of best practice and during the meeting, members will have an opportunity to consider how to amend the document.

***Background Papers:*** None

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**Selection Criteria for Scrutiny Work Programme  
(Title)**

<b>Subject / Issue</b>	<b>Score out of 10 (where 10 indicates strong agreement)</b>	<b>Comments</b>
This topic has not recently been reviewed by another group of members and/or officers		
The Scrutiny work can be delivered within existing resources.		
This is an issue of local concern which has been identified through the Area Committees.		
This issue supports the delivery of the Corporate Plan.		
The involvement of Scrutiny will lead to improved value for money.		
New Government guidance or legislation means a major change to service delivery. Scrutiny involvement will aid this process.		
This issue has been raised by External Auditors and will now be included in the Corporate Improvement Plan.		
Scrutiny Involvement in this subject will improve member understanding of a complex but important issue and will consequently lead to improved decision making.		

Scrutiny Committee – 29<sup>th</sup> November 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)
29/11/11	Items for the Work Programme	✓					Emily McGuinness Jo Gale Scrutiny Managers
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)
15/12/11	Special Meeting reviewing Portfolio Holder Saving Plans	✓					Donna Parham, Assistant Director (Finance & Corporate Services)  All Portfolio Holders
03/01/12	District Executive reports for Scrutiny consideration	✓			Each month Scrutiny Committee considers and comments on all District Executive reports.		
03/01/12	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.		



Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
31/01/12	Police and Crime Panels	✓			To update members on the implications of the introduction of Police Commissioners and Police and Crime Panels		Emily McGuinness  Scrutiny Manager
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

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
28/02/12	District Executive reports for Scrutiny consideration	✓			Each month Scrutiny Committee considers and comments on all District Executive reports.		
28/02/12	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
28/02/12	Review of Partnerships Register	✓			District Executive at its meeting on 6 <sup>th</sup> October 2011 recommended that Scrutiny Committee review the Partnerships Register in order that recommendations can be taken into account during the budget setting process.		Alice Knight, Third Sector & Partnerships Manager  Sylvia Seal, Leisure & Culture
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
TBC	Impact of Localism Act	✓			Now that the Bill has received Royal assent, the committee will have the opportunity to consider what measures have been put in place to ensure the Act is effectively delivered.		Ian Clarke – Assistant Director – Legal Corporate Services and Monitoring Officer.
TBC	Health and Wellbeing Board	✓			To consider the most effective processes for district authority engagement in the Health and Wellbeing Board. The current arrangements allow for two district authority representatives on the Shadow Health and Wellbeing Board (Taunton Deane and Mendip) there is an obvious need to ensure information is		

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
					communicated effectively between these reps and the other district authorities.		

**Task & Finish Commissions**

Date Commenced	Title	Members
October Next meeting - 23 <sup>rd</sup> November at 2.30pm	Social Housing Fraud	John Calvert Nick Colbert Carol Goodall Derek Yeomans Barry Walker
October	Review of the implementation of the recommendations of the HomeFinder Somerset Review	Carol Goodall
To be confirmed	Review of Member representation on Outside Bodies	Martin Wale
February	Economic Development Strategy	
To be confirmed	Housing and Council Tax Benefits	Carol Goodall Dave Bulmer

# Somerset Waste Partnership

## Somerset Waste Board – Forward Plan November 2011 to February 2012

### Important Note

The Somerset Waste Partnership is required to publish a forward plan of key decisions. The Waste Board's Standing Orders sets out its definition of a key decision. In addition to key decisions, the forward plan shown below lists all the business to be transacted by the Somerset Waste Board during the period of the Plan, which will also include reports for information. Agendas and reports for Waste Board meetings are published on the County Council's website at least five clear working days before the meeting date. The Plan is rolled forward on a monthly basis. *Where possible the Somerset Waste Partnership will attempt to keep to the dates shown in the Plan. It is quite likely, however, that some items will need to be rescheduled and new items added as new circumstances come to light.* Please ensure therefore that you refer to the most up to date plan. Revised versions of the forward plan will be published on the following dates:-

- 14 October 2011 covering November 2011 to February 2012
- 16 November 2011 covering December 2011 to March 2012
- 16 December 2011 covering January 2012 to April 2012
- 16 January 2012 covering February 2012 to May 2012

The most up to date version of the plan is available:

- For inspection at County Hall (in Taunton).
- On the Somerset Waste Partnership web site at [www.somerset.gov.uk/council/forward.asp](http://www.somerset.gov.uk/council/forward.asp)
- Downloadable in PDF format [here](#).\*
- Alternatively, copies can be obtained by telephoning (01823) 357148.

\* You will need a copy of Adobe Acrobat Reader available free [here](#).

Please note that it could take up to 2 minutes to download this PDF document depending on your Internet connection speed.

SWB Ref/Date for Decision	Title of Decision	Details of Decision to be Made	Principal Consultees	Details of Consultation	Details for Representations	Background Papers	Contact Officer
SWB/11/09/02 16/12/11	Recycling Centres and Community Recycling Sites – review of opening hours and other savings	To consider the report	External	External	Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/10/02/06 16/12/11 (K)	Confidential Item: Novation of Recycling and Waste Collection Contract to May Gurney Limited	To receive the report and agree recommendations	South Somerset District Council and Somerset County Council Legal Services	Internal	Contact Officer and / or make representations at the meeting	None	Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/11/10/02 16/12/11 (K)	Contract extension for recycling and refuse collection	To consider the report and agree recommendations			Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/11/03/02 16/12/11 (K)	Benchmarking and Value for Money Review	To consider the report and agree recommendations	Internal	Internal	Contact Officer and / or make representations at the meeting	SWP Business Plan 2011-16 SWB Constitution	Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/11/02/08 16/12/11 (K)	New Controlled Waste Regulations	To receive a report regarding the proposed new Defra Controlled Waste Regulations	Internal	Internal	Contact Officer and / or make representations at the meeting	Report to Board on 15 December 2010	Team Leader (West) Somerset Waste Partnership 01823 625720
SWB/10/12/03 16/12/11 (K)	Marks & Spencer Contract Agreement	To receive the report and approve formal contract with Marks & Spencer	Internal, District Councils and County Council	Internal	Contact Officer and / or make representations at the meeting	SWP Draft Business Plan 2011-16	Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/11/08/03 16/12/11 (K)	Draft Business Plan 2012-17	To consider the report and agree the recommendations	Internal, District Councils and County Council	Internal	Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership

SWB Ref/Date for Decision	Title of Decision	Details of Decision to be Made	Principal Consultees	Details of Consultation	Details for Representations	Background Papers	Contact Officer
							01823 625707
SWB/11/10/01 16/12/11	Budget Update 2011/12	To consider the report	Internal	Internal	Contact Officer and / or make representations at the meeting		Martin Gerrish Finance Manager Somerset Waste Partnership
SWB/11/10/03 16/12/11	Annual Audit letter from Audit Commission	To consider the report			Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/11/10/04 16/12/11	Update from Viridor on Anaerobic Digester project	To receive presentation			Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership 01823 625707
16/12/11	Joint Waste Scrutiny Panel	To receive a report outlining the proposed Joint Waste Scrutiny arrangements	Internal	Internal	Contact Officer and / or make representations at the meeting	Report to Waste Board 25 March 2011	Emily McGuiness Scrutiny Manager South Somerset District Council 01935 462566
SWB/10/12/03 30/03/12 (K)	Joint Municipal Waste Management Strategy	To approve the Joint Municipal Waste Management Strategy (JMWMS)	Public and Stakeholder and Consultation Programme	Details to be determined	Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership 01823 625707

(K) = Key Decisions

The Forward Plan (FP) Reference refers to the year and month the item of business was first published on the Plan.

### Arrangements for making representations at Somerset Waste Board meetings

At the Chairman's invitation you may ask questions and/or make statements or comments at Somerset Waste Board meetings about **any matter on the agenda for that particular meeting**. You may also present a petition on any matter within the Board's remit.

A slot for Public Question Time is set aside near the beginning of each meeting, after the Minutes of the previous meeting have been signed. However, questions or statements about any matter on an agenda are taken at the time when each matter is considered.

If you wish to speak at the Somerset Waste Board, please inform Scott Wooldridge or Vicki May, Community Governance, **before the meeting**. Contact details: VMay@somerset.gov.uk or 01823 357148.

A link to the Somerset Waste Board webpage on the Somerset County Council website is provided below:

[Somerset Waste Board Membership and Functions](#)



Scrutiny Committee – 29<sup>th</sup> November 2011

**12. Verbal update on reports considered by District Executive on 3<sup>rd</sup> November 2011**

The Chairman will update members on the issues raised by Scrutiny Members at the District Executive meeting held on 3<sup>rd</sup> November 2011.

Attached for information is a copy of the draft minutes from the District Executive meeting held on 3<sup>rd</sup> November 2011.

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MEETING: DE.06: 11:12  
DATE 03.11.11

## South Somerset District Council

**Draft Minutes** of a meeting of the **District Executive** held on **Thursday 3<sup>rd</sup> November 2011** in the Council Chamber, Council Offices, Brympton Way, Yeovil.

(9.30 a.m. – 1.15 p.m.)

**Present:**

**Members:** Ric Pallister (in the Chair)

Tim Carroll	Jo Roundell Greene (absent between
Tony Fife	10.45am to 12.50pm)
Henry Hobhouse	Sylvia Seal
Michael Lewis	Peter Seib
Patrick Palmer (until 11.50am)	Angie Singleton

**Also Present:**

John Dyke	David Norris
Carol Goodall	Sue Steele
Tony Lock	Martin Wale
Nigel Mermagen	Colin Winder

Lesley Boucher, SSDC Representative on YDH Board of Governors  
Sam Best, Chief Executive, SSVCA Ltd

**Officers:**

Rina Singh	Strategic Director (Place and Performance)
Vega Sturgess	Strategic Director (Operations and Customer Focus)
Donna Parham	Assistant Director (Finance and Corporate Services)
Ian Clarke	Assistant Director (Legal and Corporate Services)
Martin Woods	Assistant Director (Economy)
David Julian	Economic Development Manager
Ian Potter	Revenues and Benefits Manager
Alice Knight	Third Sector and Partnerships Manager
Mike Holliday	HR Manager
Emily McGuinness	Scrutiny Manager
Angela Cox	Democratic Services Manager

**Note:** All decisions were approved without dissent unless shown otherwise.

### 69. Minutes (Agenda Item 1)

The minutes of the meeting held on 6<sup>th</sup> October 2011, copies of which had been circulated, were taken as read and, having been approved as a correct record, were signed by the Chairman.

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

An apology for absence was received from Mark Williams, Chief Executive.

### 71. **Declarations of Interest (Agenda Item 3)**

At the time the item was discussed, Councillor Mike Lewis declared a personal interest in Agenda item 12, Consultation Paper on the proposals for Business Rates Retention, as he was currently in negotiation to locate 6 businesses in new premises in Sparkford and the amount of business rates paid was a significant factor in their location.

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

Mr Angus McPhee, Chairman of West Coker Parish Council, confirmed that the lease for the Ropewalk in West Coker had now been returned by the Industrial Buildings Preservation Trust (IBPT) and a representative of the Architectural Heritage Fund would be visiting the site on 10<sup>th</sup> November to review the work being undertaken with the funding granted by them.

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### 73. **Chairman's Announcements (Agenda Item 5)**

There were no announcements from the Chairman.

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### 74. **Report from Yeovil District Hospital Board of Governors (Agenda Item 6)**

Mrs Lesley Boucher, SSDC representative on the Yeovil District Hospital Board of Governors, provided Members with an update on the current activities of the Hospital Board. She advised that:-

- She now had more time to devote to her role as a Governor of the Hospital and always provided a written account of every meeting she attended as SSDC representative to officers and the Portfolio Holder.
- There had been great improvements in the quality of the food served in the hospital, much of which was now locally sourced.
- The Hospital would shortly be actively seeking 4 non-executive Directors.
- A Hospital Monitoring Scoresheet was produced quarterly and the financial scores were always excellent.
- The Hospital would be holding an open afternoon on 24<sup>th</sup> November and all were welcome to attend.
- She would be willing to arrange a tour of the Hospital for anyone interested.
- The Hospital were always looking to recruit new Members who were representative of the communities they serve and she would supply Membership Application forms for any Councillors interested in joining.

The Chairman noted that the Hospital were working closely with the District Council on future redevelopment issues.

The Portfolio Holder for Leisure and Culture thanked Mrs Boucher for attending and providing written reports of her hospital meetings. She said the Hospital was an important partner for the District Council and it was useful to receive the regular updates.

At the conclusion of the debate, Members were content to note the report and verbal presentation.

**RESOLVED:** That the District Executive noted the verbal update and report on the current position of the Yeovil District Hospital Board of Governors.

**Reason:** To provide the District Executive with an update on the current activities of the Yeovil District Hospital Board of Governors.

*(Mrs Lesley Boucher, SSDC representative on the Yeovil District Hospital Board of Governors)*

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## 75. **A Presentation on the activities of the South Somerset Association for Voluntary and Community Action (SSVCA) (Agenda Item 7)**

Ms Sam Best, Chief Executive of the South Somerset Association for Voluntary and Community Action Ltd, provided the Committee with a presentation on the work of the organisation (slides attached).

In response to questions from Members, Ms Best confirmed that:-

- Both the Furnicare project and the Community Transport Scheme were self-financing.
- An application to the Social Action Fund, if successful, would be used to arrange events to encourage new volunteers.
- SSVCA wrote to all Parish Councils every year, promoting their projects and seeking additional funding.
- She would be happy to arrange a tour of the Furnicare project or Community Bus service for anyone interested.

During discussion Members agreed that the SSVCA should be invited to attend the next Annual Area Parish Workshops as an opportunity to highlight the work of the organisation.

At the conclusion of the debate, the Chairman thanked the Chief Executive of the SSVCA for attending and providing an interesting presentation on the work of the organisation.

**RESOLVED:** That the District Executive noted the presentation on the current position of the South Somerset Association for Voluntary and Community Action Ltd.

**Reason:** To inform members of the work of the South Somerset Association for Voluntary and Community Action Ltd.

*(Sam Best, Chief Executive, SSVCA – 01935 475914)  
(sambest@ssvca.org.uk)*

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## 76. **SSDC Heritage Service – Options for the Future (Agenda Item 8)**

The Portfolio Holder for Leisure and Culture introduced the report to Members. She said it was a well written and comprehensive report which contained all the necessary detail for Members to make a decision. She paid tribute to the dedication and expertise of the staff and volunteers of the Heritage Service and said that during a recent meeting between staff and volunteers, some very positive and innovative ideas for continuing the service had been put forward. She noted the high cost of providing the service and the

current low visitor numbers and proposed Option 3 of the officers report as the preferred option for the future delivery of the service.

Three volunteers from the Heritage Service all spoke in support of the proposed Option 3, which was to explore commissioning the care and maintenance of the museum collection to a third party / trust status.

During discussion, it was noted that although Option 3 was the preferred option, if this was not possible, then Option 2, to further reduce the level of service provision, would be the fall back position.

At the conclusion of the debate, Members were content to agree that Option 3 of the report be pursued as the possible future delivery of the Heritage Service for SSDC.

**RESOLVED:** That the District Executive:

1. approved Option 3 (para 5.3) of the report to explore commissioning the care and maintenance of the museum collection to a third party / trust status with a view to ceasing the District Council's involvement in the service by March 2013.
2. noted that the outcome of the review would be reported in the summer of 2012 with final recommendations.

**Reason:** To inform members of the options for the future delivery of the Council's Heritage Service.

*(David Julian, Economic Development Manager – 01935 462279)  
(david.julian@southsomerset.gov.uk)*

## 77. Changes to Housing and Council Tax Benefits (Agenda Item 9)

The Portfolio Holder for Finance and Spatial Planning introduced the consultation, in which the Government was proposing several changes to the services currently administered by SSDC, which would impact upon the residents of South Somerset.

The Revenues and Benefits Manager provided Members with a detailed explanation of the changes proposed in the Consultation document and their effects upon local residents. He advised that the 3 main areas of change proposed were:-

1. Reduction in the Local Housing Allowance – affecting people aged 25 to 34 years old
2. Replacing the current Council Tax Benefit scheme with a Local Support for Council Tax by April 2013.
3. The introduction of Universal Credit administered by the Department for Work and Pensions which posed several implications for both SSDC staff and benefit recipients.

During discussion it was noted that:-

- David Laws MP had already successfully taken up several points identified within the report with Government officials.
- The timescales for implementation were very short and SSDC would continue to lobby through MPs and the District Council Network.

- A Scrutiny Task and Finish group would be established to fully investigate the implications of the proposals to SSDC and its residents.
- Proposals to discontinue face-to-face contact with the benefit claimants would impact upon the most vulnerable in society and could increase the workload of SSDC Customer Services and the Citizens Advice Bureau.
- The SSDC Members of the SCC Health and Well-Being Board should make the Board aware of the full implications of the proposals.

At the conclusion of the debate, Members were content to note the report and asked that the Revenues and Benefits Manager provide an updated presentation on the proposed changes to Council in January 2012.

**RESOLVED:** That the District Executive noted the proposed changes to Housing and Council Tax Benefits as part of the Government's Welfare Reform Programme.

**Reason:** To inform members of the information relating to changes to Housing and Council Tax Benefits as part of the Government's Welfare Reform Programme and what SSDC are doing to mitigate the impact of the changes.

*(Ian Potter, Revenues and Benefits Manager) – 01935 462270*  
*(ian.potter@southsomerset.gov.uk)*

## 78. 2011/12 Capital Budget Monitoring Report for the Quarter ending 30<sup>th</sup> September 2011 (Agenda Item 10)

The Assistant Director (Finance and Corporate Services) circulated an additional table detailing the actual cash held by SSDC for Section 106 planning contributions, to be read in conjunction with what was expected to be received as detailed in Appendix B. She agreed to include this information in future reports.

It was confirmed that the photovoltaic panels for the roof of the Brympton Way offices would be installed by 12<sup>th</sup> December.

Members were content to agree the recommendations of the report.

**RESOLVED:** That the District Executive:

- approved the revised capital programme spend as detailed in paragraph 6;
- noted the progress of individual capital schemes as detailed in Appendix A;
- approved the virements between projects of £43,000 as detailed in paragraph 8;
- noted the slippage in the capital programme as detailed in paragraph 9;
- noted the total land disposals to registered social landlords and the balance of S106 deposits by developers held in a reserve as detailed in Appendix B;
- noted the current position with regard to funds held by the Wessex Home Improvement Loans as detailed in paragraph 12.

**Reason:** To inform members of the current financial position of the Capital Programme of the Council and to report the reasons for variations from approved budgets for the period 1<sup>st</sup> April to 30<sup>th</sup> September 2011.

*(Donna Parham, Assistant Director (Finance and Corporate Services) – 01935 462225)  
(donna.parham@southsomerset.gov.uk)*

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## 79. 2011/12 Revenue Budget Monitoring Report for the period ending 30<sup>th</sup> September 2011 (Agenda Item 11)

The Assistant Director (Finance and Corporate Services) introduced her report to Members and drew their attention to the projected budget variance of approximately £700,000. She said that Managers had completed Budget Impact Statements for each saving they had identified within their service for 2012/13 and she had asked them if there was a possibility of the saving being made in 2011/12. If Members were in agreement with the proposals, a further £250,000 could be saved in this way.

In response to questions from Members, the Assistant Director (Finance and Corporate Services) confirmed that:-

- Staff were still opting for a reduction in working hours or taking up additional annual leave.
- Staff Travel allowances would also be reviewed, in consultation with the Unions.
- Treasury Management was currently performing well and could help towards offsetting the budget variance.
- A reserve account would be set up to receive the New Homes Bonus funding.

During discussion Members felt that it would be useful to review the Useable Reserves to check the relevance of continuing to hold them and it was agreed to add this to the list of resolutions.

At the conclusion of the debate, Members were content to agree the recommendations of the report, with the additional recommendation to review the Useable Reserves.

**RESOLVED:** That the District Executive:

- a. noted the current 2011/12 financial position of the Council;
- b. noted the reasons for variations to the previously approved budgets as detailed in paragraphs 3.3 and that Management Board were taking steps to reduce the anticipated overspend;
- c. approved the virements requested in paragraph 4;
- d. noted the transfers made to and from reserves outlined in paragraph 7.1 and the position of the Area Reserves as detailed in Appendix C and the Corporate Reserves as detailed in Appendix D;
- e. approved the setting up of a New Homes Bonus Reserve and noted any spend from it would require the approval of District Executive;

- f. noted the virements made under delegated authority as detailed in Appendix B;
- g. noted the transfers to and from balances outlined in paragraph 7.4.
- h. agreed to undertake a review of the Useable Reserves.

**Reason:** To inform members of the current financial position of the revenue budgets of the Council and to report the reasons for variations from approved budgets for the period 1<sup>st</sup> April to 30<sup>th</sup> September 2011.

*(Donna Parham, Assistant Director (Finance and Corporate Services) – 01935 462225)  
(donna.parham@southsomerset.gov.uk)*

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## **80. Consultation Paper – Local Government Resource Review – Proposals for Business Rate Retention (Agenda Item 12)**

The Assistant Director (Finance and Corporate Services) advised that this was a substantial consultation document, the main impact being, if SSDC could grow and increase local businesses then they would benefit by receiving a proportion of the increased business rates, however, if a major business moved out of the area then this would adversely impact upon the Business Rates received by SSDC.

The Chairman noted that the risks in rural areas were significant and he said the Local Government Group were actively campaigning on the issue.

At the time the item was discussed, Councillor Mike Lewis declared a personal interest in the item, as he was currently in negotiation to locate 6 businesses to new premises in Sparkford and the amount of business rates paid was a significant factor in their location.

At the conclusion of the debate, Members were content to note that a response had been submitted to the consultation.

**RESOLVED:** That the District Executive noted a response had been submitted to the Department for Communities and Local Government's Consultation on proposals for Business Rate Retention.

**Reason:** To provide District Executive with an overview of the Department for Communities and Local Government consultation paper on future funding for Local Authorities.

*(Donna Parham, Assistant Director (Finance and Corporate Services) – 01935 462225)  
(donna.parham@southsomerset.gov.uk)*

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## **81. Employer's Pension Discretions Review (Agenda Item 13)**

The HR Manager advised that there were a number of employer discretionary options within the Local Government Pension Scheme (LGPS) and it was prudent to review them from time to time. He noted that these options had last been reviewed in 2007 and the recommendations before the Committee were in the financial interest of the Council.



The Chairman proposed that the decisions should be made by the District Executive Committee rather than the Chief Executive, in consultation with Management Board as the decisions would affect fellow employees.

Members were in agreement to amend the proposed regulations, but that each case be reported under confidential session to the District Executive for determination.

**RESOLVED:** That the District Executive:

1. Under Regulation 18, would decide on a case by case basis whether to waive any actuarial reduction on flexible retirement following consideration of the financial interests of the council.
2. Under Regulation 30, would decide on a case by case basis whether to waive any actuarial reduction on early payment of benefits where there are sufficient compassionate grounds.

**Reason:** To agree two amendments to the existing Local Government Pension Scheme (LGPS) relating to the application of the scheme when employees leave employment under certain conditions.

*(Ian Clarke, Assistant Director (Legal and Corporate Services) – 01935 462184)  
(ian.clarke@southsomerset.gov.uk)*

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## **82. Appointment of Substitute Members – Audit and Scrutiny Committee (Agenda Item 14)**

The Chairman advised that the proposal to allow substitute members on Committees had been requested by District Councillors who were also County Councillors and as such, experienced some conflict of meeting dates between the two Authorities. He then proposed to widen the allowance of substitute members to all Committees with the exception of District Executive and the Area Committees. He noted that this proposal would raise training issues for substitutes on the Audit and Licensing Committees.

During discussion, varying views were expressed on the merits and drawbacks of the proposals and after some discussion, it was agreed that a further report be presented to the District Executive on the new wider proposed substitutes, before being put to full Council.

Assistant Director (Legal and Corporate Services) noted that SSDC currently had a very limited substitute councillor scheme, compared to other District Councils, and he agreed to present a further report to the District Executive.

At the conclusion of the debate, Members agreed to defer the decision to appoint substitute members to Committees and asked that the Assistant Director (Legal and Corporate Services) present a new report taking account of Members comments.

**RESOLVED:** That the decision to appoint substitute members to Committees be deferred until January 2012 for the Assistant Director (Legal and Corporate Services) to present a new report taking account of Members comments.

**Reason:** To enable substitute members to be appointed to Council Committees where the appointed members are unable to attend.

*(Ian Clarke, Assistant Director (Legal and Corporate Services) – 01935 462184)*  
*(ian.clarke@southsomerset.gov.uk)*

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### 83. **SSDC's Role and Support for the Queen's Diamond Jubilee 2012 (Agenda Item 15)**

The Portfolio Holder for Leisure and Culture asked that Members note the Council's strategic approach to assisting community groups to celebrate the Queen's Diamond Jubilee in June 2012. There would be no SSDC funding for events, however, officer advice and support and equipment hire would be available.

Members were content to support the recommendations of the report.

**RESOLVED:** That Members supported the proposed District-wide approach to SSDC helping communities celebrate the Diamond Jubilee.

**Reason:** To agree SSDC's approach to supporting communities celebrate the 2012 Diamond Jubilee.

*(Alice Knight, Third Sector and Partnerships Manager) – 01963 435061)*  
*(alice.knight@southsomerset.gov.uk)*

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### 84. **District Executive Forward Plan (Agenda Item 16)**

The following amendments to the District Executive Forward Plan were noted:

- Update on the Medium Term Financial Plan - December 2011
- Appointment of Substitute Members to Council Committees – January 2012
- New SSDC Corporate Plan – February 2012

**RESOLVED:** That the District Executive:

1. Approved the updated Executive Forward Plan for publication as attached at Appendix A of the agenda report, subject to the following additions:
  - Update on the Medium Term Financial Plan - December 2011
  - Appointment of Substitute Members to Council Committees – January 2012
  - New SSDC Corporate Plan – February 2012
2. Noted the contents of the Consultation Database as shown a Appendix B.

**Reason:** The Forward Plan is a statutory document.

*(Ian Clarke, Assistant Director (Legal & Corporate Services) – 01935 462184)*  
*(ian.clarke@southsomerset.gov.uk)*

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**85. Date of Next Meeting (Agenda Item 17)**

Members noted that the next scheduled meeting of the District Executive would take place on Thursday 1<sup>st</sup> December 2011 in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 9.30 a.m.

*(Ian Clarke, Assistant Director (Legal & Corporate Services) – 01935 462184)*  
*(ian.clarke@southsomerset.gov.uk)*

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Chairman

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Date

Scrutiny Committee – 29<sup>th</sup> November 2011

**13. Reports to be considered by District Executive on 1<sup>st</sup> December 2011**

*Lead Officers:*                    *Emily McGuinness, Scrutiny Manager*  
   *Jo Gale, Scrutiny Manager*

*Contact Details:*                *emily.mcguinness@southsomerset.gov.uk or 01935 462566*  
   *or joanna.gale@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> December 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 29<sup>th</sup> November 2011.

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

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Scrutiny Committee - 29<sup>th</sup> November 2011

**14. Date of Next Meeting**

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 3<sup>rd</sup> January 2011 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.

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