

South Somerset District Council

Notice of Meeting



Scrutiny Committee

Making a difference where it counts

Tuesday 3rd January 2012

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 Wednesday 21st December 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 3rd January 2012

Agenda

Preliminary Items

1. **To approve as a correct record the minutes of the previous meeting held on 29th 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. | Verbal update on reports considered by District Executive on 1st December 2011..... | 9 |
| 8. | Reports to be considered by District Executive on 5th January 2012 | 22 |
| 9. | Verbal Update on Task and Finish Reviews | 23 |
| 10. | Scrutiny Work Programme..... | 24 |
| 11. | Somerset Waste Board – Forward Plan | |
| 12. | Date of Next Meeting | 29 |

Scrutiny Committee – 3rd January 2012

1. Minutes

South Somerset District Council

Minutes of the **Scrutiny Committee** held on Tuesday 29th November 2011 in the Main Committee Room, Council Offices, Brympton Way, Yeovil.

(10.00 a.m. – 12.40 p.m.)

Present:

Members: Councillor Sue Steele (Chairman)

Dave Bulmer
John Calvert
Carol Goodall

Pauline Lock
Tony Lock
Colin Winder

Also Present:

Councillors Tim Carroll, Gina Seaton, David Norris, Jo Roundell Greene, Henry Hobhouse and John Dyke.

Officers:

Colin McDonald
Donna Parham
Jo Gale
Emily McGuinness
Jo Morris

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

71. Minutes (Agenda Item 1)

The minutes of the meeting of the Scrutiny Committee held on Tuesday 1st November 2011 were approved as a correct record and signed by the Chairman.

72. Apologies for Absence (Agenda Item 2)

Apologies for absence were received from Councillors Cathy Bakewell, Marcus Fysh, Tim Inglefield, Paul Maxwell, Graham Oakes, Wes Read and Martin Wale.

73. Declarations of Interest (Agenda Item 3)

There were no declarations of interest.

74. Public Question Time (Agenda Item 4)

There were no members of the public at the meeting.

75. Issues Arising from Previous Meeting (Agenda Item 5)

2011/12 Revenue Budget Monitoring Report for the Quarter ending 30th September 2011

With reference to the Economic Development Balance, members were informed that the money was a run off from the old economic development programme and that if it was not spent by the year-end it would be returned to general balances. The money had been kept to support Into Somerset and the Innovation Centre.

76. Chairman's Announcements (Agenda Item 6)

The Chairman announced that she would be taking agenda item 13 – Reports to be considered by District Executive on 1st December 2011 as the next agenda item.

The Chairman informed members that she had attended a Shared Services event with Cllr Jo Roundell Greene organised by South West Councils on 17th November 2011 in Taunton. The event was attended by both Officers and Members and provided an opportunity to explore the benefits, challenges and future developments of a shared service and shared management approach. The Chairman and Cllr Jo Roundell Greene said that it had been a very interesting event and they had gained lots of useful information that they felt could be taken forward and explored with officers.

Members were reminded about the budget scrutiny session being held on Thursday 15th December at 2.00pm in the Council Chamber. Members were encouraged to attend the session, which is open to all members. One member felt that it would be useful for members to be provided with a list of what areas are statutory and what are discretionary. The Assistant Director (Finance & Corporate Services) confirmed that she would be able to provide members with this information but it would only be a rough estimate.

Members were informed that the first meeting of the Joint Waste Scrutiny Panel was being held on 1st December in Taunton. It was reported that Sedgemoor District Council had decided not to participate and the impact of this would be discussed at the meeting. Somerset County Council had appointed John Dyke and John Woodman to the Panel and had not yet named a substitute.

The Chairman and Vice Chairman informed the Committee on the feedback given to the Leader following the Corporate Plan Workshop as follows:

Additional information needs to be provided to members re how Statutory Services can be prioritised in terms of level of service provided ('gold plated' services are sometimes provided way above what is statutory).

It needs to be clear that members are assessing the suggested priorities as a District Councillor, representing the area as a whole not in term of their individual parishes or wards.

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

Outside Bodies

Members were informed that Becky Sanders would be the officer leading on this review. The first meeting would take place on Thursday 1st December following District Executive. There had been a good take up with 8 members putting themselves forward to join the review.

Social Housing Fraud

Emily McGuinness, Scrutiny Manager informed members that the Portfolio Holder and the Housing and Welfare Manager had attended the last meeting to answer questions on SSDC's approach to tackling housing fraud. A Scrutiny Inquiry day was being planned for 20th January to which the top seven housing providers were being invited to attend together with best practice authorities and a national fraud initiative representative.

Choice Based Lettings

Jo Gale, Scrutiny Manager reported that she would be looking to see if the Task and Finish Review recommendations had been appropriately interpreted by the Homefinder Board. This would purely be a desktop exercise and she didn't envisage the need to recall the Task & Finish Group.

78. Feedback from Questioning Skills Training (Agenda Item 8)

Members were given the opportunity to reflect on the Scrutiny Committee Questioning Skills training held on 22nd November 2011, including key learning points and how Scrutiny Committee working practice should be altered as a result of the training.

During discussion the following issues were raised:

- As there were a number of members that were unable to attend the training session and were also not present at the meeting, it was felt that it would be useful if those members could be provided with a copy of the handouts from the training session;
- It was felt that one of the key points was to listen to others to avoid duplicating questions;
- All members enjoyed the training day and benefited from attending;
- It was suggested that all members of the Scrutiny Committee needed to be reminded of the importance of attending the half an hour pre-meeting;
- During the pre-meeting, members will plan and decide who will ask what questions;
- It was agreed that out of courtesy, those members who have attended the pre-meeting will be allowed to ask their questions first;
- It was suggested that it would be useful to offer the Questioning Skills training to other members of the Council.

RESOLVED: That the above points be noted and taken forward where appropriate.

(Emily McGuinness, Scrutiny Manager)

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

(Jo Gale, Scrutiny Manager)

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

79. Managing the Overview and Scrutiny Work Programme (Agenda Item 9)

Members were informed that there had been developments in terms of best practice and that the selection criteria currently used for selecting items on the work programme would merit from being updated.

Members were shown a draft revised template based on the Centre for Public Scrutiny best practice. Following discussion members agreed the process for selecting items and the scoring template to be used in the future for selecting items onto the Scrutiny work programme.

At the March Scrutiny Committee meeting members will score the items put forward at the work programming session held on 30th August 2011.

Members supported the proposal to invite Portfolio Holders to attend meetings of the Scrutiny Committee on a rolling basis to give a ten-minute presentation on their key issues followed by the opportunity to ask questions.

RESOLVED: That the scoring template as attached to these minutes be used for selecting future items for inclusion in the Scrutiny Work Programme.

(Emily McGuinness, Scrutiny Manager)

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

(Jo Gale, Scrutiny Manager)

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

80. Scrutiny Work Programme (Agenda Item 10)

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)

81. Somerset Waste Board – Forward Plan (Agenda Item 11)

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

82. Verbal Update on Reports considered by District Executive on 3rd November 2011 (Agenda Item 12)

The Chairman gave an update from the District Executive meeting held on 3rd November 2011. Members noted the following:

Report from Yeovil District Hospital

The Outside Bodies Task and Finish Review would be looking at the process of appointing a representative to an outside body where the representative is not a current serving member.

Changes to Housing and Council Tax Benefits

District Executive welcomed the suggestion of establishing a Task and Finish review to monitor the changes to Housing and Council Tax Benefits as part of the Government's Welfare Reform Programme.

Appointment of Substitute Members – Audit and Scrutiny Committee

Members noted that the decision to appoint substitute members to Committees was deferred until January 2012. The Leader was proposing to widen the allowance of substitute members to all Committees with the exception of District Executive and Area Committees.

Economic Development Strategy

District Executive welcomed the suggestion of establishing a Task and Finish review to look at the Economic Development Strategy.

83. Reports to be considered by District Executive on 1st December 2011 (Agenda Item 13)

This item was taken prior to agenda item 7.

Members considered the reports contained in the District Executive agenda for 1st December 2011.

Quarterly Performance and Complaints Monitoring Report – Second Quarter 2011/12

The following questions comments would be taken forward to District Executive on 1st December:

Why has NI195 – Improved street and environmental cleanliness been removed? What rationale was used, why this one and not others?

N157a – processing major planning applications – the reason for underperformance is identified as being staff shortages. The service has recently been through the Lean Process – is there a link?

Performance Indicators: Scrutiny Committee seek assurance that the Committee will be actively involved, perhaps via a Task & Finish Group, in establishing an effective performance management targets and indicators. Members are aware that such arrangements cannot be made until the Corporate Plan has been updated but request timely scrutiny involvement.

Members raised several concerns regarding the increase in fly tipping. They were informed that the issue would be discussed at the next meeting of the Waste Board.

Members requested a report back to Scrutiny Committee following the meeting of the Waste Board in December.

What sum of money has the Council received to date from Somerset County Council for the collection of fly tipping?

Will County Council reimburse all costs incurred in full?

Draft National Planning Policy Framework Consultation Response

Members noted the proposed responses to the Government's consultation on the Community Infrastructure Levy detailed proposals and draft regulations for reform.

Yeovil Town Centre Partnership Update Report

The following questions comments would be taken forward to District Executive on 1st December:

Members raised concerns over the workings and deliverability of the Yeovil Town Centre Partnership.

How can the Partnership be driven by the Board when it only meets every six months?

When the decision was taken to delete the Town Centre Manager post was a full risk assessment undertaken considering all aspects of the role and how this would be delivered in the future?

What monitoring arrangements are in place for the new structure and how will these work?

How many bodies will be on the Partnership Board? What is the criteria for becoming a member of the Board?

Is a list of all voting members available? Please can this be forwarded to Jo Gale?

Temporary Accommodation Strategy

The Corporate Strategic Housing Manager attended the meeting to answer members' questions on points of detail.

Members noted that the majority of the strategic actions listed in the Action Plan would require a report back to District Executive or the Portfolio Holder before any decision can be made.

Members requested an update report on the strategic actions contained within the Temporary Accommodation Strategy in six months time.

Members noted that the Equalities Group would complete the formal Equality Analysis at its meeting on 13th December.

The following comment would be taken forward to District Executive on 1st December:
In the event that the strategy is adopted the Scrutiny Committee seek re-assurance that any decisions arising from the strategic actions will still be considered by the relevant member body.

Annual Audit Letter

Members noted the report.

Windows 7 Upgrade

In response to a member question, the Assistant Director (Finance & Corporate Services) reported that there would be a separate project for member laptops and assured members that in the meantime they would have the ability to convert between the old and new version of windows.

Medium Term Financial Plan Update

The Assistant Director (Finance and Corporate Services) gave a brief presentation on how the budget is set. A copy of the presentation slides are attached to these minutes for information.

Community Governance Review – First results of Consultation in Stoke Trister with Bayford and Pen Selwood Parish Councils

Members noted the report.

District Executive Forward Plan

Members noted that the Economic Development Strategy would be coming forward for approval in June and that specific time would be built into the process for a Task & Finish Review.

Emily McGuinness, Scrutiny Manager agreed to obtain further information on the Review of South Somerset Together (LSP) report, which was listed on the District Executive Forward Plan for Scrutiny Committee consideration in February 2012.

84. Date of Next Meeting (Agenda Item 14)

Members noted that the next meeting of the Scrutiny Committee would be held on Tuesday 3rd January 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.

.....
Chairman

Scrutiny Committee – 3rd January 2012

7. Verbal update on reports considered by District Executive on 1st December 2011

The Chairman will update members on the issues raised by Scrutiny Members at the District Executive meeting held on 1st December 2011.

Attached for information is a copy of the draft minutes from the District Executive meeting held on 1st December 2011.

Scrutiny Committee – 3rd January 2012

Draft Minutes of a meeting of the **District Executive** held on **Thursday 1st December 2011** in the Council Chamber, Council Offices, Brympton Way, Yeovil.

(9.30 a.m. – 11.35 a.m.)

Present:

Members: Ric Pallister (in the Chair)

Tim Carroll
Henry Hobhouse
Michael Lewis
Patrick Palmer

Jo Roundell Greene
Sylvia Seal
Angie Singleton

Also Present:

Tony Lock
Nigel Mermagen
David Norris

Sue Steele
Martin Wale
Colin Winder

Officers:

Mark Williams	Chief Executive
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)
Andy Foyne	Spatial Policy Manager
Jo Wilkins	Policy Planner
Colin McDonald	Corporate Strategic Housing Manager
Sue Eaton	Performance Manager
Alice Knight	Third Sector and Partnership Manager
Roger Brown	ICT Manager
Emily McGuinness	Scrutiny Manager
Andrew Blackburn	Committee Administrator

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

86. Minutes (Agenda Item 1)

The minutes of the meeting held on 3rd November 2011, copies of which had been circulated, were taken as read and, having been approved as a correct record, were signed by the Chairman.

87. Apologies for Absence (Agenda Item 2)

Apologies for absence were received from Cllrs. Tony Fife and Peter Seib.

88. Declarations of Interest (Agenda Item 3)

There were no declarations of interest.

89. Public Question Time (Agenda Item 4)

Mr Ross Aitken, Chairman of the Coker Rope and Sail Trust, updated members on the Ropewalk Project. He referred to the £180,000 that had been received from the Architectural Heritage Fund and indicated that spending of the grant on the building had commenced. He also circulated to members a handout containing a number of documents, which included details of an exhibition at the Somerset Rural Life Museum, Glastonbury that featured a reference to the twine works; details of the works to which the £180,000 grant would be allocated; work plans for the project and other documents relating to various stages of the project, including its history. He also indicated that the District Executive would be updated on a quarterly basis and that the Trust would work with officers with regard to progressing the scheme.

Mr. Angus McPhee, Chairman of West Coker Parish Council, referred to how well the Council had done in progressing matters with the Industrial Buildings Preservation Trust (IBPT). He also mentioned that the Coker Trust were trying to call in another grant offer that had been made in the past through the IBPT.

Members concurred with the comments of the Chairman who congratulated Ross Aitken and Angus McPhee for their tireless efforts in progressing this project, which was proceeding well.

NOTED.

90. Chairman's Announcements (Agenda Item 5)

No announcements were made by the Chairman.

91. Quarterly Performance and Complaints Monitoring Report – Second Quarter 2011/12 (Agenda Item 6)

The Executive considered the performance and complaints monitoring report covering the period to the end of the second quarter of 2011/12 (1st July – 30th September 2011), which was summarised at the meeting by the Performance Manager.

In summarising the information in the agenda report in respect of cases where performance was below target levels, the Performance Manager further updated members regarding the processing of major planning applications determined in 13 weeks. Although the performance at the end of quarter 2 was 40%, the Performance Manager reported that to date the performance had risen to 64%, whilst the national target was 60%.

During the ensuing discussion, the Portfolio Holder for Environment and Economic Development commented that fly-tipping was an ongoing problem. She referred to its inclusion in the list of anti-social behaviour types shown in the agenda report and felt that the numbers of fly-tips were distorting the overall figures for all anti-social behaviour types. She commented that the reasons for the fly-tips were known and felt that they should perhaps be removed from this list and recorded separately, however, it was subsequently agreed that the current report format would remain until the new framework was agreed. Reference was also made to the performance of the Streetscene team being exceptional. With regard to street cleaning she asked members to let the Streetscene team know of any hotspots including any good or bad areas.

The Chairman of the Scrutiny Committee informed members of a number of comments that had been made by the Committee including the following:-

it was questioned why NI195 relating to improved street and environmental cleanliness had been removed from the monitoring report;

reference was made to NI157a regarding processing major planning applications and to the reason for under-performance having been identified as staff shortages. The Scrutiny Committee questioned whether there was a link with the service having recently been through the lean process;

the Scrutiny Committee sought assurance that it would be actively involved, perhaps via a task and finish group, in establishing future effective performance management targets and indicators. Although members were aware that such arrangements could not be made until the Corporate Plan had been updated, timely Scrutiny involvement was requested;

members of the Scrutiny Committee had raised several concerns regarding the increase in fly-tipping and had been informed that the issue would be discussed at the next meeting of the Waste Board. It was noted that the SWP Business Plan would be coming to Scrutiny and District Executive in February when members would be able to question the Managing Director of SWP on any issues;

it was queried what sum of money had been received to date from Somerset County Council for the collection of fly-tipping and whether the County Council would reimburse all costs incurred in full.

The Strategic Director (Operations and Customer Focus) explained the mechanism by which the Council were reimbursed by Somerset County Council for additional work to clear fly-tipping resulting from the closure of household waste recycling centres. She indicated that the County Council were obliged to pay the costs through the inter-authority agreement, which was made at the beginning of the Somerset Waste Partnership, and reported that the District Council would receive full recovery of the cost of the additional work.

In referring to the processing of major planning applications, the Strategic Director (Place and Performance) reported that there was no link between the lean review and drop in performance. She explained that the lean review looked at matching demand and resources to the agreed level of performance. In this case performance was affected by seasonal variations, a staff vacancy and long-term sickness. Post-lean the service does not have spare capacity. She indicated that the performance was just a dip in one quarter but that it was on track for the year.

The Assistant Director (Economy) expanded on the reasons set out in the agenda report for the quarter 2 performance in respect of planning applications. Also, in referring to the major applications he referred to there being a small number overall. He mentioned that it was often beneficial to allow extra time to enable negotiations to take place to achieve a better overall result. He indicated that the length of time that strategic agencies could take in responding to consultations could also determine how long an application took. The Assistant Director (Economy) noted the suggestion of the Chairman that it would be worthwhile for the length of time taken for statutory and other external agencies to respond to consultations on major planning applications to be monitored.

Reference was made to the Building Control service and the view was expressed that the Council should be doing more to encourage people to use the Council's service rather than that provided by private practice. A member also referred to the Council's Building Control Officers being able to alert the planners to any problems that may arise, as appropriate. The Chairman commented that a whole range of issues had been looked at as to why people went to private practices and that perhaps some further thought could be given to this issue.

With regard to comments raised about other aspects of the performance monitoring system, the Executive was informed that the production of a new corporate plan was well underway alongside which a new set of performance indicators would also be established. Officers were putting ideas forward and there would be a workshop for members and Scrutiny Committee would be involved. It was anticipated that the new Corporate Plan and performance indicators would be in place by around March next year.

In conclusion, the Executive, in noting that a new set of performance indicators was being drawn up, confirmed that the current performance monitoring report should continue for the time being and that the process be tidied as part of the new system.

- RESOLVED:**
- (1) that the performance monitoring report and the areas highlighted under 'performance exceptions' where performance was below target levels be noted;
 - (2) that the summary of complaints for Quarter 2 of 2011/12 be noted;
 - (3) that the information contained in Appendix C on anti-social behaviour, as requested by District Executive on 1st September 2011, be noted.

Reason: To review the performance monitoring report covering the period to the end of the second quarter of 2011/12 (1st July – 30th September 2011).

*(Sue Eaton, Performance Manager – 01935 462565)
(sue.eaton@southsomerset.gov.uk)*

92. Draft National Planning Policy Framework Consultation Response (Agenda Item 7)

The Portfolio Holder for Finance and Spatial Planning introduced the report, which informed members of the Government's published Community Infrastructure Levy (CIL) detailed proposals and draft regulations for formal consultation. Members were asked to endorse the proposed response to the Government's consultation together with the supporting comments as set out in the appendices to the agenda report.

The Policy Planner summarised the key issues arising from the consultation document, details of which were set out in the agenda report.

The Spatial Policy Manager and Policy Planner responded to members' questions on points of detail during which particular discussion ensued regarding the use of neighbourhood funds and whether CIL funds could be spent on ongoing revenue costs of new infrastructure that may have been provided as a result of CIL funds received. It was felt that there was some ambiguity within the Government's consultation document with regard to this matter and to whether CIL funds could be spent only on the capital costs of infrastructure provision. The Executive felt that the ambiguity needed to be clarified.

The Executive indicated that it was content to endorse the proposed response to the consultation document and supporting comments as set out in the agenda. In addition members asked that reference be also made to the ambiguity in the consultation document regarding the use of neighbourhood funds.

- RESOLVED:** (1) that District Executive endorse the proposed responses to the Government's consultation on the Community Infrastructure Levy detailed proposals and draft regulations for reform as set out in Appendix A and supporting comments in Appendix B of the agenda report.
- (2) that, in addition, reference be made to there being ambiguity in the consultation document about whether Community Infrastructure Levy (CIL) funds can be used by parish and community councils to fund the ongoing costs of new infrastructure that may be provided as a result of CIL funds received.

Reason: To agree the formal SSDC response to the Government's published Community Infrastructure Levy detailed proposals and draft regulations.

*(Andy Foyne, Spatial Policy Manager – 01935 462650)
(andy.foyne@southsomerset.gov.uk)*

93. Yeovil Town Centre Partnership Update Report (Agenda Item 8)

The Area Development Manager (South) summarised the agenda report, which updated the Executive on the outcome of the review of the Yeovil Town Centre Partnership and on its new structure and management.

The Area Development Manager (South) indicated that the District Council had withdrawn from direct running of the Partnership although it remained a partner and the Area South Committee had agreed to make an annual contribution of £3,000. The Partnership had a proper constitution and its management had passed to the private sector.

The Chairman of the Scrutiny Committee informed members of a number of comments that had been made by the Committee including the following:-

- members had raised concerns over the workings and deliverability of the Yeovil Town Centre Partnership and questioned how it could be driven by the Board when it only met every six months;
- reference was made to when the decision was taken to delete the Town Centre Manager post and the Scrutiny Committee questioned whether a full risk assessment was undertaken considering all aspects of the role and how this would be delivered in the future;
- the Committee asked what monitoring arrangements were in place for the new structure and how they would work, how many bodies would be on the Partnership Board and what the criteria were for becoming a member of the Board;
- reference was made to whether a list of all voting members was available and, if so, asked if it could be forwarded to the Scrutiny Manager.

Members concurred with the comments of the Chairman who felt that, as the Council had formally disengaged from the management and responsibility of the partnership, the points raised by the Scrutiny Committee could best be addressed by the Area South Committee with the exception of that regarding the deletion of the Town Centre Management post from the Council's establishment to which the Area Development Manager (South) responded.

In referring to the deletion of the Town Centre Management post, the Area Development Manager (South) confirmed that all risks were fully considered during the making of that decision. She also mentioned that although the Partnership Board met every six months, the Promotions and Marketing Action Group would meet more frequently.

Reference was made to the promotion of Yeovil as a place to stay and visit for the 2012 Olympics and the Portfolio Holder for Leisure and Culture informed members of ways that were being proposed to promote not only Yeovil but also South Somerset in association with the Olympic events being held at Weymouth.

A member referred to the Promotions and Marketing Action Group of the Yeovil Town Centre Partnership and commented that there were also other promotional groups within Yeovil such as "Go Yeovil" and suggested that there may be some cross over and duplication of actions. It was suggested that it may be worthwhile for there to be some rationalisation in the number of groups. The Area Development Manager (South) indicated that she would refer this matter to the Yeovil Town Centre Partnership.

The Executive indicated that they were content to note the report.

RESOLVED: that the report on the outcome of the review of the Town Centre Partnership be noted.

Reason: To inform members of the outcome of the review of the Town Centre Partnership.

*(Kim Close, Area Development Manager – 01935 462708)
(kim.close@southsomerset.gov.uk)*

94. Temporary Accommodation Strategy (Agenda Item 9)

The Chairman, as Leader of the Council and Portfolio Holder for Strategy and Policy, introduced the report, which asked members to formally adopt the proposed Temporary Accommodation Strategy subject to the completion of the formal equality analysis.

The Strategic Housing Manager referred to the Council already having a homelessness strategy and to work being underway to agree one for the whole County. He indicated that he wished to finalise the Temporary Accommodation Strategy before the County Homelessness Review took place.

The Chairman of the Scrutiny Committee commented that in the event that the Strategy was adopted the Committee sought assurance that any decisions arising from the strategic actions would still be considered by the relevant member body.

The Chairman indicated that due process would be followed and where matters had an impact on the Council's property portfolio, they would be considered by the Strategic Asset Management Group. Planning permissions would also be obtained as appropriate.

Members noted that it was anticipated that the Strategy would be considered by the Corporate Equalities Steering Group on 13th December 2011.

The Executive indicated that it was content for the Temporary Accommodation Strategy to be adopted subject to the completion of the equality analysis.

RESOLVED: that the proposed Temporary Accommodation Strategy be formally adopted subject to the completion of the formal Equality Analysis.

Reason: To adopt a Temporary Accommodation Strategy for the Council.

*(Colin McDonald, Corporate Strategic Housing Manager – 01935 462331)
(colin.mcdonald@southsomerset.gov.uk)*

95. Annual Audit Letter (Agenda Item 10)

The Chairman, as Leader of the Council, introduced the Annual Audit Letter for the 2010/11 financial year, a copy of which was attached to the agenda.

The Chief Executive indicated that the contents of the Annual Audit Letter were good. It was noted that the letter overall gave an unqualified audit opinion on the Council's financial statements and value for money conclusion and that the Auditor was satisfied that the Council had proper arrangements in place for securing economy, efficiency and effectiveness in its use of resources.

The Executive was pleased to note the contents of the Annual Audit Letter.

RESOLVED: that the contents of the Annual Audit Letter for the 2010/11 financial year be noted.

Reason: To inform members of the content of the Annual Audit Letter.

*(Mark Williams, Chief Executive – 01935 462101)
(mwilliams@southsomerset.gov.uk)*

96. Windows 7 Upgrade (Agenda Item 11)

The Portfolio Holder for Property and Climate Change introduced the report, which requested funding from the IT Capital Reserve to bring the desktop fleet up to Windows 7 using “thin client” technology.

The Chairman of the Scrutiny Committee commented that she hoped that members would receive training on the new system.

In response to questions from members the ICT Manager commented that:-

- the prime driver of the project was to bring the Council’s systems up to date and to ensure that they remained secure. Also, some new applications were not compatible with the current systems;
- all corporate applications had been looked at in terms of compatibility and there was money in the budget to upgrade applications where appropriate;
- once approval was given to proceed with the project a pre-deployment test phase, involving consultants, would be developed to ensure the service requirements were met;
- a preference had been shown for Windows 7, rather than the emerging Windows 8, as it was proven and tested technology. Moving to “thin client” technology would mean that any future upgrades would be easier.

The Chairman commented that the ICT team had spent some time trialling the technology and that by upgrading the Council’s systems there would be future savings in revenue expenditure. He also mentioned that as the project moved forward any concerns could be addressed.

In conclusion, the Executive indicated that it was content to approve the recommendations set out in the agenda report.

- RESOLVED:** (1) that the allocation of £293,000 from the ICT Capital Reserve to upgrade to Windows 7 using “thin client” technology be approved;
- (2) that the virement of £83,000 from other capital budgets be approved;
- (3) that £30,000 be added to the Medium Term Financial Plan as a saving from 2012/13.

Reason: To approve funding to bring the Council’s desktop fleet up to Windows 7 using “thin client” technology.

*(Roger Brown, ICT Manager – 01935 462632)
(roger.brown@southsomerset.gov.uk)*

97. Medium Term Financial Plan Update (Agenda Item 12)

The Portfolio Holder for Finance and Spatial Planning introduced the report, which updated members on the current position with the Medium Term Financial Plan (MTFP). He referred to the Council having to set its budget for the 2012/13 financial year in February 2012 and to this report, which had been seen by the Scrutiny Committee, showing the current position. He mentioned that the Council did not yet know what the Government's grant settlement would be and that it was probable that there would be some concluding adjustments that would need to be made to the MTFP.

The Assistant Director (Finance and Corporate Services) further commented that £1.5m of savings had been identified for the current financial year 2012/13, which was an important achievement. She asked members to approve the savings outlined in the agenda report so that appropriate consultations could take place to enable the budget to be set for the next financial year. She also referred to over £300,000 of savings having been identified to meet the projected overspend in 2011/12.

The Chairman of the Scrutiny Committee thanked the Assistant Director (Finance and Corporate Services) for her helpful presentation to the Committee. She also referred to the special Scrutiny workshop to be held on 15th December 2011 when Portfolio Holders would outline their savings plans.

During the ensuing discussion, the Assistant Director (Finance and Corporate Services) responded to members' questions and a number of comments were made including the following:-

- the Assistant Director (Finance and Corporate Services) indicated that interest rates were currently expected to remain at a standstill for longer than anticipated when the MTFP was drafted in October 2011. The interest rate was now likely to remain at 0.5% for the next three years and the current MTFP reflected that;
- reference was made to the previous growth bids having been removed because they referred to the old Corporate Plan. Some of the bids may come back later as the Council's new Corporate Plan came forward;
- a member referred to staff terms and conditions, which was included under New Inescapable Commitments and the Assistant Director (Finance and Corporate Services) confirmed that the figures in the table reflected the current position. If further staff came forward to volunteer for changes in their employment they would be added as further savings;
- reference was made to the New Homes Bonus from which it was anticipated that £1.3m would be received in 2012/13. It was noted that some activities had been earmarked against the New Homes Bonus as shown in Appendix D to the agenda report. A general discussion ensued on how the New Homes Bonus may impact on other grants received from the Government;
- the Portfolio Holder for Area North referred to the proposed saving to be made from ceasing the service from Martock Community Office and emphasised that he had supported making this saving because of the low footfall and that it had nothing to do with the quality of service.

In conclusion, members were content to approve the recommendations set out in the agenda report.

- RESOLVED:** (1) that the current position and timetable for the Medium Term Financial Plan be noted;
- (2) that the savings and additional income outlined in Appendix A of the agenda report be approved in principle subject to consultation and Scrutiny Committee review;
- (3) that the savings outlined in Appendix B be removed from the 2011/12 budget.

Reason: To note and approve in principle the current position of the Medium Term Financial Plan.

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

98. **Community Governance Review – First Results of Consultation in Stoke Trister with Bayford and Pen Selwood Parish Councils (Agenda Item 13)**

The Assistant Director (Legal and Corporate Services) introduced the report, which informed members of the outcome of the initial public consultation (Community Governance Review), which had taken place in the parishes of Stoke Trister with Bayford and Pen Selwood on the proposal to alter the boundary between the two parishes (under the provisions of Part 4 of the Local Government and Public Involvement in Health Act 2007), details of which were set out in the agenda report.

The Executive indicated that it was content to approve the recommendations set out in the agenda report.

RESOLVED: that Council be recommended to:-

- (1) note the results of the consultation;
- (2) note that all of the valid responses received were in favour of the original proposals by Stoke Trister with Bayford Parish Council and therefore the draft recommendation for further consultation be: "To accept the vote from the people of Stoke Trister with Bayford and Pen Selwood and to propose that the boundary between the two Parishes be altered to take the whole of Leigh Common into the Parish of Stoke Trister with Bayford";
- (3) agree to publish the results of the consultation;
- (4) note that a further period of consultation on the results of the initial consultation responses would take place;
- (5) note that a further report would be brought to Council in order that a decision may be made in respect of the final recommendations of the Review.

Reason: To recommend Council to approve the steps to be taken following the outcome of the initial public consultation (Community Governance Review) which has taken place in the parishes of Stoke Trister with Bayford and Pen Selwood on the proposal to alter the boundary between the two parishes.

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

99. District Executive Forward Plan (Agenda Item 14)

Reference was made to the agenda report, which informed members of the current Executive Forward Plan and of consultation documents received by the Council that had been logged on the consultation database.

Members were further informed of the following additions to the Forward Plan:-

- Appointment of Substitute Members to Council Committees – January 2012
- Transfer of Ilchester Toilets – January 2012
- New SSDC Corporate Plan – February 2012

The following amendments to the Forward Plan were also noted:-

- the Somerset Waste Partnership Business Plan would now be coming to District Executive in February 2012 rather than January;
- the reports regarding the Annual Review of SSDC Partnerships and the County-wide Community Safety Partnership be considered in May 2012 instead of April.

RESOLVED: (1) that the updated Executive Forward Plan be approved for publication as attached at Appendix A of the agenda report subject to the above additions and amendments;

(2) that the consultation documents that have been logged on the Consultation Database as shown at Appendix B be noted.

Reason: The Forward Plan is a statutory document.

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

100. Date of Next Meeting (Agenda Item 15)

Members noted that the next scheduled meeting of the District Executive would take place on Thursday 5th January 2012 in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 9.30 a.m.

NOTED.

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

.....
Chairman

.....
Date

Scrutiny Committee – 3rd January 2012

8. Reports to be considered by District Executive on 5th January 2012

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 5th January 2012.

Members are asked to read the reports and bring any concerns/issues from the reports to be discussed at the Scrutiny Committee meeting on 3rd January 2012.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 5th January.

Scrutiny Committee – 3rd January 2012

9. Verbal Update on Task and Finish Reviews

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

10. Scrutiny Work Programme

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

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
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 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
31/01/12	Student Engagement	✓			At the Scrutiny Committee meeting on 4 th October members requested that the Scrutiny Manager 'rework' the report and re-submit alternative proposals to a future meeting on engaging young people in		Emily McGuinness, Scrutiny Manager

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
					the Scrutiny process.		
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 th 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
28/02/12	Items for the Work Programme						Emily McGuinness Jo Gale Scrutiny Managers
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)
01/05/12	Temporary Accommodation Strategy	✓			At the Scrutiny Committee meeting on 29 th November, members requested a six-monthly update report on the strategic actions contained within the Temporary Accommodation Strategy.	To improve the housing, health and well-being of our citizens	Colin McDonald, Corporate Strategic Housing Manager
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		

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

Task & Finish Reviews

Date Commenced	Title	Members
October	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
December	Review of Member representation on Outside Bodies	Martin Wale Carol Goodall Dave Bulmer Kim Turner Colin Winder Gina Seaton Sue Osborne
February	Economic Development Strategy	
To be confirmed	Housing and Council Tax Benefits	Carol Goodall Dave Bulmer

11. Somerset Waste Board – Forward Plan

Somerset Waste Partnership

Somerset Waste Board – Forward Plan January 2012 to April 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:-

- 16 December 2011 covering January 2012 to April 2012
- 16 January 2012 covering February 2012 to May 2012
- 16 February 2012 covering March 2012 to June 2012
- 16 March 2012 covering April 2012 to July 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
- 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/11/08/03 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 01823 625707
SWB/11/10/03 16/12/11	Annual Audit letter from Audit Commission	To consider the report	Internal	Internal	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	Internal	Internal	Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/11/11/02 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/11/11/01 16/12/11	Fees and charges 2012/13	To agree recommendations	Internal Partner Authorities	Internal	Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/11/11/03 16/12/11	Draft Budget 2012/13	To agree recommendations	Internal Partner Authorities	Internal	Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/11/11/04 16/12/11	Recommendations from the Severe Weather Sub Group	To agree recommendations	Internal	Internal	Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/11/11/05 16/12/11	Health and Safety Update	To agree recommendations	Internal	Internal	Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership 01823 625707

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/11/11/06 16/12/11	Performance Monitoring – Quarter 2 2011/12	To agree recommendations	Internal	Internal	Contact Officer and / or make representations at the meeting		01823 625707 Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/11/12/01 24/02/12	Business Plan 2012-17	To consider the report and agree the recommendations	Internal Partner Authorities	Internal	Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/10/02/06 24/02/12 (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 24/02/12 (K)	Contract extension for recycling and refuse collection	To consider the report and agree recommendations	Internal	Internal	Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/11/03/02 24/02/12 (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 24/02/12 (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/11/11/06	Budget 2012/13	To approve the budget for 2012/13	Internal Partner	Internal	Contact Officer and / or make		Martin Gerrish Finance Manager

SWB Ref/Date for Decision	Title of Decision	Details of Decision to be Made	Principal Consultees	Details of Consultation	Details for Representations at the meeting	Background Papers	Contact Officer
24/02/12			Authorities External		representations at the meeting		Somerset Waste Partnership
SWB/10/12/03 24/02/12 (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/11/12/03 24/02/12	Review of actions from Business Plan 2012 to16	To consider the report from Senior Management Group	Internal	Internal	Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/11/12/04 24/02/12	Deed of Variation and Option Agreement for Walpole Anaerobic Digestion Facility	To formally approve the legal agreement with Viridor for the provision of this facility	Internal	Internal	Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/11/12/05 24/02/12	Performance Monitoring – Quarter 3 2011/12	To consider the report	Internal	Internal	Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/11/12/06 24/02/12	Review of Somerset Waste Partnership Corporate Risk Assessment	To approve an update to the document	Internal	Internal	Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/10/12/03 30/03/12 (K)	Joint Municipal Waste Management Strategy	To review options in light of regional infrastructure and other developments	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

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/11/10/05 30/03/12	Waste Minimisation Strategy	To consider the report			Contact Officer and / or make representations at the meeting		David Mansell 01823 625713

(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 Wooldrige or Vicki May, Community Governance, **before the meeting**. Contact details: VMay@somerset.gov.uk or 01823 357148.

Scrutiny Committee - 3rd January 2012

12. Date of Next Meeting

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 31st January 2011 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.
