

South Somerset District Council

Notice of Meeting



Scrutiny Committee

Making a difference where it counts

Tuesday 3rd April 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 Monday 26th March 2012

Ian Clarke, Assistant Director (Legal & Corporate Services)



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The Role of Elected Members
2006-2007
Improving Rural Services
Empowering Communities
2005-2006
Getting Closer to Communities

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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.

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)

- **Jobs** – We want a strong community, which has low unemployment and thriving businesses
- **Environment** – We want an attractive environment to live in with increased recycling and lower energy use
- **Homes** – We want decent housing for our residents that matches their income
- **Health and Communities** – We want communities that are healthy, self-reliant, and have individuals who are willing to help each other

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Scrutiny Committee

Tuesday 3rd April 2012

Agenda

Preliminary Items

1. **To approve as a correct record the minutes of the previous meeting held on 28th February 2012**
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

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Scrutiny Committee – 3rd April 2012

1. Minutes

South Somerset District Council

Draft Minutes of the **Scrutiny Committee** held on Tuesday 28th February 2012 in the Main Committee Room, Council Offices, Brympton Way, Yeovil.

(10.00 a.m. – 12.15 p.m.)

Present:

Members: Councillor Dave Bulmer (Chairman)

Cathy Bakewell
John Calvert
Marcus Fysh
Carol Goodall
Tim Inglefield

Pauline Lock
Tony Lock
Wes Read
Colin Winder

Also Present:

Councillors Mike Lewis, Tim Carroll, Ric Pallister, Sylvia Seal, Henry Hobhouse and Gina Seaton

Officers:

Steve Joel	Assistant Director (Health and Well-being)
Jon Batty	Housing Policy and Performance Officer
Jason Toogood	Customer Focus Support Manager
Jo Gale	Scrutiny Manager
Jo Morris	Committee Administrator

101. Minutes (Agenda Item 1)

The minutes of the meeting of the Scrutiny Committee held on Tuesday 31st January 2012 were approved as a correct record and signed by the Chairman.

102. Apologies for Absence (Agenda Item 2)

Apologies for absence were received from Councillors Sue Steele, Paul Maxwell, Graham Oakes and Martin Wale.

103. Declarations of Interest (Agenda Item 3)

Councillor Colin Winder declared a personal interest in Agenda Item 10 – Reports to be considered by District Executive on 1st March 2012 in relation to Item 9 – Wincanton Car Parks – Income Compensation Scheme, as he was a member of Wincanton Town Council.

Councillor Carol Goodall declared a personal interest in Agenda Item 10 – Reports to be considered by District Executive on 1st March 2012 in relation to Item 14 – Olympic Torch Relay, as she was a member of Ilminster Town Council.

104. Public Question Time (Agenda Item 4)

There were no members of the public at the meeting.

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

The Scrutiny Manager referred to the issue raised by Cllr. Sue Osborne at the last meeting regarding SCC's decision to cut bus transport services throughout the County. She informed members that there was a wealth of evidence available on SCC's website and it was clear that considerable consultation had taken place together with full equality impact assessments being completed. Area West Committee had also received an update report on SCC's proposal at their meeting on 15th February 2012. Scrutiny members were content that SCC had gone through a thorough process.

106. Chairman's Announcements (Agenda Item 6)

The Chairman made the following announcements:

- Emily McGuinness, Scrutiny Manager and Cllr. Sue Steele, Chairman of the Scrutiny Committee were absent from the meeting as they were attending a Scrutiny Workshop 'Making It Happen: Working Together with your Police and Crime Commissioner' in Exeter.
 - Cllr. Sue Steele attended the Special Meeting at Bridgwater on the Somerset County Council proposed cuts to Youth Workers. Somerset UK Youth Parliament attended and gave an excellent presentation on how they felt the SCC cuts would affect them. County Councillor John Osman, Portfolio Holder for Young People has since extended the time before the cuts take place.
 - Cllr. Sue Steele also attended the Somerset Together Assembly on Friday 24th February.
 - Emily McGuinness and Sue Steele were due to attend a South West Counties Networking Workshop in Taunton on 1st March 2012.
-

107. Portfolio Holder Presentation (Agenda Item 7)

Cllr. Mike Lewis, District Executive Portfolio Holder for Area East and Customer Services gave a short presentation about the services within his portfolio.

Jason Toogood, Customer Focus Support Manager was in attendance to assist with answering members' questions.

During the presentation, members were informed of the following:

- The main priorities for Area East were: To develop clear Area East Community Plans in response to the Localism Act; To support practical ways for people to influence or take control of facilities and services and Complete Neighbourhood Plan pilot.
- Queen Camel were currently engaged in the Neighbourhood Plan pilot;
- Customer Services comprises the Contact Centre, which is currently run by 13 full time staff. The number of staff has steadily been reduced from 16 staff in 2009 and 30 staff in 2004;
- The Contact Centre was the first port of call for ensuring that customers have their queries answered rather than being referred;
- The Portfolio also covers scanning, printing and reception services which is currently covered by 6 full time members of staff;
- The performance targets for the Contact Centre of answering 80% of calls within 30 seconds and 90% of calls within 60 seconds have been achieved;
- The Council had achieved a 95% satisfaction rate taken from a survey of 200 random customers;
- If more cuts are required the main aim will be to keep satisfaction rates high but there may be a time when the speed of answering may need to be reduced;
- In order to try and adapt to the changing world, the opening times of the Contact Centre have been changed. No negative feedback has been received from making this change;
- Staff in the Contact Centre have a good relationship with internal and external partners;
- There are future plans to restructure the print, courier and scanning processes and to investigate partnership arrangements;
- On-line payments have been very successful and there were now more electronic online options available. In February 2011, 2,000 customers renewed / joined the garden waste scheme on-line;
- Officers were looking at whether savings could be created by changing the telephone system;
- Officers were in the process of producing and implementing a Customer Services Charter.

Members were provided with a graph showing call patterns over an average of four weeks.

Following the presentation, members were given the opportunity to ask questions, which included the following:

- What measures have you got in place to monitor whether the service is achieving the identified efficiency savings and increased income?
- What are the current opening hours of the Contact Centre?
- Will Area East Committee receive an interim report on the Queen Camel Pilot Project;
- What are the top priorities in the next year and are there any areas that you would welcome the input of the Scrutiny Committee?
- Do people still contact the Council by letter?
- Are the calls that leave the Contact Centre monitored?
- Do you get many offensive phone calls?

The Portfolio Holder responded to members' comments and questions. The following points were noted:

- Monitoring of the service is undertaken on a weekly basis;

- The current opening hours of the Contact Centre are 8.15am – 5.15pm. The main doors are closed at 5.15pm and staff have to leave by the side door after this time;
- One of the main priorities for Customer Services was to constantly obtain feedback from customers;
- He would discuss the issue of providing an interim report on the Queen Camel Pilot Project with the Area Development Manager. The end analysis would be very important;
- Letters were still received by the Council and these were disseminated to the relevant service for reply. It was down to each service to monitor responses and to ensure that letters are replied to within 10 working days;
- The national average for abandoning call was 5% or lower;
- Once calls have been transferred from the call centre it is down to the individual service to monitor these;
- Staff were asked to log extremely difficult calls and these are passed to a Senior Officer;
- There were methods in place for recording telephone calls and mechanisms to try and reduce difficult calls.

The Chairman thanked Cllr. Mike Lewis and the Customer Focus Support Manager for attending the meeting.

108. Park Home Site Management (Agenda Item 8)

The Chairman welcomed Steve Joel, Assistant Director (Health and Well-being) and Jon Batty, Housing Policy and Performance Officer to the meeting.

Cllr. Ric Pallister, Portfolio Holder for Strategy and Policy introduced the report, which set out the position on the 15 areas identified by members of the Scrutiny Committee. He commented that the possibility of transferring the management of the sites to a Registered Social Landlord was not being considered at the present time and that there had been no expressions of interest. He said that many of the previous issues have now disappeared.

In response to comments and questions raised by members, the Assistant Director – Health and Well-being informed members of the following:

- The water authority bills SSDC for water usage at the site. As part of the site refurbishment a new water main has been installed with individual metres located on each pitch. The tenants are invoiced monthly based on what they have consumed and pay SSDC. There are no outstanding payments;
- The service transfers a sum of £27,724 from the rent charges on an annual basis into a specific Gypsy Site Reserve;
- There is a 30 year renewal programme which is updated on an annual basis and all costs are taken into account. He was confident that there would be sufficient funds to replace the park homes in the future;
- The Site Manager was present on the site at all times and would pick up any areas of over occupancy. There were no tenants in an overcrowded situation. Tenants were required to obtain approval if they wished to have a visitor for a short period of time;
- The Council has a legal requirement to ensure that water pump, gas and electricity checks are carried out on an annual basis and provisions for these costs are included in the rent. As landlord, the Council also has responsibility for heating and the cooker;

- With reference to the Ilton site, it was noted that all pitches were standard and could all accommodate park homes. It was important to have the capacity to accommodate families with their own provision. All 4 open provision pitches were occupied and there continued to be expressions of interest in these pitches.

Members requested to continue to receive 12 monthly update reports on the site management of the Gypsy Park Homes at Ilton and Tintinhull.

The Chairman thanked the Assistant Director (Health and Well-being) and the Housing Policy and Performance Officer for attending the meeting.

- RESOLVED:**
- (1) That the report be noted;
 - (2) That the Scrutiny Committee continues to receive 12 monthly update reports on the site management of the Gypsy Park Homes at Ilton and Tintinhull.

*(Jon Batty, Housing Policy and Performance Officer)
(jon.batty@southsomerset.gov.uk or 01935 462749)*

109. Verbal update on reports considered by District Executive on 2nd February 2012 (Agenda Item 9)

Members noted the minutes from the District Executive meeting held on 2nd February 2012 as outlined in the agenda.

The following points were noted:

New SSDC Corporate Plan 2012-2015

Members were informed that the District Executive had accepted all the comments made and had also agreed Scrutiny's involvement in the formulation of the new performance indicators.

Revenue Budget 2012/13, Medium Term Financial Plan (MTFP) and revised Capital Programme

District Executive noted that the Car Park Strategy was due to expire in 2012 and although discussions had taken place, a full review would take place later in the year after the Local Development Framework Consultations.

Proposed Introduction of Community Infrastructure Levy (CIL)

The Portfolio Holder for Democratic and Regulatory Services noted that the Scrutiny Committee had proposed some positive amendments to the recommendations, which he was pleased to support. The amended recommendations were forwarded to Full Council for consideration.

110. Reports to be considered by District Executive on 1st March 2012 (Agenda Item 10)

Members considered the reports outlined in the District Executive agenda for 1st March 2012.

It was agreed that the followings comments and questions would be taken forward to District Executive for consideration.

Proposed declaration of Ham Hill Country Park as a Local Nature Reserve (LNR)

What are the benefits of designating those areas of Ham Hill Country Park in SSDC's ownership to a Local Nature Reserve? It is not clear from the report that there will be any difference from what currently exists.

With reference to the map outlined on page 6 of the report, what is the difference between the red outline area and the three pink filled in areas?

Statutory Pay Policy Statement for Senior Officers

Tim Carroll agreed to seek clarification as to whether Councillors should be included within the Councils definition of 'lowest paid employees'.

Members felt that it would be useful for the report to incorporate information on pension benefits.

Clarification was sought on whether the current Redundancy and Severance Pay Policy was available on the Councils website.

Community Health and Leisure Facilities – Standards of Provision

How often will these standards be reviewed by District Executive and what will be the process?

With reference to Developing a local standard for equipped play areas and Youth Facilities, why has age of population not been taken into consideration?

Wincanton Car Parks – Income Compensation Scheme

In response to a member question, it was noted that this provision would be offered to all Town Councils in the future.

Scrutiny members supported the recommendations outlined in the report.

Final Recommendations of the Community Governance Review of Stoke Trister with Bayford and Pen Selwood Parish Councils

Scrutiny members supported the recommendations outlined in the report.

Final Recommendation of the Community Governance Review of South Cadbury Parish Council

Scrutiny members supported the recommendations outlined in the report.

Exclusion of the Public

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

Olympic Torch Relay

Scrutiny members supported the recommendation outlined in the report.

The acquisition (by South Somerset District Council) of a site in Yeovil as part of a property exchange

The costs of the relocation of the Resource Centre were discussed and questions would be taken forward to the District Executive.

Scrutiny members supported the recommendations outlined in the report.

111. Verbal Update on Task and Finish Reviews (Agenda Item 11)

Outside Organisations

It was noted that the Outside Organisations Review was progressing well and that to date they had reviewed 11 partnerships. The next meeting will be held on 13th March 2012 to consider further reviews.

Social Housing Fraud

Councillor John Calvert the Task and Finish review Chair informed members that the review group held a very successful Housing Inquiry Day on Wednesday 22nd February. There were representatives from the Chartered Institute of Housing and some Local Registered Social Landlords talking about how they test and deter housing fraud. A further meeting is scheduled to take place on 9th March 2012 to draft a report and recommendations.

Housing and Council Tax Benefits

Jo Gale, Scrutiny Manager, Councillor Carol Goodall the Task and Finish review Chair and Councillor Dave Bulmer attended a meeting on 28th February 2012 with Councillor Tim Carroll - the responsible portfolio Holder, Donna Parham - Assistant Director (Finance and Corporate services) and representatives from the Revenues and Benefits Team to discuss how in practice the Task and Finish review can operate on an on-going basis and effectively contribute towards the policy development.

Homefinder Review

Jo Gale, Scrutiny Manager and Councillor Carol Goodall the Task and Finish Review Chair will be discussing their findings of the review to date with the Housing Portfolio to agree the best way forward.

Performance Management

All members were invited to attend a Task and Finish Review Meeting on Friday 16th March at 2.30pm in Committee Room 4.

112. Scrutiny Work Programme (Agenda Item 12)

Reference was made to the agenda report, which informed members of the Scrutiny Work Programme.

It was agreed that the following items would be added to the Scrutiny Work Programme:

- The Scrutiny Managers to prepare draft guidance for substitute members to be considered at the May meeting.
- Tony Fife, Portfolio Holder for Area South; Yeovil Vision and Community Safety to be invited to give a presentation at the May meeting.

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)

113. Somerset Waste Board – Forward Plan (Agenda Item 13)

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

114. Date of Next Meeting (Agenda Item 14)

Members noted that the next meeting of the Scrutiny Committee would be held on Tuesday 3rd April 2012 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.

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

.....
Chairman

Scrutiny Committee – 3rd April 2012

7. Verbal update on reports considered by District Executive on 1st March 2012

The Chairman will update members on the issues raised by Scrutiny Members at the District Executive meeting held on 1st March 2012.

Attached for information is a copy of the draft minutes from the District Executive meeting held on 1st March 2012.

MEETING: DE.10: 11:12
DATE 01.03.12

South Somerset District Council

Draft Minutes of a meeting of the **District Executive** held on **Thursday 1st March 2012** in the Council Chamber, Council Offices, Brympton Way, Yeovil.

(9.30 a.m. – 12.00 p.m.)

Present:

Members: Tim Carroll (in the Chair)

Tony Fife
Henry Hobhouse
Michael Lewis
Patrick Palmer

Jo Roundell Greene
Sylvia Seal
Peter Seib
Angie Singleton

Also Present:

Tony Lock
David Norris

Gina Seaton
Colin Winder

Officers:

Mark Williams	Chief Executive
Rina Singh	Strategic Director (Place and Performance)
Vega Sturgess	Strategic Director (Operations and Customer Focus)
Ian Clarke	Assistant Director (Legal and Corporate Services)
Martin Woods	Assistant Director (Economy)
Steve Joel	Assistant Director (Health and Well-Being)
Laurence Willis	Assistant Director (Environment)
Helen Rutter	Assistant Director (Communities)
Amanda Card	Finance Manager
Katy Menday	Countryside Manager
Mike Holliday	HR Manager
Alison Cameron	Leisure Policy Co-ordinator
Pam Harvey	Civil Contingencies Manager
David Julian	Economic Development Manager
Emily McGuinness	Scrutiny Manager
Angela Cox	Democratic Services Manager

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

135. Minutes (Agenda Item 1)

The minutes of the meeting held on 2nd February 2012, copies of which had been circulated, were taken as read and, having been approved as a correct record, were signed by the Chairman.

136. Apologies for Absence (Agenda Item 2)

An apology for absence was received from Councillor Ric Pallister and Vega Sturgess, Strategic Director.

137. Declarations of Interest (Agenda Item 3)

Councillor Tim Carroll declared a personal and prejudicial interest in Agenda item 9, Wincanton Car Parks – Income Compensation Scheme, as a representative of two organisations who were regular users of the car parks. It was agreed that Councillor Jo Roundell Greene would Chair the meeting for this item.

138. Public Question Time (Agenda Item 4)

Mr Ross Aitken, Chairman of the Coker Rope and Sail Trust introduced the Treasurer of the Trust, Caroline Murray-Gorlay. He reported that a sales ledger for the Coker Sailcloth company dating from 1868 – 1874 had been found locally which was an exciting discovery. As well as the £180,000 grant from the Architectural Heritage Fund, they had also been awarded £50,000 from the Sainsburys supermarket group which would enable them to fully complete the restoration work. He thanked the Assistant Director (Legal and Corporate Services) for his assistance with the drafting of the lease for the premises and he advised that the Carpenters Fellowship would be returning in September 2012 to complete the woodworking.

The Chairman congratulated Mr Aitken for his success in attracting further funding for the project and for his continuing efforts in completing the project.

139. Chairman's Announcements (Agenda Item 5)

There were no announcements from the Chairman.

140. Proposed declaration of Ham Hill Country Park as a Local Nature Reserve (LNR) (Agenda Item 6)

The Portfolio Holder for Leisure and Culture advised that the designation as a Local Nature Reserve would allow the Council to access funding which would assist in the upkeep of the Country Park.

The Countryside Manager confirmed that the Local Nature Reserve status would assist with grant funding, however, it was also recognition of the biodiversity of the area and the work of the rangers and volunteers in managing the biodiversity. The status would not change the management of the Country Park or any access by the public.

In response to questions from Members, the Countryside Manager confirmed that:-

- The shaded areas of the map in the Agenda report were privately owned land or properties and would not be considered as part of the Local Nature Reserve.
- The designation would not alter any public access to the Country Park but it would afford more protection to local wildlife and biodiversity.
- The Country Park currently had a 5 year management plan together with a species list and a heritage list for the site which was updated annually.

At the conclusion of the debate, Members were pleased to confirm the recommendations of the report.

RESOLVED: That the District Executive agreed to:

1. designate those areas of Ham Hill Country Park in SSDC's ownership a Local Nature Reserve.
2. designate the remainder of Ham Hill Country Park, if after appropriate consultation and consent is forthcoming from other landowners, as a Local Nature Reserve.
3. Authorise the Assistant Director (Legal and Corporate Services) in conjunction with the Countryside Manager to proceed with the adoption.

Reason: To agree to declare and consult on the proposed designation of Local Nature Reserve status (LNR) for Ham Hill Country Park under the National Parks and Access to the Countryside Act 1949.

(Katy Menday, Countryside Manager – 01935 462522)
(katy.menday@southsomerset.gov.uk)

141. Statutory Pay Policy Statement for Senior Officers (Agenda Item 7)

The Chairman noted that the publication of a Statutory Pay Policy was a requirement of the Localism Act 2011.

In response to questions from Members, the HR Manager and the Chief Executive confirmed that:-

- the Redundancy and Severance Pay Policy would be placed more prominently on the Council's website.
- Further clarification would be made in the statement that SSDC only pay a proportion of the Chief Executive and the Head of Internal Audit's salaries.
- Further clarification would be given in the statement on the changes to the lease car scheme.

At the conclusion of the debate, Members were content to endorse the Pay Policy Statement for Chief Officers under Section 38 (1) of Localism Act 2011, as amended.

RESOLVED: That the District Executive recommend that Council approve the proposed Pay Policy Statement for Chief Officers for the year 2012/13. with clarification on the salaries of the Chief Executive Officer, Head of Internal Audit and the provision of Lease Cars.

Reason: To comply with the requirement for a Pay Policy Statement for Chief Officers under Section 38 (1) of Localism Act 2011.

(Mike Holliday, HR Manager – 01935 462161)
(mike.holliday@southsomerset.gov.uk)

142. Community Health and Leisure Facilities – Standards of Provision (Agenda Item 8)

The Portfolio Holder for Leisure and Culture introduced the report to Members. She advised that the documents showed a needs analysis of health and leisure facilities on a Ward by Ward basis which would be very useful to all Members.

The Leisure Policy Co-ordinator confirmed that the Standards of Provision were originally part of the Core Strategy documents, however, they had been taken out so that they could be amended and updated as necessary. She advised that the documents identified deficiencies of facilities within parishes and would form the justification to seek planning obligation funding from developments. All the assessments were currently being updated and would be on the SSDC website by the end of the month.

In response to questions from Members, the Leisure Policy Co-ordinator confirmed that:-

- She was currently working with the Area Development Managers on the best way to present the information to the public.
- The documents would be reviewed every 5 years, in line with the Infrastructure Delivery Plan.
- Some of the data had been taken from the Sport England website although comparisons with health and leisure facilities in other local authorities had not been made.

At the conclusion of the debate, Members were content to agree the recommendations of the report.

RESOLVED: That the District Executive adopts the standards set out in Tables 1, 2 and 3 (Appendix 2) to underpin the:

1. identification and resolution of specific needs and quantitative or qualitative deficits or surpluses of sports and recreational facilities across South Somerset;
2. justification and securing of planning obligations via Section 106 agreements.

Reason: To endorse the Community, Health and Leisure standards of provision of existing and future needs of communities, in order to ensure effective planning for open space, sport and recreation, in accordance with Planning Policy Guidance 17 (PPG17).

*(Alison Cameron, Leisure Policy Co-ordinator – 01935 462615)
(alison.cameron@southsomerset.gov.uk)*

143. Wincanton Car Parks – Income Compensation Scheme (Agenda Item 9)

(Councillor Tim Carroll, having earlier declared a personal and prejudicial interest, left the room during consideration of this item).

Councillor Jo Roundell Green in the Chair for this item of business.

The Assistant Director (Environment) said that following discussions with the Town Council on this issue, other historic issues regarding land ownership, management and

maintenance of the car parks had also been resolved which had been of additional benefit.

Councillor Colin Winder requested that recommendation one be amended to add the words 'subject to relevant Government legislation' however, Members felt this was unnecessary as all District Council work was conducted within Government legislation.

During discussion, it was noted that the income compensation scheme was open to all Town Councils and the compensation excluded the cost of maintenance of the car parks, which remained the responsibility of the District Council.

Councillor Mike Lewis said he would abstain from voting as a member of the Area East Committee, who would shortly be considering a service enhancement request to support the income compensation scheme in its first year.

- RESOLVED:** That the District Executive:
1. agreed to accept the offer from Wincanton Town Council of a three-year agreement to compensate SSDC for the loss of budgeted income in the car parks in Wincanton;
 2. noted the history of joint working between Wincanton Town Council and SSDC within the Memorial Hall Car Park and the agreed solution to resolve historic issues and move forward.

Reason: To approve a 3-year agreement between Wincanton Town Council and South Somerset District Council to compensate SSDC for the loss of budgeted income in the car parks in Wincanton.

(Voting: 8 in favour, 0 against, 1 abstention)

*(Vega Sturgess, Strategic Director (Operations and Customer Focus) – 01935 462200)
(vega.sturgess@southsomerset.gov.uk)*

144. Final Recommendation of the Community Governance Review of Stoke Trister with Bayford and Pen Selwood Parish Councils (Agenda Item 10)

The Portfolio Holder for Regulatory and Democratic Services advised that there had been no further comments from the public in the second consultation period and he asked that Members agree to recommend the report to Council.

Members were content to agree the recommendations of the report and approve that they be presented to Full Council for confirmation.

- RESOLVED:** That the District Executive recommends that Full Council:
1. note the final results of the consultation and agree to publish them;
 2. agree that the final recommendation 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 draw up a Reorganisation Order to give effect to these

recommendations;

4. Agree to contact the statutory agencies to effect the requested alteration to the Parish boundary between Stoke Trister with Bayford and Pen Selwood Parishes.

Reason: To conclude the final public consultation (Community Governance Review) for the parishes of Stoke Trister with Bayford and Pen Selwood under the provisions of Part 4 of the Local Government and Public Involvement in Health Act 2007.

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

145. Final Recommendation of the Community Governance Review of South Cadbury Parish Council (Agenda Item 11)

The Portfolio Holder for Regulatory and Democratic Services advised that there had been no further comments from the public in the second consultation period and he asked that Members agree to recommend the report to Council.

Members were content to agree the recommendations of the report and approve that they be presented to Full Council for confirmation.

RESOLVED: That the District Executive recommends that Full Council:

1. note the final results of the consultation and agree to publish them;
2. agree that the final recommendation be: “To accept the majority vote from the people of South Cadbury and Sutton Montis and to agree to increase the number of Parish Councillors to seven and amend the name of the Parish Council to South Cadbury and Sutton Montis Parish Council”;
3. agree to draw up a Reorganisation Order to give effect to these recommendations;
4. Agree to contact the statutory agencies to effect the requested alteration to increase the number of Parish Councillors to seven and amend the name of the Parish Council to South Cadbury and Sutton Montis Parish Council.

Reason: To conclude the final public consultation (Community Governance Review) for the parishes of South Cadbury and Sutton Montis under the provisions of Part 4 of the Local Government and Public Involvement in Health Act 2007.

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

146. District Executive Forward Plan (Agenda Item 12)

The following additions to the Forward Plan were noted:

- County Boundary Review (April 2012)
- Resource Centre Accommodation (April 2012)
- Performance Management Review (May 2012)

RESOLVED: That the District Executive:

1. approved the updated Executive Forward Plan for publication as attached at Appendix A of the agenda report with the following additions:-
 - County Boundary Review (April 2012)
 - Resource Centre Accommodation (April 2012)
 - Performance Management Review (May 2012)
2. noted the contents of the Consultation Database as shown at Appendix B.

Reason: The Forward Plan is a statutory document.

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

147. Date of Next Meeting (Agenda Item 13)

Members noted that the next scheduled meeting of the District Executive would take place on Thursday 5th April 2012 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)

148. Exclusion of Press and Public

RESOLVED: That the following items be considered in Closed Session by virtue of the Local Government Act 1972, Schedule 12A under Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).

149. Olympic Torch Route (Agenda Item 14) (Confidential)

Members were content to confirm the amended recommendations of the report.

RESOLVED: That the District Executive agreed the amended recommendations of the report.

Reason: To assist the progress of the Olympic Torch through South Somerset.

*(Laurence Willis, Assistant Director (Environment) – 01935 462428)
(laurence.willis@southsomerset.gov.uk)*

150. The acquisition (by South Somerset District Council) of a site in Yeovil as part of a property exchange (Agenda Item 15) (Confidential)

The Economic Development Manager provided Members with a power point presentation of the site to be acquired and financial details of the proposed property exchange.

The Assistant Director (Health and Well-Being) confirmed that a report on the future accommodation of the Resource Centre would be presented to District Executive in April 2012.

During discussion, it was noted that planning permission would not be required to demolish the Box Factory building, however, a planning application for change of use of the site would have to be made through the Area South and Regulation Committees.

It was also suggested that the moving of the Resource Centre be delayed until later in the year, however, Members felt that the opportunity to acquire the Box Factory site should not be lost for the sake of a relatively small cost of the lease on alternative accommodation for the Resource service.

The Assistant Director (Legal & Corporate Services) cautioned all present that details of the exchange were confidential and should remain so until the deal was secured.

At the conclusion of the debate, Members were content to confirm the recommendations of the report.

RESOLVED: That the District Executive agreed the recommendations of the report.

Reason: To agree that SSSDC acquire a site in Yeovil as part of a property exchange.

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

.....

Chairman

.....

Date

Scrutiny Committee – 3rd April 2012

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

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 5th April 2012.

Scrutiny Committee – 3rd April 2012

9. Verbal Update on Task and Finish Reviews

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

Scrutiny Committee – 3rd April 2012

10. Police and Crime Panels

Lead Officer: Emily McGuinness, Scrutiny Manager
Contact Details: emily.mcguinness@southsomerset.gov.uk or (01935) 462566

Purpose of Report

This report updates Scrutiny on the role of the Police and Crime Panel and the steps that will be taken in order to establish the Police and Crime Panel for the Avon and Somerset force area.

Action Required

That Scrutiny Committee members note the contents of the report.

Background

The Police Reform and Social Responsibility Act 2011 requires the ten local authorities with the Avon and Somerset Police Constabulary area to establish a Shadow Police and Crime Panel (PCP) for the Avon and Somerset force area by the middle of 2012.

The Police and Crime Panel will consist of 10 Councillors from the 10 district, county and unitary authorities covered by the Avon and Somerset Constabulary. The PCP may consist of up to a maximum of 18 elected representatives. It is currently envisaged that once the initial 10 members have been appointed, they will agree on the possible co-option of a further 8 members to potentially reflect the population sizes of the larger authorities of Bath and North East Somerset, Bristol City and North Somerset. Any proposals to increase the size of the panel must be agreed by the Home Secretary.

The Panel will also be expected to co-opt 2 community representatives – these representatives should be non-political and should bring additional skills and knowledge to the work of the PCP.

Role of the PCP

The PCP will be to **scrutinise** the work, actions and decisions of the elected Police and Crime Commissioner. The PCP will **not** scrutinise the work of the Police Force – this will be the responsibility of the Police and Crime Commissioner.

Schedule 6 of the Police Reform and Social Responsibility Act 2011 sets out the key legal provisions in relation to the operation of the PCP. The powers of the panel, as listed in Chapter 4 of the Act include:

- A veto over the appointment of a Chief Constable (Schedule 8, paragraph 4 Police Reform etc Act 2011)
- A veto over the precept proposed by the Police and Crime Commissioner
- Reviewing the elected Commissioners draft Police and Crime Plan – in public
- Reviewing the elected Commissioner's annual report, questioning the Commissioner on his performance on delivering the plan and making recommendations for improvement
- Dealing with complaints

The PCP will primarily be a Scrutiny body, holding the elected Police and Crime Commissioner to account for the delivery of his or her Police and Crime Plan. The guidance states that the PCP will have a duty to support as well as challenge and should not be seen as a **'super partnership'** that replaces other community safety partnership work that occurs outside of the remit of the PCP – the main focus should be on ensuring the effective delivery of the Police and Crime Plan.

Appointment to the Police and Crime Panel

In the Avon and Somerset Force Area, it is proposed that the current arrangements for appointing members to the Police Authority are continued. This will mean that the Leaders (or their representatives) from each of the 10 local authorities within the force area will be asked to form a Joint Selection Committee. This Committee will agree the allocation of seats on the PCP and it will then be for each individual authority to appoint their representative according to local procedures. The appointment will be made by Full Council at SSDC. Home Office and LGA guidance indicates that the positions should be held by non-Executive members, further reinforcing the Scrutiny role of the PCP.

The allocation of seats on the PCP is currently still being discussed. In the first instance, allocation of the initial 10 seats will be agreed. The Home Office guidance states that the balanced appointment objective should be achieved as far as is practicable with consideration given to geographical, political and skill requirements.

There is some discussion about whether seats on the PCP are awarded according to the political control of each authority (e.g. SSDC would therefore appoint a Liberal Democrat representative) or whether the force area should be taken as a whole, with seats on the PCP allocated according to the number of councillors in each political group **across Avon and Somerset**. Initial discussions indicate that the former proposal would be the preferred option but this has yet to be agreed.

The Police and Crime Panel will be expected to meet in November, following the election of the Police and Crime Commissioner on 15 November 2012. Home Office Guidance states that it **is for PCP itself to agree** its detailed Terms of Reference and working arrangements. In order to ensure the PCP is a functioning body by its first required meeting in November, it has been agreed that a Shadow PCP will be formed. The Shadow PCP will consist of those members who will make up the formal PCP in November, but it is anticipated that they will operate in a Shadow capacity for a few months to establish effective ways of working.

Support for the Police and Crime Panel.

In the Avon and Somerset Force Area, Somerset County Council are the only authority who have expressed an interest in becoming the **host authority** for the PCP.

The Home Office are keen to stress that the host authority should not be viewed as 'first among equals' – it will be for the PCP itself to agree its' support arrangements.

The Home Office is providing £53,300 of funding to the PCP – this will be paid to the Host Authority but it will be for the PCP to determine how this money is used to support their work, however, this money is not ringfenced. There will also be £920 of allowances for each PCP member made available.

Scrutiny Committee – 3rd April 2012

11. Scrutiny Work Programme – Selection of Items

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

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

Purpose of Report

This report contains a list of topics that members have suggested for inclusion in the Scrutiny Work Programme and asks members to use the agreed Scoring Methodology to decide which items should go forward and the most appropriate way of addressing each topic.

Action Required

Scrutiny Committee members consider which items to include in their Scrutiny Work Programme using the agreed Scoring Methodology.

Background

Why do we need an Overview and Scrutiny Work Programme?

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

What are some key principles for setting an Overview and Scrutiny Work Programme?

- Topics included in the Work Programme must add value to the work of the Council in delivering services to our residents.
- Where possible involve partners, stakeholders and the public
- Allow some flexibility to enable topics to be included as they arise.

The Work Programme should reflect all types of Scrutiny activity such as policy reviews, reviews of external organisations and holding the Executive to account.

Last year, all non-Executive members were invited to attend a Scrutiny Work Programming Workshop. At this workshop, members were asked to suggest topics that they would like to see in the Scrutiny Work Programme.

Since that workshop, there have been two key developments which mean we are now in a position to bring forward this report for members’ consideration, Firstly, the Scrutiny Committee has agreed a revised scoring methodology which allows all suggestions for work programme items to be considered in the same open and transparent way; and secondly, the Council has recently approved and adopted a new Corporate Plan against which each suggested topic can be scored.

Therefore, this report sets out each of the topics suggested by members at the workshop along with some **suggestions** as to how best to progress each idea. The final decision of course rests with members of the Scrutiny Committee.

Each suggested topic will still need to be scored by the Scrutiny Committee before a final decision is taken on whether to include it in the work programme. The table below suggests how the issue **could** be taken forward **if** the Committee agree to include the topic in the Scrutiny Work Programme.

This list is not exhaustive and members may wish to suggest additional/ alternative topics during the meeting.

Suggested Topic	Suggested way forward
Yarlington’s Community initiatives	Invite a representative from Yarlington to attend and give a presentation to members outlining the details of their Community Initiative and how we can ensure an effective relationship.
Identifying additional income streams	Annually, a Task and Finish group is established to work on various aspects of the budget setting process (inescapable bids etc) – this year, the Task and Finish Group could be established slightly earlier and could work on this topic and feed their findings into the budget setting process.
Assessing the Community impact of the Lean Review of the Area System	<p>Members have been involved in the Lean Review to date through a series of workshops. Following recommendations from members, officers are now applying the Lean methodology to the area working delivery structures.</p> <p>Members will need to clarify where Scrutiny could add value to this.</p>
Website – Customer Experience	The website has recently been re-launched, members may wish to consider requesting a report to Scrutiny Committee – focusing on the Customer experience of using the website and the impact the website is having on the number of telephone enquiries received.

Function of the Local Strategic Partnership – South Somerset Together	This issue has been considered at great length by the Partnerships Task and Finish Group - it would be difficult to demonstrate the added value of Scrutiny looking at this again.
Localism – relationship between tiers of local government (County / District / Town and Parish) to ensure effective working	Initial presentation to full Scrutiny Committee on all the relevant legislative changes and how SSDC are planning to implement them.
Countryside Service	This topic is very broad; an initial presentation to the Scrutiny Committee may be useful to give an overview of the service so that members can identify any specific areas for potential further investigation from an informed position. Members may want to consider the benefits of having the portfolio holder for Leisure and Culture deliver their presentation on the same date.
Joint Working/shared services	An initial report to Scrutiny Committee from the Chief Executive / Management Board outlining the Council's current approach to joint working / shared services may be a good starting point. Scrutiny Committee members would then be able to identify any areas for further investigation / information as appropriate.
Innovation Centre – occupancy levels	The relevant officer(s) and Portfolio Holder could be invited to attend a Scrutiny Committee meeting and report to members on the current position.
Core Strategy – the process used to inform the strategy	The Scoring Methodology refers to the fact that Scrutiny should avoid looking at issues that are being or have recently been considered by other member level bodies. The Core Strategy has been, and continues to be, considered extensively by members at numerous committees and ultimately by Full Council (where all members will have an opportunity for formal involvement).

Scoring each topic

As already mentioned, during the meeting members will be asked to use the agreed Scoring Methodology (attached at Appendix A to this report) to assess each of these suggested topics.



Scrutiny Work Programme Selection

Brief outline of issue to be scored:

.....

Submitted by:.....

Initial filter questions:

	Yes	No	Filter Process
Is this item already being considered by any other body (e.g. District Executive, Area Committee)			If yes the item is not suitable for inclusion in the Scrutiny Work Programme as there is a high likelihood that work will be duplicated.
Is this an issue about which something can be done and to which the Scrutiny Committee can add value?			If no then the item should not be included in the Scrutiny Work Programme

Scoring Process

If a proposed item makes it through the filter questions, the Scrutiny Committee will then consider each of the following questions – giving a collective score upon which they all agree. To reflect the 4 principles of effective scrutiny, some elements have been **weighted**. This means that the score for that particular question will be **multiplied by either 4,3 or 2**. Once all the questions have been considered and scores awarded, members will use the following table to allocate items to the Scrutiny Work Programme:

Band A (81-132 points)	The issue should be included in the Scrutiny work programme and should be prioritised according to the score received and current workloads.
Band B (41-80)	This issue will not necessarily be included in the work programme but should be held in abeyance for future re-consideration
Band C (0- 40)	This issue should not be included in the work programme.

Scoring questions

Question 1: Is the issue related to the council's priorities?

Not related	Slight priority	Medium priority	Significant priority	High priority	Overall Score (x4)
0	1	2	3	4	

Question 2: Is this issue concerned with the performance of a service?

Not applicable	Slight concern	Moderate concern	Significant concern	Major concern	Overall Score (x4)
0	1	2	3	4	

Question 3: Is this issue of significant public interest?

Not applicable	Slight interest	Medium interest	Significant interest	High interest	Overall Score (x4)
0	1	2	3	4	

Question 4: Has the issue got budgetary implications?

Not applicable	Slight	Medium	Significant	High	Overall Score (x4)
0	1	2	3	4	

Question 5: Does this issue contribute to the delivery of the Council's Corporate Plan and priorities?

Not applicable	Slight	Medium	Significant	High	Overall Score (x4)
0	1	2	3	4	

Question 6: Is this an issue where Scrutiny involvement will make a significant difference and achieve tangible outcomes?

Not applicable	Slight	Noticeable	Significant	Large	Overall Score (x4)
0	1	2	3	4	

Question 7: Does this issue relate to Government legislation (current or future?)

Not applicable	Possible future legislation	Definite Future	Current	Failure to implement legislation results in penalties /significant consequences	Overall Score (x2)
0	1	2	3	4	

Question 8: Does this issue have a potential impact for two or more areas?

Not applicable	Slight impact	Medium impact	Impact on 3 areas	Impact on all areas	Overall Score (x1)
0	1	2	3	4	

Question 9: Can effective Scrutiny of this issue be delivered from within available resources?

Not applicable	Not within next 12 months	Not within next 6 months	Yes- within 6 months	Yes immediately	Overall Score (x3)
0	1	2	3	4	

Scrutiny Committee – 3rd April 2012

12. Scrutiny Work Programme

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
03/04/12	Items for the Work Programme	✓			Members to consider which items suggested at the Scrutiny workshop to include in their Scrutiny Work Programme using the agreed Scoring Methodology.		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.		
03/04/12	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
03/04/12	Scoping – Portfolio Holder Presentation – Area South Portfolio and Yeovil Vision and Community Safety	✓			Members to scope Portfolio Holder presentation report.		

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Performance Management	Budget	Background/Description	Corporate Aim	Lead Officer (Lead Member)
01/05/12	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
01/05/12	Annual 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
01/05/12	To consider the recommendations of the Social Housing Fraud Task and Finish Review				A Task and Finish Review was established in October 2011 to look at the SSDC approach to tackling Social Housing Fraud.		Emily McGuinness, Scrutiny Manager Cllr John Calvert, Review Chairman
01/05/12	To consider a draft guide for substitute members	✓					Emily McGuinness Jo Gale Scrutiny Managers

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	Review of Capital Strategy	✓					

Task & Finish Reviews

Date Commenced	Title	Members
October	Social Housing Fraud	John Calvert – Review Chair Cathy Bakewell Marcus Fysh Dave Greene Derek Yeomans Kim Turner
October	Review of the implementation of the recommendations of the HomeFinder Somerset Review	Carol Goodall – Review Chair
December	Review of Member representation on Outside Organisations	Martin Wale – Review Chair Carol Goodall Dave Bulmer Colin Winder Gina Seaton Sue Osborne
April	Economic Development Strategy	
March	Housing and Council Tax Benefits	Carol Goodall – Review Chair Dave Bulmer Sue Osborne Jenny Kenton David Norris David Recardo Colin Winder
March	Performance Management	Completed

Scrutiny Committee – 3rd April 2012

13. Scoping for Portfolio Holder Presentation – May Meeting

Following the Budget Scrutiny session on 15th December 2011 the Scrutiny Committee agreed that a programme would be developed for each Portfolio Holder to attend Scrutiny Committee to answer questions about the services and priorities within their portfolios.

Councillor Tony Fife, Portfolio Holder for Area South, Yeovil Vision and Community Safety is due to attend the Scrutiny Committee on 1st May 2012. Members are asked to consider if there are any specific issues that they wish to be included in the presentation. This information will then be sent to the Portfolio Holder prior to their attendance at the May meeting.

14. Somerset Waste Board – Forward Plan

Somerset Waste Partnership

Somerset Waste Board – Forward Plan April 2012 to July 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 March 2012 covering April 2012 to July 2012
- 16 April 2012 covering May 2012 to August 2012
- 16 May 2012 covering June 2012 to September 2012
- 15 June 2012 covering July 2012 to October 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/11/10/02 30/03/12 (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/11/10/05 30/03/12 (K)	Waste Minimisation Strategy	To consider the report			Contact Officer and / or make representations at the meeting		David Mansell 01823 625713
SWB/11/02/08 30/03/12 (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/12/02/ 01 30/03/12	Update on VAT issues affecting the Waste Partnership	To consider the report	Partner Authorities	Internal	Contact Officer and / or make representations at the meeting	Annual Budget papers 2011/2012; Review of Somerset Waste Partnership Corporate Risk Assessment Item 7 24 February 2012	Martin Gerrish
SWB/12/03/01 30/03/12	Confidential Item: Review of Chief Officer Terms and Conditions by the Administering Authority	To consider the report and decide whether the revised Chief Officer contractual arrangements should be adopted.	District Council CEOs, Waste Board Chairman, MD Waste Partnership	The impact of the changes discussed in full.	Contact Officer and / or make representations at the meeting		Richard Crouch 01823 355074
SWB/12/03/02	SWP Internal Audit Plan 2012-13	To consider the report and agree recommendations	Internal	Internal	Contact Officer and / or make representations at the meeting		Alastair Woodland Audit Manager South West Audit Partnership 01823 356160

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/11/12/02 29/06/12 Annual General Meeting	SWP External Audit Plan 2011-12 and Annual Audit Fee 2012/13	To consider the report					Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/11/12/07 29/06/12 Annual General Meeting	Election of Chairman and Vice-Chairman	To elect a Chairman and Vice-Chairman	Internal	Internal	Contact Officer and / or make reps at the meeting	Constitution	Scott Wooldrige Comm Governance 01823 356748
SWB/11/12/08 29/06/12 Annual General Meeting	Health and Safety Update	To consider the report			Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/11/12/09 29/06/12 Annual General Meeting	Performance Monitoring 2011/12 – Outturn Report	To consider the report			Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/11/12/10 29/06/12 Annual General Meeting	Budget Monitoring 2012/13	To consider the report			Contact Officer and / or make representations at the meeting		Martin Gerrish Finance Manager Somerset Waste Partnership
SWB/10/12/03 29/06/12 (K) Annual General Meeting	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/11/03/02 29/06/12 (K)	Benchmarking and Value for Money Review	To consider the report and agree recommendations	Internal	Internal	Contact Officer and / or make representations at	SWP Business Plan 2011-16 SWB Constitution	Steve Read Managing Director Somerset Waste

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
Annual General Meeting					the meeting		Partnership 01823 625707
SWB/10/02/06 29/06/12 (K) Annual General Meeting	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

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

Scrutiny Committee - 3rd April 2012

15. Date of Next Meeting

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 1st May 2012 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.
