

South Somerset District Council

Notice of Meeting



Scrutiny Committee

Making a difference where it counts

Tuesday 1st May 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 23rd April 2012

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 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 – Council Plan

Our focuses 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 1st May 2012

Agenda

Preliminary Items

1. **To approve as a correct record the minutes of the previous meeting held on 3rd April 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

Page Number

- | | | |
|-----|---|-----------|
| 7. | Portfolio Holder Presentation | 6 |
| 8. | Reports to be considered by District Executive on 3rd May 2012 | 7 |
| 9. | Draft Guidance for Overview and Scrutiny Substitute Members | 8 |
| 10. | Verbal update on reports considered by District Executive on 5th April 2012 | 11 |
| 11. | Verbal Update on Task and Finish Reviews | 19 |
| 12. | Scrutiny Work Programme | 20 |
| 13. | Somerset Waste Board – Forward Plan | 23 |
| 14. | Date of Next Meeting | 27 |

Scrutiny Committee – 1st May 2012

1. Minutes

South Somerset District Council

Draft minutes of the **Scrutiny Committee** held on Tuesday 3rd April 2012 in the Main Committee Room, Council Offices, Brympton Way, Yeovil.

(10.00am – 12.40pm)

Present:

Members: Councillor Sue Steele (Chairman)

Cathy Bakewell
Dave Bulmer
Carol Goodall

Pauline Lock
Paul Maxwell

Also Present:

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

Officers:

Emily McGuinness	Scrutiny Manager
Jo Gale	Scrutiny Manager
Vega Sturgess	Strategic Director (Operations and Customer Focus)
Jo Morgan	Community Cohesion Officer
Martin Woods	Assistant Director (Economy)
Becky Sanders	Committee Administrator

115. Minutes (Agenda Item 1)

The minutes of the meeting of the Scrutiny Committee held on Tuesday 28th February 2012 were approved as a correct record and signed by the Chairman.

116. Apologies for Absence (Agenda Item 2)

Apologies for absence were received from Councillors John Calvert, Marcus Fysh, Tim Inglefield, Tony Lock, Wes Read, Martin Wale and Colin Winder.

117. Declarations of Interest (Agenda Item 3)

There were no declarations of interest.

118. Public Question Time (Agenda Item 4)

There were no members of public at the meeting.

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

There were no issues raised from previous meetings.

120. Chairman's Announcements (Agenda Item 6)

The Chairman made the following announcements:

- That Emily McGuinness and herself had attended the South West Councils Scrutiny Network in Taunton on 1st March. The Chair of Cornwall Council's Scrutiny Committee had now been appointed Chair of the network and he will be supported by the Scrutiny officers from Gloucester City Council and Emily McGuinness from SSDC. This would hopefully ensure that the network covered issues pertinent to all tiers of local government in the future. The network would meet twice a year and primarily focus on providing training and development opportunities for Scrutiny members across the region.
 - That she had attended a meeting of the Somerset Waste Board on 30th March, where there had been discussion about VAT issues affecting the Somerset Waste Partnership.
-

121. Verbal Update on reports considered by District Executive on 1st March 2012 (Agenda Item 7)

Members noted the draft minutes from the District Executive meeting held on 1st March as outlined in the agenda. Many of the comments raised by Scrutiny were noted in the minutes, and the following points were also noted:

Statutory Pay Policy for Senior Officers

Members were informed that councillors were not included within the Council's definition of lowest paid employees.

Community Health and leisure facilities – Standards of provision

Age of the population was not taken into consideration, as the standards allowed parishes to identify deficiencies regardless of age.

122. Reports to be considered by District Executive on 5th April 2012 (Agenda Item 8)

Members considered the reports outlined in the District executive agenda for 5th April 2012. It was agreed that the following comments and questions would be taken forward to District Executive for consideration.

Adoption Of Equality Objectives

Scrutiny wished to commend the action plan within the report which was easy to understand and with SMART objectives.

Public Consultation on Proposed Car Park Charges and Introduction of Evening and Sunday Charging in Selected Car Parks in Yeovil

Scrutiny members could accept the principle of establishing evening and weekend car parking charges in Yeovil, but were of the opinion that it should be a pilot monitored for 12 months and that there should be a nominal flat rate fee for evening and weekend parking of up to £1 across the recommended car parks in Yeovil. Scrutiny requested a report after 12 months to assess the actual income against projected budgets and the social and economic impact on the town.

Scrutiny members were also of the opinion that the car parking strategy should have been reviewed prior to this process.

Draft Recommendations On The New Electoral Arrangements For Somerset County Council

Scrutiny members expressed their dissatisfaction with the proposed loss of ward / division 'co-terminosity', with many ward members having to liaise with more than one county division member.

Councillor Tim Carroll had indicated he would circulate information regarding the new arrangements to all members – this would include a map indicating the new division boundaries and the relationship to the SSDC ward boundaries.

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).

Community Resource Centre – Options Appraisal

The report was discussed and questions directed to the Assistant Director (Health & well-Being) before the Scrutiny Committee meeting would be taken forward to District Executive.

Wincanton Community Sports Centre Restructuring of Contractual and Funding Arrangements

Scrutiny members supported the recommendations outlined in the report.

123. Verbal Update on Task and Finish Reviews (Agenda Item 9)

Social Housing Fraud

Emily McGuinness, Scrutiny Manager noted that a report to consider the recommendations of the Task and Finish review would be made to the Scrutiny Committee in May. The report would then be made to Council.

Housing and Council Tax Benefits

Councillor Carol Goodall informed members that the review group had met twice and both meetings had been quite intense, with a lot of background information to understand.

Performance Management

Emily McGuinness, Scrutiny Manager, thanked those members who had attended the Performance Management Task and Finish Group and the subsequent workshop arranged by the Strategic Director (Place and Performance). She explained that the comments made by Scrutiny members would be considered alongside those made by Executive Members at their workshop and would be reported to District Executive at their May meeting. As usual, Scrutiny Committee would consider the report prior to District Executive.

124. Police and Crime Panels (Agenda Item 10)

Emily McGuinness, Scrutiny Manager, introduced the report as shown in the agenda, and highlighted that the Police and Crime Panel would essentially be a scrutiny body designed to hold the Police Commissioner to account. No final decision had been made as to how appointments to the panel would be made.

Councillor Cathy Bakewell, gave a brief update on key points raised during a presentation to Somerset County Council's Scrutiny Committee on the same subject.

125. Scrutiny Work Programme – Selection of Items (Agenda Item 11)

Due to the absence of several members of the committee, it was agreed to defer this item to the next meeting.

126. Scrutiny Work Programme (Agenda Item 12)

Reference was made to the agenda report, which informed members of the Scrutiny Work Programme. The Scrutiny Managers informed members of updates including:

- Report on the Homefinder Somerset review would not be discussed at the May meeting and at the current time it was unknown when the report would be made.
 - Report on the Temporary Accommodation Strategy would be put back to June.
 - The update on Community Safety would be made to the May meeting
-

Jo Gale, Scrutiny Manager, also informed members that a presentation had been arranged for all council members on 3rd May on the Impact of the Localism Act.

RESOLVED: That the Scrutiny Work Programme be noted.

(Emily McGuinness, Scrutiny Manager)
(emily.mcguinness@southsomerset.gov.uk or 01935 462566)
(Jo Gale, Scrutiny Manager)
(joanna.gale@southsomerset.gov.uk or 01935 462077)

127. Scoping for Portfolio Holder Presentation – May Meeting (Agenda Item 13)

Members were reminded to forward any questions or suggestions to the Scrutiny Manager, for matters they would like to be discussed with the Portfolio Holder for Area South, Yeovil Vision and Community Safety.

128. Somerset Waste Board – Forward Plan (Agenda Item 14)

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

129. Date of Next Meeting (Agenda Item 15)

Members noted that the next meeting of the Scrutiny Committee would be held on Tuesday 1st May 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 – 1st May 2012

7. Portfolio Holder Presentation

Following the Budget Scrutiny session held 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 service and priorities within their portfolios.

Councillor Tony Fife, Portfolio Holder for Area South Portfolio; and Yeovil Vision and Community Safety will be attending the meeting to give a short presentation. Members will then have the opportunity to ask questions.

Scrutiny Committee – 1st May 2012

8. Reports to be considered by District Executive on 3rd May 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 3rd May 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 1st May 2012.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 3rd May 2012.

Scrutiny Committee – 1st May 2012

9. Draft Guidance for Overview and Scrutiny Substitute Members

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 provides draft guidance for Substitute members of the Overview and Scrutiny Committee to consider.

Action required

Members of the Scrutiny Committee are requested to consider the style and content of the draft guidance and are requested to provide feedback during the meeting. The aim is to develop and agree a final document that will be made available to all Overview and Scrutiny Substitute members should it be required following Full Council in May.

Background

District Executive considered a report on 2nd February 2012 and agreed to recommend to Council the use of substitute members for Scrutiny Committee. This is scheduled to go before to Full Council on 17th May 2012.

Report

Overview and Scrutiny is part of the political process and plays a vital role in the decision-making and policy development processes at SSDC. Scrutiny is an innovative development in the democratic process because it provides an independent view.

Effectively, the Scrutiny process is like the Council having its own 'watchdog' representing the South Somerset Community. It's a process that provides a chance to get a second opinion on key decisions to be made at District Executive and Full Council. It is also used to inform and review any of the Council's plans, policies and strategies or question existing practices of the Council or any other public services causing concern.

Overview and Scrutiny make recommendations and scrutinise the policies, decisions and performance of the Executive. The Executive in turn consults with and responds to Overview and Scrutiny recommendations.

Full Council appoints the 14 members to the Overview and Scrutiny Committee – the committee must be politically balanced and has one Chairman (drawn from one of the opposition groups) and 2 vice chairmen (drawn from the administration and the other opposition group).

The Committee conducts its business through monthly meetings but can also establish time limited Task and Finish Groups to carry out more in-depth reviews. Any member of the Council who is not a member of the District Executive can work on a Task and Finish Group if they wish. The work of the Overview and Scrutiny Committee and the Task and Finish Groups are supported by the Scrutiny Manger post.

Whilst our Overview and Scrutiny arrangements have been set up to provide an independent process for informing and reviewing the Council's decisions and policies, 'scrutiny' is not intended to be a confrontational or divisive process. It is not a process that questions every decision the Council makes for example. If it was, clearly, this would be counter-productive to Council. Instead, all those involved in Overview and Scrutiny are aware that its purpose is to complement and add value to the work of the Council.

Topics for review by Overview and Scrutiny can come from various different sources – suggestions could be made by residents, District Executive and other members of the Council (any member of the Committee has the right to ask for an item to be included on a Scrutiny Committee agenda). An issue could also be highlighted when considering the performance of Council services. It is therefore important to have a flexible work programme that can respond to this variety of sources.

Regardless of its source, a topic chosen for review must have the potential to make a difference.

Overview and Scrutiny is different from more formally managed Committee work and the work of the Committee should reflect this by applying the following basic 'ground rules':

- informal style
- represent the district in its entirety
- challenging
- be flexible
- no party political stance
- use a variety of approaches, ensuring we use plain English to make Scrutiny as accessible as possible.
- No 'no-go' areas
- Maintain a strategic focus
- Be proactive and confident
- Seek to challenge, influence and make a difference.

The Scrutiny Managers provide independent support and advice to the Scrutiny Committee and assist in reviews by providing independent research and generally project managing the work of the Scrutiny Committee.

Roles and Responsibilities

Members of the Scrutiny Committee:

- Provide a clear voice for Overview and Scrutiny within the Council, helping lead all non-executive members in the Overview and Scrutiny process;
- Make evidence based recommendations based on their reviews and deliberations; and
- Are responsible for the outputs and outcomes of Overview and Scrutiny.

Being a member of the Scrutiny Committee is a rewarding responsibility, each member gets the opportunity to really explore the work of the Council, ensuring it responds to community needs effectively and explores ways of improving the services the Council provides.

The work of the Committee is not limited to receiving reports. It is able to be more proactive by calling Portfolio Holders to answer questions and explore issues in more depth where appropriate. It allows members a good opportunity to present the views of their community and encourage the engagement of residents with their local authority.

An effective Scrutiny Committee has:

- Project Planning Skills - the ability to plan events to ensure efficient and timely conduct of more in-depth reviews
- Team Working Skills - the ability to work towards a common goal
- Questioning Skills – the ability to probe and bottom out issues without being adversarial or aggressive, combined with the judgement to ask the right questions at the right time (i.e. when to remain strategically focussed and when to drill down into the detail)
- Listening skills – particularly where others are giving views and opinions that differ
- Analytical Skills – the ability to interpret and review data and reach conclusions

Procedure

Scrutiny Committee meet half an hour before the actual committee meeting commences for a confidential pre-meeting, this provides the committee members with an opportunity to collectively consider and discuss any thoughts, comments and observations they have regarding the reports within the Scrutiny and District Executive agenda. The aim of the meeting is to develop a structured questioning plan to present to report authors and portfolio holders.

Scrutiny Committee considers the District Executive agenda reports to formulate questions and comments to take forward to District Executive, the aim of this is to aid and inform the decision making process known as pre-decision Scrutiny, this can reduce the need for 'call-ins' but doesn't prevent them from happening should the need arise.

Background Papers: *Report to District Executive 2nd February 2012*

Scrutiny Committee – 1st May 2012

10. Verbal update on reports considered by District Executive on 5th April 2012

The Chairman will update members on the issues raised by Scrutiny Members at the District Executive meeting held on 5th April 2012.

Attached for information is a copy of the draft minutes from the District Executive meeting held on 5th April 2012.

MEETING: DE.12: 11:12
DATE 05.04.12

South Somerset District Council

Minutes of a meeting of the **District Executive** held on **Thursday 5th April 2012** in the Council Chamber, Council Offices, Brympton Way, Yeovil.

(9.30 a.m. – 12.20 p.m.)

Present:

Members: Ric Pallister (in the Chair)

Tim Carroll
Tony Fife
Henry Hobhouse
Michael Lewis

Patrick Palmer
Jo Roundell Greene
Sylvia Seal
Angie Singleton (to 12.15pm)

Also Present:

Peter Gubbins
Tony Lock
Nigel Mermagen

David Norris
Sue Steele
Colin Winder

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

Officers:

Mark Williams	Chief Executive
Vega Sturgess	Strategic Director (Operations and Customer Focus)
Ian Clarke	Assistant Director (Legal and Corporate Services)
Donna Parham	Assistant Director (Finance and Corporate Services)
Martin Woods	Assistant Director (Economy)
Steve Joel	Assistant Director (Health and Well-Being)
Laurence Willis	Assistant Director (Environment)
Jo Morgan	Community Cohesion Officer
Garry Green	Engineering and Property Services Manager
Emily McGuinness	Scrutiny Manager
Angela Cox	Democratic Services Manager

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

157. Minutes (Agenda Item 1)

It was noted that the minutes of the meeting held on 1st March 2012 had been confirmed at the Special District Executive meeting held on 26th March 2012.

158. Apologies for Absence (Agenda Item 2)

An apology for absence was received from Councillor Peter Seib.

159. Declarations of Interest (Agenda Item 3)

There were no declarations of interest.

160. Public Question Time (Agenda Item 4)

Mr Murray Shepstone spoke regarding Agenda item 8 - Public Consultation on Proposed Car Park Charges and introduction of Evening and Sunday Charging in selected car parks in Yeovil. He asked that the Council abandon its plans to impose Sunday and evening car park charges in Yeovil as he felt it would have a detrimental effect on the town. He noted that it had taken less than 6 hours to collect almost 1,500 signatures on a petition opposing the charges in Yeovil the previous week. He said that during the current recession, when many people were facing pay freezes or pay reductions, it was unfair to levy increased charges on them. It could also have a detrimental effect upon the buoyant evening economy in Yeovil. He further noted that to charge on Sundays could impede or discourage people from attending Church services within the town.

161. Chairman's Announcements (Agenda Item 5)

There were no announcements from the Chairman.

162. Report from Yeovil District Hospital Foundation Trust (Agenda Item 6)

Mrs Lesley Boucher, SSDC representative on the Yeovil District Hospital Foundation Trust, introduced the report to Members. She noted that comments had been raised at recent SSDC Core Strategy meetings to the effect that the Yeovil District Hospital would not be able to cope with the additional people living in the town if the urban extension was to be agreed, but she said that the extension to the hospital at the new Cheverton site would be developed within the next 18 months and would greatly improve patient care.

In response to questions from Members, Mrs Boucher confirmed that:-

- The new Chief Executive of the hospital would be Mr Paul Mears who was currently working at South Devon Health Care NHS Trust. He was a very experienced officer and would be an excellent replacement for the previous Chief Executive, Mr Gavin Boyle.
- She would be pleased to accept questions or comments from Councillors and put them forward at the Hospital Board of Governors Meetings and this would be a two way communication of information.

At the conclusion of the debate, the Chairman thanked Mrs Boucher for attending and providing a comprehensive report. Members were content to note the report.

RESOLVED: That the District Executive noted the report from the Yeovil District Hospital Foundation Trust.

Reason: To receive an update report from the SSDC representative of the Yeovil District Hospital Foundation Trust.

(Sylvia Seal, Portfolio Holder for Leisure and Culture)
(sylvia.seal@southsomerset.gov.uk)

163. Adoption of Equality Objectives (Agenda Item 7)

The Portfolio Holder for Environment and Economic Development advised that the Equality Objectives were a requirement under the Equality Act 2010. She said they had been examined by both the Equalities Steering Group and the Scrutiny Committee and they would be embedded into all aspects of Council work. New staff and Council Contractors would also be made aware of them.

The Scrutiny Chairman said the Committee commended the action plan within the report as easy to understand and with SMART objectives.

Members were content to endorse the Equality Objectives 2012 – 2016, as presented and recommended that they be adopted by Council.

RESOLVED: That the District Executive endorsed the Equality Objectives 2012 – 2016, as presented and recommended that they be adopted by Council.

Reason: To comply with the requirement of the Public Sector Equality Duty under Section 149 of the Equality Act 2010.

*(Jo Morgan, Community Cohesion Officer – 01935 462297)
(jo.morgan@southsomerset.gov.uk)*

164. Public Consultation on Proposed Car Park Charges and introduction of Evening and Sunday Charging in selected car parks in Yeovil (Agenda Item 8)

The Chairman introduced the report to Members. He explained that although the District Executive had agreed to increase car parking charges at their meeting in February 2012, they did not have the authority to impose evening charges. This had subsequently been agreed at Council in February 2012 subject to a statutory 4 weeks of public consultation.

The Portfolio Holder for Finance and Spatial Planning advised that the Car Park Strategy, which had been agreed in 2007, had introduced increased car parking charges, however, the Council had not increased them every year. He noted that the majority of the consultation responses were opposed to the proposed imposition of evening and Sunday charging.

The Chairman of the Scrutiny Committee reported that they accepted the principle of establishing evening and weekend car parking charges in Yeovil, but were of the opinion that it should be a pilot monitored for 12 months and that there should be a nominal flat rate fee for evening and weekend parking of up to £1 across the recommended car parks in Yeovil. They also requested that a report be produced after 12 months to assess the actual income against projected budgets and the social and economic impact on the town.

During discussion, varying views were expressed. Whilst some Members felt they could not support evening or Sunday car park charges in Yeovil, others felt that it was reasonable, taking into account charges in other towns and cities. It was particularly noted that some town centre housing development had been allowed without any dedicated car parking on the basis that they could park overnight free of charge in council owned car parks and it would be particularly unfair to these residents.

At the conclusion of the debate, the Portfolio Holder for Finance and Spatial Planning proposed that the decision to implement evening and Sunday charging in certain car parks within Yeovil be deferred for 2012/13, pending a review of the Car Park Strategy. The cost to the Council would be in the region of £73,000, however, due to the mild winter weather, funds allocated for gritting SSDC owned car parks had not been fully used and £30,000 was remaining. This would be used to offset the £73,000 with the remaining £43,000 being made up from balances. This proposal was seconded.

It was also proposed that a scoping report on the revised Car Park Strategy be presented to the District Executive in June 2012. With the amendments proposed Members were content to agree the recommendations.

RESOLVED: That the District Executive:

1. noted the updated findings of the consultation process;
2. agreed to the proposed daily increase to the car parking and season ticket charges as presented to the District Executive meeting on the 2nd February 2012 taking into account the outcome of the consultation process;
3. deferred the implementation of evening and Sunday charging in certain car parks in Yeovil pending a review of the council's Car Parking Strategy later in the year.

Reason: To confirm the scale and level of the proposed increase to car park charges and to defer the introduction of evening and Sunday charging in selected car parks in Yeovil pending a review of the council's Car Parking Strategy later in the year.

*(Garry Green, Engineering & Property Services Manager – 01935 462066)
(garry.green@southsomerset.gov.uk)*

165. Appointment of Land Use and Valuation Advisor Post (Agenda Item 9)

The Chairman advised that Harrogate Borough Council had benefitted greatly by employing their own Valuation Adviser, who had been accepted by the development community as providing sound valuation advice. He said there was a need for someone with expert valuations skills within the council, particularly with the impending introduction of the Community Infrastructure Levy (CIL) and he was confident the post would prove its value within the two years.

In response to questions, the Chairman confirmed that:-

- He expected to appoint a professionally qualified valuer
- Once in post, he would expect the individual to train other members of staff
- The impartiality of the valuations given would be expected of a professional valuation officer.

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

RESOLVED: That the District Executive approved the appointment of a Land Use and Valuation Advisor post on a temporary 2 year basis and that the maximum costs if required of £106,586 are met from the New Homes Bonus Reserve.

Reason: To endorse the appointment of an in Land Use and Valuation Advisor post as a resource to help achieve the delivery of affordable homes, employment sites, regeneration projects, managing its assets, and to assess project viability.

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

166. Draft Recommendations on the new Electoral Arrangements for Somerset (Agenda Item 10)

The Portfolio Holder for Finance and Spatial Planning reminded Members that the request for the review had been made by Somerset County Council, who wished to reduce the number of County Councillors from 58 to 55. As it had been deemed imperative to retain 4 County Councillors to represent all of West Somerset, this had meant that Mendip, Taunton Deane and South Somerset would each lose a County Councillor. He noted that currently, the County and District Council divisions and wards were co-terminus, with one small exception in Yeovil Without but the new proposals from the Boundary Commission would mean that many rural District Councillors would have to liaise with 2 or 3 County Councillors. Maps of the proposed changes were circulated. He proposed that representations be made to the Boundary Commission on the following points:-

- Loss of co-terminosity within Wards and Divisions and the associated working difficulties this could create between District and County Councillors
- Opposition to the proposed anomaly of two Member Wards which had never happened before
- The representations of Parish Councils to be included in the final response.

The Chairman of the Scrutiny Committee said that members had expressed their dissatisfaction with the proposed loss of ward / division co-terminosity, with many ward members having to liaise with more than one County Division member.

During discussion, Members spoke of several anomalies and problems which the proposals would pose to the District Council, for both residents, Parish Councils and Councillors. It was noted that the proposals divided some parishes and would create electoral confusion.

At the conclusion of the debate, Members were content to agree that the Portfolio Holder for Finance and Spatial Planning make representations to the Boundary Commission, to include the following points:-

- Loss of co-terminosity within Wards and Divisions and the associated working difficulties this could create between District and County Councillors.
- Opposition to the proposed anomaly of two Member Wards as not in the interests of democracy.
- Breaking down of parish boundaries.
- Opposition to the naming of certain Divisions within Yeovil.
- The representations of Parish Councils to be included in the final response.

RESOLVED: That the District Executive considered the draft recommendations published by the Local Government Boundary Commission for England and agreed that representations be made to the Commission through the Leader of Council.

Reason: To seek Members views on the draft recommendations published by the Local Government Boundary Commission setting out proposed new electoral arrangements for Somerset County Council.

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

167. District Executive Forward Plan (Agenda Item 11)

The following additions to the Forward Plan were noted:

- Affordable Housing Development Plan update (Aug 2012)
- Scoping report for Car Park Strategy (June 2012)
- Wincanton Community Sports Centre Restructuring of Contractual and Funding Arrangements (June 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:-
 - Affordable Housing Development Plan update (Aug 2012)
 - Scoping report for Car Park Strategy (June 2012)
 - Wincanton Community Sports Centre Restructuring of Contractual and Funding Arrangements (June 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)

168. Date of Next Meeting (Agenda Item 12)

Members noted that the next scheduled meeting of the District Executive would take place on Thursday 3rd May 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)

169. 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).

170. Resource Centre Options Appraisal (Agenda Item 13) (Confidential)

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

Reason: To enable the Community Resource Centre to continue at a reduced cost to the Council

*(Steve Joel, Assistant Director (Health and Well-Being) – 01935 462278)
(steve.joel@southsomerset.gov.uk)*

171. Wincanton Community Sports Centre Restructuring of Contractual and Funding Arrangements (Agenda Item 15) (Confidential)

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

Reason: To seek approval for changes to be made to the current contractual and funding arrangements at Wincanton Community Sports Centre.

*(Steve Joel, Assistant Director (Health and Well-Being) – 01935 462278)
(steve.joel@southsomerset.gov.uk)*

.....
Chairman

.....
Date

Scrutiny Committee – 1st May 2012

11. Verbal Update on Task and Finish Reviews

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

Scrutiny Committee – 1st May 2012**12. Scrutiny Work Programme**

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
01/05/12	District Executive reports for consideration	✓		Each month Scrutiny Committee considers and comments on all District Executive reports.	
01/05/12	To consider a draft guide for substitute members	✓		From May 2012, substitute members will be able to be appointed to attend Scrutiny Committee meetings when necessary in accordance with the procedures agreed by Full Council. It is possible that a substitute member may have limited experience of the Scrutiny function so a brief guide has been produced to support substitute members.	Emily McGuinness Jo Gale Scrutiny Managers
01/05/12	Portfolio Holder Presentation	✓		Councillor Tony Fife will be attending to give a short presentation on his Portfolio Areas of Community Safety and Yeovil Vision focussing on the priorities and challenges for his Portfolio over the coming 12 months.	Cllr Tony Fife, Portfolio Holder for Yeovil Vision and Community Safety
06/06/12	District Executive reports for consideration	✓		Each month Scrutiny Committee considers and comments on all District Executive reports.	
06/06/12	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
06/06/12	Portfolio Holder Presentation	✓		Councillor Jo Roundell Greene will be attending to give a short presentation on her Portfolio Areas of Environment and Economic Development focussing on the priorities and challenges for his Portfolio over the coming 12 months.	Cllr Jo Roundell Greene – Portfolio Holder - Environment and Economic Development

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
06/06/12	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.	Colin McDonald, Corporate Strategic Housing Manager Ric Pallister – Portfolio Holder - Leader, Strategy and Policy
06/06/12	Selection of Items for the Work Programme	✓		Members will be asked to consider which items to include in the Scrutiny Work Programme using the Scoring Methodology.	Jo Gale Emily McGuinness Scrutiny Managers
April 2013	Update report on the site management of the Gypsy Park Homes at Ilton and Tintinhull	✓		At the Scrutiny Committee meeting on 28 th February 2012 members received an update on the management of park home sites and requested a 12 monthly report on this issue.	Steve Joel, Assistant Director (Health & Well being) Ric Pallister – Portfolio Holder - Leader, Strategy and Policy
TBC	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
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.

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
TBC	Review of Capital Strategy	✓			

Task & Finish Reviews

Date Commenced	Title	Members
October	Social Housing Fraud - Final report to be considered in June	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
March	Housing and Council Tax Benefits	Carol Goodall – Review Chair Dave Bulmer Sue Osborne Jenny Kenton David Norris David Recardo Colin Winder

Somerset Waste Partnership

Somerset Waste Board – Forward Plan May 2012 to August 2012

Important Note

23

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 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
- 16 July 2012 covering August 2012 to November 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/11/12/07 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 Wooldridge Comm Governance 01823 356748
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	Internal	Internal	Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/11/12/08 29/06/12 Annual General Meeting (K)	Health and Safety Update	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/11/04/01 29/06/12 Annual General Meeting (K)	New Controlled Waste Regulations	To receive a report regarding the proposed new Defra Controlled Waste Regulations and their application in respect of village and community halls as well as residential care homes	Internal	Internal	Contact Officer and / or make representations at the meeting	Report to Board on 15 December 2010 and 30 March 2012	Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/11/12/09 29/06/12 Annual General Meeting (K)	Performance Monitoring 2011/12 – Outturn Report	To consider the report	Internal	Internal	Contact Officer and / or make representations at the meeting	SWP Business Plan	Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/11/12/10 29/06/12 Annual General Meeting (K)	Budget Monitoring – Outturn Position for 2011/2012 and Use of Balances	To consider the report	Internal	Internal	Contact Officer and / or make representations at the meeting	SWP Annual Budget 2011/12	Martin Gerrish Finance Manager Somerset Waste Partnership

SWB Ref/Date for Decision	Title of Decision	Details of Decision to be Made	Principal Consultees	Details of Consultation	Details for Representations	Background Papers	Contact Officer
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) Annual General Meeting	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/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
SWB/12/04/01 29/06/12 Annual General Meeting	Update on progress against VAT issues	To consider the report	Partner authorities	Clarification of VAT issues	Contact Officer and / or make representations at the meeting	SWB report 30 March 2012	Martin Gerrish Finance Manager Somerset Waste Partnership

(K) = Key Decisions

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

Arrangements for making representations at Somerset Waste Board meetings

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

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

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

2/10

Scrutiny Committee - 1st May 2012

14. Date of Next Meeting

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Wednesday 6th June 2012 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.
