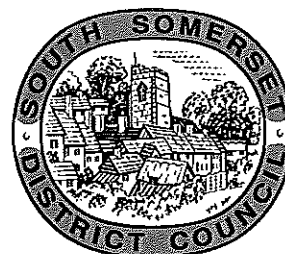


**South Somerset District Council**

*Notice of Meeting*



# Scrutiny Committee

*Making a difference where it counts*

**Wednesday 6<sup>th</sup> June 2012**

**10.00 am**

**Main Committee Room  
Council Offices  
Brympton Way  
Yeovil  
Somerset BA20 2HT**

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The public and press are welcome to attend.

Disabled Access is available at this meeting venue.



If you would like any further information on the items to be discussed, please ring the Agenda Co-ordinator, **Jo Morris** on Yeovil (01935) 462462  
email: [jo.morris@southsomerset.gov.uk](mailto:jo.morris@southsomerset.gov.uk), website: [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)

This Agenda was issued on Friday 25<sup>th</sup> May 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](http://www.southsomerset.gov.uk)



INVESTOR IN PEOPLE

## Scrutiny Committee Membership

**Chairman** Sue Steele  
**Vice Chairman** David Bulmer  
Carol Goodall

Cathy Bakewell  
Nigel Gage  
Peter Gubbins  
Pauline Lock

Tony Lock  
Paul Maxwell  
Graham Middleton  
Sue Osborne

Wes Read  
Martin Wale  
Nick Weeks

## Information for the Public

### What is Scrutiny?

The Local Government Act 2000 requires all councils in England and Wales to introduce new political structures which provide a clear role for the Council, the Executive and non-executive councillors.

One of the key roles for non-executive councillors is to undertake an overview and scrutiny role for the council. In this Council the overview and scrutiny role involves reviewing and developing, scrutinising organisations external to the council and holding the executive to account

Scrutiny also has an important role to play in organisational performance management.

The Scrutiny Committee is made up of 14 non-executive members and meets monthly to consider items where executive decisions need to be reviewed before or after their implementation, and to commission reviews of policy or other public interest.

Members of the public are able to:

- attend meetings of the Scrutiny Committee except where, for example, personal or confidential matters are being discussed;
- speak at Scrutiny Committee meetings; and
- see agenda reports.

Meetings of the Scrutiny Committee are held monthly on the Tuesday prior to meetings of the District Executive at 10.00am in the Council Offices, Brympton Way, Yeovil.

Agendas and minutes of these meetings are published on the Council's website [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk).

The Council's Constitution is also on the website and available for inspection in council offices.

Further information can be obtained by contacting the agenda co-ordinator named on the front page.

## South Somerset District Council – 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

Wednesday 6<sup>th</sup> June 2012

## Agenda

### *Preliminary Items*

1. To approve as a correct record the minutes of the previous meeting held on 1<sup>st</sup> May 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*

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| 9.  | Verbal update on reports considered by District Executive on 3 <sup>rd</sup> May 2012 ..... | 15 |
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Scrutiny Committee – 6<sup>th</sup> June 2012

## 1. Minutes

### South Somerset District Council

**Draft minutes** of the **Scrutiny Committee** held on Tuesday 1<sup>st</sup> May 2012 in the Main Committee Room, Council Offices, Brympton Way, Yeovil.

(10.00 a.m. – 12.40 p.m.)

#### Present:

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

Cathy Bakewell	Pauline Lock
John Calvert	Tony Lock
Carol Goodall	Paul Maxwell

#### Also Present:

Councillors Tony Fife, Peter Seib, Henry Hobhouse and Sylvia Seal

#### Officers:

Rina Singh	Strategic Director (Place & Performance) (For Item 7)
Kim Close	Assistant Director (Communities) / Area Development Manager (South) (For Item 7)
Emily McGuinness	Scrutiny Manager
Jo Gale	Scrutiny Manager
Jo Morris	Committee Administrator

## 130. Minutes (Agenda Item 1)

The minutes of the meeting of the Scrutiny Committee held on Tuesday 3rd April 2012 were approved as a correct record and signed by the Chairman.

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

Apologies for absence were received from Councillors Dave Bulmer, Tim Inglefield, Graham Oakes, Wes Read, Colin Winder and Martin Wale.

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

There were no declarations of interest.

## 133. Public Question Time (Agenda Item 4)

There were no members of public at the meeting.

### 134. Issues Arising from Previous Meetings (Agenda Item 5)

There were no issues raised from previous meetings.

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### 135. Chairman's Announcements (Agenda Item 6)

The Chairman informed members that the Scrutiny Work Programme Selection Item had been deferred until the June meeting to take account of any changes in committee membership which may arise following Annual Council in May.

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### 136. Portfolio Holder Presentation (Agenda Item 7)

Cllr. Tony Fife, District Executive Portfolio Holder for Yeovil Vision and Community Safety gave a short presentation updating members on the challenges and opportunities facing those services within his Portfolio area.

During his presentation, members were informed of the following:

#### Yeovil Vision

- Phase 2 of the Princes Street Enhancement Scheme was due to commence shortly;
- The Milford Project was a great success and the area was now a thriving community;
- The Glove Factory Development was nearing a successful completion and 20 properties had been sold;
- Promotion of the town was being undertaken through Go Yeovil, which was a Town Centre Partnership Initiative. The Yeovil Town Centre Partnership was split into three groups – Promotion Group, Community Safety Group and Town Centre Initiative Group;
- The Council was awaiting the outcome of a bid submitted to the Mary Portas Phase 1. The town had already been successful in securing funding through Mary Portas Phase 2 and the money would be distributed through the Market Towns Investment Group;
- Acquisition of the Box Factory Site would be concluded shortly;
- Priorities for the coming year include:
  - Initiate enhancements to the bottom end of Middle Street
  - Supporting the development of Yeovil Town Centre Partnership
  - Adventure Play Area at Milford Hall
  - Work to reduce the number of shop vacancies and encourage new businesses to Yeovil

During discussion members made the following comments:

- Concerns were raised over the number of properties closed in Princes Street particularly the smaller individual shops, due to the massive hike in rent;
- A question was raised relating to what leverage the Council has with landlords to get them to set more realistic rent charges;
- Members strongly supported the need to look after the town centres in South Somerset;
- Town Centres were having to compete with the internet and out of town shopping developments;
- It was important for Yeovil Vision to have an up to date website.

### **Community Safety**

- Government funding for Community Safety is currently passed from the Home Office to Somerset County Council. Following the forthcoming election in November 2012, the money will be passed to the Police and Crime Commissioner for Avon and Somerset;
- Key priorities for the coming year include:
  - Trying to influence the Crime Commissioner pre and post election including the production of a manifesto;
  - Seeking greater clarity on the budget;
  - The need to protect police levels in Somerset;
  - To take on an influential role in order to achieve and maintain local delivery.

The Scrutiny Manager informed members that there was a meeting of Somerset County Council's Scrutiny Committee on 29<sup>th</sup> May at which community safety issues would be discussed. Members of SSDC's Scrutiny Committee would be attending to take forward the issues raised in the District Executive report in relation to the pilot Safer Somerset Partnership.

The Portfolio Holder commented that Somerset County Council had chosen to spend the community safety funding without any consultation and that the money was not specifically ringfenced for Community Safety projects or Safer Somerset Partnership priority areas.

The Chairman thanked Cllr. Tony Fife for attending the meeting.

## **137. Reports to be considered by District Executive on 3<sup>rd</sup> May 2012 (Agenda Item 8)**

Members considered the reports outlined in the District Executive agenda for 3<sup>rd</sup> May 2012. It was agreed that the following comments and questions would be taken forward to District Executive for consideration.

### **Community Safety Update**

There is a meeting of Somerset County Council's Scrutiny Committee on May 29 at which Community Safety issues will be discussed. Members of the Scrutiny Committee will be attending the meeting and will take forward the issues raised in the DX report in relation to the pilot Safer Somerset Partnership.

### **Performance Indicators Refresh**

Members sought clarification on how Economic Development performance would be measured in-year. They noted that there were annual indicators but felt that there needed to be some way of monitoring trends throughout the year.

### **Street Naming & Numbering**

Members were happy to support the recommendations providing that there is an element of flexibility in appropriate circumstances and that the policy is used as guidelines.

## 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).

## Disposal of Surplus Property – Former Public Conveniences at Stoke Sub Hamdon

Members supported the recommendations outlined in the report.

### 138. Draft Guidance for Overview and Scrutiny Substitute Members (Agenda Item 9)

Emily McGuinness, Scrutiny Manager introduced the report which asked members to consider draft guidance for substitute members of the Scrutiny Committee. She explained that she had looked at best practice from other authorities and that it was important for the guidance to be as brief as possible and should focus on appropriate behaviours (non-political, non-adversarial etc). The document will be circulated to all non-executive members who may be called upon to act as substitute members of the Scrutiny Committee.

During discussion, members felt that the guidance should include that all members are welcome to attend any Scrutiny Committee meetings. Members also commented on the need for more public engagement in Scrutiny.

**RESOLVED:** That the Draft Guidance for Substitute members of the Overview and Scrutiny Committee be agreed subject to any amendments submitted by the Vice Chairman.

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

### 139. Verbal Update on reports considered by District Executive on 5<sup>th</sup> April 2012 (Agenda Item 10)

Members noted the draft minutes from the District Executive meeting held on 5<sup>th</sup> April 2012 as outlined in the agenda. Many of the comments raised by Scrutiny were noted in the minutes.

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

#### Outside Organisations

The Task and Finish Group have considered about 70% of the current appointments to outside bodies. The final report will be delayed for a few months as one of the main concerns of the group is the potential conflicts of interest for some members due to their role/position on some outside bodies. As members will be aware the current Standards



regime is being abolished and new guidance regarding the new proposed Ethical Standards regime and its implications for members interests is unlikely to be due before the end of July 2012.

### **Social Housing Fraud**

The final report of the Social Housing Fraud Task and Finish Group will be submitted to the June meeting of the Scrutiny Committee.

### **Council Tax Support**

The Task and Finish Review Group have met on four occasions and are currently in the process of reviewing different options for amending the current Council Tax Benefit scheme in terms of fairness.

### **Review of the Department of Work & Pensions Decision Making Process**

Jo Gale, Scrutiny Manager explained that Cllr. Ric Pallister had put forward a suggestion for a Task and Finish Review to look at the impact of the incorrect assessment of the Department of Work and Pensions benefits on the Welfare Benefits Team.

She explained that from preliminary discussions with the Welfare Benefits Team there appeared to be a particular problem with the process for people claiming Employment Support Allowance. She provided examples of the impact this process was having on some South Somerset residents.

Members felt that this subject was an area that the Scrutiny Committee could assist with and make a difference.

It was agreed that the best way forward was for an Officer to conduct some research and collaborate with the Welfare Benefits Team to evidence the problems being experienced by residents and compile a report and potentially some draft recommendations with a lead scrutiny member who has a particular interest in this area.

## **141. Scrutiny Work Programme (Agenda Item 12)**

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

Members noted that the presentation from Cllr Jo Roundell Greene, Portfolio Holder for Environment and Economic Development would be deferred to the July meeting, to coincide with consideration of the Economic Development Strategy.

**RESOLVED:** That the Scrutiny Work Programme be noted subject to the update outlined above.

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

## **142. Somerset Waste Board – Forward Plan (Agenda Item 13)**

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

in the agenda.

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**143. Date of Next Meeting (Agenda Item 14)**

Members noted that the next meeting of the Scrutiny Committee would be held on Wednesday 6<sup>th</sup> June 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

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Scrutiny Committee – 6<sup>th</sup> June 2012

## 7. Scrutiny Work Programme – Selection of Items

### **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 Programmes?**

- 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 for 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.

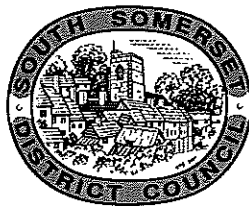
Suggested Topic	Suggested way forward
Yarlington's Community initiatives	Invite a representative from Yarlington to attend and give a presentation to members outlining the details of their Community Initiative and how we can ensure an effective relationship.
Identifying additional income streams	Annually, 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.

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**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 <b>yes</b> 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 <b>no</b> 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:

<b>Band A (81-132 points)</b>	The issue should be included in the Scrutiny work programme and should be prioritised according to the score received and current workloads.
<b>Band B (41-80)</b>	This issue will not necessarily be included in the work programme but should be held in abeyance for future re-consideration
<b>Band C ( 0- 40)</b>	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 i	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 – 6<sup>th</sup> June 2012

**8. Reports to be considered by District Executive on 7<sup>th</sup> June 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 7<sup>th</sup> June 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 6<sup>th</sup> June 2012.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 7<sup>th</sup> June 2012.

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Scrutiny Committee – 6<sup>th</sup> June 2012

**9. Verbal update on reports considered by District Executive on 3<sup>rd</sup> May 2012**

The Chairman will update members on the issues raised by Scrutiny Members at the District Executive meeting held on 3<sup>rd</sup> May 2012.

Attached for information is a copy of the draft minutes from the District Executive meeting held on 3<sup>rd</sup> May 2012.

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MEETING: DE.13: 11:12  
DATE 03.05.12

### South Somerset District Council

Minutes of a meeting of the District Executive held on Thursday 3<sup>rd</sup> May 2012 in the Council Chamber, Council Offices, Brympton Way, Yeovil.

(9.30 a.m. – 11.10 a.m.)

**Present:**

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

Tony Fife	Jo Roundell Greene
Henry Hobhouse	Sylvia Seal
Michael Lewis	Peter Seib
Patrick Palmer (from 10.05am)	Angie Singleton

**Also Present:**

Carol Goodall	Sue Steele
Tony Lock	Martin Wale
David Norris	

**Officers:**

Mark Williams	Chief Executive
Vega Sturgess	Strategic Director (Operations and Customer Focus)
Rina Singh	Strategic Director (Place and Performance)
Ian Clarke	Assistant Director (Legal and Corporate Services)
Donna Parham	Assistant Director (Finance and Corporate Services)
Martin Woods	Assistant Director (Economy)
Laurence Willis	Assistant Director (Environment)
Kim Close	Area Development Manager (South)
Charlotte Jones	Area Development Manager (North)
Alice Knight	Third Sector and Partnership Manager
Sue Eaton	Performance Manager
Ian Case	Senior Engineer
Emily McGuinness	Scrutiny Manager
Angela Cox	Democratic Services Manager

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

#### 172. Minutes (Agenda Item 1)

The minutes of the meeting held on 26<sup>th</sup> March and 5<sup>th</sup> April 2012, copies of which had been circulated, were taken as read and, having been approved as a correct record, were signed by the Chairman.

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

An apology for absence was received from Councillor Tim Carroll.

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

Councillor Michael Lewis declared a personal interest in Agenda item 8, Street Naming and Numbering Policy, as he was currently going through the process of renaming several properties. He abstained from voting on this item.

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

There were no members of the public present.

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

The Chairman led Councillors in congratulating all the SSDC staff who had worked to ensure the visit by Her Majesty, the Queen and the Duke of Edinburgh to Yeovil and Crewkerne had been successful the previous day. He particularly thanked Sally Nash, Personal Assistant to the Chief Executive, Katy Menday, Countryside Manager and Chris Cooper, Streetscene Manager and their staff for their efficient organisation of the events.

Members felt that the SSDC staff who had assisted should be given some recognition for their work and the Chief Executive confirmed that this was currently being considered.

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#### **177. Community Safety Update (Agenda Item 6)**

The Portfolio Holder for Community Safety introduced the report to Members. He noted that the report asked for an extension to the current trial period for the Safer Somerset Partnership, prior to any formal merger being considered and he drew Members attention to a list of conditions, which he and other partner members considered should be met before any formal merger was completed.

The Third Sector and Partnerships Manager confirmed that the current formal procedure to merge into a Partnership involved a comprehensive evaluation process through the Home Office.

The Scrutiny Chairman noted that there was a meeting of Somerset County Council's Scrutiny Committee on 29<sup>th</sup> May at which Community Safety issues would be discussed and Members of the SSDC Scrutiny Committee would be attending to take forward the issues raised in the District Executive report in relation to the pilot Safer Somerset Partnership.

In response to questions from Members, the Portfolio Holder confirmed that:-

- It would be unwise to merge into a formal Partnership at the current time and it could be beneficial to wait until the new Police Crime Commissioner was elected in November 2012.
  - Sedgemoor District Council were currently conducting a formal review of the Safer Somerset Partnership pilot and would take no decision on a merger until that review was complete.
  - The post of Police Architectural Liaison Officer had been withdrawn as funding for it was no longer available from the Crime and Disorder Reduction Partnership.
  - Community Safety funding had been passed to the County Council from the Government, however, the County Council had chosen to spend it elsewhere as it was not specifically ringfenced for Community Safety projects.
-

- A copy of this report and minutes would be circulated to all the Safer Somerset Partners.

At the conclusion of the debate, Members were content to agree an extension of the existing Safer Somerset Partnership pilot for up to 12 months before formal merger was considered.

**RESOLVED:** That the District Executive:-

1. approved an extension of the existing Safer Somerset Partnership pilot for up to 12 months before formal merger is considered.
2. agreed that the Community Safety Portfolio Holder feedback the views to the Safer Somerset Partnership and request that the partnership complete a formal evaluation to allow residual concerns to be addressed before consideration of the formal merger.

**Reason:** To agree an extension of the existing Safer Somerset Partnership pilot (in operation since 1<sup>st</sup> April 2011) and to complete a formal evaluation to allow residual concerns to be addressed before consideration of the formal merger as is required by the Home Office.

*(Steve Brewer, Community Safety Co-ordinator)*  
*(steve.brewer@southsomerset.gov.uk)*

## 178. Performance Indicator Refresh (Agenda Item 7)

The Performance Manager introduced the report to Members and advised that selection of the new Performance Indicators had been considered by a Scrutiny Task and Finish Group, officers and Members at two workshops. The information in Appendix A1 would be presented to District Executive on a quarterly basis and Appendix A2 information would be monitored and presented annually. Alternatively, Appendix A2 could be monitored through other routes such as service plans and presented when required. Appendix 2 detailed the future presentation layout of the Performance Indicator information.

The Scrutiny Chairman said that they sought clarification on how Economic Development performance would be measured in-year. They noted that there were annual indicators but felt that there needed to be some way of monitoring trends throughout the year.

The Strategic Director (Place and Performance) noted that all the Performance data could be accessed through the TEN management system at any time and the Chairman suggested that the Scrutiny Committee consider requesting a six-monthly update report on Economic Development to monitor trends throughout the year.

During discussion, the following refinements were agreed:-

- Separate the number of requests for grass cutting into 'those on SSDC owned land' and 'other land'
- The Indicator on working to bring empty houses back into use should include the total number of properties empty and the percentage brought back into use as this figure could fluctuate throughout the year.

It was also requested that that the perception of crime and anti-social behaviour (ASB) should be separated between Police ASB and District Council ASB, however, due to difficulties in obtaining the data from the Police, this would be problematic. The Chairman of the Scrutiny Committee agreed that they would monitor the Performance Indicator information and report any anomalies to the District Executive.

It was noted that the Performance Indicators could be adjusted in 12 months time if required.

Members were content to approve the list of indicators, the corporate performance measures and reporting format, as presented, to allow timely and accurate monitoring of the corporate priorities of the council.

**RESOLVED:** That the District Executive:-

1. approved the options selected in the workshops including the list of indicators for inclusion in the quarterly and annual performance reports (at Appendix 1);
2. approved the revised quarterly report format (at Appendix 2).

**Reason:** To agree a refreshed list of corporate performance measures and reporting format to allow timely and accurate monitoring of the corporate priorities of the council.

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

## 179. Street Naming and Numbering Policy (Agenda Item 8)

The Assistant Director (Environment) advised that the policy drew together the good practice which had been exercised by the District Council for some time and introduced a charging mechanism for the service in the future. It also took the opportunity to formally adopt two Acts of Parliament which were a requirement of the Local Government Act 1972. He suggested an amendment to Appendix D of the Policy which allowed that the Street Naming Conventions be considered rather than adopted to allow some flexibility within the Policy. Members were in agreement with this.

The Chairman of the Scrutiny Committee confirmed that they had learnt a great deal from the report and were happy to support it.

During discussion, it was noted that:-

- In future the selection of street names would define whether they were through-roads or not.
- The Policy would ensure that properties were numbered according to the street where the main front door was found.
- Developers would be able to suggest new street names but they would not have the final decision.
- The new policy would not affect any existing street names in the district unless there was a positive request to change one.

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

**RESOLVED:** That the District Executive recommends that Council:

1. adopts the Public Health Act 1925 - Sections 17 to 19 for the naming of streets and Section 65 of the Towns Improvement Clauses Act 1847 for numbering of houses and buildings;
2. approves and adopts the Street Naming & Numbering Policy (as amended) attached;
3. approves the charging mechanism and schedule for 2012/13 as set out in the report for implementation once the necessary procedural requirements have been complied with;
4. agrees that the Assistant Director (Environment) shall give notice to the public and the Town and Parish Councils of the proposal to pass a resolution to adopt the provisions set out in recommendation (1) above in the form and manner required by Local Government Act 1972 Schedule 14 Part II paragraph 25

**Reason:** To agree the new Street Naming and Numbering Policy and to update the charging regime for this service.

*(voting: 9 in favour, 0 against, 1 abstention)*

*(Ian Case, Engineer – 01935 462074)  
(ian.case@southsomerset.gov.uk)*

## 180. District Executive Forward Plan (Agenda Item 9)

The following amendments to the Forward Plan were noted:

- Economic Development Strategy – move to September 2012
- Local Development Scheme – review & resources – move to October 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 amendments:-
  - Economic Development Strategy – move to September 2012
  - Local Development Scheme – review & resources – move to October 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)*



**181. Date of Next Meeting (Agenda Item 10)**

Members noted that the next scheduled meeting of the District Executive would take place on Thursday 7<sup>th</sup> June 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)*

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**182. 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).

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**183. Disposal of Surplus Property – former public conveniences at Stoke Sub Hamdon (Agenda Item 11) (Confidential)**

The Assistant Director (Finance and Corporate Services) suggested a small amendment to the wording of recommendation 1 to allow for negotiation on the sale price should it prove necessary.

Members were happy to support the amended recommendations.

- RESOLVED:** That the District Executive:
1. approved the freehold disposal of the toilets adjacent to West Street, Stoke Sub Hamdon, in their existing condition;
  2. agreed that in the event that this purchase falls through, then delegated authority be granted to the Assistant Director – Finance and Corporate Services in conjunction with the Portfolio Holders for Finance and Spatial Planning and Property and Climate Change to recommence marketing the site to achieve a best value;
  3. agreed that the disposal be subject to the prospective new owner obtaining the required planning permissions, at their own expense;
  4. Agreed that each party meet their own legal and professional costs.

**Reason:** To agree the freehold disposal of public conveniences located at West Street, Stoke Sub Hamdon.

*(Diane Layzell, Senior Land and Property Officer – 01935 462058)  
(diane.layzell@southsomerset.gov.uk)*

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Scrutiny Committee – 6<sup>th</sup> June 2012

## 10. Social Housing Fraud Task and Finish Group – Final report

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

### **Purpose of Report**

To present the final report of the Social Housing Tenancy Fraud Task and Finish Group. The report has been sent out under separate cover.

### **Action Required**

That Scrutiny Committee members endorse the recommendations contained in the report. It is also suggested that the report is included in the next available Council agenda to allow all members of the Council the opportunity to discuss this issue. Following debate at Full Council, a summary of any decisions arising will be submitted to the Executive.

### **Background**

This Task and Finish Group was established in November 2011, and as the attached report states, set out to establish if South Somerset District Council has adequate policies and practices in place to deter and detect social housing tenancy fraud.

The members on the Task and Finish Group carried out a thorough review of this topic and sought evidence from a number of sources including SSDC officers and Executive members, Housing Providers and national 'expert witnesses'. Based on the information gathered, the Task and Finish members are confident that the recommendations contained in their report represent a realistic way forward.

Members of the Task and Finish Group were mindful of the need to keep their final report concise but felt it was important that the evidence base for their recommendations was also included. Therefore, there are a number of appendices to the main report.

It is customary for reports from Task and Finish Groups, once endorsed by the Scrutiny Committee, to be submitted to District Executive for any recommended decisions to be taken. However, in this instance, members of the Task and Finish group are recommending that following Scrutiny Committee, their final report is included in the next appropriate **Full Council** agenda. They hope that by doing so, not only will all members of the Council have the opportunity to discuss this important issue, but it will also help raise the profile of the work of Scrutiny amongst elected members.

A further brief report will then be submitted to District Executive to allow any necessary decisions to be taken.

Scrutiny Committee – 6<sup>th</sup> June 2012

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

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

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Scrutiny Committee – 6<sup>th</sup> June 2012

12. Scrutiny Work Programme

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
06/06/12	District Executive reports for consideration	✓		Each month Scrutiny Committee considers and comments on all District Executive reports.	
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
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
03/07/12	District Executive reports for consideration	✓		Each month Scrutiny Committee considers and comments on all District Executive reports.	
03/07/12	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
03/07/12	Temporary Accommodation Strategy	✓		At the Scrutiny Committee meeting on 29 <sup>th</sup> 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

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
April 2013	Update report on the site management of the Gypsy Park Homes at Ilton and Tintinhull	✓		At the Scrutiny Committee meeting on 28 <sup>th</sup> 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.
TBC	Review of Capital Strategy	✓			

**Task & Finish Reviews**

Date Commenced	Title	Members
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

## 13. Somerset Waste Board – Forward Plan

## Somerset Waste Partnership

### Somerset Waste Board – Forward Plan June 2012 to September 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 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
- 16 August 2012 covering September 2012 to December 2012

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

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

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

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

SWB Ref/Date for Decision	Title of Decision	Details of Decision to be Made	Principal Consultees	Details of Consultation	Details for Representations	Background Papers	Contact Officer
SWB/11/12/02 29/06/12 Annual General Meeting	SWP External Audit Plan 2011-12 and Annual Audit Fee 2012/13	To consider the report	Internal	Internal			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 Woodridge Comm Governance 01823 356748
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		David Oaten Operations Team Leader Somerset Waste Partnership 01823 625721
SWB/12/05/01 29/06/12 Annual General Meeting	Public Attitudes and Satisfaction Survey	To consider the results of a survey on attitudes to services and communications	Members of the public	On street survey conducted by a specialist third party	Contact Officer and / or make representations at the meeting		David Mansell Strategy and Communications Team Leader 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
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		Partnership 01823 625713 Martin Gerrish Finance Manager Somerset Waste Partnership 01823 355303
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 01823 355303
SWB/12/05/02 29/06/12 Annual General Meeting	MTPF / Service Review	To consider the report and agree recommendations	Partner authorities	Internal	Contact Officer and / or make representations at the meeting	Business Plan 2012-17	Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/12/05/04 29/06/12 Annual General Meeting	Amendments to the Cost Sharing Mechanism	To propose amendments to the cost sharing mechanism to simplify allocation of costs between partners and introduce a single rate for recycling credits	Partner authorities	Internal	Contact Officer and / or make representations at the meeting	Inter Authority Agreement	Martin Gerrish Finance Manager Somerset Waste Partnership 01823 355303
SWB/12/05/03 28/09/12	Fees and Charges	To consider levels of fees and charges for 2013/14 and make recommendations to	Partner authorities	Internal	Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership

SWB Ref/Date for Decision	Title of Decision	Details of Decision to be Made	Principal Consultees	Details of Consultation	Details for Representations	Background Papers	Contact Officer
SWB/10/12/03 28/09/12 (K)	Joint Municipal Waste Management Strategy	partners 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		01823 625707  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 Woodriddle or Vicki May, Community Governance, **before the meeting**. Contact details: VMay@somerset.gov.uk or 01823 357148.

Scrutiny Committee - 6<sup>th</sup> June 2012

**14. Date of Next Meeting**

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 3<sup>rd</sup> July 2012 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.

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