

South Somerset District Council

Notice of Meeting



Scrutiny Committee

Making a difference where it counts

Tuesday 3rd July 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 25th June 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
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.

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 3rd July 2012

Agenda

Preliminary Items

1. **To approve as a correct record the minutes of the previous meeting held on 6th June 2012**
2. **Apologies for Absence**
3. **Declarations of Interest**

In accordance with the Council's Code of Conduct, which includes all the provisions of the statutory Model Code of Conduct, Members are asked to declare any personal interests (and whether or not such an interest is "prejudicial") in any matter on the agenda for this meeting. A personal interest is defined in paragraph 8 of the Code and a prejudicial interest is defined in paragraph 10.

4. **Public Question Time**
5. **Issues Arising from Previous Meetings**

This is an opportunity for Members to question the progress on issues arising from previous meetings. However, this does not allow for the re-opening of a debate on any item not forming part of this agenda.

6. **Chairman's Announcements**

Items for Discussion

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Scrutiny Committee – 3rd July 2012

1. Minutes

South Somerset District Council

Draft Minutes of the **Scrutiny Committee** held on Wednesday 6th June 2012 in the Main Committee Room, Council Offices, Brympton Way, Yeovil.

(10.03 a.m. – 11.45 a.m.)

Present:

Members: Councillor Sue Steele (Chairman)

David Bulmer	Peter Gubbins	Graham Middleton
Pauline Clarke (sub.)	Pauline Lock	Sue Osborne
Nigel Gage	Tony Lock	Martin Wale
Carol Goodall	Paul Maxwell	Nick Weeks

Also Present:

Councillors Ric Pallister and John Calvert (for item 10).

Officers:

Emily McGuinness	Scrutiny Manager
Jo Gale	Scrutiny Manager
Becky Sanders	Committee Administrator

1. Minutes (Agenda Item 1)

The minutes of the meeting of the Scrutiny Committee held on Tuesday 1st May 2012 were approved as a correct record and signed by the Chairman.

2. Apologies for Absence (Agenda Item 2)

Apologies for absence were received from Councillors Cathy Bakewell and Wes Read. Cllr Pauline Clarke substituted for Cllr Cathy Bakewell.

3. Declarations of Interest (Agenda Item 3)

There were no declarations of interest.

4. Public Question Time (Agenda Item 4)

There were no members of public at the meeting.

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

There were no issues raised from previous meetings.

6. Chairman's Announcements (Agenda Item 6)

The Chairman informed members that she had attended the Somerset County Council (SCC) Scrutiny Committee on 29 May 2012 for the Community Safety update. SSSDC had submitted 12 questions for consideration and the responses were included within the SCC Scrutiny agenda report.

7. Scrutiny Work Programme – Selection of Items

Members considered the list of topics that had been suggested for inclusion in the Scrutiny Work programme, as detailed in the agenda. The agreed scoring methodology was used to decide which items should go onto the work programme and the most appropriate way of addressing each topic. Members agreed that the following items be added to the Scrutiny Work programme.

Suggested Topic	Suggested way forward	Scoring
Yarlington's community initiatives, funding and debt work	Initially Scrutiny Committee to receive a paper for information. Then if necessary invite a representative from Yarlington to attend and give a presentation to members outlining the details of their Community Initiative and debt work - and how we can ensure an effective relationship.	87 – Band A <i>The issue should be included in the Scrutiny work programme and should be prioritised according to the score received and current workloads.</i>
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.	89 – Band A <i>The issue should be included in the Scrutiny work programme and should be prioritised according to the score received and current workloads.</i>
Assessing the Community impact of the Lean Review of the Area System	Don't include on work programme, unable to identify where Scrutiny could add extra value.	
Website – Customer Experience	Don't include on work programme, monitored by District Executive -unable to identify where Scrutiny could add extra value.	
Function of the Local Strategic Partnership – South Somerset Together	Don't include on work programme, report/annual review due for consideration at District Executive in November 2012.	

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 SSSC are planning to implement them.	103 – Band A <i>The issue should be included in the Scrutiny work programme and should be prioritised according to the score received and current workloads.</i>
Countryside Service	Initial Portfolio Holder presentation to Scrutiny to give an overview of the service, future plans and funding, so that members can identify any specific areas for potential further investigation from an informed position.	Not scored
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, and the benefits to date. Scrutiny Committee members would then be able to identify any areas for further investigation / information as appropriate.	Not scored
Innovation Centre – occupancy levels	Initial Portfolio Holder presentation to Scrutiny to give an overview of the service and whether ambitions of the centre are being met, so that members can identify any specific areas for potential further investigation from an informed position.	Not scored.
Core Strategy – the process used to inform the strategy	Don't include on work programme, unable to identify where Scrutiny could add extra value.	

8. Reports to be considered by District Executive on 7th June 2012 (Agenda Item 8)

Members considered the reports outlined in the District Executive agenda for 7th June 2012. It was agreed that the following comments and questions would be taken forward to District Executive for consideration.

SSDC Partnerships

- Members sought clarification as to why the Strategic Partnership Against Hate Crime needed to remain as a separate partnership and why it could not be under the 'umbrella' of Community Safety.

- Somerset Armed Forces Community Covenant Partnership – concern that membership of committee(s) was top heavy, and that it's a large partnership to act as a conduit to funding

Car Parking Scoping Report

- Scrutiny Committee request sight of the draft report for full perusal at least one month before the report is made to District Executive.
- Members felt that the car park strategy should make reference to the Portas report and should follow the emerging Economic Development Strategy to ensure the strategies compliment each other.
- Members seek clarification as to how the neighbourhood planning process will contribute to the Car Parking Strategy?
- Will the full potential of all payment methods (e.g. use of mobile phones) be explored as part of the Parking Strategy Review?

Capital Outturn Report

- Paragraph 14 in the agenda on page 29 – members noted that Area North had a higher uncommitted balances that the other areas
- Page 9 in appendix pack - £720k earmarked for new car parks – does this need to be reviewed due to land not being available
- Page 10 in appendix pack - £5k for replacement carpet in the Council Chambers – seems excessive.
- Page 10 in appendix pack – replacement boilers at Chard and Brympton Way – funding allocated for a number of years – should it be reviewed.
- Page 12 in appendix pack - members sought clarification on the £56k contingency / insurance reserve.
- Page 15 in appendix pack – Goldenstones – what are the other works that has led to the delay of the 3rd phase of works?

Revenue Outturn Report

- No comments

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).

SSDC Workplace Nursery (Confidential)

Members supported the recommendations detailed in the report, and sought confirmation regarding monitoring arrangements.

9. Verbal Update on reports considered by District Executive on 3rd May 2012 (Agenda Item 9)

Members noted the draft minutes from the District Executive meeting held on 3rd May 2012 as outlined in the agenda. Comments raised by Scrutiny were noted in the minutes.

10. Social Housing Fraud Task and Finish Group – Final Report (Agenda item 10)

Chairman of the Social Housing Fraud Task and Finish Group, Councillor John Calvert, summarised the final report as detailed with the agenda. He explained the context to the issues considered by the group. He commented that all Registered Social Landlords who had participated in the review were supportive of the recommendations detailed in the report.

Members were content to endorse the recommendations contained within the report, and that the report be made to the next Council meeting for full discussion, with a summary of any decisions arising to be submitted to District Executive.

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

Council Tax Support

The Task and Finish Review Group have three times. Progress was quite slow as the work was complex with a lot of information to understand and cross reference with several Acts. Options would be prioritised shortly.

Outside Organisations

Progress was slow, as still awaiting guidance on new regulations regarding members interests. Group would meet again at the end of June.

12. Scrutiny Work Programme (Agenda Item 12)

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

Members noted that following discussion of agenda item 7 that the following items would be added to the programme:

- Yarlington's community initiatives, funding and debt work.
- Identifying additional income streams
- Localism – relationship between tiers of local government
- Countryside Service
- Joint working / shared services
- Innovation Centre – occupancy levels

RESOLVED: That the Scrutiny Work Programme be noted subject to the addition of the following items:

- Yarlington's community initiatives, funding and debt work.
- Identifying additional income streams
- Localism – relationship between tiers of local government
- Countryside Service
- Joint working / shared services
- Innovation Centre – occupancy levels

(Emily McGuinness, Scrutiny Manager)

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

(Jo Gale, Scrutiny Manager)

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

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

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

14. Date of Next Meeting (Agenda Item 14)

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

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

.....
Chairman

Scrutiny Committee – 3rd July 2012

7. Temporary Accommodation Strategy: Update Report

<i>Executive Portfolio Holder</i>	<i>Councillor Ric Pallister, Housing, Environmental Health & Inclusion</i>
<i>Assistant Director:</i>	<i>Martin Woods, Economy</i>
<i>Lead Officer:</i>	<i>Colin McDonald, Corporate Strategic Housing Manager</i>
<i>Contact Details:</i>	<i>colin.mcdonald@southsomerset.gov.uk or (01935) 462331</i>

Purpose of Report

This report updates Scrutiny on the progress made on actions set out in the Temporary Accommodation Strategy since its adoption.

The confidential appendices for members are attached at the back of the agenda.

Action Required

That the Scrutiny Committee note the contents of the report.

Background

The Temporary Accommodation Strategy was adopted by the District Executive at its meeting on 1st December 2011, having been looked at by Scrutiny Committee on 29th November 2011. Scrutiny Committee asked District Executive to ensure that any specific decisions arising from the strategic actions listed in the document come back before the relevant body and the District Executive duly agreed that this should be the case.

The Temporary Accommodation Strategy was initiated by the Portfolio Holder, having identified this element of the (statutory) Homelessness Strategy as most urgent for review. A revision of the County-wide Homelessness Strategy is now underway and the issues raised in the SSDC Temporary Accommodation Strategy are being taken into account.




The Temporary Accommodation Strategy lists twelve strategic actions and the Scrutiny Committee, when meeting at the end of November 2011, requested an update report on these in six months.

Demographic changes

There is no evidence from recent data to suggest that the longer-term assumptions made in the Strategy (about the number and type of temporary accommodation units required) need to be adjusted in any way. Wherever possible, it is primarily the reliance on bed and breakfast (B&B) that should be reduced, with the existing range of other specific temporary accommodation being retained (in part to assist the reduction of reliance on B&B).

Over recent months there has been a continued reduction in the reliance on bed and breakfast, both in terms of numbers and length of stay. A longer-term view is reproduced at appendix two. The table below is an extract from the appendix showing the use of B&B over the most recent reported quarters.

Table: Extract showing LI026 - Average length of stay in Temporary Accommodation (Bed & Breakfast) (BV183a)

Reporting Period	Value (weeks)	Target (weeks)	Status	Comments
Q2/11/12	2.0	4.5		
Q3/11/12	2.8	4.5		
Q4/11/12	1.9	4.5		

In April 2012, there were nine households in B&B and the average length of stay for those leaving bed and breakfast in that month was just over one and a half weeks. This represents a reduction of two households (on a snapshot basis) and a reduction of over four and a half weeks compared with April 2011.

Whilst the reduced usage of B&B is good news (both in terms of the families involved and the cost to the Council), it would not yet be prudent to deliberately reduce the level of other Temporary Accommodation available.

Strategic Action Update

The strategic actions listed in the document cited different lead officers from both the strategic housing unit and the operational housing team. One of these cited lead officers has since gone on maternity leave, but her actions have been taken up by other colleagues in her absence. Officers from both teams have worked together to compile the update that is shown at appendix one.

Scrutiny Committee – 3rd July 2012

8. 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 discuss their service areas with members of the Committee.

These sessions are intended to be a relatively informal opportunity for Scrutiny members to discuss the following with Portfolio Holders:

- key achievements within their service areas over the past 12 months,
- priorities for the coming 12 months,
- budgetary implications; and
- opportunities for Scrutiny to support the policy development work of the Portfolio Holder.

Councillor Jo Roundell-Greene will be attending the July Scrutiny meeting. Councillor Roundell – Greene is Portfolio Holder for Environment and Economic Development and the following services fall within her Portfolio:

- Waste and Recycling
 - Street Scene
 - Somerset Waste Board
 - Economic Development
 - Regeneration; and
 - Equalities and Diversity.
-

Scrutiny Committee – 3rd July 2012

9. Verbal update on reports considered by District Executive on 7th June 2012

The Chairman will update members on the issues raised by Scrutiny Members at the District Executive meeting held on 7th June 2012.

Attached for information is a copy of the draft minutes from the District Executive meeting held on 7th June 2012.

MEETING: DE.01: 12:13
DATE 07.06.12

South Somerset District Council

Minutes of a meeting of the **District Executive** held on **Thursday 7th June 2012** in the Council Chamber, Council Offices, Brympton Way, Yeovil.

(9.30 a.m. – 11.30 a.m.)

Present:

Members: Ric Pallister (in the Chair)

Tim Carroll
Tony Fife
Henry Hobhouse
Michael Lewis
Patrick Palmer

Jo Roundell Greene
Sylvia Seal
Peter Seib
Angie Singleton

Also Present:

Tony Lock
Ian Martin
Graham Middleton
David Norris

Sue Steele
Martin Wale
Colin Winder
Derek Yeomans

Mrs Lesley Boucher
Robert Steele

SSDC representative, Yeovil District Hospital Board of Governors
Director of Estates & Facilities, Yeovil District Hospital

Officers:

Mark Williams
Vega Sturgess
Donna Parham
Laurence Willis
Alice Knight
Garry Green
Andy Foyne
Gary Russ
Mike Holliday
Emily McGuinness
Angela Cox

Chief Executive
Strategic Director (Operations and Customer Focus)
Assistant Director (Finance and Corporate Services)
Assistant Director (Environment)
Third Sector and Partnership Manager
Engineering and Property Services Manager
Spatial Policy Manager
Procurement and Risk Manager
HR Manager
Scrutiny Manager
Democratic Services Manager

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

1. Minutes (Agenda Item 1)

The minutes of the meeting held on 3rd May 2012, copies of which had been circulated, were taken as read and, having been approved as a correct record, were signed by the Chairman.

2. Apologies for Absence (Agenda Item 2)

There were no apologies for absence.

3. Declarations of Interest (Agenda Item 3)

There were no declarations of interest.

4. Public Question Time (Agenda Item 4)

There were no members of the public present.

5. Chairman's Announcements (Agenda Item 5)

There were no announcements from the Chairman.

6. SSDC Partnerships (Agenda Item 6)

The Portfolio Holder for Leisure and Culture introduced the report to Members. She reminded them that following a Scrutiny Task and Finish review, the District Executive had agreed to reduce the number of partnerships on the SSDC Partnerships Register from 37 to 15 in October 2011. It had also been agreed that there should be an annual review of the Partnerships Register, to be reported to the District Executive or relevant Area Committee. She noted the second recommendation that a new partnership, the Somerset Armed Forces Community Covenant Partnership, be added to the Partnerships Register.

The Third Sector and Partnerships Manager confirmed that Councillor Ian Martin was the SSDC appointed representative to the Somerset Armed Forces Community Covenant Partnership. She said there was now had a detailed action plan for the Partnership which was necessary to access part of £30m Government grants aimed at providing financial support to projects at a local level, which strengthened the ties or the mutual understanding between members of the Armed Forces community and the wider community in which they lived.

During discussion, the following points were made:-

- The structure of the Community Safety Partnership was currently very complicated and it was being rationalised and streamlined over the next year.
- The military would have to charge full-cost recovery for any services carried out in the community which were of a non-military nature, for example, assisting during flooding in the community.
- The Resettlement Officer at RNAS Yeovilton was in contact with staff at Yarlington Homes to assist ex-servicemen into civilian life and they were being encouraged to search the SSDC website for information on our council services.
- Closer contact with RNAS Yeovilton would be beneficial to all parties for early indications of any proposals or changes which affected the local community.

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

RESOLVED: That the District Executive:-

1. noted that the annual review of each of the partnerships on the Partnership Register had been completed.

2. agreed to the Somerset Armed Forces Community Covenant Partnership being added to the Partnership Register.

Reason: To present the annual review of the Partnership Register and to agree to the Somerset Armed Forces Community Covenant Partnership being added to that Register.

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

7. Car Park Strategy Scoping Report (Agenda Item 7)

The Portfolio Holder for Finance and Spatial Planning introduced the report to Members and advised that the 2007 Car Park Strategy was now out of date and therefore it was necessary to review it. He said the Scrutiny Committee had raised several pertinent points relating to the review of the strategy, including ensuring the Strategy would be in accord with the emerging Economic Development Strategy and the Portas Review.

During discussion, the following points were made:-

- Payment of car parking fees by mobile phone was currently being introduced.
- The provision of coach parking spaces in Yeovil and the Market Towns should be explored in consultation with the Yeovil Vision, the Market Towns Investment Group (MTIG) and the Tourism Service.
- The Scrutiny Committee should review the revised Strategy at least one month prior to presentation at District Executive to allow time for any amendments to be made.
- Town Councils should be included in any consultation process.
- The proposed car park user survey should be extended beyond just the Yeovil car parks.

At the conclusion of the debate, Members were content to agree the recommendations of the report with the points above being taken into consideration during the review.

RESOLVED: That the District Executive:-

1. approved the aims and scope of the revised Car Parking Strategy as detailed on page 13 of the Agenda Report;
2. Endorsed the work as contained in Table 3 on page 14 of the Agenda report;
3. Agreed to instruct the Assistant Director (Economy), with support from key officers, to proceed to complete the revised Car Parking Strategy by December 2012.

Reason: To agree the scope of a replacement for the SSDC Car Parking Strategy 2007.

(Martin Woods, Assistant Director (Economy) – 01935 462071)
(martin.woods@southsomerset.gov.uk)

8. 2011/12 Capital Outturn Report (Agenda Item 8)

The Portfolio Holder for Finance and Spatial Planning introduced the report to Members, noting the underspend on the capital programme for 2011/12, the list of schemes not proceeding and the projects which were delayed.

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

- The Area North Committee had had a revenue underspend, which they had transferred to capital, accounting for their higher uncommitted balance.
- The proposal to re-carpet the Council Chamber had been abandoned.
- Funding was allocated for a new car park in Crewkerne, however, no land was available at the current time. The allocation was held in case land became available at short notice.
- All heating boilers in SSDC owned properties were currently being reviewed and considered for replacement, however, any expenditure on this would be subject to confirmation by District Executive.
- The insurance reserve for the Park Homes was to cover any uninsured losses, for example, deliberate damage by residents.
- The outstanding loans for cars, bicycles and learning were all for SSDC or South West Audit Partnership staff.

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

- RESOLVED:** That the District Executive:
- a. approved the revised capital programme spend as detailed in paragraph 6;
 - b. noted the progress of individual capital schemes and the lead officers comments as detailed in Appendix A;
 - c. noted the spend of £2,564,377.18 on capital for the 2011/12 year and approve the financing of the capital programme (paragraphs 7 and 10);
 - d. approved the virements between projects of £17,000 as detailed in paragraph 9;
 - e. reviewed the projects which had a delayed start in excess of one year totalling £462,000 and agreed that they remain in the capital programme (paragraph 15);
 - f. approved the return of the under spend of £100,000 on completed projects to capital balances (paragraph 18);
 - g. noted the outstanding balances on loans in paragraph 19 and 20;
 - h. noted the current position with regard to funds held by the Wessex Home Improvement Loans as detailed in paragraph 21;
 - i. noted the total land disposals to registered social landlords as detailed in Appendix B;

- j. noted the balance collected of £1,999,374.06 of S106 deposits by developers held in a reserve as detailed in Appendix C;
- k. noted the post completion reports on the completed schemes as detailed in Appendix D.

Reason: To inform Members of the outturn of the capital programme of the Council for 2011/12.

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

9. 2011/12 Revenue Outturn Report (Agenda Item 9)

The Portfolio Holder for Finance and Spatial Planning was pleased to advise that the revenue budget had been underspent by £434,600 for 2011/12. He noted that despite statements by the Minister, the promise to allow councils to set their own planning fees was still under debate with the Government.

The Assistant Director (Finance and Corporate Services) said the underspend would have a positive impact upon the 2012/13 budget.

In response to a question, the Portfolio Holder for Finance and Spatial Planning confirmed that the Bristol to Weymouth railway line was primarily funded by the local authorities along its route, including the Area East and South Committees. The Assistant Director (Finance and Corporate Services) confirmed that the reserve was held for future redundancy costs.

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

- RESOLVED:** That the District Executive:
- a. noted the outturn position of £16,851,161 including the LSP (an under spend of £932,129) and explanation of variances from budget holders for the 2011/12 financial year as shown in paragraphs 7-11;
 - b. approved the carry forwards listed and recommended for approval by Management Board in Appendix B into the 2012/13 budgets;
 - c. approved all overspends are funded from general balances;
 - d. noted the use of the specific reserves in paragraph 21 and general fund balances in paragraph 23 and approve the set up of two new reserves for Into Somerset & Planning Obligations Admin;
 - e. noted the transfers to and from balances outlined in paragraph 26;
 - f. noted the position of the Area Committee balances in paragraph 29;
 - g. approved the virements reported in paragraph 32.

Reason: To inform Members of the actual spend against budgets for the 2011/12 financial year.

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

10. District Executive Forward Plan (Agenda Item 10)

The following amendments to the Forward Plan were noted:

- Transfer of Winsham allotment and Band Hut site to the Parish Council - July 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:-
 - Transfer of Winsham allotment and Band Hut site to the Parish Council - July 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)*

11. Date of Next Meeting (Agenda Item 11)

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

12. 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).

13. SSDC Workplace Nursery (Agenda Item 12) (Confidential)

The Assistant Director (Environment) welcomed Mrs Lesley Boucher, SSDC representative on the Yeovil District Hospital Board of Governors and Mr Robert Steele, Director of Estates & Facilities, Yeovil District Hospital. He said the Evaluation Panel, drawn from key officers from both the Council and the Hospital, parent representatives and nursery staff had reached a unanimous decision on the preferred quality provider for the new workplace nursery. He reverred to the recommendations and noted that the funding requested would only be required in the first year, and thereafter savings would be made.

In response to a question, Mr Robert Steele, Director of Estates & Facilities, Yeovil District Hospital, confirmed that the site of the new workplace nursery would be an advantage in terms of travelling to some hospital staff and a disadvantage to others. However, the proposed provider had taken this into account.

Members were happy to support the recommendations of the report.

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

Reason: To approve the selection of the preferred bidder, and gain authority to commence the next stage to enable the transfer of the SSDC Workplace Nursery to the new provider to take place by 3rd September 2012.

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

.....
Chairman

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Date

Scrutiny Committee – 3rd July 2012

10. Reports to be considered by District Executive on 5th July 2012

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

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

Scrutiny Committee members will receive a copy of the District Executive agenda containing the reports to be considered at the meeting on 5th July 2012.

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

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

Scrutiny Committee – 3rd July 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 – 3rd July 2012**12. Scrutiny Work Programme**

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
July 2012	District Executive reports for consideration	✓		Each month Scrutiny Committee considers and comments on all District Executive reports.	
July 2012	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
July 2012	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
August 2012	Employment Support Assessment	✓			Emily McGuinness Scrutiny Manager
August 2012	Consideration of Economic Development Strategy	✓		The draft ED strategy is due to go to District Executive in December 2012. Scrutiny Committee members have requested that a draft version of the report is submitted to them for comment in advance.	
August 2012	Identifying additional income streams	✓		A report to be submitted to the Scrutiny Committee establishing a Budget Task and Finish Group.	Emily McGuinness, Scrutiny Manager

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
September 2012	Portfolio Holder Presentation – Councillor Sylvia Seal – Leisure and Culture	✓		Members have requested that the presentation particularly features the Countryside service.	Cllr Sylvia Seal, Portfolio Holder – Leisure and Culture
October 2012	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, and the benefits to date. Scrutiny Committee members will then be able to identify any areas for further investigation / information as appropriate.	
November 2012	Yarlington's community initiatives, funding and debt work	✓		Scrutiny Committee have requested that an appropriate officer from the Community Initiatives Team at Yarlington attends a meeting to discuss with members their Community Initiatives work.	Emily McGuinness, Scrutiny Manager
November 2012	Consideration of report of the Car Parking Strategy review Group	✓		At the June 2012 Scrutiny Committee meeting it was agreed that Scrutiny would consider the draft report of the Car Parking review group a month prior to the reports' consideration by District Executive.	Martin Woods – Assistant Director – Economy.
January 2013	Localism – relationship between tiers of local government (County / District / Town and Parish) to ensure effective working	✓		Initial presentation to full Scrutiny Committee on the relevant legislative changes and how SSSC are planning to implement them.	Emily McGuinness, Scrutiny Manager
February 2013	Innovation Centre – occupancy levels	✓		Initial Portfolio Holder presentation to Scrutiny to give an overview of the service and whether ambitions of the centre are being met, so	

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
				that members can identify any specific areas for potential further investigation from an informed position.	
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	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
August 2012	<p>Budget Task and Finish Group - to look at:</p> <ul style="list-style-type: none"> - inescapable bids - capital programme - identifying additional income streams - other matters associated with the budget setting process. <p>The Group will meet during Sept/Oct/Nov/Dec 2012</p>	

13. Somerset Waste Board – Forward Plan

Somerset Waste Partnership

Somerset Waste Board – Forward Plan July 2012 to October 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:-

- 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
- 14 September 2012 covering October 2012 to January 2013

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/11/12/02 29/06/12 Annual General Meeting	SWP External Audit Plan 2011-12 and Annual Audit Fee 2012/13	To consider the report					Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/12/06/01 29/06/12 Annual General Meeting	Board membership 2012/13	To note the Board membership for 2012/13	None directly	None directly	Contact Officer and / or make representations at the meeting	Constitution	Scott Wooldridge Community Governance 01823 356748
SWB/12/06/02 29/06/12 Annual General Meeting	Board meeting dates 2012/13	To note the meeting dates for 2012/13	None directly	None directly	Contact Officer and / or make representations at the meeting	Constitution	Scott Wooldridge Community Governance 01823 356748
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/11/12/08 29/06/12 Annual General Meeting (K)	Health and Safety Update	To consider the report			Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/11/04/01 29/06/12 Annual General Meeting (K)	Controlled Waste (England and Wales) Regulations 2012	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 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/11/12/09 29/06/12 Annual General Meeting (K)	Performance Monitoring 2011/12 – Outturn Report	To consider the report			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 Partnership 01823 625713
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			Contact Officer and / or make representations at the meeting		Martin Gerrish Finance Manager Somerset Waste Partnership 01823 355303
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	MTFP / 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 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/12/05/03 28/09/12 (K)	Fees and Charges	To consider levels of fees and charges for 2013/14 and make recommendations to partners	Partner authorities	internal	Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/10/12/03 28/09/12 (K)	Joint Municipal Waste Management Strategy	To review options in light of regional infrastructure and other developments	Public and Stakeholder and Consultation Programme	Details to be determined	Contact Officer and / or make representations at the meeting		Steve Read Managing Director Somerset Waste Partnership 01823 625707
SWB/10/02/06 28/09/12 (K)	Confidential Item: Novation of Recycling and Waste Collection Contract to May Gurney Limited	To receive the report and agree recommendations	South Somerset District Council and Somerset County Council Legal Services	Internal	Contact Officer and / or make representations at the meeting	None	Steve Read Managing Director Somerset Waste Partnership 01823 625707

(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.

Scrutiny Committee - 3rd July 2012

14. Date of Next Meeting

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 31st July 2012 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.
