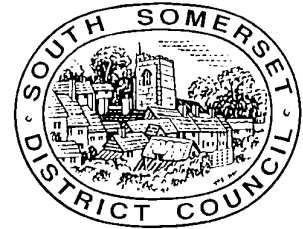


South Somerset District Council

Notice of Meeting



Scrutiny Committee

Making a difference where it counts

Tuesday 2nd October 2012

10.00am

**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, Becky Sanders on Yeovil (01935) 462462
email: becky.sanders@southsomerset.gov.uk, website: www.southsomerset.gov.uk

This Agenda was issued on Monday 24th September 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	Tony Lock	Wes Read
Nigel Gage	Paul Maxwell	Martin Wale
Peter Gubbins	Graham Middleton	Nick Weeks
Pauline Lock	Sue Osborne	

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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South Somerset District Council

Draft minutes of the Scrutiny Committee held on Tuesday 4 September 2012 in the Main Committee Room, Council Offices, Brympton Way, Yeovil.

(10.00 a.m. – 1.00pm)

Present:

Members: Councillor Sue Steele (Chairman)

Dave Bulmer
Carol Goodall
Peter Gubbins

Pauline Lock
Ian Martin (Sub)
Sue Osborne

Wes Read
Martin Wale
Nick Weeks

Also Present:

Councillors Angie Singleton, Gina Seaton, Jo Roundell-Green Sylvia Seal and Ric Pallister

Officers:

Rina Singh
Catherine Hodsmen
Steve Joel
Emily McGuinness
Anne Herridge

Strategic Director (Place & Performance)
Performance Officer
Assistant Director- Health and Well-Being
Scrutiny Manager
Committee Administrator

41. Minutes (Agenda Item 1)

The minutes of the meeting of the Scrutiny Committee held on Tuesday 14 August 2012 were approved as a correct record and signed by the Chairman.

42. Apologies for Absence (Agenda Item 2)

Apologies for absence were received from Councillors Tony Lock, Nigel Gage and Cathy Bakewell

43. Declarations of Interest (Agenda Item 3)

There were no declarations of interest.

44. Public Question Time (Agenda Item 4)

There were no members of public at the meeting.

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

There were no issues raised from previous meetings.

46. Chairman's Announcements (Agenda Item 6)

The Chairman thanked Cllrs Martin Wale, Nick Weeks and Cathy Bakewell for the work they had carried out on behalf of the Scrutiny Committee on the development of the Economic Development Strategy.

47. Portfolio Holder Presentation (Agenda Item 7)

Councillor Sylvia Seal Portfolio Holder for Leisure and Culture gave a short presentation to update members on the challenges and opportunities facing the services within her portfolio comprising of: Sport; Countryside; Arts; Heritage; Health and Well-Being; Third Sector and Partnerships and Member Development.

During the presentation members were informed of the following:

Sport Countryside and Art

- Due to modern day living and smaller houses and gardens young children needed the opportunity to play outside in large open spaces the many local parks and open spaces within South Somerset now gave them that opportunity ;
- Community health walks had been well attended;
- The Green Flag had been awarded to the country parks again;
- Both the Olympic Torch relay and visit by the Queen had proved popular with members of the public;
- Several skate and play parks in South Somerset had recently been refurbished;
- All school holiday activities in the area had been well attended;
- There had been several efficiency savings made within the service;
- The Octagon Theatre and Country parks have over 3,500 volunteer days a year saving the service at least £150,000 a year;
- The transfer of the Community Bus to Yarlington Housing Group saved the service another £30,000 a year;
- Wincanton Community Sports Centre was set to save £107,000 over the next 10 years due to a change in the maintenance service;
- Surplus wood from the country parks was now offered for sale;
- The manager of the Octagon Theatre was part of a group of theatre managers who collectively reviewed various concerns at local theatres such as pricing issues etc., He would give a broad review to scrutiny members before Xmas about current issues within the theatre world;

Tourism, Heritage and the Lean Programme

- A chart of the services to be leaned was handed out to Scrutiny Committee members, the programme was set to focus on statutory services in the first instance;
- The Heritage Service had already been leaned saving 30% of the 2010/11 budget, further cuts had already been agreed by DX and even with the lean savings staff were still highly motivated;

- Footfall at both Yeovil and Cartgate Tourist Information Centres had increased and the new restaurant at the Cartgate TIC had boosted visitor numbers even further. Economic Development had been closely involved and would continue to be involved in maintaining both services, but there was a need to update the SSDC website as future generations were more likely to want to have information on Tourism at their fingertips;
- Tourism played a large part in the economy of South Somerset;

Health and Well-Being

- Two officers from the service: Charlie Coward and Cheryl Lingard were congratulated on the work they had carried out on the highly successful healthy lifestyle advice centres.

The Portfolio Holder and Assistant Director for Health and Well-Being both responded to members' comments and questions. Responses included the following:

- The Octagon Theatre was benchmarked against other theatres under the control of local Authorities and other theatres outside of the area that had a similar number of seats, the report from the manager of the Octagon Theatre due later in year would explain the process in more detail;
- The programme of events at the Octagon had again been very successful; tickets for the pantomime were already up on last year. Income from pantomime ticket sales accounted for 20% of the annual turnover;
- There would be no financial advantage of running the Octagon as a trust;
- GP referrals were not made to the Healthy Lifestyle service as such, but information was often picked up by way of conversation whilst visiting the surgeries. Referrals were not as structured as they once had been since Health Centres came under Health Trusts.
- It was recognised that there was a shortfall in sports facilities in Chard mainly due to the lack of available land that issue would be addressed in the long term, but short term it may be possible to get the schools on board to make their sports pitches more accessible;
- Once the Olympics and Paralympics were over it would be important to maintain the motivation for sports
- Consideration would be given to the suggestion of advertising how successful the Octagon Theatre summer school had been.

The Chairman thanked Cllr. Sylvia Seal for attending the meeting.

48. TEN Performance Management System (Agenda Item 8)

The Performance Officer provided members with a refresher demonstration of the TEN performance system

Members felt this new format was a great improvement but questioned how many members would actually access the information contained within it.

In conclusion, members were told that once the system was set up there were no hidden costs. It was quicker to obtain relevant information than trawling through spread sheets.

Concern was raised that any member could look at another's list of favourite topics, they were told that consideration would be given to that issue.

49. Employment Support Assessment (Agenda item 9)

The Scrutiny Manager presented the report as detailed in the agenda, the main recommendation was to ensure that the Atos report should only form part of the decision making process, evidence from a professional known by the claimant should also be used in order to avoid inaccurate decisions being overturned at costly Tribunals.

Members supported the recommendations detailed from paragraph 8 in the agenda report. It was felt that a great deal of officer time was taken up dealing with the tribunals; the Atos contract should be reviewed and better overall communication was required.

Cllr Ric Pallister had sent a covering letter with the report to David Laws MP, saying that a different work ethic should be considered in order to reduce the costs and misery caused by the current state of affairs.

The Vice Chairman thanked the Scrutiny Manager for the in-depth report and endorsed Cllr Pallister's statement.

50. Verbal update on reports considered by District Executive on 2 August 2012 (Agenda item 10)

There were no verbal updates but members did confirm that in future they were happy not to have the District Executive minutes printed in the Scrutiny Committee agenda.

51. Reports to be considered by District Executive on 6 September 2012 (Agenda item 11)

Members considered the reports outlined in the District Executive agenda for 6 September 2012. It was agreed that the following comments and questions would be taken forward to District Executive for consideration.

Economic Development Strategy 2012-2015

In general, the Committee would like to thank those officers who had worked hard to take into account the views of the Committee expressed at the last meeting.

They raised the following points:

- Members would like a map included, maybe on the front page, showing the geographical location of Yeovil and South Somerset.
- Members of the Committee suggest that the Action Plan should be included in the main body of the Strategy to give it the priority and status that it requires – the Action Plan is arguably the most important part of the Strategy.
- In terms of the Action Plan itself, members made the following comments:
 - Could the actions be displayed in priority order within each aim, the highest priority action listed first?
 - The indicator of 100% of Planning Applications responded to within deadlines doesn't seem an appropriate indicator to ensure that the planning process is used to preserve the integrity of our town centres – perhaps something relating to change of use applications would be more suitable?

- Under Aim 3 of the Action Plan, Action one could be amended to reflect other local cottage industries besides only food production – perhaps the word 'food' could be removed?
- Members would like to see the promotion of agriculture strengthened and suggest that it reads as follows: Promote and support agriculture and where appropriate facilitate diversification of agricultural and other land based industries.

Quarterly Performance and Complaints Monitoring report – 1st Quarter 2012/13

Members in general were happy with the revised format but asked that the following be noted:

- P1008 – Members ask that a formal comment could be sent to Somerset County Council to make them aware of the impact of their funding decisions on frontline services to our communities;
- P1003 – Members seek further clarification – how many is a 'couple of appeals'?
- Members of the Committee feel that Appendix C could be available on TEN so that members who are interested in the data can access it as they wish;
- Following the TEN demonstration given at the Scrutiny Committee meeting, members requested that all members are given the same demonstration and the Director suggested that a presentation to each Area Committee would be the most appropriate way of achieving this.

Somerset Community Safety Partnership Merger

Members endorsed the recommendations contained in the report and sought clarification as to how the performance of the partnership would be monitored within SSDC?

Wincanton Community Sports Centre restructuring of Contractual and Funding arrangements (Confidential)

Members had several questions relating to this report and were grateful to the Assistant Director – Health and Well-Being and the Assistant Director – Finance and Corporate Services for joining the meeting at short notice to answer questions. Members were reassured that the report to DX would be amended to include the Ten Year Plan and explain fully the funding sources.

52. Verbal Update on Task & Finish Reviews (Agenda Item 12)

Council Tax Reduction

Cllr Carol Goodall, Chairman of the Task & Finish Review reported that there had been an error on the Overview and Scrutiny Work programme and wanted to clarify that Cllr Sue Steele had been part of the Task and Finish review group since the beginning and Cllr David Recardo had not participated due to work commitments.

She went on to explain that task and finish reviews often entailed a great deal of work and members should advise the review chairs if they were struggling with the workload or felt they could not give enough of their time.

As part of the consultation stage, paper copies of the lengthy questionnaire had been sent to **all** Council Tax Benefit recipients within South Somerset, a post card

questionnaire would now be sent to **all** residents within South Somerset. The next meeting of the group would be held on 19 September to ascertain how the consultation was going.

Outside Organisations

Members were informed that a report would be presented to Scrutiny Committee in October 2012,

Budget - Inescapable Bids and Additional Income Streams

Members were informed that this piece of work had to be completed by mid December 2012.

Gypsy and Traveller Health Inequalities

The Scrutiny Manager reported that this review entailed a great deal of work and the data required was very prescriptive. A meeting was due to be held at Yeovil Innovation Centre during the morning of Friday 28 September 2012 for various groups and stakeholders.

Student Engagement

Members were informed that as the Student Engagement Task and Finish review would involve youngsters between the ages of 16 – 19 the group would work with Yeovil College

Several members wanted it noted that they were unhappy that the meeting of Full Council scheduled for 20 September 2012 had been cancelled.

53 Scrutiny Work Programme (Agenda Item 13)

RESOLVED: That the Scrutiny Work Programme be noted.

(Emily McGuinness, Scrutiny Manager)

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

(Jo Gale, Scrutiny Manager)

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

54. Date of Next Meeting (Agenda Item 14)

Members noted that the next meeting of the Scrutiny Committee would be held on Tuesday 2 October 2012 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.

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Chairman

Scrutiny Committee

Tuesday 2nd October 2012

Agenda

Preliminary Items

1. **To approve as a correct record the minutes of the previous meeting held on 4th September 2012**
2. **Apologies for Absence**
3. **Declarations of Interest**

In accordance with the Council's current Code of Conduct (adopted July 2012), which includes all the provisions relating to Disclosable Pecuniary Interests (DPI), personal and prejudicial interests, Members are asked to declare any DPI and also any personal interests (and whether or not such personal interests are also "prejudicial") in relation to any matter on the Agenda for this meeting. A DPI is defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012 No. 1464) and Appendix 3 of the Council's Code of Conduct. A personal interest is defined in paragraph 2.8 of the Code and a prejudicial interest is defined in paragraph 2.9. In the interests of complete transparency, Members of the County Council, who are not also members of this committee, are encouraged to declare any interests they may have in any matters being discussed even though they may not be under any obligation to do so under any relevant code of conduct.

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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| 8. | Reports to be considered by District Executive on 4 October 2012..... | 2 |
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| 10. | Scrutiny Work Programme..... | 4 |
| 11. | Somerset Waste Board – Forward Plan | 7 |
| 12. | Date of Next Meeting | 10 |

Scrutiny Committee – 2 October 2012

7. Verbal update on reports considered by District Executive on 6 September 2012.

The Chairman will update members on the issues raised by Scrutiny members at the District Executive meeting held on 6 September 2012.

The draft minutes from the District Executive meeting held on 6 September 2012 have been circulated with the District Executive agenda.

Scrutiny Committee – 2 October 2012

8. Reports to be considered by District Executive on 4 October 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 4 October 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 2 October 2012.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 4 October 2012.

Scrutiny Committee – 2 October 2012

9. Verbal Update on Task and Finish Reviews

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

Scrutiny Committee – 2 October 2012

10. Scrutiny Work Programme

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
30 Oct '12	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.	
30 Oct '12	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
30 Oct '12	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.
2 Jan '13	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 SSDC are planning to implement them.	Emily McGuinness, Scrutiny Manager

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
5 Feb '13	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.	
2 April '13	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	✓			
TBC	Report from the Yeovil Vision Board and the Market Towns Investment Group about the DCLG High Street Innovation Funding.	✓		This was requested at the Scrutiny Committee meeting on 3 July 2012 Members To receive a report from the Yeovil Vision Board and the Market Towns Investment Group regarding what has been done or is intended to be done with their share of the DCLG High Street Innovation Funding.	

Task & Finish Reviews

Date Commenced	Title	Members
December 2011	Review of Member Representation on Outside Organisations	Martin Wale – Review Chair Carol Goodall Dave Bulmer Colin Winder Gina Seaton Sue Osborne
March 2012	Housing and Council Tax Benefits	Carol Goodall – Review Chair Sue Steele Dave Bulmer Sue Osborne Jenny Kenton David Norris Colin Winder
August 2012	Health Inequalities Scrutiny Programme	Cathy Bakewell – Review Chair Carol Goodall Paul Maxwell
October 2012	Budget – Inescapable Bids and Additional Income Streams	Martin Wale – Review Chair Carol Goodall Derek Yeomans Sue Steele David Norris Paul Maxwell
October 2012	Student Engagement	To be agreed
To be agreed	Review of the Market Towns Investment Group (MTIG)	To be agreed

Scrutiny Committee – 2 October 2012

11. Somerset Waste Board – Forward Plan

(Somerset Waste Board – 28 September 2012)

FP Ref / Date proposed decision published in Forward Plan	Date / period when decision due to be taken and by whom (**)	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact officer for representations to be made ahead of the proposed decision
<p><i>Forward Plan reference:</i> SWB/10/02/06</p> <p>Exempt item</p> <p>Proposed decision first published in Forward Plan dated 14/2/12</p>	<p><i>To be taken on:</i> 28 September 12</p> <p><i>By:</i> The Waste Board</p>	<p><i>Title:</i> Novation of Recycling and Waste Collection Contract to May Gurney Limited</p> <p><i>Decision:</i> To receive the report and agree recommendations</p>		<p>The Waste Board may be asked to consider this item in private where exempt information is likely to be disclosed at the meeting.</p> <p>Reasons:</p> <p>The report and its consideration at the meeting will include details of exempt information relating to the financial or business affairs of any particular person (including the authority holding that information)</p>	<p>Steve Read Managing Director Somerset Waste Partnership 01823 625707</p>
<p><i>Forward Plan reference:</i> SWB/12/05/03</p> <p>Proposed decision first published in Forward Plan dated 16/5/12</p>	<p><i>To be taken on:</i> 28 September 12</p> <p><i>By:</i> The Waste Board</p>	<p><i>Title:</i> Fees and Charges 2013/14</p> <p><i>Decision:</i> To consider levels of fees and charges for 2013/14 and make recommendations to partners</p>		No	<p>Colin Mercer Operations Team Leader Somerset Waste Partnership 01823 625722</p>
<p><i>Forward Plan reference:</i> SWB/12/06/03</p> <p>Proposed decision first published in Forward Plan dated 16/7/12</p>	<p><i>To be taken on:</i> 28 September 12</p> <p><i>By:</i> The Waste Board</p>	<p><i>Title:</i> Recent South West Audit Partnership Reports</p> <p><i>Decision:</i> To receive a number of reports</p>		No	<p>Alastair Woodland Audit Manager 01823 356160 / 356417</p>
<p><i>Forward Plan reference:</i> SWB/12/06/04</p>	<p><i>To be taken on:</i> 28 September 12</p> <p><i>By:</i></p>	<p><i>Title:</i> Annual Governance 2011/12 and Statement of Accounts</p>		No	<p>Martin Gerrish Finance Officer Somerset Waste Partnership 01823 355303</p>

(Somerset Waste Board – 28 September 2012)

FP Ref / Date proposed decision published in Forward Plan	Date / period when decision due to be taken and by whom (**)	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact officer for representations to be made ahead of the proposed decision
Proposed decision first published in Forward Plan dated 16/7/12	The Waste Board	<i>Decision:</i> To approve the Annual Governance Statement and 2011/2012 Statement of Accounts			
<i>Forward Plan reference:</i> SWB/12/08/01 Proposed decision first published in Forward Plan dated 16/8/12	<i>To be taken on:</i> 28 September 12 <i>By:</i> The Waste Board	<i>Title:</i> Draft Budget 2013/14 <i>Decision:</i> To receive the report		No	Martin Gerrish Finance Officer Somerset Waste Partnership 01823 355303
<i>Forward Plan reference:</i> SWB/12/08/02 Proposed decision first published in Forward Plan dated 16/8/12	<i>To be taken on:</i> 28 September 12 <i>By:</i> The Waste Board	<i>Title:</i> Outline of Business Plan 2013-18 <i>Decision:</i> To comment on content and agree the recommendations		No	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<i>Forward Plan reference:</i> SWB/10/12/03 Proposed decision first published in	<i>To be taken on:</i> 14 December 12 <i>By:</i> The Waste Board	<i>Title:</i> Joint Municipal Waste Management Strategy <i>Decision</i> To review options in light of regional infrastructure and other developments:		No	Steve Read Managing Director Somerset Waste Partnership 01823 625707

(Somerset Waste Board – 28 September 2012)

FP Ref / Date proposed decision published in Forward Plan	Date / period when decision due to be taken and by whom (**)	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact officer for representations to be made ahead of the proposed decision
Forward Plan dated 15/4/11					

** - where this is an individual(s) then this will set out their name and role

Scrutiny Committee – 2 October 2012

12. Date of Next Meeting

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 30 October 2012 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.
