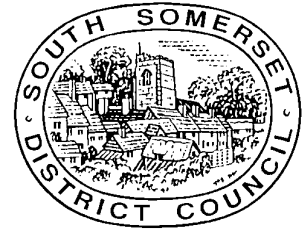


South Somerset District Council

Notice of Meeting



Scrutiny Committee

Making a difference where it counts

Tuesday 30 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 22 October 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 2 October 2012 in the Main Committee Room, Council Offices, Brympton Way, Yeovil.

(10.00 a.m. – 12.05pm)

Present:

Members: Councillor Sue Steele (Chairman)

Dave Bulmer	Peter Gubbins	Sue Osborne
Cathy Bakewell	Pauline Lock	Wes Read
Dave Bulmer	Tony Lock	Nick Weeks
Nigel Gage	Graham Middleton	

Officers:

Saveria Moss	Family Support Programme - Project Manager
Donna Parham	Assistant Director, Finance & Corporate Services
Jo Gale	Scrutiny Manager
Emily McGuinness	Scrutiny Manager
Becky Sanders	Committee Administrator

55. Minutes (Agenda Item 1)

Councillor Graham Middleton requested that the minutes of the meeting of the Scrutiny Committee held on Tuesday 4 September 2012 be amended to indicate his attendance at the meeting. Subject to the change being made, the minutes were approved as a correct record and signed by the Chairman.

56. Apologies for Absence (Agenda Item 2)

Apologies for absence were received from Councillors Paul Maxwell and Martin Wale.

57. Declarations of Interest (Agenda Item 3)

There were no declarations of interest.

58. Public Question Time (Agenda Item 4)

There were no members of public at the meeting.

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

There were no issues raised from previous meetings.

60. Chairman's Announcements (Agenda Item 6)

The Chairman informed members that she had attended the Council Tax reduction drop-in session at Langport. She had also attended the latest Somerset Waste Partnership Board meeting where it had been mentioned that above normal increases in waste in wheelie bins during April to August was being investigated. The Scrutiny Manager also reminded members of the next Joint Waste Scrutiny meeting on 18 October.

61. Verbal update on reports considered by District Executive on 6 September 2012 (Agenda item 7)

There were no verbal updates.

62. Reports to be considered by District Executive on 4 October 2012 (Agenda item 8)

Members considered the reports outlined in the District Executive agenda for 4 October 2012. It was agreed that the following comments and questions would be taken forward to District Executive for consideration:

Report from Yeovil District Hospital NHS Foundation Trust

Members raised several queries:

- Reference at the bottom of page 1 to the development of a multi-storey car park – members asked for more detail as they had no knowledge of the proposal
- What were the views of the governors on the findings of the recent survey conducted by the King's Fund that 40% of NHS finance officers feared that from 2013 care levels in the NHS would reduce due to budget reductions and efficiency savings?
- How were things going regarding the progress of integration with Public Health.

"Family Futures" – The Family Support Programme for South Somerset

Members felt it was a worthwhile project and the concept was good, however they raised a few general concerns regarding:

- The source of funding for the work undertaken should the criteria not be met for results funding
- Whether sourcing the number of volunteers required was achievable.
- Assurances that regarding SSDC staff becoming volunteers:
 - that they would be safe
 - that work pressures and workloads would permit the release of the required volunteer staff
 - that any additional pressures associated with undertaking the volunteer role would not impact upon SSDC
 - monitoring of the 'staff release time' to ensure no additional workloads
- Scrutiny Committee requested an update report in 6 months.

Retained Business Rates – Formation of a Somerset Pool

Members were generally supportive of the principle of being in a pool. However, they shared the concerns raised by the officer's presentation, relating to the risks involved if one of the authorities in the pool should have a reduction in business rate income. The Committee also felt that officers should continue to negotiate to ensure that should

SSDC enter into pooling arrangements, we would be **no worse off** than if we remained outside pooling arrangements.

Wide Area Networks Links – Save to Earn

Members were supportive of the recommendations, but did ask if there were any other future major I.T. projects likely to come forward in the near future.

Medium Term Financial Strategy and Plan for 2013/14

After receiving a short overview from the Assistant Director (Finance and Corporate Services), members were content to endorse the report.

District Executive Forward Plan

Last year at the October District Executive a resolution was passed that a full review report of the Local Strategic Partnership would be due in Nov 2012 – but it was not indicated on the forward plan?

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).

Photovoltaics at Wincanton Sports Centre (Confidential)

Members were content to endorse the recommendations although it was commented that figures on the 'whole of life' costings would have been useful.

Consent to Dispose of a Third Party Property (Confidential)

Members did not raise any concerns regarding the disposal of this specific property but did comment about similar 'disposals' in the future:

- The Committee suggested that it should be routine for the local ward member to be consulted at the earliest opportunity on such matters in the future.
- Members felt there needed to be vigorous monitoring of the transfer of such properties and that a standing item should be included on District Executive agendas.

63. Verbal Update on Task & Finish Reviews (Agenda Item 9)

Council Tax Benefit Changes

The Scrutiny Manager reported that the group had met recently to look at the interim results of the South Somerset consultation. They had focussed on looking at the comments made to see if anything had been raised that had not been considered in the review. The group reviewed the consultation response levels across Somerset and had requested details of Sedgemoor District Councils strategy as they had achieved an excellent response.

Their next meeting would be looking at updated financial modelling.

Budget - Inescapable Bids and Additional Income Streams

The Scrutiny Manager reminded members that the initial meeting would take place on Friday 5 October.

Gypsy and Traveller Health Inequalities

The Scrutiny Manager reported that the stakeholder event held the previous week had been well received.

Student Engagement

The Scrutiny Manager reported that work was continuing, and it was hoped the first meeting with students would be arranged for January 2013.

64. Scrutiny Work Programme (Agenda Item 10)

The Scrutiny Manager reminded members of the report due at the next meeting about shared services. Members expressed a preference for a written report and not just a presentation.

The Scrutiny Manager also informed members that there was a need to review the Business Rates Discretionary Rate Relief. Members agreed that the item should be added to the Scrutiny Forward Plan for a Task and Finish review once resources were available.

Members were also informed that Councillor Tony Lock was the SSDC representative on the Police and Crime Panel, and would receive induction training at the end of October. He would give an update to members at the Scrutiny Committee meeting in December.

ACTION: 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)

65. Date of Next Meeting (Agenda Item 11)

Members noted that the next meeting of the Scrutiny Committee would be held on Tuesday 30 October 2012 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.

.....
Chairman

Scrutiny Committee

Tuesday 30 October 2012

Agenda

Preliminary Items

1. **To approve as a correct record the minutes of the previous meeting held on 2 October 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. | Shared Working – Update Report..... | 2 |
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| 10. | Reports to be considered by District Executive on 1 November 2012..... | 7 |
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| 12. | Verbal Update on Task and Finish Reviews | 13 |

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14. Somerset Waste Board – Forward Plan 18

15. Date of Next Meeting 20

Scrutiny Committee – 30 October 2012

7. Yarlington Housing Group Presentation on Community Initiatives

During a work programming session, members requested that Yarlington Housing Group be requested to attend a future meeting to provide members with more details of their ongoing Community Initiatives Programme and how this links effectively with the work of SSDC.

Accordingly, Phyllida Culpin, Director of Customer & Community Services, and Ken Comber, Head of Resident Involvement and Community Investment, will be attending the meeting to give members a short presentation and answer any relevant questions members may have.

Scrutiny Committee – 30 October 2012

8. Shared Working – Update Report

Lead Officer: Mark Williams, Chief Executive
Contact Details: mark.williams@southsomerset.gov.uk or 01935 462101

Purpose of Report

This report responds to a request from the Scrutiny committee for an update on shared working. It covers all aspects of shared services from those that are well established to those currently in the pipeline and negotiation.

Background

Scrutiny Committee's request included on-going arrangements with East Devon District Council but also projects with other local authorities and agencies. The report below covers the long term arrangements that South Somerset has entered into as well as new work and opportunities currently being explored.

Local Government Association Findings Nationally

The Local Government Association has published a recent document outlining its analysis of the financial and non-financial benefits of local authority shared services 'Services shared: costs spared?'

http://www.local.gov.uk/c/document_library/get_file?uuid=105edabf-9072-49f5-94d9-f6065cf69842&groupId=10171

The key findings of their analysis are:

1. Clear financial benefits can be made from sharing services. Savings are achieved through consolidating organisation structures, integrating information technology, reducing accommodation, and improving procurement.
2. Early savings are made by reducing staff – removing duplication and management posts
3. These initial benefits are typically delivered rapidly with strong top-down leadership
4. As shared services mature and evolve they are able to benefit from a wider business transformation – such as better use of I.T. and assets, improved processes and cultural change programmes
5. The set up and integration costs for merging services are modest with less than a two year payback period for all the shared service arrangements
6. Baseline financial and performance information is essential to make the case for change and track the benefits of shared service arrangements in terms of efficiencies and service improvements. This was a difficulty with all the five shared service arrangements researched and made it hard to make performance comparisons.

7. Despite this, it appears that the shared service arrangements have succeeded in providing the same or better levels of performance at less cost
8. Good performance against organisations' key performance indicators are complemented by good staff indicators – such as high staff morale, low staff sickness and low turnover rates.
9. Rapid implementation of shared service arrangements helps builds a momentum for change.
10. Expanding established shared services to provide services for other public sector partners in a locality is a useful way to generate income and ensure efficiencies through greater economies of scale.

The report only reviewed five successful partnerships including a Fire and Rescue Authority, County, and NHS Trust. It uses the Vale of White Horse and South Oxfordshire as its example of joint working for district authorities. The partnership has currently saved £4.95 million per annum with set up costs of £1.9 million. The authorities are about to share grounds maintenance and a GIS (Geographic Information System) database.

Established Partnerships / Service Sharing

SSDC has been successful in several long-term partnerships for joint services. These include:

Somerset Waste Partnership

- a partnership with the other Somerset Authorities to provide waste and recycling – savings of £250,470 per annum;

South West Audit Partnership

- one of twelve partners providing a shared Audit Service SSDC is paying £39,610 less for the service than it did in 2005/06;

Homefinder Somerset Partnership

- an ICT partnership with the other Somerset authorities and RSLs (Registered Social Landlords) to provide a county wide housing register;

East Devon District Council

- sharing a Chief Executive – annual savings of £96,140.

Together these partnerships account for £4.1 million of SSDC's annual gross spend. In addition SSDC has actively been sharing accommodation with Avon and Somerset Police, Somerset County Council, HMRC resulting in rental income of £34,350 per annum plus contributions towards running costs.

Recent Shared Services and Partnership Work

East Devon District Council

- Sharing a Civil Contingencies Officer – income of £10,000 per annum;
- Transfer of Goldenstones to LED – savings of £210,150 per annum
- Sharing an Insurance Officer – income of £12,500 per annum;

Yeovil Hospital

- Occupation Health provision now shared with Yeovil Hospital saving £1,000 on the previous contract
- Sharing a Workplace Nursery – this will save £69,100 per annum

Mendip District Council

- Joint Empty Homes Strategy;
- A successful shared bid of £660,000 for Mendip Care and Repair to bring more empty properties back into use;
- Shared effort in developing a range of new policies including those for Hackney Carriage and Taxi policies;
- Shared expertise in developing a range of new procedures including for risk rating of premises.

Partnership and Service Sharing in Pipeline

Yeovil Hospital

- Discussions around car parking that will benefit both organisations

Yeovil College

- Possible joint procurement of cleaning contract

East Devon District Council

- Joint procurement of insurance policies and broker services

Summary

The financial savings made so far in joining up services are:

	Annual Savings £	Set –Up Costs £
Established partnerships	386,220	Difficult to assess as the waste partnership happened at a time of change in service specification. However most staff transferred under TUPE arrangements
Shared accommodation	34,350	-
Recent partnership work	302,750	95,000
Total Savings	723,320	

As well as financial savings, regard should also be had to the non-financial benefits of the Council being open to and pragmatic about taking advantage of sharing opportunities. In the case of East Devon it is noticeable that there is greater confidence in both organisations in sharing best practice and learning from another good council. In addition, when considering our relationship with the County Council and the LEP, the Chief Executive is able to draw on his knowledge of what is happening in Devon to compare and contrast good practice on an informed basis. In terms of the regular meetings with the Hospital and the College, our relationships and knowledge of each other's business issues and expertise are better than they've ever been and this helps promote a positive approach to sharing on a joint geographic basis.

Partnership and service sharing is the subject of ongoing and regular review. As our financial pressures increase the necessity for sharing is likely to intensify across a wide partnership base which includes local public service providers as well as other local

authorities. We continue to look for opportunities that save money, or provide solutions without having major set up costs.

Scrutiny Committee – 30 October 2012

9. Verbal update on reports considered by District Executive on 4 October 2012.

The Chairman will update members on the issues raised by Scrutiny members at the District Executive meeting held on 4 October 2012.

The draft minutes from the District Executive meeting held on 4 October 2012 have been circulated with the District Executive agenda.

Scrutiny Committee – 30 October 2012

10. Reports to be considered by District Executive on 1 November 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 1 November 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 30 October 2012.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 1 November 2012.

Scrutiny Committee – 30 October 2012

11. Inescapable Bids Scrutiny Task and Finish Group

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

Purpose of report

To present the notes of a recent meeting of the Inescapable Bids Scrutiny Task and Finish Group.

Action required

The Scrutiny Committee is asked to consider the attached notes from a recent meeting of the Inescapable Bids Task and Finish Group as all Task and Finish Groups must report back to the Scrutiny Committee.

Background

Every year as part of the budget setting process a Scrutiny Task and Finish Group is established to consider all Inescapable and Growth bids put forward by managers – this is now an established part of the South Somerset Budget setting process.

The notes of the meeting of this year's Task and Finish group are attached to this report as Appendix A. As you will see, the table includes a follow up comment from the relevant service manager where appropriate.

The comments made by the Task and Finish group have been taken forward by the Assistant Director - Finance and Corporate Services.

Members are requested to note that these bids have not been considered by the District Executive yet as Scrutiny involvement is at the start of the process, and the detail in the bids may change as the process progresses.

Appendix A - Budget Task and Finish Group - 5th October 2012

Notes of meeting.

Present:

Councillors Carol Goodall, Graham Middleton, David Norris, Sue Steele (Chair) and Derek Yeomans.

Officers:

Donna Parham Assistant Director – Finance and Corporate Services
 Jayne Beevor – Principal Accountant
 Emily McGuinness – Scrutiny Manager

Members considered each of the inescapable and growth bids submitted by managers in turn and made the following comments:

2013/14 INESCAPABLE COMMITMENTS					
		2013/14 £'000	2014/15 £'000	Scrutiny Task & Finish Group Comments	Follow Up responses
Ref	New Inescapables				
E2	Building Control-Reduction in fee income	100.0		Endorse bid – members recognised that the service had already significantly reduced staffing levels and currently had a vacant post.	
E3	Eng & Property Services- One year loss of commercial rent	15.0	(15.0)	Endorse bid – members acknowledged the difficulty officers face trying to rent out properties in the current climate and that any new tenants would expect a rent free period in which to carry out works to the property.	

2013/14 INESCAPABLE COMMITMENTS					
		2013/14 £'000	2014/15 £'000	Scrutiny Task & Finish Group Comments	Follow Up responses
E4	Eng & Property Services- CCTV income from Yeovil Town Council fixed at £30K	5.0		£5k -CCTV income from YTC- What is the length of the contract and why was it not inflation linked?	There is no length of contract as such and it is an ongoing contribution they make to the operation of the system. Yeovil TC are now asking for a service level agreement for all the contributions they make and CCTV will be one of them. As a contribution it was never indexed linked but this may be put in the SLA by agreement when drawn up.
E5	Eng & Property Services- Shortfall in car park income	80.0		Endorse bid – hopefully the completion of the review of the Car Parking Strategy will allow for consideration of additional income generation.	
E6	Eng & Property Services- Reduction in car park season ticket sales	15.0		Members noted the ongoing work with YDH about staff parking in SSDC car parks and the impact this would have on revenue from season tickets and endorsed the bid.	
E7	Streetscene-Profit element following loss of Cartgate picnic area & Thorne House maintenance contract	29.0		Members expressed disappointment that the service had not been able to bid to continue providing an excellent service and in endorsing the bid noted that the service manager would continue to seek additional sources of income.	
E8	Democratic Services-Cost of councillors' pension scheme	12.0	1.0	Endorsed – unavoidable	
E10	Eng & Property Services- Loss of street fixed penalty income following introduction of Civil Parking Enforcement	18.0		18k - Loss of fixed penalty income re CPE- this was covered by the financial implications of the Jan10 DX report and built into the 11/12 budget as an inescapable and should therefore be withdrawn.	Agreed with G Green that this would be withdrawn.

2013/14 INESCAPABLE COMMITMENTS					
		2013/14 £'000	2014/15 £'000	Scrutiny Task & Finish Group Comments	Follow Up responses
E11	Revs & Bens-Dept of Works & Pensions reduction in benefit admin grant	75.0		This could reduce when we know our grant settlement but is a prudent estimate of the amount needed.	
E12	Licensing-Town Councils retention of taxi licensing function (reversal of 12/13 saving)	7.0		Withdrawn	
E13	Countryside-Access licences for permissive access along Langport-Muchelney cycleway	1.8		Members requested that Area North be requested to consider taking on this cost.	ADM North-Important scheme and Area North would need to be consulted upon it.
E14	Revs & Bens-Increased demand for Business Rate Relief	40.0		Members endorsed the bid whilst noting that the outcomes of a proposed review of Business Rate relief would take some time to have an impact and in the meantime, the additional costs would be unavoidable.	
E15	Revs & Bens-Additional Revenues Officer re Introduction of Council Tax reduction scheme	24.7		Members appreciated the impact of the introduction of a Council Tax reduction scheme as well as change in the way we administer Business rates and the need to increase technical capability within the team and so endorsed the bid.	
E16	Revs & bens-Additional Revenues Technical Officer re introduction of Council Tax reduction scheme & Business Rate retention.	29.0			

2013/14 INESCAPABLE COMMITMENTS					
		2013/14 £'000	2014/15 £'000	Scrutiny Task & Finish Group Comments	Follow Up responses
E17	Area South-Market shortfall in income	6.0		Members sought clarification on whether / why pitch fees had been frozen. They noted that the figures quoted related to a reduction in income rather than an increase in costs and whilst any income is obviously advantageous, every effort should be made to maximise the income from market across the district.	ADM South-I have spoken to Market Manager. Traders can't pack up before 3 o'clock (unless Manger makes a decision to close early due to adverse weather) to avoid any health and safety issues with vans/packing up etc. The traders can pack up anytime between 3 and 5.30 by which time they have to have left the market site. The time they leave after 3 pm is entirely down to them and is mainly based on how they feel about trading conditions.
	Total Inescapable Commitments	457.5	(14.0)		

Growth Bid

		2013/14 £'000	Task and Finish Group Comments	Follow up comments
G1	Streetcleaning Team and Van		Members acknowledge that the service is high priority and significantly contributes towards the reputation of the authority. They noted that the services described in the bid should in the main be provided by the County council. Members supported the bid but sought clarification from the Portfolio Holder as to where funding would be redirected from to support this growth bid (they did note that the service is currently being 'leaned' and any identified savings would be redirected to support this growth bid). They also sought further information as to what SSDC's mandatory responsibilities are in terms of Street Scene provision.	The Strategic Director – Operations and Customer Focus stated that the service is anticipating that the additional £58k would arise from the Lean suggestions. If the Lean process does not provide the whole £58k, the bid would need to be reconsidered or additional revenue savings considered.
	Total	58.4		

Scrutiny Committee – 30 October 2012

12. Verbal Update on Task and Finish Reviews

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

Scrutiny Committee – 30 October 2012

13. Scrutiny Work Programme

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
4 Dec '12	Police and Crime Panel	✓		Cllr Tony Lock is the SSDC representative on the Police and Crime Panel. He will give a verbal report to the Scrutiny Committee, following his induction training at the end of October.	Cllr Tony Lock
4 Dec '12 TBC	Council Tax Benefit Changes	✓			Jo Gale, Scrutiny Manager
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 McGuiness, Scrutiny Manager
2 Jan '13	Health Inequalities Scrutiny Programme	✓		Final report of the Health Inequalities Scrutiny Programme	Emily McGuiness, Scrutiny Manager
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.	

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
5 Mar '13	Somerset Community Safety Partnership	✓		At the Scrutiny Committee meeting on 4 September 2012, members considered a District Report on the Somerset Community Safety Partnership Merger and had sought clarification as to how the performance of the partnership would be monitored. At the District Executive meeting the Portfolio Holder had agreed to present a progress report every six months.	Cllr Tony Fife, Portfolio Holder for Community Safety
5 Mar '13	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 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
2 April '13	Update and progress report on 'Family Futures' – The Family Support Programme	✓		At the Scrutiny Committee meeting on 2 nd October 2012, members considered a District Report on Family Futures and requested an update report after 6 months.	Saveria Moss, Family Support Programme – Project Manager
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

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
TBC	Task and Finish Review - Outside Bodies			To consider endorsement of the final report of the Task and Finish Group on the review of outside bodies.	Becky Sanders, Committee Administrator Martin Wale, Chairman of the review group.
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 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	Council Tax Benefit Reduction	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
To be agreed	Business Rates - Discretionary Rate Relief	To be agreed

14. Somerset Waste Board – Forward Plan

Weekly version of plan published on 15 October 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
<i>Forward Plan reference:</i> SWB/12/08/02 Proposed decision first published in Forward Plan dated 16/08/12	<i>To be taken on:</i> 14 December 12 <i>By:</i> The Waste Board	<i>Title:</i> Draft Business Plan 2013-18 <i>Decision:</i> To comment on content and agree that the draft report be circulated to partner authorities for comment	None	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<i>Forward Plan reference:</i> SWB/12/10/01 Proposed decision first published in Forward Plan dated 08/10/12	<i>To be taken on:</i> 14 December 12 <i>By:</i> The Waste Board	<i>Title:</i> Draft Budget 2013/14 <i>Decision:</i> To agree a draft budget to accompany the draft Business Plan circulated to all members for comment	None	No exempt / confidential information anticipated.	Martin Gerrish Group Manager Environment Finance 01823 355303
<i>Forward Plan reference:</i> SWB/12/10/02 Proposed decision first published in Forward Plan dated 08/10/12	<i>To be taken on:</i> 14 December 12 <i>By:</i> The Waste Board	<i>Title:</i> Performance Monitoring – Quarter 2 2012/13 <i>Decision:</i> To note the tonnage and performance results from Quarter 2	None	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<i>Forward Plan reference:</i> SWB/12/10/03 Proposed decision first	<i>To be taken on:</i> 14 December 12 <i>By:</i> The Waste Board	<i>Title:</i> Health and Safety Update <i>Decision:</i> To note and comment on the management of Health and	None	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707

Weekly version of plan published on 15 October 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 published in Forward Plan dated 08/10/12		Safety by principal contractors			
Forward Plan reference: SWB/12/10/08 Proposed decision first published in Forward Plan dated 15/10/12	To be taken on: 14 December 12 By: The Waste Board	Title: External Annual Audit Letter 2011/12 Decision: To note the contents of the letter	None	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
Forward Plan reference: SWB/12/10/09 Proposed decision first published in Forward Plan dated 15/10/12	To be taken on: 14 December 12 By: The Waste Board	Title: Service Review Outcome Report Decision: To note and comment on the conclusions of the service review	Business Plan and Service Review process report to 29 June 2012 meeting	Yes. Commercially sensitive exempt information may be set out in an appendix to the report. Decision may be held in private.	Steve Read Managing Director Somerset Waste Partnership 01823 625707

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

Scrutiny Committee – 30 October 2012

15. Date of Next Meeting

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 4 December 2012 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.
