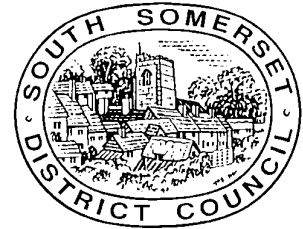


**South Somerset District Council**

*Notice of Meeting*



# Scrutiny Committee

*Making a difference where it counts*

**Tuesday 4 December 2012**

**10.00am**

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

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The public and press are welcome to attend.

Disabled Access is available at this meeting venue.



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

This Agenda was issued on Monday 26 November 2012.

*Ian Clarke, Assistant Director (Legal & Corporate Services)*



2007-2008  
Neighbourhood and  
Community Champions:  
The Role of Elected Members  
2006-2007  
Improving Rural Services  
Empowering Communities  
2005-2006  
Getting Closer to Communities

**This information is also available on our  
website: [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)**



INVESTOR IN PEOPLE

## Scrutiny Committee Membership

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

Cathy Bakewell	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](http://www.southsomerset.gov.uk).

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

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

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**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 30 October 2012 in the Main Committee Room, Council Offices, Brympton Way, Yeovil.

(10.00 a.m. – 12.35pm)

**Present:**

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

Cathy Bakewell	Pauline Lock	Wes Read
Dave Bulmer	Tony Lock	Martin Wale (to 11.25am)
Nigel Gage	Graham Middleton	Nick Weeks
Carol Goodall	Sue Osborne (from 10.40am)	

**Also present:**

Councillors Tim Carroll, Henry Hobhouse, Gina Seaton

**Officers:**

Ken Comber	Yarlington Housing Group
Phyllida Culpin	Yarlington Housing Group
Mark Williams	Chief Executive
Rina Singh	Strategic Director (Place and Performance)
Jo Gale	Scrutiny Manager
Emily McGuinness	Scrutiny Manager
Becky Sanders	Democratic Services Officer

### 66. Minutes (Agenda Item 1)

The minutes of the meeting of the Scrutiny Committee held on Tuesday 2 October 2012 were approved as a correct record and signed by the Chairman.

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

Apologies for absence were received from Councillors Peter Gubbins and Paul Maxwell.

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

Councillor Cathy Bakewell declared a personal interest in item 8 of the Scrutiny agenda as she was on the Devon and Somerset Fire & Rescue Authority.

Councillors Dave Bulmer, Carol Goodall and Nick Weeks mentioned they were members of the Market Towns Investment Group (District Executive agenda item 7).

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

There were no members of public at the meeting.

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

There were no issues raised from previous meetings.

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

The Chairman informed members that the car parking strategy had been moved to the spring in order to fully assess the implications of Civil Parking Enforcement (CPE) - the report to Scrutiny Committee would be in March. She also noted that the last Waste Scrutiny meeting had considered future budget setting and service delivery.

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## 72. Yarlington Housing Group Presentation on Community Initiatives (Agenda item 7)

The Chairman welcomed Phyllida Culpin (Executive Director) and Ken Comber (Head of Resident Involvement & Community Investment) of Yarlington Housing Group. They gave a presentation about Yarlington's community fund and community investment projects. It was explained that their community investment priorities were:

- Employment, education and training
- Health and wellbeing
- Initiatives to raise self-esteem and positive behaviour
- Access to services

It was highlighted that there had been 59 successful applications to the community fund last year, with funding contributions ranging from £200 to £5,800 to which there had been 24,130 beneficiaries. Community investment projects were briefly explained including:

- Somerset Rural Youth project – moped loan scheme
- Careers SW – employment advice
- Youth and Community Development Project
- Somerset Community Foundation – Surviving Winter
- Citizens Advice Bureau (CAB) – specialist money advice
- CAB – volunteer work experience project
- Mandala Specialist Therapeutic Service
- Barnardo's Revolutions
- Inspired to Achieve
- South Somerset Mind Wellbeing Project
- Camelot Credit Union

The officers explained that the Yarlington's Community Investment was about making a difference in the community, and was incorporated into their 30 year business plan. In response to comments made by members, Ms Culpin commented that:

- South Somerset Together would be undertaking a scoping exercise regarding rural public transport, to which Yarlington would be the project sponsor
- If members had specific issues within their wards they were recommended to make contact with Yarlington, and parish walkabouts could be arranged if necessary.
- Garden maintenance was acknowledged as an issue for some residents, and Yarlington were looking to establish a kind of work experience scheme to help address the matter.

- Until recently they were only collecting data on four points of the equalities criteria, but all nine points were now being collected.

Members thanked Ms Culpin and Mr Comber for their informative presentation.

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### **73. Shared Working – Update Report (Agenda item 8)**

The Chief Executive introduced his report as shown in the agenda. During a lively discussion members raised several comments including:

- The necessity for several senior high level officers at Area East Committee meetings
- Quantity of projects in the pipeline. Shared working with East Devon hadn't progressed as had originally been envisaged.
- Relationship with Somerset County Council could be better; were there opportunities to be better joined geographically through sharing of office space?

In response to comments made the Chief Executive noted that:

- Comments about officer attendance were acknowledged and would be looked into.
- With regard to East Devon, both councils had their respective financial pressures, and the situation was now more about assessing what could be gone without rather than what could be shared. Sharing was still an option to make something more affordable and options would be worked upon when opportunities arose.
- The Leader was aware of the opportunities and benefits of working on the same sites as other service providers.

The Chairman thanked the Chief Executive for the update on shared working.

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### **74. Verbal update on reports considered by District Executive on 4 October 2012 (Agenda item 9)**

The Chairman reminded members that a Special District Executive meeting had been arranged for 7 November 2012 to consider business rates pooling arrangements.

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### **75. Reports to be considered by District Executive on 1 November 2012 (Agenda item 10)**

Members considered the reports outlined in the District Executive agenda for 1 November 2012. It was agreed that the following comments and questions would be taken forward to District Executive for consideration:

#### **Localism Act – Community Right to Bid**

- Rec 2 – Scrutiny questioned whether the process should be reviewed after a defined number of applications/bids had been considered rather than after the specified 6 months.
  - Compensation – members asked for details about which budget this will come from and how much will be allocated
-

### **Market Towns Vision, Community Planning and the High Street Innovation Fund (Portas Plus) Proposals**

- The Portfolio Holder decision taken in June relating to the allocation of the £100k Portas funding stated that the precise draw down mechanisms would be agreed at a later stage, can the Portfolio Holder provide a brief summary of the actual process that MTIG has agreed?

### **Community Office Opening Hours**

- Page 30 – New opening pattern – Scrutiny members sought clarification about the length of the trial for the new opening hours and the monitoring arrangements.
- Scrutiny also sought clarification about the interim arrangements for staff during the trial (e.g. would they be doing other work if not manning the front office etc.?)

### **Investment in Infrastructure to Support and Develop the Local Economy**

- Members were supportive that the process commence but sought clarification that the service had sufficient capacity to undertake the work and it would not cause other work to be delayed.

### **The Leasing of 34 and 36 Goldcroft, Yeovil**

- Members were concerned about rec. 4 with the money to be vired from the Disabled Facilities Grants (DFG) budget – what happens in the future if there is more interest in DFGs? Is there a risk?
- Are there risks associated with having no money in the Empty Homes Budget?

### **Capital Budget Monitoring Report for Quarter Ending 30 Sept 2012**

- Members queried when the capital strategy would be revised?
- Page 60 – Air Cooling Equipment ICT – 15K remaining budget, the project is complete, will this money be returned to the capital budget.
- Page 62 – Affordable Housing – Lyde Road Key Site – 1K remaining budget, the project is complete will this money be returned to the capital budget
- Page 62 – members asked for an update on the current situation with the Rope Walk, West Coker.
- Page 68 – Birchfield Sewer Pollution Easement Works – comments mention £178k surplus – members queried is this would 'go back into the pot?'

### **Revenue Budget Monitoring Report for Quarter Ending 30 Sept 2012**

- Page 82 – Scrutiny sought clarification about interpretation of the figures for Revenues and Benefits.

## **76. Inescapable Bids Scrutiny Task and Finish Group (Agenda item 11)**

The Chairman of the Task and Finish Group, Councillor Sue Steele, introduced the report as shown in the agenda and reminded members that bids could still be modified as they progressed through the process.

Members considered the report and several made the comment that the follow up response for bid reference E17 was difficult to comprehend and questioned why pitch fees had been frozen.

**ACTION:** That the report be noted.

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

### Council Tax Benefit Changes

The Scrutiny Manager reported that the group were looking at all the comments made in response to the consultation. The final report of the group was hoped to be made to the next Scrutiny meeting, but the group were still waiting on the regulations and some specific information from Communities and Local Government. There were many elements for the group to consider as new policies would be generated from the decision made by Council.

### Health Inequalities Scrutiny Programme

Chairman of the review, Councillor Cathy Bakewell reported that the review was going well, and that Councillor Goodall and herself were visiting Tintinhull and Ilton Gypsy sites the following week. She commented that the timetable set by the government programme was tight, and the work needed to be completed for the January meeting.

### Student Engagement

The Scrutiny manager informed members that application forms had been circulated and that Yeovil College would primarily be involved. An interview date of 30 November 2012 had been arranged. A report to a future Scrutiny meeting would formally request members to be on the group. The group would initially meet in the new year and work would need to be completed by April to fit in with college coursework dates.

### Outside Bodies

The Democratic Services Officer reported that the group were collating their final report. Due to the Scrutiny work programme and council budget setting, a report was unlikely to be made to Scrutiny Committee until February or March.

## 78. Scrutiny Work Programme (Agenda Item 13)

Councillor Tony Lock tendered his apologies for the next meeting, and it was agreed to move the verbal update on the Police and Crime Panel to the January meeting.

It was agreed to move the Localism item on the forward plan to the March meeting.

The Scrutiny Manager reminded members that the Budget Scrutiny meeting had been arranged for 12 December 2012.

**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)

## 79. Somerset Waste Board – Forward Plan (Agenda item 14)

**ACTION:** That the Somerset Waste Board Forward Plan be noted.



**80. Date of Next Meeting (Agenda Item 15)**

Members noted that the next meeting of the Scrutiny Committee would be held on Tuesday 4 December 2012 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.

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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 30 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*

#### *Page Number*

- |     |  |    |
|-----|--|----|
| 7.  | Verbal update on reports considered by District Executive on 1 November 2012. .... | 1  |
| 8.  | Reports to be considered by District Executive on 6 December 2012 .....            | 2  |
| 9.  | Budget Scrutiny .....  | 3  |
| 10. | Verbal Update on Task and Finish Reviews .....                                     | 6  |
| 11. | Scrutiny Work Programme.....   | 7  |
| 12. | Somerset Waste Board – Forward Plan .....  | 11 |
| 13. | Date of Next Meeting .....   | 14 |

Scrutiny Committee – 4 December 2012

**7. Verbal update on reports considered by District Executive on 1 November 2012.**

The Chairman will update members on the issues raised by Scrutiny members at the District Executive meeting held on 1 November 2012.

The draft minutes from the District Executive meeting held on 1 November 2012 have been circulated with the District Executive agenda.

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Scrutiny Committee – 4 December 2012

## **8. Reports to be considered by District Executive on 6 December 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 6 December 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 4 December 2012.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 6 December 2012.

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Scrutiny Committee – 4 December 2012

## 9. Budget Scrutiny

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

### Action Required

That members of the Scrutiny Committee consider the information below in advance of the annual Budget Scrutiny Event which this year will be held on **Wednesday 12<sup>th</sup> December at 2.00 p.m.**

### Background

This is a short briefing note which aims to set out the basics of effective budget Scrutiny so that the annual Budget Scrutiny event is useful part of the council's budget setting process.

A copy of this note has been sent to all Portfolio Holders and Senior Managers to help with their preparation for the 12<sup>th</sup> December. The information provided is based on good practice guidance from the Centre for Public Scrutiny and CIPFA (Chartered Institute of Public Finance and Accountancy).

### What is budget scrutiny?

It is a vital duty of the scrutiny function that there is proper scrutiny and challenge of the Council's use of public money.

Budget Scrutiny is not about adding up figures. It is about how the council is making crucial choices about resource allocation and how well they are using resources to deliver policy objectives.

Understanding that the Council is spending the public's money wisely and is being seen to do so is vital for improving trust in local government. This means looking not just at how the budget is allocated, but how it is managed, how it is spent and the results of the spending.

Scrutiny can add value to the budget setting process by teasing out and making explicit whether the council is directing its resources effectively to meet its priorities and demonstrate whether it is achieving value for money. Scrutiny can also provide an additional and transparent challenge to the executive's management of the council's finances.

Budget scrutiny can be challenging:

- It is inherently political but has to find a role that is distinct from that played by the political groups within the authority;
- Some members are wary of budget scrutiny – they fear that it is too technical and beyond them; and

- It can highlight tensions between the Executive and the rest of the Council, between officers and members, and between service departments and the Finance team.

Budget Scrutiny should be critical but constructive, **it is not the same as being the opposition and is not about putting forward an alternative budget;**

Budget Scrutiny should be focussed, but not over detailed or seeking to micro manage or second guess the financial management that is the responsibility of the finance professionals.

Members should look to consider how financial and resource decisions are made, what criteria are used and what information is taken into account.

### **Potential Budget Scrutiny Questions**

On the 12<sup>th</sup> December 2012, we will be holding our second annual Budget Scrutiny event. This will follow the same format as last year's event with each Portfolio Holder giving a short presentation of the key budget decisions facing their service areas for the 2013/14 financial year.

There are three key questions that Portfolio Holders have been asked to consider in advance of the meeting, in relation to each of their budget proposals:

- 1) What is the likely impact of this proposal on service performance levels and the experience of service users ( i.e. will there be a reduction in service standards)
- 2) Has an Equality Impact Assessment of this proposal been conducted and any issues identified and addressed?
- 3) What consultation does the Portfolio Holder plan in relation to each of the proposals?

In addition to these three specific questions, Scrutiny members may wish to consider some more general Budget Scrutiny questions:

- Are there financial planning mechanisms in place so that decisions made about future service planning can be informed by the financial situation?
- Are there processes in place that ensure the budget and service plans are developed in parallel – thus ensuring that service delivery priorities are aligned with resource constraints?
- Are there sound processes in place to monitor progress against budgets throughout the year?
- What choices and options did you have when setting your budget targets? Why did you make the choices you did?
- How can our income be increased in a sustainable way?
- Are the risks associated with the budget decisions fully explored? Have adequate impact assessments been carried out?
- Have Executive members 'grasped the nettle' and made the necessary, if difficult, decisions?
- What service areas / activities will you be cutting / reducing spend on? What will the impact of these decisions be on our residents?

As always, this list is not exhaustive and members may wish to ask additional questions within the time allocated at the meeting on 12 December 2012.

The Budget Scrutiny Event is intended to be a constructive part of the budget setting process and as the financial decisions facing this authority become more and more challenging, this forum for discussion will hopefully become increasingly beneficial.

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Scrutiny Committee – 4 December 2012

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

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

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Scrutiny Committee – 4 December 2012

**11. Scrutiny Work Programme**

<b>Meeting Date</b>	<b>Agenda Item</b>	<b>Issue for Main Scrutiny Cttee</b>	<b>Budget</b>	<b>Background/Description</b>	<b>Lead Officer/ Lead Member</b>
2 Jan '13	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
2 Jan '13 TBC	Council Tax Benefit Changes	✓			Jo Gale, 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.	
5 Mar '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

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 <sup>th</sup> February 2012 members received an update on the management of park home sites and requested a 12 monthly report on this issue.	Steve Joel, Assistant Director (Health & Well being)  Ric Pallister – Portfolio Holder - Leader, Strategy and Policy
2 April '13	Update and progress report on 'Family Futures' – The Family Support Programme	✓		At the Scrutiny Committee meeting on 2 <sup>nd</sup> 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 &amp; 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	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

Scrutiny Committee – 4 December 2012

**12. Somerset Waste Board – Forward Plan**

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

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
published in Forward Plan dated 08/10/12		Safety by principal contractors			
<i>Forward Plan reference:</i> SWB/12/10/08  Proposed decision first published in Forward Plan dated 15/10/12	<i>To be taken on:</i> 14 December 12  <i>By:</i> The Waste Board	<i>Title:</i> External Annual Audit Letter 2011/12  <i>Decision:</i> To note the contents of the letter	None	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<i>Forward Plan reference:</i> SWB/12/10/09  Proposed decision first published in Forward Plan dated 15/10/12	<i>To be taken on:</i> 14 December 12  <i>By:</i> The Waste Board	<i>Title:</i> Service Review Outcome Report  <i>Decision:</i> 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
<i>Forward Plan reference:</i> SWB/12/10/04  Proposed decision first published in Forward Plan dated 05/11/12	<i>To be taken on:</i> 22 February 13  <i>By:</i> The Waste Board	<i>Title:</i> Performance Monitoring – Quarter 3 2012/13  <i>Decision:</i> To note the tonnage and performance results from Quarter 3	None	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<i>Forward Plan reference:</i> SWB/12/10/05	<i>To be taken on:</i> 22 February 13	<i>Title:</i> Budget 2013/14	Draft Budget 2013/14 report to 14 December 2012 meeting	No exempt / confidential information anticipated.	Martin Gerrish Group Manager Environment Finance

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 05/11/12	<i>By:</i> The Waste Board	<i>Decision:</i> To approve the budget for 2013/14			01823 355303
<i>Forward Plan reference:</i> SWB/12/10/06  Proposed decision first published in Forward Plan dated 05/11/12	<i>To be taken on:</i> 22 February 13  <i>By:</i> The Waste Board	<i>Title:</i> Review of actions from Business Plan 2012 – 16  <i>Decision:</i> To note the progress on implementing the actions for 2012 - 16	SWP Business Plan 2012-17 as approved February 2012	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<i>Forward Plan reference:</i> SWB/12/10/07  Proposed decision first published in Forward Plan dated 05/11/12	<i>To be taken on:</i> 22 February 13  <i>By:</i> The Waste Board	<i>Title:</i> Business Plan 2013 - 18  <i>Decision:</i> To consider partner comments and approve the Business Plan 2013 - 18	Draft Business Plan 2013-18 report to 14 December 2012 meeting	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707

■ - identifies next to the Forward Plan reference any new entries to the plan since the previous weekly plan was published

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

Scrutiny Committee – 4 December 2012

**13. Date of Next Meeting**

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Wednesday 2 January 2013 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.

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