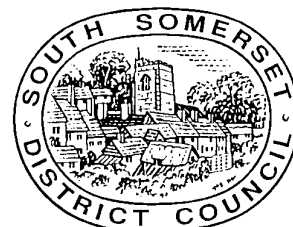


South Somerset District Council

Notice of Meeting



Scrutiny Committee

Making a difference where it counts

Wednesday 2 January 2013

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 Wednesday 19 December 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 December 2012 in the Main Committee Room, Council Offices, Brympton Way, Yeovil.

(10.04 a.m. – 11.55am)

Present:

Members: Councillor Sue Steele (Chairman)

Dave Bulmer
Nigel Gage
Peter Gubbins
Pauline Lock

Paul Maxwell
Graham Middleton
Sue Osborne

Wes Read
Martin Wale
Nick Weeks

Also present:

Councillors Tim Carroll and Gina Seaton

Officers:

Ian Potter	Revenues and Benefits Manager
Donna Parham	Assistant Director, Finance and Corporate Services
Catherine Hodsman	Performance Officer and LSP Coordinator
Emily McGuinness	Scrutiny Manager
Becky Sanders	Democratic Services Officer

81. Minutes (Agenda Item 1)

The minutes of the meeting of the Scrutiny Committee held on Tuesday 30 October 2012 were approved as a correct record and signed by the Chairman.

82. Apologies for Absence (Agenda Item 2)

Apologies for absence were received from Councillors Cathy Bakewell, Carol Goodall and Tony Lock.

83. Declarations of Interest (Agenda Item 3)

There were no declarations of interest.

84. Public Question Time (Agenda Item 4)

There were no members of public at the meeting.

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

There were no issues raised from previous meetings.

86. Chairman's Announcements (Agenda Item 6)

The Chairman informed members that there would be a need to hold an additional meeting in order to consider and make comments on the report of the Task and Finish Group regarding Council Tax benefit changes.

She noted that the Scrutiny Manager and herself had attended a recent Scrutiny Network meeting where the focus had been the Health Scrutiny, during the event it was highlighted that Somerset did not appear to have a Health Scrutiny Committee, which other counties had. The Scrutiny Manager suggested that a report be made to Scrutiny Committee in February regarding suggestions for Health Scrutiny arrangements in Somerset.

The Scrutiny Manager also reminded members of the budget meeting on 12 December. She noted that when the meeting was originally arranged it had not coincided with any meetings at Somerset County Council (SCC). However meetings had since been rescheduled by SCC due to the recent flooding. As a consequence many 'twin-hatters' had given their apologies for the budget meeting.

87. Verbal update on reports considered by District Executive on 1 November 2012 (Agenda item 7)

The Chairman commented that many of the Scrutiny comments were included in the minutes that had been circulated.

88. Reports to be considered by District Executive on 6 December 2012 (Agenda item 8)

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

South Somerset Voluntary and Community Action

- Members noted that it was difficult to scrutinise this in the absence of a written report. Whilst members continue to be supportive of the work of the SSVCA and note that the issues they are currently facing are different from those encountered in the past, members did raise some concerns over the long term sustainability of the SSVCA and hoped that the presentation given during the meeting would answer their queries.

South Somerset Together (SST) Strategic Partnership

- It was commented that the SST website needed attention as much information was out of date.
- Members again raised concern that there might be some duplication of work
- Members sought clarification as to how the strategy group would report back on progress
- Clarification was sought about how much value SSSDC was getting from the partnership, and how the LSP worked alongside other partnership bodies such as the Health and Wellbeing Board?

- Members suggested that detail of how the partnership income was used would be useful
- Monitoring of how effective the partnership is was required - clear measurable outputs are needed and an annual report to Scrutiny was suggested.

Quarterly Performance and Complaints Monitoring Report – 2nd Quarter

- Flytipping – members sought confirmation that the cost recovery agreement with SCC was still being applied and would continue to be applied in the future.
- Sickness absence – members noted the increase in long term sickness absence. It was noted that whilst many cases of long term absence were unavoidable, absence due to work related stress could be addressed and potentially improved. Members wished to show their support to staff in the face of current changes and that all appropriate steps are being taken to minimise work related stress. Scrutiny have agreed to monitor the figures for the next quarter.

Local Development Scheme Update

Last bullet point of key elements on page 15 agenda – members sought clarification that the identified risks were/would be adequately addressed/mitigated.

Medium Term Financial Plan Update

- Members sought assurances that parishes would be made aware of the potential implications of referendums relating to precept increases and that all members are also copied into correspondence.

Capital Programme

- CIL is due for implementation in 2014 – members sought clarification that would be when the capital strategy would be reviewed.

Council Tax Reforms

Scrutiny sought clarification that the identified risks (page 35) would be adequately addressed / mitigated.

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

89. Budget Scrutiny (Agenda item 9)

The Scrutiny Manager introduced the report as shown in the agenda, and explained that a briefing note had been circulated to Portfolio Holders. She summarised the format for the meeting which would include Portfolio Holders highlighting their top three savings for the following year, the impact of the identified savings upon the relevant service and the consultation planned regarding the proposed changes. It was also noted that the Assistant Director (Finance and Corporate Services) was very supportive of the event. Members were reminded that there was a need to focus on policy decisions and not politics.

ACTION: That the report be noted.

(Emily McGuinness, Scrutiny Manager)
(emily.mcguinness@southsomerset.gov.uk or 01935 462566)

90. Verbal Update on Task & Finish Reviews (Agenda Item 10)

Council Tax Benefit Changes

The Scrutiny Manager reported that the final report was being drafted and a meeting of Scrutiny members would make any comments on the report before it was finalised.

Health Inequalities Scrutiny Programme

The Scrutiny Manager commented that the last meeting of the group had been cancelled due to recent flooding. A report to Scrutiny Committee would now be put back to February.

Student Engagement

The Scrutiny Manager informed members that a student was due to have been interviewed the previous week, however due to illness had been unable to attend. Interviews would now take place in January.

Outside Bodies

The Chair of the Task and Finish Group reported that the final report was being drafted and a report was likely to be made to Scrutiny in February or March.

91. Scrutiny Work Programme (Agenda Item 11)

As had been discussed at agenda items 6 and 10, the report on the Health Inequalities Scrutiny Programme would be moved to March and a report on Health Scrutiny arrangements would be made to the February meeting. The following changes and additions to the work programme were also agreed:

- Occupancy Levels at the Innovation Centre be moved to March
- Consideration of report of the Car Parking Strategy Review Group be moved to February
- Review of Capital Strategy be removed as it would be reviewed when CIL (Community Infrastructure Levy) was implemented.
- Flooding – The Scrutiny Manager was requested to investigate the possibility of establishing a Joint Review of the recent flooding incidents involving all Somerset Authorities – an update would be given at the January meeting.

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)

92. Somerset Waste Board – Forward Plan (Agenda item 12)

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

93. Date of Next Meeting (Agenda Item 13)

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

.....

Chairman

Scrutiny Committee

Wednesday 2 January 2013

Agenda

Preliminary Items

1. **To approve as a correct record the minutes of the previous meeting held on 4 December 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. | Verbal update on reports considered by District Executive on 6 December 2012..... | 2 |
| 9. | Reports to be considered by District Executive on 3 January 2013..... | 3 |
| 10. | Verbal update on Task and Finish reviews..... | 4 |
| 11. | Update on matters of interest | 5 |
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12. Scrutiny Work Programme.....6

13. Somerset Waste Board – Forward Plan (published 17 December 2012)..... 10

14. Date of Next Meeting 12

Scrutiny Committee – 2 January 2013

7. Avon and Somerset Police and Crime Panel

Scrutiny Committee member, Cllr Tony Lock, is the SSDC representative on the Avon and Somerset Police and Crime Panel. Cllr Lock will give a verbal update report to the Scrutiny Committee following a meeting of the panel on the 10 January 2013.

Scrutiny Committee – 2 January 2013

8. Verbal update on reports considered by District Executive on 6 December 2012.

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

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

Scrutiny Committee – 2 January 2013

9. Reports to be considered by District Executive on 3 January 2013

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 3 January 2013.

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 January 2013.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 3 January 2013.

Scrutiny Committee – 2 January 2013

10. 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 January 2013

11. Update on matters of interest

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

Action Required

That members of the Scrutiny Committee note the verbal updates as presented by the Scrutiny Manager.

Purpose of Report

This report is submitted for information to update members of the committee on any recent information regarding matters of interest to the Scrutiny Committee, and for the Scrutiny Manager to verbally update members on any ongoing matters.

Updates

The Committee will be verbally updated about ongoing matters including:

- Joint review of flooding
- Joint Waste Scrutiny
- Health Scrutiny

Scrutiny Committee – 2 January 2013

12. Scrutiny Work Programme

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
5 Feb '13	Health Scrutiny	✓		At the Scrutiny Committee meeting on 4 December 2012, the Scrutiny Manager suggested that a report be made regarding suggestions for Health Scrutiny arrangements in Somerset (as a result of attendance with the Scrutiny Chairman at a Scrutiny Network meeting)	Emily McGuiness, Scrutiny Manager
5 Mar '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	Health Inequalities Scrutiny Programme	✓		Final report of the Health Inequalities Scrutiny Programme	Emily McGuiness, Scrutiny Manager
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

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
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 McGuinness, Scrutiny Manager
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	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	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 – 2 January 2013

13. Somerset Waste Board – Forward Plan (published 17 December 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/12/10/04 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 10am, Luttrell Room, County Hall	<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 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 10am, Luttrell Room, County Hall	<i>Title:</i> Budget 2013/14 <i>Decision:</i> To approve the budget for 2013/14	Draft Budget 2013/14 report to 14 December 2012 meeting	No exempt / confidential information anticipated.	Martin Gerrish Group Manager Environment Finance 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 10am, Luttrell Room, County Hall	<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	<i>To be taken on:</i> 22 February 13 <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<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

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 05/11/12					
<i>Forward Plan reference:</i> SWB/12/11/01 Proposed decision first published in Forward Plan dated 03/12/12	<i>To be taken on:</i> 22 February 13 <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Future audit of the Somerset Waste Partnership <i>Decision:</i> To receive a presentation from Grant Thornton		No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<i>Forward Plan reference:</i> SWB/12/11/02 Proposed decision first published in Forward Plan dated 03/12/12	<i>To be taken on:</i> 22 March 13 <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Service Review Outcome Report <i>Decision:</i> To note and comment on the outcome 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

✶ - 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 – 2 January 2013

14. Date of Next Meeting

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 5 February 2013 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.
