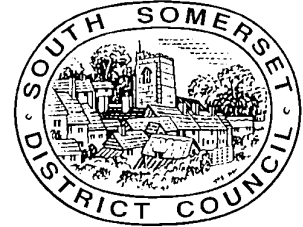


South Somerset District Council

Notice of Meeting



Scrutiny Committee

Making a difference where it counts

Tuesday 30 July 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 Monday 22 July 2013.

Ian Clarke, Assistant Director (Legal & Corporate Services)

**This information is also available on our
website: www.southsomerset.gov.uk**



INVESTOR IN PEOPLE

Scrutiny Committee Membership

Chairman
Vice Chairman

Sue Steele
David Bulmer
Carol Goodall

Cathy Bakewell
Pauline Clarke
Nick Colbert
Nigel Gage

Pauline Lock
Tony Lock
Paul Maxwell
Graham Middleton

Sue Osborne
David Recardo
Martin Wale

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 July 2013 in the Main Committee Room, Council Offices, Brympton Way, Yeovil.

(10.00am –1.00pm)

Present:

Members: Councillor Sue Steele (Chairman)

Cathy Bakewell	Nick Colbert	Tony Lock
Dave Bulmer	Nigel Gage	Paul Maxwell
Pauline Clarke (from 10.10am)	Carol Goodall	Martin Wale

Also present:

Councillors Tim Carroll, Tony Fife and Angie Singleton

Officers:

Bruce Soord	Spatial Systems Manager
Kim Close	Area Development Manager (South)
Andrew Gillespie	Area Development Manager (West)
Catherine Hodsman	Performance Officer
Emily McGuinness	Scrutiny Manager
Becky Sanders	Democratic Services Officer

13. Minutes (Agenda Item 1)

The minutes of the meeting of the Scrutiny Committee held on Tuesday 4 June 2013 were approved as a correct record and signed by the Chairman.

14. Apologies for Absence (Agenda Item 2)

Apologies for absence were received from Councillors Graham Middleton, Sue Osborne and David Recardo.

15. Declarations of Interest (Agenda Item 3)

Councillor Carol Goodall declared a personal interest in item 7, High Street Innovation Funding, as she was a representative for Ilminster on the Market Towns Investment Group.

Councillor Dave Bulmer declared a personal interest in item 7, High Street Innovation Funding, as he was a representative for Chard on the Market Towns Investment Group.

16. Public Question Time (Agenda Item 4)

There were no members of public at the meeting.

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

There were no issues raised from previous meetings.

18. Chairman's Announcements (Agenda Item 6)

The Chairman reminded members that South Somerset had won two categories in the Good Scrutiny Awards 2013 for the council tax reduction scheme and the flood summit. She congratulated and formally thanked the officers and members who had been involved with both reviews, and particularly thanked the Spatial Systems Manager who had made the video clips for the awards at short notice.

19. High Street Innovation Funding (Agenda item 7)

The Portfolio Holder (Yeovil Vision) and the Area Development Manager (South) introduced the Yeovil Vision aspect of the report as shown in the agenda. It was noted that since the Scrutiny review of partnerships, the work of the town centre partners had been rejuvenated and was now a Town Team, and there was now no risk or ongoing commitments to SSDC. The Area Development Manager briefly explained the situation regarding empty shops in the town, and the implications of some of them being in the ownership of investment companies.

During the discussion members raised several questions which were answered by the Area Development Manager and Portfolio Holder including:

Question / Comment:	Response:
Loyalty Scheme has been running for a while – how do the traders involved feel it's gone?	Only just at the end of the first tranche of offers, currently liaising with the traders. Work will continue with traders to develop new offers.
The Simon Lee Dicker Arts event – what's the latest update?	Event is going ahead, artwork is currently in the windows of vacant units in the Quedam. The project has been funded by Portas funding allocated to the Arts Council.
What research has been done to compare Yeovil with other towns to find out if and how they have been successful?	Research has been done through the Association of Town Centre Management. The number of empty units was more of a concern in Glovers Walk and the Quedam, and less so in Middle Street.
What part is the SSDC Economic Development team playing?	We are working closely together. The bus station was being closely monitored
What's happening about the cattle market site?	Owners were reconsidering the value of the site.
Issues around how rents were calculated and ownership of retail properties by investment companies would not be unique to Yeovil and needs lobbying	Lobbying was on-going. A councillor has already raised the issue with the Chief Secretary to the Treasury.

Peoples disposable income was reducing.	Data suggested that Yeovil is quite resilient. Need to also keep in mind that a significant MOD presence was due over the next few years.
Do we have some scope to do something about business rates?	There is a business rate relief policy, which will be reviewed shortly. It's hoped there may be some scope to help start up businesses.
Have there been any outcomes from the meeting at Deane House in June? (page 2 of agenda)	It had been an inspirational event, and meetings were taking place shortly with officers to look at how to implement some of the ideas.

Other comments included:

- Internet sales were predicted to increase significantly and would have an impact on town centres.
- Clearly defined town centres are required, and in the future these are likely to be smaller as internet trade increases
- Need to look at alternative uses for premises
- Issues around how rents were calculated and ownership of retail properties by investment companies would not be unique to Yeovil and needs lobbying
- Peoples disposable income was reducing

The Portfolio Holder (Market Towns) and the Area Development Manager (West) introduced the Market Towns Investment Group (MTIG) aspect of the report as shown in the agenda. It was noted that several Town teams had been established which included local traders. The Area Development Manager (West) commented there were similar issues in the market towns as in Yeovil but were different in scope and scale.

With the aid of photographs, the Area Development Manager (West), gave more detail of some projects delivered, or being delivered, through the MTIG Portas Investment Programme.:

- Trees outside the Guildhall in Chard were causing issues as they were obscuring the Guildhall, hindering where the market stalls were set up and roots had caused the pavement to become uneven. The trees had now been replaced with a more appropriate species.
- Traders advertising board had been developed and installed outside Sainsbury's, and been produced in collaboration with them
- Stringfellow Gallery had a low occupancy and the building was looking a little tired. The shop front has been revamped and the premises are now an incubation site for start-up businesses and marketed through the Pop Up Britain website.

During discussion members raised comments including:

- Another benefit of the tree project in Chard was that more could be seen on the CCTV.
- MTIG is important to the market towns
- Some towns have found the priorities of the Portas funding a little restrictive
- Many towns are working themselves to promote their area as a tourism destination
- Bus and coach parking was a challenge that needed to be addressed
- A suggestion that there is a single leaflet promoting markets, including farmers markets, for the whole district

- Disappointment at the amount of towns where information or a revised proposal was still awaited
- Location of trees needed to be carefully considered, roots not the only issue but also leaves in the autumn
- New businesses relocating to towns often attracted others.

In response to some of the comments made, the Area Development Manager (West) commented that the market towns app was about to be soft launched, and that it would be more appropriate to discuss the Stop Line at meetings of the Chard Regeneration Board.

Scrutiny requested a further update in 12 months time. The Chairman thanked the Portfolio Holders and managers for the report.

- ACTIONS:**
- Members to note the report.
 - An update report be added to the work programme for July 2014

20. Verbal update on reports considered by District Executive on 6 June 2013 (Agenda item 8)

The Chairman noted that all the Scrutiny comments had been considered and were included in the District Executive minutes that had been circulated.

21. Reports to be considered by District Executive on 4 July 2013 (Agenda item 9)

Members considered the reports outlined in the District Executive agenda for 4 July 2013. It was agreed that the following comments and questions would be taken forward to District Executive for consideration:

Report from Yeovil District Hospital – item 6

- Members commented that these regular reports were good and informative, and felt similar reports should be received regarding Musgrove Park Hospital
- Page 3 – Emergency Dept Pressures - Members asked if more detail was known about why ambulances were unable to reach the ambulance station
- Members queried the absence of MRSA and C.difficile figures as they thought they were quarterly statistics

SSDC Annual Performance report 2012/13 – item 7

- Members commented that for indicators below target it would be useful to have the actual figures as well as %, as in some circumstances the individual figures may be small although the % may appear to be quite high
- PI 003 (appendix A) – members commented on the figure for appeal decisions allowed and the associated costs. Members felt it would be beneficial to know an estimate of the costs involved, and also the actual number of appeals and whether the planning decision had been made by committee or delegated to officers.

Community Right to Bid – Nomination Received for Assets of Community Value – item 8

- Some members noted when the item had been considered at Area North there had been queries about the relevance of the small areas outlined in black on the map, and the ownership of those areas
- It was also suggested that the map should be annotated and have a compass indicator (to indicate north)

Disposal of Land at Larkspur Crescent, Yeovil – item 9

- Rec 2 - Scrutiny sought clarification about where the £82,000 grant subsidy would be allocated from.

Review of the work of the SSDC Development Valuer – item 10

- Scrutiny noted that the financial implications paragraph was missing from the report, and so they were unable to make a comment about if the role was providing good value to SSDC. When the decision was taken to appoint the Development Manager, it was stated that whilst this post was not being put forward on a spend to save basis, over a period of time, cost recovery would be possible. Progress against this aspiration would be useful.

District Executive Forward Plan – item 11

- October 2013 – Scrutiny sought more information regarding what the item ‘SSDC Health & Wellbeing Audit Action Plan’ would be about.

22. Somerset Flooding Summit – Draft Final Report (Agenda Item 10)

The Scrutiny Manager presented the report as shown in the agenda. She commented that Sedgemoor District Council had considered the report the previous day and the other districts and county council would do so over the next few weeks. The Steering Group were of the opinion that the Somerset Water Management Partnership (SWMP) should be the lead group to take things forward, although concern had been raised about governance. Recently new governance had been discussed and a revised constitution was being drafted.

It was suggested that the steering group continues to meet, possibly twice a year, to monitor the progress of outcomes and to keep the momentum for action going. She noted that the leaders of the Somerset councils had met to consider the report and had fed back some comments. Members discussed the comments and the Deputy Leader, briefly explained the reasoning for some of them.

The Scrutiny Manager explained that at this stage Scrutiny members were being asked to endorse the Scrutiny recommendations, but they could be amended if they wished to incorporate some of the comments suggested by the leaders. Members unanimously agreed that the report be recommended to District Executive with the original Scrutiny recommendations.

The Chairman thanked the Scrutiny Manager, and SSDC members on the steering group – Councillors Dave Bulmer and Paul Maxwell, for their work with the flooding review.

ACTION: Members to note the draft final report on the Somerset Flooding Summit, and to recommend it to District Executive for consideration.

22. Avon and Somerset Police and Crime Panel (PCP) (Agenda Item 11)

Councillor Tony Lock, as the SSDC representative on the Avon and Somerset Police and Crime Panel gave a verbal update to members which included:

- The PCP was not a direct replacement for the Police Authority. Its role was to scrutinise the budget and the Police Plan, and to monitor complaints against the Commissioner
- The Chief Constable would be making a presentation to Council on 19th September
- The PCP had raised concerns about PCSOs and whether they were losing their effectiveness.
- Highlights from meetings about the Police Plan, including detection rates for burglaries were not improving.

During discussion members raised several points including:

- Due to the amount of information, written reports would be preferred
- Would be interesting to know how many Special Constables there are in our area
- Concern at the lack of funding for the PCP
- Concerns about policing in rural areas needed to be acknowledged, concern that many issues and topics were Bristol centric
- More local policing is required with officers who know the local communities and characters
- The role of the PCP was not clear to the public
- Figures for crime rates were misleading as the criteria and calculations for statistics keep changing

In response to a comment regarding the future of Yeovil Police Station, as seen in the recent press, the PCP representative suggest a letter was written to the Commissioner to ask for more information.

In response to the request for written reports, the Scrutiny Manager suggested that in future, the minutes of the PCP meetings could be included in the Scrutiny agenda for information.

The Chairman thanked the councillor for his report and requested that a further update report be made in writing around Christmas or New Year.

- ACTION:**
- Members to note the report
 - An update report be added to the work programme for Dec '13 / Jan '14

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

Council Tax Benefit Changes

The Chairman of the Task and Finish group commented that officers were pulling together a monitoring report for consideration by the group in July to see if there are any areas of concern or if the scheme might need to be altered in any way for the forthcoming year.

Countywide Review of the Homelessness Strategy

The Chairman of the group noted that various issues had been raised by the group including that the strategy was too long, repetitive and not easy to understand. The strategy had been compared with other local authority strategies. Suggestions had been

made, which the Housing and Welfare Manager had taken away and would report back to the group.

Business Rates – Discretionary Rate Relief

No update since the last meeting.

County Wide Review of Flooding

The Scrutiny Manager commented that the original Task and Finish had finished. The steering group would meet again in September, and then it was hoped monitoring would transfer to the Somerset Water Management Partnership.

ACTION: Members to note the updates.

24. Update on matters of interest (Agenda Item 13)

The Scrutiny Manager provided two updates:

- Health Scrutiny – Somerset County Council now had a new Scrutiny structure in place with two Scrutiny committees. She suggested that members waited for six months to see what items were on SCC Scrutiny work programme before raising any issues or concerns. She commented that there were concerns about the implementation, roles and capacity at SCC.
 - Connecting Somerset and Devon Broadband – been approached by East Devon District Council about doing a joint review of the broadband project. She commented that she would do a viability report to Scrutiny in September to see if members wished to go ahead with the review.
-

25. Scrutiny Work Programme (Agenda Item 14)

The Scrutiny Manager suggested discussing a refresh of the programme at the next meeting.

ACTION: Members to note the Scrutiny Work Programme.

26. Somerset Waste Board – Forward Plan (Agenda item 15)

ACTION: Members to note the Somerset Waste Board Forward Plan.

27. Date of Next Meeting (Agenda Item 16)

Members noted that the next meeting of the Scrutiny Committee would be held on Tuesday 30 July 2013 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.

.....
Chairman

Scrutiny Committee

Tuesday 30 July 2013**Agenda***Preliminary Items*

1. **To approve as a correct record the minutes of the previous meeting held on 2 July 2013**
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. **Countywide Homelessness Strategy (This item has been withdrawn) 1**
 8. **Verbal update on reports considered by District Executive on 4 July 2013..... 3**
 9. **Reports to be considered by District Executive on 1 August 2013 4**
 10. **Verbal update on Task and Finish reviews..... 5**
 11. **Update on matters of interest 6**
 12. **Setting the Scrutiny Work Programme 7**
-

13. Scrutiny Work Programme..... 12

14. Somerset Waste Board – Forward Plan (published on 15 July 2013) 15

15. Date of next meeting..... 18

This item has been withdrawn

Scrutiny Committee – 30 July 2013

7. Countywide Homelessness Strategy

Lead Officer: Jo Gale, Scrutiny Manager
Contact Details: joanna.gale@southsomerset.gov.uk or (01935) 462077

Purpose of the report

To present the draft Countywide Homelessness Strategy following considerable development work from members of the Overview and Scrutiny Task and Finish group. Please note that the draft strategy will be circulated separately.

Action required

That Scrutiny Committee consider the revised draft Countywide Homelessness Strategy in advance of it being circulated to the other Somerset Scrutiny Committees for consideration.

Report

Scrutiny committee agreed early this year that the best way to consider the revised Countywide Homelessness Strategy was to set up a Task and Finish group that could work in collaboration with representatives from the other Somerset authorities to ensure the strategy:

- Provides a clear vision that will work for each authority
- Strives to make the most of all the Councils having a common approach.
- Is suitably ambitious
- Clearly identifies appropriate actions and responsible parties to effectively deliver what is required over the term of the strategy.

Task and Finish Group members: Carol Goodall, Graham Middleton, David Norris, Sue Steele, Colin Winder and Derek Yeomans

The group members agreed to aid and assist the policy development process and collectively set out the following ambitions:

To ensure the strategy:

- Is well informed (based on relevant and up to date evidence)
- Is accessible, uses plain English.
- Is both realistic and ambitious
- Will work in harmony with other existing policy and strategy for South Somerset and the Council Plan.
- Seeks to build on the strengths of the partners
- Has an appropriate Action plan to realise the Aims within the Strategy
- Has given due regard to equalities

- Addresses each authority's individual needs while looking to share knowledge, expertise and skill to deliver good practice and effective solutions.

At the time of writing this report members of the Task and Finish group have met on three occasions:

- 20th May 2013 The Group agreed ambitions and assessed the Aims of the Strategy and allocated areas of the strategy to review.
- 28th May 2013 The group discussed their findings and compared the Somerset approach and Strategy to other authorities.
- 24th June 2013 The group worked with the SSDC Housing and Welfare Manager to streamline the aims, reduce repetition in the strategy and review the statistical information in the strategy.

The recommendations of the Task and Finish group to the SSDC Housing and Welfare Manager and Homeless Managers across the County were:

- Re-organise the document so that it is succinct and tells a story, separating the supporting evidence for the rationale of the Strategy
- Remove duplication across the different aims and the supporting text, reducing the overall number of ambitions
- To simplify the English, making it more user friendly and accessible to those without Housing expertise
- Explain any technical terms in a glossary
- Only provide up-to-date and relevant statistics - replace some of the national statistics with local countywide statistics and reduce the period some of tables and graphs were illustrating.
- To use the same key for each graph so it is easier to identify each authority in isolation throughout the strategy

The group provided examples and suggestions for each of the recommendations.

The group are scheduled to meet again on Wednesday 24th July to discuss the outcome of the recommendations, and the draft strategy will be circulated separately following the meeting.

Scrutiny Committee – 30 July 2013

8. Verbal update on reports considered by District Executive on 4 July 2013

The Chairman will update members on the issues raised by Scrutiny members at the District Executive meeting held on 4 July 2013.

The draft minutes from the District Executive meeting held on 4 July 2013 have been circulated with the District Executive agenda.

Scrutiny Committee – 30 July 2013

9. Reports to be considered by District Executive on 1 August 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 1 August 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 30 July 2013.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 1 August 2013.

Scrutiny Committee – 30 July 2013

10. Verbal update on Task and Finish reviews

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

Current Task & Finish Reviews

- Council Tax Benefit Reduction
 - Countywide review of the Somerset Homelessness Strategy
 - Countywide review of flooding
 - Business Rates - Discretionary Rate Relief
-

Scrutiny Committee – 30 July 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.

Scrutiny Committee – 30 July 2013

12. Setting the Scrutiny Work Programme

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

Purpose of the Report

To provide members of the Scrutiny Committee with some background information about the role of the Scrutiny Work Programme.

Actions Required

Members of the Scrutiny Committee are asked to bring forward potential items for the 2013/14 Scrutiny Work Programme. Members of the Committee are asked to consult with other non-executive members in advance of this meeting and bring forward any potential work programme items.

Report

Why do we need a Scrutiny Work Programme?

Setting the Work Programme for the Scrutiny function is an important stage in the Scrutiny process. An effective Scrutiny work programme will identify the key topics that Scrutiny will consider over the coming year.

A well planned Scrutiny function will help both officers and members plan their workloads as well as providing a clear picture to the public of planned Scrutiny activity.

Who sets the Overview and Scrutiny Work Programme?

It is vital that members of the Scrutiny function take responsibility for both drawing up and managing their own work programme. The Overview and Scrutiny Work Programme is not approved by any body other than the main Scrutiny Committee. However, in the interest of improved co-ordination between all member level bodies, the Work Programme should be reported regularly to Full Council and be easily accessible to all members and officers.

What are some key principles for setting Scrutiny Work Programmes?

- Topics included in the Work Programme must add value to the work of the Council in delivering services to our residents.
- Where possible involve partners, stakeholders and the public
- Allow some flexibility to enable topics to be included as they arise.

What are the possible sources for identifying items for the Scrutiny Work Programme?

There are many different ways to identify issues for the Scrutiny Work Programme, one of the most important being suggestions from Councillors. Other sources can include:

- Suggestions from elected members (especially non-executive members)
- Directly from members of the public through our 'Have your say' Scrutiny section on the Website
- Executive Forward Plan
- Issues identified through Area Committees
- Issues identified through the budget setting and monitoring process
- Issues identified through the performance management role of Scrutiny.

It is important to bear in mind the points raised earlier about Scrutiny adding value when selecting items for the Scrutiny Work Programme. The Scrutiny Work Programme should reflect all types of Scrutiny activity such as policy reviews, reviews of external organisations and holding the Executive to account.

The Scrutiny Manager will support members at all stages of formulating the Scrutiny Work Programme and will ensure that relevant advice and information is available to anybody wishing to propose an item for the Scrutiny Work Programme. The Scrutiny Work Programme is a 'living document' by which we mean it can be added to or amended as and when issues arise, but it is important that a broad framework is agreed by members of the Scrutiny Committee.

All members of the Committee are invited to bring suggestions for the Work Programme to this meeting. Any suggestions received will be 'worked – up' by the Scrutiny Manager to enable Scrutiny members to have an informed discussion about at a later stage.

Selecting items for the Scrutiny Work Programme must be a transparent process and to facilitate this, Scrutiny members have agreed a 'Scoring Process' (attached at Appendix A to this report).

There are some elements of the Work Programme that are non-optional such as budget monitoring and performance management – such items will automatically be included in the Scrutiny Work Programme.

Appendix A



Scrutiny Work Programme Selection

Brief outline of issue to be scored:

.....

Submitted by:.....

Initial filter questions:

	Yes	No	Filter Process
Is this item already being considered by any other body (e.g. District Executive, Area Committee)			If yes the item is not suitable for inclusion in the Scrutiny Work Programme as there is a high likelihood that work will be duplicated.
Is this an issue about which something can be done and to which the Scrutiny Committee can add value?			If no then the item should not be included in the Scrutiny Work Programme

Scoring Process

If a proposed item makes it through the filter questions, the Scrutiny Committee will then consider each of the following questions – giving a collective score upon which they all agree. To reflect the 4 principles of effective scrutiny, some elements have been **weighted**. This means that the score for that particular question will be **multiplied by either 4, 3 or 2**. Once all the questions have been considered and scores awarded, members will use the following table to allocate items to the Scrutiny Work Programme:

Band A (81-132 points)	The issue should be included in the Scrutiny work programme and should be prioritised according to the score received and current workloads.
Band B (41-80)	This issue will not necessarily be included in the work programme but should be held in abeyance for future re-consideration
Band C (0- 40)	This issue should not be included in the work programme.

Scoring questions**Question 1: Is the issue related to the council's priorities?**

Not related	Slight priority	Medium priority	Significant priority	High priority	Overall Score (x4)
0	1	2	3	4	

Question 2: Is this issue concerned with the performance of a service?

Not applicable	Slight concern	Moderate concern	Significant concern	Major concern	Overall Score (x4)
0	1	2	3	4	

Question 3: Is this issue of significant public interest?

Not applicable	Slight interest	Medium interest	Significant interest	High interest	Overall Score (x4)
0	1	2	3	4	

Question 4: Has the issue got budgetary implications?

Not applicable	Slight	Medium	Significant	High	Overall Score (x4)
0	1	2	3	4	

Question 5: Does this issue contribute to the delivery of the Council's Corporate Plan and priorities?

Not applicable	Slight	Medium	Significant	High	Overall Score (x4)
0	1	2	3	4	

Question 6: Is this an issue where Scrutiny involvement will make a significant difference and achieve tangible outcomes?

Not applicable	Slight	Noticeable	Significant	Large	Overall Score (x4)
0	1	2	3	4	

Question 7: Does this issue relate to Government legislation (current or future?)

Not applicable	Possible future legislation	Definite Future	Current	Failure to implement legislation results in penalties /significant consequences	Overall Score (x2)
0	1	2	3	4	

Question 8: Does this issue have a potential impact for two or more areas?

Not applicable	Slight impact	Medium impact	Impact on 3 areas	Impact on all areas	Overall Score (x1)
0	1	2	3	4	

Question 9: Can effective Scrutiny of this issue be delivered from within available resources?

Not applicable	Not within next 12 months	Not within next 6 months	Yes- within 6 months	Yes immediately	Overall Score (x3)
0	1	2	3	4	

Scrutiny Committee – 30 July 2013

13. Scrutiny Work Programme

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
3 Sept '13	Finance presentation	✓		To provide members with background information on the local government budget setting process.	Donna Parham, Assistant Director (Finance and Corporate Services)
1 Oct '13	Scrutiny Members Handbook	✓		Members to consider and agree the content of a handbook for Scrutiny members.	Emily McGuinness, Scrutiny Manager
1 Oct '13	Somerset and Devon Broadband	✓		Task and Finish outline report.	Emily McGuinness, Scrutiny Manager
1 Oct '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 McGuinness, Scrutiny Manager
5 Nov '13	Update on Heart of the South West Local Enterprise Partnership (LEP)	✓		An initial report to update members on the current LEP arrangements and the future LEP priorities.	TBC
7 Jan '14	Police and Crime Panel (PCP)	✓		Scrutiny Committee in January 2013 agreed updates on the PCP would be provided twice a year. Cllr Tony Lock (SSDC representative on the Police and Crime Panel) will provide an update report.	Cllr Tony Lock

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
Spring '14	Update report on the site management of the Gypsy Park Homes at Ilton and Tintinhull	✓		At the Scrutiny Committee meeting on 7 May 2013 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
July '14	High Street Innovation Funding	✓		At the Scrutiny Committee meeting on 2 July 2013 members received a report from the Yeovil Vision Board and the Market Towns Investment Group regarding what has been done with their share of the DCLG High Street Innovation Funding. The committee requested an update report after 12 months.	Kim Close & Andrew Gillespie, Area Development Managers. Tony Fife, Portfolio Holder for Yeovil Vision & Angie Singleton, Portfolio Holder for Market Towns.
TBC	Monitor the implementation of the recommendations of the HomeFinder Somerset Review	✓		To give Scrutiny members an opportunity to ensure their recommendations as accepted by the HomeFinder Somerset Board are being implemented as stated.	Jo Gale Scrutiny Manager Ric Pallister – Portfolio Holder - Leader, Strategy and Policy
TBC	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

Task & Finish Reviews

Date Commenced	Title	Members
March 2012	Council Tax Benefit Reduction	Carol Goodall, Sue Steele, Dave Bulmer, Sue Osborne Jenny Kenton, David Norris, Colin Winder
April '13	Countywide Review of the Somerset Homelessness Strategy	Sue Steele, Derek Yeomans, Carol Goodall David Norris, Colin Winder, Graham Middleton Paul Maxwell
July '13	Business Rates - Discretionary Rate Relief	Anna Groskop, Mike Lewis, Sue Osborne, Pauline Lock, Paul Maxwell, Carol Goodall, Patrick Palmer, Sue Steele, Colin Winder, David Norris, Jon Gleeson, Cathy Bakewell.

Scrutiny Committee – 30 July 2013

14. Somerset Waste Board – Forward Plan (published on 15 July 2013)

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/12/11/02 Proposed decision first published in Forward Plan dated 03/12/12	<i>To be taken on:</i> 27 September 2013 <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
<i>Forward Plan reference:</i> SWB/13/06/01 Proposed decision first published in Forward Plan dated 03/06/13	<i>To be taken on:</i> 27 September 13 <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Draft Budget 2014/15 <i>Decision:</i> To consider the proposals for the SWP budget for 2014/15 ahead of consultation	None	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<i>Forward Plan reference:</i> SWB/13/06/02 Proposed decision first published in Forward Plan dated 03/06/13	<i>To be taken on:</i> 27 September 13 <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Outline of Business Plan 2014-19 <i>Decision:</i> To consider the key issues for developing the Business Plan 2014-19	None	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<i>Forward Plan reference:</i> SWB/13/06/03 Proposed decision first published in Forward Plan dated 03/06/13	<i>To be taken on:</i> 27 September 13 <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Financial Monitoring – April 2013 to June 2013 <i>Decision:</i> To note the expenditure against the budgets for 2013/14 and any potential changes	None	No exempt / confidential information anticipated.	Martin Gerrish Finance Officer Somerset Waste Partnership 01823 355303

FP Ref / Date proposed decision published in Forward Plan	Date / period when decision due to be taken and by whom (**)	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact officer for representations to be made ahead of the proposed decision
<p><i>Forward Plan reference:</i> SWB/13/06/04</p> <p>Proposed decision first published in Forward Plan dated 03/06/13</p>	<p><i>To be taken on:</i> 27 September 13</p> <p><i>By:</i> The Waste Board 10am, Luttrell Room, County Hall</p>	<p><i>Title:</i> Performance Monitoring – April 2013 to June 2013</p> <p><i>Decision:</i> To note the tonnage and performance results from April 2013 to June 2013</p>	None	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<p><i>Forward Plan reference:</i> SWB/13/06/05</p> <p>Proposed decision first published in Forward Plan dated 03/06/13</p>	<p><i>To be taken on:</i> 27 September 13</p> <p><i>By:</i> The Waste Board 10am, Luttrell Room, County Hall</p>	<p><i>Title:</i> Annual Governance Statement and 2012/13 Statement of Accounts</p> <p><i>Decision:</i> To approve the Internal Audit Annual Report and Opinion and 2012/13 Statement of Accounts</p>	None	No exempt / confidential information anticipated.	Martin Gerrish Finance Officer Somerset Waste Partnership 01823 355303
<p><i>Forward Plan reference:</i> SWB/13/06/06</p> <p>Proposed decision first published in Forward Plan dated 03/06/13</p>	<p><i>To be taken on:</i> 27 September 13</p> <p><i>By:</i> The Waste Board 10am, Luttrell Room, County Hall</p>	<p><i>Title:</i> Fees and Charges 2014/15</p> <p><i>Decision:</i> To consider the levels of fees and charges for 2014/15 and make recommendations to partners</p>	None	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<p><i>Forward Plan reference:</i> SWB/13/06/07</p> <p>Proposed decision first published in Forward Plan dated 03/06/13</p>	<p><i>To be taken on:</i> 27 September 13</p> <p><i>By:</i> The Waste Board 10am, Luttrell Room, County Hall</p>	<p><i>Title:</i> Business Continuity</p> <p><i>Decision:</i> to consider the proposals</p>		No exempt / confidential information anticipated.	Mark Blaker Business Improvement Officer 01823 625720

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 tjhis?	Contact officer for representations to be made ahead of the proposed decision
<p><i>Forward Plan reference:</i> SWB/13/06/08</p> <p>Proposed decision first published in Forward Plan dated 03/06/13</p>	<p><i>To be taken on:</i> 27 September 13</p> <p><i>By:</i> The Waste Board 10am, Luttrell Room, County Hall</p>	<p><i>Title:</i> Annual Governance Report from the External Auditors</p> <p><i>Decision:</i> To note the final reports and management responses.</p>	<p>None</p>	<p>No exempt / confidential information anticipated.</p>	<p>Martin Gerrish Finance Officer Somerset Waste Partnership 01823 355303</p>

* - 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

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15. Date of next meeting

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 3 September 2013 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.
