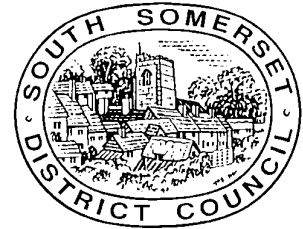


**South Somerset District Council**

*Notice of Meeting*



# Scrutiny Committee

*Making a difference where it counts*

**Tuesday 3 September 2013**

**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 Friday 23 August 2013.

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

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



INVESTOR IN PEOPLE

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

(10.00am –11.35pm)

Present:

**Members:** Councillor Dave Bulmer (in the Chair)

Cathy Bakewell

Pauline Lock

Graham Middleton

Pauline Clarke

Tony Lock

David Recardo

Marcus Fysh (sub)

Paul Maxwell

Martin Wale

Nigel Gage

**Also present:**

Councillors Tim Carroll and Ric Pallister

**Officers:**

Donna Parham

Assistant Director, Finance and Corporate Services

Emily McGuinness

Scrutiny Manager

Jo Gale

Scrutiny Manager

Becky Sanders

Democratic Services Officer

### 29. Minutes (Agenda Item 1)

Councillor Tony Lock requested an amendment to the minute regarding the Avon and Somerset Police and Crime Panel (PCP), so that it indicated the minutes of the PCP meetings would be incorporated in to the future written reports.

Councillor Pauline Lock requested an amendment to minute 14 to indicate she had tendered her apologies.

Members were content that the minutes of the meeting held on 2 July 2013 be approved and signed as a correct record by the Chairman, subject to the amendments being made to minute 14 and the minute regarding the PCP (numbered minute 22 instead of 23 in error in the draft minutes circulated).

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

Apologies for absence were received from Councillors Nick Colbert, Carol Goodall, Sue Osborne and Sue Steele. (Councillor Marcus Fysh was substitute for Councillor Sue Osborne).

The Chairman asked for nominations for the position of Vice Chairman for the meeting. With the agreement of members, Councillor Cathy Bakewell took the position for the duration of the meeting.

**31. Declarations of Interest (Agenda Item 3)**

Councillor Cathy Bakewell declared a personal interest in item 7 of the District Executive agenda (Revenue Budget Monitoring Report) as she was Chairman of South Somerset Together which was mentioned in the report.

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**32. Public Question Time (Agenda Item 4)**

There were no members of public at the meeting.

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**33. Issues Arising from Previous Meetings (Agenda Item 5)**

In response to a question from a member regarding the rationale for the Outside Bodies review, the Scrutiny Manager explained the process.

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**34. Chairman's Announcements (Agenda Item 6)**

There were no Chairman's announcements.

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**35. Countywide Homelessness Strategy (Agenda item 7)**

This item had been withdrawn from the agenda. The Scrutiny Manager advised that an update would be given when agenda item 10 was considered.

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**36. Verbal update on reports considered by District Executive on 4 July 2013 (Agenda item 8)**

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

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**37. Reports to be considered by District Executive on 1 August 2013 (Agenda item 9)**

Members considered the reports outlined in the District Executive agenda for 1 August 2013. It was agreed that the following comments would be taken forward to District Executive for consideration:

**Affordable Housing Development programme – item 6**

- Members thanked the Portfolio Holder for attending the Scrutiny meeting to answer questions about policy issues and clarifying the statutory roles and responsibilities of SSDC.
  - Members were also pleased to note that for the first time in many years there are no families in Bed and Breakfast accommodation in the district.
-

**2013/14 Revenue Budget Monitoring Report for the period ending 30 June 2013 – item 7**

- Members questioned the figures relating to Building Control but were content to note the comments of the Assistant Director – Finance about managing this budget.

**2013/14 Capital Budget Monitoring Report for the period ending 30 June 2013 – item 8**

- Members suggested that it would be beneficial if the start dates for capital projects were included in the main body of the report to allow for more effective monitoring of slippage.

**Report of Joint Scrutiny review of Flooding – item 9**

- Scrutiny did not raise any further comments for consideration by District Executive.

**Community Right to Bid – Nomination received for Assets of Community Value and review of Procedures for Considering Nominations – item 10**

- Scrutiny raised no comments

**District Executive Forward Plan – item 11**

- Scrutiny made no comments

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

**Council Tax Benefit Changes**

The Scrutiny Manager commented that the group were meeting with officers in August to look at statistics about collection rates and non-payment to check if the policy was working.

**Countywide Review of the Homelessness Strategy**

The Scrutiny Manager commented that the group had completed their work with the strategy and equalities analysis. She suggested that to speed up the process that the draft strategy was circulated to the other Somerset Scrutiny committees for comment and then to bring back for discussion in October before making a recommendation to District Executive, to which members agreed.

**National Non Domestic Rates (NNDR) – Discretionary Rate Relief**

The Scrutiny Manager informed the committee that the group had received an overview of NNDR and mandatory and discretionary relief, including how the reliefs have been funded historically and would be funded in the future. The group had a further meeting scheduled to look at some case studies and were planning to speak to internal and external experts throughout the coming months. During a short discussion several members raised comments that issues regarding charity shops needed careful consideration.

**County Wide Review of Flooding**

The Scrutiny Manager, in response to comments made, informed members about:

- the progress of the flooding report being considered by the other Somerset Scrutiny and Executive committees.
- Actions from the flooding report would continue and were not pending discussions by any of the committees.
- The opinion of Somerset County Council was that a single website was not necessary as the appropriate information was already in the public domain
- The issue surrounding providing insurance for flood risk properties was being addressed at a national level.
- The next meeting of the steering group would discuss when the flooding issues would be raised with the LEP.

**ACTION:** Members to note the updates.

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### 39. Update on matters of interest (Agenda Item 11)

The Scrutiny Manager provided two updates:

- Connecting Somerset and Devon Broadband – the Scrutiny Manager informed members that she had done some initial background research and the pertinent issue for South Somerset / East Devon was the fact that 10% of homes would not be covered by the project and the focus should now be on identifying this 10%. It was agreed that a joint Scrutiny meeting should be arranged for September.

During a brief discussion, one member indicated that an interactive map detailing when areas would get connected had recently been published.

- Health Scrutiny – a report had recently gone to the Health and Wellbeing Board about health Scrutiny. The county Scrutiny Committee (Policy and People) would have responsibility for discharging the County Council's statutory health scrutiny duties and there is potential for district councils to undertake more local level proactive health scrutiny.

**ACTION:** Members to note the updates.

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### 40. Setting the Scrutiny Work Programme (Agenda Item 12)

The Scrutiny Manager introduced the report as shown in the agenda and commented that the report was not for in depth discussion but as a reminder to members to raise any suggestions for future items for the Scrutiny Work Programme. Suggestions received so far included:

- Local Enterprise Partnership (LEP) – is it meeting its criteria, what are its priorities for the future
- Somerset Armed Forces Community Covenant – one year on, is it meeting expectations

During discussion the following item was also suggested:

- Streetscene – are enough resources being put into the service as this is such a high profile service.

The Scrutiny Manager commented that she would 'work up' and score the suggested items, and research if the topics would be best addressed by a task and finish exercise or by a report and/or presentation to the Committee.

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**ACTION:** Members to note the suggested items for the Scrutiny Work Programme.

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**41. Scrutiny Work Programme (Agenda Item 13)**

In response to a comment, the Scrutiny Manager confirmed that the item on the programme for October regarding a Task and Finish outline report for Somerset and Devon Broadband would be deleted.

**ACTION:** Members to note the Scrutiny Work Programme.

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**42. Somerset Waste Board – Forward Plan (Agenda item 14)**

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

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

Members noted that the next meeting of the Scrutiny Committee would be held on Tuesday 3 September 2013 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.

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Chairman



## Scrutiny Committee

**Tuesday 3 September 2013****Agenda***Preliminary Items*

1. **To approve as a correct record the minutes of the previous meeting held on 30 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*

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| 7.  | <b>Finance Presentation.....</b>   | <b>1</b> |
| 8.  | <b>Verbal update on reports considered by District Executive on 1 August 2013.....</b> | <b>2</b> |
| 9.  | <b>Reports to be considered by District Executive on 5 September 2013.....</b>         | <b>3</b> |
| 10. | <b>Homefinder Somerset Lettings Policy .....</b>                                       | <b>4</b> |
| 11. | <b>Verbal update on Task and Finish reviews.....</b>                                   | <b>7</b> |
| 12. | <b>Update on matters of interest .....</b>   | <b>8</b> |
-

**13. Scrutiny Work Programme.....9**

**14. Somerset Waste Board – Forward Plan (published on 19 August 2013) ..... 12**

**15. Date of next meeting..... 15**

Scrutiny Committee – 3 September 2013

## **7. Finance Presentation**

*Lead Officers: Donna Parham, Assistant Director (Finance & Corporate Services)  
Amanda Card, Finance Manager*

*Contact Details: donna.parham@southsomerset.gov.uk or (01935) 462225 or  
amanda.card@southsomerset.gov.uk or (01935) 462542*

A presentation will be made to Scrutiny Committee to provide members with background information on the local government budget setting process.

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Scrutiny Committee – 3 September 2013

**8. Verbal update on reports considered by District Executive on 1 August 2013**

The Chairman will update members on the issues raised by Scrutiny members at the District Executive meeting held on 1 August 2013.

The draft minutes from the District Executive meeting held on 1 August 2013 have been circulated with the District Executive agenda.

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Scrutiny Committee – 3 September 2013

## **9. Reports to be considered by District Executive on 5 September 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 5 September 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 3 September 2013.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 5 September 2013.

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Scrutiny Committee – 3 September 2013

## 10. Homefinder Somerset Lettings Policy

*Lead Officer:* Kirsty Larkins, Housing and Welfare Manager  
*Contact Details:* [kirsty.larkins@southsomerset.gov.uk](mailto:kirsty.larkins@southsomerset.gov.uk) or 01935 462744

Please note:

Appendices A to D mentioned in the report are circulated as a separate document.

### **Purpose of the Report**

To present the draft Homefinder Somerset Lettings Policy and outline the main changes to the existing policy.

### **Action Required**

That Scrutiny Committee consider the revised Homefinder Somerset Lettings Policy and the process that has driven the changes.

### **Background**

Homefinder Somerset (HFS) Partnership first went live in December 2008. The partnership is made up of the five Local Authorities in Somerset and over forty social landlords. In 2010 the partnership carried out a review of the original lettings policy, consultation took place and the amended policy was formally adopted by South Somerset District Council.

HFS Partnership has now undertaken another review of the lettings policy to take into account Government changes to Allocation Legislation and Welfare Reform. The Homefinder Somerset Operational Group reviewed the policy and took into account any other changes that had been recommended by applicants and the landlords in the partnership. Appendix A shows the draft HFS Lettings Policy.

A task and finish group from Scrutiny assist the partnership with the consultation documents aimed at applicants to ensure they were in plain English. The survey was available for use from 2<sup>nd</sup> April 2013 to 24<sup>th</sup> May 2013. The consultation documents were:-

- E-mailed to Members.
- E-mailed to partner social landlords.
- E-mailed to local authority staff.
- E-mailed to applicants
- E-mailed to Citizen Advice Bureau's and other support agencies

Links were provided on:-

- South Somerset District Councils home page
- Homefinder Somerset website

Hard copies were available:-

- In the Housing Advice Centre
- Upon request

Appendix B shows the responses we had from the consultation.

Alongside the review of the policy an equalities impact assessment (EIA) was completed (see Appendix C). The EIA is in the process of being approved by the Equalities Group.

### **The main changes to the policy**

Appendix D gives the full details of all the changes to the policy. The main changes are summarised below.

**Qualifying Criteria-** applicants will now need to have a local connection to Somerset to join the HFS Housing Register. All of the areas surrounding Somerset are closing their housing registers. If we leave our housing register open there is a possibility we would see an increase of applicants from outside the area wishing to move to the South West as they would only be able to apply to Somerset.

**Gold Band Harassment-** The wording has been changed to reflect when Gold band is awarded for harassment it will be time limited, although subject to review and extension where appropriate. There will also be a requirement for an applicant to bid on properties away from the location of the harassment.

**Silver Relationship Breakdown-** Removal of this banding reason as it has been very difficult to verify circumstances. Those affected by the removal may still qualify under silver other homeless or silver shared facilities/lodger.

**Silver need to move for work/support-** wording changed to reflect the move must be to give or receive essential and critical support where significant harm would result if this was not provided.

**Silver band shared facilities-** The wording has been amended so this award can only be applied to applicants that have dependent children. This change has been introduced to reflect the Welfare Reform changes that are encouraging people to share accommodation if they are single.

**Bronze Band Deliberately worsening circumstances-** Additional wording has been added to make it clear to applicants if they move into accommodation knowing that it is making their housing situation worse they will not be given a higher priority on the housing register.

**Armed Forces Personnel-** Additional wording has been added making it clear armed forces personnel or ex-armed forces personnel will get a higher priority given to them on the housing register by awarding additional time to their effective date.

**Bedroom Eligibility-** The bedroom allowance has been changes to bring it in line with the Housing Benefit criteria. This ensure applicants are only offered properties that they could receive housing benefit, this is takes into account the wishes of social landlords operating within the partnership.

**Foster Carers-** we are required by the Department of Communities and Local Government to allow foster carer an additional bedroom so they are able to foster children.

**Refusals-** If an applicant refuses three offers of accommodation they will be suspended from the register for three months. Landlords are reporting that some applicants are repeatedly refusing properties which takes up a lot of time and resources.

**Summary**

A full report will be going to District Executive in October 2013 to seek formal approval for the amended policy.

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Scrutiny Committee – 3 September 2013

## **11. 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
- Business Rates - Discretionary Rate Relief

### **Future Task and Finish Reviews**

- Inescapable Bids

Scrutiny Committee – 3 September 2013

## 12. 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 including:

- Countywide review of the Somerset Homelessness Strategy
  - Countywide review of flooding
  - Connecting Somerset and Devon Broadband
-

Scrutiny Committee – 3 September 2013

**13. 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>
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	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
1 Oct '13	Countywide Homelessness Strategy	✓		To consider the draft Countywide Homelessness Strategy before making a recommendation to District Executive.	Jo Gale, Scrutiny Manager
3 Dec '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
1 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.
1 July '14	Update following Flood Summit of March 2013	✓		An update report and review of the action plan following the Flood Summit of 2013.	Emily McGuinness, Scrutiny 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	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
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 – 3 September 2013

**14. Somerset Waste Board – Forward Plan (published on 19 August 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
<i>Forward Plan</i>	<i>To be taken on:</i>	<i>Title:</i>	None	No exempt / confidential	Steve Read

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>reference:</i> SWB/13/06/04</p> <p>Proposed decision first published in Forward Plan dated 03/06/13</p>	<p>27 September 13</p> <p><i>By:</i> The Waste Board 10am, Luttrell Room, County Hall</p>	<p>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>		information anticipated.	<p>Managing Director Somerset Waste Partnership 01823 625707</p>
<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.	<p>Martin Gerrish Finance Officer Somerset Waste Partnership 01823 355303</p>
<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.	<p>Steve Read Managing Director Somerset Waste Partnership 01823 625707</p>
<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.	<p>Mark Blaker Business Improvement Officer 01823 625720</p>
<p><i>Forward Plan reference:</i> SWB/13/06/08</p>	<p><i>To be taken on:</i> 27 September 13</p>	<p><i>Title:</i> Annual Governance Report from the External Auditors</p>	None	No exempt / confidential information anticipated.	<p>Martin Gerrish Finance Officer Somerset Waste</p>

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 03/06/13	<i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Decision:</i> To note the final reports and management responses.			Partnership 01823 355303
<i>Forward Plan reference:</i> SWB/13/07/01  Proposed decision first published in Forward Plan dated 29/07/13	<i>To be taken on:</i> 27 September 13  <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Somerset Waste Partnership Business Plan 2013 – 18 Progress Report  <i>Decision:</i> To note and comment on the progress made	SWP Business Plan 2013-18	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<i>Forward Plan reference:</i> SWB/13/08/01  Proposed decision first published in Forward Plan dated 12/08/13	<i>To be taken on:</i> 27 September 13  <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Review of payments in lieu of Recycling Credits  <i>Decision:</i> To consider the proposals		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 – 3 September 2013

**15. Date of next meeting**

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 1 October 2013 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.

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