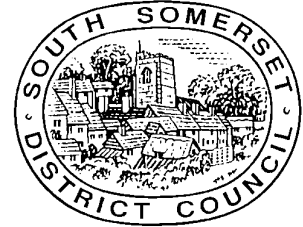


**South Somerset District Council**

*Notice of Meeting*



# Scrutiny Committee

*Making a difference where it counts*

**Tuesday 1 October 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 Monday 23 September 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

Pauline Clarke  
Nick Colbert  
Nigel Gage  
Pauline Lock

Tony Lock  
Paul Maxwell  
Nigel Mermagen  
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 3 September 2013 in the Main Committee Room, Council Offices, Brympton Way, Yeovil.

(10.05am –12.50pm)

Present:

**Members:** Councillor Sue Steele (in the Chair)

Cathy Bakewell  
David Bulmer  
Pauline Clarke

Nigel Gage  
Carol Goodall  
Pauline Lock

Tony Lock  
Sue Osborne  
Martin Wale

**Also present:**

Councillors Tim Carroll and Gina Seaton

**Officers:**

Donna Parham	Assistant Director, Finance and Corporate Services
Rina Singh	Strategic Director, Place and Performance
Kirsty Larkins	Housing and Welfare Manager
Catherine Hodsmen	Performance Officer
Charlotte Jones	Area Development Manager (North)
Emily McGuinness	Scrutiny Manager
Becky Sanders	Democratic Services Officer

### 44. Minutes (Agenda Item 1)

The minutes of the meeting of the Scrutiny Committee held on Tuesday 30 July 2013 were approved as a correct record and signed by the Chairman.

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

Apologies for absence were received from Councillors Nick Colbert, Paul Maxwell, Graham Middleton and David Recardo.

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

There were no declarations of interest.

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

There were no members of public at the meeting.

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

There were no issues raised from previous meetings.

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

The Chairman congratulated Councillor Cathy Bakewell on her appointment to the House of Lords.

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**50. Finance Presentation (Agenda item 7)**

The Assistant Director (Finance and Corporate Services) gave a comprehensive presentation on the background to the local government budget setting process and effect budget Scrutiny including:

- Legal requirements
- The financial management process
- Financial planning
- What we do at SSDC
- Medium Term Financial Strategy
- Annual budget and potential budgets
- Sources of income, including restrictions, and how spend is allocated for 2013/14
- How to scrutinise the budget
- Who monitors the budget

In response to questions from members, she provided information about:

- Work continuing to deliver services in partnership and reports would come forward for consideration by members
- Timings and amounts of government grants, and the retention of business rates
- The volatility of some budgets and income streams

The Chairman thanked the Assistant Director for her informative presentation and reminded members that the budget Scrutiny meeting with Portfolio Holders would be held in mid December, and a Task and Finish meeting to consider inescapable bids would take place in late October.

*Donna Parham, Assistant Director (Finance & Corporate Services)  
donna.parham@southsomerset.gov.uk or 01935 462225*

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**51. Verbal update on reports considered by District Executive on 1 August 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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**52. Reports to be considered by District Executive on 5 September 2013 (Agenda item 9)**

Members considered the reports outlined in the District Executive agenda for 5 September 2013. It was agreed that the following comments would be taken forward to District Executive for consideration:

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**Quarterly Performance and Complaints Monitoring Report 1<sup>st</sup> Quarter 2013/14 – item 6**

- It was queried if the Somerset Waste Board is monitoring the on going costs of covering increases in flytipping following the reduction in opening hours / introduction of charges at HWRC's? These measures were introduced to meet the budget reduction needs of the County Council, but SSDC flytipping figures are roughly twice the 2011 figures.
- PI 029 – Number of incidents of antisocial behaviour reported to SSDC (page 11) – it was noted that the figure had remained fairly constant with no sign of reduction. Detail was not readily available in the agenda to indicate the type or location of incidents. Scrutiny thanked the Performance Officer for providing further detail at Scrutiny Committee but it was commented that a brief breakdown of the info would be useful to include in future agendas.

**Designation of Neighbourhood Area – East Coker Parish – item 7**

- Mixed opinions were raised by Scrutiny members regarding the merits of the southern tip of the Wraxhill Road area being included, or not included, within the neighbourhood area.
- Members acknowledged that parish boundaries could change in the future
- Scrutiny Committee was content that the recommendation go forward

**Transfer of the Chard Market Charter to Chard Town Council – item 8**

- Cllr Martin Wale to bring forward issues relating to financial impact of the report.

**Report in respect of emergency funding for urgent works to protect a listed building – item 9**

- Scrutiny Committee acknowledged that the owner partnership had accepted the financial offer (as informed by the Conservation Manager)
- Members queried the merits of saving the building given its current state. They also questioned if consideration had been given to applying to de-list the building and when a building was determined to be beyond repair.
- Regarding conditions in para 6.1 – members were of the opinion the three year time frame should be extended.
- Members requested a report be made to Scrutiny in the near future to look at the SSDC policy regarding historic buildings.

**Appointment of a Principal Spatial Policy Planner – item 10**

- Scrutiny Committee was content that the recommendation go forward but did seek reassurance that there would not be any duplication of roles. They thanked the Strategic Director for clarifying why it was not appropriate for this post to be appointed on a fixed term basis.

**District Executive Forward Plan – item 11**

- No comments were made
-

### 53. Homefinder Somerset Lettings Policy (agenda item 10)

The Housing and Welfare Manager presented the report as detailed in the agenda, and explained the background that had led to the proposed changes being required. If the changes were to be approved by the four other local authorities in Somerset, it was likely the proposed changes would be introduced in January 2014. She highlighted the proposed main changes to the policy which included:

- To go onto the Housing Register applicants will have to have a local connection to Somerset
- Gold band harassment - time limited, and bid on properties away from the location of the harassment
- Silver relationship breakdown - removed
- Silver need to move for work/support - needs to be significant
- Silver band shared facilities – restrictions added
- Bronze band – clearer wording regarding deliberately worsening circumstances
- Armed forces – additional priority
- Bedroom eligibility – in line with Housing benefit criteria
- Refusals – suspend from register
- Foster Carers – additional bedroom

In response to comments and questions raised by members, the Housing and Welfare Manager commented that:

- The wording in paragraph 13.6 of the policy would be amended to include adopting as well as fostering.
- People who would be directly affected by the proposed changes would receive a letter beforehand to explain the changes.
- The policy is due to be considered by District Executive in October, and it was hoped by then that the number of households likely to be affected by the changes would be known.
- There were currently limited powers to deal with housing tenancy fraud, however a new Bill was going through parliament which would provide similar powers to dealing with benefit fraud.

Members were content that the policy changes went forward to District Executive. The Chairman thanked the officer for her comprehensive report and presentation.

*Kirsty Larkins, Housing and welfare manager  
kirsty.larkins@southsomerset.gov.uk or 01935 462744*

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### 54. Verbal Update on Task & Finish Reviews (Agenda Item 11)

#### **Council Tax Benefit Changes**

The Chairman of the Task and Finish group commented that they had received an update on the number of applications to the hardship scheme and the non-payment statistics – neither of the figures were as high as expected. A document was also being produced for customers to explain ways of paying Council Tax and the implications of late payment.

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

The Chairman noted that the Task and Finish group had examined various case studies at their last meeting, and work was ongoing.

**Inescapable Bids**

The Scrutiny Manager informed members that a meeting would take place in late October to consider inescapable bids. Councillor Martin Wale expressed an interest to be on the group.

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

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**55. Update on matters of interest (Agenda Item 12)**

The Scrutiny Manager provided three updates:

- Somerset Homelessness Strategy – a report was due for consideration at the October Scrutiny Committee
- County Wide Review of Flooding – the steering group were due to meet in late September
- Connecting Somerset and Devon Broadband – the Scrutiny Manager informed members that a joint Scrutiny meeting had been arranged for 27 September. The review would be time limited, and it was anticipated there would be a total of three meetings. It was likely that four members from each authority would be invited to the meetings.

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

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

There were no updates to the Scrutiny Work Programme.

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

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

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

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

Members noted that the next meeting of the Scrutiny Committee would be held on Tuesday 1 October 2013 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.

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Chairman

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# Scrutiny Committee

**Tuesday 1 October 2013**

## Agenda

### *Preliminary Items*

1. **To approve as a correct record the minutes of the previous meeting held on 3 September 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>Verbal update on reports considered by District Executive on 5 September 2013 .....</b> | <b>1</b> |
| 8.  | <b>Reports to be considered by District Executive on 3 October 2013.....</b>               | <b>2</b> |
| 9.  | <b>Verbal update on Task and Finish reviews.....</b>                                       | <b>3</b> |
| 10. | <b>Update on matters of interest .....</b>   | <b>4</b> |
| 11. | <b>Scrutiny Work Programme.....</b>  | <b>5</b> |
-

**12. Somerset Waste Board – Forward Plan (published on 16 September 2013).....8**

**13. Date of Next Meeting ..... 12**

Scrutiny Committee – 1 October 2013

**7. Verbal update on reports considered by District Executive on 5 September 2013**

The Chairman will update members on the issues raised by Scrutiny members at the District Executive meeting held on 5 September 2013.

The draft minutes from the District Executive meeting held on 5 September 2013 have been circulated with the District Executive agenda.

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Scrutiny Committee – 1 October 2013

**8. Reports to be considered by District Executive on 3 October 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 October 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 1 October 2013.

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

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Scrutiny Committee – 1 October 2013

## **9. Verbal update on Task and Finish reviews**

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

### **Current Task & Finish Reviews**

- Council Tax Benefit Reduction
  - Business Rates - Discretionary Rate Relief
  - Connecting Somerset and Devon Broadband
-

Scrutiny Committee – 1 October 2013

## **10. 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:

- Flooding
  - Budget Scrutiny
-

Scrutiny Committee – 1 October 2013

**11. Scrutiny Work Programme**

<b>Meeting Date</b>	<b>Agenda Item</b>	<b>Issue for Main Scrutiny Cttee</b>	<b>Budget</b>	<b>Background/Description</b>	<b>Lead Officer/ Lead Member</b>
5 Nov '13	Countywide Homelessness Strategy	✓		As deferred from the 1 <sup>st</sup> October meeting.	Jo Gale Scrutiny Manager
5 Nov '13	Historic Buildings Policy	✓		At the Scrutiny Committee meeting on 3 September 2013 several comments were raised regarding the policy for historic buildings.	Adron Duckworth, Conservation 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
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

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
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
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



Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
TBC	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

### 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 2013	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.
October 2013	Connecting Somerset and Devon Broadband.	TBC

Scrutiny Committee – 1 October 2013

**12. Somerset Waste Board – Forward Plan (published on 16 September 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/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 and Performance Monitoring – April 2013 to June 2013  <i>Decision:</i> To note the expenditure against the budgets for 2013/14 and any potential changes and to note the tonnage and performance results from April 2013 to June 2013	None	No exempt / confidential information anticipated.	Martin Gerrish Finance Officer Somerset Waste Partnership 01823 355303
<i>Forward Plan reference:</i> SWB/13/06/05  Proposed decision first published in Forward Plan dated	<i>To be taken on:</i> 27 September 13  <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Annual Governance Statement and 2012/13 Statement of Accounts  <i>Decision:</i> To approve the Internal Audit Annual Report and Opinion, the Annual Governance Report	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
03/06/13		from the External Auditors and 2012/13 Statement of Accounts			
<i>Forward Plan reference:</i> SWB/13/06/06  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> Fees and Charges 2014/15  <i>Decision:</i> To consider the levels of fees and charges for 2014/15 and make recommendations to partners	None	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<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> 13 December 2013  <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
<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> 13 December 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

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/13/09/01  Proposed decision first published in Forward Plan dated 02/09/13	<i>To be taken on:</i> 13 December 13  <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Draft Budget Update  <i>Decision:</i> To comment on content and agree that the draft report be circulated to partner authorities for comment	None	No exempt / confidential information anticipated.	Martin Gerrish Finance Officer Somerset Waste Partnership 01823 355303
<i>Forward Plan reference:</i> SWB/13/09/02  Proposed decision first published in Forward Plan dated 02/09/13	<i>To be taken on:</i> 13 December 13  <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Draft Business Plan 2014-19  <i>Decision:</i> To comment on content and agree that the draft report be circulated to partner authorities for comment	None	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<i>Forward Plan reference:</i> SWB/13/09/03  Proposed decision first published in Forward Plan dated 02/09/13	<i>To be taken on:</i> 13 December 13  <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Financial and Performance Monitoring – July 2013 to September 2013  <i>Decision:</i> To note the tonnage and performance results from July 2013 to September 2013	None	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<i>Forward Plan reference:</i> SWB/13/09/04  Proposed decision first published in Forward Plan dated 02/09/13	<i>To be taken on:</i> 13 December 13  <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Health & Safety update  <i>Decision:</i> To note and comment on the management of Health and Safety by principal contractors	None	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707

FP Ref / Date proposed decision published in Forward Plan	Date / period when decision due to be taken and by whom (**)	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact officer for representations to be made ahead of the proposed decision
<p><i>Forward Plan reference:</i> SWB/12/10/08</p> <p>Proposed decision first published in Forward Plan dated 15/10/12</p>	<p><i>To be taken on:</i> 13 December 13</p> <p><i>By:</i> The Waste Board 10am, Luttrell Room, County Hall</p>	<p><i>Title:</i> External Annual Audit Letter 2012/13</p> <p><i>Decision:</i> To note the contents of the letter</p>	<p>None</p>	<p>No exempt / confidential information anticipated.</p>	<p>Steve Read Managing Director Somerset Waste Partnership 01823 625707</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

Scrutiny Committee – 1 October 2013

**13. Date of Next Meeting**

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

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