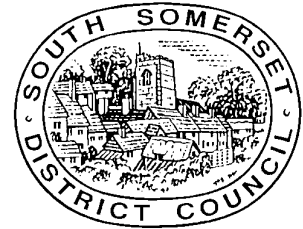


South Somerset District Council

Notice of Meeting



Scrutiny Committee

Making a difference where it counts

Tuesday 5 November 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 28 October 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

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.

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

(10.00am –11.55pm)

Present:

Members: Councillor Sue Steele (in the Chair)

David Bulmer
Pauline Clarke
Nick Colbert
Nigel Gage

Carol Goodall
Pauline Lock
Tony Lock
Nigel Mermagen

Graham Middleton
Sue Osborne
Martin Wale

Also present:

Councillors Tim Carroll and Sylvia Seal

Officers:

Vega Sturgess	Strategic Director, Operations and Customer Focus
Donna Parham	Assistant Director, Finance and Corporate Services
David Julian	Economic Development Manager
Jo Gale	Scrutiny Manager
Emily McGuinness	Scrutiny Manager
Becky Sanders	Democratic Services Officer

59. Minutes (Agenda Item 1)

The minutes of the meeting of the Scrutiny Committee held on Tuesday 3 September 2013 were approved as a correct record and signed by the Chairman.

60. Apologies for Absence (Agenda Item 2)

An apology for absence was received from Councillor Paul Maxwell.

61. Declarations of Interest (Agenda Item 3)

Councillor Nick Colbert declared a personal interest in item 17 on the District Executive agenda – Wincanton Community Sports Centre – as he was a trustee.

62. Public Question Time (Agenda Item 4)

There were no members of public at the meeting.

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

There were no issues raised from previous meetings.

64. Chairman's Announcements (Agenda Item 6)

The Chairman made several announcements including:

- the report on the Somerset Homelessness Strategy had been delayed as it was still being considered by some of the other local authorities.
 - A welcome to Councillor Nigel Mermagen who had replaced Councillor Cathy Bakewell on Scrutiny Committee
 - A questioning skills workshop for councillors had been arranged for 8th November and Scrutiny members were encouraged to attend.
-

65. Verbal update on reports considered by District Executive on 5 September 2013 (Agenda item 7)

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

The Scrutiny Manager informed members that following on from comments made by the Scrutiny Committee last month, a report outlining our current approach to historical buildings and proposals for future service delivery would be considered by the November Scrutiny Committee. She also informed members that she had discussed some changes to the reporting of Performance information with the relevant officers.

66. Reports to be considered by District Executive on 3 October 2013 (Agenda item 8)

Members considered the reports outlined in the District Executive agenda for 3 October 2013. It was agreed that the following comments would be taken forward to District Executive for consideration:

Report from Yeovil District hospital NHS Trust – item 6

- Page 1 – Scrutiny referred to the comments made by Paul Mears and were concerned that the focus of concern appeared to be about methodology of scoring rather than looking to address issues highlighted by the Net Promoter Score.
- Page 3 - Jo Howarth comment D about Liverpool Pathway – Scrutiny sought clarification on this point as many members understood that a couple of months ago the government had indicated that the Liverpool Pathway had, or would be scrapped in the near future.

Symphony Project – item 7

- Scrutiny was of the opinion it needed to be made clear in the report that SSDC were a non-funding partner.

Somerset Health and Wellbeing Strategy – SSDC Response – item 8

- Members thanked the Strategic Director (Operations and Customer Focus) and the Portfolio Holder for providing an overview of the Health and Wellbeing Strategy and work regarding clinical commissioning.
-

- Members were pleased to hear that the views of South Somerset were being taken into account.
- Scrutiny commented that sight of a work programme or forward plan for the Health and Wellbeing Board would be useful so that members could provide targeted advice and support for our officers and members working through the Health and Wellbeing Board.

Business Rates Software Replacement – item 9

- Scrutiny sought clarification that the procurement process had been robust enough to ensure everything that is required is in place
- How long would the migration period be and would it lead to downtime causing a backlog which could then require additional resources? If additional resources would be required what would the costs be?

Replacement Horticultural Equipment – item 10

- Members noted that the funding was coming from useable Capital Reserves and not ICT Reserves as stated in the agenda.
- Scrutiny were content with the recommendations and acknowledged it would facilitate more efficient working.

Medium Term Financial Strategy and Medium Term Financial Plan 2014/15 to 2018/19 – item 11

- Scrutiny sought clarification that there was confidence that the new way of 'leaning' would be effective.
- Clarification was sought on the risks to the MTFP if the Inspector refused the Local Plan next year.
- Rec B - Scrutiny queried if it was known when DCLG might confirm the grant
- Table on page 49 – Scrutiny queried the low and high figure for the additional payroll requirements for 15/16 and 16/17 (87.6 and 492.0)

Wessex Home Improvement Loans – Update report – item 12

- Scrutiny noted the good outcome of a recent audit by SWAP, but expressed their slight disappointment at the relatively low take up figures (page 54).

Revised Homefinder Somerset Policy - item 13

- Scrutiny had considered this item in detail at the September meeting and were content that their comments had been taken into consideration.

District Executive Forward Plan – item 14

- Scrutiny raised no comments

CONFIDENTIAL - Exclusion of the Public

In accordance with Section 100A(4) of the Local Government Act 1972 (as amended), the Committee resolved that the press and public be excluded from the following items in view of the likely disclosure of exempt information as described in Paragraph 3 of Part 1 of Schedule 12A to the Act, i.e. "Information relating to the financial or business affairs of any particular person (including the authority holding that information).

The disposal of SSSC owned land in Chard comprising Boden Mill, former ACI factory site, Market Fields and Boden Street car parks – item 16 (Confidential)

- Scrutiny was pleased that the issue was at this stage and congratulated those involved with the scheme.
- Clarification was sought regarding the car parking element and how it would work
- Clarification was also sought about the use of the rest of the mill building

Wincanton Community Sports Centre – item 17 (Confidential)

- Scrutiny were content with the recommendations and thanked all the officers in getting the matter to this stage.
-

67. Verbal Update on Task & Finish Reviews (Agenda Item 9)**National Non Domestic Rates (NNDR) – Discretionary Rate Relief**

The Scrutiny Manager commented that the group had met four times and considered comments from internal experts. The next stage would be to meet with some external parties and look in detail at equalities issues.

Inescapable Bids

The Scrutiny Manager reminded members that a meeting would take place on 23 October to consider inescapable bids.

Connecting Somerset and Devon Broadband

The Scrutiny Manager informed members that the joint Scrutiny meeting had now been arranged for 16 October in Honiton. Part of the work of the group would include identifying areas that would not be covered by the national scheme for delivering broadband and to discuss how funding might be accessed to deliver a service to those areas.

ACTION: Members to note the updates.

68. Update on matters of interest (Agenda Item 10)

The Scrutiny Manager provided two updates:

- A reminder that the budget Scrutiny workshop had been arranged for 19 December. All SSSC councillors were invited to attend and discuss informally budgets and savings proposals with Portfolio Holders
- County Wide Review of Flooding – the steering group were due to meet on 9th October to monitor outcomes and consider potential sources of funding for dredging.

ACTION: Members to note the updates.

69. Scrutiny Work Programme (Agenda Item 11)

There were no updates to the Scrutiny Work Programme. The Scrutiny Manager commented that the item on Localism was a broad topic and suggested an item only

came forward if members suggested an area of specific interest. Members suggested an item on the four 'Community Rights' would be beneficial.

ACTION: Members to note the Scrutiny Work Programme.

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

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

71. Date of Next Meeting (Agenda Item 13)

Members noted that the next meeting of the Scrutiny Committee would be held on Tuesday 5 November 2013 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.

.....

Chairman

Scrutiny Committee

Tuesday 5 November 2013**Agenda***Preliminary Items*

1. **To approve as a correct record the minutes of the previous meeting held on 1 October 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. | Listed Buildings in Disrepair – Policy and Procedure..... | 1 |
| 8. | Verbal update on reports considered by District Executive on 3 October 2013 | 6 |
| 9. | Reports to be considered by District Executive on 7 November 2013..... | 7 |
| 10. | Countywide Homeless Strategy and Action Plan | 8 |
| 11. | Verbal update on Task and Finish reviews..... | 10 |
| 12. | Update on matters of interest | 11 |
-

13. Scrutiny Work Programme..... 12

14. Somerset Waste Board – Forward Plan (published on 21 October 2013)..... 15

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

Scrutiny Committee – 5 November 2013

7. Listed Buildings in Disrepair – Policy and Procedure

Exec. Portfolio Holder: Shane Pledger - Conservation, Building Control
Strategic Director: Rina Singh Director Place and Performance
Assistant Director: Martin Woods Assistant Director (Economy)
Service Manager: David Norris Development Manager
Lead Officer: Adron Duckworth Conservation Manager
Contact Details: adron.duckworth@southsomerset.gov.uk or (01935) 462652

Purpose of the Report

To clarify the council's duties and responsibilities in respect of listed buildings that fall into disrepair.

Please note: This will not be an opportunity to discuss individual properties. Any queries or updates regarding concerns or actions at specific properties should be raised with the case officer.

Public Interest

Clarification of the council's duties and responsibilities in the care and upkeep of listed buildings and outlines the powers available and the procedures followed in responding to cases of neglect and dilapidation.

Action Required

That members note the report and endorse the currently adopted practice of maintaining a Register of Listed Buildings at Risk and taking appropriate steps to seek their repair and future beneficial use.

Background

The report is in response to the request for clarification of the council's duties and responsibilities in the care and upkeep of listed buildings and outlines the powers available and the procedures followed in responding to cases of neglect and dilapidation of listed buildings in South Somerset.

There are an unusually high number of listed buildings in South Somerset; some 4675 entries in the 'List' amounting to probably over 5000 individual buildings and structures. This places South Somerset among the local authorities with the highest number of listed buildings in the country. This prominence of high quality historic buildings undoubtedly contributes enormously to the character of the area making the towns, villages and countryside attractive as places to live and work in and for visitors to enjoy, a fact that contributes significantly to the local economy and local quality of life. The value therefore of this rich heritage and the overall quality of the area is considerable and council policy continues to expect this inheritance to be safeguarded for the future.

The legislation, national guidance and local policy

The Planning (Listed Buildings and Conservation Areas) Act 1990 (LBCA Act) is the principal legislation and this has been supported by specific policy guidance published from time to time by the government. The current guidance is contained in the National Planning Policy Framework. The obligations in the LBCA Act towards listed buildings are set out in s.66 which requires local planning authorities (LPAs) to have

'...special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses.'

The conservation of listed buildings has been and remains an objective of Local Plan Policy in South Somerset. The present policy EH4 contains a presumption in favour of retaining listed buildings. Policy EQ3 of the emerging Local Plan says

'Heritage assets will be conserved and where appropriate enhanced for their historic significance and important contribution to local distinctiveness, character and sense of place.'

The National Planning Policy Framework, echoes the sentiment the previous versions of guidance about the expectations government places on LPAs:

'...they should recognise that heritage assets are an irreplaceable resource and conserve them in a manner appropriate to their significance. In developing this (Heritage) strategy, local planning authorities should take into account:

- *the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;*
- *the wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring' (NPPF 126)*

Note that a Heritage Strategy is now a requirement and is in preparation as a part of the emerging Local Plan.

Duties and responsibilities

There is no specific duty on an owner of a listed building to keep the building in repair. Nowhere in the legislation is there an obligation. There are sanctions if a building falls into disrepair but nowhere is there a positive obligation placed on an owner nor is it a criminal offense (unless in breach of a specific order or notice made under the LBCA Act, Building Acts or Public Health Acts). Obviously it is in the interest of an owner to keep their building in good order but the law has always placed greater emphasis on the powers of the local authority than on the duties of either the authority or the building owner.

However, Secretaries of State over the years have made abundantly it clear that, as a matter of policy as opposed to law, listed buildings should be preserved – whatever the strict interpretation of the statutory provisions. For example

"...the public interest in the preservation of buildings of special architectural or historic interest needs no emphasis. Once a building has been listed, that public interest has been declared." Lord Bridge in *Robins v. Sec of State* (1989)

The LBCA Act confers specific powers on LPAs to intervene to require owners to make repairs, or to carry out works themselves on behalf of the owner and to recharge the owner their costs. The powers of the LPA are just that; they not specifically a duty. The legislation was never drafted to force anyone to keep listed buildings in repair. However, the requirements of the Act *'to have special regard'*, in the NPPF *'to conserve'* historic assets, and a series of legal judgements means in effect that the LPA **is** responsible for

ensuring as far as possible that listed buildings are conserved. It is a principle of administrative law that the existence of a power imposes a duty on a council to consider whether that power should be exercised.

Powers of the LPA to intervene for the protection of listed buildings

The council has a range of powers that it can deploy, some specific to listed buildings (contained in the LBCA Act), and others that can be applied more widely to buildings and land. Specific to listed buildings are

- Urgent Works Notice s.54
- Repairs Notice s.48

Urgent Works Notice

- Specifically restricted to works urgently necessarily for the preservation of a building and to parts of the building not in use.
- Notice must specify works required and allow min 7 days for the owner to commence.
- In default LPA can carry out the work and can recharge the owner the cost

Repairs Notice

Requires detailed specification of work necessary for the long term preservation of the building, generally to put in back into the state it was in when first listed.

If owner defaults LPA can choose to start CPO proceedings. There is no provision for the council to do the work.

Other powers include

- 215 Notice under the Planning Act to secure improvements to the external visible appearance of any land or building
- Notices under the Building Act for emergency work to dangerous structures
- Enforced sale where a debt exists on the property (Requires a charge upon the property imposed by the courts)
- Giving grants or loans to help with cost of works of repair

Listed buildings at risk from neglect

The current NPPF requires the LPA to have

*'a positive strategy for the conservation and enjoyment of the historic environment, **including heritage assets most at risk through neglect, decay or other threats.**'*

The majority of listed building owners keep their buildings in good order. There are cases though where listed buildings are not properly cared for and it was to highlight this neglect of the nation's heritage that English Heritage introduced registers of Buildings at Risk in 1990. Since 1990 the Conservation Team has kept a register of listed buildings in the district considered to be 'at risk'. The number of cases on the register at any one time inevitably fluctuates, as cases are resolved and new ones come up. Over 150 cases have been on the register and subsequently resolved. Currently around 60 buildings are identified.

What are the options for dealing with buildings in disrepair?

1. Do nothing - the lack of an absolute duty technically makes this an option but for a conscientious LPA this would be to disregard government policy and guidance, local policy and best practice as indicated by many court decisions.

2. De-listing – sometimes suggested as a solution. However buildings are listed by English Heritage and the Secretary of State. The LPA has no powers to de-list. De-listing can be requested but the deteriorating condition of a listed building alone is not a reason that will elicit a de-listing. The building must be shown to no longer be of sufficient historic interest to remain on the list.
3. Offer advice and assistance – there is great value in knowledgeable conservation and other staff available to provide advice both on building works and to support owners to find a beneficial sustainable use for their building perhaps through a feasibility study, as part of a wider regeneration scheme or to secure outside grant aid. Sometimes the best solution is to persuade the owner to sell to a new owner who is willing to repair and reuse the building.
4. Offer financial assistance - Until a few years ago a council scheme of grants and loans was available to listed building owners to help them keep buildings in good repair. The offer of financial help is a good incentive but clearly current budgetary restrictions make this difficult now.
5. With residential properties, Environmental Health empty property schemes can be lead to effective solutions. E.g. Somerset Care and Repair
6. Cross subsidy or enabling development – In some cases it may be possible and appropriate for some form of new development to be approved that will provide the means to fund the repairs needed.
7. Utilise powers available to achieve repairs - Achieving a solution by persuasion and assistance is desirable but this is not always a solution to the problem. Over 20 years this council has used its powers where appropriate to try to ensure neglected buildings are repaired. This is usually through the Urgent Works Notice process where often the threat of such a notice produces results.

At risk procedure

The Conservation Team adopts a staged approach to dealing with Building at Risk cases. The procedure that has been adopted follows this pattern -

1. Identification.
2. Inspection and providing advice to the owner
3. Monitoring with persuasion and warning of the council's powers to intervene.
4. Service of a Requisition for Information followed by a formal warning of Urgent Works Notice with a schedule of the works required
5. Service of a formal notice
6. Implementing the work if owner fails to carry out notice.
7. Re-charge cost to owner.

Most cases are resolved by the owners themselves by stage 4; the service of a Requisition for Information and the threat of a formal notice being sufficient to persuade them to act. In the past 18 months 12 cases were repaired by their owner and 2 sold to keen new owners. The service of Urgent Works Notices is not frequently required: 5 have been served in the last couple of years. In 3 cases the council had to carry out the work and successfully reclaimed the cost in 2 of these. One case remains to be repaid. The fact that the council has a track record of using its powers is a considerable persuader but it is a last resort to secure repairs and is always carefully considered with the involvement of the Area Chair and relevant ward members. The decision to serve this type of notice is delegated to the Assistant Director after consultation with the Area Chair and ward member(s). The implications to the council for the cost of any works and risk of being unable to reclaim it needs to be carefully evaluated in each case.

Cases where no resolution is achieved after perhaps several Urgent Works Notices can lead to the consideration of the more serious procedure of a Repairs Notice and possible CPO. Often however the key to achieve the rescue of problem buildings is through a

change of ownership; exactly what the CPO process does, but it is sometimes possible to achieve the same result by persuasion and perhaps the mere threat of the use of this power. If this fails, following this process is a matter for the Area Committee and District Executive to decide upon after detailed understanding of all the time and cost implications.

Conclusion

Given the legislation and policies it is clear that where listed buildings are severely neglected by their owners it is the council's role to take action to see that they are preserved. Since 1990 the council has undertaken this responsibility on a large number of buildings with the conservation team taking the lead. Officers however have many other calls on their time so the resources that can be allocated to this work are limited. The practice to relate the time spent on intervention to the degree of risk, both reputational and to the building, taking into account listing grade, public safety and profile is the recommended way the case list continues to be handled.

Financial Implications

Taking action through legislative powers where this may lead to the council directly implementing building work has financial implications both in the immediate need to pay contractors' costs and over the risk of being unable to recover those costs.

While the now-discontinued historic buildings grant budget could in the past be used to fund emergency Urgent Works situations, currently there is no process except through the CEO and Leader to the council's reserve fund and reported de facto to DX. The committee may wish to consider simpler alternatives to meet these infrequent events.

Corporate Priority Implications

Theme 2 – Enhance the Environment

Carbon Emissions & Adapting to Climate Change Implications (NI188)

No adverse implications. Repairing and reusing buildings is inherently sustainable.

Equality and Diversity Implications

No direct impact.

Background Papers: *Planning(Listed Buildings and Conservation Areas)Act 1990*
National Planning Policy Framework
South Somerset Local Plan 1998
Emerging South Somerset Local Plan 2013
'Stopping the Rot – a guide to enforcement action to save historic buildings' English Heritage 2001

Scrutiny Committee – 5 November 2013

8. Verbal update on reports considered by District Executive on 3 October 2013

The Chairman will update members on the issues raised by Scrutiny members at the District Executive meeting held on 3 October 2013.

The draft minutes from the District Executive meeting held on 3 October 2013 have been circulated with the District Executive agenda.

Scrutiny Committee – 5 November 2013

9. Reports to be considered by District Executive on 7 November 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 7 November 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 5 November 2013.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 7 November 2013.

Scrutiny Committee – 5 November 2013

10. Countywide Homeless Strategy and Action Plan

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

Purpose of the report

To present the Countywide Homeless Strategy and Action Plan 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 with the District Executive agenda (for the meeting to be held on 7 November)*

Action required

Scrutiny Committee consider the revised Draft Countywide Homeless Strategy, noting the positive feedback from the partner authorities, and recommend the strategy to District Executive.

Report

Scrutiny Committee agreed earlier this year that the best way to consider the revised Countywide Homeless 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 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.

The group met on four occasions and with help and advice from Kirsty Larkins – Housing and Welfare Manager made the following recommendations to the Homeless Managers across the County:

- 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 met on one more occasion to discuss the outcome of the recommendations, and circulated the draft Countywide Homeless Strategy to all Scrutiny Committees across Somerset for feedback; to date the following feedback has been provided:

Authority	Progress to date
Mendip District Council	Strategy has been approved by Scrutiny and Cabinet – no amendments requested.
Sedgemoor District Council	Noted at Corporate Scrutiny on 9 th September approved at Executive 2 nd October – no amendments requested.
Taunton Deane Borough Council	Noted at Community Scrutiny on 3 rd of September and recommended: With a view to finalising the strategy as soon as possible, it be agreed that the final approval of the Somerset Homeless Strategy be determined by the Executive Councillor for Housing.
West Somerset District Council	On 3 rd October the Housing Policy Advisory Group was happy with the strategy and feel that it is appropriate for the needs of West Somerset. They found the depth and the content of the EIA useful in their consideration of the strategy and thought the action plan to be focused and appropriate to deliver on the goals. They did not put forward any recommendations for further amendment.

Scrutiny Committee – 5 November 2013

11. 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

- Business Rates - Discretionary Rate Relief
 - Connecting Somerset and Devon Broadband
-

Scrutiny Committee – 5 November 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:

- Flooding
- Budget Scrutiny
- Scrutiny guidance

Scrutiny Committee – 5 November 2013

13. Scrutiny Work Programme

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
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	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
July 2013	Business Rates - Discretionary Rate Relief	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.	David Recardo, Martin Wale, Dave Bulmer, Kim Turner and Ros Roderigo.
November 2013 (TBC)	Monitoring the implementation of the recommendations of the Homefinder Somerset Review / contributing to development of guidance documents and new style website.	TBC
TBC	Draft Strategic Housing Framework (Countywide Strategy)	TBC
Ad-hoc monitoring	Council Tax Benefit Reduction	Carol Goodall, Sue Steele, Dave Bulmer, Sue Osborne Jenny Kenton, David Norris, Colin Winder
On-going monitoring	Somerset Countywide Flooding Summit	Dave Bulmer and Paul Maxwell


Scrutiny Committee – 5 November 2013

14. Somerset Waste Board – Forward Plan (published on 21 October 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
<p><i>Forward Plan reference:</i> SWB/13/08/01</p> <p>Proposed decision first published in Forward Plan dated 12/08/13</p>	<p><i>To be taken on:</i> 13 December 2013</p> <p><i>By:</i> The Waste Board 10am, Luttrell Room, County Hall</p>	<p><i>Title:</i> Review of payments in lieu of Recycling Credits</p> <p><i>Decision:</i> To consider the proposals</p>		No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<p><i>Forward Plan reference:</i> SWB/12/11/02</p> <p>Proposed decision first published in Forward Plan dated 03/12/12</p>	<p><i>To be taken on:</i> 13 December 2013</p> <p><i>By:</i> The Waste Board 10am, Luttrell Room, County Hall</p>	<p><i>Title:</i> Service Review Outcome Report</p> <p><i>Decision:</i> To note and comment on the outcome of the service review</p>	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
<p><i>Forward Plan reference:</i> SWB/13/09/01</p> <p>Proposed decision first published in Forward Plan dated 02/09/13</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> Draft Budget Update</p> <p><i>Decision:</i> To comment on content and agree that the draft report be circulated to partner authorities for comment</p>	None	No exempt / confidential information anticipated.	Martin Gerrish Finance Officer Somerset Waste Partnership 01823 355303
<p><i>Forward Plan reference:</i> SWB/13/09/02</p> <p>Proposed decision first published in Forward Plan dated 02/09/13</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> Draft Business Plan 2014-19</p> <p><i>Decision:</i> To comment on content and agree that the draft report be circulated to partner authorities for comment</p>	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/13/09/03</p> <p>Proposed decision first published in Forward Plan dated 02/09/13</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> Financial and Performance Monitoring – July 2013 to September 2013</p> <p><i>Decision:</i> To note the tonnage and performance results from July 2013 to September 2013</p>	None	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<p><i>Forward Plan reference:</i> SWB/13/09/04</p> <p>Proposed decision first published in Forward Plan dated 02/09/13</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> Health & Safety update</p> <p><i>Decision:</i> To note and comment on the management of Health and Safety by principal contractors</p>	None	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<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>	None	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<p><i>Forward Plan reference:</i> SWB/14</p> <p>Proposed decision first published in Forward Plan dated</p>	<p><i>To be taken on:</i> 21 February 14</p> <p><i>By:</i> The Waste Board 10am, Luttrell Room, County Hall</p>	<p><i>Title:</i> Performance Monitoring – October 2013 to December 2013</p> <p><i>Decision:</i> To note the tonnage and performance results from September 2013 to December 2013</p>	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
<i>Forward Plan reference:</i> SWB/13/ Proposed decision first published in Forward Plan dated	<i>To be taken on:</i> 21 February 14 <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Financial Monitoring – October 2013 to December 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 reference:</i> SWB/13/ Proposed decision first published in Forward Plan dated	<i>To be taken on:</i> 21 February 14 <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Internal Audit update <i>Decision:</i> To review the Internal Audit Charter and agree the Internal Audit Plan for 2014/15	Internal Audit Plan to Board meeting in March 2013	No exempt / confidential information anticipated.	Martin Gerrish Finance Officer Somerset Waste Partnership 01823 355303
<i>Forward Plan reference:</i> SWB/13/ Proposed decision first published in Forward Plan dated	<i>To be taken on:</i> 21 February 14 <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Annual Budget 2014/15 <i>Decision:</i> To agree the annual budget for 2014/15	Report to Board in December 2013	No exempt / confidential information anticipated.	Martin Gerrish Finance Officer Somerset Waste Partnership 01823 355303

 - 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 – 5 November 2013

15. Date of next meeting

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