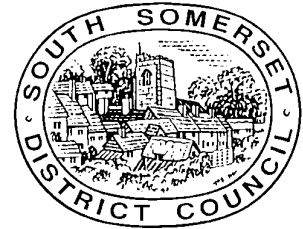


South Somerset District Council

Notice of Meeting



Scrutiny Committee

Making a difference where it counts

Tuesday 7 January 2014

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 Friday 20 December 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 Sue Steele
Vice Chairman 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 3 December 2013 in the Main Committee Room, Council Offices, Brympton Way, Yeovil.

(10.00am –12.40pm)

Present:

Members: Councillor Sue Steele (in the Chair)

David Bulmer
Nick Colbert
Nigel Gage
Carol Goodall

Tony Lock
Nigel Mermagen
Graham Middleton

Sue Osborne
David Recardo
Martin Wale

Also present:

Councillors Tim Carroll, Ric Pallister

Officers:

Rina Singh	Strategic Director (Place and Performance)
Martin Woods	Assistant Director (Economy)
Donna Parham	Assistant Director (Finance and Corporate Services)
Neil Waddleton	Section 106 Monitoring Officer
David Julian	Economic Development Manager
Catherine Hodsman	Performance Officer
Emily McGuinness	Scrutiny Manager
Becky Sanders	Democratic Services Officer

86. Minutes (Agenda Item 1)

The minutes of the meeting of the Scrutiny Committee held on Tuesday 5 November 2013 were approved as a correct record and signed by the Chairman.

87. Apologies for Absence (Agenda Item 2)

Apologies for absence were received from Councillors Pauline Clarke, Pauline Lock and Paul Maxwell.

88. Declarations of Interest (Agenda Item 3)

There were no declarations of interest.

89. Public Question Time (Agenda Item 4)

There were no members of public at the meeting.

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

There were no issues raised from previous meetings.

91. Chairman's Announcements (Agenda Item 6)

The Chairman reminded members that the Budget Scrutiny meeting arranged for the 19 December 2013 had been cancelled. Discussion of the budget would now be included in the January agenda for consideration at the meeting on 7 January 2014.

92. Verbal update on reports considered by District Executive on 7 November 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.

93. Reports to be considered by District Executive on 5 December 2013 (Agenda item 8)

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

Quarterly Performance and Complaints Monitoring Report – item 6

- Scrutiny were pleased to note that that fly tipping figures were reducing

Capital Programme 2014/15 to 2018/19 – item 7

- Para 11 - Scrutiny felt reports should be requested go back to District Executive to reaffirm funding for projects which had been originally approved before 2010

Strategic Housing Land Availability Assessment (SHLAA) 2013 – item 8

- Members sought clarification as to how the document fitted in with the emerging Local Plan
- Members sought clarification on the density numbers used in the report compared to those actually being currently approved.

Annual Housing Monitoring Report 2012-13 – item 9

- Scrutiny were content that the recommendation go forward

Review of Council Tax Reduction Scheme – item 10

- The Chairman of the Task and Finish Group confirmed that the group agreed with the recommendations.
- Scrutiny asked when the financial impact upon SSDC would be reviewed

Proposal to give free parking in the Council's pay and display car parks over the Christmas and New Year period 2013/14 – item 11

- The preference of Scrutiny was option 3 but with consideration of the start time being 1pm rather than 2pm in order to encourage lunchtime shoppers
- In addition to publicity / signage, Scrutiny members that the covering of parking meters should be considered so that it was very clear to the public when charging did not apply.
- Some members were of the opinion that the concept of a free parking period may be more beneficial after Christmas to support traders in quieter times
- Scrutiny sought clarification of the monitoring arrangements so that information was available for the future.

Replacement All-Terrain Vehicles (ATVs) for the Countryside Service – item 12

- Members found it difficult to understand the financial figures in the report as the figures stated on page 50 didn't seem to tally with recommendation 1 and asked what the difference is between a 'Capital Bid' and 'A save to Earn bid' and how these definitions apply to this report.

Community Right to Bid – Nominations Received for Assets of Community Value – item 13

- Scrutiny did not have any comments

Unified Community Grants System – item 14

- Scrutiny requested that rec a (ii), and elsewhere throughout the report, should refer to the Portfolio Holder and (not or) the ward member etc.

Clarification of the process for seeking planning obligations under Section 106 of the Town and Country Planning Act 1990 – item 15

- Noted

Facilitating Economic Growth – Investing in Infrastructure – item 16

- Bullet point near bottom of page 80 – Scrutiny sought clarification that SSDC had a key duty to create jobs. We understand this is a core aim, but not a duty.
- Some members sought clarification if approval of council was needed for the process given the potential significant sums of money involved.
- It was requested that for openness and transparency that the Scrutiny Chairman be informed of any revisions to the process (as detailed in 3rd para on p.84)
- They also suggested that as this process obviously has significant financial implications, that the s151 officer should be involved in any refinement/ongoing processes to ensure financial compliance.
- Whilst the Committee are broadly in support of the proposals contained in the report, they sought assurances that due consideration had been given to increased risk levels and were a little concerned with the statement that..' The District Council currently under utilises the potential of its capital reserves and maximises its financial return only through its treasury management function...."- there has been no mention previously of under-utilisation of our capital reserves in any internal or external judgements.

- Scrutiny members supported the suggestion for the assessment panel to consist of non-executive members to ensure as many members as possible are aware of and engage in this process.

Somerset Growth Plan Framework – item 17

- Members felt that any growth plan should prioritise the need to dual the A303
- Members were slightly concerned that on p.100 of the agenda that reference to the food sector seemed to not mention small rural businesses and area but focussed on market towns and larger centres.

District Executive Forward Plan – item 18

- Scrutiny did not have any 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).

Disposal of land at plot 5, Jarman Way, Chard Business Park – item 20 (confidential)

- Scrutiny were content with the recommendations in principle, but there were concerns about the number of affordable homes on the site
- Members sought reassurance that legal matters would be dealt with promptly.

94. Verbal Update on Task & Finish Reviews (Agenda Item 9)

National Non Domestic Rates (NNDR) – Discretionary Rate Relief

The Chairman informed members that the group were meeting the following day with a representative from Into Somerset to glean more information and opinions.

Connecting Somerset and Devon Broadband

The Scrutiny Manager, advised members that the next meeting would take place in Honiton on 16 January, to which representatives from BT, relevant portfolio holders from both councils and a director of Connecting Somerset and Devon broadband would be attending.

ACTION: Members to note the updates.

95. Update on matters of interest (Agenda Item 110)

The Scrutiny Manager provided the following updates:

- County Wide review of Flooding – an update meeting had been held and a summary report would be produced by Christmas. She informed members that she had been in contact with the office of the Prince of Wales to discuss how the value of agricultural land could be better recognised in future flood prevention funding decisions. These discussions were promising and on-going.

- Joint Waste Scrutiny – having previously reported that SSDC would no longer be providing officer support to the Joint Waste Scrutiny, she had been requested to co-ordinate a meeting for 17 December in Taunton to discussing emerging changes with regard to some of the Household Waste Recycling Centres. The issue of supporting Joint Waste Scrutiny in the future was still under discussion with the other Somerset authorities.
- Budget Scrutiny – members were reminded that the Scrutiny Budget Meeting on 19 December had been cancelled, and the budget would be discussed at the Scrutiny Committee on 7 January.

ACTION: Members to note the updates.

96. Scrutiny Work Programme (Agenda Item 11)

There were no updates to the Scrutiny Work Programme,

ACTION: Members to note the Scrutiny Work Programme.

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

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

98. Date of Next Meeting (Agenda Item 13)

Members noted that the next meeting of the Scrutiny Committee would be held on Tuesday 7 January 2014 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.

.....

Chairman

Scrutiny Committee

Tuesday 7 January 2014**Agenda***Preliminary Items*

1. **To approve as a correct record the minutes of the previous meeting held on 3 December 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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Scrutiny Committee – 7 January 2014

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

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

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

Scrutiny Committee – 7 January 2014

8. Budget Scrutiny

Lead Officers: Emily McGuinness, Scrutiny Manager
Contact Details: emily.mcguinness@southsomerset.gov.uk or (01935) 462566

Members will recall that the annual budget Scrutiny event planned for December 2013 was cancelled as there are very few, if any implications for public facing services in the 2014/15 budget proposals.

The Assistant Director (Finance and Corporate Services), the Leader and Deputy Leader of the Council will be attending this January Scrutiny Committee meeting to allow the detailed consideration of the budget papers contained in the January District Executive agenda.

Going forward, it is likely that more fundamental budgetary decisions will need to be taken and consideration will be given as to how best to engage Scrutiny members in this process.

Scrutiny Committee – 7 January 2014

9. Reports to be considered by District Executive on 9 January 2014

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 9 January 2014.

Members are asked to read the reports and bring any concerns/issues from the reports to be discussed at the Scrutiny Committee meeting on 7 January 2014.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 9 January 2014.

Scrutiny Committee – 7 January 2014

10. Avon and Somerset Police and Crime Panel (PCP)

Lead Officer: Emily McGuinness, Scrutiny Manager
Contact Details: Emily.mcguinness@southsomerset.gov.uk or (01935) 462566

Purpose of the Report

At the Scrutiny Committee meeting in January 2013, it was agreed updates on the PCP would be provided twice a year.

Actions Required

That Scrutiny Committee members note the report.

Background

Scrutiny Committee member, Cllr Tony Lock, is the SSDC representative on the Avon and Somerset Police and Crime Panel. Cllr Lock will give a verbal update report to the Scrutiny Committee.

To provide members with some background information, attached as appendix A, are extracts of agenda reports and minutes of recent PCP meetings.

“Since my last report the PCP have had two meetings and one training workshop on finance and the Police budgets including a tour at the Police HQ Call Centre. The direction of the PCP since my last report in July appears to have some goals and objectives for moving forward. To assist the Police and Crime Commissioner with some of her objectives in the Police Plan it was suggested that areas as outlined on pages 7 to 12 be undertaken (PCP agenda item entitled ‘Confirmation of Panel Representative / Lead Roles and Role Descriptions’). This was agreed with an annual review on its role and effectiveness, which may be interesting as there is no budget or officer time for this work. Further reports are attached for your information. A verbal update on the meeting held in mid-December will be given at Scrutiny Committee.”

Councillor Tony Lock

Agendas and minutes for the Avon and Somerset Police and Crime Panel (PCP) can be viewed online:

https://www.bristol.gov.uk/CommitteeMeetingFinder?year=2013&cmcode=OT048&Task=list_name#openitem

PCP Appendix A - 37 pages

Scrutiny Committee – 7 January 2014

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 – 7 January 2014

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
- Waste Scrutiny

Scrutiny Committee – 7 January 2014

13. Scrutiny Work Programme

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
4 Feb '14	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
4 Feb '14	Portfolio Holder Presentation	✓		Presentation by the Portfolio Holder for Property and Climate Change	Cllr Henry Hobhouse
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

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
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.
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 – 7 January 2014

14. Somerset Waste Board – Forward Plan (published on 16/12/2013)

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/13/10/01</p> <p>Proposed decision first published in Forward Plan dated 14/10/13</p>	<p><i>To be taken on:</i> 21 February 2014</p> <p><i>By:</i> The Waste Board 10am, Luttrell Room, County Hall</p>	<p><i>Title:</i> Performance and Financial 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.	<p>Steve Read Managing Director Somerset Waste Partnership 01823 625707 Martin Gerrish Finance officer 01823 355303</p>
<p><i>Forward Plan reference:</i> SWB/13/10/02</p> <p>Proposed decision first published in Forward Plan dated 14/10/13</p>	<p><i>To be taken on:</i> 21 February 2014</p> <p><i>By:</i> The Waste Board 10am, Luttrell Room, County Hall</p>	<p><i>Title:</i> Internal Audit update</p> <p><i>Decision:</i> To review the Internal Audit Charter and agree the Internal Audit Plan for 2014/15</p>		No exempt / confidential information anticipated.	<p>Alastair Woodland Audit Manager SWAP 01823 356160</p>
<p><i>Forward Plan reference:</i> SWB/13/10/03</p> <p>Proposed decision first published in Forward Plan dated 14/10/13</p>	<p><i>To be taken on:</i> 21 February 2014</p> <p><i>By:</i> The Waste Board 10am, Luttrell Room, County Hall</p>	<p><i>Title:</i> Annual Budget 2014/15</p> <p><i>Decision:</i> To agree the annual budget for 2014/15</p>		No exempt / confidential information anticipated.	<p>Martin Gerrish Finance officer 01823 355303</p>

* - identifies next to the Forward Plan reference any new entries to the plan since the previous weekly plan was published

** - where this is an individual(s) then this will set out their name and role

Scrutiny Committee – 7 January 2014

15. Date of next meeting

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 4 February 2014 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.
