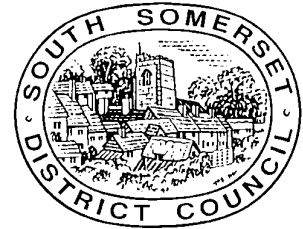


South Somerset District Council

Notice of Meeting



Scrutiny Committee

Making a difference where it counts

Tuesday 1 April 2014

10.00am

**Committee Rooms 3 & 4
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 24 March 2014.

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 4 March 2014 in the Main Committee Room, Council Offices, Brympton Way, Yeovil.

(10.00am – 11.35)

Present:

Members: Councillor Sue Steele (in the Chair)

David Bulmer
Nick Colbert
Nigel Gage

Carol Goodall
Pauline Lock
Nigel Mermagen

Sue Osborne
David Recardo
Martin Wale

Also present:

Councillors Tim Carroll and Sylvia Seal

Officers:

Catherine Hodsman	Performance Officer
Paul Wheatley	Principal Spatial Planner
Andrew Gillespie	Performance Manager
Donna Parham	Assistant Director (Finance & Corporate Services)
Martin Woods	Assistant Director (Economy)
Rina Singh	Strategic Director (Place & Performance)
Jo Gale	Scrutiny Manager
Emily McGuinness	Scrutiny Manager
Becky Sanders	Democratic Services Officer

128. Minutes (Agenda Item 1)

The minutes of the meeting of the Scrutiny Committee held on Tuesday 4 February 2014 were approved as a correct record and signed by the Chairman.

129. Apologies for Absence (Agenda Item 2)

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

130. Declarations of Interest (Agenda Item 3)

There were no declarations of interest.

131. Public Question Time (Agenda Item 4)

There were no members of public at the meeting.

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

There were no issues arising from previous minutes.

133. Chairman's Announcements (Agenda Item 6)

The Chairman wished to thank all staff and SSDC services who had been, and continued to be, involved in helping with the flooding crisis on the Somerset Levels and Moors.

134. Verbal update on reports considered by District Executive on 6 February 2014 (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.

135. Reports to be considered by District Executive on 6 March 2014 (Agenda item 8)

Members considered the reports outlined in the District Executive agenda for 6 March 2014. It was agreed that the following comments would be taken forward to District Executive for consideration:

Quarterly Performance and Complaints Monitoring Report – 3rd Quarter 2013/14 – item 6

- Members commended the report which was easy to understand
- Scrutiny noted that figures suggested that reductions/efficiencies to front line services was not impacting upon performance and targets
- Scrutiny asked if it was possible to separate long term and short term sickness, due to skewing of data. It was acknowledged that short term sickness was the area of more concern.

Proposed Main Modifications to the South Somerset Local Plan (2006 – 2028) – item 7

- Scrutiny noted that the report was difficult to read as there were many references to multiple documents
 - Scrutiny felt there could and should be more focus given to the Inspectors conclusions and how, or in which section, each of his comments had been addressed.
 - Table 1.1 on page 15 – PMM3 – Members commented that people who had signed the petition may be disappointed their objections had counted as one. The explanation given by the Assistant Director (Economy) was acknowledged.
 - Footnote 8 on page 55 of Appendix – makes reference to information and analysis being published later. Whilst acknowledging information is available on the website, it was suggested it might be appropriate for such information to be sent to at least the Town Council if not all those who had made representation on the particular issues referred to.
-

Adoption of County-wide Housing Strategy Framework – item 8

- Para 7.2 - Members were pleased to note that Scrutiny's role had been appreciated and that the views of the Task and Finish group are to be used in the preparation of a South Somerset Strategic document.

Retail Relief from Business Rates – item 9

- Scrutiny queried if the relief would be automatically applied to eligible businesses or whether people would have to individually apply? It was commented that automatically might be preferable in order to minimise administration and publication costs.
- Members sought clarification regarding any overlap with flood relief schemes.

District-wide Voluntary Sector Grants 2014/15 – covering report – item 10

- Scrutiny made no comments on the covering report.

Funding for South Somerset Citizen's Advice Bureau – item 11

- Scrutiny expressed concern that the CAB gave a limited service to areas outside of Yeovil
- Members sought reassurance regarding any overlaps with SSDC in service provision
- Scrutiny commented that not everyone has access to the internet and email and felt consideration should be given to a Freephone number to access services
- Table on page 44/45 – Scrutiny noted that the figures seemed to indicate that caseloads were decreasing and queried if problems with recruiting volunteers was a primary factor.

Funding for South Somerset Voluntary and Community Action – item 12

- It was noted that SSVCA had shut down in Chard and there were concerns if some clients would, or were able, to travel to Yeovil.
- Due to substantial funding given, Scrutiny felt SSDC should be able to influence some of the service provision to ensure outreach of services.

District-wide Health and Well-being Grants 2014/15 – item 13

- Pages 65 and 69 – Members sought clarification if Somerset Arts Week (p. 65) was the same as Somerset Arts Works (p.69).
- Members acknowledged the grants were relatively small but made a difference to many people.

Service Level Agreement with Somerset Rural Youth Project – item 14

- Scrutiny made no comments.

Funding for South Somerset Disability Forum (SSDF) – item 15

- Scrutiny made no comments.

Designation of Neighbourhood Area – Wincanton Parish – item 16

- Scrutiny made no comments (no comments made last month either)

Statutory Pay Policy Statement for Chief Officers – item 17

- Scrutiny made no comments.

District Executive Forward Plan – item 18

- Scrutiny made 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 item 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)."

Notification of an Urgent Executive Decision – Yeovil Country Park Education and Ranger Centre Project – Capital Financing – item 20 (Confidential)

- Members made comments in closed session.

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

The Scrutiny Managers updated members on the progress of current Task and Finish reviews.

National Non Domestic Rates (NNDR) – Discretionary Rate Relief

There had been little progress since the last committee meeting as the group were waiting for information in order to do test cases and try to ascertain financial impacts, which would have a bearing on the Equality Impact Assessment.

Somerset Strategic Housing Framework

There were no further updates as the item had been discussed at agenda item 8. An item would be added to the Scrutiny Work Programme.

Connecting Somerset and Devon Broadband

A further meeting was planned to discuss information that could be released to the wider public without a need to sign a non-disclosure document. At the current time it was not envisaged there would be a need for a further meeting of the group, just a final report to be written.

ACTION: Members to note the updates.

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

The Scrutiny Manager informed members that the Flooding Steering Group would reconvene in April and would be the vehicle for monitoring the Flooding 20 Year Plan. Members agreed it was important to agree and commit to some issues to minimise the risk of Somerset 'dropping down the priority list' and prior to the next general election in case there was a change in political direction.

ACTION: Members to note the update.

138. Scrutiny Work Programme (Agenda Item 11)

The Scrutiny Manager informed members that an item on the district specific document regarding the County-wide Housing Strategy Framework would be added to the Work Programme – as had been discussed during Scrutiny Committee agenda item 8. It was also suggested that Scrutiny Committee receive a monitoring report on the Council Tax Benefit Reduction Scheme following its implementation. Due to timeframes if any changes were required, it was suggested the report be made to the July meeting.

- ACTION:**
- Members to note the Scrutiny Work Programme.
 - Democratic Services to add the following items to the Work Programme:
 - District specific document regarding the County-wide Housing Strategy Framework.
 - Monitoring report for the Council Tax Benefit Reduction Scheme – July 2014
-

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

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

140. Date of Next Meeting (Agenda Item 13)

Members noted that the next meeting of the Scrutiny Committee would be held on Tuesday 4 March 2014 at 10.00am in Committee Rooms 3 & 4, Brympton Way, Yeovil.

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Chairman

Scrutiny Committee

Tuesday 1 April 2014

Agenda

Preliminary Items

1. **To approve as a correct record the minutes of the previous meeting held on 4 March 2014**
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

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| 8. | Reports to be considered by District Executive on 3 April 2014 | 2 |
| 9. | Verbal update on Task and Finish reviews..... | 3 |
| 10. | Update on matters of interest | 4 |
| 11. | Scrutiny Work Programme..... | 5 |
| 12. | Somerset Waste Board – Forward Plan (published on 17/03/2014)..... | 7 |
| 13. | Date of next meeting..... | 9 |
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Scrutiny Committee – 1 April 2014

7. Verbal update on reports considered by District Executive on 6 March 2014

The Chairman will update members on the issues raised by Scrutiny members at the District Executive meeting held on 6 March 2014.

The draft minutes from the District Executive meeting held on 6 March 2014 have been circulated with the District Executive agenda.

Scrutiny Committee – 1 April 2014

8. Reports to be considered by District Executive on 3 April 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 3 April 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 1 April 2014.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 3 April 2014.

Scrutiny Committee – 1 April 2014

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

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

Scrutiny Committee – 1 April 2014

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 Steering Group - potential review of Somerset Civil Contingencies Partnership.

Scrutiny Committee – 1 April 2014

11. Scrutiny Work Programme

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
Spring '14	Update report on the site management of the Gypsy Park Homes at Ilton and Tintinhull	✓		At the Scrutiny Committee meeting on 7 May 2013 members received an update on the management of park home sites and requested a 12 monthly report on this issue.	Steve Joel, Assistant Director (Health & Well being) Ric Pallister – Portfolio Holder - Leader, Strategy and Policy
1 July '14	Council Tax Benefit Reduction Scheme – monitoring report.	✓		To receive a monitoring report following implementation of the Council Tax Benefit Reduction Scheme.	Ian Potter, Revenues & Benefits Manager
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	Police and Crime Panel (PCP)	✓		Scrutiny Committee has agreed updates on the PCP will be provided twice a year. Cllr Tony Lock (SSDC representative on the Police and Crime Panel) will provide an update report.	Cllr Tony Lock

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
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.
TBC	Choice Based Letting / Homefinder Somerset Follow Up	TBC
TBC	District specific document following adoption of the Somerset Strategic Housing Framework (Countywide Strategy)	Members involved in the original Task and Finish Group for the Somerset Strategic Housing Framework (Countywide Strategy) were: Sue Steele, Carol Goodall, Derek Yeomans, Graham Middleton.
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 – 1 April 2014

12. Somerset Waste Board – Forward Plan (published on 17/03/2014)

FP Ref / Date proposed decision published in Forward Plan	Date / period when decision due to be taken and by whom (**)	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact officer for representations to be made ahead of the proposed decision
<i>Forward Plan reference:</i> SWB/12/11/02 Proposed decision first published in Forward Plan dated 03/12/12	<i>To be taken on:</i> 28 March 2014 <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Service Review Update Report <i>Decision:</i> To update members on progress with the structural review of SWP as per business plan (2013-18)	Business Plan and Service Review process report to 29 June 2012 meeting	Yes. Commercially sensitive exempt information may be set out in an appendix to the report. Decision may be held in private.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<i>Forward Plan reference:</i> SWB/14/03/02 Proposed decision first published in Forward Plan dated 10/03/14	<i>To be taken on:</i> 28 March 2014 <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Amendments to Fees and Charges 2014/15 <i>Decision:</i> To consider revised fees and charges for 2014/15 relating to asbestos collection services and for depositing soil, hardcore, tyres and gas bottles at Recycling Centres.	Report to Waste Board 27 September 2013	No exempt / confidential information anticipated	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<i>Forward Plan reference:</i> SWB/14/02/01 Proposed decision first published in Forward Plan dated 17/02/14	<i>To be taken on:</i> 28 March 2014 <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Updated Risk Register 2014/15 <i>Decision:</i> To note and comment on the key risks / opportunities for the Partnership and partners and the mitigatory measures identified in the draft updated risk register	Business Plan 2013 – 18 Annual Budget 2014/15	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<i>Forward Plan reference:</i> SWB/14/02/02 Proposed decision first published in Forward Plan dated 17/02/14	<i>To be taken on:</i> 28 March 2014 <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> SWP Quarterly Performance summary <i>Decision:</i> To note the summary		No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<i>Forward Plan</i>	<i>To be taken on:</i>	<i>Title:</i> Extension of Strategic		No exempt / confidential	Steve Read

FP Ref / Date proposed decision published in Forward Plan	Date / period when decision due to be taken and by whom (**)	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact officer for representations to be made ahead of the proposed decision
<i>reference:</i> SWB/14/02/03 Proposed decision first published in Forward Plan dated 17/02/14	28 March 2014 <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	Partnering Agreement with Viridor <i>Decision:</i> To consider the proposal for an extension of the SPA to May 2022 and to note the commencement of the New Projects Approval Process with Viridor		information anticipated.	Managing Director Somerset Waste Partnership 01823 625707
<i>Forward Plan reference:</i> SWB/14/03/01 Proposed decision first published in Forward Plan dated 03/03/14*	<i>To be taken on:</i> 20 June 2014 Annual General Meeting <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Waste Board Constitution, Board Membership and Board meeting dates for 2014/15 <i>Decision:</i> To consider any updates to the Waste Board's Constitution, note the Board membership and the proposed meeting dates for 2014/15	SWB Constitution	No exempt / confidential information anticipated.	Scott Wooldridge Governance Manager Somerset County Council 01823 356748
<i>Forward Plan reference:</i> SWB/13/08/01 Proposed decision first published in Forward Plan dated 03/03/14*	<i>To be taken on:</i> 20 June 2014 Annual General Meeting <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Review of payments in lieu of Recycling Credits <i>Decision:</i> To consider the proposals		No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707

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

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

Scrutiny Committee – 1 April 2014

13. Date of next meeting

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 29 April 2014 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.
