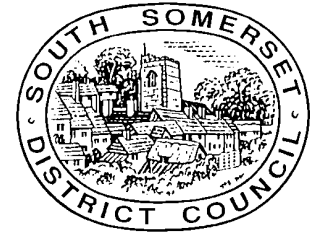


South Somerset District Council

Notice of Meeting



Scrutiny Committee

Making a difference where it counts

Tuesday 3rd March 2015

10.00 am

**Main Committee Room
Council Offices
Brympton Way
Yeovil
BA20 2HT**

(disabled access is available at this meeting venue)



Members listed on the following page are requested to attend the meeting.

The public and press are welcome to attend.

If you would like any further information on the items to be discussed, please ring the Agenda Co-ordinator, **Becky Sanders, Democratic Services Officer 01935 462596**, website: www.southsomerset.gov.uk

This Agenda was issued on Monday 23 February 2015.

Ian Clarke, Assistant Director (Legal & Corporate Services)

This information is also available on our website
www.southsomerset.gov.uk



INVESTORS IN PEOPLE

Scrutiny Committee Membership

The following members are requested to attend the meeting:

Chairman: Sue Steele
Vice-chairmen: Dave Bulmer and Nigel Mermagen

Pauline Clarke
Nick Colbert
Carol Goodall
Tim Inglefield

Pauline Lock
Tony Lock
Paul Maxwell
Graham Middleton

Sue Osborne
David Recardo
Martin Wale

Information for the Public

What is Scrutiny?

The Local Government Act 2000 requires all councils in England and Wales to introduce new political structures which provide a clear role for the Council, the Executive and non-executive councillors.

One of the key roles for non-executive councillors is to undertake an overview and scrutiny role for the council. In this Council the overview and scrutiny role involves reviewing and developing, scrutinising organisations external to the council and holding the executive to account

Scrutiny also has an important role to play in organisational performance management.

The Scrutiny Committee is made up of 14 non-executive members and meets monthly to consider items where executive decisions need to be reviewed before or after their implementation, and to commission reviews of policy or other public interest.

Members of the public are able to:

- attend meetings of the Scrutiny Committee except where, for example, personal or confidential matters are being discussed;
- speak at Scrutiny Committee meetings; and
- see agenda reports.

Meetings of the Scrutiny Committee are held monthly on the Tuesday prior to meetings of the District Executive at 10.00am in the Council Offices, Brympton Way, Yeovil.

Agendas and minutes of these meetings are published on the Council's website www.southsomerset.gov.uk.

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 economy 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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Scrutiny Committee

Tuesday 3 March 2015

Agenda

Preliminary Items

1. Minutes (Pages 1 - 5)

To approve as a correct record the minutes of the previous meeting held on 3 February 2015.

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

7. Civil Contingencies Presentation (Page 6)

8. Verbal update on reports considered by District Executive on 5 February 2015 (Page 7)

9. Reports to be considered by District Executive on 5 March 2015 (Page 8)

10. Verbal update on Task and Finish reviews (Page 9)

11. **Update on matters of interest** (Page 10)
12. **Scrutiny Work Programme** (Pages 11 - 12)
13. **Date of next meeting** (Page 13)

Agenda Item 1

South Somerset District Council

Draft Minutes of a meeting of the **Scrutiny Committee** held at the **Main Committee Room, Council Offices, Brympton Way, Yeovil BA20 2HT** on **Tuesday 3 February 2015**.

(10.05 am - 12.25 pm)

Present:

Members: Councillor Sue Steele (Chairman)

Dave Bulmer	Graham Middleton
Nigel Mermagen	Sue Osborne
Tim Inglefield	David Recardo
Pauline Lock	Martin Wales
Tony Lock	

Also Present:

Tim Carroll

Officers

Vega Sturgess	Strategic Director (Operations & Customer Focus)
Rina Singh	Strategic Director (Place & Performance)
Donna Parham	Assistant Director (Finance & Corporate Services)
Martin Woods	Assistant Director (Economy)
Alasdair Bell	Environmental Health Manager
Colin McDonald	Corporate Strategic Housing Manager
Angela Cox	Democratic Services Manager
Emily McGuinness	Scrutiny Manager
Becky Sanders	Democratic Services Officer

106. Minutes (Agenda Item 1)

The minutes of the meeting held on 6 January 2015 were approved as a correct record and signed by the Chairman.

107. Apologies for absence (Agenda Item 2)

Apologies for absence were received from Councillors Pauline Clarke, Nick Colbert and Carol Goodall.

108. Declarations of Interest (Agenda Item 3)

There were no declarations of interest.

109. Public question time (Agenda Item 4)

There were no members of public at the meeting.

110. Issues arising from previous meetings (Agenda Item 5)

There were no issues raised.

111. Chairman's Announcements (Agenda Item 6)

Councillor Sue Steele, as a Governor of Musgrove Park Hospital, reported that the hospital had been working with the Royal Marsden Hospital in London to assist with the improved treatment of women with cancer.

112. Verbal update on reports considered by District Executive on 8 January 2015 (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.

113. Reports to be considered by District Executive on 5 February 2015 (Agenda Item 8)

Members considered the reports outlined in the District Executive agenda for 5 February 2015. It was agreed that the following comments would be taken forward to District Executive for consideration.

Heart of the South West Local Enterprise Partnership (presentation) – item 6

- No comments

Somerset Waste Partnership Business Plan 2015/16 – item 7

- Members commented that it would be useful to have more detail behind how the budget as set out in the tables on pages 12 and 13 were arrived at. It was also suggested that the latest outturn and variance figures would have been useful.
- Members felt more communication and education was needed to remind the public of what could be recycled and noted that the Business Plan contained plans for this.

2014/15 Revenue and Budget Monitoring Report for the Quarter ending 30th December 2014 – item 8

- Page 29 – Members sought clarification that our Disaster Recovery Plan was up to date, tested and implementable.
- Page 52 – Usable Reserves – members asked if it would be possible in future to indicate the capital and revenue reserves separately.

2014/15 Capital Budget Monitoring Report for the Quarter ending 30th December 2014 – item 9

- Members asked if the loan to the Somerset Waste Partnership had been finalised yet.
- Page 69 – Members noted that some schemes showed zero across the board such as the Park Homes, Ilton and questioned why such schemes were still indicated in the report.

Revenue Budget 2015/16 – Medium Term Financial Plan and Capital Programme – item 10

- A member asked what level of tolerance was used when calculating the budget given that the Revenue Support Grant and New Homes Bonus had yet to be confirmed.
- Page 24 of the Budget Book – members noted the increase in income for Property Services and enquired about what projects had led to such a rise in the figures.

Investing in Market Housing – item 11

- Members sought clarification on the issues regarding Right to Buy and what the implications would be and the detail of how these implications would be mitigated.
- Scrutiny queried how the ‘need’ would be defined as stated in para.6 – how will this be applied consistently?
- Members queried what the risk would be if the market changed.
- Scrutiny queried the recommendation for purchases to be agreed at Portfolio Holder and senior officer level, and whether it was more appropriate for a decision to be made by District Executive to allow for this new policy initiative to be accurately monitored in the first 12 months.
- Members queried if SSDC would be the direct landlord for any future purchases and the associated implications.
- It was queried where this policy would sit with other policies relating to housing and homelessness.
- It was noted there was no risk assessment included with the report.

Policy for Awarding Private Sector Housing Grants/Loans and other Financial Assistance – item 12

- Members asked if any issues had been encountered in the past few years
- Scrutiny recommend that the element of the policy regarding unsecured loans should be reviewed. Members were of the opinion that there should be some come back on defaulted loans and the policy should be ‘tightened up’.

Anti-Social Behaviour, Crime and Policing Act 2014 – item 13

- It was noted that Scrutiny Committee had received a presentation on the same subject at the November meeting. Members did not raise any additional comments to those raised at the November meeting where members questioned the risks and costs associated with the community remedy, and associated investigations regarding complaints and allegations.

The Living Wage – item 14

- Members sought clarification as to whether deleting the spinal column points as set out in the report constituted a change of policy in that SSDC are now committed to delivering the 'Living Wage' rather than the legally binding minimum wage?
- **Councillor Induction Programme 2015 & Future IT Proposals for Councillors – item 15**
- Members did not raise any comments about the Induction programme but raised a number of issues regarding the future IT proposals including:
 - Members questioned the proposed amount, after tax and National Insurance, did not seem much to purchase a suitable item of equipment, printer, paper and ink.
 - Members queried how the sum of £320 had been arrived at.
 - Some members raised concern that there may be a risk of the business of SSDC being affected if going paperless, especially during any bedding-in period.
 - It was felt a number of members may not be comfortable with such a big step in I.T. provision, and some members might require more, and different types of support to others.
 - Members accepted the proposal was a way forward but in practical terms did not think it was ideal solution.
 - Battery life at meetings would probably be an issue.
 - It was commented that many members would require the use of Microsoft Word and Excel and queried whether they would be widely available for tablets.
 - Members fully supported the principle of going paperless and digital, but felt how it would be delivered, the associated costs and support needs required further investigation and options.

Family Focus programme Update – item 16

- Members noted the report but expressed disappointment at the 'next steps' detailed on page 132 regarding 'getset' in South Somerset – in that Somerset County Council had failed to recruit to the South Somerset Delivery posts.

Access from Memorial Hall car park to land at the rear of the Dolphin Hotel, Wincanton – item 17

- Members noted the report but did not raise any concerns.

Monthly Performance Snapshot – item 18

- Members noted the report.

District Executive Forward Plan – item 19

- Members noted the report.

114. Verbal update on Task and Finish reviews (Agenda Item 9)

The Scrutiny Manager noted that the Council Tax Reduction Group had been reconvened and was acting as a sounding board for some work being undertaken by the Revenues & Benefits Manager.

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

With reference to the meeting of full Council in January, the Scrutiny Manager informed members that an item regarding the possibility of reviewing the Planning Scheme of Delegation would be added to the Scrutiny Work Programme for consideration after the elections in May.

116. Scrutiny Work Programme (Agenda Item 11)

The representative on the Avon and Somerset Police & Crime Panel tendered his apologies for the Scrutiny Committee on 3 March 2015. It was suggested that a written report was made rather than a verbal one, or that report be made to a later meeting.

117. Date of next meeting (Agenda Item 12)

Members noted the next meeting of the Scrutiny Committee would be held on Tuesday 3 March 2015 in the Main Committee Room, Brympton Way.

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Chairman

Agenda Item 7

Civil Contingencies Presentation

Lead Officer: Pam Harvey, Civil Contingencies and Business Continuity Manager

Contact Details: pam.harvey@southsomerset.gov.uk or 01935 462303

In response to a request from this Committee, the Council's Civil Contingencies Manager will provide a brief presentation to members, outlining events late last year when several undocumented migrants were discovered within the district. The presentation and discussion will focus on the roles and responsibilities of all agencies concerned when dealing with such events in the future.

Agenda Item 8

Verbal update on reports considered by District Executive on 5 February 2015

The Chairman will update members on the issues raised by Scrutiny members at the District Executive meeting held on 5 February 2015.

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

Agenda Item 9

Reports to be considered by District Executive on 5 March 2015

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

Scrutiny Committee members will receive a copy of the District Executive agenda containing the reports to be considered at the meeting on 5 March 2015.

Members are asked to read the reports and bring any concerns/issues from the reports to be discussed at the Scrutiny Committee meeting on 3 March 2015.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 5 March 2015.

Agenda Item 10

Verbal update on Task and Finish reviews

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

Current Task & Finish reviews

- Council Tax Reduction
-

Agenda Item 11

Update on matters of interest

Lead Officers: Emily McGuinness, Scrutiny Manager

Contact Details: emily.mcguinness@southsomerset.gov.uk or (01935) 462566

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 Action Plan
-

Scrutiny Work Programme

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
31 Mar '15	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
31 Mar '15	Yeovil Ranger Station	✓		Project review item – members have requested a review of how this successful project was delivered - what lessons can be learned for future projects.	Steve Joel, Assistant Director (health and Well-being)
3 Nov '15	Anti-Social behaviour, Crime and Policing Act 2014	✓		At the Scrutiny Committee meeting 4 Nov 2014 members received a presentation about the Act. The committee requested an update report after 12 months about the impact in/for South Somerset.	Steve Brewer, Community Safety & Projects Officer and Vicki Dawson, Principal Environmental Health Protection Officer
2 June '15	Possible review of the Planning Scheme of Delegation	✓		Following comments made at Council in January 2015. An item to discuss a possible Task and Finish review of the Planning Scheme of Delegation.	Emily McGuinness, Scrutiny Manager
TBC	Health Scrutiny	✓		Following the presentation from Ann Reader to Scrutiny, a report suggesting a new approach to Health Scrutiny will be presented to members.	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

The Somerset Waste Board and Somerset Waste Partnership Forward Plan of key decisions can be viewed at:
<http://www.somerset.gov.uk/policies-and-plans/plans/cabinet-forward-plan/>

Task & Finish Reviews

Date Commenced	Title	Members
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/ Flooding Steering Group	Dave Bulmer and Sue Steele

Agenda Item 13

Date of next meeting

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 31st March at 10.00am in the Main Committee Room, Brympton Way, Yeovil.

Please note this will be the last meeting of the Scrutiny Committee prior to the elections in May.
