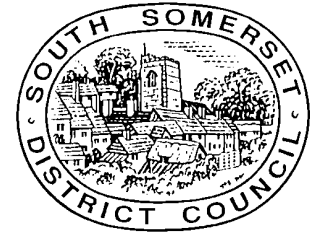


South Somerset District Council

Notice of Meeting



Scrutiny Committee

Making a difference where it counts

Tuesday 5th April 2016

10.00 am

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

(disabled access and a hearing loop are 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 Wednesday 23 March 2016.

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 John Clark

Clare Aparicio Paul
Jason Baker
Gye Dibben
Val Keitch

Tony Lock
Sue Osborne
Tiffany Osborne
David Recardo

Garry Shortland
Rob Stickland
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

Recording and photography at council meetings

Recording of council meetings is permitted, however anyone wishing to do so should let the Chairperson of the meeting know prior to the start of the meeting. The recording should be overt and clearly visible to anyone at the meeting, but non-disruptive. If someone is recording the meeting, the Chairman will make an announcement at the beginning of the meeting.

Any member of the public has the right not to be recorded. If anyone making public representation does not wish to be recorded they must let the Chairperson know.

The full 'Policy on Audio/Visual Recording and Photography at Council Meetings' can be viewed online at:

<http://modgov.southsomerset.gov.uk/documents/s3327/Policy%20on%20the%20recording%20of%20council%20meetings.pdf>

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Scrutiny Committee

Tuesday 5 April 2016

Agenda

Preliminary Items

1. Minutes (Pages 7 - 11)

To approve as a correct record the minutes of the previous meeting held on Tuesday 1 March 2016.

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. Verbal update on reports considered by District Executive on 3 March 2016
(Page 12)

8. Reports to be considered by District Executive on 7 April 2016 (Page 13)

9. Verbal update on Task and Finish reviews (Page 14)

10. Update on matters of interest (Page 15)

11. Scrutiny Work Programme (Page 16)

12. Date of next meeting (Page 17)

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 1 March 2016**.

(10.10 am - 12.45 pm)

Present:

Members: Councillor Sue Steele (Chairman)

| | |
|---------------------|-----------------|
| Clare Aparicio Paul | Val Keitch |
| Jason Baker | Sue Osborne |
| Dave Bulmer | Tiffany Osborne |
| John Clark | Rob Stickland |
| Gye Dibben | Martin Wales |

Also Present:

| | |
|---------------|-----------------|
| Ric Pallister | Angie Singleton |
| Sylvia Seal | |

Officers

| | |
|------------------|---|
| Emily McGuinness | Scrutiny Manager |
| Jo Gale | Scrutiny Manager |
| Donna Parham | Assistant Director (Finance & Corporate Services) |
| Rina Singh | Interim Chief Executive |
| Andrew Gillespie | Performance Manager |
| Charlotte Jones | Performance Manager |
| Anna-Maria Lenz | Performance Officer |

121. Minutes (Agenda Item 1)

The minutes of the meeting held on 2nd February were approved as a correct record, subject to correcting the spelling of Councillor Rob Stickland's surname at minute 123, and were signed by the Chairman.

122. Apologies for absence (Agenda Item 2)

Apologies for absence were received from Councillor Garry Shortland, Tony Lock and David Recardo.

123. Declarations of Interest (Agenda Item 3)

There were no declarations of interest.

124. Public question time (Agenda Item 4)

There were no members of public at the meeting.

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

There were no issues raised.

126. Chairman's Announcements (Agenda Item 6)

There were no Chairman's announcements.

127. Verbal update on reports considered by District Executive on 4 February 2016 (Agenda Item 7)

Members noted the update given by the Chairman of the Scrutiny Committee.

128. Reports to be considered by District Executive on 3 March 2016 (Agenda Item 8)

The Scrutiny Committee considered the reports contained in the District Executive Agenda for the 3rd March 2016 and made the following comments:

Yeovil District Hospital report

- Members noted that the reports refer to the problems YDH have encountered since introducing the ANPR parking arrangements and suggested that SSDC bears these in mind when considering implementing similar arrangements.

Transformation Programme

- Members commented on how useful they had found the briefing sessions on this topic. As this represents such a major project for SSDC, Scrutiny felt it was important all members fully understand the decision they are being asked to take and requested that a further session is offered to members between 4 and 6 pm on Thursday 17th March.
- Members noted that this is a complex issue but suggested that a more 'plain English' document is produced prior to Full Council in March to ensure that the key messages are clearly communicated and understood.
- Members sought clarification as to how the Transformation Programme fits with the Strategic Alliance as discussed recently at Full Council and noted the Strategic Director's response closer working with other authorities (including Sedgemoor) in the future will not be dependent on having the same technological systems in place. We would have the same front end – Customer Relationship Management System (CRM) with specific connectivity software between the CRM system and the various back office systems such as Northgate and Uniform.
- Members discussed the governance arrangements should the decision be made to proceed with Transformation and were told that the Programme Board (which will be cross party) would report periodically to DX and there Scrutiny would be able to consider those reports in the normal way.

- It was noted that all expenditure associated with the Transformation Programme would be subject to the usual Financial Procedure and Procurement Rules and that there would be a considerable period of time before services and hardware would be procured as consultation work is undertaken.
- The Transformation Portfolio Holder will lead sessions to identify what members want in terms of service provision and then the shape and form of the structure will be considered.
- Members were informed that whilst the 'Lean Programme' as a separate entity would cease upon the adoption of the Transformation Programme, Lean is essentially a Business Process Re-engineering process and the principles will continue within Transformation although will be applied across the authority rather than on a service by service basis. All processes would have to be looked at again with a view to utilising technology to achieve efficiencies and reduce duplication.
- Members were re-assured that although within transformation there will be a specific focus on enabling customers to do more via self-service 24/7, the provision of face to face contact and speaking to people over the phone would remain.
- Members were pleased to note that lessons were being learnt from those further down the Transformation route than us and this learning had been reflected in the business case to date and will be in all future work. In particular members noted that CIVICA had already been invited into to SSDC to assess out current platforms to avoid the risk of being told later on that our current systems require further investment prior to commencing Transformation.
- Members sought re-assurance of how the risk of IT failures could be effectively minimised. Officers confirmed they are learning the lessons from other authorities, that substantial assessment work will be done in advance and the legal team will be involved to tie down contracts when looking to procure a service, software and hardware etc.
- Members asked what the timescales are and when the redundancies would come into effect. The Strategic Director and Leader and Portfolio Holder for Transformation explained:
 - The figures provided were all based on worst case scenario.
 - As an average there is 5% natural wastage each year (although we may have to advertise external for specific skills related posts).
 - SSDC is very good at enabling staff to change direction and redirect into areas where greater resource is required.
 - If we can increase our income and utilise the existing staff skills to do this, this may prevent the need for such significant savings.
 - Potential opportunities with the ring-fenced arrangement with Sedgemoor.
 - Applications for voluntary redundancies will be considered
 - Any redundancies will be phased

District Wide Voluntary Sector Grants

- Members noted that the work of the voluntary sector groups mentioned in the report added great value to the work of SSDC, especially in terms of the Health and Wellbeing of our communities.
- Regarding the Somerset Rural Youth Project, members asked for further information as it appears some of the current SLA Targets are not being met, in particular regarding increasing young people's contribution to community regeneration projects in rural areas.

Quarterly Performance Report

Members noted the explanation that there had been an increase in the number of complaints within Arts and Leisure because the service had been successful in engaging with more customers, hence an increase in complaints – although the majority of complaints were successfully resolved at stage one.

Proposed Amendments to NNDR

No comments – members noted the report, noting the detailed work of the Task and Finish Group on this matter.

SSDC Response to New Homes Bonus Consultation

Members felt this was a very detailed and thorough response and thanked officers for their work on this.

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

The Scrutiny Managers updated the Committee on the work of the Task and Finish Group established to review the on-going Journey of Exploration. The first phase has now been completed with a report submitted to Full Council by the Task and Finish Group. Members were informed that as the implementation of the Solo Business case progresses, the Task and Finish Group will be retained albeit with an amended focus. The membership and Terms of Reference of the group will be revisited in due course.

Homefinder Somerset

Members were informed that the first meeting had been held of the Task and Finish Group established to review the significance placed on 'local connection' with the Home Finder Somerset Allocation policy.

Consent for disposal / Rural Lettings policy

Following on from the consideration of the Call-in at the January Scrutiny meeting, all members have been asked to put their names forward for the Task and Finish Group that is to be established to review our current policy for consenting to the disposal of affordable homes previously owned by SSDC – the review will also encompass a review of some elements of the Rural Lettings policy.

Members noted that Task and Finish Groups would soon be commencing work to monitor the Council Tax Reduction Scheme and to review the Discretionary Housing Payment Policy.

It was agreed that a Scoping paper would come forward to the next meeting outlining proposals for a review to better understand the role and work of the Community Council for Somerset. It is hoped undertaking this review will identify any areas of potential duplication with the work of SSVCA and SSDC and where communication across the organisations could be improved to benefit the community.

Bearing in mind the current and proposed workload of the Scrutiny Task and Finish Groups, members were asked to give some consideration to the prioritisation of items.

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

No updates were reported.

131. Scrutiny Work Programme (Agenda Item 11)

Members noted the Scrutiny Work Programme.

132. Date of next meeting (Agenda Item 12)

Members noted the next meeting of the Scrutiny Committee would be held on Tuesday 5th April 2016 in the Main Committee Room, Brympton Way.

.....
Chairman

Agenda Item 7

Verbal update on reports considered by District Executive on 3 March 2016

The Chairman will update members on the issues raised by Scrutiny members at the District Executive meeting held on 3 March 2016.

The draft minutes from the District Executive meeting held on 3 March 2016 will be circulated with the District Executive agenda for 7 April 2016.

Agenda Item 8

Reports to be considered by District Executive on 7 April 2016

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 7 April 2016.

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 April 2016.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 7 April 2016.

Please note:

The Press and Public will be excluded from the meeting when a report or appendix on the District Executive agenda has been classed as confidential, Scrutiny Committee will consider this in Closed Session by virtue of the Local Government Act 1972, Schedule 12A under paragraph 3 (or for any other reason as stated in the District Executive agenda):

“Information relating to the financial or business affairs of any particular person (including the authority holding that information).”

It is considered that the public interest in maintaining the exemption from the Access to Information Rules outweighs the public interest in disclosing the information.

Agenda Item 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

- Consent for disposal of housing stock
- Homefinder Somerset Allocations Policy

Agenda Item 10

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.

Scrutiny Work Programme

| Meeting Date | Agenda Item | Issue for Main Scrutiny Cttee | Budget | Background/Description | Lead Officer/ Lead Member |
|--------------|---|-------------------------------|--------|---|---|
| May '16 | Equalities Action Plan 2012-16 | ✓ | | Scrutiny were involved in the original creation of the plan and has a role in monitoring performance and considering equalities across all of the Councils decisions. | Jo Morgan/ Martin Woods |
| TBC | Review of Economic Development Strategy | ✓ | | This Strategy is due for review and Scrutiny members have previously been involved in the review and development of this Policy. The Lead Officer has agreed that Scrutiny involvement will be factored in to the review process and we will be kept informed regarding the most appropriate point for effective Scrutiny engagement. | David Julian / Cllr Jo Roundell Greene. |
| TBC | Review of Performance Indicators | ✓ | | Officers previously indicated to the Scrutiny Committee that work was planned to review the current suite of performance indicators. This work is dependent on the revision of the Council Plan and assurance has been given that provision will be made for effective Scrutiny engagement in this process. | Andrew Gillespie Charlotte Jones Cllr Ric Pallister |

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/>

Current Task & Finish Reviews

| Date Commenced | Title | Members |
|----------------|--|--|
| January 2016 | Consent for disposal of housing stock | Cllr Sue Steele (Chair) Cllrs Jason Baker, Val Keitch and Sue Osborne |
| 25 Feb 2016. | Homefinder Somerset Allocations Policy | Sue Steele, John Clark, Val Keitch, Jason Baker, Dave Bulmer, Sue Osborne, Nick Colbert, Gina Seaton |
| TBC | Discretionary Housing Payment Policy (DHP) | TBC – to be commenced only upon completion of the Journey of Exploration Task and Finish. |
| June 2016 | Review of Street Trading Policy | Requested by Service Manager to look at reviewing current Street Trading Policy with a view to producing a report for November 2016 Council. |

Agenda Item 12

Date of next meeting

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 10 May 2016 (a week later than normal due to the PCC Elections) at 10.00am in the Main Committee Room, Brympton Way, Yeovil.
