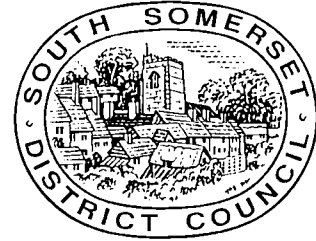


South Somerset District Council

Notice of Annual Meeting



South Somerset District Council

Making a difference where it counts

Thursday 18th May 2017

7.30 pm

**Council Chamber
Council Offices
Brympton Way
Yeovil, BA20 2HT**

(disabled access and a hearing loop are available at this meeting venue)



All members of Council are requested to attend this meeting:

If you would like any further information on the items to be discussed, please contact the Democratic Services Manager on 01935 462148 or democracy@southsomerset.gov.uk

This Agenda was issued on Wednesday 10 May 2017.

Ian Clarke, Director (Support Services)

This information is also available on our website
www.southsomerset.gov.uk and via the mod.gov app



INVESTORS IN PEOPLE

South Somerset District Council Membership

Clare Aparicio Paul
Jason Baker
Cathy Bakewell
Marcus Barrett
Mike Beech
Mike Best
Neil Bloomfield
Amanda Broom
Dave Bulmer
Hayward Burt
Tony Capozzoli
John Clark
Nick Colbert
Adam Dance
Gye Dibben
Sarah Dyke
John Field
Nigel Gage
Carol Goodall
Anna Groskop

Peter Gubbins
Henry Hobhouse
Kaysar Hussain
Val Keitch
Andy Kendall
Jenny Kenton
Mike Lewis
Sarah Lindsay
Mike Lock
Tony Lock
Paul Maxwell
Sam McAllister
Graham Middleton
David Norris
Graham Oakes
Sue Osborne
Tiffany Osborne
Stephen Page
Ric Pallister
Crispin Raikes

Wes Read
David Recardo
Jo Roundell Greene
Dean Ruddle
Sylvia Seal
Gina Seaton
Peter Seib
Garry Shortland
Angie Singleton
Alan Smith
Sue Steele
Rob Stickland
Gerard Tucker
Andrew Turpin
Linda Vijeh
Martin Wale
William Wallace
Nick Weeks
Colin Winder
Derek Yeomans

Information for the Public

The meetings of the full Council, comprising all 60 members of South Somerset District Council, are held at least 6 times a year. The full Council approves the Council's budget and the major policies which comprise the Council's policy framework. Other decisions which the full Council has to take include appointing the Leader of the Council, members of the District Executive, other Council Committees and approving the Council's Constitution (which details how the Council works including the scheme allocating decisions and Council functions to committees and officers).

Members of the Public are able to:-

- attend meetings of the Council and its committees such as Area Committees, District Executive, except where, for example, personal or confidential matters are being discussed;
- speak at Area Committees, District Executive and Council meetings;
- see reports and background papers, and any record of decisions made by the Council and Executive;
- find out, from the Executive Forward Plan, what major decisions are to be decided by the District Executive.

Meetings of the Council are scheduled to be held monthly at 7.30 p.m. on the third Thursday of the month in the Council Offices, Brympton Way although some dates are only reserve dates and may not be needed.

The agenda, minutes and the timetable for council meetings are published on the Council's website – www.southsomerset.gov.uk/councillors-and-democracy/meetings-and-decisions

Agendas and minutes can also be viewed via the mod.gov app (free) available for iPads and Android devices. Search for 'mod.gov' in the app store for your device and select 'South Somerset' from the list of publishers and then select the committees of interest. A wi-fi signal will be required for a very short time to download an agenda but once downloaded, documents will be viewable offline.

The Council's corporate aims which guide the work of the Council are set out below.

Further information can be obtained by contacting the agenda co-ordinator named on the front page.

South Somerset District Council - Council Aims

South Somerset will be a confident, resilient and flexible organisation, protecting and improving core services, delivering public priorities and acting in the best long-term interests of the district. We will:

- Protect core services to the public by reducing costs and seeking income generation.
- Increase the focus on Jobs and Economic Development.
- Protect and enhance the quality of our environment.
- Enable housing to meet all needs.
- Improve health and reduce health inequalities.

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South Somerset District Council Annual Meeting Thursday 18 May 2017

Agenda

1. Election of Chairman

To elect a Chairman for the ensuing year. (Following the election the formal Declaration of Acceptance of Office will be read and signed.)

2. Appointment of Vice-Chairman

To appoint a Vice-Chairman for the ensuing year. (Following the appointment the Vice-Chairman will read and sign the formal Declaration of Acceptance of Office.)

3. Apologies for Absence

4. Minutes

To approve and sign the minutes of the previous meeting held on Thursday, 20th April 2017.

5. Declarations of Interest

In accordance with the Council's current Code of Conduct (as amended 26 February 2015), 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.

Members are reminded that they need to declare the fact that they are also a member of a County, Town or Parish Council as a Personal Interest. Where you are also a member of Somerset County Council and/or a Town or Parish Council within South Somerset you must declare a prejudicial interest in any business on the agenda where there is a financial benefit or gain or advantage to Somerset County Council and/or a Town or Parish Council which would be at the cost or to the financial disadvantage of South Somerset District Council.

6. Public Question Time

7. Chairman's Announcements

Items for Discussion

8. Chairman's Engagements (Page 6)

9. General Data Protection Regulation (GDPR) Awareness Session (Page 7)

10. Appointment of Member Level Bodies 2017/18 (Pages 8 - 22)

11. Report of Executive Decisions (Pages 23 - 24)

12. Audit Committee (Pages 25 - 27)

13. Scrutiny Committee (Page 28)

14. Motions

There were no Motions submitted by Members.

15. Questions Under Procedure Rule 10

There were no questions submitted under Procedure Rule 10.

16. Date of Next Meeting (Page 29)

Members are asked to note that the next scheduled meeting of the Full Council will take place on **Thursday, 15th June 2017** in the Council Chamber, Council Offices, Brympton Way, Yeovil **commencing at 7.30 p.m.**

Agenda Item 8

Chairman's Engagements

30th April

At the invite of The Mayor of Yeovil, the Chairman and his wife attended the Yeovil Town Council Civic Day which included lunch and attendance at the Abbey Hill Steam Rally.

7th May

Mike and his wife attended the End of Term Civic Service at All Saints Church in Weston-Super-Mare at the invite of The Chairman of the Council, Councillor John Crockford-Hawley.

11th May

Mike and his wife will be attending the Somerset Day celebrations at the invite of the Chairman of Somerset County Council.

Agenda Item 9

General Data Protection Regulation (GDPR) Awareness Session

Lead Officer: Lynda Creek, Fraud and Data Manager

Contact Details: lynda.creek@southsomerset.gov.uk or (01935) 462204

The Fraud and Data Manager and the Fraud and Data Officer will provide Members with a short presentation on the General Data Protection Regulation (GDPR).

This awareness session will highlight the key themes of the General Data Protection Regulation (GDPR) to help Members understand the new legal framework in the EU. It explains the similarities with the existing UK Data Protection Act 1998 (DPA), and describes some of the new and different requirements.

The GDPR will apply in the UK from 25 May 2018. The government has confirmed that the UK's decision to leave the EU will not affect the commencement of the GDPR.

Agenda Item 10

Appointment of Member Level Bodies 2017/18

Lead Officer: Ian Clarke, Director (Support Services)
Contact Details: ian.clarke@southsomerset.gov.uk or (01935) 462184

Purpose of the Report

This report seeks approval to appoint member-level bodies (committees and working groups etc.) for the municipal year 2017/2018.

Recommendations

It is recommended that:

- (1) The Council note that it appointed the Leader of the Council in May 2015 for a period of four years, starting on the day of his/her election and ending on the day of the post 4-year Council election annual meeting.
- (2) The Council note that the Leader appointed a Deputy Leader in May 2015 to hold office until the end of the term of office of the Leader.
- (3) The Leader appoint between 1 and 8 further District Executive Members.
- (4) The Council re-establish the following member-level bodies for 2017/2018.
 - a. **Scrutiny Committee** (14 members in political balance) (7 LD, 6 Cons, 1 Ind)
 - b. **Audit Committee** (10 members in political balance) (5 LD, 5 Cons)
 - c. **4 Area Committees** (geographical representation)
 - d. **Regulation Committee** (14 members in political balance) (7 LD, 6 Cons, 1 Ind)
 - e. **Licensing Committee** (15 members – not required to be in political balance)
 - f. **Appointments Committee** (8 members in political balance) (4LD, 3 Cons, 1 Ind)
 - g. **Standards Committee** (6 District Council members in political balance plus 5 co-optees) (3 LD, 3 Cons)
- (5) The Council appoint members to the bodies listed in recommendation (4) above having regard to the principles of political balance where appropriate as set out in paragraph 8 of this report.
- (6) The Council appoint Chairmen and Vice Chairmen of the bodies listed in (4) above, with the exception of the Area Committees who will be appointed by the Councillors of that Committee.

The Council meeting will be adjourned at this time to allow the Area Committees to appoint their Chairmen and Vice Chairmen for the year. In the event of an Area Committee not being able to reach a decision on this appointment, the Council may appoint the Chairman.

- (7) The Council agree that the bodies appointed in (4) above will operate in accordance with their existing terms of reference (as attached at Appendix A) and the scheme of delegation set out in Part 3 of the Constitution.
- (8) The Council agree to appoint members to Council wide panels and partnerships below:

Panel or Partnership	Councillors appointed in 2016/17	Purpose
Appeals Panel	Jason Baker Peter Gubbins Val Keitch Peter Seib Tony Capozzoli David Norris Linda Vijeh Martin Wale	This Panel, which considers and determines appeals by staff in accordance with the Council's Disciplinary Procedure comprises a pool of 8 members from which members are drawn to sit on the appeals as required. As this Panel makes decisions, regard has to be given to political proportionality.
Transformation Board	Jo Roundell Greene Peter Seib Sue Steele Andrew Turpin John Clark Sarah Dyke Derek Yeomans	The purpose of the Transformation Board is to deliver a radical redesign of the way the whole council operates, so that we will be able to: <ul style="list-style-type: none"> • Provide 24/7 access to services in digital formats that are so straightforward and convenient that all those who can use them will choose to do so, while those who can't are not excluded and • Ensure that customers receive face to face help if they need it, whether for complex needs or assistance at a place and time convenient to them • Promote take up of existing and new digital services • Reduce handling in the back offices through automation • Reduce avoidable contact and manage customer demand • Draw on expert skills and knowledge only when required, not by default, so that processing and delivery costs of meeting customer demand will be substantially reduced. • Deliver savings
Regeneration Board	Ric Pallister Jo Roundell- Greene Angie Singleton Clare Aparicio Paul Carol Goodall Nick Weeks Peter Gubbins	The purpose of the Strategic Regeneration Board to deliver Infrastructure projects that require corporate and/or major public sector involvement, investment and resource.

Panel or Partnership	Councillors appointed in 2016/17	Purpose
Strategic Alliance with Sedgemoor	Ric Pallister Jo Roundell Greene Dave Bulmer Mike Beech	The purpose of the Strategic Alliance is to achieve: a. Savings and income generation b. Resilience of service delivery and influence regionally and nationally
Income Generation Board	Henry Hobhouse Mike Beech Dave Bulmer Carol Goodall Val Keitch Graham Middleton Crispin Raikes Dean Ruddle Colin Winder Reserve: Jason Baker	The purpose of the Income Generation Board is to stimulate income generation activity across the council, prepare recommendations to steer the future income generating activities of the Council, and monitor the achievement of targets for income generation. The intended effect of this activity is to increase the contribution of income generation to the council's revenue budget.
Local Strategic Partnership	Ric Pallister (Plus Area Chairmen are automatically members of the LSP)	The Council has established a Local Strategic Partnership to implement a community strategy for the district. The Council's current representative on the Partnership is the Leader of the Council and the four Area Chairmen.
South West Internal Audit Partnership Ltd	David Norris	The Members Board was established to oversee the work of the Audit Partnership, a Company Limited by Guarantee from 1 st April 2013, and has one member appointed by this Council.
Housing and Exceptions Appeals Panel	Jo Roundell Greene Ric Pallister	This is a joint officer/members panel which determines applies in respect of homelessness applications. There are currently two members who serve on the panels as required.
Police and Crime Panel	Martin Wale	This Joint Committee was established by the Police Reform and Social Responsibility Act 2011 and was operational from July 2012. This requires one representative from each authority in the Avon and Somerset Police area.
Somerset Waste Board	Jo Roundell Greene Clare Aparicio Paul	This Joint Committee consists of 2 representatives from each Partner Authority in Somerset
PATROL Joint Committee (Parking and Traffic Regulation Outside London)	Tony Lock	This Joint Committee consists of one representative from each Partner Authority in Somerset to deal with car park ticket appeals from the public if they are not in agreement to the decision given by the issuing authority. This is a requirement under CPE (Civil Parking Enforcement) legislation.
Somerset Growth Board	Jo Roundell Greene	The Somerset Growth Board has been established to ensure the Somerset Growth Plan is integrated with the economic agendas of the Local Enterprise

Panel or Partnership	Councillors appointed in 2016/17	Purpose
		Partnership and other key partners. It is anticipated that this appointment will be the Portfolio Holder for Environment and Economic Development.

- (9) The Council agree to appoint members to the Council wide outside bodies as listed below and note that all other appointments to outside bodies will be made by the Area Committees for area specific issues.

Organisation	Councillor appointed for 2016/17
Board of Governors for Yeovil District Hospital NHS Foundation Trust	David Recardo
Board of Governors for Musgrove Park Hospital NHS Foundation Trust	Sue Steele
LGA General Assembly	Ric Pallister
LGA Gypsy Working Group	Ric Pallister
South West Provincial Employers	Colin Winder
South West Councils	Sylvia Seal
Somerset Rivers Authority	Ric Pallister Nick Weeks (Sub)
Parrett Drainage Board	Nick Weeks Mike Lewis 1 vacancy
Somerset Water Management Partnership	Nick Weeks
Health & Well-Being Board	Sylvia Seal
Somerset Building Preservation Trust	Nick Weeks
Access for All	Sarah Dyke
Armed Forces Community Covenant	Carol Goodall

- (10) The Council note the membership of the Council's Independent Members' Remuneration Panel who are appointed to serve for 3 years:

Mr John Hawkins
Mrs Gill Spence
Mr Chris Williams
Two vacancies

- (11) The Council agree the continuation of Council Procedure Rule 40(B) - Appointment of substitute Members at meetings of Committees.
- (12) The Council confirm the Council's annual meetings timetable as attached at Appendix B.

1. Background

This report asks Council and the Leader to appoint its committees and other member level bodies for the new municipal year. The report also asks the Council to appoint its representatives on outside bodies.

All party groups have been asked for their nominations to serve on the committees and their proposed nominations are incorporated into the report.

a. District Executive

Leader of the Council, Deputy Leader and between 1 and 8 further Executive Members.

In accordance with the Constitution the Council, the Executive Leader appoints between 1 and 8 further Executive Members. The Leader then maintains the list of responsibilities allocated to individual Executive members, which is reported in Part 3 of the Constitution.

b. Scrutiny Committee

Political Balance
14 members (LD 7, Cons 6, Ind 1)

The Council has agreed that the Chairman of the Scrutiny Committee and one Vice Chairman shall be appointed from each of the two minority groups and one Vice Chairman to be appointed from the majority group.

c. Audit Committee

Political Balance
10 Members (LD 5, Cons 4, Ind 1)*

*It was agreed at the Council meeting in May 2015 that the balance be equal on the Audit and Standards Committees.

d. Area Committees

Area based committees are exempt from political balance requirements, and comprise the wards as set out below:

Area East Committee	Area North Committee	Area South Committee	Area West Committee
Blackmoor Vale Bruton Camelot Cary Ivelchester Milborne Port Northstone Tower Wincanton	Burrow Hill Curry Rivel Hamdon Islemoor Langport and Huish Martock St Michael's South Petherton Turn Hill Wessex	Brympton Coker Yeovil (All Wards) Yeovil Without	Blackdown Chard (All Wards) Crewkerne Eggwood Ilminster Neroche Parrett Tatworth and Forton Windwhistle

e. Regulation Committee

Political Balance

14 Members (LD 7, Cons 6, Ind 1)

The Council has previously agreed that the Committee should, as far as practicable, also be appointed in geographical balance. For the area that the Chairman comes from there shall be 4 members appointed, and 3 members from the other areas.

f. Licensing Committee

Not required to be appointed in political balance

15 Members (currently LD 9, Cons 5, Ind 1)

g. Appointments Committee

Political Balance

8 Members (LD 4, Cons 3, Ind 1)

h. Standards Committee

Political Balance

6 members (LD 3, Cons 2, Ind 1)* one of whom may be a member of the Executive (appointed by the Leader of Council).

The nominated independent members are: Christopher Borland and Peter Forrester.

The parish representatives is: Godfrey Townrow and there are two vacancies.

2. Council Constitution - Scheme of Delegation and Terms of Reference

The Member-level scheme of delegation and terms of reference for the above Council committees and panels are set out in Part 3 of the Constitution.

The District Council's Constitution sets out how the Council operates, how decisions are made, and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by the law, while others are a matter for the Council to choose.

3. Independent Members' Remuneration Panel

Council are asked to appoint the following people to the Independent Members' Remuneration Panel to serve for 3 years:

Mr John Hawkins
Mrs Gill Spence
Mr Chris Williams
Two vacancies

A further report will be presented to Council when the Panel are required to meet.

4. Meetings Timetable

The meetings timetable for 2017/2018 is attached at Appendix B for confirmation.

5. Political Balance and Memberships

In accordance with the Local Government and Housing Act 1989 the Council is required to review the representation on committees and to allocate seats to political groups on the basis of the overall political composition of the Council. The exceptions to this rule are area based committees, the District Executive, Licensing Committee and other panels.

The current political composition of the Council is as follows:

Liberal Democrat	30 seats	50%
Conservative	27 seats	43%
Independent	3 seats	7%

The principles of political proportionality embodied in the Act are:-

- (a) that not all seats are allocated to the same political group;
 - (b) that a political group with an overall majority gets a majority of seats allocated;
 - (c) subject to (a) and (b) that the total number of seats each political group has on all ordinary committees is in proportion to that group's share of the total council elected membership;
- and

- (d) subject to (a) and (c) that each political group has the same proportion of seats as it holds on the council as a whole.

The Council has a duty therefore to allocate seats in accordance with these principles, as far as reasonably practicable. The Council can however waive political balance if no member votes against.

The political balance on Committees which are required to be in balance is:

	Seats	Lib Dems	Cons	Ind
Scrutiny Committee	14	7	6	1
Audit Committee	10	5	4	1
Regulation Committee	14	7	6	1
Standards Committee	6	3	2	1
Appointments Committee	8	4	3	1
Appeals Panel	8	4	3	1
Total seats	60	30	24	6

Member Level Bodies not required to be in political balance:

	Seats	Lib Dems	Cons	Ind
Licensing Committee (current membership)	15	8	6	1

The appointments to the Executive and the Area Committees are also not required to be in political balance.

Background Papers: *All published*

Terms of Reference of Committees and Panels

1. District Executive

General

The District Executive will carry out all of the local authority's functions which are not the responsibility of any other part of the local authority, whether by law or under this Constitution. It is responsible for all executive functions and those local choice functions specified as being the responsibility of the District Executive.

Specifically

The District Executive shall:

- Co-ordinate the policy objectives of the Council, monitor progress towards the corporate objectives, and give the Area Committees strategic direction.
- Consider recommendations from Area Committees, Scrutiny Committee, Audit Committee and Portfolio holders on policy development and change.
- Recommend key priorities for the Council and the overall policy framework including the Community Strategy.
- Agree core minimum standards for service delivery.
- Consider Referrals from Area Committees on matters, which have major policy or resource implications.
- Keep under review the Council's financial affairs and receive reports from the Head of Financial Services on matters for which he/she is responsible.
- Recommend the Capital Programme, revenue budgets and the level of Council Tax.
- Agree resource allocation procedures and processes, including service planning and performance review arrangements.
- Receive reports on matters relating to the overall staff establishment, discipline, training and welfare, and performance monitoring.
- Approve strategic disposals and acquisition including:
 - leases
 - sales of land valued in excess of £10,000

2. Area Committees

General

Each Area Committee shall monitor service delivery in its area, provide leadership for its communities, and take decisions on regulatory matters such as planning applications and statutory orders. They shall also take executive decisions as specifically delegated by the Executive.

Specifically

The Area Committees shall:

- a. Within their area, take decisions in respect of non-executive functions as listed in section 3 of the Constitution; and take executive decisions as set out section 4 of Part 3 of this Constitution. They may also take all other non-executive (regulatory) decisions required to be made by the Council and affecting their area only, and which are not reserved to be taken by any other committee, or the Council itself.
- b. Determine planning applications within its area subject to guidelines in respect of referrals to the Regulation Committee.
- c. Discuss any matter of interest to the area.
- d. Oversee and monitor the operation of services in their area.
- e. Oversee capital schemes to include budgetary control in cases where this has been delegated by the District Executive.
- f. Manage local regeneration projects within financial limits agreed by District Executive.
- g. Prepare Area Action Plans.
- h. Make nominations to serve on outside bodies.
- i. Form working groups and panels subject to budgetary constraints and notification to the District Executive.
- j. Approve sales of land up to the value of £10,000.
- k. Play an enabling role by taking opportunities to provide services and benefits for the people of the area in collaboration with external agencies.
- l. Foster a close working relationship with Town and Parish Councils in the area.
- m. Consult and consider the views of the public on area priorities and provide opportunities for public participation, working in collaboration with external agencies.
- n. Submit to the District Executive ideas for improvements to services or innovative ways of working which may be of interest or benefit to other Areas.
- o. Contribute towards the formulation of district-wide policies.
- p. Be responsible for the local area aspects of the Community Plan.

- q. The following decisions need to be referred to the District Executive: matters of policy which have district wide significance, matters that might have an impact on more than one area (planning matters will be referred to the Regulation Committee in accordance with agreed guidelines) expenditure not covered by an approved budget or within the approved capital programme, sales of land over £10,000.

3. Scrutiny Committee

The Scrutiny Committee shall monitor and scrutinise the performance of the Council and its services and make recommendations on any issue for which the Council is responsible or which affects the local community including those services provided by outside agencies. The Committee will undertake or commission reviews of policy, including value for money checks and keep an overview of the Council's political management arrangements.

The Scrutiny Committee is not able to take decisions but makes recommendations to either the District Executive or the full Council.

There are three main elements to the work of the Committee:

- a. The Scrutiny Committee is able to "call in" decisions taken by the Executive or Area Committees but not implemented. It can ask the District Executive or Area Committee to re-consider its decision.
- b. The Committee is able to review the implementation of decisions and ask the District Executive or full Council to look at a particular area of policy in respect of which the decision was made.
- c. The Committee is able to undertake detailed reviews of issues either within or outside the council

Overview Commissions

An Overview Commission that comprises all of the non-executive members supports the Scrutiny Committee in undertaking reviews in line with the functions set out above.

Reviews are undertaken on a 'Task and Finish' basis as directed by the Scrutiny Committee. The Scrutiny Committee receives the final reports of the Overview Commissions along with regular updates.

All non-executive members support the committee and are invited to participate in reviews on a 'Task and Finish Project' basis as directed by the main Scrutiny Committee.

The Overview Commissions will be encouraged to use various review methods and to engage the wider community wherever possible. Relevant co-optees may be invited to participate in a Commission, bearing in mind the potential contribution of residents and partners.

The Commissions will meet informally and are not subject to the Access to Information Rules. As task and finish groups they will be able to meet and take evidence in public but this will not be a requirement. It will be for each Commission to decide its own working arrangements that best meet the needs of a particular review.

4. Audit Committee

The purpose of the Audit Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance, to the extent that it affects the authority's exposure to risk and weakens the control environment and to oversee the financial reporting process.

The Audit Committee should review the Code of Corporate Governance seeking assurance where appropriate from the Executive or referring matters to management on the scrutiny function.

The terms of reference of the Audit Committee are:

Internal Audit Activity

1. To approve the Internal Audit Charter and annual Internal Audit Plan;
2. To receive quarterly summaries of Internal Audit reports and seek assurance from management that action has been taken;
3. To receive an annual summary report and opinion, and consider the level of assurance it provides on the council's governance arrangements;
4. To monitor the action plans for Internal Audit reports assessed as "partial" or "no assurance;"
5. To consider specific internal audit reports as requested by the Head of Internal Audit, and monitor the implementation of agreed management actions;
6. To receive an annual report to review the effectiveness of internal audit to ensure compliance with statutory requirements and the level of assurance it provides on the council's governance arrangements;

External Audit Activity

7. To consider and note the annual external Audit Plan and Fees;
8. To consider the reports of external audit including the Annual Audit Letter and seek assurance from management that action has been taken;

Regulatory Framework

9. To consider the effectiveness of SSDC's risk management arrangements, the control environment and associated anti-fraud and corruption arrangements and seek assurance from management that action is being taken;
10. To review the Annual Governance Statement (AGS) and monitor associated action plans;
11. To review the Local Code of Corporate Governance and ensure it reflects best governance practice. This will include regular reviews of part of the Council's Constitution and an overview of risk management;
12. To receive reports from management on the promotion of good corporate governance;

Financial Management and Accounts

13. To review and approve the annual Statement of Accounts, external auditor's opinion and reports to members and monitor management action in response to issues raised;
14. To provide a scrutiny role in Treasury Management matters including regular monitoring of treasury activity and practices. The committee will also review and recommend the Annual Treasury Management Strategy Statement and Investment Strategy, MRP Strategy, and Prudential Indicators to Council;

15. To review and recommend to Council changes to Financial Procedure Rules and Procurement Procedure Rules;

Overall Governance

16. The Audit Committee can request of the S151 Officer, the Director – Support Services (the Monitoring Officer), or the Chief Executive (Head of Paid Services) a report (including an independent review) on any matter covered within these Terms of Reference;
17. The Audit Committee will request action through District Executive if any issue remains unresolved;
18. The Audit Committee will report to each full Council a summary of its activities.

5. Standards Committee

The purpose of the Standards Committee is to:-

- promote and maintain high standards of conduct by Members and Co-opted Members;
- advise, train or arrange to train Members and Co-opted Members of the Council on matters relating to the Authority's Members' Code of Conduct and wider propriety issues, including issuing guidance where appropriate;
- recommend the adoption or revision of any Council Codes of Conduct for Members and Co-opted Members, and to monitor the operation of such code(s) of conduct;
- deal with the assessment and determination of complaints under the Members' Code of Conduct relating to Members and Co-opted Members (other than where the power to deal with such matters has been delegated to and exercised by the Monitoring Officer). Where the investigation finds evidence of a failure to comply with the Code of Conduct and a local resolution is not appropriate or not possible, then a Hearing Panel of the Committee (comprising 3 voting members of the Standards Committee agreed by the Monitoring Officer in consultation with the Committee Chairman) will consider and decide the complaint;
- to take decisions in respect of a Member and Co-opted Member who is found on hearing to have failed to comply with the Code of Conduct;
- advise on the management of statutory and other registers of interest and gifts/ hospitality received;
- advise the Council on possible changes to the Constitution (except the Council and Cabinet Schemes of Delegation) in relation the key documents and protocols dealing with members conduct and ethical standards

Note: the powers of the Committee apply in respect of the district and parish councils, except where stated.

6. Regulation Committee

The Regulation Committee shall determine applications for planning permission referred from the area committees in accordance with the approved guidelines set out in part 3 of the Council's Constitution. It shall also pass Resolutions in respect of significant Council applications for planning permission.

7. Licensing Committee

The Committee shall be responsible for those licensing functions listed in Part 3 of the Constitution as being the responsibility of the Committee. This will include licensing matters referred to it by officers in accordance with the Officer Scheme of Delegation. These include, but are not limited to, contested premises licences/ club premises certificates/ temporary event notices, and applications for private hire and hackney carriage licences where the officer considers the application should be determined by members. The Committee shall also be responsible for all the functions assigned to it under the Licensing Act 2003, Gambling Act 2005 and the Charities Act 2006.

8. Appointment Committee

The Committee shall make appointments to director level or deputy director level posts in accordance with the Human Resources Management Rules (as detailed in Part 4 of the Council's Constitution)

9. Appeals Panel

The Panel shall be constituted in line with the Council's Disciplinary Procedures.

South Somerset District Council
Programme of Meetings of Council and Committees – 2017/2018

Meeting	Day	Time	2017								2018				
			May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Council	Thurs	7.30pm	18*	(15)	20	(17)	21	(19)	16	(14)	18	22**	15	(19)	17*
District Executive	Thurs	9.30am	11	1	6	3	7	5	2	7	4	1	1	5	3
Area Committee - South	Wed	2.00pm	3	7	5	2	6	4	1	29 Nov	3	7	7	4	2
Area Committee - East	Wed	9.00am	10	14	12	9	13	11	8	6	10	14	14	11	9
Area Committee - West	Wed	5.30pm	17	21	19	16	20	18	15	6	17	21	21	18	16
Area Committee - North	Wed	2.00pm	24	28	26	23	27	25	22	13	24	28	28	25	23
Scrutiny Committee	Tues	10.00am	9	30 May	4	1	5	3	31 Oct	5	2	30 Jan	27 Feb	3	1
Audit Committee	Thurs	10.00am	25	22	27	24	28	26	23	14	25	22	22	26	24
Regulation Committee	Tues	10.00am	16	20	18	15	19	17	21	12	16	20	20	17	15
Licensing Committee	Tues	10.00am	-	13	-	8	-	10	-	12	-	13	-	10	-
Standards Committee	Tues	2.15pm	-	13	-	-	-	10	-	-	-	13	-	10	-

* Annual Meeting of Council - May

** Council Budget and Council Tax Setting Meeting – February

Dates in brackets () for Council are reserve dates which will only be engaged if required.

Agenda Item 11

Report of Executive Decisions

Lead Officer: Angela Cox, Democratic Services Manager
Contact Details: angela.cox@southsomerset.gov.uk or (01935) 462148

This report is submitted for information and summarises decisions taken by the District Executive and Portfolio Holders since the last meeting of Council in April 2017. The decisions are set out in the attached Appendix.

Members are invited to ask any questions of the Portfolio Holders.

Background Papers

All Published

Ric Pallister, Leader of the Council
Angela Cox, Democratic Services Manager
angela.cox@southsomerset.gov.uk or (01935) 462148

Appendix

Portfolio	Subject	Decision	Taken By	Date
Strategy & Policy Strategic Planning (Place Making)	Housing White Paper Consultation: Draft Response	The Portfolio Holders for Strategy and Policy and Strategic Planning (Place Making) have agreed the draft response to the consultation associated with the Housing White Paper: "Fixing Our Broken Housing Market".	Portfolio Holders	28/04/17
Strategic Planning (Place Making)	Designation of Neighbourhood Areas - Amendment to Neighbourhood Planning Regulations	That Council note that the Portfolio Holder for Strategic Planning (Place Making) has agreed a revised process for the designation of neighbourhood areas that are coterminous with an individual parish boundary in line with changes in legislation.	Portfolio Holder	05/05/17

Agenda Item 12

Audit Committee

This report summarises the items considered by the Audit Committee on 27 April 2017:

75. E:Procurement - Verbal Update

The Procurement and Risk Manager explained to members that it would soon be a legal requirement that the council carried out procurement transactions electronically and that most organisations e-procure for all services and purchases over the value of £25,000.

He suggested that members look at a web-based portal called 'Selling to the South West' and agreed that he would provide members with a link to the website. He explained that the full tender application process could be carried out on this web-portal for all transactions over £25,000 and that many local authorities in the South West were using this website portal. He pointed out that the police and other emergency services used a very similar online procurement portal.

He advised that approved suppliers could be listed on this website and that contract managers and contract negotiations could be made confidential to some users.

In response to questions from members, he advised that the site was very secure and that officers would require a password to access the site. He suggested that access would be given to procurement officers and to a few officers that would be given training initially. Access would be rolled out to further members of staff once any initial problems had been resolved and training had been provided. He further advised that the tender process was very secure and that the tenders would be held electronically until the tender deadline.

The Procurement and Risk Manager advised that suppliers could be pre-selected to ensure that local suppliers and approved suppliers were able to submit contract bids.

Members thanked him for the update.

RESOLVED: that members noted the report.

76. Risk Management/Procurement Strategy - Verbal Update

The Risk and Procurement Manager advised members that an audit on Risk Management had recently taken place. He pointed out that some of the technical applications on the risk register hadn't scored as highly as he had hoped and suggested that the search function on register had been an issue.

He advised that due to the change in the senior leadership, some of the corporate risks appeared to be unowned by a manager, but that he was hoping that these risks would be transferred to the Transformation Team as they would have a better understanding of where

the corporate risks would sit within the future staff model. He felt that it was important that all risks were allocated.

Members expressed their concerns regarding unallocated risks and the Section 151 Officer advised that he would be happy to assist with the allocation of risks to officers and agreed that it may be sensible to allocate the risks to the transformation team.

The Chairman thanked the Risk and Procurement Manager for attending and for his verbal update.

RESOLVED: that members noted the report.

77. Accounting Policies for 2016/17 Statement of Accounts

The Principal Accountant presented her report to members. She advised that there had been no major changes to the Accounting Policy statement and that there had only been slight amendments to the wording. She advised that the expenditure and funding analysis had been introduced and the comprehensive income and expenditure statement had been amended to reflect changes to budget monitoring.

She advised that training would be provided to members of the Committee in June 2017.

The Section 151 Officer advised members that the Income Generation policies could be updated as required, however advised that all policies were in place.

RESOLVED: that members noted the report.

78. External Audit Plan for 2017-18 (Agenda Item 9)

The Director of Grant Thornton, External Auditors, presented the external audit plan to members. She referred to page 28 and pointed out the challenges which SSDC were facing and advised that these were included within the plan.

She noted that the medium term financial strategy was sound and going well, however felt that the Transformation plan was a concern and she hoped to review the project management and governance arrangements of the project. She explained that although good rewards were possible, she pointed out the value for money risks surround the programme.

She referred to the significant risks detailed with the plan, and summarised the five significant risks detailed within the report. She concluded by drawing Members attention to the results of the interim audit work on pages 39 and 40 of the agenda.

The Section 151 Officer pointed out that the Transformation figures had moved on following the approval of the Transformation Programme report by the Full Council. He also clarified that a larger risk would be to do nothing and that the Transformation project would cover income generation, the workforce structure and how customers would be dealt with. He advised that although he had not seen the risk register, the risk of reduced funding to the Council was a large risk.

The Section 151 Officer clarified the changes to the journal entry controls.

RESOLVED: that members noted the report.

79. Audit Committee Forward Plan (Agenda Item 10)

Members noted the Audit Committee Forward Plan.

Councillor Derek Yeomans
Chairman of Audit Committee

Agenda Item 13

Scrutiny Committee

This report summarises the work of the Scrutiny Committee since its last report to Full Council in April 2017.

Scrutiny Committee held an additional meeting to ensure effective pre-decision Scrutiny of the reports to be considered at the Special Meeting of District Executive held on 18 April 2017.

SSDC Annual Action Plan

Members of the committee questioned the effectiveness of the process to inform the priorities for the SSDC Action plan and made suggestions to improve the clarity and presentation of the plan

SSDC Transformation Programme

The committee requested reputation was included in the risk assessment for Transformation and asked questions with regard to the makeup of the redundancy and contingency provisions.

Members sought clarification if Area Working would remain and what could be done if the underspends did not come forward towards the £1,100,000 for the redundancy reserve.

It was confirmed that the appointment to the High level steering group is role specific and is the Scrutiny Chair and a Vice Chair.

Scrutiny Committee requested to be involved in work to identify and review performance information throughout Transformation.

Capital Programme

In response to questions the CEO confirmed the capital strategy scoring methodology will be reviewed better fit the new approach of more commercial investment.

Councillor Sue Steele
Chairman of Scrutiny Committee

Agenda Item 16

Date of Next Meeting

Members are asked to note that the next meeting of the Full Council will take place on **Thursday, 15th June 2017** in the Council Chamber, Council Offices, Brympton Way, Yeovil **commencing at 7.30 p.m.**
