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## Scrutiny Committee

**Tuesday 30th March 2021**

**10.30 am**

**A virtual meeting via Zoom meeting software**

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The following members are requested to attend this meeting.

**Chairman:** Crispin Raikes  
**Vice-chairmen:** Sue Osborne and Gerard Tucker

Robin Bastable  
Nicola Clark  
Louise Clarke  
Brian Hamilton

Charlie Hull  
Mike Lewis  
Paul Maxwell  
Robin Pailthorpe

Oliver Patrick  
Jeny Snell  
Linda Vijeh

Any members of the public wishing to address the virtual meeting at Public Question Time need to email [democracy@southsomerset.gov.uk](mailto:democracy@southsomerset.gov.uk) , by 9.00am on Monday 29 March 2021.

The meeting will be viewable online by selecting the committee meeting at:  
[https://www.youtube.com/channel/UCSDst3IHGj9WoGnwJGF\\_soA](https://www.youtube.com/channel/UCSDst3IHGj9WoGnwJGF_soA)

For further information on the items to be discussed, please contact  
[democracy@southsomerset.gov.uk](mailto:democracy@southsomerset.gov.uk)

This Agenda was issued on Friday 19 March 2021.

*Alex Parmley, Chief Executive Officer*

**This information is also available on our website  
[www.southsomerset.gov.uk](http://www.southsomerset.gov.uk) and via the mod.gov app**

## **Information for the Public**

In light of the coronavirus pandemic (COVID-19), Scrutiny Committee will meet virtually via video-conferencing to consider reports. For more details on the regulations regarding remote / virtual meetings please refer to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 as part of the Coronavirus Act 2020.

### **Scrutiny Committee**

The Local Government Act 2000 required 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 (limited to up to 3 minutes per person and at the Chairman's discretion usually no more than a total of 15 minutes is allocated for public speaking); and
- see agenda reports.

Meetings of the Scrutiny Committee are usually held monthly at 10.00am on the Tuesday prior to meetings of the District Executive (unless advised otherwise). However during the coronavirus pandemic these meetings will be held remotely via Zoom and the starting time may vary.

Agendas and minutes of committee meetings are published on the Council's website at: <http://modgov.southsomerset.gov.uk/ieDocHome.aspx?bcr=1>

Agendas and minutes can also be viewed via the mod.gov app (free) available for iPads, Windows and Android devices. Search for 'mod.gov' in the app store for your device, install, and select 'South Somerset' from the list of publishers, 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.

### **Public participation at meetings (held via Zoom)**

We recognise that these are challenging times but we still value the public's contribution to our virtual meetings.

If you would like to address the virtual meeting during Public Question Time please email [democracy@southsomerset.gov.uk](mailto:democracy@southsomerset.gov.uk) by 9.00am on Monday 29 March 2021. When you have registered, the Chairman will invite you to speak at the appropriate time during the virtual meeting.

This meeting will be streamed online via YouTube at:  
[https://www.youtube.com/channel/UCSDst3IHGj9WoGnwJGF\\_soA](https://www.youtube.com/channel/UCSDst3IHGj9WoGnwJGF_soA)

### **Virtual meeting etiquette:**

- Consider joining the meeting early to ensure your technology is working correctly.
- Please note that we will mute all public attendees to minimise background noise. If you have registered to speak during the virtual meeting, the Chairman or Administrator will un-mute your microphone at the appropriate time. We also respectfully request that you turn off video cameras until asked to speak.
- Each individual speaker shall be restricted to a total of three minutes.
- When speaking, keep your points clear and concise.
- Please speak clearly – the Councillors are interested in your comments.

### **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. 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 30 March 2021

### Agenda

#### *Preliminary Items*

**1. Minutes**

To approve as a correct record the minutes of the previous meeting held on 2 March 2021. The draft minutes can be viewed at:

<http://modgov.southsomerset.gov.uk/ieListMeetings.aspx?CId=141&Year=0>

**2. Apologies for absence**

**3. 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.

**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 4 March 2021 (Page 5)**

**8. Reports to be considered by District Executive on 1 April 2021 (Page 6)**

**9. Verbal update on Task and Finish reviews (Page 7)**

**10. Update on matters of interest (Page 8)**

**11. Scrutiny Work Programme (Pages 9 - 11)**

**12. Date of next meeting (Page 12)**

# Agenda Item 7

## **Verbal update on reports considered by District Executive on 4 March 2021**

The Chairman will update members on the issues raised by Scrutiny members at the District Executive meeting held on 4 March 2021.

The draft minutes from the District Executive meeting held on 4 March 2021 have been published with the District Executive agenda.

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# Agenda Item 8

## **Reports to be considered by District Executive on 1 April 2021**

*Lead Officer:* Stephanie Gold, Specialist (Scrutiny & Member Development)  
*Contact Details:* stephanie.gold@southsomerset.gov.uk

Scrutiny Committee members will receive a copy of the District Executive agenda containing the reports to be considered at the meeting on 1 April 2021.

Members are asked to read the reports and bring any concerns/issues from the reports to be discussed at the Scrutiny Committee meeting on 30 March 2021.

The concerns and views of the Scrutiny Committee will be reported to the responsible Portfolio Holder(s) and officer(s) in advance of the District Executive meeting to be held on 1 April 2021, for consideration and response in advance of the decision being taken.

### **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 Specialist (Scrutiny & Member Development) will give a brief verbal update on progress made.

### **Current Task & Finish Reviews**

- Productivity Analysis
  - SSDC Environment Strategy
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# Agenda Item 10

## **Update on matters of interest**

*Lead Officers:*            *Stephanie Gold, Specialist (Scrutiny & Member Development)*  
*Contact Details:*        *stephanie.gold@southsomerset.gov.uk*

## **Action Required**

That members of the Scrutiny Committee note the verbal updates as presented by the Specialist (Scrutiny & Member Development).

## **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 Specialist (Scrutiny & Member Development)) to verbally update members on any ongoing matters.

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## Scrutiny Work Programme

Meeting Date	Agenda Item	Background/Description	Lead Officer/ Lead Member
TBC	Corporate Performance Reports	At the February 2020 committee members asked for future potential new indicators be discussed with Scrutiny Committee prior to going to live, in order to ensure requested information is captured and monitored.	Specialist (Performance)
May 2021 tbc	CIL Update/S106	Verbal update on progress with Community Infrastructure Levy - allocation and prioritisation of the funding. Review of charges associated with administering section 106 agreements.	Case Service Team Leader (Service Delivery)
TBC	Overview of Voluntary sector support and draft Commissioning Model	At the January 2020 meeting of Scrutiny Committee members requested to have input to the draft Commissioning Model to replace strategic grants	Specialist (Strategic Planning)
TBC	Resident Survey	At the March 2020 Overview and Scrutiny Committee meeting when the Council performance report was being reviewed there was reference to a resident survey being conducted to capture feedback qualitative information, the survey structure and content will be discussed at this meeting.	Specialist (Performance)

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The Somerset Waste Board and Somerset Waste Partnership Forward Plan of key decisions can be viewed at:  
<http://democracy.somerset.gov.uk/mgListPlans.aspx?RPId=196&RD=0>

Agendas and minutes for the Heart of the South West (HotSW) Local Enterprise Partnership (LEP) Joint Scrutiny Committee can be viewed at:  
<https://democracy.devon.gov.uk/ieListMeetings.aspx?CId=456&Year=0>

**Current Task & Finish Reviews (some have been suspended due to Covid-19)**

Date Commenced	Title and Purpose	Members
<i>(reconvened Nov 2020)</i>	Productivity Analysis – understanding the cost of services, products and process. Quarterly workshops focussed on assisting officers with a review of fees and charges on a number of service areas. 1) Pest Control 2) Licencing	Robin Bastable, Nicola Clark, Jeny Snell, Brian Hamilton, Crispin Raikes and Gerard Tucker. (with the Income & Opportunities Manager)
Jan/Feb 2021	SSSC Environment Strategy – Time limited research project considering existing energy contract arrangements and development of a roadmap/recommendations for transition to renewable energy providers. Early market engagement workshops commence March 2021	Cllr Charlie Hull and, Cllr Sarah Dyke, Cllr Sue Osborne, Cllr Gerard Tucker, Cllr Crispin Raikes, Cllr Robin Bastable (With Lead Specialist Environmental Health, Specialist Procurement, and Specialist Facilities Management )
May 2021	Step-back review of Covid-19 response and recovery.  Workshops will commence following the adoption of the Recovery Strategy in April 2021.	Need to invite members on 30 <sup>th</sup> March (with the Income & Opportunities Manager)
TBC	Reviewing the delivery and availability of high speed broadband across the district (with external partners i.e. providers) (PH Economic development presenting on this March 2021. What can Scrutiny do here? )	Cllr Sue Osborne, Cllr Brian Hamilton, with Joe Walsh (ED) and Steph Gold.
TBC (on hold due to Covid-19)	Understand the effect of short term lettings in South Somerset, how to minimise risks and maximise positive economic impact. (Airbnb type rentals) on Tourism, Business Rates, Housing and Regeneration across South Somerset.	Cllr Brian Hamilton, Cllr Nicola Clark

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If you have any suggested topics for Scrutiny Committee to consider please contact Specialist (Members) – [stephanie.gold@southsomerset.gov.uk](mailto:stephanie.gold@southsomerset.gov.uk)

### Other Scrutiny working groups/workshops/matters of interest

Meeting date	Title	Description	Officers/Members
May 2021	Members portal continuous improvement working group	Landing page re-design mock-up seen by committee. Steph and Karen to come back to working group with further updates as this work progresses.	All committee with Specialist Scrutiny and Member Development and Digital Specialist Business Relationship and Planning
Area committees during April 2021	Role of Scrutiny presentations to area committees	To provide all members with an overview on the role of Scrutiny and invite topics for the work plan	Specialist Scrutiny and Member development with the Chair and vice chairs of Scrutiny committee.
TBC	Role of Scrutiny & Audit	Refresher on the role of both Scrutiny and Audit, with a clear definition of the lines between the two functions.	All members of Scrutiny and Audit with Specialist Scrutiny and Member development and S105 Monitoring officer.
TBC	Environment strategy workshops	Discussion around comms and engagement with both internal and external stakeholders. (Incl member survey)	Cllr Charlie Hull and, Cllr Sarah Dyke, Cllr Sue Osborne, Cllr Gerard Tucker, Cllr Crispin Raikes, Cllr Robin Bastable Lead Specialist Environmental Health and Leisure and Recreation Manager.
TBC	Planning service	4-6 month review of progress/milestones achieved as detailed in 'Planning Re-imagined' action plans.	All committee with Lead Specialist Built Environment and Director Service Delivery

# Agenda Item 12

## **Date of next meeting**

Members are requested to note that the next routine meeting of the Scrutiny Committee will be held on Tuesday 11 May at 10.30am (a week later than usual due to the Elections).

Members are also asked to note that an additional Special meeting of the Scrutiny Committee has been arranged for Tuesday 13 April at 10.30am, which will be held virtually using Zoom.

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