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## **Scrutiny Committee (Informal)**

**Tuesday 5th October 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:** Gerard Tucker  
**Vice-chairmen:** Sue Osborne and Crispin Raikes

Robin Bastable  
Louise Clarke  
Karl Gill  
Brian Hamilton

Charlie Hull  
Mike Lewis  
Paul Maxwell  
Robin Pailthorpe

Oliver Patrick  
Linda Vijeh  
1 Vacancy

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 4 October 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 Monday 27 September 2021.

**Jane Portman**, 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. As of 7 May 2021 some interim arrangements are in place for committee meetings.

At the meeting of Full Council on 15 April 2021 it was agreed to make the following changes to the Council's Constitution:

- a) To continue to enable members to hold remote, virtual meetings using available technology;
- b) To amend Part 3 (Responsibility for Functions) of the Council's Constitution to allow those remote meetings to function as consultative bodies and delegate decisions, including Executive and Quasi-Judicial decisions, that would have been taken by those meetings if the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 had continued in force to the Chief Executive (or the relevant Director in the Chief Executive's absence) in consultation with those meetings and those members to whom the decision would otherwise have been delegated under Part 3 of the Constitution;
- c) The delegated authority given under (b) will expire on 31 July 2021 unless continued by a future decision of this Council;

For full details and to view the report please see -

<https://modgov.southsomerset.gov.uk/ieListDocuments.aspx?CId=137&MId=2981&Ver=4>

Further to the above, at the meeting of Full Council on 8 July 2021, it was agreed to extend the arrangements for a further 6 months to 8 January 2022.

For full details and to view the report please see -

<https://modgov.southsomerset.gov.uk/ieListDocuments.aspx?CId=137&MId=3033&Ver=4>

## 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 4 October. 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>

# Scrutiny Committee (Informal)

## Tuesday 5 October 2021

### Agenda

#### *Preliminary Items*

#### 1. Minutes

To approve as a correct record the minutes of the previous meeting held on 31 August 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 2 September 2021 (Page 5)

#### 8. Reports to be considered by District Executive on 7 October 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 - 12)

#### 12. Date of next meeting (Page 13)

# Agenda Item 7

## **Verbal update on reports considered by District Executive on 2 September 2021**

The Chairman will update members on the issues raised by Scrutiny members at the District Executive meeting held on 2 September 2021.

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# Agenda Item 8

## **Reports to be considered by District Executive on 7 October 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 7 October 2021 (Informal Consultative Meeting).

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 October 2021 (Informal Meeting).

The concerns and views of the Scrutiny Committee will be reported to the responsible Portfolio Holder(s) and officer(s) in advance of the meeting of District Executive members to be held on 7 October 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
  - Council Tax Support Scheme (2022)
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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	Local Plan update	Members have requested a verbal update on the progress of the current local plan review. The specialists in planning policy are due to meet with the planning inspectorate w/c 27 <sup>th</sup> September and an update will follow when they are able. )	Specialist (Strategic Planning)
TBC	Remote working, meeting technology and IT support	Following the connectivity issues experienced by all members due to the migration to Office 365, Scrutiny members have asked for a report to explain what happened, why and what lessons have been learnt.	Specialist (Digital Services)
TBC	Somerset Waste Partnership	Regarding many issues with waste and recycling services, and specifically the rollout of 'Recycle More' across the district, Scrutiny committee have requested to engage with SWP to help identify and address these concerns. This engagement will with the SWP joint scrutiny panel, via the SSDC scrutiny member representatives on 23 <sup>rd</sup> September 2021.	Environment services Manager/SWP  Cllr Brian Hamilton & Cllr Robin Bastable
TBC	Somerset Rivers Authority	Regarding the recent flooding in Chard and other areas across the district, members requested to have some engagement with the Somerset Rivers Authority joint scrutiny panel, via the SSDC Scrutiny member representatives.	Cllr Paul Maxwell and Cllr Robin Pailthorpe
TBC	S106 SWAP audit findings	Following concerning findings from the SWAP report, members have asked for an update on S106. There is a project team currently working on the future s106 governance, and the Locality Team Manager will come back with an update as soon as he is able.	Locality Team Manager
TBC	CIL Update	Verbal update on progress with Community Infrastructure Levy n.b Member workshop 24 <sup>th</sup> August 2021. (possibly combined with audit committee following issues identified by SWAP)	Lead Specialist (Economic Development)
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)

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>

Agendas and minutes of the Joint Scrutiny Panel of Somerset Waste Board can be viewed at:  
<https://democracy.somerset.gov.uk/ieListMeetings.aspx?CId=356&Year=0>

Agendas and minutes of the Joint Scrutiny Panel of Somerset Rivers Authority can be viewed at:  
<https://democracy.somerset.gov.uk/ieListMeetings.aspx?CId=351&Year=0>

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

Date Commenced	Title and Purpose	Members
October 2021	Review of the Council Tax Support scheme for 2022 as per the 'Report and Findings of the Overview and Scrutiny Task and Finish Group' December 2020.	Cllr Sue Osborne, Cllr Karl Gill, Cllr Tim Kerley, Cllr Rob Stickland, Cllr Linda Piggott Vijeh (with the Specialist Benefits)
<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	Cllr Robin Bastable, Cllr Jeny Snell, Cllr Brian Hamilton, Cllr Crispin Raikes and Cllr Gerard Tucker. (with the Income & Opportunities Manager)
Jan/Feb 2021	SSDC 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 commenced March 2021	Cllr Charlie Hull and, (PH) 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 )

Date Commenced	Title and Purpose	Members
TBC	SSDC Environment strategy refresh – Review of environment strategy achievements and prioritisation of future projects.	Cllr Gerard Tucker, Cllr Crispin Raikes, Cllr Robin Bastable, Cllr Sue Osborne, Cllr Karl Gill, Cllr Paul Maxwell,
TBC	Step-back review of Covid-19 response and recovery. Workshops to commence following the adoption of the Recovery Strategy in April 2021.	Need to invite members
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 Sue Osborne

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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
TBC	Somerset Bus Services Improvement Plan	Members have asked that SSDC promote the SCC bus services improvement consultation to allow all parish/town councils and residents to have their say on local bus services.	
24 <sup>th</sup> August 2021	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.	Lead Specialist (Economic Development)

Ongoing	Members portal continuous improvement working group	Members portal re-development work continues and Steph will bring updates back to committee	All committee with Specialist Scrutiny and Member Development and Digital Specialist Business Relationship and Planning
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.

# 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 2 November 2021 at 10.30am, as a virtual meeting using Zoom.

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