

Scrutiny for Policies and Place Committee

Tuesday 10 July 2018
10.00 am Taunton Library Meeting Room



To: The Members of the Scrutiny for Policies and Place Committee

Cllr M Lewis (Vice-Chair), Cllr P Ham, Cllr B Filmer, Cllr John Hunt, Cllr J Thorne, Cllr G Noel, Cllr S Coles, Cllr L Leyshon and Cllr A Groskop (Chair)

All Somerset County Council Members are invited to attend meetings of the Cabinet and Scrutiny Committees.

Issued By Julian Gale, Strategic Manager - Governance and Risk - 29 June 2018

For further information about the meeting, please contact Lindsey Tawse on 01823 355059, ltawse@somerset.gov.uk or Jamie Jackson on 01823 359040, jajackson@somerset.gov.uk

Guidance about procedures at the meeting follows the printed agenda.

This meeting will be open to the public and press, subject to the passing of any resolution under Section 100A (4) of the Local Government Act 1972.

This agenda and the attached reports and background papers are available on request prior to the meeting in large print, Braille, audio tape & disc and can be translated into different languages. They can also be accessed via the council's website on

www.somerset.gov.uk/agendasandpapers



RNID typetalk

AGENDA

Item Scrutiny for Policies and Place Committee - 10.00 am Tuesday 10 July 2018

****Public Guidance notes contained in agenda annexe****

1 **Apologies for absence**

2 **Declarations of Interest**

Details of all Members' interests in District, Town and Parish Councils will be displayed in the meeting room. The Statutory Register of Member's Interests can be inspected via the Community Governance team.

3 **Minutes from the previous meeting held on 19 June**

The Committee is asked to confirm the minutes are accurate.

4 **Public Question Time**

The Chairman will allow members of the public to ask a question or make a statement about any matter on the agenda for this meeting. **These questions may be taken during the meeting, when the relevant agenda item is considered, at the Chairman's discretion.**

5 **Library Service Consultation update**

To receive a verbal update.

6 **Heart of the South West (HotSW) Local Enterprise Partnership (LEP) Joint Scrutiny Committee (Pages 7 - 14)**

To receive the report.

7 **Devon, Somerset and Torbay Trading Standards Service Update (Pages 15 - 22)**

To receive the report.

8 **Planning Control Service Improvement Service (Pages 23 - 34)**

To receive the report.

9 **Registration Service Update (Pages 35 - 42)**

To receive the report.

10 **Scrutiny for Policies and Place Committee Work Programme (Pages 43 - 54)**

To receive an update from the Governance Manager, Scrutiny and discuss any items for the work programme. To assist the discussion, attached are:

- The Committee's work programme
- The Cabinet's forward plan

Item Scrutiny for Policies and Place Committee - 10.00 am Tuesday 10 July 2018

11 **Any other urgent items of business**

The Chairman may raise any items of urgent business.

This page is intentionally left blank

Agenda Annexe

Guidance notes for the meeting

1. Inspection of Papers

Any person wishing to inspect Minutes, reports, or the background papers for any item on the Agenda should contact the Committee Administrator for the meeting – Lindsey Tawse on Tel: (01823) 355059 or 357628 or Email: ltawse@somerset.gov.uk They can also be accessed via the council's website on www.somerset.gov.uk/agendasandpapers

2. Members' Code of Conduct requirements

When considering the declaration of interests and their actions as a councillor, Members are reminded of the requirements of the Members' Code of Conduct and the underpinning Principles of Public Life: Honesty; Integrity; Selflessness; Objectivity; Accountability; Openness; Leadership. The Code of Conduct can be viewed at: <http://www.somerset.gov.uk/organisation/key-documents/the-councils-constitution/>

3. Minutes of the Meeting

Details of the issues discussed and recommendations made at the meeting will be set out in the Minutes, which the Committee will be asked to approve as a correct record at its next meeting.

4. Public Question Time

If you wish to speak, please tell Lindsey Tawse the Committee's Administrator - by 12 noon the (working) day before the meeting.

At the Chairman's invitation you may ask questions and/or make statements or comments about any matter on the Committee's agenda – providing you have given the required notice. You may also present a petition on any matter within the Committee's remit. The length of public question time will be no more than 30 minutes in total.

A slot for Public Question Time is set aside near the beginning of the meeting, after the minutes of the previous meeting have been signed. However, questions or statements about any matter on the Agenda for this meeting may be taken at the time when each matter is considered.

You must direct your questions and comments through the Chairman. You may not take direct part in the debate. The Chairman will decide when public participation is to finish.

If there are many people present at the meeting for one particular item, the Chairman may adjourn the meeting to allow views to be expressed more freely. If an item on the Agenda is contentious, with a large number of people attending the meeting, a representative should be nominated to present the views of a group.

An issue will not be deferred just because you cannot be present for the meeting. Remember that the amount of time you speak will be restricted, normally to two minutes only.

5. Exclusion of Press & Public

If when considering an item on the Agenda, the Committee may consider it appropriate to pass a resolution under Section 100A (4) Schedule 12A of the Local Government Act 1972 that the press and public be excluded from the meeting on the basis that if they were present during the business to be transacted there would be a likelihood of disclosure of exempt information, as defined under the terms of the Act.

6. Committee Rooms & Council Chamber and hearing aid users

To assist hearing aid users the following Committee meeting rooms have infra-red audio transmission systems (Luttrell room, Wyndham room, Hobhouse room). To use this facility we need to provide a small personal receiver that will work with a hearing aid set to the T position. Please request a personal receiver from the Committee's Administrator and return it at the end of the meeting.

7. Recording of meetings

The Council supports the principles of openness and transparency. It allows filming, recording and taking photographs at its meetings that are open to the public - providing this is done in a non-disruptive manner. Members of the public may use Facebook and Twitter or other forms of social media to report on proceedings and a designated area will be provided for anyone wishing to film part or all of the proceedings. No filming or recording may take place when the press and public are excluded for that part of the meeting. As a matter of courtesy to the public, anyone wishing to film or record proceedings is asked to provide reasonable notice to the Committee Administrator so that the relevant Chairman can inform those present at the start of the meeting.

We would ask that, as far as possible, members of the public aren't filmed unless they are playing an active role such as speaking within a meeting and there may be occasions when speaking members of the public request not to be filmed.

The Council will be undertaking audio recording of some of its meetings in County Hall as part of its investigation into a business case for the recording and potential webcasting of meetings in the future.

A copy of the Council's Recording of Meetings Protocol should be on display at the meeting for inspection, alternatively contact the Committee Administrator for the meeting in advance.

SCRUTINY FOR POLICIES AND PLACE COMMITTEE

Minutes of a Meeting of the Scrutiny for Policies and Place Committee held in the Luttrell Room - County Hall, Taunton, on Tuesday 19 June 2018 at 9.30 am

Present: Cllr M Lewis (Vice-Chair), Cllr B Filmer, Cllr John Hunt, Cllr J Thorne, Cllr G Noel, Cllr S Coles and Cllr L Leyshon

Other Members present: Cllr M Chilcott, Cllr H Davies, Cllr C Lawrence, Cllr J Lock, Cllr T Munt, Cllr L Vijeh, Cllr A Wedderkopp and Cllr J Woodman

Apologies for absence: Cllr P Ham and Cllr A Groskop

96 **Declarations of Interest** - Agenda Item 2

There were no declarations of interest.

97 **Minutes from the previous meeting held on 22 May 2018** - Agenda Item 3

It was agreed that Minute 88 would be amended to reflect that there were members of the public present although no public questions were asked.

With the exception of this change, the minutes of the meeting on 22 May 2018 were accepted as being accurate by the Committee.

98 **Public Question Time** - Agenda Item 4

There were two public questions regarding Item 5.

Dr Clive Wall, Stawley Parish Council

The information provided by CDS and Gigaclear is poor and inconsistent. It lacks clarity and the necessary detail to enable specific householders and businesses to establish if, when and how they will receive faster broadband, including whether it will be via FTTP or another method (e.g. microwave). The situation is made worse by the fact that communication with these two bodies by individual members of the public is virtually impossible and the role of ISP's confusing. Both CDS and Gigaclear must be forced to make themselves and their detailed plans properly available to the public, and in this context I suggest (as a Parish Councillor) that CDS actively makes use of the local council structure to disseminate specific local information. I urge the Scrutiny Committee to ensure that this happens with immediate effect.

Maurice Stanbury

My own experience of attempting to access information on the broadband upgrade programme echoes that of Dr Wall – with broadband speeds of significantly less than 1 mb/s in Kittisford, a hamlet in Stawley parish, the need is great. However, when interrogated the Gigabyte post code checker has provided conflicting information, even now it states the the system is in the design stage, which can mean anything or nothing, and gives no specific dates on installation and commissioning.

However, as a result of recent contact with Katriona Lovelock we have been provided with specific installation and commissioning dates. Clearly the information is there but has not been made generally available. I find it ironic that a programme intended to improve communication fails in meeting it's very own objectives.

I would be pleased to add detail to that statement if requested, outside of this meeting.

A short verbal response was given thanking the members of the public for attending and for their feedback. It was confirmed that a meeting has been arranged to discuss this in more detail and this will then be followed by a formal, written response.

99 **Connecting Devon & Somerset Broadband Programme update - Agenda Item 5**

The Committee considered this report which provided an update on the Connecting Devon & Somerset (CDS) Broadband Programme.

The report highlighted that Phase 1 of the Programme has concluded and slightly exceeded its targets. Construction for the Phase 2 Extension Programme for Exmoor and Dartmoor has now been completed and the number of premises able to connect is expected to meet the contractual targets.

Members were informed that the procurement for the Phase 2 SEP contract is progressing following a delay caused by the receipt of additional funding. There have been other difficulties with the mobilisation of this contract such as the compulsory liquidation of the construction company Carillion, however, additional resource has now been sourced.

The voucher scheme is currently paused whilst changes to contracts are implemented and it is anticipated that this scheme will re-open over the summer.

Whilst there has been significant investment in broadband services there are still premises that do not have a satisfactory broadband service. These premises are generally the more remote and difficult to reach given current technology constraints. Further funding will be required, both capital to build the infrastructure and revenue to pay for technical, project management and officer support. The service is currently lobbying to secure additional funding but also seeking to work with commercial and community partners to find alternative solutions.

The Committee questioned whether there are problems with accessing information and it was explained that there are a number of live web pages which may cause confusion to some residents. It is also recognised that residents must have internet access to access the webpages.

A Member commented that it is important to understand whether broadband is expected to be a universal service as this will affect the analysis of whether provision is adequate or not. It was confirmed that the government target is for

95% of residents to have access to broadband. There is aspiration to have broadband provision across the whole country but the issue is funding this. We have to find solutions that offer value for money and this is incredibly challenging in hard to reach, rural areas.

The importance of broadband service to rural businesses and residents was widely recognised and alternative rural solutions were suggested such as using satellite instead of fibre solutions. It was clarified that networks have to be next generation compliant to access public funding.

The Committee noted the report. Disappointment was expressed in the roll out but it was appreciated that time slips have been unavoidable. This is a difficult period when expectation is so high but it is key to communicate clearly when broadband will be available.

100 **South West Heritage Trust Annual Report - Agenda Item 6**

The Committee received a report and presentation which provided an update on the South West Heritage Trust following its third year of operation.

The report highlights the successful delivery of Agreed Activities specified within the Grant Agreement to ensure that Somerset's rich heritage is better protected, celebrated and made available as well as demonstrating financial savings to Somerset County Council.

The Chief Executive of the Trust highlighted that the organisation depends on a large number of volunteers to make the service possible. The Trust is a contemporary organisation that looks to the past to inspire the future and continually strives to ensure that young people engage with its provision.

The Committee queried the decreasing number of children attending events and it was explained that there has been an increase in the number of sessions but a decrease in pupil numbers due to class sizes.

Members queried future funding plans and it was clarified that the Trust is always looking for new income streams. A variety of opportunities will or have already taken place which will increase the resilience of the organisation.

A Member expressed concern by residents at the current use of Castle Green in Taunton and questioned future plans. The Trust still feel that the location was not the best but still believe that it is a site with potential. The site is owned by Taunton Deane Borough Council (TDBC). We agree that the area needs a boost and will work closely with TDBC to maximise opportunity.

Following a question by a Member, it was confirmed that there is a report which sets out the circumstances of the recent purchase by SCC of the Roman Lead Ingot. The Ingot was purchased using a Bequest Fund not through an SCC grant. SCC does not believe that there is a rationale to share the ownership of this artefact but the Trust has tried to operate in a co-operative manner and has not yet had a response to its offer to loan the artefact to The Wells and Mendip Museum.

101 The Committee noted the report.
Revenue Budget Monitoring Report Q4 2017/18 - Agenda Item 7

The Committee received this report which outlined the actual expenditure (or Outturn) compared with the Revenue Budget for the 2017/18 year, and the consequent effect on the Council's levels of reserves. The report also detailed under or overspend at each service level, individual schools and early years providers balances and the current debt position by service area.

The Authority's outturn shows an overspend of £2.180m when compared to the Revenue Budget which represents 0.70% of budget. In itself this is a significant achievement given the pressures on budgets and the known specific pressure within Children's Social Care. The majority of Council services have, therefore, either stayed within budget or delivered an underspend. However, the large variance in one area (Children's Services) is clearly a key concern and the Peer Review work highlighted what is a number one priority for the Council in addressing the current and future budgets for Children's Social Care. The Council as a whole is focussed on identifying, with the Local Government Association's assistance, the appropriate level of budget for the service at the same time as analysing where we can reduce costs safely.

The Council is working with external support from consultants to assess what the base budget for Children's Services should be.

The Committee questioned levels of reserves and it was confirmed that the forecast for the General Reserve is not significantly different to other years whilst the earmarked reserves are lower.

Members questioned aged debt and it was confirmed that the aged debt position is much improved. SCC will write off debt if they consider it to be unrecoverable but it aims not to do so.

It was confirmed that SCC is lobbying for change to school transport legislation but is not expecting a change in the near future. Policies need to be refreshed and put in front of the LGA.

Members questioned when the new budget for children's services will be in place and where it will come from. Following a recommendation by the recent Peer Review, a consultancy firm called People Too will begin to analyse this tomorrow with a 9-week trajectory to provide a report with recommendations. They will analyse the overspend and benchmark with other authorities. This will then feed into the MTFP for next year.

Members questioned how 3rd part spending will be reduced and it was confirmed that SCC has identified measures for a 75% reduction in overspend.

Members queried the freezing and deletion of job posts and whether any of this was covered by agency spend. Members commented that there is need to find better ways to control the budget and retain key staff. It was clarified that there is still a need for agency staff in some places but they need to be used appropriately. It is highly unlikely that any of the deleted job posts would be

replaced by agency staff. SCC needs to plan for the future and not just the in-year position.

It was confirmed that the £4m savings forecast through the Learning Disability service transformation is still the same but has been affected by things like rises in the Living wage and Sleeping-in Allowances. This has reduced some of the saving but the rises would still have happened if the service had remained in-house.

The Chair thanked the Director of Finance and Performance for all of his hard work and support for the Committee and wished him success for the future. The Committee noted the report.

102 **Corporate Performance Monitoring Report Q4 2017/18 - Agenda Item 8**

The Committee considered this report which provided an update on performance across the organisation.

The report summarised that there is one red segment (C4) and one segment with a declining performance (C1). 50% of objectives are green, 42% are amber and 8% are red. The report was presented to Cabinet on 12 February 2018.

The Committee discussed those segments which fell under the Committee's remit. Regarding C1, the Committee were informed that the Contact Centre had previously operated under a corporate commercial process with matching KPI's. The Contact Centre has been transformed to operate in a very different way and these KPI's are now incompatible resulting in the service being judged to be declining in performance. A new set of suitable performance indicators covering quality, satisfaction and timeliness of delivery will be introduced for the new reporting period.

Changes to the blue badge application system were clarified and the Committee noted that that future reports will be presented in a new format which should enable more timely reporting of performance.

The Committee noted the report.

103 **Consultation on Draft Air Quality Strategy - Agenda Item 9**

The Committee considered this report which outlined a proposal for public consultation of a draft Air Quality Strategy for Somerset.

The Strategy has been drafted by the multi-agency Somerset Air Quality Steering Group which includes all five district councils as well as SCC. The document identifies traffic pollution as the only major air quality concern in the county, and in particular in major urban areas. It proposes several measures to address this concern in the context of the current resource constrained environment including:

- Develop a Somerset Air Quality website as a high-quality resource providing information and guidance to all interested parties on

addressing air quality, including the public, fleet operators, employers, public authorities, developers, transport operators and the media. The intention here is to provide an authoritative information resource, utilising links to existing third-party websites as much as possible, so as not to duplicate effort.

- Application of EPUK guidance “Land Use and Development Control: Planning for Air Quality” consistently in relation to large developments and cumulative impact. The intention here is to provide consistency in approach across the county, providing a degree of certainty for both planners and developers as to when air quality impact assessments will be required.
- Consider using financial, procurement, and regulatory mechanisms to encourage and enable transition to less polluting vehicle types across all fleets and for employees. This recommendation recognises the need to use business-as-usual mechanisms as an opportunity to influence vehicle choice and fleet composition.
- Bring forward proposals for monitoring PM_{2.5}* particle (black carbon) pollution, in order to gain an understanding of where this is problematic in the county. There is a poor understanding of fine particle pollution due to a lack of monitoring to date. The equipment required is not expected to cost more than £5,000 between the partners, if approved. (*PM_{2.5} is a technical term for very fine particles that can pass from the air breathed into the bloodstream, sometimes called black carbon. These particles can be carried deep into the lungs where they can cause inflammation and a worsening of heart and lung diseases).

It was confirmed that all other areas of Somerset are well below the legal limits and it was clarified that issues such as wood dust, lorry movements and food smells from factories are not covered by the Strategy. Instead these are local nuisance issues that should be addressed through District Councils and the environment Agency.

The Committee queried the impact of traffic flow and it was confirmed that more even flows could potentially improve air quality as stationary cars with engines running do contribute. SCC is looking at trialling a number of schemes to improve traffic flow for example, through Bridgwater for HGV’s travelling to Hinkley Point C and in East Street, Taunton.

A Member highlighted the need to provide the infrastructure to support zero emissions vehicles. This is a complex issue and needs to consider what to provide, where to provide it and how to ensure it doesn’t interfere with other transport.

A Member questioned how the impact of wood burning stoves was being communicated. It was confirmed that this is area dependent and is usually only an issue in urban areas. There is guidance available on our website but pollution from this is usually localised.

The Committee noted the report and supported the proposal to commence a public consultation. They recommended that further explanation was added to

make it clear that the Air Quality Strategy does not cover issues such as wood dust and food smells.

104 **Property Disposals update - Agenda Item 10**

The Committee considered this report which provided an update of the Council's disposal programme to include the sales of parts of the County Farm Estate.

Property disposals in the last financial year amounted to capital receipts of approximately £7.7M. In the last 10 years the Estates team have raised £72M in capital receipts. Once a property is identified as surplus, consideration will be given to the best mode of sale. Many disposals are dealt with each year ranging from relatively simple sales of land to highly complicated developments. Each disposal is considered to achieve best consideration in the light of market factors. The preferred method of sale is by auction as this sets the time parameters and the basis of which we are prepared to sell. However, there are some properties that are not suited to auction, perhaps because we have identified a special purchaser in which case we would conclude a sale by negotiation/private treaty. It was confirmed that where sales take place via auction, local searches are carried out in advance.

Members heard that SCC have every little investment properties and property rentals are usually from those providing a commissioned service. It was clarified that a list of Council owned assets is available on the SCC website.

It was confirmed that discounted sales have only been granted to tenants with a Farm Tenancy Agreement in place and the maximum discount is 20%. With regard to permitted development rights, it was clarified that SCC aims to ensure it captures any rise in value usually through the use of covenants.

Following a vote, the Committee passed a motion to move into confidential session to discuss Appendix B.

The Committee noted the report.

105 **Scrutiny for Policies and Place Committee Work Programme - Agenda Item 11**

The Committee considered and noted the Council's Forward Plan of proposed key decisions.

In considering the forward programme, concern was expressed over the length of future agendas. Following discussion it was agreed that

- the Governance Manager would work with the Chair to re-prioritise planned agenda items
- Officers would be asked to limit the time of their presentations
- Members would email officers outside of the meeting regarding any local or minor queries
- Consideration would be given to adding an additional meeting per year to supplement the august recess

Following debate, the Committee requested the following addition to the work programme:

- CDS update – 13 Nov

106 **Any other urgent items of business** - Agenda Item 12

The Chair reminded Committee Members that the July meeting will be held in the Taunton Library Meeting Room.

(The meeting ended at 1.20 pm)

CHAIRMAN

Heart of the South West (HotSW) Local Enterprise Partnership (LEP) Joint Scrutiny Committee

Lead Officer: Julian Gale, Strategic Manager – Partnerships Governance

Author: Julian Gale

Contact Details: 01823 359500

Cabinet Member: David Fothergill, Leader

Division and Local Member: N/A

1. Summary

- 1.1. This report outlines a proposal to establish a Joint Scrutiny Committee of council members from across the Heart of the South West to scrutinise the Heart of the South West Local Enterprise Partnership. The proposal is being brought to this Committee for consideration as it has the closest assimilation to the work of the LEP.
- 1.2. Improving the accountability and transparency of Local Enterprise Partnerships are Government priorities and are of considerable interest to the County Council as the accountable body for the Heart of the South West Local Enterprise Partnership. Improving local authority scrutiny of Local Enterprise Partnerships is a key element of the accountability and transparency requirements.

2. Issues for consideration / Recommendations

- 2.1. That the Committee agrees to recommend the Council:
 - (a) to approve the implementation of a Joint Scrutiny function (Committee) for the South West Local Enterprise Partnership (LEP) and the Terms of Reference and Operating Procedures, as outlined in appendix 1, be endorsed, together with the required amendments to the Constitution, reflecting the new joint arrangements and Delegation of the Overview and Strategic Scrutiny of the LEP functions (as outlined in the roles, duties and responsibilities of appendix 1);
 - (b) to appoint 4 SCC non-executive members to the Joint Scrutiny Committee in accordance with the rules of political proportionality;
 - (c) that it be agreed that Devon County Council becomes the host Authority to support the new Heart of the South West Local Enterprise Partnership (LEP) Joint Scrutiny Committee, which will operate under the Standing Orders of Devon County Council

3. Background

- 3.1. The Mary Ney report, [Review of Local Enterprise Partnership Governance & Transparency](#), was commissioned by the Government and published in October 2017.

3.2. Of particular note was the advice within that Report that Scrutiny arrangements should be in place to monitor decision-making and achievements of the Local Enterprise Partnership (LEP).

3.3. Whilst there is no current legislative framework, statutory guidance is anticipated in the next few months, but the final LEP review documentation is expected to better recognise the role of local authorities in scrutinising LEPs.

3.4. Introduction

3.4.1 According to the Mary Ney Report, a number of LEPs, but not all, refer to the role of Scrutiny in overseeing their performance and effectiveness. Some LEPs are scrutinised from time to time by their accountable body Overview and Scrutiny function. The Mary Ney Report highlighted this issue as an area for further development to give an increased independent assurance and asked that LEPs reported on it as part of their annual assurance statement during the Annual Conversation process.

3.5. National Context

3.5.1 There is work continuing at a national level, for example County Council's Network (CCN) meeting with officials at Ministry of Housing, Communities and Local Government to discuss the ongoing LEP review.

3.5.2 Officials confirmed that the recommendations of interest to Counties will include:

- Guidance on the role and remit of LEPs – defining the roles of LEPs and distinguishing them councils;
- Revised LEP geographies – an invitation for areas to apply to propose a revised geography to remove overlaps with the intention to provide guidance to inform local discussions between partners;
- Expectations for resourcing LEPs – both financially and in terms of expertise; and
- Guidance on strengthening accountability – implementation of the recommendations arising from the Ney review.

3.5.3 Officials also clarified the intention for LEPs to be incorporated as limited companies, in order give them a common legal framework.

3.5.4 The CCN also made the case that Counties are integral to their success and put forward further supportive material that demonstrated this.

3.6. Local Context

3.6.1 Currently there is no collective local authority scrutiny arrangement in place for the HotSW LEP and therefore LEP activity falls to individual councils to scrutinise through their local scrutiny arrangements. This at best a 'piecemeal' approach and there is also currently no legislative requirement on local authorities to scrutinise LEPs.

3.6.2 However, the Annual Conversation process for the HotSW LEP with Government identified them as not being compliant in relation to Scrutiny. Of particular note was future LEP funding from Government depended on the LEP having compliant local arrangements in place in conjunction with local

authorities and Scrutiny was identified as a key area for improvement. This led to the HotSW LEP's governance arrangements as 'Requiring Improvement'. This is therefore a key 'driver' in the absence of any specific legal requirement although it should be noted that there is little formal detail published in guidance as to what 'compliant' looks like.

- 3.6.3** The Government has said that the HotSW LEP could be considered compliant if the local authorities have a plan agreed for the implementation of joint scrutiny arrangements, even if the mechanism is not operational just yet.
- 3.6.4** Chris Garcia, Chief Executive of the HotSW LEP approached Somerset County Council as the administrative authority for the LEP, with a formal request that the local authorities within the HotSW area urgently address the lack of compliant scrutiny arrangements to ensure the continuation of LEP funding under the LEPs annual conversation process. Officers started work on receipt of this request and Somerset County Council gave assurance under the Annual Assurance process that adequate scrutiny arrangements would be established by autumn 2018. The matter is still, therefore, urgent.
- 3.6.5** At paragraph 3.5.1 above there is mention of the Government's on-going review of LEPs. The outcome of this review should be known at some point this year and possibly before the summer parliamentary recess. However, the urgency of the local compliance issue explained above means that we cannot await the outcome of that review before putting in place a joint local scrutiny arrangement. The approach recommended is therefore designed to be a flexible solution which should be capable of being 'flexed' to meet any requirements coming out of the LEP review. It is therefore possible that further decisions may be required of the local authorities on this matter once the LEP review outcomes are known.
- 3.7.** Options considered
- 3.7.1** The most obvious option would have been to ensure LEP attendance at relevant existing Somerset County Council and Devon County Council Scrutiny Committees, but this is not considered sufficient by the Government under the Annual Assurance process.
- 3.7.2** The possibility of using the HotSW Joint Committee to scrutinise the LEP has been reviewed but such a mechanism will not meet the Government's requirements for LEP scrutiny. The reason for this is that the LEP and the Joint Committee are working on similar agendas to improve productivity and therefore both will hold the other to account for delivery of their responsibilities. However, both are decision making bodies with the local authority membership focused on Council Leaders and Cabinet members. This model of 'holding to account' therefore falls outside of local authority scrutiny arrangements.
- 3.7.3** There are, of course other potential models of joint scrutiny that could be established, but the approach recommended is intended to be a pragmatic solution recognising that the key focus will be on strategic scrutiny and therefore the county and unitary authorities within the HotSW area. The membership of the Joint Committee and delegation of functions to it is therefore focused on the authorities with strategic responsibilities. However, the interests of the district councils as key local partners are recognised in the proposal through an appropriate level of representation within the membership.

3.8. Aim

- 3.8.1** The aim has been to develop a proposal for a formal joint LEP Scrutiny arrangement with Elected Members involved in the Scrutiny function, but independent of existing Scrutiny Committees.
- 3.8.2** This means a sensible joint scrutiny arrangement with a focus on Strategic Scrutiny of the LEP and its strategies, therefore adding value.
- 3.8.3** It is also clear that local issues, for example, reviewing progress of local schemes (funded by LEP) to individual authorities must remain with local scrutiny committees, so there is no 'removal' of local scrutiny 'rights'.

3.9 Work to date

- 3.9.1** Officers from Devon County Council, Somerset County Council, Plymouth City Council, Torbay Council and West Somerset Council met in April 2018 and proposed some potential terms of reference for how a joint Scrutiny Committee might work.
- 3.9.1** On 30th May 2018, Officers and Members from Devon County Council, Somerset County Council, Plymouth City Council, Torbay Council held a meeting / review session at Devon County Council to consider and discuss the proposed terms of reference.
- 3.9.2** Following a number of small changes, the revised and proposed terms of reference and operating procedures as supported by the Members present at the review session are attached at Appendix 1.

3.10 Summary Conclusion

- 3.10.1** There is an urgent requirement to have arrangements in place to support local authority Elected Member Scrutiny of the Heart of the South West Local Enterprise Partnership, notwithstanding that existing arrangements will not comply with the Governments requirements at this stage and noting that Statutory Guidance is expected later in the year.
- 3.10.2** The current proposals are light touch and appropriate in the absence of any such guidance, but of course may need to be revisited in light of that additional guidance.
- 3.10.3** Similar recommendations are being made to the other strategic authorities with direct representation on the proposed Joint Committee. If the recommendations are agreed by the four councils, invitations will then be sent to the District Councils in both County areas to invite the appoint of district representatives in accordance with Appendix 1.
- 3.10.4** There is a need to identify a host Authority to administer the Joint Scrutiny Committee. In advance of the scrutiny members meeting, there had relatively informal discussions with the LEP to establish whether there was any possibility of a funding contribution from the LEP to support the administration of the Committee. The view at that stage from the LEP was that this is a local authority scrutiny arrangement and therefore that it should be funded by the local authorities. This issue was discussed at the 30th May scrutiny members and officers meeting where it was felt that a more formal approach for funding

support should be made the LEP. This request has been submitted to the LEP and is due to be discussed by the LEP's Finance and Performance Committee on 26th June 2018.

4. Consultations undertaken

4.1. As set out in section 3.9 above

5. Implications

5.1. **Financial:** As detailed in para 8.4 a formal response is awaited from the LEP on the issue of funding support for the administration of the Joint Committee. At this stage we are assuming that there will be no funding forthcoming therefore meaning that the costs will have to be met by the local authorities. The intention is to keep the scale of the work involved in running this Committee to a minimum and on this basis Devon County Council have offered to be the host Authority and therefore effectively picking up these costs on behalf of the other councils.

5.2. **Legal:** As stated earlier there is no legal requirement on local authorities to scrutinise LEPs. However local authorities can establish joint committees under the relevant legislation to undertake a range of council activities. The detail set out in the appendix will ensure that these arrangements meet the legal requirements.

5.3. **Business Risk:** The risk associated with this proposal is the risk to the HotSW authorities of not having complaint joint scrutiny arrangements established. Without these arrangements in place there is a risk that the Government will assess the local scrutiny arrangements to be inadequate. This would put at risk Government funding of the LEP which would impact directly on authorities involved in LEP projects and would also carry significant reputational risk for the authorities and the LEP.

5.4. **Impact Assessment:** There are no direct impacts on any of the protected characteristics falling under the definition of the equalities legislation or the local additional protected characteristics adopted by the Council. There are also no direct impacts in other impact assessment categories of community safety, sustainability or privacy.

6. Background papers

6.1. None

Note For sight of individual background papers please contact the report author

Heart of the South West Local Enterprise Partnership Joint Scrutiny Committee Terms of Reference

1. Purpose

The Joint Scrutiny Committee will provide strategic overview and Scrutiny of the activities of the Heart of the South West (HotSW) Local Enterprise Partnership (LEP) to complement the existing Council's Scrutiny arrangements.

2. Roles, Duties and Responsibilities

In meeting its purpose, the Joint Scrutiny Committee will be specifically charged with:

- The review of strategic decisions made by the LEP Board;
- The review of progress of programmes under the management of the LEP to identify barriers to progress, good practice and possible improvements to the LEP's programme management function, notwithstanding the ability of Local Authorities to scrutinise individual programmes of delivery which impact on their communities;
- Scrutiny of the delivery of the Strategic Economic Plan and the Productivity Strategy; and
- To review LEP performance and consider any comparative data the Joint Committee deems necessary.

3. Scrutiny Function

The Joint Scrutiny Committee will provide a new joint Scrutiny function and the Joint Committees constituent authorities will be asked to delegate the strategic overview of the LEP functions to the Joint Scrutiny Committee (this will not remove the right of local authorities to scrutinise matters relating to programme delivery that impact on the people within those communities).

4. Membership / Substitute Members

The membership of the Joint Scrutiny Committee will be:

Devon County Council	(4 Members)
Plymouth City Council	(2 Members)
Torbay Council	(2 Members)
Somerset County Council	(4 Members)
Devon Districts	(3 Members)
Somerset Districts	(2 Members)

In line with the requirements of the Local Government and Housing Act 1979, political proportionality has been considered and is not considered appropriate to apply to the collective membership of the Joint Scrutiny Committee. However, where a Council is appointing three or more Members, political proportionality will apply to those appointments in line with the legislation. For less than three, each constituent authority will be free to consider their own political proportionality in making their appointments to the Joint Committee on an annual basis.

The level of representation proposed for the County authorities is considered appropriate because of their administrative authority duties in respect of the LEP.

Members of the Executive / Cabinet from constituent authorities are precluded from sitting as members of the Joint Scrutiny Committee.

District Council representatives should be appointed from authorities not already represented on the HotSW Local Enterprise Partnership Board and also should not be County Councillors.

Constituent authorities may make substitutions in accordance with their own procedures where one of their Members is unable to attend any meeting of the Joint Scrutiny Committee. Substitutes do not need to be named, but as a courtesy the administering secretariat should be advised of the name of the substitute at least 24 hours in advance of the meeting.

Reflecting the approach to engage with stakeholders across the LEP Area, the Scrutiny Committee will be able to invite to meetings witnesses which it considers will contribute to the delivery of an effective Scrutiny function.

5. Work Programme

The Joint Scrutiny Committee will maintain a work programme of activities.

Constituent Authority Scrutiny Committees may ask the Joint Scrutiny Committee to consider matters for inclusion in the work programme. The final decision will be a matter for the Joint Scrutiny Committee. District Council Scrutiny Committees not directly represented on the Joint Scrutiny Committee should do this through the District Councils Members appointed to the Committee.

6. Reporting Arrangements

The work and recommendations of the Joint Scrutiny Committee will be regularly reported to the Heart of the South West LEP Board.

Members may make reports to their “home” constituent authority in accordance with their own governance procedures.

7. Agendas, reports and minutes

The agenda and supporting papers will be published and circulated at least five clear working days in advance of meetings.

The minutes of any meetings will be published on the administering secretariat’s website and circulated to partner organisations as soon as practicable.

The Committee will operate under the Standing Orders of the administering authority.

The HotSW LEP will provide a link to the agendas and minutes of the Joint Scrutiny Committee on its website.

8. Frequency of meetings

The date, time and venue of meetings will be fixed in advance by the Joint Scrutiny Committee and an annual schedule of meetings agreed.

The Joint Scrutiny Committee will meet three times per year (March, July and November). Dates will be published on the website of the administering authority.

Additional meetings may be convened at the request of the Chair.

9. Election of Chair

The Chair will be elected on an annual basis by Members of the Joint Scrutiny Committee.

10. Quorum

The quorum of the Committee shall be one quarter of Members, equating to a quorum of 5.

11. Declarations of interest

Declarations of Interest will be made in accordance with the Government Guidance.

Joint Scrutiny Committee Members are subject to the Code of Conduct for Elected Members adopted by the Constituent Authority that nominated them including the requirement to declare relevant interests at formal meetings of the Joint Scrutiny Committee.

12. Voting

In principle recommendations will be reached by consensus, but if a vote is required it will be by a simple majority of all members present.

Where there are equal votes the Chair of the meeting will have the casting vote.

13. Duty to attend, cooperate and respond

The Joint Scrutiny Committee may require by invitation the Chair of the LEP Board and the Chief Executive of the LEP to appear before it to explain (in relation to all aspects of the Committee's work) the performance of the LEP and / or any particular decision or series of decisions. The Chair and Chief Executive have agreed to attend if so required, unless they have a legitimate reason for not doing so.

Following each meeting of the Joint Scrutiny Committee, the Committee's recommendations will be submitted to the LEP Board for consideration. The LEP Board will be required to consider those recommendations at its next meeting, and respond to the Joint Scrutiny Committee indicating what (if any) action the LEP Board proposes to take. The response should be made within 28 days of the LEP Board meeting and will be published.

14. Code of conduct

Members of the Joint Scrutiny Committee are expected to observe the "Seven Principles of Public Life" (the 'Nolan' principles) and shall be bound by their own authority's Code of Conduct in their work on the Joint Scrutiny Committee.

Members are expected to act in the interests of the Joint Scrutiny Committee, except where this would result in a breach of a statutory or other duty to their Constituent Authority or would be in breach of their Constituent Authority's Code of Conduct.

15. Access to information

Joint Scrutiny Committee meetings are regarded as a Council Committee for the purposes of Access to Information Act.

Meetings will be open to the press and public and the Freedom of Information Act provisions shall apply to all business.

Somerset County Council
Scrutiny for Policies and Place Committee
– 10 July 2018

Devon Somerset and Torbay Trading Standards Service Update

Lead Officer: Michele Cusack, Director, Economic and Community
Infrastructure Commissioning

Author: Dolores Riordan

Contact Details: dolores.riordan@devon.gov.uk

Cabinet Member: David Hall

Division and Local Member: All

1. Summary

- 1.1.** In July 2016, the Scrutiny committee considered a report on the progress made by the joint Devon and Somerset Trading Standards Service during its first three years of existence. The Committee noted that the 'expected financial and non-financial benefits have been met and in many areas were expected to be exceeded' and requested an annual report on performance. This report updates the Committee on the continued positive progress in 2017/18 and includes the extension of the joint service to include Torbay Council (May 2017).

The report highlights the key ways in which the Service will contribute to the priorities of Somerset, Devon and Torbay Councils including support for vulnerable adults through scams prevention work and boosting the local economy through new business interventions, advice provision to SME's, running the Buy With Confidence scheme to promote good businesses and the Primary Authority scheme to support business growth. It is recognised that compliance is key to sustainable business growth.

2. Issues for consideration / Recommendations

- 2.1.** Scrutiny Committee are requested to note that the Joint Trading Standards Service has continued to perform well and deliver the expected financial and non-financial benefits, and in many cases exceed them.
- 2.2.** Scrutiny Committee are also requested to note the emphasis that the Service is placing on supporting council priorities, particularly economic growth, across the three local authority areas.
- 2.3.** It is recommended that further updates to Scrutiny Committee be provided annually, enabling the Committee to input into the revisions of the Service's strategic planning process and assure themselves that the expected benefits continue to be realised.

3. Background

- 3.1.** The Trading Standards Service delivers Somerset County Council's (SCC's) statutory responsibility to enforce a wide range of complex

and overlapping legislation that collectively contributes to ensuring a fair and safe trading environment supporting both consumers and businesses. While having responsibilities that impact on all trade sectors it primarily covers the farming, food production, manufacturing, import, retail and service sectors, including internet trading.

- 3.2. On the 12 March 2013, SCC’s Scrutiny Committee agreed a report recommending the creation of a joint trading standards service for Devon and Somerset. The joint service was expected to realise £579k savings over 2013/14 and 2014/15 and was scheduled to realise a 20% saving over the first three years.
- 3.3. The joint service came into effect on 01 May 2013, with Devon County Council hosting the service and SCC Trading Standards staff TUPE transferring to Devon County Council.

4. Benefits realisation

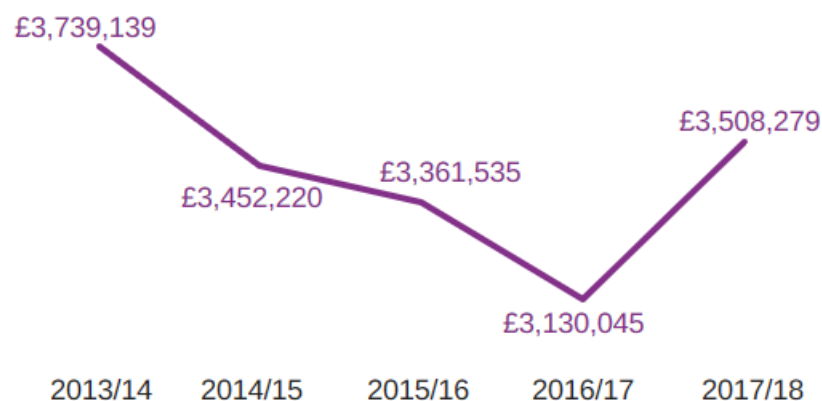
- 4.1. The savings for SCC expected and achieved by the joint service are set out below. It was agreed to deliver savings early and, due to increased income generation, to fund all transitional costs from within the Service budget with no further call on corporate funds.

Savings	SCC – anticipated	SCC – achieved
2013/14	£100,000	£154,039
2014/15	£93,000	£137,403
2015/16	£55,000	£76,318
2016/17	£35,000	£56,594
2017/18	£0	£23,896

- 4.2. The joint service exceeded its 20% savings target and delivered almost 30% savings over 3 years with no significant impact on service delivery.
- 4.3. It is difficult to exactly identify the cumulative total saved over the five years. All “anticipated savings” will have been from the base budget and will have accrued as a year-on-year saving. From the additional amounts achieved each financial year, some proportion has also been removed from the base budget but some has been delivered as a one-off, in-year under-spend.

5. Total Expenditure

5.1. The overall 2018/19 budget expenditure figure increased due to the expansion of the joint trading standards service to include Torbay Council and increased income generation (£456,509 income generated equating to 13% of budget). Key to this income was our activity in protecting the animal feed chain, which attracts central government funding in a trade sector of particular importance to the South West economy and income received from Buy With Confidence.



5.2. In 2018/19 the Service is further developing its commercial offer to business whilst at the same time ensuring that accurate, easy to understand guidance in achieving regulatory compliance remains free and readily accessible to local businesses. The aim is to build upon four key products:

- Enhanced, legally assured regulatory advice through contractual agreements with the business concerned (Primary Authority Partnerships -of which there are currently 18 in place)
- Buy With Confidence - the Service also received an additional £108,608 for the national operation of Buy With Confidence although this is owned in partnership and budgeted separately from the above. Currently, all income from the national operation is reinvested in developing the Scheme which should make local delivery more robust and economically viable.
- The Service's highly accurate Metrology Laboratory
- Charging for bespoke business advice on an hourly basis
- Additionally, a more commercial focus on our specialist skills such as Financial Investigators, Animal Feed specialists, etc.

6. 2017/18 Performance

- 6.1.** In a year of continued development, transition and change, the Service operated to a high standard, meeting its Key Performance Indicators. The Service achieved all of its high priority premises targets – including visiting high risk and primary authority businesses and carrying out new business interventions. In total 1,057 business advice requests were dealt with and 2,295 visits were conducted. In addition, 411 visits were made to livestock markets and 587 visits to farms for animal welfare and disease control purposes.

One aspirational target which was missed was “recruitment of new members to the Buy with Confidence Scheme”. However, this was not unexpected as in facilitating operation at a national level, Devon and Somerset (which previously had one of the lowest membership fees of all the local authority areas which operate the scheme) saw up to a 100% increase in membership fees in 2016/17, phased in over three years for existing members. This inevitably led to an initial fall in recruitment and retention. Total income shows a continuing increase however with £52k in 16/17, £79k in 17/18 and signs are that recruitment is again picking up and with the gradual removal of the legacy rates the predicted income for the local Scheme in 2018/19 is £96k.

- 6.2.** The key target areas for the work of the service last year were:
- Doorstep Crime and Scams – with a particular focus on victim support.
 - The Motor Trade – aimed at reducing the number of complaints about second-hand cars and car servicing. This trade sector is by some way the highest complaint category for Trading Standards both nationally and locally.
 - Animal Health - increasing rural business support and strengthening links with the farming industry.

7. Doorstep Crime and Scams

- 7.1.** Social media has been used throughout the year to share warnings and alerts of both local and national current scams and rogue trader activity.
- 7.2.** Working with the police the National Banking Protocol was introduced and subsequently there has been a significant increase in notifications of live incidents. (Nationally, the average prevention per call equates to £7,539.)
- 7.3.** Having presented to the Farming Community Network on doorstep crime and scams, a leaflet is being produced that can be distributed

to rural businesses/animal markets/other relevant places visited by animal health officers to continue to spread awareness.

- 7.4. The Service now has engagement and representation with the three Safeguarding Adults Boards across its area, in relation to scams and financial abuse, and they are planning to include working with us in their business plans.
- 7.5. We had 976 reports about scams and doorstep crime with a total estimated cost to victims of £1,950,370. Just 5% of incidents are believed to be reported nationally so this is a growing area of work for the Service. The Service made 63 direct interventions (32 in SCC area) and 27 (15 in SCC area) individual visits to prolific scams victims. Prosecutions by local authorities are rare as the perpetrators are often not in the UK and so public awareness and prevention is key. However, one of our Somerset victims received compensation of nearly £2000 following a case taken by colleagues in Hertfordshire with which we assisted.

8. Motor Trade

- 8.1. The Service carried out intelligence led, targeted, test purchasing exercises at car garages that sell and service low cost cars within the joint service area. All the cars purchased were found to be roadworthy and safe at time of sale. The purchased cars were then used in the car servicing exercise and again no major issues were identified by the appointed independent vehicle examiner. The garages involved in the above exercises have been advised of the results and provided with any necessary follow up advice.
- 8.2. A short video was produced for buyers of cars costing less than £1500 which points buyers to our redesigned website where advice, useful information and check lists can be found, as well as links to our partners in Citizens Advice and the joint service self-help pages if things go wrong.
- 8.3. A review of the prevalence of Personal Contract Purchase (PCP) in the new and nearly new car sales sector has been undertaken as well as an examination of how this relatively new finance tool is sold in the local area. A report on the findings is currently being written and we will be looking to educate consumers on the potential benefits and risks via a press release and information on our website.

9. Animal Health and Rural Businesses

- 9.1. Trading Standards Farming Partnership (TSFP) was a useful method to communicate with organisations within the agricultural industry, who in turn feedback the information to their members. In addition, 8 Livestock Market "advice clinics" were conducted which were well received.

- 9.2.** The beginning of the financial year saw an Avian Flu outbreak and for the first time the Service dealt with a Housing Order. In December 2017 there was a further outbreak of Avian Flu in Dorset and a National Prevention zone was applied. Advice was provided to poultry keepers and disseminated via social media, parish clerks, libraries, and through local media.
- 9.3.** The Service took part in two partnership contingency exercises, a Foot and Mouth exercise run by Trading Standards South West and an Emergency Contingency Group Joint Response Exercise.

10. General Enforcement Activities

- 10.1.** Service wide, 11 prosecutions and 6 formal cautions were issued with 41 months of prison sentences and 17 months of suspended sentences handed down
- Compensation for victims was £261,520
 - £454,690 was confiscated from criminals by the courts under the Proceeds of Crime Act
 - £71,017 of that was received back into the Service
 - £5,032 forfeited cash

11. Operational Plan

- 11.1.** A new Annual Operational Plan 2018/19 and Control Strategy 2018/19 was produced which respond to the Devon Somerset and Torbay Trading Standards Service Strategic Plan 2017/2021. These have both been agreed by the Joint Service Review Panel.
- 11.2.** There are no significant changes to the more routine work of the Service. The four priority areas identified by our Strategic Assessment, which will be the focus of more targeted project work are:
- Animal Health & Welfare
 - Doorstep Crime and Rogue Trading
 - Scams
 - Fair Trading (in particular, false claims and misleading practices)
- 11.3.** Buy With Confidence will act as a cross-cutting strategy lending support to each of the above initiatives.

12. Consultations Undertaken

- 12.1.** Consultation with appropriate stakeholders was carried out as part of the process leading up to the extension of the joint service.

13. Implications

- 13.1.** Financial Implications: there are no current financial implications. The savings required in the business case for creating the joint service have been delivered.
- 13.2.** Legal Implications: there are no current legal implications. These were considered during the setting up of the joint service and the authority of the service to act in this capacity has not been challenged to date.
- 13.3.** Due Regard Implications: there are no current due regard implications. A full equalities impact assessment was carried out during the setting up of the joint service.

14. Background Papers

Devon and Somerset Trading Standards Service: Year End Report 2017/2018

<http://www.devonsomersettradingstandards.gov.uk/about-us/service-plan-policies/>

The Devon and Somerset Trading Standards Service Strategic Plan 2017/2021

<http://www.devonsomersettradingstandards.gov.uk/wp-content/uploads/2013/08/Joint-Trading-Standards-Service-Strategic-Plan-20172021.pdf>

Annual Operational Plan 2018/19

<http://www.devonsomersettradingstandards.gov.uk/documents/2018/05/operational-plan-1819.pdf>

Control Strategy 2018/19

<http://www.devonsomersettradingstandards.gov.uk/documents/2018/05/control-strategy-201819.pdf>

List of legislation enforced by trading standards

<http://www.devonsomersettradingstandards.gov.uk/about-us/service-plan-policies/>

Note: For sight of individual background papers please use the links to the Devon, Somerset and Torbay Trading Standards Service public website or contact the report author.

This page is intentionally left blank

Planning Control Service Improvement Plan

Lead Officer: Michele Cusack, Director, Economic and Community Infrastructure Commissioning

Author: Barry James, Strategic Commissioning Manager – Community Infrastructure

Contact Details: bjames1@somerset.gov.uk, 07919 540986

Cabinet Member: Councillor David Hall

Division and Local Member: All

1. Summary

- 1.1. The Planning Control, Enforcement and Compliance Service deals with Minerals, Waste and planning applications for the County Council's own developments (such as schools or new/amended highway developments). It also provides an enforcement function for planning, gypsies/travellers, site monitoring, and professional services relating to ecology and acoustics. Being a County Planning Authority is a statutory duty the Council has to deliver.
- 1.2. The quality of the service, and its resourcing, has steadily declined over the last 6 or so years. This has led to it struggling to meet customer expectations, with a subsequent rise in complaints, appeals and an upheld Ombudsman complaint.
- 1.3. Following an internal restructure in 2017 the service was transferred to Community Infrastructure Commissioning. It was clear that work needs to be done to make the service fit for purpose and an Improvement Plan is the chosen vehicle to deliver the evolution of the service.

2. Issues for consideration / Recommendations

- 2.1. **The views of the Policies and Place Scrutiny Committee are invited on the Service Improvement Plan so that Officers can take them into account as part of the process of review and implementation of improvements.**

The Committee is also asked for feedback on the draft Action Plan and the timings therein.

3. Background

- 3.1. The quality of the service dealing with planning applications, and its resourcing, has deteriorated steadily over the past 6 years. Experienced staff have left and it has not been possible to replace them with similarly experienced staff. Since the team moved to Community Infrastructure Commissioning in July 2017 three contract planners have been appointed to help relieve some of the pressure, and a recruitment process run to fill vacant

posts. However, this process, in autumn 2017, did not produce many experienced candidates and the service was unable to fill one Senior Planning position. Other staff recruited did not have much/any county planning experience, thus requiring more management time for training.

3.2. Cases (these include planning applications, discharge of conditions and pre-application advice requests, which are charged for) are not being dealt with sufficiently quickly, leading to frustration and complaints. There have also been a number of appeals, including one for non-determination (i.e. because a case was taking too long to deal with). A recent Ombudsman complaint was upheld and the Council had to pay £600 as a result.

3.3. There is a backlog of applications and at the time of writing:

- 51 Minerals applications
- 36 Waste applications
- 56 County Council applications

To work through this backlog a firm of specialist consultants has been appointed; whilst this will help deliver decisions on many of these applications this it does not offer a sustainable or cost efficient approach to dealing with the issue.

3.4. The main performance indicator is a measurement of speed of determining minerals and waste planning applications. The Government requires that 60% of these applications are determined within 13 weeks (or longer if an applicant agrees to an extension of time).

The most recent assessment of applications determined showed that the median time period for dealing with applications was 18.7 weeks.

3.5. Since the 2010/11 financial year resources have reduced in the service. The gradual reduction in planners has not come as a result of a reduction in workload; the service is mainly reactive and income from planning applications is very difficult, if not impossible, to predict.

3.6. With shrinking resources has come a decline in the ability of the service to monitor sites effectively, to spend a lot of time in pre-application discussions, and has resulted in less communication with people involved in the planning process, be they applicants and agents or local residents. It reflects badly on the County Council when a frontline statutory service fails to communicate effectively with its customers.

3.7. Resourcing difficulties, the inability to attract suitably experienced/qualified staff, and ongoing high workloads in the team has led to a lot of pressure on officers. This is not sustainable if the Council wishes to provide a service that meets the needs of residents, businesses, visitors and the environment of Somerset.

3.8. It is worth remembering that Planning Control is an important facilitator of economic growth and for essential infrastructure in Somerset. The minerals industry provides resources for development across the south of the country. New roads, schools and other County Council developments usually require

planning permission and make their contribution to society's needs. If the planning service does not function effectively developments may be delayed, or may not provide the maximum benefits possible.

3.9. The Service Improvement Plan

The overall aim of this work is to return to an open, transparent and communicative service that provides a positive planning experience, regardless of the outcome.

3.10. The Plan looks at:

- Where we are now – understand the scale of the issue and the context within which we work
- The problem we are trying to solve – identify what will “better” look like, what we are trying to achieve
- How are we working - review the current ways of working in particular our processes, assess if we have the right resources in place to deliver, look at income generation
- What do our customers think – being open with stakeholders and getting their view to inform our Plan
- What do our staff think – get staff to give their views and to help deliver the Plan

The Plan also sets out how we will deliver improvements, when, and how we will monitor progress.

3.11. In terms of delivery, it is considered prudent to phase changes in over the coming 18 months so that business as usual can continue whilst the improvement works take effect.

4. Consultations undertaken

4.1. It is important that the Service considers the views of a range of stakeholders and it is proposed that over the coming months the following groups are engaged through a variety of routes (meeting, survey, etc):

- Staff
- Members (focusing initially on Regulation Committee members)
- The Minerals Industry (both directly and through industry groups such as the Mendip Quarry Producers)
- The Waste Industry
- Applicants (both internal and external)
- Agents (both internal and external)

4.2. The Plan will demonstrate how the comments and suggestions captured from the engagement exercise have informed the resulting improvements to the service.

5. Implications

5.1. Financial Implications

It is clear that we need to be aware of the financial implications when proposing any changes to the service. Any changes must therefore be done within the available financial envelope and be cognisant of the value any spend brings. The balance between fiscal prudence and providing a quality service is an important and realistic consideration.

- 5.2.** The plan includes a review of all income generating areas. Areas such as ecology, acoustics and the pre-application advice protocol will be reviewed along with looking at existing income targets.

5.3. Legal Implications

The Council has a statutory duty as a minerals and waste planning authority. The Council also determines its own developments (known as Regulation 3 developments). The council must consider various other legal obligations when considering changes to service provision. Enforcement is a discretionary activity however local authorities are expected to exercise these functions when required.

- 5.4.** The Plan will include a review of the current delivery model and asks the question whether it is the best way to deliver the service. Other delivery model options – such as collaboration with another minerals/waste authority – will be assessed and any realistic options put forward for consideration.

5.5. The Best Value Duty

The Best Value duty requires Councils to take steps, with the object of continuously improving the way services are delivered, to consider overall value, including economic, environmental and social value when reviewing service provision.

Engagement with stakeholders will be carried out at an early stage in the development of proposals for any changes that will bring about improvements to the service.

5.6. HR Implications

There may be changes to the structure and nature of various roles within the service as a result of this Plan. However, at this stage it is not possible to assess the extent of any changes. There will be a process of engagement and consultation if required before any HR-related changes are implemented.

6. Background papers

- 6.1.** Appendix A - The Service Improvement Plan: project plan.

Registration Service Update

Lead Officer: Alyn Jones, Director of Economic and Community Infrastructure Operations

Author: Genevieve Branch, Acting Strategic Manager – Registration & Scientific Services

Contact Details: gbranch@somerset.gov.uk

Cabinet Member: David Hall, Cabinet Member for Economic Development, Planning and Community Infrastructure

Division and Local Member: All

1. Summary

In July 2017, the Scrutiny Committee for Policies and Place considered a report on Registration Service performance during the previous year. The committee have requested an update for the 2017 – 2018 reporting period.

2. Issues for consideration / Recommendations

Members are asked to consider and comment on the Registration Service Performance for 2017/18.

3. Background

The Registration Service fulfils the Council's statutory duty to undertake the registration and solemnisation of Births, Deaths, Marriages, Civil Partnerships and Citizenship Ceremonies. All of these events mark key moments in an individual's life and the service is used by the vast majority of residents at some point in their lives.

Registration Services are provided wholly in-house by the Local Authority in partnership with the General Register Office (GRO), a section of the Home Office. This partnership is underpinned by a formal governance agreement and tightly regulated, with operational delivery governed by a number of key service standards and a performance measures as outlined in this report.

4. Performance

In order to comply with the governance agreement between the Local Authority and the General Register Office, the service submits an annual report on performance against nationally set targets. Performance against the key areas of measurement is summarised below, and the full report attached at appendix A.

5. Performance - Timeliness of birth and death registrations.

This following data is taken directly from the national database and is provided by the General Register Office, as such it is the only reliable information available for performance benchmarking against other areas.

Somerset – Timeliness of Registrations 2017 / 2018

Performance Target	Somerset Attainment	Regional Attainment	National Attainment
Timeliness of registration Births – target 98% registered within 42 days	99%	98%	97%
Timeliness of registration Stillbirths – target 98% registered within 42 days	100%	100%	98%
Timeliness of death registration (<u>no</u> Coronial involvement) – target 90% registered within 5 days	80%	70%	77%
Timeliness of death registration (<u>with</u> Coronial involvement) – target 90% registered within 5 days	76%	64%	71%
Timeliness of death registration following post mortem – target 90% registered within 7 days	46%	17%	26%
Timeliness of death registration target (following post mortem) – 80% registered within 7 days	47%	17%	26%

The service is currently meeting or exceeding the required performance for birth and stillbirth registrations (targets 1 & 2 above), but continues to fall short of meeting national targets for death registrations (targets 3 – 6). Over recent years Somerset has consistently performed above both regional and national averages in this area and continues to make small but steady improvements. However, the General Register Office have identified that the national trend has shown a reduction in performance against death registration targets for a number of years. As a result of this, and in conjunction with the 'Public Protection and Counter Fraud' priorities introduced in 2016, the General Register Office is placing a much greater emphasis on all Local Authorities to improve attainment levels for death registrations, with particular scrutiny on registrations where no coronial involvement is required (ie, target 3 above).

There are a wide range of factors which can determine how quickly a death can be registered. For example, seasonal fluctuations, appointment availability, whereabouts of next of kin and delays in receipt of the required paperwork from hospitals or GPs can all extend the process. When these external factors are considered in conjunction with the requirement to register within 5 days of death (including weekends or bank holidays) the target is extremely challenging.

Nevertheless, the General Register Office is focussed on improving standards across all Local Authority areas and are implementing enforced improvement notices where a commitment to increasing attainment is not currently being demonstrated. Although Somerset does not currently fall into this category of significant concern, the need for a clear strategy for continued improvement is advisable to ensure the service can continue to meet statutory obligations with ever increasing demand.

With this in mind, the service is in the process of undertaking a statutory performance review, with the resulting performance improvement action plan being incorporated into the service business plan.

6. Performance - Appointment Availability

Registration services across England and Wales use a range of different methods to measure this target and as a result there is no reliable comparable data.

The data below demonstrates that appointment availability has improved in Somerset over the last two years.

Performance Target	Somerset Attainment 2017 / 2018	Somerset Attainment 2016 / 2017	Somerset Attainment 2015 / 2016
Birth appointment availability – 95% of customers offered an appointment within 5 working days of request	95%	95%	96%
Stillbirth appointment availability – 95% of customers offered an appointment within 2 working days of request	100%	100%	100%
Death appointment availability – 95% of customers offered an appointment within 2 working days of request	86%	82%	80%
Notice of marriage/civil partnership appointment availability – 95% of customers offered an appointment within 2 working days of request	85%	75%	69%

Appointment demand fluctuates significantly throughout the year and although there are some seasonal peaks and troughs that can be planned for, variations in workload can often happen unexpectedly and without any obvious reason. For example, February 2018 saw an increase in demand for death registration appointments of 25% in comparison to the same period last year.

The availability of appointments has a direct impact on the timeliness of registrations (as outlined in section (a) above), and a review of office opening hours, particularly in the part time offices, will be undertaken during the year to ensure hours are aligned for optimum customer take-up and appropriate availability to facilitate registrations within 5 days of death.

7. Performance - Customer Engagement and Satisfaction

A high level of customer satisfaction has been sustained throughout the last reporting period.

There are no nationally set parameters for the measurement of customer satisfaction across registration services and therefore no reliable comparable data for regional or national averages.

Customer Satisfaction Results 2017 - 2018

Service Area	% Satisfied Customers	Response rates
Birth/Death registration and notice of marriage/civil partnership	97%	3%
Ceremonies	97%	4%
Citizenship	97%	7%
Historical certificate production	95%	8%

In 2017 the service launched a customer engagement strategy which set out a framework for enhancing relationships with customers and stakeholders. This was launched to work in conjunction with the service’s marketing strategy following the successful recruitment in July 2017 of a Marketing Officer to work on projects across the Community and Traded Services departments.

Despite unforeseen operational issues delaying the initial instigation of work on the registration service marketing strategy until late 2017, considerable progress and positive results have been achieved in a relatively short period of time:

- Service re-branding, creation and launch of bespoke website
- Website supplier directory has provided an affordable advertising opportunity for local businesses as well as created an additional income stream for the service
- Website provides the only fully comprehensive listing of all venues licensed for civil ceremonies in Somerset and North Somerset
- Creation of Facebook and Twitter social media accounts have been popular with both customers and stakeholders, as well as enabling positive news to be published instantly – our attendance at weddings during the snow in March for example
- Direct targeted marketing has encouraged a number of businesses to apply for a ceremony license, improving customer choice
- Additional income/savings identified to date (directly attributable to marketing activities) has covered the cost of the post

8. Performance - Public Protection and Counter Fraud

With close links to the Home Office, security, public protection and counter fraud are all a high priority for the service. The Home Office agenda continues to place increasing responsibilities for registration officers to identify and/or protect against crime and fraud. For example, across the UK sham marriages, benefit fraud, identity fraud, forged documents, human trafficking and slavery have all been identified as a result of registration officers reporting suspicions.

In April 2016 the General Register Office launched the Public Protection and Counter Fraud Assurance Framework which all registration districts are expected to adhere to. The framework identifies in the region of 70 different activities across all aspects of the service which require monitoring and checking systems to be in place and evidenced.

In August 2017, Somerset was one of the first authorities to receive an audit from the General Register Office where evidence was checked in order to provide assurance that the service was adhering to their new responsibilities.

The outcome of that audit is summarised in the table below.

Criteria	Number of elements assessed	Number of elements fully compliant
Pre-Registration	6	6
Point of Registration	8	8
Post-Registration	12	12
Certificates	4	4
Service Models (where applicable)	4	4
Sham Marriage	4	4

Data Protection	10	9
Registration Online (RON)	5	4
Stock and Security	8	8
Other	6	6

The service was able to demonstrate the highest level of compliance and was commended for developing a benchmarking and monitoring tool which was later rolled out to other registration services. The following is a quote from the General Register Office following the audit: *'The report indicated the excellent levels of attainment not just overall but within each of the 10 categories, my congratulation to the districts and the staff that have invested a significant amount of effort in developing the benchmarking database'*.

In January 2017 the General Register Officer undertook a bi-annual certificate stock and security audit across all service locations in Somerset and again in April 2018 the audit was undertaken at our offices in the North Somerset area. On both occasions the service was awarded the highest possible rating of security in relation to the arrangements around the receipt, storage and use of the secure certificate stock and registration records held.

9. Performance - Finance

The table below provides information on final outturn figures for the last two years, and initial projected budget for the coming year.

	18/19 budget	17/18 out-turn	16/17 out-turn
Gross Expenditure	(£1,560,600)	(£1,558,100)	(£1,458,047)
Income	£1,633,600	£1,605,900	£1,522,830
Net Income	£73,000	£47,800	£64,784

The service operates a full cost recovery model. Legislation prevents the service from making a profit but the income received from the chargeable fees enables the service to fully cover the cost of delivering statutory services that cannot be charged for, as well as provide a small surplus toward corporate overheads.

The final out-turn for 2017/2018 includes an £18k overspend despite achieving increased income targets. As a frontline service, staff costs equate to 82% of the total expenditure for the Registration Service, and this overspend (1.4% of overall staffing budget) was predominantly a result of additional costs to cover a combination of unexpected staff resource issues during the year.

Looking forward to 2018/2019 the expected increase in income for 2018/2019 has been calculated following a review of fees both nationally and locally and additional measures have been put in place to further monitor staff costs through the year.

10. Service Pressures and Priorities - Increased service demand

There has been a marked increase in demand for the service over recent years. Death registrations in Somerset have increased by 16% since 2013/2014, with only a 4% decline in births over the same period and despite marriages being at an all-time low nationally, Somerset has seen an increase of 16% during the same period.

With this trend likely to continue, particularly so for ceremonies which are being actively marketed, the service needs to make further efficiencies in order to facilitate the growth. Later in the year the service plans to implement further online channels which will automate the administrative work involved with ceremonies and enable the customer to create and personalise their own ceremony online.

11. Service Pressures and Priorities - Financial

As a frontline service, the highest proportion of expenditure is for staff costs and cannot be significantly reduced. Therefore the service must focus on ensuring income is maximised where possible.

Birth and death registrations must be provided free of charge and where fees can be charged these are mainly statutory fees set centrally, not necessarily reflective of the full cost of providing the service. Ceremony fees however can be set by the Local Authority on a full cost recovery basis. Continued growth in this area of the service is therefore crucial for long term sustainability.

Marketing activities for the year ahead will focus on a number of areas including:

- Increasing the number and range of licensed ceremony venues
- Challenging the somewhat negative, historical perception of a 'register office' ceremony (this perception is currently being rejuvenated by unofficial celebrants as a marketing tool)
- Encouraging couples into Somerset from other areas
- Review and re-launch of the non-statutory ceremony offer (baby naming and renewal of vows)
- Customer engagement channels

A review of fees will also be undertaken to ensure costs continue to be fully recovered.

12. Service Pressures and Priorities - Legislative

Meeting the General Register Office's priority of improving the timeliness of death registrations will be a significant challenge for the service, not least because of the range of external factors that impact and delay the process.

Nevertheless, an improvement plan is currently being prepared to address issues where possible and will include the following activities:

- Review of office opening times to ensure customer demand is appropriately met
- Review public awareness, information and call centre scripts
- Liaise with key stakeholders (GP surgeries and bereavement teams), raising awareness
- Further inform GPs and roll out short e-learning package to minimise number of medical certificates incorrectly filled out resulting in failed registration appointments

Changes to the death registration process and the introduction of a Medical Examiner system outlined in the Coroners and Justice Act 2009 have been expected for a number of years. Plans for a phased roll out of this by the NHS by April 2019 were announced by the Department of Health on 12th June 2018 and at this stage it is too early to be clear on exactly how this will impact the Registration Service in Somerset.

Two Private Members Bills are currently making their way through Parliament which, if successful, will significantly change marriage and civil partnership legislation. The full impact isn't yet clear, however the introduction of civil preliminaries to marriage would mean that banns would no longer be read in church and the registration service would be required to undertake a notice of marriage

for all couples planning religious ceremonies. There is also the possibility that a 'schedule' system will be introduced for the registration of marriages, removing the use of physical marriage registers and enabling the mothers' names to be included on the marriage registration as well as fathers' details.

Appendices:

Appendix A: Annual Performance Report 2017-2018

This page is intentionally left blank

Scrutiny for Policies and Place Committee Work Programme

Agenda item	Meeting Date	Lead Officer
	10 July 2018	
Library Service Consultation Update		Ollie Woodhams/Sue Crowley
Trading Standards		Barry James
Planning Control - Service Improvement Plan		Barry James
Registration Service Update		Genevieve Branch/Alyn Jones
Heart of the South West LEP Joint Scrutiny Arrangements		Julian Gale
	11 September 2018	
Flood and Water Management - Service Improvement Plan		Barry James
Flood and Water Management – Land Drainage Enforcement Policy		Barry James
Leisure Services Update		Barry James
Waste - Single Use Plastics		Barry James
Hinkley Point C Update -		Andy Coupe/Paula Hewitt
	09 October 2018	
Library Service Consultation 2018 – Recommendations		Ollie Woodhams/Sue Crowley
Revenue Budget Monitoring Report Q1 +1 2018/19		Lizzie Watkin
Council Performance Monitoring report Q1 +1 – 2018/19		Simon Clifford/Louise Day/Ryszard Rusinek
	13 November 2018	
Flood and Water Management – regular LLFA update		Barry James
Rights of Way		Alyn Jones
CDS Progress Update		Katriona Lovelock
	11 December 2018	
Revenue Budget Monitoring Report Q2 2018/19		Lizzie Watkin
Council Performance Monitoring report Q2 – 2018/19		Simon Clifford/Louise Day/Ryszard Rusinek

Scrutiny for Policies and Place Committee Work Programme

Note: Members of the Scrutiny Committee and all other Members of Somerset County Council are invited to contribute items for inclusion in the work programme. Please contact Jamie Jackson, Service Manager Scrutiny, who will assist you in submitting your item. jjackson@somerset.gov.uk 01823 359040

To add: Income regeneration
Temporary Labour Contract Update (Dec 2019)

Somerset County Council Forward Plan of proposed Key Decisions

The County Council is required to set out details of planned key decisions at least 28 calendar days before they are due to be taken. This forward plan sets out key decisions to be taken at Cabinet meetings as well as individual key decisions to be taken by either the Leader, a Cabinet Member or an Officer. The very latest details can always be found on our website at:

<http://democracy.somerset.gov.uk/mgListPlans.aspx?RPId=134&RD=0&FD=1&bcr=1>

Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 defines a key decision as an executive decision which is likely:

(a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates; or

(b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority.

The Council has decided that the relevant threshold at or above which the decision is significant will be £500,000 for capital / revenue expenditure or savings. Money delegated to schools as part of the Scheme of Financial Management of Schools exercise is exempt from these thresholds once it is delegated to the school.

Cabinet meetings are held in public at County Hall unless Cabinet resolve for all or part of the meeting to be held in private in order to consider exempt information/confidential business. The Forward Plan will show where this is intended. Agendas and reports for Cabinet meetings are also published on the Council's website at least five clear working days before the meeting date.

Individual key decisions that are shown in the plan as being proposed to be taken "not before" a date will be taken within a month of that date, with the requirement that a report setting out the proposed decision will be published on the Council's website at least five working days before the date of decision. Any representations received will be considered by the decision maker at the decision meeting.

In addition to key decisions, the forward plan shown below lists other business that is scheduled to be considered at a Cabinet meeting during the period of the Plan, which will also include reports for information. The monthly printed plan is updated on an ad hoc basis during each month. *Where possible the County Council will attempt to keep to the dates shown in the Plan. It is quite likely, however, that some items will need to be rescheduled and new items added as new circumstances come to light.* Please ensure therefore that you refer to the most up to date plan.

For general enquiries about the Forward Plan:

- You can view it on the County Council web site at <http://democracy.somerset.gov.uk/mgListPlans.aspx?RPId=134&RD=0&FD=1&bcr=1>
- You can arrange to inspect it at County Hall (in Taunton).
- Alternatively, copies can be obtained from Scott Wooldridge or Michael Bryant in the Democratic Services Team by telephoning (01823) 357628 or 359500.

To view the Forward Plan on the website you will need a copy of Adobe Acrobat Reader available free from www.adobe.com
Please note that it could take up to 2 minutes to download this PDF document depending on your Internet connection speed.

To make representations about proposed decisions:

Please contact the officer identified against the relevant decision in the Forward Plan to find out more information or about how your representations can be made and considered by the decision maker.

The Agenda and Papers for Cabinet meetings can be found on the County Council's website at:
<http://democracy.somerset.gov.uk/ieListMeetings.aspx?CId=134&Year=0>

FP Refs	Decision Date/Maker	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring it to be considered in private?	Contact Officer for any representations to be made ahead of the proposed decision
FP/18/04/02 First published: 3 April 2018	25 Jun 2018 Cabinet Member for Adult Social Care	Issue: Shaping the future models for Support in Sheltered Housing in Somerset Decision: SCC's contract for support in sheltered housing schemes is due to end in October 2018, a consultation is taking place between 3rd April – 30th May to seek the view of a wide range of people to discuss the different way which the council could provide these services in the future. This decision is to agree the outcome of that consultation.	Decision Report - Sheltered Housing Appendix A Appendix B Appendix C Appendix D		Vicky Chipchase, Senior Commissioning Officer Tel: 07775 406590
FP/17/08/01 First published: 9 August 2017	Not before 2nd Jul 2018 Cabinet Member for Resources and Economic Development	Issue: Disposal of Surplus Land at Castle Cary Decision: Authority to conclude negotiations for the disposal of surplus (former) farm land (13 acres, land only) at Castle Cary. Authority to conclude negotiations for the disposal of surplus (former) farm land (13 acres, land only) at Castle Cary.	Disposal of Surplus Land	Part exempt	Charlie Field, Estates Manager, Corporate Property Tel: 01823355325
FP/18/04/04 First published: 16 April 2018	Not before 2nd Jul 2018 Cabinet Member for Adult Social Care	Issue: Re-Provision of existing Learning Disability Service in Mendip Decision: To agree award decision for re-provision of a Learning Disability service in Mendip			Steve Veevers, Strategic Commissioning Manager Tel: 01823359155

FP Refs	Decision Date/Maker	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring it to be considered in private?	Contact Officer for any representations to be made ahead of the proposed decision
FP/18/01/03 First published: 5 January 2018	Not before 2nd Jul 2018 Cabinet Member for Children and Families	Issue: Heathfield School, Taunton - Award of Contract for the Proposed ASD Base Decision: To seek approval to award the contract for the delivery of the propose dnew base		Part exempt	Carol Bond, Project Manager, Property Programme Team Tel: 01823 355962
FP/17/09/04 First published: 11 September 2017	Not before 9th Jul 2018 Director of Finance, Legal and Governance, Director of Commissioning and Lead Commissioner for Economic Community Infrastructure	Issue: iAero (Yeovil) Aerospace Centre (2,500 sq m) Acceptance of ERDF Funding Decision: The acceptance of the offer of ERDF funding (£3.5 million), for the iAero (Yeovi) Aerospace Centre			Lynda Madge, Commissioning Manager – Economy & Planning Tel: 01823 356766
FP/18/02/01 First published: 6 February 2018	Not before 9th Jul 2018 Director of Commissioning and Lead Commissioner for Economic Community Infrastructure, Director of Finance, Legal and Governance	Issue: Connecting Devon and Somerset (CDS) Superfast Extension Programme (SEP) Phase 2: decision to accept further grant funding and introduce additional funding into the contract for Lot 4 Decision: To accept additional grant funding from DCMS to invest in broadband infrastrucutre in Lot 4. To introduce the additional funding into the contract for Lot 4 to deliver more broadband infrastructure in that area			Katriona Lovelock, Economic Development Officer Tel: 01823 359873

FP Refs	Decision Date/Maker	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring it to be considered in private?	Contact Officer for any representations to be made ahead of the proposed decision
FP/18/03/04 First published: 12 March 2018	Not before 9th Jul 2018 Cabinet Member for Highways and Transport	Issue: Procurement for the construction of traffic signals improvements at the Rowbarton junction in Taunton Decision: To commence the process to secure a contractor to deliver the scheme to improve the traffic signals at Rowbarton junction in Taunton			Sunita Mills, Service Commissioning Manager Tel: 01823 359763
FP/17/12/02 First published: 14 December 2017	Not before 9th Jul 2018 Cabinet Member for Highways and Transport	Issue: Contract for Provision of Bus Lane Enforcement Infrastructure Decision: To award the contract for the enforcement of bus lane enforcement infrastructure		Part exempt	Bev Norman, Service Manager - Traffic Management, Traffic & Transport Development Tel: 01823358089
NON-KEY DECISION First published: 28 December 2017	Not before 9th Jul 2018 Commercial & Business Services Director	Issue: Strategy for the Management of the County Farms Estate Decision: To approve the publication of the strategy for the management of the County Farms Estate in accordance with existing policies, taking into account the recommendations from Scrutiny Committee Policies & Place			Claire Lovett, Head of Property Tel: 07977412583
FP/18/04/06 First published: 30 April 2018	Not before 9th Jul 2018 Director of Commissioning and Lead Commissioner for Economic Community Infrastructure	Issue: Procurement of the HotSW Growth Hub Service Decision: To undertake the procurement of a Business Support Service (Growth Hub) on behalf of the HotSW LEP			Melanie Roberts, Service Manager - Economic Policy Tel: 01823359209

Weekly version of plan published on 1 June 2018

FP Refs	Decision Date/Maker	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring it to be considered in private?	Contact Officer for any representations to be made ahead of the proposed decision
FP/18/02/08 First published: 13 February 2018	Not before 9th Jul 2018 Cabinet Member for Highways and Transport	Issue: Taunton Transport Strategy Decision: To agree to adopt the joint (with TDBC) Taunton Transport Strategy			Lucy Bath Tel: 01823 359465
FP/18/03/06 First published: 13 March 2018	Not before 9th Jul 2018 Cabinet Member for Resources and Economic Development, Cabinet Member for Corporate and Community Services	Issue: Community Leisure Services Post 2019 Decision: Agree that SCC does not extend or renew the current contract for community leisure provision. Sites will be made available for disposal to the schools were possible.			Barry James, Strategic Commissioning Manager – Community Infrastructure Tel: 01823 356659
FP/18/04/05 First published: 16 April 2018	9 Jul 2018 Cabinet	Issue: Consultation on draft Somerset Air Quality Statement Decision: To go out to public consultation on the draft Somerset Air Quality Statement			Stewart Brock, Public Health Specialist, Public Health Tel: 01823357235
FP/18/06/04 First published: 12 June 2018	9 Jul 2018 Cabinet	Issue: Formulation of a Sub-National Transport Body for the South West Peninsula Decision: To agree to become a member of a shadow sub-national transport body for the South West peninsula.			Mike O'Dowd-Jones, Strategic Commissioning Manager – Highways and Transport Tel: 01823 356238

Weekly version of plan published on 1 June 2018

FP Refs	Decision Date/Maker	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring it to be considered in private?	Contact Officer for any representations to be made ahead of the proposed decision
FP/18/06/01 First published: 7 June 2018	9 Jul 2018 Cabinet	Issue: Corporate Peer Challenge Update Decision: To receive an update on management actions			Simon Clifford, Customers & Communities Director Tel: 01823359166
FP/18/03/03 First published: 11 May 2018	9 Jul 2018 Cabinet	Issue: Treasury Management End of Year Report 2017-18 Decision: That the Cabinet endorse the Treasury Management End of Year Report for 2016-17 and recommends its approval by Full Council on 18 July 2018			Alan Sanford, Principal Investment Officer Tel: 01823 359585
FP/18/02/09 First published: 13 February 2018	9 Jul 2018 Cabinet	Issue: Road Safety Strategy Decision: Adoption of the Road Safety Strategy			Lucy Bath Tel: 01823 359465
FP/18/04/07 First published: 30 April 2018	9 Jul 2018 Cabinet	Issue: Children and Young Peoples Plan 2016-19 - Report on progress of year 2 Decision: Report on progress of year 2 (1 April 2017 - 31 March 2018)			Director of Children's Services
FP/18/05/08 First published: 11 May 2018	9 Jul 2018 Cabinet	Issue: Revenue Budget Monitoring Report - Month 2 2018/19 Decision: To consider the report			Elizabeth Watkin, Service Manager - Chief Accountant Tel: 01823359573

Weekly version of plan published on 1 June 2018

FP Refs	Decision Date/Maker	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring it to be considered in private?	Contact Officer for any representations to be made ahead of the proposed decision
FP/18/05/02 First published: 9 May 2018	9 Jul 2018 Cabinet	Issue: Decision to award contract for the provision of Somerset Specialist All Age Drug and Alcohol Treatment Service Decision: Cabinet to approve the award of contrac			Amanda Payne, Co-ordinator Somerset Drug and Alcohol Partnership, Public Healt Tel: 01823357641
FP/18/05/01 First published: 9 May 2018	9 Jul 2018 Cabinet	Issue: Adoption of the 'Well-managed highway infrastructure' Code of Practice by Somerset County Council Decision: To agree SCC adopts the new CoP and its 'risk based' approach for the management of the highway network.			Neil Guild, Highways Asset Improvement Officer
FP/08/06/03 First published: 12 June 2018	12 Jul 2018 Cabinet Member for Children and Families	Issue: Emergency Residential Stepdown Pilot Decision: To approve an 18 month pilot programme to procure emergency children's residential provision, exploring different models of delivering the service to see what works best			Louise Palmer, Strategic Commissioner
FP/18/06/02 First published: 12 June 2018	12 Jul 2018 Cabinet Member for Adult Social Care	Issue: Award of contract for the provision of Learning Disability Services in the Mendip area Decision: Confirm the decision to award to a specificed provider for the contract for services previousley run by Aster Care,			Steve Veevers, Strategic Commissioning Manager Tel: 01823359155

Weekly version of plan published on 1 June 2018

FP Refs	Decision Date/Maker	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring it to be considered in private?	Contact Officer for any representations to be made ahead of the proposed decision
FP/18/06/05 First published: 19 June 2018	19 Jul 2018 Cabinet Member for Adult Social Care	Issue: Award Contracts for Tennyson Court ECH Scheme and Eliot Court Supported Living Scheme Decision: The report requests approval to award two contracts for the new integrated care and support service			Steve Veevers, Strategic Commissioning Manager Tel: 01823359155
FP/18/06/06 First published: 19 June 2018	19 Jul 2018 Director of Finance, Legal and Governance, ECI Commissioning Director	Issue: Approve the decision to proceed with the delivery of iAero (Yeovil) Centre Decision: Approve the decision to appoint the preferred major works construction contractor and to proceed with the construction of the Centre at the Council's risk			Julie Wooler, Economic Development & Strategic Tourism Officer
FP/18/06/07 First published: 19 June 2018	19 Jul 2018 Cabinet Member for Children and Families	Issue: Emergency Residential Stepdown Pilot Decision: That the Cabinet Member of Children and Families approves an 18 month pilot programme to procure emergency children's residential provision			Louise Palmer, Strategic Commissioner
FP/18/04/08 First published: 30 April 2018	Not before 3rd Sep 2018 Commercial & Business Services Director, Cabinet Member for Children and Families	Issue: Creation of two New Academies in Somerset Decision: King Alfred School and Pawlett Primary School			Elizabeth Smith, Service Manager – Schools Commissioning Tel: 01823 356260

Weekly version of plan published on 1 June 2018

FP Refs	Decision Date/Maker	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring it to be considered in private?	Contact Officer for any representations to be made ahead of the proposed decision
FP/18/05/09 First published: 11 May 2018	19 Sep 2018 Cabinet	Issue: 2019/20 Medium Term Financial Plan - Development and Approach Decision: To consider the report			Elizabeth Watkin, Service Manager - Chief Accountant Tel: 01823359573
FP/17/11/05 First published: 16 November 2017	19 Sep 2018 Cabinet	Issue: Customer Feedback Annual Reports 2017/18 Decision: Consider the annual customer feedback report and Ombudsman report for 2017/18			Rebecca Martin Tel: 01823 356257