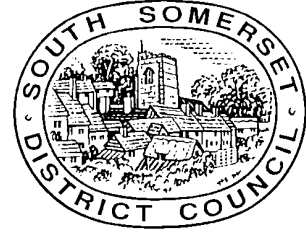


South Somerset District Council

Notice of Meeting



Scrutiny Committee

Making a difference where it counts

Tuesday 4th July 2017

10.00 am

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

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



The following members are requested to attend this meeting.

Chairman: Sue Steele
Vice-chairmen: Dave Bulmer and John Clark

Jason Baker
John Field
Carol Goodall
Tony Lock

Paul Maxwell
David Norris
Alan Smith
Rob Stickland

Gerard Tucker
Martin Wale
Colin Winder

If you would like any further information on the items to be discussed, please contact the Democratic Services Officer on 01935 462596 or democracy@southsomerset.gov.uk

This Agenda was issued on Monday 26 June 2017.

Ian Clarke, Director (Support Services)

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



Information for the Public

What is Scrutiny?

The Local Government Act 2000 requires all councils in England and Wales to introduce new political structures which provide a clear role for the Council, the Executive and non-executive councillors.

One of the key roles for non-executive councillors is to undertake an overview and scrutiny role for the council. In this Council the overview and scrutiny role involves reviewing and developing, scrutinising organisations external to the council and holding the executive to account

Scrutiny also has an important role to play in organisational performance management.

The Scrutiny Committee is made up of 14 non-executive members and meets monthly to consider items where executive decisions need to be reviewed before or after their implementation, and to commission reviews of policy or other public interest.

Members of the public are able to:

- attend meetings of the Scrutiny Committee except where, for example, personal or confidential matters are being discussed;
- speak at Scrutiny Committee meetings (limited to up to 3 minutes per person and at the Chairman's discretion usually no more than a total of 15 minutes is allocated for public speaking); and
- see agenda reports.

Meetings of the Scrutiny Committee are held monthly on the Tuesday prior to meetings of the District Executive at 10.00am in the Council Offices, Brympton Way, Yeovil.

Agendas and minutes of these meetings are published on the Council's website www.southsomerset.gov.uk.

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

Recording and photography at council meetings

Recording of council meetings is permitted, however anyone wishing to do so should let the Chairperson of the meeting know prior to the start of the meeting. The recording should be overt and clearly visible to anyone at the meeting, but non-disruptive. If someone is recording the meeting, the Chairman will make an announcement at the beginning of the meeting. If anyone making public representation does not wish to be recorded they must let the Chairperson know.

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

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

Scrutiny Committee

Tuesday 4 July 2017

Agenda

Preliminary Items

1. Minutes (Pages 5 - 10)

To approve as a correct record the minutes of the previous meeting held on 1 June 2017.

2. Apologies for absence

3. Declarations of Interest

In accordance with the Council's current Code of Conduct (as amended 26 February 2015), which includes all the provisions relating to Disclosable Pecuniary Interests (DPI), personal and prejudicial interests, Members are asked to declare any DPI and also any personal interests (and whether or not such personal interests are also "prejudicial") in relation to any matter on the Agenda for this meeting.

4. Public question time

5. Issues arising from previous meetings

This is an opportunity for Members to question the progress on issues arising from previous meetings. However, this does not allow for the re-opening of a debate on any item not forming part of this agenda.

6. Chairman's Announcements

Items for Discussion

7. Verbal update on reports considered by District Executive on 1 June 2017 (Page 11)

8. Reports to be considered by District Executive on 6 July 2017 (Page 12)

9. Performance Management and Reporting (Page 13)

10. Appointment of Members to Somerset Waste Board Informal Joint Scrutiny Panel
(Page 14)

11. Verbal update on Task and Finish reviews (Page 15)

12. Update on matters of interest (Page 16)

13. Scrutiny Work Programme (Pages 17 - 19)

14. Date of next meeting (Page 20)

Agenda Item 1

South Somerset District Council

Draft Minutes of a meeting of the **Scrutiny Committee** held in **Council Chamber B, Council Offices, Brympton Way, Yeovil BA20 2HT** on **Thursday 1 June 2017**.

(10.00 am - 12.10 pm)

Present:

Members: Councillor Sue Steele (Chairman)

Dave Bulmer	Rob Stickland
John Clark	Gerard Tucker
Tony Lock	Martin Wale
David Norris	Colin Winder

Also Present:

Peter Gubbins	Angie Singleton
Henry Hobhouse	

Officers

Andrew Gillespie	Performance Manager
Anna-Maria Lenz	Performance Officer
Laurence Willis	Assistant Director (Environment)
Alasdair Bell	Environmental Health Manager
Paul Rayson	General Manager, Yeovil Crematorium
Paul Fitzgerald	Section 151 Officer
Anthony Robins	Management Accountant
Nigel Marston	Licensing Manager
Jo Gale	Scrutiny Manager
Becky Sanders	Democratic Services Officer

1. Minutes (Agenda Item 1)

The minutes of the meetings held on 4 April 2017 and 18 April 2017 were approved as a correct record and signed by the Chairman.

2. Apologies for absence (Agenda Item 2)

Apologies for absence were received from Councillors Jason Baker, Carol Goodall, Paul Maxwell and Alan Smith.

3. Declarations of Interest (Agenda Item 3)

There were no declarations of interest.

4. Public question time (Agenda Item 4)

There were no members of public present at the meeting.

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

There were no issues raised from previous meetings.

6. Chairman's Announcements (Agenda Item 6)

No announcements were made by the Chairman.

7. Verbal update on reports considered by District Executive on 6th and 18th April 2017 (Agenda Item 7)

The Chairman noted that the Scrutiny comments had been considered and were included in the District Executive minutes which had been circulated.

8. Reports to be considered by District Executive on 1st June 2017 (Agenda Item 8)

Members considered the reports within the District Executive agenda for 1 June 2017 and made the following comments:

SSDC Annual Performance Report 2016/17 (Agenda item 6)

- Scrutiny members raised concerns that we would not have accurate performance reporting for collection of waste for the South Somerset District. Collection of waste is an SSDC duty and we need to ensure that high standards and satisfaction rates are maintained and we need to be able to address any issues that prevent this promptly.
- Members were unaware of the food events referred to under C2.09 of the Annual monitoring report 2016/17 and have requested a brief overview or briefing note is provided.
- Members commented on the current Corporate Performance Indicators; PI008 – Requests for action from the Streetscene team – members noted that it was not clear that the target is less than 3,100; targets should be reviewed once the previous year's outturn is known or even in year to ensure we are striving for continual improvement.
- Members stressed we need some continuity in data reporting to compare pre and post transformation stats/performance information.
- Performance Officers will be working with Scrutiny Committee on 4th July 2017 to begin to review the current suite of performance indicators and consider what adjustments need to be made to ensure effective monitoring for the new Council Plan and throughout Transformation.

Overview and Scrutiny Committee – Disposal of third party properties (Agenda item 7)

- The recommendations were fully supported by Scrutiny Committee.

District Executive Forward Plan (Agenda item 8)

- Members questioned if there should be a report with regard to the Boundary Commission review and why the Quarterly reports on Transformation were absent from the forward plan.

CONFIDENTIAL – Exclusion of the Press and Public

In accordance with Section 100A(4) of the Local Government Act 1972 (as amended), the Committee resolved that the press and public be excluded from the following items in view of the likely disclosure of exempt information as described in Paragraph 3 of Part 1 of Schedule 12A to the Act, i.e. "Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Refurbishment and Development of Yeovil Crematorium (Confidential) (Agenda item 11)

Members made a number of comments in confidential session.

9. Street Trading Policy - Draft Report of the Task and Finish Group (Agenda Item 9)

The Chairman of the Task and Finish Group introduced the report and provided a brief overview of the review of the SSDC Street Trading Policy. He highlighted some of the recommendations within the report and summarised how the Task and Finish Group had reached their conclusions. Due to the timing regarding carnival committees, he suggested that the report go to Licensing Committee and then direct to Council.

The Licensing Manager explained the process for the review and other aspects in more detail, and noted the existing policy had been in place for seven years. He noted that whilst the proposed revised policy was substantially unchanged, some elements were clarified in more detail that previously may have been open to some interpretation.

During a short discussion the Licensing Manager responded to points of detail regarding carnival committees, mobile ice cream sellers and mobile sandwich sales.

Members suggested a small amendment to the report regarding the membership of the Task and Finish Group. Subject to the minor change being made the Scrutiny Committee endorsed the report and recommendations. It was noted the Licensing Committee would consider the report at a meeting on 13 June prior to the report going to Council in July.

The Chairman formally thanked all those involved with the review of the Street Trading Policy for the work they had done.

ACTION: That the final report of the Task and Finish Group for the review of the SSDC Street Trading Policy be recommended by Scrutiny Committee to Licensing Committee and Council. Officers - Nigel Marston and Jo Gale.

10. Appointment of Members to Somerset Waste Board Informal Joint Scrutiny Panel (Agenda Item 10)

The Scrutiny Manager introduced the report and noted that in the previous year Councillors Jason Baker and Val Keitch had been the Scrutiny members appointed to the Somerset Waste Board Informal Joint Scrutiny Panel.

In response to a question she explained that legislation did not recognise Joint Scrutiny Committees hence why it was called Informal Panel.

During a brief discussion, Councillor Martin Wale tentatively volunteered to be a member on the Panel. Members noted that a number of councillors were absent at the current meeting and it was agreed to defer making the appointment of the second member and substitute until the next meeting and to obtain more information regarding the frequency and dates of future Panel meetings.

ACTION: Place an item on the agenda for the next meeting, and obtain further information about meetings of the Panel. Officer – Jo Gale.

11. Appointment of Members to Somerset Rivers Authority Scrutiny Panel (Agenda Item 11)

The Scrutiny Manager introduced the report and asked for volunteers to be appointed to the Somerset Rivers Authority Scrutiny Panel.

Councillors Gerard Tucker and Sue Steele expressed an interest in being the appointed members, and their appointment to the Panel was agreed by the Scrutiny Committee.

ACTION: That the SRA Scrutiny Panel be informed that Councillors Gerard Tucker and Sue Steele are the appointed members from the SSDC Scrutiny Committee. Officer – Jo Gale.

12. Verbal update on Task and Finish reviews (Agenda Item 12)

Members noted the updates provided by the Scrutiny Manager on each of the Task and Finish groups currently in progress or recently completed:

Disposal of Third Party Properties - In April 2016 a Task and Finish group commenced a review into the process surrounding the disposal of third party properties (where consent was being sought from a Housing Association to dispose of a property that was formerly owned by the Council). This piece of work has now concluded. District Executive agreed with the recommendations, the process will now be amended going forward.

Street Trading – The work has been completed, the final report will now proceed to the Licensing Committee and Council for consideration.

Council Tax Support – Revenues Officers have been:

- Reviewing data and information received from both South Gloucester and Bath and North East District Council with regard to operating a discount based scheme.
- Identifying potential savings that could be made in terms of administration costs without altering the scheme.

Once this information has been reviewed with the portfolio Holder for Finance task and finish members will meet to discuss and agree the ambitions and priorities specifically for this review.

Local Discretionary (Business Rate) Relief Scheme – Scrutiny Committee members agreed at its meeting on 1st June to set up a Task and Finish review group to work with business rate officers to consider how best to allocate a limited amount of funding from Central Government to help businesses who as a result of the Business Rate (National Non Domestic Rate) Revaluation 2017 have been adversely affected (Rateable value has increased significantly with effect from 01 April 2017).

The outcome of the review is to produce a Local Discretionary (Business Rate) Relief Scheme.

Rural Allocations Policy – The Disposal of Third Party properties had highlighted issues with the Rural Allocations Policy and some work now needs to be done to review the policy, no start date has been agreed for this as yet.

13. **Update on matters of interest (Agenda Item 13)**

The Scrutiny Manager reminded members of a draft document that had been circulated by email outside of the meeting regarding questioning guidelines. She asked members to consider the document and raise any comments about the document at the next committee meeting. She explained that the purpose of the document was to help members plan their questioning to ensure all aspects of the scrutiny role was effectively fulfilled.

Vice-Chairman Councillor David Bulmer, briefly updated members following a recent JLAG (Joint Leaders Advisory Group) meeting he had attended. He commented that it was the first meeting for a long time and the key message was that the strategic group is continuing. The Somerset County Plan had been discussed and also issues that both SSDC and Sedgemoor have with the County Highway Authority.

In response to the JLAG update one councillor asked if there should be an opportunity could Economic Development be raised, as the impact and opportunities relating to Hinkley were huge. It was also asked if the main Police Custody Centre being located in Bridgwater had been discussed and if the impact of the single location had been assessed. The comments were acknowledged.

14. **Scrutiny Work Programme (Agenda Item 14)**

The Scrutiny Manager noted there were no updates to the Work Programme. She reminded members of the report due at the next meeting regarding Performance

Indicators and asked members to consider in advance of the meeting what information and data they would like to see recorded.

15. Date of next meeting (Agenda Item 15)

Members noted the next meeting of the Scrutiny Committee would be held at 10.00am on 4 July 2017, in the Main Committee Room, Brympton Way.

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Chairman

Agenda Item 7

Verbal update on reports considered by District Executive on 1 June 2017

The Chairman will update members on the issues raised by Scrutiny members at the District Executive meeting held on 1 June 2017.

The draft minutes from the District Executive meeting held on 1 June 2017 have been circulated with the District Executive agenda.

Agenda Item 8

Reports to be considered by District Executive on 6 July 2017

Lead Officer: Jo Gale, Scrutiny Manager
Contact Details: joanna.gale@southsomerset.gov.uk or 01935 462077

Scrutiny Committee members will receive a copy of the District Executive agenda containing the reports to be considered at the meeting on 6 July 2017.

Members are asked to read the reports and bring any concerns/issues from the reports to be discussed at the Scrutiny Committee meeting on 4 July 2017.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 6 July 2017.

Please note:

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

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

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

Agenda Item 9

Performance Management and Reporting

Lead Officer: Joanna Gale, Scrutiny Manager
Anna-Maria Lenz, Performance Officer
Andrew Gillespie, Performance Manager

Contact Details: joanna.gale@southsomerset.gov.uk or 01935 462077
anna-maria.lenz@southsomerset.gov.uk or 01935 462216
andrew.gillespie@southsomerset.gov.uk 01935 462364

Purpose of Report

In response to a Scrutiny Committee request, the Performance Officer and Performance Manager will attend to:

- Share some of the emergent thinking about the design of Corporate Performance Management and reporting as we move to the new operating model.
- Explore the views of members about their role in performance management and how that can be supported in the new operating model.
- Explain how we are monitoring the performance of the Transformation Programme.

Action Required

That Scrutiny Committee consider the information and data they would like to see recorded.

Background

The Council is accountable for its performance to the local community. Performance data is published to enable us to demonstrate achievements against targets.

As an integral part of the Transformation Programme, work has begun to redesign the collection, analysis and reporting of performance data throughout SSDC, not only to ensure we achieve the outcomes we set ourselves but also to ensure that good quality data will drive and underpin our future policy development. Updates on this work will be made to members as part of the Transformation Programme reporting cycle.

Agenda Item 10

Appointment of Members to Somerset Waste Board Informal Joint Scrutiny Panel

Lead Officer: Joanna Gale, Scrutiny Manager
Contact Details: Joanna.Gale@southsomerset.gov.uk or (01935) 462077

The appointment of members to the Panel was discussed at the Scrutiny Committee meeting on 1 June 2017. At that meeting, Councillor Martin Wale tentatively volunteered to be a member on the Panel. As a number of councillors had been absent at the June meeting it was agreed to defer making the appointment of the second member and substitute until the next meeting (4 July 2017). Hence this report is back at Scrutiny Committee for further consideration.

Purpose of Report

The Somerset Waste Board was formed in October 2007. The board is a joint committee that comprises two Councillors from each of the six Somerset local authorities to manage and develop waste services across Somerset.

The purpose of this report is to appoint two representatives from SSDC Scrutiny Committee to the Somerset Waste Board Informal Joint Scrutiny Panel and one nominated substitute.

Action Required

Two members of SSDC's Scrutiny Committee and one nominated substitute are appointed to the Somerset Waste Board informal Joint Scrutiny Panel.

Background

The Somerset Waste Board informal Joint Scrutiny Panel was formed in 2011 with the intention of improving pre-decision scrutiny and facilitating wider engagement of elected members in the work of the Somerset Waste Board.

As an informal Joint Scrutiny Panel, any recommendations or actions proposed by the Panel will need to be endorsed by the Scrutiny functions of each partner authority. Working together informally should and provide a more effective mechanism for fulfilling the statutory scrutiny functions of local authorities.

Agenda Item 11

Verbal update on Task and Finish reviews

The Task and Finish Review Chairs or Scrutiny Manager will give a brief verbal update on progress made.

Current Task & Finish Reviews

- Council Tax Support 2018/19
- Accessible Homefinder Common Lettings Policy
- Local Discretionary (Business Rate) Relief Scheme

Agenda Item 12

Update on matters of interest

Lead Officers: Jo Gale, Scrutiny Manager
Contact Details: joanna.gale@southsomerset.gov.uk or 01935 462077

Action Required

That members of the Scrutiny Committee note the verbal updates as presented by the Scrutiny Manager.

Purpose of Report

This report is submitted for information to update members of the committee on any recent information regarding matters of interest to the Scrutiny Committee, and for the Scrutiny Manager to verbally update members on any ongoing matters.

Scrutiny Work Programme

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
October 2017	Council Tax Penalties and Civil Penalties in Housing Benefit	✓		In April 2017 the council agreed to introduce penalties for those who have failed to notify the Council of change of circumstances that has resulted in them continuing to receive a Council Tax exemption, discount, Housing Benefit or Council Tax Support award that they are not entitled. Scrutiny Committee agreed at their meeting on 4 th April 2017 for an item to be added to the forward plan for October to monitor the effectiveness of the policy. Figures with regard to the cost of issuing and collecting penalties have been specifically requested.	Ian Potter
Nov TBC	Discretionary Housing Payment policy monitoring	✓		An update report on the implementation and outcomes of the revised Discretionary Housing Payment Policy that came in to effect on 1 April 2017 following a Task and Finish review.	Ian Potter
Feb TBC	Monitoring of the implementation of Charges for Pre-Application Development Control Advice	✓		In April 2017 Scrutiny Committee supported the introduction of charging for Pre- Application Development Advice and requested a monitoring report is brought forward to establish the effectiveness of recouping costs and to consider the re-evaluation of fees.	David Norris
TBC	Troubled Families Programme	✓		Members requested an update report on the progress of the troubled families following a report covering the work of South Somerset Together, Local Strategic Partnership. A specific report request needs to be compiled.	Helen Rutter

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
TBC	Review of Economic Development Strategy	✓		This Strategy is due for review and Scrutiny members have previously been involved in the review and development of this Policy. The Lead Officer has agreed that Scrutiny involvement will be factored in to the review process and we will be kept informed regarding the most appropriate point for effective Scrutiny engagement.	David Julian / Cllr Jo Roundell Greene.
TBC	Increased Joint Working Between Police Forces			At the meeting of Scrutiny Committee on 30 August 2016, the SSDC representative on the Police and Crime Panel requested that there be a report looking at the proposals for increased joint working between police forces across the South West.	

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

Current Task & Finish Reviews

Date Commenced	Title	Members
February 2017	<p>Council Tax Support 2018/19</p> <p>Monitoring the effectiveness of the current scheme and how best to manage the reductions in the Administration grant as part of efficiency savings and as a consequence of the changes with Universal Credit</p>	<p>Cllrs Jason Baker, Val Keitch, Andy Kendall, David Norris, Sue Osborne, Sue Steele, Alan Smith, Rob Stickland, Derek Yeomans</p>
February 2017	<p>Accessible Homefinder Common Lettings Policy</p> <p>A review of the policy to ensure it is accessible for customers/the general public. Phase 1 completed with comments re style, layout and terminology fed back, phase 2 to commence June 2017 or later.</p>	<p>Cllrs Sue Steele, Carol Goodall</p>
June 2017	<p>Local Discretionary (Business Rate) Relief Scheme</p> <p>Scrutiny Committee members agreed at the meeting on 1st June to set up a Task and Finish review group to work with business rate officers to consider how best to allocate a limited amount of funding from Central Government to help businesses who as a result of the Business Rate (National Non Domestic Rate) Revaluation 2017 have been adversely affected (Rateable value has increased significantly with effect from 01 April 2017). The outcome of the review is to produce a Local Discretionary (Business Rate) Relief Scheme.</p>	<p>Cllrs Sue Steele, Carol Goodall, Gerard Tucker, Dave Bulmer</p>
TBC	<p>Rural Allocations Policy</p> <p>The Disposal of Third Party properties had highlighted issues with the Rural Allocations Policy and some work now needs to be done to review the policy, no start date has been agreed for this as yet.</p>	
<p>The Overview and Scrutiny Committee are committed to ensuring they have capacity to contribute to the Council's Transformation programme and therefore fewer Task and Finish reviews may be conducted during the Transformation period.</p>		

Agenda Item 14

Date of next meeting

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 1 August 2017 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.
