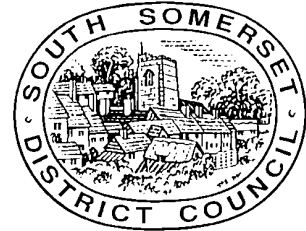


South Somerset District Council

Notice of Meeting



Scrutiny Committee

Making a difference where it counts

Tuesday 5th September 2017

10.00 am

**Chamber B, 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 Friday 25 August 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 5 September 2017

Agenda

Preliminary Items

1. Minutes (Pages 5 - 8)

To approve as a correct record the minutes of the previous meeting held on 1 August 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 3 August 2017 (Page 9)

8. Technology Implementation Update (Pages 10 - 11)

9. Non Domestic Rate (Business Rates) Revaluation Support Relief Policy - Report of the Task and Finish Group (Pages 12 - 19)

10. Reports to be considered by District Executive on 7 September 2017 (Page 20)

11. Verbal update on Task and Finish reviews (Page 21)

12. Update on matters of interest (Page 22)

13. Scrutiny Work Programme (Pages 23 - 24)

14. Date of next meeting (Page 25)

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Agenda Item 1

South Somerset District Council

Draft Minutes of a meeting of the **Scrutiny Committee** held at the **Main Committee Room, Council Offices, Brympton Way, Yeovil BA20 2HT on Tuesday 1 August 2017.**

(10.00 am - 11.35 am)

Present:

Members: Councillor Sue Steele (Chairman)

Jason Baker	David Norris
Dave Bulmer	Alan Smith
John Clark	Rob Stickland
John Field	Gerard Tucker
Carol Goodall	Colin Winder
Tony Lock	

Also Present:

Ric Pallister	Angie Singleton
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Officers

Jo Gale	Scrutiny Manager
Alex Parmley	Chief Executive
Becky Sanders	Democratic Services Officer
Catherine Hood	Finance Manager
Clare Pestell	Director (Commercial Services & Income Generation)

30. Minutes (Agenda Item 1)

The minutes of the meeting held on 4 July 2017 were approved as a correct record and signed by the Chairman.

31. Apologies for absence (Agenda Item 2)

Apologies for absence were received from Councillors Paul Maxwell and Martin Wale.

32. Declarations of Interest (Agenda Item 3)

Councillor Gerard Tucker declared a personal interest for Scrutiny Agenda item 8 – Reports to be considered by District Executive on 3 August 2017, regarding District Executive agenda item 6, as he had recently been appointed to the Huish Episcopi Leisure Centre Board, although he hadn't yet attended a meeting.

33. Public question time (Agenda Item 4)

There were no members of public present at the meeting.

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

There were no issues raised from previous meetings.

35. Chairman's Announcements (Agenda Item 6)

There were no announcements from the Chairman.

36. Verbal update on reports considered by District Executive on 6 July 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.

37. Reports to be considered by District Executive on 3 August 2017 (Agenda Item 8)

Members considered the reports within the District Executive agenda for 3 August 2017 and made the following comments:

Notification of an Urgent Executive Decision – Huish Episcopi Academy Swimming Pool Project (Agenda item 6)

- Members raised concern that the project scope had kept changing
- Members noted at the Scrutiny Committee meeting that the Leader referred to the lessons learned from the project. Will the lessons be shared more widely for future reference?
- SSDC funding support to the project is now approx. 33% but it was only 20% at the start of the project. Scrutiny queried if SSDC had had 33% input into the project design etc.
- Members sought clarification about the percentage use that will be available to the community.

2017/18 Revenue Budget Monitoring Report for the Period Ending 30 June 2017 (Agenda item 7)

- Page 9 – Para 7 – regarding overspend for Westlands Project – Scrutiny noted that the comment referred to a project report being made to August District Executive but was not on the agenda. When would the report be due? Scrutiny queried what assurance was there that there wouldn't be further overspends in future years.
- Page 15 – Transformation - Members sought clarification about the detail of the Transformation Reserve.

2017/18 Capital Budget Monitoring Report for the Period Ending 30 June 2017 (Agenda item 8)

- Scrutiny noted the report and were content that the recommendations go forward.

Corporate Grants Report 2016 - 2017 (Agenda item 9)

- Scrutiny made no comments.

District Executive Forward Plan (Agenda item 10)

- Scrutiny made no comments.

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).

Commercial Land and Property Review and Strategy (Confidential) (Agenda item 13)

- Members made a number of comments in confidential session.
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38. Verbal update on Task and Finish reviews (Agenda Item 9)

Members noted the updates provided by the Scrutiny Manager on each of the Task and Finish Groups currently in progress:

Council Tax Support - Revenues Officers have been notified that the software provider could supply an add-on to help calculate the impact and costs of moving to a discount based scheme. The software should make the exploration of moving to a discount scheme much easier. A new Task and Finish Group would commence in November and an email requesting volunteers would be circulated in the near future.

Homefinder Somerset – recommendations made by the last Task and Finish Group regarding layout and structure of the policy had been well received. A new revised version was being worked up for the Task and Finish Group to consider.

Local Discretionary (Business Rates) Relief Scheme – The Task and Finish group had discussed at length and made some conclusions. The final report was currently being drafted and checks being made with the software provider that they could deliver the required changes.

39. Update on matters of interest (Agenda Item 10)

The Scrutiny Manager noted a number of members had indicated an interest in attending some training courses being organised by the Centre for Public Scrutiny (CfPS). As so many members were interested in the training regarding Performance Indicators, it was suggested to investigate hosting a training session in South Somerset.

The Scrutiny Manager suggested if arranging a bespoke training session it may be possible to also include training about performance of investments. The idea was

received positively by members and it was agreed that the Scrutiny Manager draft a specification for the training and establish the costs involved.

40. Scrutiny Work Programme (Agenda Item 11)

The Scrutiny Manager informed members that she had replied to Mr Gurner about the suggestion that there be a Task and Finish review regarding SSDC becoming a Fairtrade Authority, and to explain the reasons why this was not possible.

She noted that in conversation at the previous meeting, phase 2 at the Innovation Centre had been mentioned and she queried if members wished to see a formal report come forward. In response, members agreed they would like a report to be added to the Work Programme.

She also noted, that several times at previous meetings there had been comments raised about when the public would be involved with Transformation, for example through consultation or to test online services. Members agreed it would be useful to have a report or presentation from Dave Chubb (Technology Implementation Manager) at a future meeting.

In response to a comment raised in discussion, the Scrutiny Manager noted that regarding locality working, District Executive had indicated they would be interested in Scrutiny involvement and there was an appetite from members. However, there were no timescales at the moment and involvement would be informed by the Ignite programme.

During discussion, another member noted they would like a date assigned to the review of the Economic Development Strategy, and this was agreed by other members.

The Scrutiny Manager referred to car parking charges, noting it had been suggested when looking at the peer review that the matter could be a Task and Finish Review. She noted that given the importance of the review it would be good to have volunteers representing each area on the Task and Finish Group, and this was agreed. Councillors John Clark, Carol Goodall, David Norris, and David Bulmer expressed an interest in being part of the group, and it was noted Martin Wale would probably also be interested.

41. Date of next meeting (Agenda Item 12)

Members noted the next meeting of the Scrutiny Committee would be held at 10.00am on 5 September 2017, in Council Chamber B.

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Chairman

Agenda Item 7

Verbal update on reports considered by District Executive on 3 August 2017

The Chairman will update members on the issues raised by Scrutiny members at the District Executive meeting held on 3 August 2017.

The draft minutes from the District Executive meeting held on 3 August 2017 have been circulated with the District Executive agenda.

Agenda Item 8

Technology Implementation Update

Lead Officer

Dave Chubb, Technology Implementation Manager

Contact Details:

david.chubb@southsomerset.gov.uk or 01935 462327

Purpose of the Report

To provide an update in relation to the progress made in the implementation of the technology required to support the Transformation Programme. Also to provide an overview of future activities and the approach.

Action Required

That members note the report.

Report Detail

Following the decision taken by South Somerset District Council on the 20th April 2017 to award the contract to CIVICA UK LTD for the technology platform, the contract was negotiated throughout May and was signed on 31st May 2017.

During the contract negotiation there were a number of conversations with South Hams District Council and West Devon Borough Council to ensure we could take advantage of any lessons they had learned in respect of definitions and contractual milestones. As a result we added a number of milestones to the contract as well as expanding definitions. These were all things that South Hams and West Devon would have done with the benefit of hindsight.

Once the contract was signed work commenced to complete the system installation and upgrade, this was largely a behind the scenes upgrade that built the technology platform in readiness for Phase 1 - Support Services.

Although the upgrade was in readiness for Support Services it had the potential to affect the Revenues and Benefits and Planning teams who both use the Civica system currently. We minimised the impact to our customers by:

- Scheduling the disruptive element of the work outside of peak website periods.
- Performing testing and 'dry runs' beforehand in order to ensure the planned downtime was realistic.
- Advising website visitors in advance of the planned downtime.

The upgrade was completed successfully within the planned timeframe and had no negative impact on our customers or the Revenues and Benefits and Planning teams.

Work is now starting to adapt and build the new services (Workflows) for Support Services in the technology platform. We recently visited the Technical Team at Eastbourne Borough Council (EBC) in order to gain a more practical understanding of the implementation and build process, as well as the challenges they have faced. The visit was extremely beneficial and allowed our team to learn from their experiences.

We have agreed to continue sharing experiences and knowledge with EBC as we deploy the platform.

One of the benefits of implementing the technology platform for Support Services before customer facing services is it allows the resolution of teething problems before they affect our customers and service delivery. Once the technology implementation is complete for Support Services we will review the process and approach, and ensure we have learned lessons before implementing for customer facing services in order to ensure the transition for our customers is as smooth as possible.

Agenda Item 9

Non Domestic Rate (Business Rates) Revaluation Support Relief Policy – Report of the Task and Finish Group

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

Purpose of the Report

This report sets out the work and recommendations of the Overview and Scrutiny Task and Finish Group that has conducted a review to help inform the Revaluation Support Relief Policy regarding Non Domestic Rates (Business Rates).

Actions Required

Scrutiny Committee members are asked to consider the report of the Task and Finish Group and endorse the recommendations.



Non Domestic Rate (Business Rates) Revaluation Support Relief Policy

Report and Findings of the Overview and Scrutiny Task and Finish Group

August 2017

Chair's Foreword

The Chancellor announced as part of the budget on 8th March that the Government would provide a £300 million discretionary fund for four years from 2017-18 to support those businesses and organisations most adversely affected by the revaluation of business rates.

The government has assumed that authorities will provide support only to those ratepayers who are facing a significant increase in their bills as a result of revaluation; South Somerset District Council has been allocated £901,000 for the four years.

The Overview and Scrutiny Committee agreed to conduct a Task and Finish review to help inform the Revaluation Support Relief Policy looking to provide a scheme that will aid those business and organisations across South Somerset who have suffered the greatest increases and to make the most of the funding available.

I would like to take this opportunity to thank the officers who supported us on this review. Thanks to their efforts providing timely information and evidence the Task and Finish group have been able to make informed decisions and produce this report in a very short period of time.

Sue Steele

Scrutiny Committee Chair

Task and Finish Group Membership

Councillor Sue Steele - Chair of Task and Finish Group
Councillor Gerard Tucker
Councillor Carol Goodall

All members worked collectively with the support of Jo Gale – Overview and Scrutiny Manager and the Project Officer Group:

James Gilgrist – Economic Development Officer
Sharon Jones – Revenues Team Leader
Ashley Smalley – Business Rates Officer

The Work of the Task and Finish Group

The Task and Finish Group commenced work in June to consider how best to allocate funding from Central Government to help businesses and organisations who as a result of the Business Rate Revaluation 2017 have been adversely affected. The group had the following ambitions:

- To achieve the criteria as prescribed by Government whilst ensuring the scheme is not administratively burdensome. (Staff will have to manually calculate the awards as the charges to have the system altered are disproportional).
- To ensure the application process is easy and accessible to ensure no one is deterred from applying.
- To maximise the use of the grant.
- To work in a timely manner to inform the policy quickly to ensure businesses and organisations receive the support in a timely manner.
- The policy is informed by evidence and therefore reflects local need.
- Equalities are considered throughout the policy creation process.

At the initial Task and Finish meeting the group were presented with the background information of the revaluation relief grant, the rationale and the calculation for the sum of the grant and the conditions surrounding the grant:

- The Council is not allowed to put additional conditions or criteria around the provision of the grant, for example you cannot request a business or organisation undertakes a specific activity or spends the grant on specific activities or items.
- The award of the revaluation support complies with European Union state aid limits.

The group reviewed how the revaluation had affected businesses and organisations across South Somerset to understand the specific impact on individuals and the impact across different sectors (this identified warehouses and factories as the most adversely affected). The group then proceeded to discuss potential different options and approaches, including:

- Using the government's rationale and calculation of the grant as the basis of the policy.
- Providing funding to those of the retail industry in an ambition to support retail centres.
- Awarding a fixed amount across all those affected.
- Using a hardship based criteria, providing the grant to help those that truly need it.
- Excluding national and multi-national businesses and companies.

After much discussion of the differing options members concluded:

- The fairest approach was to provide support that was proportional to the increase that had been incurred.
- It was not appropriate to single out any particular sector as all sectors had been adversely affected and without being able to apply any conditions to the support it is impossible to ensure the support is used to maintain a specific sector or service in a given area.
- It was not appropriate to cut off the support for properties with a Rateable Value of up to £200,000, many of the businesses and organisations across South Somerset that have been adversely affected are larger premises but this does not mean they have a greater ability to afford the substantial increase.
- To only provide revaluation support where significant hardship could be proven as a result of revaluation would be complex and incredibly time consuming in terms of staff resource. It may not maximise the grant. The businesses and organisations that are in greatest need could be deterred from applying particularly if substantial evidence needs to be provided.
- National and multi-national companies should be eligible to apply as these provide employment and contribute to the economy; we do not want to put our relationship with these companies at risk.

The group agreed based on the evidence of impact on cases across South Somerset, the preferred approach is to apply a percentage based grant award to those who are most adversely affected.

Members explored applying numerous different value caps (how much of an increase the business or organisation has incurred) with different combinations, Rateable Values (RV) and percentages of support given. The group agreed no matter where the support were to start from there would always be some business and organisations that would fall outside of the policy that would still be adversely affected by revaluation and could struggle to manage; it was agreed that monies should be allocated to a special hardship fund for those business and organisations to apply for, and that awards from this should be on case by case basis.

The group resolved the best balance of award was to provide the following percentages of support:

Financial year	Percentage relief for those with RV under 200,000 where they have suffered a net increase of more than 12.5%	Percentage relief for those with RV over 200,000 where they have suffered a net increase of more than 12.5%
2017/18	43%	15%
2018/19	21%	7%
2019/20	8.5%	3%
2020/21	0%	0%

Members agreed that the award for those with properties with a rateable value over £200,000 should be less as the sums of money to individual businesses or organisations would be so large and could be considered a disproportional share of the funding.

To illustrate this I have provided the range of relief for 2017/18:

For premises with a Rateable Value under £200,000 the relief provided will be £90 up to £10,770 – total 230 cases

For premises with a Rateable Value over £200,000 the relief provided will be £2,442 up to £20,859 – total 22 cases

The net 12.5 percent Increase was agreed by members as the appropriate starting point as this is a proportional substantial increase. Anything less than this would result in hundreds of extra cases and the smallest amounts awarded would be in the tens of pounds and this would be disproportionate administration to beneficial impact.

This method of award provides a special hardship fund of:

Financial year	Total reserve fund
2017/18	£44,000
2018/19	£22,000
2019/20	£10,000
2020/21	£15,000

This funding would only be available to those who are not receiving revaluation support; the fund will be awarded on a first come first served basis.

The group requested that the take up of the Revaluation Support is monitored and the revenues team look for any patterns of businesses or organisations falling into arrears to ensure we are maximising the funding and utilising it in the best possible way.

Members agreed where Transitional, Charity, Small Business Rate and Rural Rate Relief is awarded, revaluation support relief will be given on the net amount payable. Where a pub has been awarded the £1000 one year discount the revaluation relief is given in addition to the Revaluation Support Relief as this is a once off award and was intended to specifically aid pubs (there are 17 across South Somerset).

Equalities and proportionality

The group considered equalities and proportionality throughout the review. It was not possible to gauge the impact of the Revaluation Support Relief on those with protected characteristics as we only hold the ratepayers name and no further information.

Risks

Other Authorities exclude national and multi-national ratepayers from applying for revaluation support. Therefore SSDC receives applications from all national and multi-national business and organisations occupying properties in South Somerset consequently reducing the amount of support that could be given to local businesses and organisations only. The figures provided in the proposed scheme have costed for this.

Large numbers of ratepayers who have had a net increase of less than 12.5 percent apply to the hardship relief scheme and the fund runs out. Each ratepayer applying to the scheme has to demonstrate that the increase in rates payable as a consequence of revaluation is causing hardship and that with assistance from the hardship fund they will be able to introduce changes that will ensure they will be able to manage longer term. The hardship fund is to assist short term only not to help a struggling business or organisation to survive a few extra months. The sums in the hardship fund could increase should government agree to roll monies forward to future years (as at the time of writing this report we have not had any information to suggest if this is being considered) and not everyone who has incurred a 12.5 percent increase or greater apply to the revaluation support relief fund. (This will be widely promoted and everyone will be contacted directly so it will only be those ratepayers who cannot qualify for an award due to State Aid funding limits or who just don't want or need to).

Summary of Task and Finish Group's Recommendations for the Scheme

1. The revaluation support relief provides relief based on the following percentage calculations:

Financial year	Percentage relief for those with RV under 200,000 where they have suffered a net increase of more than 12.5%	Percentage relief for those with RV over 200,000 where they have suffered a net increase of more than 12.5%
2017/18	43%	15%
2018/19	21%	7%
2019/20	8.5%	3%
2020/21	0%	0%

2. A special hardship fund as detailed below is provided to help those who do not qualify for the above and is awarded on a case by case basis:

Financial year	Total reserve fund
2017/18	£44,000
2018/19	£22,000
2019/20	£10,000
2020/21	£15,000

3. Where Transitional, Charity, Small Business Rate and Rural Rate Relief is awarded, revaluation support relief will be given on the net amount payable.
4. Where a pub has been awarded the £1000 one year discount the revaluation relief is given in additional to the Revaluation Support Relief as this is a once off award and was intended to specifically aid pubs.

Summary of Task and Finish Group's Recommendations relating to working practices

1. The new revaluation support relief is directly promoted to every ratepayer and can be applied for via telephone, online or in writing or a simple application form to ensure the award is accessible as possible and no-one is deterred from applying.
 2. The award take up is monitored and the policy is reviewed in year to ensure the policy is effective and maximising the use of the grant.
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Agenda Item 10

Reports to be considered by District Executive on 7 September 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 7 September 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 5 September 2017.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 7 September 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 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

And due to commence shortly:

- The Council Tax Support review for 2019
- Car parking
- Transformation – Locality working

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
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.

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
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	Council Tax Support 2018/19 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	Cllrs Jason Baker, Val Keitch, Andy Kendall, David Norris, Sue Osborne, Sue Steele, Alan Smith, Rob Stickland, Derek Yeomans
February 2017	Accessible Homefinder Common Lettings Policy 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.	Cllrs Sue Steele, Carol Goodall
TBC	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.	

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.

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 3 October 2017 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.
