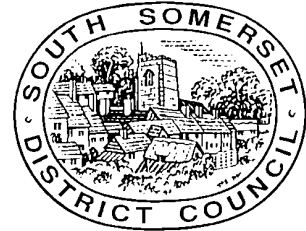


**South Somerset District Council**

*Notice of Meeting*



# Scrutiny Committee

*Making a difference where it counts*

**Tuesday 3rd April 2018**

**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  
Mike Lock

Tony Lock  
David Norris  
Alan Smith  
Rob Stickland

Gerard Tucker  
Martin Wale  
Colin Winder

***Consideration of District Executive agenda items will commence no earlier than 10.30am.***

If you would like any further information on the items to be discussed, please contact the Case Services Officer (Support Services) on 01935 462596 or [democracy@southsomerset.gov.uk](mailto:democracy@southsomerset.gov.uk)

This Agenda was issued on Thursday 22 March 2018.

**Alex Parmley**, *Chief Executive Officer*

**This information is also available on our website  
[www.southsomerset.gov.uk](http://www.southsomerset.gov.uk) and via the [mod.govapp](http://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](http://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 3 April 2018

### Agenda

#### *Preliminary Items*

**1. Minutes** (Pages 4 - 10)

To approve as a correct record the minutes of the previous meeting held on 27 February 2018.

**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. Customer Access Strategy: Outline Approach and Key Principles** (Pages 11 - 12)

**8. Civil Penalties Update** (Pages 13 - 14)

**9. Verbal update on reports considered by District Executive on 1 March 2018** (Page 15)

**10. Reports to be considered by District Executive on 5 April 2018** (Page 16)

**11. Verbal update on Task and Finish reviews** (Page 17)

**12. Update on matters of interest** (Page 18)

**13. Scrutiny Work Programme** (Pages 19 - 20)

**14. Date of next meeting** (Page 21)

# 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 27 February 2018**.

(10.05 am - 12.25 pm)

**Present:**

**Members:** Councillor Sue Steele (Chairman)

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

**Also Present:**

Jo Roundell Greene	Val Keitch
Henry Hobhouse	Angie Singleton

**Officers**

Netta Meadows	Director (Strategy & Commissioning)
Martin Woods	Director (Service Delivery)
Clare Pestell	Director (Commercial Services & Income Generation)
David Julian	Economic Development Manager
Justine Parton	Yeovil Innovation Centre Manager
Garry Green	Engineering & Property Services Manager
Nicola Hix	Lead Specialist (Finance)
Caroline White	Commercial Property, Land and Development Manger
David Clews	Policy Planner (Spatial Policy)
James Divall	Neighbourhood Development Officer (East/South)
Peter Paddon	Lead Specialist (Economy)
Jo Gale	Scrutiny Specialist
Becky Sanders	Case Services Officer (Support Services)

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**119. Minutes (Agenda Item 1)**

The minutes of the meeting held on 30 January 2018 were approved as a correct record and signed by the Chairman.

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**120. Apologies for absence (Agenda Item 2)**

Apologies for absence were received from Councillors John Field, David Norris and Martin Wale.

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### **121. Declarations of Interest (Agenda Item 3)**

Councillor Colin Winder declared a personal interest for item 10 on the District Executive agenda – The Making of the Wincanton Neighbourhood Plan, as he is ward member for Wincanton and also lives in the town.

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### **122. Public question time (Agenda Item 4)**

There were no members of public present at the meeting.

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### **123. Issues arising from previous meetings (Agenda Item 5)**

There were no issues raised from previous meetings.

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### **124. Chairman's Announcements (Agenda Item 6)**

The Chairman welcomed Councillor Mike Lock to the Scrutiny Committee.

She also reminded members that following the Performance Monitoring workshops, it had been agreed that members would receive regular updates regarding progress to implement the new Performance Framework and Key Performance Indicators (KPI). The Director for Strategy & Commissioning had been invited to attend this meeting to provide a brief verbal update. Elements provided by the Director in the update included:

- The Council Plan and Annual Action Plan had been agreed at Council.
- Work had commenced on the detailed definition for each KPI.
- Some of the measures were new and so new baseline data was being established.
- Looking to benchmark against other authorities and so need to be clear that it is like for like data that is being examined.
- Targets were being set and creating a cycle for reporting.
- Looking at how best to present the information as there have been some concerns in the past.
- First report in the new style will be the first quarter report due in July and will be an opportunity to make comments about the style.

The Chairman reminded members there would be an informal meeting for Scrutiny members on 13 March with the Transformation Programme Manager to discuss elements of Transformation, and the Scrutiny Specialist provided further information.

*(NB. During the meeting there had also been discussion about meeting with SWAP regarding risks associated with Transformation and possibly extending the invite for the informal meeting to Audit Committee members – however shortly after the Scrutiny Committee it was ascertained that SWAP could not commit to the time frames).*

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### **125. Yeovil Innovation Centre (Agenda Item 7)**

The Economic Development Manager presented the report which answered specific questions raised by Scrutiny Committee in relation to the operation of the Yeovil

Innovation Centre. He had no further updates to the report and noted he was happy to take any further questions.

During a short discussion, the Economic Development Manager and Director for Commercial Services & Income Generation responded to points of detail, their comments included:

- The Innovation Centre offered basic business advice to allow for business growth. However this may not be the same approach as provided by other Innovation or Business Centres where they have higher tech businesses.
- It was felt the Centre catered for a niche market in the area responding to customer demand. Many of the businesses grew and moved on elsewhere, and a lower than the national average of businesses failed within three years.
- The Centre was always intended to be an incubation and innovation centre.
- Continually reviewing to see where further benefit could be added, and evolving as required.
- We are in regular contact with the Local Enterprise Partnership (LEP) and the Growth Hub, and it is disappointing that they are using an alternative venue for business events.
- Business Plan will be revised in the coming year
- Information about 'The Hive', including history about the trial and funding. It was still running but demand had not been as high as may have been wished for. The space was currently unavailable for several weeks due to being booked out as a Transformation Assessment Centre.
- There was still a principle of hot desking and renting a desk for the day, as the space provided both a social and business environment.

At the end of discussion the Chairman suggested that when the business plan is revised that the Scrutiny Committee are able to have a look through and comment, and this was agreed.

Members thanked the officers for the report.

**ACTION:** That the report be noted.

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**126. Verbal update on reports considered by District Executive on 1 February 2018 (Agenda Item 8)**

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

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**127. Reports to be considered by District Executive on 1 March 2018 (Agenda Item 9)**

Members considered the reports within the District agenda for 1 March 2018 and made comments including:

**District-wide Voluntary Sector Grants 2018/19 (Agenda item 6)**

- Members noted the revised/updated information in the appendices regarding Somerset Rural Youth Project and Somerset Film – and were content that all the recommendations go forward.

### **SSDC Review of Operational Office Accommodation – Progress Report on Area Presence (Agenda item 7)**

- Recommendation 1 – a timeframe was stated of 2 years but are there any timeframes for when preliminary proposals may come forward.
- Page 25, para 8 – it was noted that the Members' Leadership and Development Project Group had also discussed the possibility of touchdown or hub spaces based at medical centres and other some other venues but these were not mentioned in the report.
- Page 25, para 8 – members were supportive of the ideas put forward for possible hubs and touchdown spaces, and felt it would be an opportunity to maximise engagement with communities.
- Members asked what the current situation is regarding discussions with Somerset County Council and the One Public Estate scheme, as we should not be duplicating the OPE.
- Members sought re-assurance that existing commercial commitments regarding any of our property would be addressed appropriately, and in a timely manner, with those involved.

### **Business Rates Relief – Local Discretionary Relief, Year 2 (Agenda item 8)**

- Scrutiny made no comments.

### **South Somerset District Council Car Park Charging Policy Paper (Agenda item 9)**

- Page 34, para 2 – Scrutiny noted the report referred to Scrutiny Committee requesting a Task And Finish Review and wished to make clear this had not been the case, the Chief Executive had suggested officers produce a report when Scrutiny Committee stated that they were not going to undertake the Car Park Charges review in the immediate future, due to priorities and resources.
- Some members felt that increasing charges in Yeovil and the market towns would be at odds with regeneration plans for some of the towns.
- Members felt people often parked where it was free, and charges in some towns were already displacing some parking onto nearby residential estates.
- Some members felt if implementing inflationary increases it should be done at regular intervals but only if cost effective to do so regarding administration costs.
- Scrutiny were strongly against the idea of introducing a flat rate charge for parking on Sundays, as there was little evidence to support the rationale and proposed charges. For example what other Councils charge for Sunday. It was felt the income potential from doing so was not enough to consider undertaking a consultation and trial.
- Members were against applying a 10% increase to charges at the current time as many businesses and the retail sector were already struggling in the current economic climate.
- Many members felt applying an increase at the current time was the wrong time, especially for Yeovil with the imminent launch of the Yeovil Refresh.
- It was also noted that residents, commuters and businesses had endured years of highway road closures and various utility works in , and around, Yeovil which

had caused prolonged disruption and already had a big impact upon business in the town.

- It was felt the statutory consultation period of 28 days was too short for such a potentially contentious issue.
- Page 37, para 17 – Scrutiny queried how accurate and realistic was the projected income figure?
- Members felt there was a very high reputational risk to SSDC of implementing increases to car parking charges at the current time and that this may not be reflected adequately in the risk matrix.
- Retail centres in the smaller market towns were reducing and being replaced with residential dwellings with inadequate parking, and hence some car parks were being used for long term parking by residents.
- Members acknowledged that whilst they felt now was the wrong time to implement increases to parking charges, that it was also unlikely there would be a right time.
- Scrutiny proposed an alternative set of recommendations:
  - i. To apply an automatic 4 yearly inflationary increase, subject to it being cost effective to apply such an increase, – with the first increase being made effective from July 2019.
  - ii. In the event that any surplus is generated, this be ring fenced for projects in accordance with CPE legislation and guidelines (this includes public transport, road improvements and environmental improvements; such as public land, free public access to water or recreational facilities);
  - iii. Recommend a full market charges, benchmarking, and car park operational review as part of the car park strategy update to ensure alignment in the area. This is to be carried out by officers in the financial year 2018/2019 for implementation in July 2019; subject to being approved at District Executive.
  - iv. At the time of the statutory consultation, the proposed changes and the reasons for them be clearly communicated as part of the explanation for the consultation.

*(NB – In summary, compared to the original recommendations in the District Executive report this is: Rec A – deleted, Rec B – no change, Rec C – changed, Rec D – falls away due to change of Rec C, Rec E – no change, Rec F – deleted, Rec G – falls away due to deletion of Rec F, plus – an additional rec regarding communication)*

#### **The ‘Making’ of the Wincanton Neighbourhood Plan (Agenda item 10)**

- Scrutiny raised no concerns.

#### **Key4Life – At Risk Preventative programme in Somerset (Agenda item 11)**

- Scrutiny raised no concerns and endorsed the work undertaken.

#### **District Executive Forward Plan (Agenda item 12)**

- Members noted that quarterly reporting of Performance needed to be added to the forward plan from July or August onwards.

#### **CONFIDENTIAL – Exclusion of the Press and Public (Agenda item 14)**



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).

**SSDC Review of Operational Office Accommodation – Feasibility Study Comparison of South Somerset District Council's Future Head Office Options (Confidential) (Agenda item 15)**

- Scrutiny Committee made several comments in confidential session.
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**128. Verbal update on Task and Finish reviews (Agenda Item 10)**

Members noted the updates provided by the Scrutiny Manager on each of the Task and Finish Groups currently in progress or commencing in the near future.

**Homefinder Somerset Plain English Policy** – No updates since the last meeting.

**Council Tax Support Scheme 2019** – she had met with the Lead Specialist (Vulnerable Customers) who would circulate a draft timetable shortly. It was anticipated that only two meetings would be needed.

**Customer Accessibility** – it had been hoped the group would have started by now, however there had been a need to co-ordinate with many staff. It was also noted the new Lead Specialist for Communications was not due to start work with the authority until mid-March.

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**129. Update on matters of interest (Agenda Item 11)**

There were no updates on matters of interest.

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**130. Scrutiny Work Programme (Agenda Item 12)**

The Scrutiny Specialist advised that the report regarding Charges for Pre-Application Planning Advice would now be scheduled for June or July.

She also reminded members that last month the calling of an overview report of the Yeovil refresh had been supported. An initial report request form had therefore been drafted and was presented on screen for comment.

Before reviewing the documents it was suggested that the report should wait until completion of the Yeovil Refresh consultation. It was also noted that further information had been provided about the Yeovil Refresh in a confidential report to Area South Committee, however it was acknowledged that other members may not have had sight of the report.

It was agreed to hold the report request on the Yeovil Refresh until all Scrutiny Members had viewed the Area South report or until the end of the public consultation.

**131. Date of next meeting (Agenda Item 13)**

Members noted the next meeting of the Scrutiny Committee was scheduled for 10.00am on Tuesday 3 April in the Main Committee Room, Brympton Way.

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Chairman

# Agenda Item 7

## **Customer Access Strategy: Outline Approach and Key Principles**

*Director:* Netta Meadows, Strategy & Commissioning  
*Lead Specialist:* Jan Gamon, Strategic Planning, Strategy & Commissioning  
*Lead Officer:* As above  
*Contact Details:* jan.gamon@southsomerset.gov.uk

### **Purpose of the Report**

To inform Members that a Customer Access Strategy is under development and to engage with you in ensuring it reflects the needs of our customers and local communities. This determines the way in which we will engage with our customers and communities in the future and will underpin the principles that will guide the development of our future actions around channel shift, moving customers away from traditional (face-to-face/phone) ways of contacting the Council and towards lower cost, self-service options, including the website and customer-facing parts of the Council.

### **Actions Required**

To consider the principles which underpin the Customer Access Strategy and contribute to shaping its further development

### **Background**

Our customers need services that are easy to access, simple to use, reliable and cost effective. When they need information, it should be easy to find and easy to understand. These are fundamental and unchanging requirements. However, external factors may prompt a change in our approach to meeting these needs.

1. The availability of new technologies will help us deliver services in new ways. More widely available internet access and mobile technology mean that customers expect to access services and be able to connect with us anytime and anywhere. Being able to self-serve offers our customers a way of interacting with us when it is most convenient to them and is attractive to many
2. The budget pressures that Councils have been experiencing means that, if there are ways of delivering services more cost effectively, without impacting on the quality of our service, we should explore that
3. Capturing customers' interactions with the Council digitally permits us to capture an electronic record of the customer journey whilst also minimising human error

We know that some of our customers are either not able or choose not to access our services in this way. The strategy, whilst embracing the shift to digital channels and self-service, needs also to ensure that customers who need to access services either face-to-face or over the 'phone will have their needs met.

### **Report**

The Customer Access Strategy will set out our aspiration for customer access, the principles that shape what we do and how we will engage customers and other stakeholders in its delivery. Further details of the core principles supporting our strategy, key actions emanating from it and the measures

for evaluating our performance will be shared via a brief presentation to Scrutiny Members at the meeting.

### **Financial Implications**

As the document is strategic rather than related to a specific project or programme, there are no financial implications

### **Council Plan Implications**

The Customer Access Strategy sets the direction for assuring the accessibility of our services for customers, with a focus on moving many of our services online. Our stated aims emanate from two of the Council's objectives, incorporated within the Council Plan:

- a) In order to protect front line services, we will transform customer services through technology, and
- b) Provide access to services to suit our customers' needs

### **Background papers**

None

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# Agenda Item 8

## **Civil Penalties Update**

*Lead Officers: Ian Potter, Vulnerable Customers  
Tamsin Gold, Benefits Team Leader*  
*Contact Details: tamsin.gold@southsomerset.gov.uk or 01935 462081*

## **Purpose of the Report**

To provide an update on Civil Penalties in Housing Benefit which were introduced from April 2017.

## **Actions Required**

That members note the report.

## **Report Detail**

At the time of writing the report we have applied 171 civil penalties to Housing Benefit recipients in 2017/18. The civil penalty can be collected by one of two methods. If the recipient remains entitled to Housing Benefit we collect the penalty by deduction from their on-going benefit at source. Of the 171 penalties applied 122 (or 68%) of them have, or are being collected in this way. In the remaining 49 (or 32%) cases we have issued an invoice covering both the civil penalty and the Housing Benefit overpayment.

The total value of the 171 penalties applied is £8,550. To date we have collected the full penalty in 51 cases amounting to a value of £2,550.

This figure is lower than we had anticipated due to the order in which the IT system was collecting the penalty and housing benefit overpayment from on-going benefit payments. We had anticipated it collecting the penalty first and once that was paid, moving on to the benefit overpayment.

Having identified this issue we have implemented a change to how we record the civil penalty in the IT system to ensure that the penalty is paid first. We are reviewing all cases and where this issue has arisen we are putting it right.

One penalty has been withdrawn because the overpayment was reduced below the penalties threshold and one penalty has been written off as the customer had no assets.

### Appeals against the application of a penalty

To date we have two appeals against housing benefit overpayments where we have also applied a penalty. The application of the penalty will be reviewed in each case based on the outcome of the appeal against the overpayment.

### Complaints

To date we have not had any complaints against the application of a civil penalty.

### Multiple penalties

One of the main outcomes sought from the introduction of penalties was to bring about behavioural change by encouraging benefit recipients to report changes in their circumstances in a timely way. This will help prevent them from accumulating debt which then has to be repaid at a later date. This can have the detrimental effect of a “double whammy”, with their housing benefit support reducing and an overpayment to repay.

It is still very early days in determining the success of this ambition, but only two benefit recipients have had more than one penalty applied (two in each case).

### Awareness raising

We continue to ensure that we take every opportunity to remind customers to tell us promptly about a change in their circumstances, including promoting our online form for reporting and evidence upload facility on our website.

### Administration

A concern was raised by members when the policy was introduced about the cost of administering the penalties. The penalty is applied when a Housing Benefit overpayment of £150 or more occurs due to the non-reporting, or late reporting of a change in their circumstances. An overpayment is either collected from their on-going benefit payments or where they cease to qualify for benefit an invoice is issued. In both methods the application of the penalty takes only a couple of additional minutes. As we have not had any appeals there has been no impact on officer time.

The administration costs remain minimal in the application of civil penalties in Housing Benefit.

### Future updates

A further progress report will be brought before Scrutiny Committee in the Autumn 2018.

# Agenda Item 9

## **Verbal update on reports considered by District Executive on 1 March 2018**

The Chairman will update members on the issues raised by Scrutiny members at the District Executive meeting held on 1 March 2018.

The draft minutes from the District Executive meeting held on 1 March 2018 have been circulated with the District Executive agenda.

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# Agenda Item 10

## **Reports to be considered by District Executive on 5 April 2018**

*Lead Officer:* Jo Gale, Scrutiny Specialist  
*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 5 April 2018.

Members are asked to read the reports and bring any concerns/issues from the reports to be discussed at the Scrutiny Committee meeting on 3 April 2018.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 5 April 2018.

Consideration of the District Executive agenda items will commence no earlier than 10.30am.

### **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 Specialist will give a brief verbal update on progress made.

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

- Homefinder Somerset Plain English Policy
- Council Tax Support Scheme 2019
- Customer Accessibility

# Agenda Item 12

## **Update on matters of interest**

*Lead Officers:* Jo Gale, Scrutiny Specialist  
*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 Specialist.

## **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 Specialist to verbally update members on any ongoing matters.

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## Scrutiny Work Programme

Meeting Date	Agenda Item	Background/Description	Lead Officer/ Lead Member
JULY TBC pending national fee increase regulation coming in (Jan/Feb)	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.	Simon Fox/ Nigel Marston/ Cllr Angie Singleton
JULY TBC	Key Performance Targets – presentation of data	Further to Scrutiny Committees' involvement in the review of performance monitoring early in 2018 it was agreed at Scrutiny Committee on 27 Feb 2018 that Scrutiny Committee will consider the layout and presentation of the quarterly performance reports.	Netta Meadows Charlotte Jones
TBC	Draft YIC (Yeovil Innovation Centre) 2018 Business Plan	Following a report of the YIC to Scrutiny Committee on 27 <sup>th</sup> Feb 2018, it was agreed that the revised draft business will be put before Scrutiny Committee for consideration later this year – This may be a Task and Finish activity	Clare Pestell David Julian/Justin Parton
TBC	Precepting for Somerset Rivers Authority	Scrutiny Committee requested at their 30 <sup>th</sup> January meeting a progress report on the precepting arrangements for the Somerset Rivers Authority.	
TBC	Overview of Yeovil Refresh	Following a report to District Executive with regard to Yeovil Market at the beginning of January 2018, Scrutiny Committee members raised questions with regard to Yeovil Vision and felt they needed a better understanding of it to effectively scrutinise the governance, investment and strategic impact/relationship with the Council.	Helen Rutter/ Natalie Fortt /Cllr Peter Gubbins
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.	Clare Pestell 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 and Purpose	Members
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>	Cllrs Sue Steele, Carol Goodall
October 2017	Council Tax Support 2019/20 - Consider the merits/risks of moving towards a discount based policy.	Cllrs Sue Steele, Carol Goodall, David Norris, Rob Stickland, Anna Groskop, Sue Osborne
Due to Commence February 2018	Working with the Transformation Team to identify, and deliver, Best Practice to provide accessible on-line information and services for all.	Cllrs Dave Bulmer, David Norris, Colin Winder, Carol Goodall, Sue Steele.
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.	
TBC	Review of the rural economy and identifying business needs that SSDC could support or help facilitate to further growth and or diversification.	Agreed at 30 Jan Scrutiny Committee, no project scope has been developed at this stage.
<p>If you have any suggested topics for Scrutiny Committee to consider please contact Scrutiny Specialist – <a href="mailto:joanna.gale@southsomerset.gov.uk">joanna.gale@southsomerset.gov.uk</a></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 May 2018 at 10.00am in Chamber B, Brympton Way, Yeovil.

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