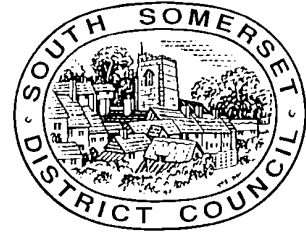


South Somerset District Council

Notice of Meeting



Scrutiny Committee

Making a difference where it counts

Tuesday 5th June 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

David Norris
Alan Smith
Rob Stickland
Gerard Tucker

Martin Wale
Colin Winder
Vacancy

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

This Agenda was issued on Friday 25 May 2018.

Alex Parmley, *Chief Executive Officer*

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 June 2018

Agenda

Preliminary Items

1. Minutes (Pages 4 - 7)

To approve as a correct record the minutes of the previous meeting held on 1 May 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. Verbal update on reports considered by District Executive on 3 May 2018 (Page 8)

8. Reports to be considered by District Executive on 7 June 2018 (Page 9)

9. Verbal update on Task and Finish reviews (Page 10)

10. Update on matters of interest (Page 11)

11. Scrutiny Work Programme (Pages 12 - 14)

12. Date of next meeting (Page 15)

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 **Tuesday 1 May 2018**.

(10.05 am - 12.15 pm)

Present:

Members: Councillor Sue Steele (Chairman)

John Clark	Alan Smith
John Field	Rob Stickland
Carol Goodall	Gerard Tucker
Mike Lock	Colin Winder
David Norris	

Also Present:

Ric Pallister	Peter Gubbins
Jo Roundell Greene	Angie Singleton
Val Keitch	

Officers

Alex Parmley	Chief Executive
Martin Woods	Director (Service Delivery)
David Clews	Policy Planner (Spatial Policy)
Alice Knight	Welfare & Careline Manager
Nicola Hix	Lead Specialist (Finance)
Paul Matravers	Specialist - Finance
Jo Wilkins	Acting Principal Spatial Planner
Jo Gale	Scrutiny Specialist
Becky Sanders	Case Services Officer (Support Services)
Jo Morris	Case Services Officer (Support Services)

146. Minutes (Agenda Item 1)

The minutes of the meeting held on 3 April 2018 were approved as a correct record and signed by the Chairman.

147. Apologies for absence (Agenda Item 2)

Apologies for absence were received from Councillors Jason Baker, Dave Bulmer, Tony Lock and Martin Wale.

148. Declarations of Interest (Agenda Item 3)

There were no declarations of interest.

149. Public question time (Agenda Item 4)

There were no members of public present at the meeting.

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

The Specialist (Scrutiny) noted that at the last meeting members had suggested a report on Business Rates Reliefs. She reminded members that a report had been included on the District Executive agenda in March, and noted that additional information had not been sought at that time. She noted an annual report on the performance of the discretionary reliefs was due later in the year.

At the last meeting reference had been made to a recent email circulated to members regarding the two starrng of major planning applications and the possible referral to Regulation Committee. The Specialist (Scrutiny) advised that she had spoken with the Lead Specialist (Legal) and the Director (Service Delivery), and it had been agreed a briefing note would be circulated to all members which had now been received. Some further planning training was being organised for early June and the matter had been left with the Director (Service Delivery), Lead Specialist (Legal) and the Lead Specialist (Planning).

151. Chairman's Announcements (Agenda Item 6)

The Chairman made no announcements.

152. Verbal update on reports considered by District Executive on 5 April 2018 (Agenda Item 7)

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

153. Reports to be considered by District Executive on 3 May 2018 (Agenda Item 8)

Members considered the reports within the District Executive agenda for 3 May 2018 and made comments as detailed below. Responses to all comments and questions were provided at the Scrutiny Committee meeting by the relevant Officer or Portfolio Holder.

The South Petherton Neighbourhood Plan Referendum (Agenda item 6)

- The report states that the South Petherton village Conservation Area boundary was due to be reviewed by the District Council in 2017/18. Has this been completed and if not would it influence the Neighbourhood Plan?
- Para 17 – Members queried at what stage the increased levy was applicable was it when planning permission is granted or when the development commences?
- A concern was raised whether SSDC was trying to over influence some of the wishes of the community.

Strategic Development and Regeneration in South Somerset District Council (Agenda item 7)

- Members felt that there may be issues regarding public perception within the smaller rural market towns due to the proposal to discontinue the four Area Regeneration Boards
- Members sought clarification about how smaller scale proposals within other market towns would be brought forward
- Members sought reassurance on the reporting arrangements, risk management and progress report in order to keep all members informed
- Scrutiny were generally supportive of the changes proposed to the boards and the governance arrangements however they thought more attention should be given to a risk Management and suggested an additional bullet point to paragraph 6.9 to require production of a risk strategy
- An additional bullet point under 6.2 was suggested to indicate that the Strategic Development Board should be responsible for managing cumulative impact and risk
- Some concerns were raised about business continuity for management of large project should membership of a board change.

Somerset Homelessness Strategy 2017-19 (Agenda item 8)

- Members acknowledged the information by the Portfolio Holder
- Members sought the timescale for when the suggested supplementary strategy specific to SSDC would be brought forward?

Community Right to Bid Half Year Report – October 2017 to March 2018 (Agenda item 9)

Scrutiny made no comments.

Draft Responses to Consultations (Agenda item 10)

- Some members raised specific queries to which the Acting Principal Spatial Planner noted and agreed to look into further and liaise with the members concerned.

District Executive Forward Plan (Agenda item 11)

- It was noted that Transformation Project Progress Reports were scheduled for October 2018 and March 2019 however previously it had been understood that reporting would be quarterly.

CONFIDENTIAL – Exclusion of the Press and Public (Agenda item 13)

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).

Budget for Chard Regeneration Programme and Yeovil Regeneration Programme (Confidential) (Agenda item 14)

- Members made several comments in confidential session.
-

154. Verbal update on Task and Finish reviews (Agenda Item 9)

Members noted the updates provided by the Chairman 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 last meeting.

Council Tax Support Scheme 2019 – No updates since the last meeting, but the group would be meeting shortly.

Customer Accessibility – This group has yet to meet, but a meeting would be scheduled shortly. Officers were collating lots of data on options previously discussed.

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

The Chairman had no updates.

156. Scrutiny Work Programme (Agenda Item 11)

There was a short discussion during which it was noted that a Task and Finish Group had done a lot of work last year regarding the Local Discretionary (Business Rates) Relief Scheme, and it was noted that one year on a follow-up report would be welcome.

157. Date of next meeting (Agenda Item 12)

Members noted the next meeting of the Scrutiny Committee was scheduled for 10.00am on Tuesday 5 June 2018 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.

.....
Chairman

Agenda Item 7

Verbal update on reports considered by District Executive on 3 May 2018

The Chairman will update members on the issues raised by Scrutiny members at the District Executive meeting held on 3 May 2018.

The draft minutes from the District Executive meeting held on 3 May 2018 have been circulated with the District Executive agenda.

Agenda Item 8

Reports to be considered by District Executive on 7 June 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 7 June 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 5 June 2018.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 7 June 2018.

Please note:

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

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

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

Agenda Item 9

Verbal update on Task and Finish reviews

The Task and Finish Review Chairs or 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 10

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.

Scrutiny Work Programme

Meeting Date	Agenda Item	Background/Description	Lead Officer/ Lead Member
JULY	Transformation – assessment of risks and service impacts.	Overview of the process to assess risk and service impacts regarding the Transformation Programme.	Caron Starkey, Strategic Lead for Transformation / Laura Wicks. Senior Auditor (SWAP)
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 th 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/Justine Parton
TBC	Precepting for Somerset Rivers Authority	Scrutiny Committee requested at their 30 th 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

Meeting Date	Agenda Item	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.	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	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
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.	

Date Commenced	Title and Purpose	Members
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 – joanna.gale@southsomerset.gov.uk</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 12

Date of next meeting

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 3 July 2018 at 10.00am in Council Chamber B, Brympton Way, Yeovil.
