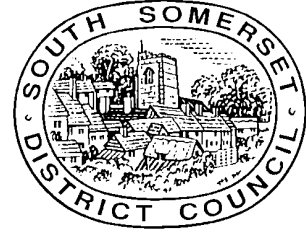


South Somerset District Council

Notice of Meeting



Scrutiny Committee

Making a difference where it counts

Tuesday 31st July 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

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 Monday 23 July 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 31 July 2018

Agenda

Preliminary Items

1. Minutes (Pages 4 - 10)

To approve as a correct record the minutes of the previous meeting held on 3 July 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 5 July 2018 (Page 11)

8. Reports to be considered by District Executive on 2 August 2018 (Page 12)

9. Verbal update on Task and Finish reviews (Page 13)

10. Update on matters of interest (Page 14)

11. Scrutiny Work Programme (Pages 15 - 16)

12. Date of next meeting (Page 17)

Agenda Item 1

South Somerset District Council

Draft Minutes of a meeting of the **Scrutiny Committee** held in the **Council Chamber B, Council Offices, Brympton Way, Yeovil BA20 2HT on Tuesday 3 July 2018.**

(10.00 am - 12.50 pm)

Present:

Members: Councillor Sue Steele (Chairman)

| | |
|---------------|---------------|
| Jason Baker | David Norris |
| Dave Bulmer | Rob Stickland |
| John Field | Martin Wale |
| Carol Goodall | Colin Winder |
| Mike Lock | |

Also Present:

| | |
|--------------------|-----------------|
| Henry Hobhouse | Angie Singleton |
| Val Keitch | Sylvia Seal |
| Jo Roundell Greene | |

Officers

| | |
|-----------------|--|
| Martin Woods | Director (Service Delivery) |
| Clare Pestell | Director (Commercial Services & Income Generation) |
| Caron Starkey | Strategic Lead for Transformation |
| Charlotte Jones | People, Performance & Change Lead |
| Zac Tredger | Specialist (Performance) |
| Jan Gamon | Lead Specialist (Strategic Planning) |
| Jo Manley | Specialist (Strategic Planning) |
| Sarah Hickey | Senior Planning Lawyer |
| Nicola Hix | Lead Specialist (Finance) |
| Colin McDonald | Corporate Strategic Housing Manager |
| Jo Calvert | Housing Development Officer |
| Katy Menday | Leisure & Recreation Manager |
| Becky Sanders | Case Services Officer (Support Services) |
| Jo Morris | Case Services Officer (Support Services) |

13. Minutes (Agenda Item 1)

The minutes of the meeting held on 5 June 2018 were approved as a correct record and signed by the Chairman.

14. Apologies for absence (Agenda Item 2)

Apologies for absence were received from Councillors John Clark, Alan Smith and Gerard Tucker.

15. Declarations of Interest (Agenda Item 3)

There were no declarations of interest.

16. Public question time (Agenda Item 4)

There were no members of the public present at the meeting.

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

No issues were raised from previous meetings.

18. Chairman's Announcements (Agenda Item 6)

The Chairman made no announcements.

19. Verbal update on reports considered by District Executive on 7 June 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.

20. Corporate Performance Reporting (Agenda Item 8)

Prior to introducing the report, the People, Performance and Change Lead introduced Zac Tredger, the newly appointed Performance Specialist.

The People, Performance and Change Lead gave a presentation on Corporate Performance Reporting which covered the following:

- Overall vision of the corporate performance management framework
- Progress to date
- Building the framework
- Style and layout of reports
- System requirements

The Officer responded to points of detail raised during discussion which included the following:

- For the new performance indicators there were 3 years of baseline information available which was a good starting point for looking at trends.
- Telephone performance was a key performance indicator which would form part of the quarterly performance reports.
- The system used for monitoring information had not changed only choosing what to measure had altered. All previous data was still available within the system.
- In future the performance system would need to be developed in order to accommodate dashboard reporting.

- Benchmarking information against other Councils would be included in future reports, and would involve looking at the use of a single data set. The way data was collected would mean there was a time lag of several months with the reported data provided in quarterly reporting, but this would be indexed in the reports.
- With regard to internal benchmarking, previous trends would be analysed. It was more difficult to look forward and undertake predictive work.
- It was the intention to have performance information available on the members portal.
- A view on tolerance levels would be taken internally and whether interventions were required within the service.
- Members needed to be mindful that the reporting did not deal with real times and would normally be reporting information 6 weeks after the quarter. If there were spikes in performance, action was likely to have already been taken and so an indicator may be back in the green.
- In future, performance monitoring reports would be submitted to District Executive one month earlier than previously and would follow the same reporting schedule as finance reports.
- Systems will be in place to ensure appropriate action is taken if an indicator is in the red.

Members supported the use of the Red, Amber & Green (RAG) system in future reports as this gave a good indication of performance levels and easily highlighted if an area required immediate action.

The People, Performance and Change Lead advised that the quarter one performance monitoring report would be brought forward in August. She intended to start with a simple report and use the remainder of the year to really understand how best to view the Council's performance and make improvements to develop the report.

The Chairman thanked the People, Performance and Change Lead for her presentation and report.

21. Organisational Capacity to Deliver Transformation and Maintain Service Delivery (Agenda Item 9)

The Strategic Lead for Transformation introduced the report. She assured members that there were mechanisms in place and approaches had been devised, to closely monitor the organisational impact of Transformation and balance resources, in order to ensure the Council was delivering effective services whilst implementing the Transformation Programme.

The Director (Service Delivery) acknowledged there were some dips in performance and there were staff shortages in some areas. The Leadership and Management Teams, and the Programme Board, had a good understanding of where the current pressures were with certain services, and active measures were being put in place to make sure that the period of turbulence was minimised. He advised that in order to address these issues a range of measures were being implemented to improve service delivery.

The Strategic Lead and Director responded to points of detail raised during discussion including information about:

- The immediate measures being taken, including use of temporary resources, to fill gaps where services are currently under resourced, to ensure that services are kept at acceptable performance levels and statutory duties are delivered within required timescales.
- The actions being taken to improve customer access via the Contact Centre.
- There were a number of other factors contributing to service pressures and workforce performance such as regulatory changes and business sector skill shortages.
- The additional provision of £250,000 from the agreed budget for additional resourcing was one off funding. It was recognised from other authorities that the operating state would not be perfectly formed from day one and would require supplementing resources as the new technology, processes and roles bed in.
- The difficulties with staff recruitment and shortages of professional staff.

The Chairman thanked the Officers for attending the meeting.

22. Reports to be considered by District Executive on 5 July 2018 (Agenda Item 10)

Members considered the reports within the District Executive agenda for 5th July 2018 and made comments as detailed below. Responses to all comments and questions were provided at the Scrutiny Committee meeting by the Leader, relevant officer, or Portfolio Holder.

Dualling of the A303 from Sparkford to Ilchester (Agenda item 6)

- Members queried if the funding from Highways England was adequate to cover SSDC resources?

Affordable Housing Development Programme (Agenda item 7)

- Paragraph 5.5 – some members queried if Magna Housing Association are restarting their development activities whether this was likely to cause any issues in the short term.

Private Sector Housing Enforcement Policy and associated charges (Agenda item 8)

- Members noted that there had been a low response to consultation and queried whether the response rate was adequate to draw conclusions. Members queried if landlords would be made aware of the new charges.
- Page 57 Table 1 – Members queried the terminology as charges are stated per hour. What happens if it's part of an hour - should it state 'per hour or part thereof.'

Adoption of the South Somerset Playing Pitch Strategy 2017 – 2028 (Agenda item 9)

- Some members raised concern that the Strategy seemed to focus on the number of grass pitches rather than the availability of pitches, and noted that grass pitches were high maintenance in terms of resources.

- Chard Ward Members raised a number of concerns relating specifically to the Chard area including:
 - Concern about description of 'deliverable' when there are external factors involved and hence SSDC may not necessarily be able to control delivery of projects.
 - Concern that one club was seen as the focus for the Chard area.
- Some members raised concern about community use of school pitches and noted that negotiations were needed for wider use at some locations.
- Scrutiny queried if the number of responses to the consultation was low/average/or as expected? If low, it was queried if there was a need corporately to look at how SSDC do any consultations in the future (*as this is the second report to possibility mention low response rate to consultations*).

Capital Budget Outturn Report for 2017/18 (Agenda item 10)

- Members noted that it was difficult to keep track of the budget for Transformation and requested if it was possible to have a table that collated all the information together for easy reference.
- Page 197 - Scrutiny queried when the reserve schemes were routinely reviewed to see if any schemes could be removed, re-profiled or funds returned to balances.

Revenue Budget Outturn Report for 2018/18 (Agenda item 11)

- Regarding recommendation C, members sought clarity that if approved what would the new total be in the Transformation Reserve?

SSDC Annual Performance Report 2017-18 (Agenda item 12)

- Members noted that Chard Refresh should be referred to as Chard Regeneration.

SSDC Transformation Programme – Progress Report (Agenda item 13)

- Members queried how many staff in total across all 3 phases had not been offered roles and what this figure was as FTEs - as in the report to Council in April 2017 it had been suggested that we "should seek to reduce our FTE's by 77".
- Some members commented the report was difficult to understand as there was much 'jargon'. They also noted paragraph 18 had a typo and 'able' should read 'unable'.
- Page 238 - Members noted that the remaining communications budget seemed very low and queried if this was intentional.

District Executive Forward Plan (Agenda item 14)

- Members noted a report on the purchase of land at Ham Hill was on the Forward Plan for September and queried if this was correct given that a report was being considered this month.

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).

Purchase of Land at Ham Hill Country Park (Confidential) (Agenda item 17)

- Members did not raise any queries and were content that all the recommendations go forward.

Notification of an Urgent Executive Decision: Battery Project – Establishing a Special Purpose Vehicle (Agenda item 18)

- No comments.
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23. Verbal update on Task and Finish reviews (Agenda Item 11)

Members noted the updates provided by the Chairman on each of the Task and Finish Groups currently in progress.

Customer Accessibility – The website work has progressed considerably. Representatives from the Task and Finish group will be involved in testing a desktop version of the website over the coming weeks as will representatives from all sectors.

Council Tax Support Scheme 2019 – no updates since the last meeting

Homefinder Somerset Plain English – no updates since the last meeting

24. Update on matters of interest (Agenda Item 12)

There were no updates on matters of interest.

25. Scrutiny Work Programme (Agenda Item 13)

Draft Yeovil Innovation Centre (YIC) 2018 Business Plan - the Chairman commented that the Director (Commercial Services and Income Generation) had noted that all of the commercial services have individual operational business plans, including YIC, which have been approved and signed off by the Senior Leadership Team and are being implemented. If any Scrutiny members wished to see the YIC business plan, or any of the other business plans, this could be arranged. The Chairman suggested that as the YIC business plan had been signed off that the item be removed from the Work Programme, and this was agreed by the Committee.

26. Date of next meeting (Agenda Item 14)

Members noted that the next meeting of the Scrutiny Committee was scheduled for Tuesday 31st July 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 5 July 2018

The Chairman will update members on the issues raised by Scrutiny members at the District Executive meeting held on 5 July 2018.

The draft minutes from the District Executive meeting held on 5 July 2018 have been circulated with the District Executive agenda.

Agenda Item 8

Reports to be considered by District Executive on 2 August 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 2 August 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 31 July 2018.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 2 August 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 |
|-----------------|--|---|--|
| Sept '18 | 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 |
| Sept '18 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. | Peter Paddon / Jan Gammon / Cllr Jo Roundell Greene. |
| 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 |
| 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 – 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 4 September at 10.00am in Council Chamber B, Brympton Way, Yeovil.
