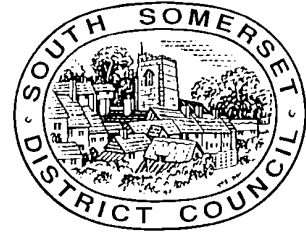


**South Somerset District Council**

*Notice of Meeting*



# Scrutiny Committee

*Making a difference where it counts*

**Tuesday 30th October 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

Neil Bloomfield  
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](mailto:democracy@southsomerset.gov.uk)

This Agenda was issued on Monday 22 October 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 30 October 2018

### Agenda

#### *Preliminary Items*

**1. Minutes** (Pages 4 - 7)

To approve as a correct record the minutes of the previous meeting held on 2 October 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 4 October 2018** (Page 8)

**8. Reports to be considered by District Executive on 1 November 2018** (Page 9)

**9. Draft Economic Development Strategy** (Page 10)

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

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

**12. Scrutiny Work Programme** (Pages 13 - 14)

**13. 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 on Tuesday 2 October 2018.**

(10.00 am - 11.20 am)

**Present:**

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

Dave Bulmer	Stephen Page
John Clark	Alan Smith
John Field	Rob Stickland
Mike Lock	Martin Wale
Tony Lock	

**Also Present:**

Ric Pallister	Sylvia Seal
Jo Roundell Greene	Angie Singleton

**Officers:**

Jo Gale	Scrutiny Specialist
Jan Gamon	Lead Specialist (Strategic Planning)
Alice Knight	Acting Welfare & Careline Manager
Jo Manley	Specialist (Strategic Planning)
Caron Starkey	Strategic Lead for Transformation
Angela Cox	Democratic Services Specialist

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

The minutes of the meeting held on 04 September 2018 were approved as a correct record and signed by the Chairman.

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

Apologies for absence were received from Councillors Neil Bloomfield, Carol Goodall, David Norris and Gerard Tucker. Councillor Stephen Page attended as substitute for Councillor Neil Bloomfield.

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**53. Declarations of Interest (Agenda Item 3)**

There were no declarations of interest made by Members of the Committee.

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**54. Public question time (Agenda Item 4)**

There were no members of the public present.

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

No issues were raised from previous meetings.

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**56. Chairman's Announcements (Agenda Item 6)**

The Chairman welcomed Councillor Stephen Page as substitute member for Councillor Neil Bloomfield.

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**57. Verbal update on reports considered by District Executive on 6 September 2018 (Agenda Item 7)**

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

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**58. Reports to be considered by District Executive on 4 October 2018 (Agenda Item 8)**

Members considered the reports within the District Executive agenda for 04 October 2018 and made comments as detailed below. Responses to most comments and questions were provided at the Scrutiny Committee by the relevant officer, Director or Portfolio Holder.

**Direct Hostel Provision, Move-on Accommodation and Support (Agenda item 6)**

Members received a short presentation on the homeless service in South Somerset and the support available to vulnerable homeless people by the Portfolio Holder and the Acting Welfare & Careline Manager.

- Scrutiny supported the recommendations of the report.
- Members queried what they could do and who to contact if they found someone sleeping outside.
- Members suggested a small business card with the contact details of the SSDC Homeless Service to hand to vulnerable individuals to encourage them to contact the service.
- Clarification on the sources of the grants received was sought and explained by the Acting Welfare & Careline Manager.
- An explanation of the Tenancy Accreditation Scheme was given which helped individuals to complete modules on subjects such as cooking, good relations and maintaining a tenancy to help them in permanent rented accommodation.
- It was suggested that the financial information in paragraph 45 could be separated into a more readable format or table.

The Chairman thanked the Acting Welfare & Careline Manager and her team of staff for their work in assisting single adults in need of accommodation.

## **Update on the Development Consent Order Application for the dualling of the A303 Sparkford to Ilchester (Agenda item 7)**

The Specialist for Strategic Planning explained the progress made since her last report in July 2018 and the need to delegate authority for the Council's Relevant Representations to the Lead Specialist for Strategic Planning in consultation with the Portfolio Holders due to time pressures. She noted they were not progressing the Planning Performance Agreement to attempt to reimburse some of the costs any further also due to time issues. The public examination was due to start in December 2018 but Highway England now wanted it to start at the end of November.

- Members expressed concern that the process should not be delayed.
- Members expressed concern that officers were stretched and the Lead Specialist for Strategic Planning acknowledged that additional support was needed.

## **SSDC Transformation Programme (Agenda item 8)**

The Portfolio Holder for Transformation and the Strategic Lead for Transformation provided an update on the current position of the transformation Programme. They confirmed that a communication plan for Councillors and officers had been agreed and the work with Civica on the final processes was progressing at pace. There would also be a Members Workshop on 10<sup>th</sup> October to look at the Members Portal.

- Members asked if the Locality Teams would be fully operational in January 2019 and it was confirmed that this was imbedded in the plans and was integral to the new ways of working however, as with any new system, it would take time to bed in and develop over time.
- Members asked for the position of the Streetscene service and it was confirmed that in order to deliver the business plans, there would be some restructuring required in the Streetscene service but the majority of roles would be assimilated.
- Members asked if more roles were to be scoped and it was confirmed that some roles within Commercial Services and Income Generation still had to be scoped.
- It was also confirmed the programme was still running to schedule.
- Members asked about morale with respect to internal communications and it was confirmed that there was a weekly Transformation Tuesday bulletin to all staff. The focus was now on ways of working and services to customers.
- Members asked about support to the Area Committees in the future and it was confirmed that the Members working group were looking at this. No firm decision had been made on the future IT requirements for Members other than they would be provided and supported in house.
- Members asked if there any issues with the Civica software following the outturn report from South Hams Scrutiny Committee and it was confirmed that SSDC had purchased a different suite of IT as it already had a number of Civica systems in place and so work was progressing to link the systems.

At the conclusion of the debate, the Strategic Lead for Transformation confirmed that they would be showcasing the new IT to staff and Members very shortly.

The Chairman thanked the Strategic Lead for Transformation and her team for work in bringing the project forward.

## **District Executive Forward Plan (Agenda item 9)**

In response to a question, the Lead Specialist for Strategic Planning confirmed that they would be shortly be holding Member Workshops on the Local Plan Review Preferred Options prior to its approval at District Executive and Council in February 2019. She also confirmed that the Leisure Contracts were due to be reviewed in 2021.

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## **59. 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.

**Customer Accessibility** – some members had been involved in testing the new website and some work had been done on content to achieve a consistency of language.

**Council Tax Support Scheme 2019** – there was a meeting at 1.00pm that day to discuss the comments received during the public consultation which ended on 2 September 2018.

**Homefinder Somerset Plain English** – no updates since the last meeting and the Scrutiny Manager would follow this up for the next meeting.

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## **60. Update on matters of interest (Agenda Item 10)**

There were no updates on matters of interest.

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## **61. Scrutiny Work Programme (Agenda Item 11)**

The Scrutiny Manager advised that the Strategy and Commissioning team had requested to hold a workshop with all Scrutiny Committee members at the conclusion of their next meeting on 30<sup>th</sup> October. The workshop would last approximately 1 ½ hours and refreshments would be provided.

The Chairman asked that a reminder of the workshop be circulated to all Scrutiny Committee members.

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## **62. Date of next meeting (Agenda Item 12)**

Members noted that the next meeting of the Scrutiny Committee was scheduled for Tuesday 30 October 2018 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.

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Chairman

# Agenda Item 7

## **Verbal update on reports considered by District Executive on 4 October 2018**

The Chairman will update members on the issues raised by Scrutiny members at the District Executive meeting held on 4 October 2018.

The draft minutes from the District Executive meeting held on 4 October 2018 have been circulated with the District Executive agenda.

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# Agenda Item 8

## **Reports to be considered by District Executive on 1 November 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 1 November 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 30 October 2018.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 1 November 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

## **Draft Economic Development Strategy (EDS)**

*Lead Officer: Peter Paddon, Lead Specialist (Economy)*

*Contact Details: peter.paddon@southsomerset.gov.uk or 01935 462445*

The Lead Specialist (Economy) and a senior representative from Chilmark (the consultancy commissioned to produce the Economic Development Strategy) will be attending the meeting to verbally answer the questions shared beforehand by Scrutiny Members, regarding the process to date to source evidence to inform the Draft Economic Development Strategy (EDS).

# Agenda Item 10

## **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**

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

# Agenda Item 11

## **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
4 Dec '18 TBC	Review of Draft Economic Development Strategy	Scrutiny Committee are due to consider the process to inform the draft strategy at their meeting on 30 October 2018, the draft strategy is scheduled for the following meeting.	Peter Paddon/ Cllr Jo Roundell Greene.
Dec '18 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.	Simon Fox/ Nigel Marston/ Cllr Angie Singleton
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	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
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 13

## **Date of next meeting**

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 4 December 2018 at 10.00am in Council Chamber B, Brympton Way, Yeovil.

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