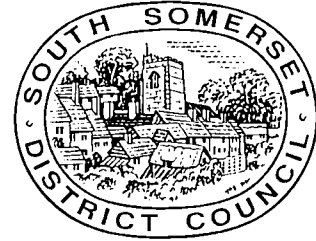


South Somerset District Council

Notice of Meeting



South Somerset District Council

Making a difference where it counts

Thursday 19th July 2018

7.30 pm

**Council Chamber
Council Offices
Brympton Way
Yeovil, BA20 2HT**

(disabled access and a hearing loop are available at this meeting venue)



All members of Council are requested to attend this meeting:

If you would like any further information on the items to be discussed, please contact the Democratic Services Specialist on 01935 462148 or democracy@southsomerset.gov.uk

This Agenda was issued on Wednesday 11 July 2018.

Alex Parmley, Chief Executive Officer

This information is also available on our website
www.southsomerset.gov.uk and via the mod.gov app



INVESTORS IN PEOPLE

South Somerset District Council Membership

Chairman: Tony Capozzoli
Vice-chairman: Mike Best

Clare Aparicio Paul	Kaysar Hussain	Jo Roundell Greene
Jason Baker	Val Keitch	Dean Ruddle
Cathy Bakewell	Andy Kendall	Sylvia Seal
Marcus Barrett	Jenny Kenton	Gina Seaton
Mike Beech	Mike Lewis	Peter Seib
Neil Bloomfield	Sarah Lindsay	Garry Shortland
Amanda Broom	Mike Lock	Angie Singleton
Dave Bulmer	Tony Lock	Alan Smith
Hayward Burt	Paul Maxwell	Sue Steele
John Clark	Sam McAllister	Rob Stickland
Nick Colbert	Graham Middleton	Gerard Tucker
Adam Dance	David Norris	Andrew Turpin
Gye Dibben	Graham Oakes	Linda Vijeh
Sarah Dyke	Sue Osborne	Martin Wale
John Field	Tiffany Osborne	William Wallace
Nigel Gage	Stephen Page	Nick Weeks
Carol Goodall	Ric Pallister	Colin Winder
Anna Groskop	Crispin Raikes	Derek Yeomans
Peter Gubbins	Wes Read	
Henry Hobhouse	David Recardo	

Information for the Public

The meetings of the full Council, comprising all 60 members of South Somerset District Council, are held at least 6 times a year. The full Council approves the Council's budget and the major policies which comprise the Council's policy framework. Other decisions which the full Council has to take include appointing the Leader of the Council, members of the District Executive, other Council Committees and approving the Council's Constitution (which details how the Council works including the scheme allocating decisions and Council functions to committees and officers).

Members of the Public are able to:-

- attend meetings of the Council and its committees such as Area Committees, District Executive, except where, for example, personal or confidential matters are being discussed;
- speak at Area Committees, District Executive and Council meetings;
- see reports and background papers, and any record of decisions made by the Council and Executive;
- find out, from the Executive Forward Plan, what major decisions are to be decided by the District Executive.

Meetings of the Council are scheduled to be held monthly at 7.30 p.m. on the third Thursday of the month in the Council Offices, Brympton Way although some dates are only reserve dates and may not be needed.

The agenda, minutes and the timetable for council meetings are published on the Council's website – www.southsomerset.gov.uk/councillors-and-democracy/meetings-and-decisions

Agendas and minutes can also be viewed via the mod.gov app (free) available for iPads and Android devices. Search for 'mod.gov' in the app store for your device and select 'South Somerset' from the list of publishers and then select the committees of interest. A wi-fi signal will be required for a very short time to download an agenda but once downloaded, documents will be viewable offline.

The Council's corporate aims which guide the work of the Council are set out below.

Further information can be obtained by contacting the agenda co-ordinator named on the front page.

South Somerset District Council - Council Aims

South Somerset will be a confident, resilient and flexible organisation, protecting and improving core services, delivering public priorities and acting in the best long-term interests of the district. We will:

- Protect core services to the public by reducing costs and seeking income generation.
- Increase the focus on Jobs and Economic Development.
- Protect and enhance the quality of our environment.
- Enable housing to meet all needs.
- Improve health and reduce health inequalities.

Ordnance Survey mapping/map data included within this publication is provided by South Somerset District Council under licence from the Ordnance Survey in order to fulfil its public function to undertake its statutory functions on behalf of the district. Persons viewing this mapping should contact Ordnance Survey copyright for advice where they wish to licence Ordnance Survey mapping/map data for their own use. South Somerset District Council - LA100019471 - 2018.

South Somerset District Council

Thursday 19 July 2018

Agenda

1. Apologies for Absence

2. Minutes

To approve and sign the minutes of the previous meeting held on Thursday, 17th May 2018.

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.

Members are reminded that they need to declare the fact that they are also a member of a County, Town or Parish Council as a Personal Interest. Where you are also a member of Somerset County Council and/or a Town or Parish Council within South Somerset you must declare a prejudicial interest in any business on the agenda where there is a financial benefit or gain or advantage to Somerset County Council and/or a Town or Parish Council which would be at the cost or to the financial disadvantage of South Somerset District Council.

4. Public Question Time

5. Chairman's Announcements

Items for Discussion

6. Chairman's Engagements (Page 6)

7. SSDC Annual Performance Report 2017-18 (Pages 7 - 13)

8. Appointment of Leader of Council (Pages 14 - 16)

9. Membership of Committees - Appointment of New Councillors to Scrutiny, Regulation and Licensing Committees (Page 17)

10. Report of Executive Decisions (Pages 18 - 22)

11. Audit Committee (Pages 23 - 25)

12. Scrutiny Committee (Pages 26 - 30)

13. Motions

There were no Motions submitted by Members.

14. Questions Under Procedure Rule 10

There were no questions submitted under Procedure Rule 10.

15. Date of Next Meeting

Members are asked to note that the next scheduled meeting of the Full Council is a reserve date of 16th August 2018.

Unless there is any urgent business to progress on this date, the next scheduled meeting of the Full Council will take place on **Thursday, 20th September 2018** in the Council Chamber, Council Offices, Brympton Way, Yeovil **commencing at 7.30 p.m.**

Agenda Item 6

Chairman's Engagements

3rd June

At the invitation of the Yeovil Community Sports and Recreation Organisation (YCSRO), the Chairman attended the official opening of the new Westlands Bowls and Cricket Club Pavilion.

5th June

The Chairman attended Next Generation Awards Ceremony at Westlands Leisure Centre, Yeovil.

16th June

The Chairman attended the Somerset Dance Festival at Wells Cathedral.

30th June

At the invitation of the Chairman of Governors and the Headmistress, Tony attended the Speech Day at Bruton School for Girls.

9th July

At the request of the Chairman of Somerset County Council, Tony joined the Chairman for lunch at Wild Wood in Taunton.

20th July

At the invitation of the High Sheriff of Somerset and Mrs Hilary Burn, the Vice-Chairman will attend a Garden Party to celebrate Community Activity in Somerset.

Agenda Item 7

SSDC Annual Performance Report 2017-18

Executive Portfolio Holder: Cllr Ric Pallister, Strategy & Policy
Director: Netta Meadows, Strategy and Commissioning
Service Manager: Charlotte Jones, People, Performance and Change Lead
Lead Officer: As above
Contact Details: Charlotte.jones@southsomerset.gov.uk or 01935 462565

Purpose of the Report

1. This report presents a summary of outcomes achieved against the Council Plan for the year April 2017 to March 2018.

Public Interest

2. The Council is accountable for its performance to the local community and we publish performance information to enable us to demonstrate achievements against our vision and aims for South Somerset. This report details our performance during 2017/18.

Recommendation

3. That Full Council note the 2017/18 performance information at Appendix A.

Council Plan and Annual Action Plan 2017-18

4. The Council Plan 2016 - 2021 sets out what the Council wants to achieve in support of our vision for South Somerset - a place where businesses flourish, communities are safe, vibrant and healthy; where residents enjoy good housing and cultural, leisure and sporting activities. An Annual Action Plan for 2017-18 was agreed by Full Council in April 2017 which included six priority projects and 27 activities under five key areas of:-

- High quality cost effective services
- Economy
- Environment
- Homes
- Health and Communities

5. The Council's Annual Performance Report for 2017-18 is attached in Appendix A.

Financial Implications

6. None.

Council Plan Implications

7. This is the annual performance report relating to the delivery of the Council Plan

Carbon Emissions and Climate Change Implications

8. None

Equality and Diversity Implications

9. None

Privacy Impact Assessment

10. None.

Background Papers

11. Council Plan 2016-2021 and Annual Action Plan 2017-18



In order to protect front line services we set out to:

- Transform customer services through technology
- Provide access to services to suit our customers' needs
- Actively manage assets and resources to ensure the best financial or community return
- Seek business opportunities for the council
- Work with partners to achieve economies, resilience and influence



£2.5m

saving through Transformation.

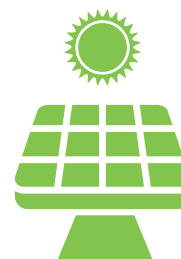
The delivery of our Transformation Programme continued to make good progress protecting services for communities in South Somerset with its customers' needs at the heart of every decision.



transactions were completed through the SSDC website using our on-line forms, **an increase of 58% since 2014.**



We handled around **2500 land charge search requests** from property buyers. Our overall average turnaround time for the year was 4.5 working days.



We acquired three investment properties during the year contributing to our **target of £2.2m net additional income** by taking a more commercial approach.

+76,000

Council tax bills were issued to households across South Somerset.



149,336

calls to our customer contact centre. We answered 81% of calls within 2 minutes and helped **24,000 customers who visited our offices** of which 45% were seeking help with housing and benefits.

84%

of planning applications were submitted through the on-line portal. We handled 1,900 applications for planning consent, **90.3% within the target time.**



To promote a strong and growing economy with thriving urban, rural and land based businesses and improving productivity we aspired to:

- Work with businesses and use our assets
- Provide advice and support
- Deliver initiatives that ensure worker skills meet the employers' needs
- Lobby for and support infrastructure improvements to enable growth
- Capitalise on our high quality culture, leisure and tourism opportunities to bring people into the district



Yeovil Refresh

An overarching and ambitious plan for the regeneration of Yeovil town centre was launched for public consultation in February 2018. This has stimulated interest and collaboration from a range of sectors, individuals and organisations.



Chard Regeneration

Plans for the regeneration of the Boden Mill site, Chard and the adjacent SSDC land holdings are taking shape.

Update June 2018: our recent consultation event attracted more than 500 local residents helping to shape their community.

Our annual Literature Exchange supported **50 visitor based businesses** to network and promote their business. Our Cartgate Tourist Information Centre achieved **Gold as Visitor Information Service of the Year** for Bristol, Bath and Somerset.

£3.6m

We continued to **help our rural businesses** benefit from European grants to increase their productivity and growth – the **overall investment now exceeds £3.6m** (European grant of £1.3m) since 2014.

£11m

Working in partnership we secured £11m of government funding for the Western Corridor Relief Road in Yeovil to enhance the flow on Yeovil's roads, the scheme is likely to be completed in 2018/19.

111

small businesses received tailored advice and support during the year.

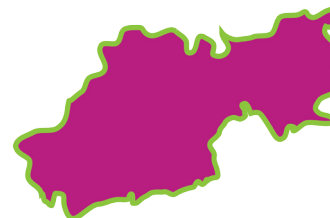


9000 sq ft

of new business space will be available at Yeovil Innovation Centre 2. The construction of phase 2 commenced in December 2017. The 9000 sq ft extension to the existing building is scheduled for completion in August 2018, and will accommodate around 80 new work spaces.

South Somerset Local Plan

Public consultation commenced for the revision of the South Somerset Local Plan.





To keep South Somerset clean, green and attractive we worked in partnership to:

- Promote recycling and minimise waste
- Promote the use of 'green' technology
- Maintain and promote access to our Country Parks and open spaces to promote good mental and physical health
- Keep streets and neighbourhoods clean and attractive
- Continue to support long term flood resilience
- Promote a high quality built environment in line with Local Plan policies
- Support communities to develop and implement local, parish & neighbourhood plans

2,524 

volunteering days were donated at our countryside sites at Yeovil, Chard and Ham Hill to help maintain these special places that are free for residents and visitors to enjoy - and **all 3 parks maintained their Green Flag status.**

A major redevelopment programme commenced at Yeovil Crematorium to improve facilities for families and mourners, and to meet the highest modern environmental standards.



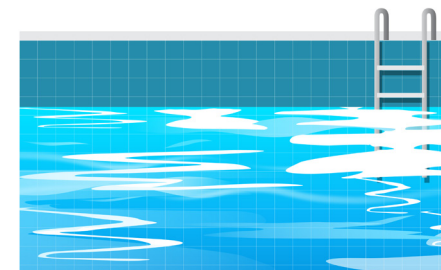
We worked with Yeovil Town Council and the wider community of Yeovil to achieve **Gold from the South West In Bloom** awards. 19 further awards and nominations were made to South Somerset communities.

 **12,800*** households subscribed to a garden waste collection service through the Somerset Waste Partnership. We emptied 1,255 litter & dog waste bins located in streets and parks across the district (*Sept 17).





Yeovil Country Park gained a five star Best Park Award from the Royal Horticultural Society. We also maintained a network of 54 neighbourhood parks and open spaces.



£193,000 was awarded to improve participation through better facilities and more programmes for swimming in Wincanton and Yeovil.

 We pledged to **reduce single use plastics** within Council operations, supporting change to a more sustainable practice.

940 flytips were cleared in an average of 5 days.

Supported the Somerset Rivers Authority to deliver priority projects providing long term flood resilience to our communities



To enable the provision of housing that meets the future and existing needs of residents and employers we worked with partners to:

- Minimise homelessness and rough sleeping
- Work with the private rented sector to improve the standard and availability of rented accommodation
- Tackle fuel poverty
- Work to minimise the impact of personal or household debt
- Enable people to live independently for as long as they are able

£611,000
invested by the council into
new affordable homes



563 new homes completed including 69 affordable homes delivered by partnership working with housing associations and new development.



Working in partnership, we helped 53 South Somerset households gain financial support to improve energy efficiency.


careline
SOUTH SOMERSET

2,075

Careline customers received secure and trusted support. We teamed up with Devon & Somerset Fire and Rescue to link smoke detectors to the Careline system.



1,940

households were helped to access affordable accommodation. We also supported residents with help and advice for housing and debt issues.

164

inspections of properties carried out across the private rented sector, helping landlords to provide good quality accommodation.



201

households benefitted from our action to prevent homelessness. We achieved an average stay of only one day for families placed in emergency bed and breakfast accommodation.



To build healthy, self-reliant, active communities we committed to:

- Support communities so that they can identify their needs and develop local solutions
- Target support to areas of need
- Help people to live well by enabling quality cultural, leisure, play, sport & healthy lifestyle facilities & activities
- Work with partners to tackle health issues such as diabetes and hypertension, and mental health
- Work with partners to keep our communities safe

The **Westlands Complex** has completed its first year of operation under the management of the council. Building work on the Entertainment Venue and construction of the Cricket and Bowls Pavilion brought the complex back into full use by residents and visitors.

141,540

tickets were sold for events and entertainment at the Octagon Theatre and Westlands Entertainment Venue. A record breaking **60% of tickets were bought online**. In addition we were supported by around **1,729 days of volunteering** across these two major arts venues.

£205,000

of financial support was given to the Citizens Advice South Somerset (CASS), SPARK and Access for All to provide accessible, personal and vital services to the diverse communities and residents of South Somerset.



We cared for play and youth facilities across the district carrying out **3,300 safety inspections** and creating new play and youth facilities at 11 locations with a total of £415,500 invested, £331,500 through the council.

Our successful **Click into Activity programme** continued with around 500 inactive residents taking part over the past 2 and 1/2 years, gaining support and advice to take up regular physical activity.



Our **11th annual Gold Star awards** was as popular as ever celebrating the achievements of South Somerset young people and volunteers.

£150,000

of grants to **82 community led projects** supporting increased local quality of life, with a total investment valued at £0.75m

To help keep our communities thriving, healthy and safe we licensed more than **950 premises and taxis**, and issued more than **600 permissions** for local events and festivals. 98% of the 1,200 South Somerset food businesses gained a rating of 3 or above.

6,000+ people attended free Playdays in 20 communities in South Somerset.

Our arts delivery partners Take Art, Somerset Art Works, Actiontrack and Somerset Film attracted **audiences totalling 27,000**. More than **2,200 people participated** in cultural activities. The council directly supported 6 arts festivals and 23 arts in education projects.

Agenda Item 8

Appointment of Leader of Council

Lead Officer: Alex Parmley, Chief Executive
Contact Details: alex.parmley@southsomerset.gov.uk or (01935) 462101

Purpose of the Report

To accept Councillor Ric Pallister's resignation as Leader of South Somerset District Council with effect from 31st August 2018 and to agree to appoint a new Leader of Council with effect from 1st September 2018.

Public Interest

On 10th July 2018, Councillor Ric Pallister submitted to Full Council his resignation as Leader of South Somerset District Council with effect from 31st August 2018. It is requested that a new Leader be elected with effect from 1st September 2018.

Recommendations

It is recommended that in accordance with Article 7.03 of the Constitution:-

- (1) the Council accepts the resignation of the current Leader of the Council, Councillor Ric Pallister, with effect from 31st August 2018;
- (2) the Council today elects a Leader of the Council but with such election to take effect from 1st September 2018.

Report

The Local Government Act 2000 (Part II) and the Council's Constitution require the Council to appoint a Leader of the Council at the start of each Council term. The appointment is normally for the whole of the Council term but the Constitution sets out the circumstances in which the appointment may end.

At the Annual Council Meeting on 21st May 2015, Council resolved that Councillor Ric Pallister be appointed Leader of the Council for the Council term from 2015/16 to 2018/19 (Council minute 8 (1) 2015/16 refers). In accordance with the requirements of the Constitution, Councillor Pallister has given notice that he will be stepping down as Leader of the Council with effect from 31st August 2018. This creates a vacancy for the position of Leader of the Council from 1st September 2018, which the Council is being asked to fill at this meeting.

Executive Arrangements

The Local Government and Public Involvement in Health Act 2007 required the Council to choose a new form of Executive Arrangement and, following public consultation, they adopted the Strong Leader and Cabinet model of executive at their meeting of 10th December 2010. As the "new" model differed slightly from the existing arrangements, certain amendments were required to the Council's constitution and these were agreed in May 2011:-

- A leader to be elected by the full council for a period of 4 years commencing on the day of election and ending on the day of the post 4 year Council election annual meeting.
- Provide for a cabinet comprising the leader and between 2 and 9 councillors appointed by the leader.
- Require the leader to appoint one of the cabinet as deputy leader and for the deputy leader's term of office to match that of the leader, save that the leader can end the appointment at any time and appoint a new deputy leader.
- Provide for the deputy leader to exercise all the powers of the leader in the absence of the leader.
- Allow for full council to remove the leader from office on a vote of no confidence and appoint a new leader.
- Provide for the leader to discharge all of the authority's executive functions or make arrangements for their discharge by the cabinet, a member of the cabinet, a committee of the cabinet or by an officer of the council.
- Maintain the current allocation of "local choice" functions between the executive and the council.

Financial Implications

There are no direct financial implications in taking this decision as there will still be the same number of District Councillors and Portfolio Holders. The allowance associated with this appointment can be funded from the existing councillors' allowances budget.

Carbon Emissions Climate Change Implications

There are no specific environmental implications arising from the subject matter of this report.

Equalities and Diversity Impact

There are no specific equality or diversity implications arising from the subject matter of this report.

Background Papers

The Local Government and Public Involvement in Health Act 2007
 District Executive Agenda and Minutes of meetings held on 2nd September & 2nd December 2010
 Council Agenda and Minutes of meetings held on 16th September & 9th December 2010 & 19th May 2011
 Council Agenda and Minutes of meeting held on 21st May 2015.

Copy: A. Cox

South Somerset District Council



The Council Offices, Brympton Way, Yeovil, Somerset, BA20 2HT
Telephone: (01935) 462462 Fax: (01935) 462188
Website: www.southsomerset.gov.uk

Ric Pallister OBE *Leader of Council*
District Councillor for Parrett Ward
Office Tel No: (01935) 462102 Mobile: 07708 466722

Alex Parmley
Chief Executive
SSDC

Date : 10 July 2018
Your Ref :
Our Ref : rp.sn
Ask for : Ric Pallister
Direct Line : 01935 462102
email : ric.pallister@southsomerset.gov.uk

Dear Alex

Earlier this summer I announced that I wished to step down as the Leader of South Somerset District Council following my decision not to stand for re-election in May 2019. After 19 years as an elected member and 7 years as the Leader I believe it is important to begin a sensible transition to ensure a continuity of knowledge and leadership beyond the end of this quadrennial. I would therefore ask Council to formally accept my resignation from the position of Leader with effect from August 31st 2018.

Yours sincerely

A handwritten signature in black ink that reads "Ric Pallister". The signature is fluid and cursive, with a large loop at the end of the last name.

Ric Pallister
Leader of Council

If you need this information in large print, Braille, audio or another language, please contact me at the above address

Agenda Item 9

Membership of Committees – Appointment of New Councillors to Scrutiny, Regulation and Licensing Committees

Lead Officer: Angela Cox, Specialist – Democratic Services
Contact Details: angela.cox@southsomerset.gov.uk or (01935) 462148

1. Purpose of the Report

To confirm an addition to the Scrutiny, Regulation and Licensing Committee appointments following the appointment of Councillors to various committees and working groups at Council on 19th May 2018.

2. Public Interest

Each year at their annual meeting, Council agree to appoint Councillors to the various committees and to represent SSDC on outside organisations. This report confirms the wishes of the Liberal Democrat and Conservative groups to make amendments to the Councillors appointed to the Scrutiny, Regulation and Licensing Committees.

3. Recommendations

In accordance with Section 16 (1) Local Government and Housing Act 1989 and the duty therein to give effect to the wishes of the political group to which seats on any committee are allocated, the Council confirm that:-

1. One Liberal Democrat Councillor (to be advised) be appointed to the Scrutiny Committee.
2. One Conservative Councillor (to be advised) be appointed to the Regulation Committee.
3. One Liberal Democrat Councillor and one Conservative Councillor (to be advised) be appointed to the Licensing Committee

4. Report

The membership of committees and working groups for 2018/19 was approved at the Annual Council meeting on 19th May. At that meeting, not all the committee vacancies were immediately confirmed. This report seeks to fill the remaining vacancies.

5. Background Papers

Minutes of Council – 19th May 2018

Agenda Item 10

Report of Executive Decisions

Director: Netta Meadows, Director (Strategy & Commissioning)
Lead Officer: Angela Cox, Democratic Services Specialist
Contact Details: angela.cox@southsomerset.gov.uk or (01935) 462148

This report is submitted for information and summarises decisions taken by the District Executive and Portfolio Holders since the last meeting of Council in May 2018. The decisions are set out in the attached Appendix.

Members are invited to ask any questions of the Portfolio Holders.

Background Papers

All Published

Ric Pallister, Leader of the Council
Angela Cox, Democratic Services Specialist
angela.cox@southsomerset.gov.uk or (01935) 462148

Appendix

Portfolio	Subject	Decision	Taken By	Date
Legal and Finance	Review of the Regulation of Investigatory Powers Act 2000 (RIPA)	District Executive agreed to:- a. note the Council's use of RIPA powers. b. approve and adopt the revised Regulation of Investigatory Powers Act 2000 Policy and Procedures Guide attached at Appendix 1 of the agenda report.	District Executive	07/06/18
Property, Climate Change & Income Regeneration	Establishing Special Purpose Vehicles for SSDC Investments	District Executive:- a. Agreed in principle to the setting up of limited companies and/or limited liability partnerships where these are required to discharge Council functions and comply with the approved IAG governance for investments and income generation projects that are either, commercially sensitive, include confidential matters or are time-limited. b. Delegated authority to the Chief Executive in consultation with the Council Leader as part of the Investment Assessment Group (IAG) approval process to give effect to a decision to set up such companies or partnerships, including but not limited to: <ul style="list-style-type: none"> - selecting a company/LLP name - approving Articles of Association - approving Shareholder or Partnership Agreements - appointing individuals to positions of responsibility within the company or LLP Recommend to Full Council that Part 3 Section 4 of the Constitution be updated to identify that such matters are the responsibility of District Executive but to reflect the above delegation.	District Executive	07/06/18
Income Generation, Climate Change & Property	Commercial Strategy and Investments Progress Report	District Executive noted the progress in delivering the Commercial Strategy and in particular, the acquisition of commercial investments and in securing income from our existing assets.	District Executive	07/06/18
Strategy & Policy	Affordable Housing Development Programme: South Street, Crewkerne	The Portfolio Holder for Strategy and Policy has approved the allocation of £350,000 grant subsidy from the Affordable Housing Development Programme unallocated general reserve, to Magna Housing Association towards the proposed scheme on the site of St Peters Church, South Street, Crewkerne	Portfolio Holder	08/06/18

Portfolio	Subject	Decision	Taken By	Date
		subject to obtaining appropriate reserved matters planning permission including one larger property of at least four bedrooms.		
Strategy & Policy	Request for Early Release of Pension Benefits (Confidential)	The Portfolio Holder for Strategy & Policy has agreed:- i. To allocate the Executive Decision to waive the actuarial reduction to Councillor Ric Pallister; ii. To waive the actuarial reduction and grant the request for early release of pension on compassionate grounds due to the loss of the former staff member's partner and the associated challenges and emotional impact.	Portfolio Holder	22/06/18
Strategic Planning	Dualling of the A303 from Sparkford to Ilchester	That District Executive noted the report and its contents, and reviewed and approved:- a. The Statement of in Principle Support for the scheme to be submitted to Highways England (Appendix 1). b. The principle of the Council entering into a Planning Performance Agreement with Highways England, the detail and completion to be delegated to Lead Specialist – Strategy and Commissioning. c. That £100,000 is allocated from estimated revenue underspends in 2018/19, under-written by general balances, to resource the Council's involvement in this project. d. The Scheme of Delegation for the Council's input into the Development Consent Order process.	District Executive	05/07/18
Strategy and Policy	Affordable Housing Development Programme	District Executive:- a. Noted the affordable housing development programme outcomes to date; b. Agreed to withdraw the award of £396,661 grant to Yarlinton for the proposed scheme at Misterton in the event that suitable planning permission is not in place before 5th July 2019.	District Executive	05/07/18
Strategy and Policy	Private Sector Housing Enforcement Policy and associated charges	District Executive agreed and adopted the attached Private Sector Housing Enforcement Policy in Appendix 1 and agreed the charges in the following Appendices:- a. Appendix 1.1 Charging Policy for Private Sector Housing Enforcement Services b. Appendix 1.2 Civil Penalties Policy for Private Sector Housing Related Offences c. Appendix 1.3 Statement of Principles for determining a penalty charge for offences under the Smoke and Carbon Monoxide Alarm Regulations 2015	District Executive	05/07/18

Portfolio	Subject	Decision	Taken By	Date
		and related legislation		
Leisure and Culture	Adoption of the South Somerset Playing Pitch Strategy 2017-2028	District Executive:- a. Formally adopted the new South Somerset Playing Pitch Strategy 2017 – 2028 b. Adopted the revised standards for playing pitch and changing room provision outlined in the Agenda report		05/07/18
Finance and Legal Services	Capital Budget Outturn Report for 2017/18	District Executive:- a. noted the content of the report including the net spend of £16.424m on capital schemes during 2017/18; and small variance of only £4K underspend across 33 completed schemes. b. approved the revised Capital Programme spend as detailed in paragraph 10.	District Executive	05/07/18
Strategy and Policy	SSDC Annual Performance Report 2017-18	District Executive noted the 2017/18 performance information at Appendix A.	District Executive	05/07/18
Transformation	SSDC Transformation Programme – Progress Report	District Executive:- a. noted and commented on the report. b. approved the transfer of £250,000 from the capital programme reserve schemes to fund necessary alterations to Petters House as detailed in this report.	District Executive	05/07/18
Finance and Legal Services	Revenue Budget Outturn Report for 2017/18	District Executive:- a. noted the net spending for the year of £17,318,942, an underspend of £663,318 (3.7%) compared to final budget, and explanations of variances from budget holders for the 2017/18 financial year as shown in paragraphs 7-10; b. approved budget carry forwards of £118,648 into the 2018/19 budgets (as shown in Appendix B); c. approved the transfer of £646,103 to the Transformation Reserve as detailed in paragraph 18; d. approved individual service overspends are funded from general balances and the net underspend of £544,670 after carry forwards are returned to general balances; e. noted the use of the specific reserves in paragraph 26 and the transfers to and from balances outlined in the General Fund table at paragraph 28;	District Executive	05/07/18

Portfolio	Subject	Decision	Taken By	Date
		f. noted the position of the Area Committee balances in paragraph 31; g. approved the virements in paragraph 36 and note the virements in Appendix F.		
Leisure and Culture	Purchase of Land at Ham Hill Country Park (Confidential)	District Executive approved the recommendations of the report.	District Executive	05/07/18
Strategy and Policy	Notification of an Urgent Executive Decision: Battery Project – Establishing a Special Purpose Vehicle (Confidential)	District Executive noted that the Leader of Council had taken urgent executive decisions according to the provisions of Part 3, Section 4, subsection 2a and, Part 3, Section 6, subsection 4 of the Constitution, relating to the Battery Project - Establishing a Special Purpose Vehicle.	District Executive	05/07/18

Agenda Item 11

Audit Committee

This report summarises the items considered by the Audit Committee on 28th June:

6. Practical Implications of the Revised Prudential Code, Treasury Management Code, Local Authority Investments and Minimum Revenue Provision (Agenda Item 6)

The Finance Specialist presented his report to members. He explained that following a consultation, new guidance had been published and that the amendments to the guidance were detailed within the report.

He highlighted point 9 of the report, advising that these were the main items to be considered as well as the action plan which was also detailed on page 9. He explained that further technical detail was contained within the appendices.

In response to questions from members, he explained that advance borrowing could only be sought for specific projects and that such borrowing would be regulated. He also agreed to clarify whether the guidance would apply to loans to Parish Councils; however he was confident that the guidance would still apply.

The Chairman advised members that a Risk Management Officer had been appointed and would be starting with the authority in early July. He commented that Risk Register reports were important and hoped that these would be included on future agendas of the Audit Committee.

RESOLVED: that members noted the implications and actions required arising from the new Codes of Practice and Statutory Guidance which included; Prudential Code (2017), Treasury Management Code (2017), Statutory Guidance of Local Authority Investments (2018) and Statutory Guidance on Minimum Provision (2018).

7. 2017/18 Treasury Management Activity Report (Agenda Item 7)

The Finance Specialist presented his report to members. He explained that the report included activity and performance for 2017/18.

He summarised the advice provided by Arlingclose on page 26 of the agenda and advised that further detail was included within appendix B of the report. He also drew members' attention to the Investment Activity and Portfolio which was detailed on page 27 and 28 of the agenda, advising that the value of the investments within the Council's portfolio had reduced.

He advised members that a breakdown of investments was included on page 31 of the agenda and responded to members' questions.

RESOLVED: that members;

- noted the Treasury Management Activity for the 2017/18 financial year
- noted the position of the individual prudential indicators for the 2017/18 financial year
- noted the outlook for the investment performance in 2018/19

- noted that the council operated within all of the Prudential Indicators during 2017/18
- Recommended that the 2017/18 Treasury Management Activity Report to Full Council

(Voting: unanimous)

8. Internal Audit Annual Activity Report 2017/18 (Agenda Item 8)

The Assistant Director, South West Audit Partnership, presented his report to members.

He advised that the report provided a summary of the delivery of the Internal Audit Plan for the year 2017/18 following the update which was provided to members in February.

He explained to members that there had been no changes to the audit plan which was detailed in appendix B.

In response to a question from a member, he advised that as part of the Transformation Project audit, ways to manage dips in performance had been considered, however there had been little opportunity and resource to do this. One member commented that valuable experience could be lost, however the Commercial Services and Income Generation Director advised that staff will remain in post until January.

RESOLVED: that members noted the report.

9. Internal Audit Annual Report and Opinion 2017/18 (Agenda Item 9)

The Assistant Direct, SWAP, presented his report to members advising that the annual auditors' detailed report provided reasonable assurance that risks were well managed.

He referred to the list of audits on page 65 of the agenda and explained that additional time had been spent considering the Transformation Project and that some of the planned audits had been removed to allow for this.

He advised members that risks including the Transformation Project, cyber security and GDPR were challenges that the council faced.

One member questioned whether enforcement was included within the Services Protection Plan and asked whether this was being met. The Commercial Services and Income Generation Director agreed to confirm this.

RESOLVED: that members noted the Annual Opinion Report for 2017/18.

(voting: unanimous)

10. Review of Effectiveness of Internal Audit 2017/18 (Agenda Item 10)

The Finance Specialist presented the report to members and advised following the review of the effectiveness of internal audit, that the function had been performing well.

He summarised the performance measures which had been used as well as the results. He further clarified the service standards and the delivery of each standard.

He clarified that the review had not identified any significant issues

RESOLVED: that members noted the findings of the review including the opinion of the S151 Officer regarding the effectiveness of the internal audit function.

(voting: unanimous)

11. Health, Safety & Welfare – Report (Agenda Item 11)

The Civil Contingencies Manager presented her report to members.

She advised that;

- Although some changes had begun to the Health and Safety Management through the Transformation Project, these changes were in the early stages.
- Additional work would be carried out to ensure that staff working at home or alone were safe and that 'skyguard' had been introduced to some lone workers. She advised that she was currently looking at risk assessments for this.
- Fire Wardens and First Aiders in SSDC buildings were being amended as staff are changing roles and moving. She advised that interim arrangements were in place and that these would be looked at again in January.

In response to a member's question, she advised that a review on workplace pressure was underway.

She further clarified the accident statistics detailed on page 83 and the incident statistics which were detailed on page 84.

The Civil Contingencies Manager advised members that this would be the last Audit Committee that she would be attending and thanked members for their continued support. The Committee thanked her for her past excellent work and wished her all the best for the future.

RESOLVED: that members reviewed and noted the contents of the report.

12. Audit Committee Forward Plan (Agenda Item 12)

It was agreed that the Financial Statement Training for members of the Audit Committee would take place on the morning of Monday 16th July at 10am.

RESOLVED: that members noted the Audit Committee Forward Plan and the date for the Financial Statement Training.

Cllr Derek Yeomans
Chairman of Audit Committee

Agenda Item 12

Scrutiny Committee

This report summarises the work of the Scrutiny Committee since the last report to Full Council. The Committee met on 5 June and 3 July 2018 to consider:

5 June 2018

Reports to be considered by District Executive on 7 June 2018 (Agenda Item 8)

Members considered the reports within the District Executive agenda for 7 June 2018 and made comments as detailed below.

Review of the Regulation of Investigatory Powers Act 2000 (RIPA) (Agenda item 6)

- Page 5 – Scrutiny noted that use of the RIPA powers to date by the Council had been limited, and queried if there was a reason for this.

Establishing Special Purpose Vehicles for SSDC Investments (Agenda item 7)

- When a Special Purpose Vehicle is established, members asked how they would be able to find out information about the activity of that vehicle. For example agendas and minutes of Board meetings or AGMs etc.
- Page 42 Risk Matrix - regarding the left matrix showing the profile before officer recommendations – Scrutiny felt the positioning of Financial and Reputational risk was too high and may be conveying the wrong message.
- Members acknowledged the responses and information provided by the Director (Commercial Services & Income Generation). Scrutiny suggested that the report did not clearly indicate that the process only applied if an investment or project was time limited, but read as if it was a general procedure. It was suggested that additional wording be added to clarify this and also a slight change to wording of recommendation 7a.
- Scrutiny acknowledged setting up of SPVs was a big step for the authority, but also a necessary one. However it was felt there needed to be some improvement to the process described in the report, and to make clear that a formal proposal will be required to set up an SPV.
- It was also suggested that the advantages and risks of proceeding with an individual SPV also be clearly identified, together with possible mitigation measures for any identified risks.

Commercial Strategy and Investments Progress Report (Agenda item 8)

- Members thanked officers for the detailed report and appendix.
- Scrutiny felt the use of appointed agents was a constructive way forward.
- Members made several comments in confidential session regarding information within the confidential appendix.

District Executive Forward Plan (Agenda item 9)

- Members noted an item on the Local Plan review was scheduled for October, and asked if members would have an opportunity to input into the process before that date.

- It was asked if there would be a report in due course regarding the proposal to explore the option of a unitary authority for Somerset.
-

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

Members noted the updates provided by the Chairman and Case Services Officer 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 – Draft consultation text was currently with the Scrutiny Specialist for initial comments prior to circulation to Task and Finish Group members.

Customer Accessibility – Some members have taken part in a card sorting exercise to help shape the structure of the new website. Details of further Scrutiny involvement was awaited.

3 July 2018

Corporate Performance Reporting (Agenda Item 8)

Members received a presentation from the People, Performance and Change Lead 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.

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

Members received a report from the Strategic Lead for Transformation. 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.

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

Members considered the reports within the District Executive agenda for 5 July 2018 and made comments as detailed below.

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’.
- 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.

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.
-

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

Cllr Sue Steele
Chairman of Scrutiny Committee