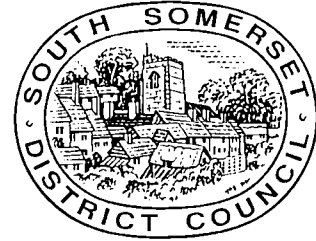


South Somerset District Council

Notice of Meeting



South Somerset District Council

Making a difference where it counts

Thursday 15th March 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 7 March 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: Mike Best
Vice-chairman: Tony Capozzoli

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.

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South Somerset District Council

Thursday 15 March 2018

Agenda

1. Apologies for Absence

2. Minutes

To approve and sign the minutes of the previous meeting held on Thursday, 22nd February 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. Reports from Members appointed to Outside Organisations (Pages 7 - 27)

8. Statutory Pay Policy Statement for Chief Officers 2018 - 19 (Pages 28 - 32)

9. Request to change the name of Barwick Parish Council (Pages 33 - 34)

10. Draft Meetings Calendar for 2018/19 (Pages 35 - 36)

11. Report of Executive Decisions (Pages 37 - 39)

12. Audit Committee (Pages 40 - 41)

13. Scrutiny Committee (Pages 42 - 45)

14. Motions

There were no Motions submitted by Members.

15. Questions Under Procedure Rule 10

There were no questions submitted under Procedure Rule 10.

16. Date of Next Meeting (Page 46)

Agenda Item 6

Chairman's Engagements

27th February

The Chairman attended the Rotary Young Voices Competition which was organised by the Rotary Club of Ilminster in conjunction with Greenfylde First School.

6th March

The Chairman attended the Duke of Edinburgh Award Presentation Evening at Westlands Entertainment Complex.

Agenda Item 7

Reports from Members Appointed to Outside Bodies

Executive Portfolio Holder: Val Keitch, Democratic Services, Equalities and Diversity
Director: Netta Meadows, Strategy and Commissioning
Lead Officer: Angela Cox, Democratic Services Specialist
Contact Details: Angela.cox@southsomerset.gov.uk or (01935) 462148

Purpose of the Report

To present the reports of Members appointed to various outside bodies by Full Council at its Annual meeting each year.

Public Interest

SSDC has a long history of partnership working. By appointing Councillors to represent SSDC at these organisations, we maintain that partnership and interest in the wider community of which the Council is a part.

Recommendation

The Council is recommended to note and comment on the reports from Members on the outside organisations to which they are appointed each year.

Report

In May 2017, Full Council made the following appointments to outside organisations:-

Organisation	Councillor appointed for 2017/18
Board of Governors for Yeovil District Hospital NHS Foundation Trust	David Recardo
Board of Governors for Musgrove Park Hospital NHS Foundation Trust	Sue Steele
South West Provincial Employers	Colin Winder
South West Councils	Sylvia Seal
Somerset Rivers Authority	Ric Pallister Nick Weeks (Sub)
Parrett Drainage Board	Nick Weeks Mike Lewis Gerard Tucker
Somerset Water Management Partnership	Nick Weeks
Health & Well-Being Board	Sylvia Seal
Police and Crime Panel	Martin Wale
Somerset Building Preservation Trust	Nick Weeks

Organisation	Councillor appointed for 2017/18
Access for All	Sarah Dyke
Armed Forces Community Covenant	Carol Goodall

The annual reports from each of these Councillors are attached for your information.

Financial Implications

There are no financial implications in the presentation of this report. Members are entitled to claim a mileage allowance to attend the meetings and this is within their allocated Travelling Allowance budget.

Corporate Priority Implications

Working with partners to improve services, efficiencies, resilience and influence.

Carbon Emissions and Climate Change Implications

No implications at the current time.

Equality and Diversity Implications

The appointment of Members to outside organisations demonstrates the Council's commitment to working in partnership with other organisations to achieve common aims.

Background Papers

Appointment of Member Level Bodies Report 2017/18 presented to Full Council in May 2017.

Board of Governors for Yeovil District Hospital NHS Foundation Trust

Appointed Member: Councillor David Recardo

The year of 2017/18 has been an interesting one with a number of developments and achievements to report.

The long awaited car park was opened in 2017 and has been operational for about a year now, addressing the problem of parking capacity that has long been a challenge for the hospital and its visitors.

Boots the chemist also opened an outpatients pharmacy facility within the hospital itself to allow all patients to fill their prescriptions before leaving the hospital.

Despite a very busy winter period, YDH has been in the admirable position of frequently achieving ambulance turn-around figures (the time it take for paramedics to safely handover patients from ambulances to the emergency department) which are amongst the best in the country. It has also managed to repeatedly meet the key waiting times targets for cancer care, emergency department attendances, and for GP-referral to hospital-treatment.

Having established a specialist, day surgery provider called Daycase UK, the hospital has continued to explore plans for developing a bespoke unit for these services. This would enable the staff to provide world-class treatment, waiting times and recovery for local people, making this a very exciting project and investment in our hospital and community.

The hospital has enjoyed a high profile in the media this year with BBC Breakfast, ITV News and the One Show all showcasing its positive performance, promoting its reputation as a trust, its partnerships with other organisations, and some of the new models of care being developed.

YDH's Cost Improvement Plan (CIP), is producing good results with additional savings of approximately £8m achieved through efforts across the entire hospital, ensuring efficiency whilst maintaining the safety and quality of services. This saving equates to about 6% of annual turnover which is above the 4% national anticipated figure.

The hospital has an important role in the county's Sustainability and Transformation Partnership (STP), through which our health and social care organisations are collaborating to find ways of ensuring a long-term healthy future for local services. This includes work underway within the nationally-endorsed Symphony Programme – a South Somerset approach to improving the way GPs, the hospital, community services and social care work together.

Lastly, the hospital has, along with the entire NHS in the south west, just dealt with one of the most severe spells of weather in recent history. Throughout, hospital staff worked exceptionally hard – often supported by the generosity of local people – to ensure they could continue providing essential services and look after the health of South Somerset.

Board of Governors for Musgrove Park Hospital NHS Foundation Trust

Appointed Member: Councillor Sue Steele

Alliance with Somerset Partnership

Following the approval by the Somerset Partnership (the mental and community health services provider) and Taunton and Somerset NHS Foundation Trust (Musgrove Park Hospital) boards in 2017 to enter into a formal alliance arrangement, a joint executive team has been appointed and is working across both organisations. The trusts are working together to identify opportunities to align and integrate service pathways. On 6 February, the boards of both trusts agreed to start the development of a strategic case for merger. This will enable us to explore the option of a merger in more detail, but does not represent approval of a merger at this stage. Any such merger would need to be supported across the system and be approved by the boards and councils of governors of both trusts as well as the regulators. Absolutely central to the development of this strategic case for merger would be demonstrating the intended benefits for patients.

Operational Pressures

The NHS has been experiencing significant levels of operational pressure over the winter period, exacerbated by high incidences of 'flu and norovirus. Musgrove Park Hospital has been very busy with significant increases in the numbers of emergency attendances and admissions compared with the same period last year. Managing demand within the capacity available has therefore been challenging. Teams from the community and social care remain active in the hospital, and are helping us to minimise delays for patients fit to go home. Despite these challenges, the alliance with Somerset Partnership NHS Foundation Trust is really proving its worth and helping us to continue to give the best possible care to our patients in the face of unprecedented demand in the system.

Operational Performance

The operational pressures have made it harder for us to deliver our key performance targets, but colleagues in the hospital continue to do all they can and go the extra mile to provide the very best care to patients in difficult circumstances. Please see below the most recently published key operational performance figures (relates to the month of December):

- Performance against the A&E 4-hour wait standard was 86.7% in December (target is 95%).
- A&E attendances were 11.0% higher in December 2017 than in December 2016.
- Emergency admissions were 15.1% higher in December 2017 than in December 2016.
- Over the year (to December) 4,732 more patients waited under 4 hours in A&E compared with the same period last year.
- Ambulance conveyances were 16.2% higher in December 2017 than in December 2016.
- There were 241 breaches of ambulance handovers within 30 minutes in December.
- Referral to treatment within 18 weeks – in December performance against this target was 82.5%.
- Work is ongoing to improve performance of cancer treatment within 62 days of GP referral (84.6% in December). Some of this is due to patient choice.
- Despite the operational and financial pressures facing the NHS, we are on track to meet our year-end plan to deliver a small financial surplus. There are risks to this, which we are trying to mitigate where we can.

Surgical Centre

The Trust has published an outline planning application (application number 38/18/0046) to Taunton Deane Borough Council to build a new surgical centre. A business case has been developed for the plans and we are now waiting for the opportunity to submit a bid nationally for funding. An overview and illustrations were published by Somerset County Gazette.

South West Provincial Employers

Appointed Member: Councillor Colin Winder

The South West Employers Panel meets twice a year in spring and autumn at Devon County Council, County Hall, Exeter.

There are two meetings, one for employers, and one for the unions in the first half, then a joint meeting of both sides.

The functions of the Provincial Council are:

- To exchange ideas with the view of increasing the understanding of the two Sides.
- To promote good industrial relations practice and training, including the development of good personnel practice.
- To undertake tasks as required by the National Joint Council.
- To establish and give legitimacy to dispute and conciliation machinery.
- To facilitate, should the need arise, the negotiation of collective agreements.
- To issue advice, as appropriate, to Local Authorities and Unions.
- To provide a forum for discussion on key strategic issues affecting Local Government industrial relations/training/personnel.

The spring 2017 employers meeting dealt with the National Pay Spine and its restructuring in relation to legislation such as the national living wage proposals, and the equalities act. There were also presentations on the changes to IR35 legislation, Public Sector Exit Payments, and the Apprenticeship Levy.

At the joint meeting the union group presented the joint pay claim being proposed at national level. This was noted by the employers.

There was then a presentation on their transformation plans by the NHS England South. In particular the Exeter and Bristol areas. Most of the discussion and criticism of the proposals from both employers and union representatives, was on the lack of consultation by the NHS with the relevant local bodies.

The autumn meeting was particularly concerned with the problem of care in the community. The employers meeting discussed the financial implications.

The joint meeting had a very frank and open discussion on the problems faced by all sides in a growing problem.

The Spring meeting for 2018 will be held at the end of March, and I am awaiting the Agenda arriving probably this week.

South West Councils

Appointed Member: Councillor Sylvia Seal

South West Councils is a member led organisation, owned and working for all 41 local authorities in the South West.

They provide a range of core services to all local authorities and are available, as an extension of local authorities' own resources, to provide additional specialist services. Their team bring a wide range of specialist skills, depth of experience and sector insight as part of the south west "local government family".

They also work with a range of Associate member organisations including Police, Fire, National Parks, Town and Parish Councils, Housing Associations and Schools.

They provide:

Human Resources Services

- Local Authorities advised on comprehensive employment and human resource issues including employment conditions and rights
- Recruitment support and advice on senior appointments
- Ability, psychometric and scenario testing
- Members advised on sensitive and confidential employment issues including disciplinary investigations and restructuring
- Supported Members with Chief Executive and senior staff appraisal
- Supported Members and Chief Executives with organisational reviews
- Surveys on items of key concern to members

Learning and Development Services

- Supported ongoing Councillor Development
- Provided high quality learning and development opportunities which met the needs of member organisations in delivering ongoing "core" training services

Advocacy, best practice sharing, policy and partnership working

They bring together authorities to share information and influence policy development such as pay and pensions and undertake lobbying on issues of concern across local authority boundaries. There are opportunities for effective co-ordination and sharing of expertise, ideas and effort maximised with the national Local Government Association, other regions and partner organisations within the South West.

They facilitate collaboration, the spread of best practice and information sharing through support for meetings and networks with both face to face meetings and virtually through provision of confidential web based/electronic discussion group for Members and Officers

Communications and Marketing

Supported member organisations through information gathering and sharing including

- regular production of e-bulletin SW News for all organisations
- Introduction of quarterly production of Associate newsletters

Spreading of information about core and not for profit services was more effective through:

- better use of electronic communications including development of social media marketing tools
- use of targeted material including case studies to demonstrate benefits
- use of Members and other customers to “spread the word”

South West Councils are funded through subscriptions from its 41 member authorities. SSDC contributed £6,813 in 2017/18. They also receive £220,000 funding from the Home Office and receive income from their learning and development activity, employment support services and interest on reserves.

South West Councils meet twice per year and also hold regular South West Chief Executive meetings and South West Employers Panel meetings.

Somerset Rivers Authority (SRA)

Appointed Member: Councillor Ric Pallister

The Somerset Rivers Authority (SRA) was established on 31 January 2015 as a response to the floods of winter 2013/14 which caused such misery and devastation to Somerset's people and communities.

Establishing the SRA was a key Action of the Somerset Levels and Moors Flood Action Plan, which was developed at the Government's request, and signed off by the Secretary of State in March 2014.

Now the SRA's remit includes the whole of Somerset, not just the flooded areas of the Levels and Moors.

In January 2016, SSDC and other Somerset Councils agreed that the equivalent of 1.25% increase in council tax is passported to the Somerset Rivers Authority in 2016/17. This funding will continue until the Authority is a precepting body in its own right.

The Board of the Somerset Rivers Authority (SRA) meets quarterly to make decisions and review progress on the SRA's programme of work. Meetings are open to the public and members of the press.

During the last 12 months, the SRA has been involved in the following projects to alleviate flooding in Somerset:-

Bridgwater Tidal Barrier Scheme - The Environment Agency and Sedgemoor District Council continue to work in Partnership to deliver the Bridgwater Tidal Barrier Scheme in 2024 subject to funding and statutory approvals. The SRA note the progress made on the scheme appraisal and development.

Taunton Strategic Flood Alleviation Improvements Scheme - This is an essential scheme to enable future growth in Taunton and benefit thousands of business and residential properties from the many impacts (economic, social and environmental) that flooding would bring. The scheme seeks to carry out the project development and delivery phases of the Strategic Flood Alleviation Improvements urgently needed for Taunton.

Dredging Strategy Update – progress with preparation of the Dredging Strategy (rivers Parrett, Tone and Brue).

Sow / Kings Sedgemoor Drain Enhancement Scheme - the proposed comprehensive scheme to increase capacity of the Sow-Kings Sedgemoor Drain corridor. Any enhancement could have impacts on landowners, environmental management, water level management and operational procedures.

River Brue Enhanced Programme - Considerable effort has been expended to promote actions aimed at reducing flooding from the River Brue. However across all "Brue" projects a lack of consensus over the extent and impacts of reduced flooding that can be achieved along with

environmental concerns and in some cases costs have caused none of these projects to proceed to delivery.

Additional funding Support for Environment Agency Enhanced Maintenance and Improvements programme 17/18 – this includes Pumping Station Improvements at North Drain Pumping Station, further planned de-silting on watercourses in Bridgwater (Hamp Brook and Stockmoor Rhyne) and channel improvements to 10 flood risk management tasks.

Flood Alert Systems - for the installation of 3 fully automated detection systems designed to be activated when carriageway flooding reaches a predetermined level, triggering advanced warning road signs advising travelling motorists that the road ahead is flooded. This system would significantly reduce the risk of personal injury or vehicle damage particularly during hours of darkness.

Somerset River Authority Strategic Approach to Mitigation - to achieve both better management of water in high order rainfall events and better management of the natural environment - in particular the maintenance of water levels necessary to protect the wetland environment.

Full information on the Board's meetings, papers and minutes can be found at:
<http://www.somersetriverauthority.org.uk/about-us/board-meetings-and-papers/>

Parrett Drainage Board

Appointed Member: Councillor Nick Weeks

The reconstitution of the Parrett and the Brue Boards is going ahead, 12 elected seats will be available on a reconstituted board with 13 appointed members from the local charging authorities.

Concern over the age of members has been expressed the recruitment of younger members to the board becomes more crucial.

The relationship between the IDBs and other consultees are good.

Parrett and Tone Maintenance Dredge

Building on the success of last years trials, the positive findings and support for the scientific monitoring undertaken and in response to the substantial amounts of re-deposited sediment detected from the monitoring surveys, a larger scale water injection dredge has been completed this year.

The work was carried out in the first week of December 2017 to remove 30,000 cubic metres of sediment from the bed of the Parrett over a 5.5km between Burrowbridge and North Moor pumping station.

Dredging between Burrowbridge and Oath

It was agreed by all parties that dredging the river Parrett between Oath and Burrowbridge as soon as a legally compliant and affordable scheme can be found. The earliest this dredge can happen is October 2018.

There is a shortage of Drainage Officers, recruitment is on going but failure to recruit Officers in the future could affect the Boards ability to get schemes done.

Chilton Cantelo

An important section of rhyne by the old Chilton Cantelo School has been restored following a change in ownership and cooperation with other landowners. This provides useful flood capacity to take flows past Chilton Cantello to the River Yeo.

The IDB is working with Highways England on the A303 North of Ilminster to control water levels passing under the road.

Somerset Water Management Partnership

Appointed Member: Councillor Nick Weeks

The Somerset Water Management Partnership (SWMP) provides an opportunity for a group of stakeholders to meet together to consider water matters of significance affecting, or with the potential to affect, the communities, landscape, economy and ecology in the catchment areas of the Parrett, Brue, Axe and their tributaries.

The Partnership provides a forum in which consultation can take place, debate issues and test whether a consensus can be achieved and if so to then communicate it.

The partnership was officially launched in April 2007. The full membership is; Somerset County Council, the Environment Agency, Taunton Deane District Council, Sedgemoor District Council, South Somerset District Council, National Farmers Union (NFU), Farming and Wildlife Advisory Group (FWAG), Somerset Wildlife Trust, Royal Society for the Protection of Birds (RSPB), Somerset Consortium of Drainage Boards, South West Association of Drainage Authorities, Somerset Waterways Development Trust, Wessex Water, Natural England and 'catchment reps' representing local communities.

The partnership meets quarterly. Members of the public can attend as observers, and ask questions.

SWMP's current vision, aims and objectives were agreed at its meeting on April 28, 2009, as follows:

'Vision' Statement:

A sustainable approach to water and land use management that, wherever possible:

- benefits the social, economic and cultural life of the catchments
- conserves and enhances the natural environment

Aims and Objectives:

1. To work in partnership to develop solutions to the problems faced by Somerset's distinct water environment.
2. To increase awareness and understanding of water issues within partner organisations and the community.
3. To work in partnership to promote integrated, sustainable land use planning and resource management.
4. To promote a whole-catchment approach to water management and flood prevention, and specifically input to the preparation of Environment Agency Plans and Strategies.
5. To work in partnership to promote wetland wildlife and archaeological interests, including 'favourable condition' status, taking into account the needs of farming and other industries.
6. To identify and promote potential partnership projects.

Topics for discussion over the last 24 months have included:

- EA's Catchment Flood Management Plans for Somerset
- SCC Flood and Water Management Strategic Plan
- Strategic Flood Management Partnership - feedback and scrutiny
- Flood Risk Modelling, Somerset
- Catchment Management for Protection of Water
- Water Framework Directive: Draft River Basin Management Plan, South West River Basin District; Catchment Management: including Upper Tone catchment pilot
- Defra Multi-Objective Flood Management Demonstration Project - Holnicote Estate, Somerset

- Somerset Levels and Moors - proposed Nature Improvement Area (NIA)
- Ecosystem Services: Trade-off in ecosystem services of the Somerset Levels and Moors wetlands; Payments for Ecosystem Services; Brue Valley Ecosystem Services study
- Sustainable Urban Drainage Systems (SUDS)
- Severn Tidal Power - Flooding Implications
- Severn Estuary Flood Risk Management Strategy
- North Devon and Somerset Shoreline Management Plan 2
- Farming Floodplains for the Future (Staffordshire Washlands Partnership)
- Bridgwater to Burnham-On-Sea (Parrett Estuary) Flood Risk Management Strategy
- Norton Fitzwarren flood alleviation Dam
- Defra grant bid (Multi-objective flood management demonstration project) - Halse Water Catchment, Expression of Interest
- MAP: Multi-agency Project to Achieve Favourable Condition on the Somerset Levels and Moors
- Overview of Wetland Vision / RSPB Wetland Vision Work / SWT Wetland Vision Work
- WAVE project - update
- Joining It All Together - Overview of EA plans / policies
- Steart Peninsula managed realignment
- Pathfinder project - supporting communities in planning for and adapting to coastal change
- Water Level Management Plans
- Somerset Water Festival
- Somerset Levels and Moors Local Action for Rural Communities Programme
- Parrett Surge Barrier
- Parc naturel regional des Marais du Contentin et du Bessin, Normandy - project ideas for collaborative work
- Catchment Sensitive farming - Somerset update
- Dredging Trials, Somerset
- Demonstration Test Catchments - a case study for integrated catchment management
- Discussions on plastics in our rivers.
- Review of Vision, Aims and Objectives of the Partnership

We have a lot of very detailed information about the areas of Somerset that are at risk of flooding, but we welcome information from the public who have experienced flooding in Somerset, and have information, pictures or video footage that they are happy to share with us, We use the information to form a detailed picture of flood risk across Somerset. This helps us understand the communities that are at greatest risk and allow measures to be put in place to prevent the risks were possible. It will also help the communities involved to consider necessary precautions to safeguard their land and properties.

Unfortunately, we will never be able to stop flooding from happening, but we can try to better understand the risks in an attempt to reduce the danger to people and property. We have started detailed surface water studies in Taunton and Minehead so that we can gain a greater understanding which will help us plan for major flood risk. We have also started a countywide review of flooding 'hotspots' because if we can improve our understanding of the causes of flooding, we can try to limit it where possible in the future.

Somerset Health & Wellbeing Board

Appointed Member: Councillor Sylvia Seal

The board brings together people who plan and commission (buy) services from health and social care, children services, locally elected councillors and draws in the views of patients and the public via a local organisation called Healthwatch.

With increasing pressures on public finances, it is the job of the board to work together to plan services that meet the needs of local people, while achieving best value for money.

They look at the evidence of what works best to help target plans and resources. They look at people's health and social care needs together, as well as taking into account the bigger picture - things like transport, housing, jobs and leisure - so that services truly help people stay healthy and independent.

The Somerset Health & Wellbeing Board has developed a Health and Wellbeing Strategy for Somerset, which has been agreed by both Somerset County Council and the Somerset Clinical Commissioning Group.

The Board meet approximately 5 times per year and during the past year, they have considered reports on:-

- Children's Safeguarding report
- Safer Somerset Partnership Report
- National Probation Service
- Adults safeguarding report
- Director of Public Health report
- Health Protection Assurance Report
- Carers Strategy Update
- Pharmaceutical Needs Assessment
- Healthwatch Report
- Health and Care Integration and new models of care
- Motorneurone Disease Charter
- Mental Health Champions

At their next meeting on 1st March, they will be considering reports on:-

- Positive Mental Health
 - Integrated Personal Commissioning – update from CCG
 - Discharge to Assess
 - Annual Report on the progress of Autism Strategy
 - Mental Health Annual Report and Mental Health Champions
 - Health and Care Integration and New Models of Care
-

Police and Crime Commissioners Panel

Appointed Member: Councillor Martin Wale

Background

The Police and Crime Commissioners were first elected in 2012 and was a new role created by an Act of Parliament.

The Commissioners roles, under the Act are-

- To secure an effective and efficient police force for their area.
- Appoint the chief constable, hold them to account for running the force, and if necessary dismiss them. Set the police and crime objectives for their area by producing a 5 year plan.
- Set the force annual budget and police precept.
- Produce an annual report setting out the progress against objectives in the police and crime plan.
- Contribute to the national and international policing capabilities set out by the Home Office.
- Cooperate with the criminal justice system in their area.
- Work with partners and fund community activity to tackle crime and disorder.

The Panels Role is defined under current legislation as-

- Making provision about procedure for scrutiny of the appointment of chief constables and the precept. Power is conferred on the panel to veto a proposed precept or appointment.
- Deal with complaints or conduct matters about the commissioner.
- Confers power to appoint 'independent' members to the panel.

Funding

The Commissioner has no control over every day operational police matters. She also has a separate budget, currently about £2 million, but this is part of the overall police budget. Certain funding is available from the Home Office for specific projects, victim support for example. They also have a staff which is paid for out of the budget.

The current budget setting process has now finalized by the Panel at its meeting on February 1st. Rather like setting our own budget this process is reliant on grants from the Home Office and set by a much disputed formula, which appears to favour certain area!

As you will be aware the Government has announce an increase in police funding across England and Wales of £450 million which is 'part of a comprehensive settlement for forces and counter terrorism policing'. This enabled the budget to be balanced for this year.

The Commissioner has been given the ability to raise the precept above the 2% percent should she think it is necessary. She has taken the decision to raise the Police Precept by the maximum allowed by Government and this equates to £12 a year extra for band D household, on the Police part of our Council Tax for 2018/19.

The Commissioner conducted various public surveys on this increase, one of which was in Chard. When asked would they agree to £1 a month increase, apparently 82% of the 610 people questioned in January said they would pay extra!

I questioned the Commissioner on what the question was the public were asked and did it refer to keeping or increasing visible policing in South Somerset. Her answer was that neighbourhood policing teams would not be reduced but a review was in progress on neighbourhood policing.

Last 12 Months

Over the last year I have tried to represent South Somerset on the Panel, particularly when it comes to closure of Police Stations, rural crime, unlawful/unauthorized encampments and retention of neighborhood/response policing.

Neighborhood policing strengths are a perennial problem as when other priorities are identified, terrorism for example, the main call on strength will come from the local teams.

Another problem, in my view, is the necessity in dealing with Bristol and its many urban difficulties and cultures. This can marginalize our area which could be considered a 'quiet police area' compared with other parts of the Force area.

To give you a flavour of the reports the Panel receives from the Commissioner I have listed below some of the headings from our December meeting:

- Police and Crime update
- Commissioning and partnership work
- Avon and Somerset reducing reoffending Board
- Victim Service recommissioning.
- SARCS services (Sexual Assaults Referral Centre's)
- Custody and Courts Referral Service Consultation (PCC working with NHS)
- Mental Health review of use of S136
- Child Sexual Exploitation
- Commissioner's community action fund
- Government Inspection of Avon and Somerset
- Scrutiny of Police Powers
- Independent Residents Panel Independent Custody visiting scheme
- National Update

As you can see these are wide ranging and varied. I have some concern over a number of these involvements which I think go outside the remit of the Commissioner, under the current legislation, and I will continue to question and research these matters.

We also received a presentation from the Chief Constable emphasizing the many and varied calls on Police. One statistic was that about 80% of calls to the Control Room are not directly or solely calling for the use of Police Powers.

Avon and Somerset was one of the first Forces to equip all officers with the Body Worn Video and this should be as great help in evidence gathering, officer protection, dealing with complaints, etc.

I will try to answer any of your questions on the above or any other matters connect with the Panel at the meeting.

Cllr Martin Wale

Vice Chairman Somerset and Avon Police and Crime Commissioners Panel

The Somerset Building Preservation Trust

Appointed Member: Councillor Nick Weeks

The Somerset Building Preservation Trust works to preserve the architectural heritage of Somerset for local people and the nation as a whole. Historic buildings that would otherwise be lost through dilapidation and neglect are restored. They are then converted into a variety of uses - a tithe barn into a community hall, 16th century almshouses into social housing, an 18th century Congregational Chapel into an area for the local community to enjoy exhibitions. The last completed project was the restoration of Castle House (Grade 1 listed), which comes within the curtilage of Taunton Castle. The project was funded by the Heritage Lottery Fund giving us in total some £600,000 for both the development and delivery periods of this major £1m+ project. Other generous awards were made by Viridor Credits Environmental Co, English Heritage, the Garfield Weston Foundation, Somerset County Council and anonymous and private donations.

CURRENT PROJECTS

Somerset Rural Life Museum

Just completed is the refurbishment of the Somerset Rural Life Museum at Glastonbury. In December 2013 the SBPT took an 80 year lease on the Rural Life Museum at Glastonbury.

The new look Museum has been completely re-modelled with a lift installed to provide wheelchair access to all areas and a new multi-purpose centre created in the old farm courtyard that can be used by visiting schools and for conferences, meetings and community events. New kitchens were designed and installed so The Abbey Tea Rooms can now offer refreshments. The museum re-opened in summer 2017 and is run by the newly formed South West Heritage Trust.

MEMBER VISITS

In 2017 three member visits took place to important and unique places:

Barford Park, Somerset, April 2017

This Georgian Country House, which dates back to 1710, was among the prize winners in the William Stansell Awards last year, following the repair and conservation project by new owners into a comfortable and imaginative family home surrounded by gardens.

Barley Wood, Wrington, July 2017

This 18th century property, which has recently undergone substantial repairs by the YMCA and can now be hired as a wedding venue, was the home of Hannah More, (1745-1833) the writer, philanthropist and social reformer.

Croydon House Farm, Timberscombe , September 2017

This is probably the earliest brick building in West Somerset and it has been repaired and sympathetically extended, over a period of ten years, by one of our Trustees. The group were given a tour of the conserved interior and some of the 15 traditional farm outbuildings, one of which gained an SBPT William Stansell Award in 2004.

Access for All

Appointed Member: Councillor Sarah Dyke

Access for All works to improve access to services and facilities for the benefit of all members of the community. Their aim is to increase the social inclusion of disabled people with limited mobility and other impairments, so as to enjoy equality of opportunity.

In pursuit of their charitable objectives, Access for All seeks to meet the needs of the community by:

- Improving access to public buildings, public services, education, shops, leisure facilities and the countryside
- Working for accessible public transport, dropped kerbs, improved road crossings, appropriate parking spaces and ShopMobility services
- Checking planning applications to ensure buildings are designed for inclusive living
- Providing Disability Awareness and Equalities training
- Acting as a consultee on issues of disability and access to District and Town Councils, NHS, Police, retail sector, businesses and other publicly funded charities
- Providing support, advice, guidance and a signposting service to individuals, groups and partner organisations in relation to welfare reform, disability and issues of access

SSDC funds Access for All at the level of £9,000 per annum. Funding for two years, 2018-20, was agreed at District Executive at their February 2018 meeting.

Key activity in the period April to December 2017

- **20** detailed access reports, with recommendations, produced for a range of community buildings and spaces.
- Provided ongoing assistance and advice on disabled access compliance to five organisations/groups. (Support can include the provision of drawings illustrating potential access improvements, specialist advice e.g. on the installation of accessible toilets, and sourcing technical literature e.g. hearing loops.
- Reviewed approximately **5** planning applications per week for public building compliance with BS8300. Where required, feedback is provided directly through the planning portal on the SSDC website.
- Conducted **20** Disability Awareness training sessions for taxi drivers.
- Ongoing work with SSDC Tourism on the 'Guide for Visitors with Disabilities'
- Worked with Brympton Parish Council to achieve improved access to their public meetings. Met with Abbey Manor Community Centre committee regarding possible access improvements. Full survey of exterior pathways to community parking areas.
- Review of SSDC recommended health walks, with the outcome that the walks will be produced in a guide provided by SSDC for the general public.
- Survey of the Westlands Entertainment Centre with constructive marketing advice and subsequent amendments to promotional website.
- Ongoing work with the Octagon regarding their hearing loop system.
- Ongoing training with Citizens Advice South Somerset to offer people with disabilities help with PIP benefit form filling. Working with one disabled client per week.

Somerset Armed Forces Covenant

Appointed Member: Councillor Carol Goodall

The Somerset Armed Forces Covenant (SAFC) brings together charities, local authorities, other public sector organisations, businesses, communities, individuals and the military in a pledge of support between local residents and the armed forces community in Somerset. The pledge was signed on 20 February 2012.

The armed forces covenant:-

- encourages local communities to support their local armed forces community and vice versa
- promotes public understanding and awareness of issues that affect the armed forces community
- recognises and remembers the sacrifices made by the armed forces community
- encourages activities that help to integrate the armed forces community into local life

The Covenant is a promise from the nation to those who serve. It says we will do all we can to ensure they are treated fairly and not disadvantaged in their day-to-day lives. This includes offering injured servicemen and women and bereaved families extra support where appropriate. For more information about the national covenant visit www.armedforcescovenant.gov.uk/

Somerset has a long history of Armed Forces being based within our county such as RNAS Yeovilton and Norton Manor Camp. Local organisations, including councils, already have good relationships with these bases and the charities that support in-service and ex-service personnel and their families.

The Somerset Armed Forces Covenant seeks to build on these relationships and local support, and provide a more consistent and complete approach. We work with the Armed Forces community on a range of priority areas within Somerset including: building communities; education, skills and employment; housing, benefits, health and welfare.

The Somerset Armed Forces Covenant is co-ordinated by Somerset County Council. More details and all the related documents can be found on their website: <http://www.somerset.gov.uk/policies-and-plans/schemes-and-initiatives/somerset-armed-forces-community-covenant/>

Who is part of the Armed Forces community?

You are part of the armed forces community if you are serving, or have served, in the Royal Navy, Royal Marines, Army or Royal Air Force. The armed forces community also includes families and dependents, reservists, and veterans. A veteran is anyone who has served in the armed forces.

Serving Personnel

South Somerset has a significant population of serving personnel, not least due to the presence of RNAS Yeovilton. According to the last Census (2011) South Somerset had 1,745 residents who were employed in the Armed Forces.

MOD figures as of April 2016 show that South Somerset has 2,860 MOD personnel; 2,320 who are military and a further 540 civilians.

Veterans

There are no definitive figures for the number of veterans or their dependents nationally or living in Somerset. However, the Royal British Legion estimates there are 15,395 ex-Service personnel living in Somerset.

Armed Forces Pension & Compensation Recipient figures as of March 2015 indicate that there may be in the region of 3,300 veterans living in the District.

How SSDC supports the Armed Forces Community:

Housing Options/Homelessness

The current Homefinder Somerset policy gives priority to Armed Forces or ex Armed Forces in two main ways:

1. Main or joint applicants that fall within the following categories will be deemed to have a local connection to Somerset.
 - a) Serving or former members of the Armed Forces that have left the services in the last 5 years
 - b) Serving members of the Armed Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service
 - c) Bereaved spouses or civil partners of those serving in the regular forces where
 - i. the bereaved spouse or civil partner has recently ceased, or will cease to be entitled, to reside in Ministry of Defence accommodation following the death of their service spouse or civil partner, and
 - ii. the death was wholly or partly attributable to their service
 - d) Serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their serviceIn addition, the above groups are given further priority treatment in that the effective date will be backdated two years from the date of application.
2. Homeless applications - we do not wait for the notice to expire or require that the landlord obtains a court order before we accept a homeless duty to a member of the armed forces who are leaving and moving out of service accommodation.

Council Tax and Housing Benefit

- 100% exemption from Council Tax for properties owned by the MOD and used as armed forces accommodation.
- In Housing Benefit and Council Tax Support the full sum of War Widows/Widower Pension and War Disablement are disregarded in full.

Other sources of help:

Veteran's Gateway

Veteran's Gateway aims to be the first point off contact for veterans or families seeking information, advice and support.

- [Twitter.com/VeteransGateway](https://twitter.com/VeteransGateway)
- [Facebook.com/VeteransGateway](https://facebook.com/VeteransGateway)

Securing a Mortgage

Skipton Building Society will consider those working overseas but will accept only sterling income. The society will require two years' income history - evidenced by HMRC documentation - and will want to see that you and your dependants living in the property retain residency rights.

Digital Mortgages, from the app-only Atom Bank, will consider members of the Armed Forces not resident in Britain if they have three years of BFPO or UK history.

NatWest also considers applications from those with only a BFPO address and treats members of the armed forces as being UK residents even when they are posted overseas.

Nationwide Building Society also takes a more flexible approach. It allows forces personnel with only a BFPO address to use another address on their application. Such an address could be, for example, the address of a relative where their bank statements or other correspondence is sent when they are over seas.

Nationwide holds the gold award under the Armed Forces Covenant. For armed forces personnel applying for a mortgage, they have bespoke approaches in place: for example, where an applicant is declined on credit score, it can be manually checked by their under-writing team.

They have been working on improvements to the applications process for personnel with a BFPO address history and have a full-system solution due this year, which will allow personnel to apply through a branch, directly or via an intermediary.

Equalities

Yeovilton's Royal Navy and Royal Marine Welfare Service staff sit on the Council's Equalities Working Group to ensure that members of the Armed Forces' Community do not experience undue discrimination or disadvantage as recipients of council services.

Funding to support the Armed Forces Community - Armed Forces Covenant Grant Scheme

The Government has replaced the original scheme. The new scheme launched in August 2015 has a different focus and the process accessing grant funding has changed.

The Fund's annual 10 million pounds is available in perpetuity. The Government plans to keep the operation of the Fund under review to ensure its aims are delivered through a process of continual improvement.

Funding Themes

The intention is that the new Fund will be more strategic and will more closely target the areas of need than the previous scheme. The new Fund has four broad funding themes:

- Removing barriers to family life
- Extra support after service for those who need help
- Measures to integrate military and civilian communities and allow the Armed Force's community to participate as citizens
- Non-core healthcare for service veterans

Information about priorities for the 2017/2018 fund have now been updated at: <https://www.gov.uk/government/collections/covenant-fund>

Small grants have been renamed Local Grants and a rolling programme has been introduced which is open from 13 February 2017 to 5 January 2018. The dates of the application rounds are as follows:

- 13 February to 3 April (National Panel 18 May 2017)
- 4 April to 7 July (National Panel 17 August 2017)
- 8 July to 6 October (National Panel 16 November 2017)
- 7 October to 5 January 2018 (National Panel 15 February 2018)

If you have specific queries about the fund or are unsure whether your organisation or your project is likely to be funded please contact:

covenantgrantteammailbox@mod.uk

South Somerset District Council is part of a consortium of councils in the South West who have successfully bid for Armed Forces Covenant Funding. The money will fund a South West Armed Forces Covenant Training and Awareness Project.

It is a two-year project that aims to improve the experience of service personnel, their families and veterans to understand, navigate and access public services, as well as receive support in their transition on leaving the services.

The project will work to six outcomes, which are:

- a. Increase awareness of the covenant.
- b. Improve understanding of the military community.
- c. Develop a web portal to facilitate access to services.
- d. Produce a film that demonstrates the ideal journey a veteran / family might experience in seeking and receiving support from a local authority and military charity.
- e. Secure a commitment to better collaboration between all authorities and agencies that provide services;
- f. Establish a basis for an accredited forces friendly National Network of Champions (Quality Mark).

One of the first tasks is a strategic needs assessment of the South West to identify our armed forces communities, particularly veterans, gaps in provision and to review the relationships of service providers (statutory and Voluntary Sector) to enable more efficient collaboration. This assessment is being carried out by 'Shared Intelligence' - a third party Research Company.

South Somerset has been selected as one of the pilot areas for that research.

Agenda Item 8

Statutory Pay Policy Statement for Chief Officers 2018 - 19

Executive Portfolio Holder: Ric Pallister, Leader of the Council,
Chief Executive: Alex Parmley, Chief Executive & Head of Paid Service
Director: Netta Meadows, Director, Strategy & Commissioning
Contact Details: netta.meadows@southsomerset.gov.uk or (01935) 462200

1. Purpose of the Report

- 1.1. Section 38(1) of the Localism Act 2011 requires English local authorities to produce an annual statutory pay policy statement.
- 1.2. In the context of managing scarce public resources, remuneration at all levels within the Council needs to be adequate to secure and retain high- quality employees dedicated to the service of the public, but at the same time needs to avoid being unnecessarily generous or otherwise excessive.

2. Forward Plan

- 2.1 This report is an annual report.

3. Public Interest

- 3.1 The pay policy statement must be formally approved at a Full Council meeting by the end of Financial Year, though it can be amended in-year with Full Council approval.
- 3.2 The pay policy statement must be published on the authority's website.

4. Recommendation

- 4.1 That Council consider and approve the proposed Statutory Pay Policy Statement for publication.

5. Background and Scope

- 5.1 The definitions of chief officer and deputy chief officer to be covered by the pay policy statement are defined by the legislation.
- 5.2 The Pay Policy Statement for South Somerset District Council (SSDC) will apply to the following posts which collectively will be referred to as 'chief officers' for the purpose of this statement:
 - Chief Executive Officer
 - Director posts
 - Head of Paid Service
 - Monitoring Officer
 - Section 151 (Finance) Officer
 - A person for whom the head of the authority's paid service is directly responsible.
 - A person who, as respects all or most of their post, is required to report directly or is directly accountable to the local authority themselves or any committee or sub-committee of the authority
- 5.3 A deputy chief officer who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to one or more of the statutory or non-statutory chief officers.

Note: A person whose duties are solely secretarial or clerical or are otherwise in the nature of support services shall not be regarded as a non-statutory chief officer or a deputy chief officer.

6. Remuneration and Pay Ratios

The levels and elements of remuneration for chief and senior officers (at year end 31st March 2018)

6.1 Below are listed the salaries of Chief Officers in posts where the FTE remuneration is above the £58,200 threshold level.

Post	Statutory Role	Salary (per annum)	Bonus or Performance related pay	Other Allowances (excludes business mileage claims)	Pension Enhancement in Year	Post end date
Chief Executive	Head of Paid Service	£111,100	No	Essential Car User Allowance £1,048	No	
Director – Strategy and Commissioning		£77,745	No	No	No	
Director – Commercial and Income Generation		£77,745	No	No	No	
Director – Service Delivery		£77,745	No	No	No	
Strategic Lead for Transformation		£77,745	No	No	No	January 2019
Lead Specialist - Legal	Monitoring Officer	£59,378	No	No	No	
Section 151 Officer	Section 151	Contracted from TDBC* £41,800 per annum (2 days per week)	No	No	No	

*Taunton Deane Borough Council

The full time remuneration of the lowest paid employee

Definition	Salary (per annum)	Bonuses or Performance related pay	Other Benefits	Pension Enhancement in Year
Employee on lowest pay spine point (scp 11)	£15,807	No	No	No

6.2 The lowest paid employee is defined as an employee on the lowest spine point of Pay Grade 1 (scale point 11) – the lowest grade for posts within the authorities pay scheme. Excluded for this

purpose are any appointments under the Work Placement Schemes and Internships Policy, apprenticeships and casual employees.

6.3 Under the Single Status Scheme approved by Full Council this is the minimum starting salary for any employee covered by the scheme. Nationally the lowest pay point is National Pay Scale 6 (£15014).

6.4 Through this policy the pay multiple of highest paid employee will be monitored annually. Should the multiplier between the annual salary paid to a full time employee on the lowest spine point and the annual remuneration paid to the highest paid employee be greater than 10 then this will be reported by the Leader of the Council to Full Council for consideration.

6.5 The multiplier of remuneration of highest paid employee to other officers

	Total remuneration per annum (including lease car value and travel allowance)
FTE median pay for all employees	£24,174
Pay multiple of highest paid employee to median average FTE salary	4.60
Pay multiple of highest paid employee to lowest paid FTE	7.03

7. Remuneration of Chief Officers on Appointment (directly employed posts)

7.1 **Chief Executive and Director Posts** - The Leader of the Council will, after taking independent pay advice from South West Councils or similar, recommend the remuneration package on appointment to the above posts to Full Council prior to advertisement of the vacancy. The remuneration package will then be subject to the approval of Full Council.

7.2 **All other chief officer posts** - The remuneration on appointment for all other posts covered by this Pay Policy Statement for Chief Officers will be set within the Single Status Scheme approved by Full Council.

8. Increases in remuneration post appointment for each Chief Officer (directly employed posts)

8.1 **Chief Executive and Director Posts** - The Leader of the Council shall recommend to Full Council within the remuneration package prior to appointment how salary progression and any annual pay reviews will be administered or calculated. Any other subsequent changes to the remuneration package will be subject to further Full Council approval.

8.2 **All other Chief Officer posts** - The salary progression for all other posts covered by this Pay Policy statement will be set within the Single Status Scheme approved by Full Council. Salary increases in relation to the cost of living will be made in line with National Joint Council recommendations

9. Use of Performance Related Pay for Chief Officers

9.1 Any performance related pay schemes for chief officers will be subject to approval by Full Council prior to implementation. No performance related pay scheme is currently operated or exists for chief officers.

10. Use of Bonuses or Honoraria for Chief Officers

10.1 Bonus or honoraria payments to chief officers will only be paid if approved in advance by Full Council. None are currently paid and none have been approved by Full Council.

11. Use of Market Supplements

11.1 Market supplements may be applied to posts in certain circumstances as outlined in the Market Supplement Policy. When a decision is made to use market supplements for any chief officer post this will be reported to Full Council. No market supplements are currently attached to chief officer posts.

12. Payment of chief officers on their ceasing to hold office under or be employed by the authority

12.1 Any termination payments to chief officers on ceasing office will comply with the current Redundancy and Severance Pay Policy, which was approved by Full Council in December 2010. This policy applies equally to all employees of the Council. No additional termination payments will be made without the approval of Full Council. Any statutory caps on final termination payments in place on the termination date will be applied.

13. Remuneration of chief officers who return to Local Authority employment

13.1 Where the chief officer was a previously employed chief officer who left with a severance payment and applies to comeback as a chief officer, District Executive approval would be required to authorise re-employment, (if within the severance payment payback period.)

13.2 Where the chief officer was previously employed by the same authority and have comeback as a chief officer under a contract for services District Executive will be required to approve any award of a 'contract for services'.

13.3 If an employee receiving a pension from the Local Government Pension scheme becomes re-employed then their pension could be affected. If their pension plus the earnings from their new job is higher than the final pay their pension was calculated on, then their pension will be affected. For every pound that their earnings plus pension exceed previous pay, then their pension will reduce by a pound. This abatement will last for as long as the person exceeds their limit (so either when the new job ends or they reduce their hours so their earnings drop down below the acceptable level). However, abatement is not applied where the member's pension is less than £3000 per annum.

14. Publication of and access to information relating to remuneration of chief officers

14.1 The remuneration of chief officers earning over a salary of £58200 per annum will be published on the South Somerset District Council website.

15. Payments for Duties at Elections

15.1 Fees, in addition to salary, are paid to the individual undertaking the role of Returning Officer. This practice happens nationally and the fees are paid in a variety of ways depending on the type of election that is taking place. The Electoral Claims Unit (ECU) pays for national referenda and the Police and Crime Commissioner (PCC) fees are determined according to the Fees and Charges Order from the Secretary of State. County, District, Town and Parish Councils pay for their elections. These payments are not within the scope of this policy.

16. Financial Implications

16.1 There are no direct financial implications resulting from the Pay Policy Statement for Chief Officers.

17. Corporate Priority Implications

17.1 The recommendation will support decision making in the financial interests of the Council.

18. Carbon Emissions and Climate Change Implications

18.1 There is no impact resulting from the recommendations of this report.

19. Equality and Diversity Implications

19.1 The principles of equal pay have been fully considered in the production of this statement.

Agenda Item 9

Request to change the name of Barwick Parish Council

Executive Portfolio Holder: Val Keitch, Democratic Services, Equalities and Diversity
Director: Netta Meadows, Strategy and Commissioning
Lead Officer: Angela Cox, Democratic Services Specialist
Contact Details: Angela.cox@southsomerset.gov.uk or (01935) 462148

Purpose of the Report

To report the receipt of a request (under the provisions of Section 75 of the Local Government Act 1972) from Barwick Parish Council to change the name of the Parish Council to Barwick and Stoford Parish Council.

Public Interest

A request has been received from Barwick Parish Council requesting that the District Council agree to support their change of name to Barwick and Stoford Parish Council to reflect the two villages within the parish. This report asks for the authorisation of Council to make an order to carry out that request.

Similar requests during the last 4 years to alter parish boundaries and increase the number of Parish Councillors have been dealt with by Community Governance Reviews under the Local Government and Public Involvement in Health Act, 2007, however, a change of Parish Council name on its own can still be dealt with under Section 75 of the Local Government Act 1972. No other changes to the Parish Council arrangements are proposed.

Recommendations

The Council is recommended to:

1. Note the receipt of the request from Barwick Parish Council to change their name;
2. Agree to the making and publication of an order under Section 75 of the Local Government Act 1972 to change the name of Barwick Parish Council to Barwick and Stoford Parish Council.

The Local Government Act 1972

Section 75 of the Local Government Act 1972 states:-

- (1) At the request of the parish council or, where there is no parish council, at the request of the parish meeting, the council of the district in which the parish is situated may change the name of the parish.
- (2) Notice of any change of name made under this section—
 - (a) shall be sent by the district council concerned to the Secretary of State, to the Director General of the Ordnance Survey and to the Registrar General; and
 - (b) shall be published by the district council in the parish and elsewhere in such manner as they consider appropriate.
- (3) A change of name made in pursuance of this section shall not affect any rights or obligations of any parish or of any council, authority or person, or render defective any

legal proceedings; and any legal proceedings may be commenced or continued as if there had been no change of name.

Request from Barwick Parish Council

In 2017, Barwick Parish Council originally requested a Community Governance Review to increase the size of the Parish Council from 10 to 12 Councillors and to change the name of Barwick Parish Council to Barwick and Stoford Parish Council. This request was accepted by SSDC in October 2017 and the initial public consultation period was due to start in January 2018. However, The Parish Council have now re-considered their original decision and have withdrawn the request to increase the size of the Parish Council from 10 to 12 Councillors. They have indicated that they only wish to proceed with the change of Parish Council name. In this instance, there is no need to continue with the Community Governance Review as a change in Parish Council name can be effected by the making and publication of an order under Section 75 of the Local Government Act 1972

In their request, the Parish Council state that it would be more equitable and fairer if the Council changed its name to “Barwick and Stoford Parish Council” as the Parish is made up of both villages of Barwick and Stoford, and they would be better represented by the revised name. No other changes to the Parish Council arrangements are proposed.

Barwick Parish Council has put forward a reasoned request for the change in name and in the light of the reasons put forward by the Parish Council, officers consider that the request should be agreed.

Financial Implications

The making and publication of an order under Section 75 of the Local Government Act 1972 will be in employee time only. Local publication will be via the SSDC website, posters in the village and an article in the village newsletter.

Corporate Priority Implications

Working with partners to improve services, efficiencies, resilience and influence.

Carbon Emissions and Climate Change Implications

No implications at the current time.

Equality and Diversity Implications

The Parish Council in making their request have taken account of the views of the local government electors within the parishes of Barwick and Stoford. Their request reflects the identities and interests of the community whilst making no changes to the governance arrangements for the area.

Background Papers

Local Government Act 1972

Request from Barwick Parish Council dated 22nd February 2018

Agenda Item 10

Draft Meetings Calendar for 2018/19

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

1. Purpose of the Report

For Members to review and comment on the proposed meetings timetable for 2018/19.

2. Recommendation

The Council is asked to approve the meetings timetable for 2018/19 subject to any amendments made by the Annual Council meeting in May 2018.

3. Background

Attached as Appendix A is the proposed meetings timetable for the new municipal year and the Council is asked to agree the timetable for publication. The Annual Council meeting in May will be asked to confirm the timetable in the light of its decisions on the constitution and appointment of new committees for 2018/19.

4. Background Papers

None

South Somerset District Council
Programme of Meetings of Council and Committees – 2018/2019

Meeting	Day	Time	2018								2019				
			May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Council	Thurs	7.30pm	17*	(21)	19	(16)	20	(18)	15	(13)	17	28**	21	(18)	16*
District Executive	Thurs	9.30am	3	7	5	2	6	4	1	6	10	7	7	4	2
Area Committee - South	Wed	2.00pm	2	6	4	1	5	3	7	5	2	6	6	3	1
Area Committee - East	Wed	9.00am	9	13	11	8	12	10	14	12	9	13	13	10	8
Area Committee - West	Wed	5.30pm	16	20	18	15	19	17	21	12	16	20	20	17	15
Area Committee - North	Wed	2.00pm	23	27	25	22	26	24	28	19	23	27	27	24	24
Scrutiny Committee	Tues	10.00am	1	5	3	31 July	4	2	30 Oct	4	8	5	5	2	30 April
Audit Committee	Thurs	10.00am	24	28	19	23	27	25	22	20	24	28	28	25	23
Regulation Committee	Tues	10.00am	15	19	17	21	18	16	20	18	15	19	19	16	21
Licensing Committee	Tues	10.00am	-	12	-	-	11	-	-	11	-	-	12	-	-
Standards Committee	Tues	2.15pm	-	12	-	-	-	-	-	11	-	-	-	-	-

* Annual Meeting of Council - May

** Council Budget and Council Tax Setting Meeting – February

Dates in brackets () for Council are reserve dates which will only be engaged if required.

Agenda Item 11

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 February 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
Leisure, Culture and Wellbeing	District-wide Voluntary Sector Grants 2018/2019	District Executive approved the proposed funding allocation of £26,500 to be funded from the District Wide Grants budget and Young People & Play budget proposed for 2018/19 to the following district wide organisations:- a) Somerset Rural Youth Project - £8,000 b) Actiontrack Performance Company - £2,500 c) Take Art – £10,500 d) Somerset Arts Week - £3,500 e) Somerset Film - £2,000	District Executive	01/03/18
Property, Climate Change & Income Regeneration	SSDC Review of Operational Office Accommodation – Progress Report	District Executive:- a. endorsed the principles for Area presence as set out in the report. This included disposal of and/or redevelopment of its current Area Offices over the next 2 years in accordance with relevant governance and policies; b. noted that Officers will keep Members up to date on progress as specific proposals emerge for each Area.	District Executive	01/03/18
Finance & Legal Services	Business Rates Relief – Local Discretionary Relief, Year 2	District Executive agreed to:- a. approve an increase in the percentage of relief awarded for 2017/18 under the “Non Domestic Rates Revaluation Support Relief” Scheme from 43% to 55%; b. approve the continuation of the “Non Domestic Rates Revaluation Support Relief” Scheme for 2018/19 (Year 2) with revised award levels shown in para 16; c. approve the use of the Councils local discretionary powers to extend the Business Rate Relief Scheme for Pubs for the 2018/19 financial year; d. approve the use of the Councils local discretionary powers to extend the doubling of the Rural Rate Relief for the 2018/19 financial year; e. note that where the Council uses its local discount powers to award the Revaluation Support Scheme, up to the maximum funding amounts given above, and to extend the Pub Relief for 2018/19 and the doubling of Rural Rate relief, the cost will be reimbursed in full by Government.	District Executive	01/03/18
Property, Climate Change &	South Somerset District Council Car Park Charging Policy Paper	District Executive agreed to:- a. apply an increase in July 2019 based on the CPI inflation rate for the previous 4 years;	District Executive	01/03/18

Portfolio	Subject	Decision	Taken By	Date
Income Regeneration		<ul style="list-style-type: none"> b. thereafter, apply an increase every 4 years based on the CPI inflation rate for the previous 4 years; c. recommendation 1 and 2 above shall take effect where the cost of implementing the increase (for example new signage, adaptations to the machines etc.) does not outweigh the expected additional revenue to be generated; and d. recommend a full cost review of bench-marked market charges and car park operations as part of the car park strategy update to ensure alignment in the wider market area. This is to be carried out by officers in the financial year 2018/2019 for implementation in July 2019; subject to being approved at District Executive. 		
Strategic Planning (Place Making)	The 'Making' of the Wincanton Neighbourhood Plan	District Executive agreed to the making of the Wincanton Neighbourhood Plan.	District Executive	01/03/18
Environmental Health, Health & Safety, Equalities & Diversity	Key4Life – At Risk Preventative Programme in Somerset	<p>District Executive agreed to:-</p> <ul style="list-style-type: none"> a. note the work undertaken to date; b. approve the proposal to investigate further similar opportunities with Key4Life, relevant Officers to progress them, implement where appropriate and report back at the end of this programme. 	District Executive	01/03/18
Property, Climate Change & Income Regeneration	SSDC Review of Operational Office Accommodation - Feasibility Study Comparison of SSDC's Future Head Office options (Confidential)	District Executive agreed the recommendations of the report	District Executive	01/03/18
Strategy and Policy	Avon and Somerset Police and Crime Panel - Revised Operating Arrangements	The Portfolio Holder for Strategy and Policy has agreed that, should there be a future shortfall in funding for the Avon and Somerset Police and Crime Panel, then SSDC will contribute a pro-rata share towards the funding shortfall.	Portfolio Holder	02/03/18

Agenda Item 12

Audit Committee

This report summarises the items considered by the Audit Committee on 22nd February:

72. External Audit Plan for 2017/18 (Agenda Item 6)

Beth Garner, In-charge Auditor, Grant Thornton, presented the report to members.

Some of the key highlights from her plan included:

- She drew member's attention to the significant risks which had been identified and were detailed on page 8 of the agenda.
- She explained that materiality had been set at 2%, which was just under £1.7 million.
- The Transformation Project had been identified as a significant risk under the Value for Money arrangements.
- She summarised the Reasonably Possible Risks identified, which included employee remuneration and operating expenses.
- She explained that 19th July 2018 was the suggested date for publishing the Audit Findings Report. She further explained that a lot of the end of year work would be carried out in June.

In response to a member's question, Barrie Morris – Grant Thornton, clarified that the payroll expenditure was 18% of the Councils total operating expenses. He agreed to amend the report on page 12 of the agenda, and to include the word 'total' to reflect this. He advised that this figure included money spent on housing benefit grants.

During the discussion, the Lead Specialist (Finance) confirmed that there was an accountant already working on asset valuation in preparation for year-end as this had previously been identified as a high risk area. She further advised that the council's specialised assets, such as Goldenstones were re-valued every year, and an analysis of non-specialised assets was being carried out as well to ensure the valuation was not materially incorrect.

RESOLVED: that members noted the report.

73. Quarter 3 Internal Audit Plan 2017/18 Progress Report (Agenda Item 7)

Laura Wicks – Senior Auditor SWAP, presented her report to members. She highlighted some of the points from her update report to include;

- She explained that page 26 of the agenda report summarised the progress made and advised that the healthy organisation report for 2016/17 had recently been finalised and issued.
- She also explained that the reports for Cyber Security, Grant Funding Fraud Audit, Creditors, Payroll and Cash Receipting had also been finalised.
- A reasonable opinion had been provided on the Cyber Security report, however significant risk had been identified.
- She explained that following a more positive report on Housing Benefit from Grant Thornton, they would still be looking at Housing Benefit, however on a reduced scale.

- The Risk Management report has not yet been started however would now be looked at within the 2018/19 Audit Plan as the Transformation Project was considered a greater risk.

The Director of Strategy and Commissioning explained that there would be a permanent Procurement and Risk post included within the new structure. She further confirmed that there was a risk register which was being updated, however advised that some of the risks may not be strategic risks and that a review of the list would be taking place.

RESOLVED: that members noted the report.

74. Update on Progress Towards Meeting the General Data Protection Regulation (GDPR) and Data Protection Matters (Agenda Item 8)

The Director of Strategy and Commissioning presented her update report to members. She summarised the 12 steps to implement GDPR as provided by the Information Commissioner's office and advised members of the progress which had been made.

She advised that the implementation of GDPR and wider data protection issues would become a stream of the Transformation Project and that updates were being provided to Scrutiny and SLT regularly.

She clarified that all elected members had been registered as data controllers as they were all personally responsible for the data which they collect. She explained that training would be provided for members and staff.

In response to questions from members she confirmed that she was looking at ways to offer support to the Town and Parish Council's. One member suggested that training could be provided to Town and Parish Councils by holding workshops at the Brympton Way office.

The Support Services Team Leader advised that she would be attending each of the four area committees to offer support to the ward members and to answer any questions.

RESOLVED: that members noted the report.

75. Audit Committee Forward Plan (Agenda Item 9)

One member suggested that once appointed, it would be useful to meet the Procurement and Risk Specialist at a meeting of the Audit Committee.

Members noted the Audit Forward Plan.

Cllr Derek Yeomans
Chairman of Audit Committee

Agenda Item 13

Scrutiny Committee

This report summarises the work of the Scrutiny Committee since the last report to Full Council. The committee met on 27 February 2018 to consider:

Yeovil Innovation Centre

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

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

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

At the end of discussion it was agreed when the revised business plan is drafted Scrutiny Committee would consider it and make comment.

Reports to be considered by District Executive on 1 March 2018

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

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

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

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

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

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

- Scrutiny made no comments.

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

- Page 34, para 2 – Scrutiny noted the report referred to Scrutiny Committee requesting a Task And Finish Review and wished to make clear this had not been the case, the Chief Executive had suggested officers produce a report when Scrutiny Committee stated that they were not going to undertake the Car Park Charges review in the immediate future, due to priorities and resources.
- Some members felt that increasing charges in Yeovil and the market towns would be at odds with regeneration plans for some of the towns.
- Members felt people often parked where it was free, and charges in some towns were already displacing some parking onto nearby residential estates.
- Some members felt if implementing inflationary increases it should be done at regular intervals but only if cost effective to do so regarding administration costs.
- Scrutiny were strongly against the idea of introducing a flat rate charge for parking on Sundays, as there was little evidence to support the rationale and proposed charges. For example what other Councils charge for Sunday. It was felt the income potential from doing so was not enough to consider undertaking a consultation and trial.
- Members were against applying a 10% increase to charges at the current time as many businesses and the retail sector were already struggling in the current economic climate.
- Many members felt applying an increase at the current time was the wrong time, especially for Yeovil with the imminent launch of the Yeovil Refresh.
- It was also noted that residents, commuters and businesses had endured years of highway road closures and various utility works in , and around, Yeovil which had caused prolonged disruption and already had a big impact upon business in the town.
- It was felt the statutory consultation period of 28 days was too short for such a potentially contentious issue.
- Page 37, para 17 – Scrutiny queried how accurate and realistic was the projected income figure?
- Members felt there was a very high reputational risk to SSDC of implementing increases to car parking charges at the current time and that this may not be reflected adequately in the risk matrix.

- Retail centres in the smaller market towns were reducing and being replaced with residential dwellings with inadequate parking, and hence some car parks were being used for long term parking by residents.
- Members acknowledged that whilst they felt now was the wrong time to implement increases to parking charges, that it was also unlikely there would be a right time.
- Scrutiny proposed an alternative set of recommendations:
 - i. To apply an automatic 4 yearly inflationary increase, subject to it being cost effective to apply such an increase, – with the first increase being made effective from July 2019.
 - ii. In the event that any surplus is generated, this be ring fenced for projects in accordance with CPE legislation and guidelines (this includes public transport, road improvements and environmental improvements; such as public land, free public access to water or recreational facilities);
 - iii. Recommend a full market charges, benchmarking, and car park operational review as part of the car park strategy update to ensure alignment in the area. This is to be carried out by officers in the financial year 2018/2019 for implementation in July 2019; subject to being approved at District Executive.
 - iv. at the time of the statutory consultation, the proposed changes and the reasons for them be clearly communicated as part of the explanation for the consultation.

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

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

- Scrutiny raised no concerns.

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

- Scrutiny raised no concerns and endorsed the work undertaken.

District Executive Forward Plan (Agenda item 12)

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

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

In accordance with Section 100A(4) of the Local Government Act 1972 (as amended), the Committee resolved that the press and public be excluded from the following items in view of the likely disclosure of exempt information as described in Paragraph 3 of Part 1 of Schedule 12A to the Act, i.e. “Information relating to the financial or business affairs of any particular person (including the authority holding that information).

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

- Scrutiny Committee made several comments in confidential session.

Verbal update on Task and Finish reviews

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

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

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

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

Scrutiny Work Programme

The Charges for Pre-Application Planning Advice has been delayed until June or July.

Scrutiny Committee had intended on compiling a report request for an overview report of Yeovil Refresh. After a brief discussion it was suggested, and agreed, that the report request would wait until after the completion of the Yeovil Refresh consultation and for members to receive a copy of the confidential report that recently went to Area South Committee.

From the work undertaken during the Committee meeting the following two items have been added to the Work Programme:

Key Performance Targets – presentation of data	Further to Scrutiny Committees' involvement in the review of performance monitoring early in 2018 it was agreed at Scrutiny Committee on 27 Feb 2018 that Scrutiny Committee will consider the layout and presentation of the quarterly performance reports.
Draft YIC (Yeovil Innovation Centre) 2018 Business Plan	Following a report of the YIC to Scrutiny Committee on 27 th Feb 2018, it was agreed that the revised draft business plan will be put before Scrutiny Committee for consideration later this year – This may be a Task and Finish activity

Agenda Item 16

Date of Next Meeting

Members are asked to note that the next scheduled meeting of the Full Council is a reserve date of 19th April 2018.

Unless there is any urgent business to progress on this date, the next scheduled meeting of the Full Council will take place at the Annual Full Council meeting on **Thursday, 17th May 2018** in the Council Chamber, Council Offices, Brympton Way, Yeovil **commencing at 7.30 p.m.**
