



Annual Meeting of South Somerset District Council

Wednesday 5th May 2021

6.30 pm

**A virtual meeting using Zoom meeting
software**

All members of Council are requested to attend this meeting.

Any members of the public wishing to address the virtual meeting at Public Question Time need to email democracy@southsomerset.gov.uk by 9.00am on Tuesday 4th May 2021.

The meeting will be viewable online by selecting the meeting at:
https://www.youtube.com/channel/UCSDst3IHGj9WoGnwJGF_soA

For further information on the items to be discussed, please contact
democracy@southsomerset.gov.uk

This Agenda was issued on Monday 26 April 2021.

Alex Parmley, Chief Executive Officer

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

South Somerset District Council Membership

Jason Baker	Henry Hobhouse	Wes Read
Robin Bastable	Ben Hodgson	David Recardo
Mike Best	Charlie Hull	Paul Rowsell
Neil Bloomfield	Kaysar Hussain	Dean Ruddle
Dave Bulmer	Val Keitch	Gina Seaton
Hayward Burt	Andy Kendall	Peter Seib
Tony Capozzoli	Tim Kerley	Garry Shortland
Martin Carnell	Mike Lewis	Alan Smith
Malcolm Cavill	Mike Lock	Jeny Snell
John Clark	Pauline Lock	Andy Soughton
Nicola Clark	Tony Lock	Mike Stanton
Louise Clarke	Kevin Messenger	Rob Stickland
Nick Colbert	Graham Oakes	Lucy Trimnell
Adam Dance	Tricia O'Brien	Gerard Tucker
Sarah Dyke	Sue Osborne	Linda Vijeh
Karl Gill	Tiffany Osborne	Martin Wale
David Gubbins	Robin Pailthorpe	William Wallace
Peter Gubbins	Oliver Patrick	Colin Winder
Brian Hamilton	Clare Paul	Paul Maxwell
Mike Hewitson	Crispin Raikes	Jenny Kenton

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 6.30 p.m. on the third Thursday of the month (unless advised otherwise). However during the coronavirus pandemic these meetings will be held remotely via Zoom video-conferencing. For more details on the regulations regarding remote/virtual meetings please see the Local

Authorities and Police and Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 as part of the Coronavirus Act 2020.

The agenda, minutes and the timetable for council meetings are published on the Council's website – [Browse Meetings, 2000 \(southsomerset.gov.uk\)](https://www.southsomerset.gov.uk)

Agendas and minutes can also be viewed via the Modern.gov app (free) available for iPads and Android devices. Search for 'modern.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.

Public participation at meetings (held via Zoom)

Public question time

We recognise that these are challenging times but we still value the public's contribution to our virtual meetings. If you would like to participate and contribute in the meeting, please join on-line through Zoom at: <https://zoom.us/join> You will need an internet connection to do this.

If you would like to view the meeting without participating, please see:
https://www.youtube.com/channel/UCSDst3IHGj9WoGnwJGF_soA

The period allowed for participation in Public Question Time shall not exceed 15 minutes except with the consent of the Chairman and members of the Committee. Each individual speaker shall be restricted to a total of three minutes.

If you would like to address the meeting at Public Question Time, please email democracy@southsomerset.gov.uk by 9.00am on Tuesday 3rd May 2021. When you have registered, an officer will provide the details to join the meeting. The Chairman will invite you to speak at the appropriate time during the virtual meeting.

Virtual meeting etiquette:

- Consider joining the meeting early to ensure your technology is working correctly.
- Please note that we will mute all public attendees to minimise background noise. If you have registered to speak during the virtual meeting, the Chairman will unmute your microphone at the appropriate time.
- Each individual speaker shall be restricted to a total of three minutes.
- When speaking, keep your points clear and concise.
- Please speak clearly – the Councillors are interested in your comments.

South Somerset District Council

Wednesday 5 May 2021

Agenda

1. **Election of Chairman**
2. **Appointment of Vice-Chairman**
3. **Apologies for Absence**
4. **Minutes**

To approve and sign the minutes of the previous meeting held on Thursday, 15 April 2021.

5. **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.

6. **Public Question Time**
7. **Chairman's Announcements**
Items for Discussion
8. **Chairman's Engagements** (Page 6)
9. **Appointment of Member Level Bodies 2021/22** (Pages 7 - 23)
10. **Appointment of a Chief Executive Officer** (Pages 24 - 26)
11. **Report of Executive Decisions** (Pages 27 - 30)
12. **Audit Committee** (Page 31)
13. **Scrutiny Committee** (Page 32)

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 33)



Chairman's Engagements

The Chairman has been unable to attend many of his usual engagements due to cancellations and restrictions during the Covid-19 pandemic.

However, accompanied by his wife Christine, he did attend a Thanksgiving Service for HRH Prince Philip, Duke of Edinburgh. This was held at Wells Cathedral on 16th April 2021.

Pending confirmation of the date and time, he is hoping to attend a Legal Service at Wells Cathedral, and he is planning to attend Somerset Day on 11th May. The venue for Somerset Day is to be confirmed.

The Chairman is looking forward to resuming 'business as usual', all being well with the lifting of current Covid-19 restrictions.



Appointment of Member Level Bodies 2021/22

Executive Portfolio Holder:	Val Keitch, Strategy and Housing
Strategic Director:	Nicola Hix, Strategy and Support Services
Lead Specialist:	Peter Paddon, Strategic Planning
Lead Officer:	Angela Cox, Democratic Services Specialist
Contact Details:	Angela.cox@southsomerset.gov.uk or 01935 462148

Purpose of the Report

This report seeks approval to appoint member-level bodies (committees and working groups etc.) for the municipal year 2021/2022.

Public Interest

Each year, the Council reviews the membership of its Committees, Boards and representation by Councillors on outside organisations. This report seeks to make the formal appointments to the Council's committees, including the size for each committee and the appointment of the Chairman and Deputy Chairman to each committee.

Recommendations

It is recommended that:

- (1) The Council note that it appointed the Leader of the Council in May 2019 for a period of four years, starting on the day of her election and ending on the day of the post 4-year Council election annual meeting.
- (2) The Council note that the Leader appointed a Deputy Leader in May 2019 to hold office until the end of the term of office of the Leader.
- (3) The Leader appoint between 1 and 8 further District Executive Members.
- (4) The Council re-establish the following member-level bodies for 2021/2022:
 - a. **Scrutiny Committee** (14 members in political balance) (9 LD, 4 Cons, 1 Ind)
 - b. **Audit Committee** (10 members in political balance) (7 LD, 2 Cons, 1 Ind)
 - c. **4 Area Committees** (geographical representation)
 - d. **Regulation Committee** (14 members in political balance) (9 LD, 4 Cons, 1 Ind)



South Somerset District Council

- e. **Licensing Committee** (15 members – not required to be in political balance)
 - f. **Appointments Committee** (8 members in political balance) (5 LD, 2 Cons, 1 Ind)
 - g. **Standards Committee** (6 District Council members in political balance plus 5 co-optees) (4 LD, 2 Cons)
- (5) The Council appoint members to the bodies listed in recommendation (4) above having regard to the principles of political balance where appropriate as set out in paragraph 4 of this report.
- (6) The Council appoint Chairmen and Vice Chairmen of the bodies listed in (4) above.
- (7) The Council agree that the bodies appointed in (5) above will operate in accordance with their existing terms of reference (as attached at Appendix A) and the scheme of delegation set out in Part 3 of the Constitution.
- (8) The Council agree to appoint members to Council wide panels and partnerships below:

Panel or Partnership	Current Membership	Purpose
Appeals Panel (political balance) LD4, C3, I1	Jason Baker Sarah Dyke Peter Gubbins Crispin Raikes Peter Seib Tony Capozzoli Hayward Burt Martin Wale Linda Vjeh	This Panel, which considers and determines appeals by staff in accordance with the Council's Disciplinary Procedure comprises a pool of 8 members from which members are drawn to sit on the appeals as required. As this Panel makes decisions, regard has to be given to political proportionality.
Strategic Development Board	Val Keitch, Peter Gubbins, Jason Baker, Henry Hobhouse, John Clark, Sarah Dyke, Adam Dance	The Strategic Development Board will be responsible for managing and coordinating the delivery of the Council's development ambitions for the District including: <ul style="list-style-type: none"> • Infrastructure • Housing • Economic Development • Regeneration
Chard Regeneration Programme Board	Jason Baker Garry Shortland Martin Wale Dave Bulmer Jenny Kenton	The three boards will be responsible for the delivery of the Regeneration Programme for each of the respective town centres.



Panel or Partnership	Current Membership	Purpose
Yeovil Regeneration Programme Board Wincanton Regeneration Programme Board	Val Keitch Peter Gubbins Tony Lock John Clark Val Keitch Henry Hobhouse Colin Winder Nick Colbert Val Keitch	Each Board also includes the Lead Director, Chief Executive and a limited number of key delivery partners
Strategic Alliance with Sedgemoor	Val Keitch Peter Seib Dave Bulmer Linda Vijeh	The purpose of the Strategic Alliance is to achieve: a. Savings and income generation b. Resilience of service delivery and influence regionally and nationally
Income Generation Board	John Clark	The purpose of the Income Generation Board is to stimulate income generation activity across the council, prepare recommendations to steer the future income generating activities of the Council, and monitor the achievement of targets for income generation. The intended effect of this activity is to increase the contribution of income generation to the council's revenue budget.
Local Strategic Partnership	Val Keitch Peter Gubbins Jason Baker Adam Dance Henry Hobhouse	The Council has established a Local Strategic Partnership to implement a community strategy for the district. The Council's current representative on the Partnership is the Leader of the Council and the four Area Chairmen.
South West Internal Audit Partnership Ltd	Robin Bastable	The Members Board was established to oversee the work of the Audit Partnership, a Company Limited by Guarantee from 1 st April 2013, and has one member appointed by this Council.
Housing and Exceptions Appeals Panel	Louise Clarke 1 vacancy	This is a joint officer/members panel which determines applies in respect of homelessness applications. There are currently two members who serve on the panels as required.
Somerset Waste Board	Sarah Dyke Tim Kerley	This Joint Committee consists of 2 representatives from each Partner Authority in Somerset

Panel or Partnership	Current Membership	Purpose
PATROL Joint Committee (Parking and Traffic Regulation Outside London)	Tony Lock	This Joint Committee consists of one representative from each Partner Authority in Somerset to deal with car park ticket appeals from the public if they are not in agreement to the decision given by the issuing authority. This is a requirement under CPE (Civil Parking Enforcement) legislation.
Somerset Growth Board	John Clark	The Somerset Growth Board has been established to ensure the Somerset Growth Plan is integrated with the economic agendas of the Local Enterprise Partnership and other key partners. It is anticipated that this appointment will be the Portfolio Holder for Environment and Economic Development.

- (9) The Council agree to appoint members to the Council wide outside bodies as listed below and note that all other appointments to outside bodies will be made by the Area Committees for area specific issues.

Organisation	Current representatives
Board of Governors for Yeovil District Hospital NHS Foundation Trust	David Recardo
LGA General Assembly	Val Keitch
South West Provincial Employers	Linda Vijeh
South West Councils	Val Keitch
Somerset Rivers Authority	Mike Stanton Robin Bastable (sub)
Parrett Drainage Board	Mike Lewis Gerard Tucker (sub)
Somerset Water Management Partnership	Sarah Dyke
Health & Well-Being Board	Brian Hamilton
Safer Somerset Partnership	Tony Lock
Avon and Somerset Police and Crime Panel	Martin Wale
Somerset Building Preservation Trust	Tim Kerley

Armed Forces Community Covenant	Andy Kendall
Somerset Local Access Forum – new 2 year appointment for 2018	Paul Maxwell
Homelessness Reduction Board – set up Jan 2021	A collaboration between all Somerset Councils during Covid-19 has worked well, to the benefit of rough sleepers / those with complex lives, and we need to maintain and build on this going forward

- (10) The Council note the Independent Members’ Remuneration Panel have not met for a number of years as Council agreed to an annual uplift of all Basic and Special Responsibility Allowances by the same percentage as the equivalent negotiated APT&C pay award for officers in 2009. We are currently seeking to join the County-wide Remuneration Panel.
- (11) The Council agree the continuation of Council Procedure Rule 40(B) - Appointment of substitute Members at meetings of Committees.
- (12) The Council confirm the Council’s annual meetings timetable as attached at Appendix B.

Background

This report asks Council and the Leader to appoint its committees and other member level bodies for the new municipal year. The report also asks the Council to appoint its representatives on outside bodies.

All party groups have been asked for their nominations to serve on the committees.

Report Detail

a. District Executive

Leader of the Council, Deputy Leader and between 1 and 8 further Executive Members.

In accordance with the Constitution the Council, the Executive Leader appoints between 1 and 8 further Executive Members. The Leader then maintains the list of responsibilities allocated to individual Executive members, which is reported in Part 3 of the Constitution.

b. Scrutiny Committee



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Political Balance

14 members (LD 9, Cons 4, Ind 1)

The Council has agreed that the Chairman of the Scrutiny Committee and one Vice Chairman shall be appointed from each of the two minority groups and one Vice Chairman to be appointed from the majority group.

c. Audit Committee

Political Balance

10 Members (LD 7, Cons 2, 1 Ind)

d. Area Committees

Area based committees are exempt from political balance requirements, and comprise the wards as set out below:

Area Committee	East	Area Committee	North	Area South Committee	Area West Committee
Blackmoor Vale Bruton Camelot Cary Milborne Port Northstone, Ivelchester and St Michael's Tower Wincanton		Burrow Hill Curry Rivel, Langport and Huish Hamdon Islemoor Martock South Petherton Turn Hill Wessex		Brympton Coker Yeovil (All Wards) Yeovil Without	Blackdown, Tatworth and Forton Chard (All Wards) Crewkerne Eggwood Ilminster Neroche Parrett Windwhistle

e. Regulation Committee

Political Balance

14 Members (LD 9, Cons 4, Ind 1)

The Council has previously agreed that the Committee should, as far as practicable, also be appointed in geographical balance. For the area that the Chairman comes from there shall be 4 members appointed, and 3 members from the other areas.

f. Licensing Committee

Not required to be appointed in political balance

15 Members (currently LD 11, Cons 3, Ind 1)

g. Appointments Committee

Political Balance

8 Members (LD 5, Cons 2, Ind 1)

h. Standards Committee

Political Balance

6 members (LD 4, Cons 2)* one of whom may be a member of the Executive (appointed by the Leader of Council).

The nominated independent members are: Christopher Borland and Peter Forrester.

There are three vacancies for parish representatives.

1. Council Constitution - Scheme of Delegation and Terms of Reference

The Member-level scheme of delegation and terms of reference for the above Council committees and panels are set out in Part 3 of the Constitution.

The District Council's Constitution sets out how the Council operates, how decisions are made, and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by the law, while others are a matter for the Council to choose.

2. Independent Members' Remuneration Panel

The Independent Members' Remuneration Panel have not met for a number of years as Council agreed to an annual uplift of all Basic and Special Responsibility Allowances by the same percentage as the equivalent negotiated APT&C pay award for officers in 2009. Council at their last meeting requested the scheme be reviewed and officers have sought membership of the County-Wide Members' Remuneration Panel however progress has been delayed by Covid-19.

3. Meetings Timetable

The meetings timetable for 2021/2022 is attached at Appendix B for confirmation.

4. Political Balance and Memberships

In accordance with the Local Government and Housing Act 1989 the Council is required to review the representation on committees and to allocate seats to political groups on the basis of the overall political composition of the Council. The exceptions to this rule are area based committees, the District Executive, Licensing Committee and other panels.

The current political composition of the Council is as follows:

Liberal Democrat	40 seats	67%
Conservative	14 seats	23%
Independent	4 seats	6%
Independent Independent	1 seat	2%
Green	1 seat	2%

The principles of political proportionality embodied in the Act are:-

- (a) that not all seats are allocated to the same political group;
- (b) that a political group with an overall majority gets a majority of seats allocated;
- (c) subject to (a) and (b) that the total number of seats each political group has on all ordinary committees is in proportion to that group's share of the total council elected membership; and
- (d) subject to (a) and (c) that each political group has the same proportion of seats as it holds on the council as a whole.

The Council has a duty therefore to allocate seats in accordance with these principles, as far as reasonably practicable. The Council can however waive political balance if no member votes against.

The political balance on Committees which are required to be in balance is:

	Seats	Lib Dems	Cons	Ind
Scrutiny Committee	14	9	4	1
Audit Committee	10	7	2	1
Regulation Committee	14	9	4	1
Standards Committee	6	4	2	0
Appointments Committee	8	5	2	1
Appeals Panel	8	5	2	1
Total seats	60	41	14	4

Member Level Bodies not required to be in political balance:

	Seats	Lib Dems	Cons	Ind
Licensing Committee (current membership)	15	11	3	1

The appointments to the Executive and the Area Committees are also not required to be in political balance.

Financial Implications

There are no direct financial implications in agreeing the appointments in this report. There is a budget provision to cover the basic and special responsibility allowances of all Councillors.

Council meetings have been held on-line since April 2020 and there have been budget savings in travel allowances to attend meetings. The amount varies from month to month but is in the region of £1,000 to £1,400 per month.



Legal implications (if any) and details of Statutory Powers

The Local Government and Housing Act 1989 requires the Council to review the representation on committees and to allocate seats to political groups on the basis of the overall political composition of the Council.

Council Plan Implications

Council Plan 2020 – 2024 – Council Values:

Getting things done - Empowering dedicated and flexible employees and elected members focussed on delivery

Working collaboratively - Working with partners to enhance outcomes for our communities

Carbon Emissions and Climate Change Implications

Since April 2020, the use of Zoom software to hold virtual meetings has reduced the need to travel to attend Council meetings and therefore resulted in reduced carbon emissions from vehicles across the district.

Equality and Diversity Implications

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

Privacy Impact Assessment

No personal data is involved or processed as a result of this report.

Background Papers

The Council's Constitution – Part 3

Annual reports to Council - Appointment of Member Level Bodies

Local Government and Housing Act 1989

Terms of Reference of Committees and Panels

1. District Executive

General

The District Executive will carry out all of the local authority's functions which are not the responsibility of any other part of the local authority, whether by law or under this Constitution. It is responsible for all executive functions and those local choice functions specified as being the responsibility of the District Executive.

Specifically

The District Executive shall:

- Co-ordinate the policy objectives of the Council, monitor progress towards the corporate objectives, and give the Area Committees strategic direction.
- Consider recommendations from Area Committees, Scrutiny Committee, Audit Committee and Portfolio Holders on policy development and change.
- Recommend key priorities for the Council and the overall policy framework including the Community Strategy.
- Agree core minimum standards for service delivery.
- Consider Referrals from Area Committees on matters, which have major policy or resource implications.
- Keep under review the Council's financial affairs and receive reports from the Head of Financial Services on matters for which he/she is responsible.
- Recommend the Capital Programme, revenue budgets and the level of Council Tax.
- Agree resource allocation procedures and processes, including service planning and performance review arrangements.
- Receive reports on matters relating to the overall staff establishment, discipline, training and welfare, and performance monitoring.
- Approve strategic disposals and acquisition including:
 - leases
 - sales of land valued in excess of £10,000

2. Area Committees

General

Each Area Committee shall monitor service delivery in its area, provide leadership for its communities, and take decisions on regulatory matters such as planning applications and statutory orders. They shall also take executive decisions as specifically delegated by the Executive.

Specifically

The Area Committees shall:

- a. Within their area, take decisions in respect of non-executive functions as listed in section 3 of the Constitution; and take executive decisions as set out section 4 of Part 3 of this Constitution. They may also take all other non-executive (regulatory) decisions required to be made by the Council and affecting their area only, and which are not reserved to be taken by any other committee, or the Council itself.
- b. Determine planning applications within its area subject to guidelines in respect of referrals to the Regulation Committee.
- c. Discuss any matter of interest to the area.
- d. Oversee and monitor the operation of services in their area.
- e. Oversee capital schemes to include budgetary control in cases where this has been delegated by the District Executive.
- f. Manage local regeneration projects within financial limits agreed by District Executive.
- g. Prepare Area Action Plans.
- h. Make nominations to serve on outside bodies.
- i. Form working groups and panels subject to budgetary constraints and notification to the District Executive.
- j. Approve sales of land up to the value of £10,000.
- k. Play an enabling role by taking opportunities to provide services and benefits for the people of the area in collaboration with external agencies.
- l. Foster a close working relationship with Town and Parish Councils in the area.



- m. Consult and consider the views of the public on area priorities and provide opportunities for public participation, working in collaboration with external agencies.
- n. Submit to the District Executive ideas for improvements to services or innovative ways of working which may be of interest or benefit to other Areas.
- o. Contribute towards the formulation of district-wide policies.
- p. Be responsible for the local area aspects of the Community Plan.
- q. The following decisions need to be referred to the District Executive: matters of policy which have district wide significance, matters that might have an impact on more than one area (planning matters will be referred to the Regulation Committee in accordance with agreed guidelines) expenditure not covered by an approved budget or within the approved capital programme, sales of land over £10,000.

3. Scrutiny Committee

The Scrutiny Committee shall monitor and scrutinise the performance of the Council and its services and make recommendations on any issue for which the Council is responsible or which affects the local community including those services provided by outside agencies. The Committee will undertake or commission reviews of policy, including value for money checks and keep an overview of the Council's political management arrangements.

The Scrutiny Committee is not able to take decisions but makes recommendations to either the District Executive or the full Council.

There are three main elements to the work of the Committee:

- a. The Scrutiny Committee is able to "call in" decisions taken by the Executive or Area Committees but not implemented. It can ask the District Executive or Area Committee to re-consider its decision.
- b. The Committee is able to review the implementation of decisions and ask the District Executive or full Council to look at a particular area of policy in respect of which the decision was made.
- c. The Committee is able to undertake detailed reviews of issues either within or outside the council

Overview Commissions

An Overview Commission that comprises all of the non-executive members supports the Scrutiny Committee in undertaking reviews in line with the functions set out above.



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Reviews are undertaken on a 'Task and Finish' basis as directed by the Scrutiny Committee. The Scrutiny Committee receives the final reports of the Overview Commissions along with regular updates.

All non-executive members support the committee and are invited to participate in reviews on a 'Task and Finish Project' basis as directed by the main Scrutiny Committee.

The Overview Commissions will be encouraged to use various review methods and to engage the wider community wherever possible. Relevant co-optees may be invited to participate in a Commission, bearing in mind the potential contribution of residents and partners.

The Commissions will meet informally and are not subject to the Access to Information Rules. As task and finish groups they will be able to meet and take evidence in public but this will not be a requirement. It will be for each Commission to decide its own working arrangements that best meet the needs of a particular review.

4. Audit Committee

The purpose of the Audit Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance, to the extent that it affects the authority's exposure to risk and weakens the control environment and to oversee the financial reporting process.

The Audit Committee should review the Code of Corporate Governance seeking assurance where appropriate from the Executive or referring matters to management on the scrutiny function.

The terms of reference of the Audit Committee are:

Internal Audit Activity

1. To approve the Internal Audit Charter and annual Internal Audit Plan;
2. To receive quarterly summaries of Internal Audit reports and seek assurance from management that action has been taken;
3. To receive an annual summary report and opinion, and consider the level of assurance it provides on the council's governance arrangements;
4. To monitor the action plans for Internal Audit reports assessed as "partial" or "no assurance;"
5. To consider specific internal audit reports as requested by the Head of Internal Audit, and monitor the implementation of agreed management actions;
6. To receive an annual report to review the effectiveness of internal audit to ensure compliance with statutory requirements and the level of assurance it provides on the council's governance arrangements;

External Audit Activity



7. To consider and note the annual external Audit Plan and Fees;
8. To consider the reports of external audit including the Annual Audit Letter and seek assurance from management that action has been taken;

Regulatory Framework

9. To consider the effectiveness of SSDC's risk management arrangements, the control environment and associated anti-fraud and corruption arrangements and seek assurance from management that action is being taken;
10. To review the Annual Governance Statement (AGS) and monitor associated action plans;
11. To review the Local Code of Corporate Governance and ensure it reflects best governance practice. This will include regular reviews of part of the Council's Constitution and an overview of risk management;
12. To receive reports from management on the promotion of good corporate governance;

Financial Management and Accounts

13. To review and approve the annual Statement of Accounts, external auditor's opinion and reports to members and monitor management action in response to issues raised;
14. To provide a scrutiny role in Treasury Management matters including regular monitoring of treasury activity and practices. The committee will also review and recommend the Annual Treasury Management Strategy Statement and Investment Strategy, MRP Strategy, and Prudential Indicators to Council;
15. To review and recommend to Council changes to Financial Procedure Rules and Procurement Procedure Rules;

Overall Governance

16. The Audit Committee can request of the S151 Officer, the Director – Support Services (the Monitoring Officer), or the Chief Executive (Head of Paid Services) a report (including an independent review) on any matter covered within these Terms of Reference;
17. The Audit Committee will request action through District Executive if any issue remains unresolved;
18. The Audit Committee will report to each full Council a summary of its activities.

5. Standards Committee

The purpose of the Standards Committee is to:-

- promote and maintain high standards of conduct by Members and Co-opted Members;



South Somerset District Council

- advise, train or arrange to train Members and Co-opted Members of the Council on matters relating to the Authority's Members' Code of Conduct and wider propriety issues, including issuing guidance where appropriate;
- recommend the adoption or revision of any Council Codes of Conduct for Members and Co-opted Members, and to monitor the operation of such code(s) of conduct;
- deal with the assessment and determination of complaints under the Members' Code of Conduct relating to Members and Co-opted Members (other than where the power to deal with such matters has been delegated to and exercised by the Monitoring Officer). Where the investigation finds evidence of a failure to comply with the Code of Conduct and a local resolution is not appropriate or not possible, then a Hearing Panel of the Committee (comprising 3 voting members of the Standards Committee agreed by the Monitoring Officer in consultation with the Committee Chairman) will consider and decide the complaint;
- to take decisions in respect of a Member and Co-opted Member who is found on hearing to have failed to comply with the Code of Conduct;
- advise on the management of statutory and other registers of interest and gifts/hospitality received;
- advise the Council on possible changes to the Constitution (except the Council and Cabinet Schemes of Delegation) in relation the key documents and protocols dealing with members conduct and ethical standards

Note: the powers of the Committee apply in respect of the district and parish councils, except where stated.

6. Regulation Committee

The Regulation Committee shall determine applications for planning permission referred from the area committees in accordance with the approved guidelines set out in part 3 of the Council's Constitution. It shall also pass Resolutions in respect of significant Council applications for planning permission.

7. Licensing Committee

The Committee shall be responsible for those licensing functions listed in Part 3 of the Constitution as being the responsibility of the Committee. This will include licensing matters referred to it by officers in accordance with the Officer Scheme of Delegation. These include, but are not limited to, contested premises licences/ club premises certificates/ temporary event notices, and applications for private hire and hackney carriage licences where the officer considers the application should be determined by members. The Committee shall also be responsible for all the functions assigned to it under the Licensing Act 2003, Gambling Act 2005 and the Charities Act 2006.



8. Appointment Committee

The Committee shall make appointments to director level or deputy director level posts in accordance with the Human Resources Management Rules (as detailed in Part 4 of the Council's Constitution)

9. Appeals Panel

The Panel shall be constituted in line with the Council's Disciplinary Procedures.

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Programme of Meetings of Council and Committees – 2021/2022

Meeting	Day	Time	2021								2022				
			May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Council	Thurs	6.30pm	05*	(17)	15	(19)	16	(21)	18	(16)	20	17**	17	(21)	19*
District Executive	Thurs	9.30am	13	3	1	5	2	7	4	2	6	3	3	7	5
Area Committee - South	Wed	2.00pm	12	2	7	4	1	6	3	1	5	2	2	6	4
Area Committee - East	Wed	9.00am	12	9	14	11	8	13	10	8	12	9	9	13	11
Area Committee - West	Wed	5.30pm	19	16	21	18	15	20	17	8	19	16	16	20	18
Area Committee - North	Wed	2.00pm	26	23	28	25	22	27	24	15	26	23	23	27	25
Scrutiny Committee	Tues	10.30am	11	1	29 Jun	3	31 Aug	5	2	30 Nov	4	1	1	5	3
Audit Committee	Thurs	10.00am	-	24	22	-	-	28	25	-	27	-	24	-	-
Regulation Committee	Tues	10.00am	18	15	20	17	21	19	16	21	18	15	15	19	17
Licensing Committee	Tues	10.00am	-	8	-	-	7	-	-	7	-	-	8	-	-
Standards Committee	Tues	2.15pm	-	8	-	-	-	-	-	7	-	-	-	-	-

* Annual Meeting of Council – May

** Council Budget and Council Tax Setting Meeting – Thursday 17 February 2022

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



Appointment of Chief Executive Officer

Executive Portfolio Holder:	Val Keitch, Leader of Council
Chief Executive:	Alex Parmley
Lead Specialist:	Jenny Clayton, Lead Specialist - People
Lead Officer:	Jenny Clayton, Lead Specialist - People
Contact Details:	Jenny.clayton@southsomerset.gov.uk or 01935 462161

Purpose of the Report

1. To confirm the recommendation of the Appointments Committee and appoint a new Chief Executive Officer for South Somerset District Council.

Public Interest

2. Every Council by law is required to employ a person in the position of Head of Paid Service. This is commonly a Chief Executive Officer who is the most senior member of employed staff and accountable through the Leader and the District Executive to the Full Council. The role of the Chief Executive is to lead the staff team to deliver the policies, strategies and priorities of the Council.
3. Following resignation of the current Chief Executive, it is proposed to appoint a new Chief Executive to lead the staff team. There are potential changes ahead for local government in Somerset following the consultation by the Secretary of State for Communities on two options for different arrangements. If either of these options were agreed, it would lead to South Somerset District Council ceasing to exist in the future. Therefore, it is proposed to appoint to the post of Chief Executive on an interim basis. Such an appointment will be necessary to lead the staff team and the organisation through the potential changes ahead. If the Secretary of State decided not to change arrangements for local government in Somerset and South Somerset District Council is to continue, then the Council would review the position of Chief Executive and the interim appointment to determine the best arrangements for senior leadership of the authority moving forward.

Recommendation

4. That the Council accepts the recommendation of the Appointments Committee and that with effect from 7 June 2021 agrees to appoint Clare Pestell as the Chief Executive Officer and Head of Paid Service for South Somerset District Council on an interim basis for an 18 month period

Background

5. Since appointment in August 2016, South Somerset District Council has operated with a full time Chief Executive Officer fulfilling the statutory role of Head of Paid



South Somerset District Council

Service. In this role the Chief Executive has worked with Members of the Council to lead the organisation through a considerable period of change that has put the Council in a strong position both financially and in terms of the capacity to deliver high quality services and Members ambitions for the places and communities of South Somerset. As well as Transformation of the Council's operating model and services, considerable progress has been made in taking forward Council's objectives for regenerating the district's largest towns, developing the economy, accelerating housing delivery, improving the environment & tackling climate change, and supporting our struggling families.

6. The Council will continue to change the way it delivers including through implementation of its Digital Strategy. In addition, the Council has an ambitious programme for South Somerset that it is delivering through its priority projects including the new priority of recovery of the district's communities and economy as well as the council following the impacts of the pandemic. The Chief Executive has had a leading role over the past three years working with the other Somerset councils, in work around the reform of local government in Somerset. This includes more recently, with the other district councils, the development of the Stronger Somerset proposals. The Secretary of State for Communities is due to decide on whether to make changes to local government in Somerset and if so, which option to select before the summer Parliamentary Recess. If one of the options for change is selected, considerable work will need to be undertaken at a senior level with the other councils in Somerset to move from the current to the new arrangements. Even if the Secretary of State decided not to implement structural change, all councils in Somerset agree that change is needed if local government is to be financially sustainable, services are to be protected and where needed, improved, and better outcomes delivered for communities. Therefore, a decision not to change structures should not be seen as no change to the way local government, including this council, operates and delivers.
7. Whilst there is some uncertainty ahead for the Council, it is clear there is considerable work to be undertaken to ensure: the Council and its services continue to evolve; that the Council's ambitions for South Somerset and the needs of communities are delivered through priority projects and programmes; and that change in local government in Somerset is taken forward successfully, whatever its shape. This will therefore continue to need senior leadership capacity to ensure the council and South Somerset continue to move forward and also play a full and active part in shaping and delivering change to local government in Somerset. In particular, staff will need clear managerial leadership and access to senior support over the coming eighteen months.
8. The current Chief Executive has resigned to take up a role as Chief Executive of Waitaki District Council, New Zealand. It is proposed to appoint a Chief Executive on an interim basis, envisaged to be 18 months, to lead the Council's staff to deliver the Council's ambitions and priorities for South Somerset and take the Council through the changes ahead, whatever form they take.

Report Detail

9. The Appointments Committee, which is comprised of Councillors Val Keitch, Linda Vijeh, Dave Bulmer, Peter Seib, Mike Best, Crispin Raikes, Mike Stanton and Tony



South Somerset District Council

Capozzoli have undertaken an internal recruitment exercise to seek to appoint an interim Chief Executive. Councillor Nick Colbert who is also on the appointments committee, tendered his apologies.

10. The Role Description and Person Specification underwent a minor review to update them but no material changes have been made. The Council may choose to utilise the services of the Local Government Association in the near future if it wishes to substantially review the role description.
11. In line with the council procedures as agreed with the unions, the post was advertised internally on 20 April 2021. The selection process took place during the period 28 April to 4 May 2021. The selection process involved an Attitudes and Approaches assessment administered by South Hams District Council; a technical interview with the current and an external Chief Executive; a psychometric test administered by Thomas International, and a panel interview with Members of the appointments committee.

Financial Implications

12. The salary of the post of Chief Executive is fixed at £118,767,000 pa. Annual pay reviews will be linked to the Joint Negotiating Committee for Chief Executives of Local Authorities Chief Executive's Pay Agreement.

Legal implications (if any) and details of Statutory Powers

13. Every Council is required to appoint a person to the role of Head of Paid Service. This is usually undertaken by a Chief Executive who is the most senior member of the employed staff.

Council Plan Implications

14. The position of Chief Executive will be expected to progress all the aims and values of the SSDC Council Plan 2020 - 2024.

Carbon Emissions and Climate Change Implications

15. No relevant considerations.

Equality and Diversity Implications

16. Due regard was given to equality and diversity considerations throughout all stages of the selection and interview process.

Privacy Impact Assessment

17. No relevant considerations.

Background Papers

18. Appointments Committee Agenda - 4th May 2021



Report of Executive Decisions

Executive Portfolio Holder: Val Keitch, Leader of Council, Strategy and Housing
Director: Nicola Hix, Strategy & Support Services
Lead Officer: Angela Cox, Democratic Services Specialist
Contact Details: angela.cox@southsomerset.gov.uk or (01935) 462148

Purpose of the Report

This report is submitted for information and summarises decisions taken by the District Executive Committee and Full Council at their meetings on 1st April and 15th April 2021.

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

Background Papers

All Published

Appendix A

Portfolio	Subject	Decision	Taken By	Date
Economic Development including Income Generation	South Somerset District Council Recovery and Renewal Strategy	That District Executive:- a. approved the South Somerset District Council Recovery & Renewal Strategy with supporting documentation as outlined in the report. b. approved the transfer of £464,140 from the COVID Recovery Reserve to the revenue budget for 2021/22 within the Place & Recovery Directorate.	District Executive	01/04/21
Finance and Legal Services	Annual review of the Regulation of Investigatory Powers Act 2000 (RIPA)	That District Executive agreed to note the Council's use of Regulation of Investigatory Powers Act 2000 (RIPA) powers and amendments to the Policy and Procedures.	District Executive	01/04/21
Strategy and Housing	Rural Designation of Areas in South Somerset	That District Executive agreed that the Council submit an application to the Ministry of Housing, Communities and Local Government (MHCLG) for all rural parishes in South Somerset district with populations of under 3,000 to be designated as rural under section 157(1) of the Housing Act 1985.	District Executive	01/04/21
Strategy and Housing	Consultation on Local Government Reform – Response to One Somerset Proposal	That Full Council approve the response to the consultation on proposals for reform of local government in Somerset, specifically in respect of the One Somerset proposal. One Somerset is the alternative to the districts' Stronger Somerset proposal and recommends the creation of a new, single unitary to cover the administrative district of Somerset.	District Executive and Full Council	15/04/21

Portfolio	Subject	Decision	Taken By	Date
Health and Well-Being		<p>That Full Council approve the following:</p> <ul style="list-style-type: none"> a) The appointment of Wealden Leisure (trading as Freedom Leisure) to manage the Council's leisure facilities; b) A total capital budget of £3.495m for 2021/22, being an increase of £2.46m on the existing budget, to be funded as detailed in Appendix B; c) An increase in the revenue budget for 2021/22 and 2022/23 (of £574k and £557k respectively) to be funded from the MTFP support reserve. d) Note the additional net income stream to the Council arising from this contract (from 2023/24), as described in Appendix B, and the review that will be undertaken on how this income will be utilised. 	District Executive and Full Council	15/04/21
Strategy and Housing	Local Referendum on the Future of Local Government in Somerset	This item was deferred to a later meeting of the Full Council.	District Executive and Full Council	15/04/21
Finance and Legal Services	Remote Meetings after 7 May 2021 and the Delegation of Decision Making. Also Change of Date of Annual Council Meeting	<p>That Full Council agreed to make the following changes to the Constitution:-</p> <ul style="list-style-type: none"> a. To continue to enable members to hold remote, virtual meetings using available technology; b. To amend Part 3 (Responsibility for Functions) of the Council's Constitution to allow those remote meetings to function as consultative bodies and delegate decisions, including Executive and Quasi-Judicial decisions, that would have been taken by those 	Full Council	15/04/21

Portfolio	Subject	Decision	Taken By	Date
		<p>meetings if the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 had continued in force to the Chief Executive (or the relevant Director in the Chief Executive's absence) in consultation with those meetings and those members to whom the decision would otherwise have been delegated under Part 3 of the Constitution;</p> <p>c. The delegated authority given under (b) will expire on 31 July 2021 unless continued by a future decision of this Council;</p> <p>d. To delegate authority to the Monitoring Officer and Chief Executive to amend the Constitution to reflect these changes.</p> <p>That Council further agreed that its Annual meeting for 2021 would take place on 05 May 2021.</p>		

Audit Committee

Committee Chairman: Cllr Martin Carnell
Lead Officer: Karen Watling, Section 151 Officer
Contact Details: Karen.watling@southsomerset.gov.uk

This report summarises the items considered by the Audit Committee since the last report to Council in January 2021.

Prior to the start of the meeting, Members received a briefing on Cyber Security delivered by Officers in the Digital Team.

Below are the items that have been considered.

- External Audit - Annual Audit Letter
- External Audit - Certification of Housing Benefit Subsidy Claim
- External Audit - Informing the Risk Assessment 2020/21
- Internal Audit Plan Progress Report 2020/21 - Q3
- Internal Audit Plan and Charter 2021/22
- Revenues & Benefits Update Report
- Health & Safety Update Report
- Civil Contingencies and Whistleblowing Update

The next meeting is scheduled to take place on the 27th May 2021 at 10:00am

Agendas and minutes of the Audit Committee meetings can be found at this link:
[Browse meetings - Audit Committee \(southsomerset.gov.uk\)](#)



Scrutiny Committee

This report summarises the work of the Scrutiny Committee since the last report to Council in February 2021.

Since the last report, the committee have met on 2nd March, 30th March, and 13th April 2021. Minutes of the meetings can be viewed on the website at:

[Browse meetings - Scrutiny Committee \(southsomerset.gov.uk\)](https://www.southsomerset.gov.uk)

The Committee have continued to consider the reports going before District Executive and providing 'critical friend' challenge. Due to the pandemic situation, several of the scheduled reports due to Scrutiny Committee and Task & Finish work have been temporarily delayed.

The Task & Finish group for Productivity Analysis continue to meet on a quarterly basis, working with officers to review fees and charges across various council services.

The Task and Finish group for the Environment Strategy has commenced. Members have been tasked with a market research project to identify a roadmap for the transition to renewable energy sources across SSDC's own estate. The group are working to identify and evaluate the various options available and make recommendations based on their findings.

The Scrutiny Chair and Vice-chairs recently led a presentation on the 'Role of Scrutiny and Overview' at Area North and Area South committees. These presentations led to some really positive discussions around how Scrutiny works at SSDC, and how all elected members can feed issues into the work programme. They hope to attend Area East and Area West in the near future.

The Scrutiny and Member Development Specialist has invited all members and officers to feed matters of interest into the scrutiny work programme. Anyone who wishes to submit an item/issue for scrutiny review can email Stephanie.gold@southsomerset.gov.uk.

Crispin Raikes
Scrutiny Committee Chairman



Date of Next Meeting

Members are asked to note that the next scheduled meetings of the Full Council are reserve dates of **20th May and 17th June** and will only be called if there is business to progress.

Therefore, the next meeting of the Full Council will take place on **Thursday, 15th July 2021** as a virtual meeting using Zoom meeting software **commencing at 6.30 p.m.**
