

The Council's Vision:

To enable people to live, work and prosper in West Somerset

SCRUTINY COMMITTEE

Meeting to be held on Monday 14 April 2014 at 3.30 pm

Council Chamber, Williton

AGENDA

1. Apologies for Absence

2. Minutes

Minutes of the Scrutiny Committee held on 17 March 2014, to be approved and signed as a correct record – **SEE ATTACHED.**

3. Declarations of Interest

To receive and record any declarations of interest in respect of any matters included on the Agenda for consideration at this Meeting.

4. Public Participation

The Chairman to advise the Committee of any items on which members of the public have requested to speak and advise those members of the public present of the details of the Council's public participation scheme.

For those members of the public wishing to speak at this meeting there are a few points you might like to note.

A three-minute time limit applies to each speaker and you will be asked to speak before Councillors debate the issue. There will be no further opportunity for comment at a later stage. Your comments should be addressed to the Chairman and any ruling made by the Chair is not open to discussion. If a response is needed it will be given either orally at the meeting or a written reply made within five working days of the meeting.

5. Notes of Key Cabinet Decisions/Action Points

To review the Key Cabinet Decisions/Action Points from the Cabinet Meeting held on 2 April 2014 – **SEE ATTACHED.**

6. Cabinet Forward Plan

To review the latest Cabinet Forward Plan for the months of May, June and July, published on 21 March 2014 – **SEE ATTACHED.**

7. Scrutiny Committee Work Plan

To review and scope items for the Scrutiny Committee Workplan for 2013/2014 – **SEE ATTACHED.**

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8. Minehead Minor Injuries Unit – Overnight Closure

To receive an update from representatives of NHS Somerset with regard to the overnight closure of Minehead Minor Injuries Unit.

9. Minehead Visioning Manager – Progress Report

To consider Report No. WSC 79/14 , to be presented by Corinne Matthews, Economic Regeneration & Tourism Manager – **TO FOLLOW.**

The purpose of this report is to provide Members with an update about the work of the Minehead Vision Manager and the progress made in delivering the Vision Action Plan for the Town.

There will also be a verbal update/presentation from Bernard Maynard-Smith (Minehead Development Trust) and Stephen Hooper (Minehead Vision Manager)

10. Family Focus in West Somerset and Taunton Deane – Progress Report

To consider Report No. WSC 77/14, to be presented by Simon Lewis, Assistant Director for Housing and Community Development. - **SEE ATTACHED.**

The purpose of this report is to provide Members with an update on the progress on the delivery of the Family Focus Project.

11. Joint Management and Shared Services ICT Spend and Progress to date

To consider Report No. WSC 78/14, to be presented by Kim Batchelor, Performance and Efficiencies Manager - **SEE ATTACHED.**

The report is being presented following a request for information be brought to Scrutiny Committee regarding the spend relating to the Joint Management and Shared Services ICT between November 2013 and March 2014.

12. Section 106/Planning Obligations Review – Update on Recommendations

To consider Report No. WSC 50/14 to be presented by Sam Rawle, Scrutiny and Performance Officer – **SEE ATTACHED.**

The purpose of this report is to provide Members with an update on the progress made in responding to the recommendations arising from the Scrutiny Review of the Section 106 & Planning Obligations process.

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13. Meeting Timetable 2014/15

To consider Report No. WSC 75/14 to be presented by Sam Rawle, Scrutiny and Performance Officer – **SEE ATTACHED.**

The purpose of this report is to provide Scrutiny Committee with the opportunity to consider the meeting timetable for 2014/15.

COUNCILLORS ARE REMINDED TO CHECK THEIR POST TRAYS

The Council's Corporate Priorities:

- Local Democracy:
Securing local democracy and accountability in West Somerset, based in West Somerset, elected by the people of West Somerset and responsible to the people of West Somerset.
- New Nuclear Development at Hinkley Point
Maximising opportunities for West Somerset communities and businesses to benefit from the development whilst protecting local communities and the environment.

The Council's Core Values:

- Integrity
- Respect
- Fairness
- Trust

RISK SCORING MATRIX

Report writers score risks in reports uses the scoring matrix below

Risk Scoring Matrix

Likelihood	5	Almost Certain	Low (5)	Medium (10)	High (15)	Very High (20)	Very High (25)
	4	Likely	Low (4)	Medium (8)	Medium (12)	High (16)	Very High (20)
	3	Possible	Low (3)	Low (6)	Medium (9)	Medium (12)	High (15)
	2	Unlikely	Low (2)	Low (4)	Low (6)	Medium (8)	Medium (10)
	1	Rare	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)
			1	2	3	4	5
			Negligible	Minor	Moderate	Major	Catastrophic
Impact							

Likelihood of risk occurring	Indicator	Description (chance of occurrence)
1. Very Unlikely	May occur in exceptional circumstances	< 10%
2. Slight	Is unlikely to, but could occur at some time	10 – 25%
3. Feasible	Fairly likely to occur at same time	25 – 50%
4. Likely	Likely to occur within the next 1-2 years, or occurs occasionally	50 – 75%
5. Very Likely	Regular occurrence (daily / weekly / monthly)	> 75%

- Mitigating actions for high ('High' or above) scoring risks are to be reflected in Service Plans, managed by the Group Manager and implemented by Service Lead Officers;
- Lower scoring risks will either be accepted with no mitigating actions or included in work plans with appropriate mitigating actions that are managed by Service Lead Officers.

SCRUTINY COMMITTEE**Minutes of the Meeting held on 17 March 2014 at 3.30 pm****Present:**

Councillor K J RossChairman
Councillor R P LillisVice Chairman

Councillor M J Chilcott	Councillor M O A Dewdney
Councillor G S Dowding	Councillor J Freeman
Councillor P N Grierson	Councillor P H Murphy

Members in Attendance:

Councillor A P Hadley	Councillor K V Kravis
Councillor E May	Councillor K M Mills
Councillor D J Sanders	Councillor T Taylor
Councillor K H Turner	Councillor D J Westcott

Officers in Attendance:

Monitoring Officer (B Lang)
Assistant Director Resources (P Fitzgerald)
Assistant Director Operational Delivery (C Hall)
Parking Services Officer (M Lewis)
Scrutiny and Performance Officer (S Rawle)
Community Safety Officer (P Hughes) – Item 8
Economic Regeneration and Tourism Manager (C Matthews)
Administrative Support (H Dobson)

Also in Attendance:

Inspector Shane Carey, Avon and Somerset Constabulary – Item 8

SC110 Apologies for Absence

An apology for absence was received from Councillor B Heywood.

SC111 Minutes

(Minutes of the Meeting of the Scrutiny Committee held on 17 February 2014 – circulated with the Agenda).

RESOLVED that the Minutes of the Scrutiny Committee held on 17 February 2014, be confirmed as a correct record.

SC112 Declarations of Interest

Members present at the meeting declared the following personal interests in their capacity as a Member of a County, Parish or Town Council:

Name	Minute No.	Description of Interest	Personal or Prejudicial or Disclosable Pecuniary	Action Taken
Cllr P N Grierson	All Items	Alcombe	Personal	Spoke and voted
Cllr K J Ross	All Items	Dulverton	Personal	Spoke and voted
Cllr P H Murphy	All Items	Watchet	Personal	Spoke and voted
Cllr K H Turner	All Items	Brompton Ralph	Personal	Spoke
Cllr D J Westcott	All Items	Watchet	Personal	Spoke

In addition, the following declarations of interest were declared relating to Agenda Item 12 - SC121 Minehead Events Plan:

Cllr P N Grierson declared a personal interest, he was the West Somerset Council nominee to the Minehead Events Group.

Cllr R P Lillis declared a personal interest, he was Chairman of the Minehead Events Group and involved with the Minehead Visioning Group.

Cllr M J Chilcott declared a personal interest, she was Chairman of the Minehead Visioning Group.

SC113 Public Participation

No members of the public requested to speak on any items on the agenda.

SC114 Notes of Key Cabinet Decisions/Action Points

(Copy of Notes of Cabinet Decisions/Action Points, circulated with the agenda).

RESOLVED that the Key Cabinet Decisions/Action Points for 5 March 2014, be noted.

SC115 Cabinet Forward Plan

(Copy of the Cabinet Forward Plan published 26 February 2014, circulated with the agenda).

RESOLVED that the Cabinet Forward Plan published 26 February 2014, be noted.

SC116 Scrutiny Committee Work Plan

(Scrutiny Committee Work Plan, circulated with the Agenda).

Councillor M J Chilcott advised of the temporary closure of the Minor Injuries Unit in Minehead and requested that appropriate NHS Somerset staff be invited to a meeting of the Committee.

Councillor M O A Dewdney requested information being brought to the committee regarding spending relating to ICT between November 2013 and March 2014.

Members noted the progress relating to the Assets Management Review and that a report would be presented to Scrutiny Committee in due course.

Members further noted the concerns regarding the rhyes and waterways in Minehead and that the Assistant Director Operational Delivery would locate and examine the latest report to review the said rhyes and waterways.

RESOLVED (1) that appropriate NHS Somerset staff be invited to attend the meeting of the Scrutiny Committee scheduled for 14 April 2014, to address concerns regarding the temporary closure of the Minor Injuries Unit in Minehead;

RESOLVED (2) that a report be brought back to the Scrutiny Committee scheduled for 14 April 2014, to provide information regarding spending relating to ICT between November 2013 and March 2014;

RESOLVED (3) that with the addition of the resolutions above, the Scrutiny Committee Work Plan be noted.

SC117 Community Safety Report

The Inspector commenced by thanking the local multi-agency groups for their assistance to the constabulary and for the help of the Community Safety Officer without whom it would not have been possible to achieve the work undertaken/completed to date.

The Inspector distributed copies of his presentation and the Community Safety Officer collected them afterwards. He reported that crime was falling in the area year on year with the exception of 2011/12. He provided the Committee with statistics including the number of crimes which were down in the area by 119, and rural crime was down by 112 compared to the previous year. Overall, approximately, 1300 crimes were committed in the area during 2013. Partnership engagement meetings were held regularly with Butlins and they continued to fund officers at prime times.

He invited members to a meeting with the Police and Crime Commissioner to be held on 25 March 2013.

During the course of the debate the following points were raised:

- Opening hours for the stations in West Somerset were being reviewed and the Inspector was not aware of any closure plans for the station in Minehead.
- The Inspector noted the request that the custody suites in Minehead remain open.
- Cybercrime was to be tackled by a new initiative 'action fraud', training was being rolled out.
- The Inspector confirmed that he would provide figures regarding anti-social behavior prior to the last 18 months, after the meeting.
- The Inspector was keen to set up an Independent Advisory Group made up of members from the community to act as a critical friend and who would scrutinise police procedures.

The Chairman and Committee congratulated and thanked the Inspector on behalf of the community for their work in being awarded the Ray Robinson award.

The Community Safety Officer reported that each district council had a statutory duty to scrutinise the community partnership and this committee was therefore were fulfilling this duty on behalf of the authority. He proceeded to report on the following:

- A report would be presented to a future meeting of full Council regarding a designated public place order seeking to extend the areas.
- Work to progress CCTV for Watchet was ongoing.
- Two cameras for Minehead Harbour would be available in the future; one of them was likely to be a webcam which could be self-financed through advertising.
- He confirmed that a mobile CCTV trial for fly-tipping had been undertaken. The Somerset Waste Partnership board had made available funding to address the connected rise in fly-tipping. The Community Safety Officer was the lead in the countywide project and it was believed that there was a correlation in using the mobile CCTV and the resulting increased sanctions.
- The County Community Safety Partnership which had been in place for 18 months, the Family Focus Project and the Probation Service.
- There were changes to the delivery of services regarding domestic abuse. The Domestic Abuse Forum had reconvened and he Chaired the Hate Crime Forum.

RESOLVED that the Community Safety report be noted.

SC118 Car Parking Services – Proposed Agency Agreement for Car Parks

(Report No. WSC 48/14, circulated with the Agenda).

The purpose of the report was to seek authority to enter into an agency agreement whereby Somerset County Council would provide enforcement and some of the management services for West Somerset Council (WSC) car parks.

The Assistant Director Operational Delivery presented the report. The proposed agreement was a WSC project and was not associated with Taunton Deane Borough Council. Therefore WSC would reap the benefits; the savings were estimated at approximately £35,000 per annum. This agreement would address the current resilience issues of the service and would enable the council to buy hours of enforcement.

In response to questions the Assistant Director advised that the report before Committee was different to the report presented to this Committee two years previously. He confirmed that once a proposal from NSL had been received it would go out to consultation for one month. The car parks and pricing structure would remain the responsibility of WSC along with the management and maintenance of its associated assets. Further, he was confident that relevant staff would be successfully transferred under Transfer of Undertakings (Protection of Employment) Regulations arrangements.

The Lead Member advised that the reason for the fall in revenue was mainly due to the poor resilience of the service whereby the service had been unable to operate to full capacity.

RESOLVED (1) that the business case for entering an agency agreement with Somerset County Council, be noted;

RESOLVED (2) that some functions carried out by West Somerset Council staff would transfer and that the Transfer of Undertakings (Protection of Employment) Regulations would apply to relevant staff, be noted;

RESOLVED (3) that the Scrutiny Committee recommend that Cabinet authorise the Chief Executive to enter into an agency agreement for parking enforcement and management services with Somerset County Council.

Note: With the agreement of the Chairman this item was brought forward on the Agenda.

SC119 Capital Strategy and Programme 2014-15

(Report No. WSC 46/14, circulated with the Agenda).

The purpose of the report was to seek the views of the Scrutiny Committee on the temporary interim strategy used to influence the drafting of the capital programme for 2014/15 and the subsequent results.

The Assistant Director Resources presented the report and highlighted the capital bids listed in table 1 of the report, attached to the agenda.

In response to concerns raised regarding the cost of street cleaning vehicles the Assistant Director Operational Delivery advised that the road sweeper was currently out of action. On the whole the vehicles tended not to last longer than 5 years due to the nature of the work. The council had spent more than double the money trying to maintain it and it was therefore decided not to spend any more on the maintenance.

During the course of the debate the following points were raised:

- The need to look very carefully at all aspects of street sweeping.
- The interest rate of the six month loan would be relatively low at 0.4%. Interest on the previous loan had been at 1.1%.
- Concern about how the council would finance essential capital bids for the future. In response the Assistant Director Resources advised that the council would need to identify what the need was and how finances could be raised in the most effective way. The Council still had some significant sales in the pipeline.
- Disposal of assets had taken longer than originally expected in order for negotiations to broker a better deal.

Members requested that their concerns regarding the possible issues associated should the Council borrow to meet its future capital obligations, be referred to full Council.

RESOLVED that the comments of the Scrutiny Committee, above, on the temporary interim strategy used to draft the capital programme for 2014/15, be referred to Council for consideration on 26 March 2014.

The Chairmen left the meeting at this point, whereby the Vice Chairman took the Chair.

SC120 Section106/Planning Obligations Review – Update on Recommendations

(Report No. WSC 50/14, circulated with the Agenda).

The purpose of the report was to provide Members with an update on the progress made in responding to the recommendations arising from Scrutiny review of the Section 106 and Planning Obligations review.

The Scrutiny and Performance Officer presented the report advising that good progress had been made regarding the implementation of recommendations. There were a few outstanding actions and they were going through the process of being implemented.

Members expressed their disappointment that relevant Members/staff were not present at the Committee to answer detailed technical questions regarding the recommendations contained in Appendix A, to the report.

RESOLVED that this item be brought back to the Scrutiny Committee meeting scheduled for 14 April 2014 and that the Committee compile a list of questions prior to the meeting.

SC121 Minehead Events Plan

(Report No. WSC 49/14, circulated with the Agenda).

The purpose of the report was to provide Members with an update on the progress of delivering the Minehead Events Programme during 2013 looking forward to 2014.

The Lead Member for Regeneration and Economic Growth presented the report and advised that it was important to keep working to improve the delivery of the events programme. The Minehead Visioning Group (MVG) were committed to not repeating the same challenges as set out in the report.

During the course of the debate the following points were raised:

- A request to see a breakdown of income and expenditure for each event.
- The number of different organisations involved with the calendar of major Minehead events was quite an achievement.

The Economic Regeneration and Tourism Manager addressed concerns advising that every item of expenditure had been actioned for and set against each event. The accounts were shared with the Council's Principal Accountant who was satisfied with the clear and transparent figures. The accounts were provided to members of the events group including some district council councillors. The MVG were progressing as expected and were on target regarding the business plan. With support from staff the MVG were working on

developing some really good 4/5 key events that other people may want to take on in the future.

Councillor P N Grierson reported that the implementation of the events programme had highlighted issues. The programme was reviewed at the end of November at a meeting of the Lead Member, the Treasurer for Minehead Development Trust and himself. A new sub group of the MVG was formed to take responsibility for the 'back office' functions including providing a breakdown of accounts for every event and reporting back to the visioning group. The MVG were still learning and with the support of officers and input of the Lead Member they continued to work in order to improve on the following year. He confirmed that he was happy with the accounts.

Councillor M J Chilcott believed that some very good work had been undertaken. She was comfortable that the reporting line had been strengthened, and confident that the challenges would be overcome.

The Economic Regeneration and Tourism Manager confirmed that she would forward a copy of the accounts to Councillor M O A Dewdney after the meeting.

RESOLVED that the process and progress made in delivering the programme, be noted.

Note: With the agreement of the Chairman this item was put back on the Agenda.

The meeting closed at 6.20 pm.

MEETING: CABINET

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DATE: 2 APRIL 2014

NOTES OF KEY DECISIONS

Note: The details given below are for information and internal use only and are not the formal record of the meeting

AGENDA ITEM	DECISION	CONTACT LEAD OFFICER
Forward Plan (Agenda Item 5)	Agreed that the latest Forward Plan published 21 March 2014 be approved.	Assistant Chief Executive
Cabinet Action Plan (Agenda Item 6)	Agreed that CAB89 – Tobacco Declaration be carried forward.	Assistant Chief Executive
Consideration of nominations received under the Community Right to Bid Legislation (Agenda Item 7)	Agreed that the nominations [ACV028] for Dulverton First School and [ACV029] for Dulverton Middle School received 23 February 2014 be accepted as Assets of Community Value.	Community Liaison and Climate Change Manager
Volunteer Policy (Agenda Item 8)	Agreed that it be recommended to Council to accept the Volunteer Policy, as amended.	Community Liaison and Climate Change Manager
Request for Allocation of Planning Obligations Funding (Agenda Item 9)	Agreed (1) that the allocation of £24,995 to the Watchet outdoor gym project be agreed. Agreed (2) that the allocation of £500 from the Community Outreach Workers budget (Hinkley) to deliver a community learning project be agreed.	Assistant Director – Business Development
Car Park Services Proposed Agency Agreement (Agenda Item 10)	Agreed (1) that the business case for entering an agency agreement with Somerset County Council be noted. Agreed (2) that it be noted that some functions carried out by West Somerset Council staff would transfer and that the Transfer of Undertakings (Protection of Employment) Regulations would apply to the relevant staff. Agreed (3) that the Chief Executive be authorised to enter into an agency agreement for parking enforcement and management services with Somerset County Council.	Assistant Director – Operational Delivery
Hinkley Point C – Project Update (Agenda Item 11)	Agreed that the updates and the content of the report be noted.	New Nuclear Programme Manager
Corporate Plan for 2014-16 (Agenda Item 12)	Agreed that it be recommended to Council to approve the West Somerset Corporate Plan 2014-16, as amended.	Efficiencies and Performance Manager

For a record of the reasons for the decision; details of any alternative options considered and rejected by the decision-making body at the meeting at which the decision was made; a record of any conflict of interest relating to the matter decided which is declared by any member of the decision-making body which made the decision; and in respect of any declared conflict of interest, a note of dispensation granted by the relevant local authority's head of paid service, please use the attached link below, to the Council's website where the minutes and relevant reports can be viewed:

<http://www.westsomersetonline.gov.uk/Council---Democracy/Council-Meetings/Cabinet-Meetings/Cabinet---2-April-2014.aspx>

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Date: 3 April 2014

Weekly version of Forward Plan¹¹ published on 21 March 2014

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
FP/14/5/01 23/05/2013	7 May 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/14/5/02 4/07/2013	7 May 2014 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245
FP/14/6/01 23/05/2013	4 June 2014	Title: Cabinet Appointments on Outside Bodies Decision: to appoint representatives to serve on outside bodies for the period to the Annual Meeting in 2014 (except where specific periods are stated).		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/14/6/02 23/05/2013	4 June 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve community listing		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
FP/14/6/03 4/07/2013	4 June 2014 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245
FP/14/7/01 23/05/2013	2 July 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held – Quarter 1 Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position.		No exempt / confidential information anticipated	Ian Timms, Assistant Director Business Development 01984 635271
FP/14/7/02 23/05/2013	2 July 2014 By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: Corporate Performance & Budget Monitoring Report 2013-14 – Quarter 4 Decision: to provide Members with an update on progress in delivering corporate priorities, performance of council services including budgetary information and customer satisfaction.		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/14/7/03 23/05/2013	2 July 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Review of Financial Regulations [FR2] Decision: to offer comment on the Financial Regulations.		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
FP/14/7/04 23/05/2013	2 July 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Medium Term Financial Plan Update Decision: to present the updated Medium Term Financial Plan.		No exempt / confidential information anticipated	Shirlene Adam, Section 151 Officer 01984 635259
FP/14/7/05 23/05/2013	2 July 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve community listing		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/14/7/06 4/07/2013	2 July 2014 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245

Note (1) – Items in bold type are regular cyclical items.

Note (2) – All Consultation Implications are referred to in individual reports.

The Cabinet comprises the following: Councillors T Taylor, K V Kravis, K M Mills, C Morgan S J Pugsley, A H Trollope-Bellew, K H Turner and D J Westcott.

The Scrutiny Committee comprises: Councillors K J Ross, R Lillis, M J Chilcott, M O A Dewdney, G S Dowding, J Freeman, P N Grierson, B Heywood and P H Murphy.

SCRUTINY COMMITTEE – WORKPLAN – 2013/14 – 2014/15

2014 17 March	14 April	16 June	21 July	18 August	15 September	20 October	17 November	15 December	2015 19 January	16 February
Notes of key Cabinet Decisions/Action Points	Notes of key Cabinet Decisions/Action Points	Notes of key Cabinet Decisions/Action Points	Notes of key Cabinet Decisions/Action Points	Notes of key Cabinet Decisions/Action Points	Notes of key Cabinet Decisions/Action Points	Notes of key Cabinet Decisions/Action Points	Notes of key Cabinet Decisions/Action Points	Notes of key Cabinet Decisions/Action Points	Notes of key Cabinet Decisions/Action Points	Notes of key Cabinet Decisions/Action Points
Cabinet Forward Plan	Cabinet Forward Plan	Cabinet Forward Plan	Cabinet Forward Plan	Cabinet Forward Plan	Cabinet Forward Plan	Cabinet Forward Plan	Cabinet Forward Plan	Cabinet Forward Plan	Cabinet Forward Plan	Cabinet Forward Plan
Scrutiny Committee Workplan Review	Scrutiny Committee Workplan Review	Scrutiny Committee Workplan Review	Scrutiny Committee Workplan Review	Scrutiny Committee Workplan Review	Scrutiny Committee Workplan Review	Scrutiny Committee Workplan Review	Scrutiny Committee Workplan Review	Scrutiny Committee Workplan Review	Scrutiny Committee Workplan Review	Scrutiny Committee Workplan Review
Community Safety – Report from the Local Inspector and Community Safety Officer on Local Police Issues	Update from Minehead Visioning Manager		Corporate Performance – Quarter 4 2013/14	Corporate Performance – Quarter 1 2014/15			Corporate Performance – Quarter 2 2014/15		Financial Standing and MTFP 2015/16 – 2017/18	Corporate Performance – Quarter 3 2014/15
Update Report Minehead Events Group	Shared Services Business Case – Building Control Report – (see note below)		Financial Monitoring – Outturn Report 2013/14	Financial Monitoring – Quarter 1 2014/15			Financial Monitoring – Quarter 2 2014/15		Service Plans – 2015-2016	Financial Monitoring – Quarter 3 2014/15
Car Park Services Proposed Agency Agreement	Update on Family Focus Project									
Capital Programme 2014-15	Minehead Minor Injuries Unit									
Section 106 & Planning Obs Review – Report on progress to implement recommendations	Section 106 & Planning Obs Review – Report on progress to implement recommendations									
	Joint Management & Shared Services – ICT Spend									

Building Control Business Case – Work with the Business Case is still progressing therefore this report will be brought to a future meeting of the Scrutiny Committee.

Report Number: WSC 77/14¹⁷

Presented by: Simon Lewis – Assistant Director for Housing and Community Development

Author of the Report: Mark Leeman

Contact Details:

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Report to a Meeting of: Scrutiny Committee

To be Held on: 14th April 2014

Date Entered on Executive Forward Plan Or Agreement for Urgency Granted:

FAMILY FOCUS IN WEST SOMERSET & TAUNTON DEANE – PROGRESS REPORT

1. PURPOSE OF REPORT

1.1 To update Scrutiny committee on the delivery of the Family Focus Project

2. CONTRIBUTION TO CORPORATE PRIORITIES

2.1 No links identified to the corporate priorities

3. RECOMMENDATIONS

3.1 Scrutiny Committee note the contents of the report

4. RISK ASSESSMENT (IF APPLICABLE)

4.1 There are many risks and issues associated with this complex / multi-agency project. I have listed a few below. A more detailed 'risk and issue register' can be provided on request.

Risk Matrix

Description	Likelihood	Impact	Overall
Children Centre Review (streamlining management), development of Early Help Hubs and impact upon supervision capacity	2	4	8
<i>Working with Early Help Commissioner to ensure that necessary supervision is provided as part of Early Help proposals</i>			
Family Support Workers (FSW) may seek alternative employment as we get nearer to March 2015	4	4	16
<i>Early Help Commissioner currently developing a Business Continuity Plan / ring-fence success money for the continuation of the project</i>			

Some families may need (and not receive) low-level support following case closure	4	4	16
<i>Currently developing a protocol on case closure / exit strategy</i>			
Families may not receive the emotional / mental health support that they need <i>Partnership working to try and influence the delivery of necessary support</i>	4	4	16

The scoring of the risks identified in the above table has been based on the scoring matrix. Each risk has been assessed and scored both before the mitigation measures have been actioned and after they have.

5. **BACKGROUND INFORMATION**

5.1 The Policy Advisory Group has received three updates on the project: 4th October 2012, 26th March 2013 and 25th February 2014. Scrutiny Committee received an update on May 20th 2013.

Family Focus is the Somerset name for the national 'Troubled Families' initiative which was launched in 2011 after the London riots.

Family Focus seeks to work with the most troubled families within our local community. To qualify, a family must demonstrate at least three of the following four criteria:

- Education – absenteeism / exclusion
- Anti-social behaviour or youth related crime
- At least one person in house receiving out of work benefits
- Local discretion – various including living in Halcon or Priorswood, mental health, domestic violence, high cost to the public sector etc

In addition, a family must contain at least one child (0-18 years). Finally, the family must not be too high risk i.e. particularly violent or be the focus of Children Social Care for Child Protection matters. In such circumstances it is appropriate for the statutory powers to take the lead.

Qualifying criteria is detailed at Appendix A

Locally we have a combined project across West Somerset and Taunton Deane. The Government have asked us to work with the following numbers of families by April 2015:

West Somerset: 80
Taunton Deane: 182

Total: 262

Project Management

A. Governance

Somerset County Council is the responsible authority for Family Focus. SCC has commissioned each district to deliver Family Focus. There are variations in delivery within each district, except for West Somerset and Taunton Deane which is a combined project with the same delivery model.

Governance and delivery are represented diagrammatically at Appendix B. Each district project reports to the Family Focus Board that is chaired by SCC Chief Executive Officer. It

is the Family Focus Board that sets the strategic direction for Family Focus and which holds each district project to account. At the local level we have a 'Strategic Group' that meets every two months to scrutinise and challenge the delivery of Family Focus across West Somerset and Taunton Deane.

B. Budget

The budget for Family Focus is provided by Central Government, and is based on numbers of families attached and levels of success across a three year period (2012/13 to 2014/15). As we move further in to the project, the funding received for 'success' is worth significantly more than family 'attachment' (the reverse being true at the start of the project).

We have so far received £500k (approx) through family attachment. We are due to shortly receive additional £60k (approx) attachment money. We are also due to receive £140k (approx) 'success money' for progress made with hitting targets relating to reductions in anti social behaviour and improved school attendance. We expect to receive further success money throughout the course of 2014/early part of 2015.

The budget is currently used to employ staff and to provide a range of 'incentives' to encourage families to engage with the project.

Presently we have committed approximately £400k. This leaves £250k to invest in the continuation of the project beyond 2015 and to work with partners to develop projects and initiatives to support Family Focus. This could include investing in projects that will help close some of the gaps in service provision (see the section below entitled 'multi-agency working / gaps in service provision').

C. Resources

As of March 2014 the project has the following resources:

- Family Support Workers (FSW) x 8 FTE*
- Project Manager x 1 (four days per week)
- Administrative Officer x 1 FTE

*6 FSWs commenced work in July 2013. 2 commenced during March 2014

In addition, there is the following direct support:

- SCC Children Centre Cluster Managers x 2 – providing day-to-day support to the FSWs
- TDBC Project Officer x 0.5 FTE
- Other agencies (e.g. Parent and Family Support Advisors (PFSAs)) that provide some staff to act as the Key Worker for some families

Reporting & Performance Monitoring

The project is currently divided into ten separate work components. These are measured on a RAG (red, Amber, Green) status within a 'dashboard' that is reported every two months to the 'Strategic Group. The latest dashboard is attached at Appendix C.

Progress

A. Children Centres – Delivering Family Focus

The FSWs are based at Children Centres:

- Williton: 2 FSWs covering Minehead, Williton and Watchet

- Acorns (Halcon): 2 FSW with primary focus on the Halcon Estate
- Hillside (Priorswood): 2 FSW with primary focus on Priorswood and other areas of Taunton
- Wellington: 2 FSW covering Wellington, Wiveliscombe and Bishops Lydeard

FSWs have become truly integrated within Children Centres and are strongly valued by all practitioners that interact with these facilities. This includes Family Support, Health, Children Social Care, Parent and Family Support Advisors (PFSAs), Police and a range of voluntary sector services.

At Williton the FSWs have been making excellent connections with local schools and colleges, particularly Danesfield and West Somerset College. There are also strong connections with the West Somerset Ant-Social Behaviour Panel. These connections have assisted the process of identifying qualifying families and agreeing a multi-agency response to appropriate interventions.

At Acorns the FSWs are helping to complement the work of the Halcon One Team (HOT) by working with some of the more complex families on the estate. FSWs are regular attendees of HOT meetings that occur three times a week. As a result, there are very good working relationships between the FSWs, Police and Housing Estate officers. Dialogue about certain families enables the identification of the most appropriate support, whether Family Focus or other.

The project (within Taunton) has been focussed within Halcon during the past 12 months. During spring 2014 we expanded the project into Priorswood (Hillside Children Centre) and are now making effective links with delivery organisations within that locality. We have also increased our capacity Wellington and so have developed further dialogue/relationships with the Wellington Core Team and local schools.

B. Working with families

Since July 2013 we have provided the FSWs with a significant amount of training that includes the following:

- Safeguarding
- Assessment, observation and recording, including the CAF (Common Assessment Framework)
- De-escalation and assertiveness
- Domestic violence
- Mental Health (children and adolescents)
- Signs of safety

Each worker is now trained and has the potential to work with a case load of between 8 and 10 families where they act as the key contact. They are responsible for delivering the following:

- A dedicated worker, dedicated to the family
- Practical hands on support
- A persistent, assertive and challenging approach
- To consider the family as a whole – gathering the intelligence
- To provide / coordinate common purpose and agreed action

FSWs have made excellent progress. They have built good relationships with most families and delivered a range of successes (see 'Delivering Success' below).

The delivery process is explained diagrammatically at Appendix D. The diagram represents the process from the receipt of a referral (which can come from a range of agencies) to

case closure. The process includes multi-agency meetings; family assessments through CAF (Common Assessment Framework) or other mechanisms; working with the family to deliver actions; and monitoring.

A number of agencies have identified some limited capacity to enable staff to take on the role of key contact. These include some employed as the following: Parent Family Support Advisors (PFSAs), TDBC Community Development, PCSOs and Children Social Care. In such circumstances it is for the FSWs to provide support to the individuals acting in this role. The practicalities of these arrangements are discussed and agreed within 'Team Around the Family' meetings (multi-agency).

C. Identifying families

There are two ways to identify and attach families to Family Focus

Firstly, SCC undertakes a 'data trawl' of information provided by Police, Education Attendance, Youth Offending Team (YOT) and Department Work and Pensions (DWP). For those families that qualify, we hold multi-agency meetings to consider the data and identify an appropriate level of attachment:

Level 1: Family Focus provides the key worker and acts as the lead agency
 Level 2: Others act as the lead agency (e.g. YOT, Children Social Care, PFSAs etc) and can call on support from Family Focus

Secondly, we accept referrals from any agency. The referring agency is asked to obtain the family consent. The completed forms are then sent to the relevant Children Centre for checking to ensure eligibility. Most families identified by this route are 'Level 1' attachment

As of April 2014 we had the following number of attached families:

Taunton Deane
 Level 1: 60
 Level 2: 146
 206

West Somerset
 Level 1: 38
 Level 2: 47
 85

Total: 291

Government expects us to have 262 families attached to Family Focus by April 2015. We have exceeded this target.

We continue to work hard to encourage more referrals.

At current full capacity (8 FSWs) we can work with (as lead agency) approximately 75 families. The anticipated average time taken to work with a family is 6 to 9 months.

D. Delivering success

The definition of success is the reverse of attachment i.e. getting children back to school, reducing ASB and stopping crime and getting families back to work. We receive 'success' money from Central Government, up to a maximum of £800 per family (this amount could increase dependent on the number of families that achieve success).

We are achieving success and can evidence families where there have been reductions in ASB and real improvements in education attendance.

During February 2014 we submitted our first claim for successes against the ASB and education criteria.

West Somerset: 47 claims
Taunton Deane: 117 claims

These claims were accepted resulting in reward money totalling £144k (approx)

The Government target for success claims during February '14 was 30-40% of all families. We achieved a result of in excess of 60%.

In addition, we are keen to acknowledge and record 'soft success'. By this I mean those successes that are not recorded as hard facts for government statistics / funding purposes. This includes examples of how we have improved the confidence and motivation of individuals, how we have improved family or neighbour relationships, how individuals have engaged with the project to deliver significant change etc. This is critical for the long term sustainability of the project. We are working with Somerset County Council to develop a standardised evaluation tool (currently being piloted in Mendip District) that we hope will be available during the Summer.

Sam Fahey (Early Help Manager) will be attending Scrutiny Committee to explain how the West Somerset FSWs are working with families and the success they are achieving.

Getting families back to training / work

The DWP are responsible for delivering the ESF (European Social Fund) project that is aimed at encouraging individuals back in to training and work. Locally, St Loyes have been commissioned to deliver this. St Loyes have a number of dedicated workers that can work directly with families, and access other resources such as budget management training, assistance with mental health problems etc. We are encouraged to refer as many families as possible to St Loyes.

Until recently this was not working effectively, as the referral route and procedures were unclear. However, SCC has now commissioned Job Centre Plus (JCP) to provide the gateway to the ESF programme and other work related initiatives such as the DWP's Work Programme and the Work Academy (Somerset College). Arrangements have been in place for two months and we have now successfully referred 16 families to ESF across Somerset i.e. 16 families have been accepted to the project (the vast majority are within Taunton Deane/West Somerset). We are currently working to refer many more – we have built very good relations with JCP to aid this process. This is important for the family and for Family Focus, as it adds capacity to the project and brings 'success' money. We receive £100 for each successful referral to ESF.

In addition, we have helped two families find full-time employment. This is a significant achievement and brings a reward of £800 per family (claimable after six months of continuous employment).

Multi-agency working / Gaps in service provision

Multi-agency working is critical to the success of this project. Agencies are represented at all levels of governance. Key agency involvement has so far been provided by PFSAs, Police (e.g. Halcon One Team), ASB Panels, Turning Point, Youth Offending Team, Targeted Youth Support, Early Intervention, Child and Adolescent Mental Health Service (CAMHS), TDBC (Housing and Benefit Services), Somerset College, West Somerset

College, Danesfield School, DWP/JCP, RSPCA, Citizens Advice Bureau (CAB), Magna Housing, Knightstone Housing and many others.

Areas where more work is required (building relations, managing expectations and identifying referral routes) include some schools, adult mental health, domestic violence and probation (among others).

Having so many partners involved is challenging, but the rewards are obvious. Going forward we hope to identify successes and savings and so develop a sustainable model of family intervention.

Multi-agency working also enables us to identify key gaps in service provision. Within Taunton Deane we are currently trying to address gaps around Drug and Alcohol support, Domestic Violence and, in particular, support for adult mental health. We are currently exploring how we can use our budget to help close the gap in 'emotional health and wellbeing' support for those people (a majority of the families that we are working with) who do not meet the mental health thresholds provided by services such as Somerset Partnership and Adult Social Care. This can include mental health issues such as anger management, relationship management, tackling low-self esteem, lack of confidence etc. Providing support in these areas (through counselling, Cognitive Behaviour Therapy etc) could help to unlock many of the problems currently faced by families that are currently attached to the project.

Identified gaps in West Somerset include PPP (Positive Parenting Program) parenting courses (for teenagers), money management courses and activities for 'Dads and lads'. The issues around emotional / mental health described above are also equally applicable to West Somerset.

Another issue for the project is the identification / implementation of low-level support once the main work of the FSW is complete and the family needs to exit the programme. Some form of mentoring could be very beneficial to the family. We are currently exploring options.

We are now asking that any requests for funding to help close these gaps in service provision should be evidenced based and reported to the Strategic Group for approval.

6. FINANCIAL/RESOURCE IMPLICATIONS

- 6.1 There are no personnel at WSC that are directly involved with this project.

A key aim of the project is to review the way that services are operated and to identify more efficient ways of working with families. This will have some financial impacts (we hope positive) but this is not definable at the current time.

7. COMMENTS ON BEHALF OF SECTION 151 OFFICER

- 7.1 This project is delivered using funding from Central Govt and staff from (mainly) Somerset County Council and Taunton Deane Borough Council. As such, there are no direct financial implications identifiable at the present time

8. EQUALITY & DIVERSITY IMPLICATIONS

- 8.1 The project has been initiated by and is driven by Central Government. It seeks to address families who may have a range of issues related to Protected Characteristics. This is generally seen as a positive effect.

An Equalities Impact Assessment has not been done as no decision is being requested from councillors and this report is merely an update report. However the Equality Impact

Assessment has previously been done at the outset of the project (presented to TDBC). This is included for information in Appendix E.

9. CRIME AND DISORDER IMPLICATIONS

- 9.1 Anti-Social Behaviour reduction is a key indicator of success in dealing with families. There should also be greater understanding of the causes and impacts of such behaviour. The project works closely with the local police and the Anti-Social Behaviour Panel for West Somerset. The impacts of the project should be positive.

10. CONSULTATION IMPLICATIONS

- 10.1 As noted on page 2 of this report, this project has been debated at the Policy Advisory Group on three occasions. Key aspects of the project have been challenged and scrutinised. The PAG has recently given its support to the development and continuation of the project in its current format.

Going forward we continue to consult with a variety of agencies within the regular 'Team Around the Family' meetings. Also, we are working with SCC to develop an agreed method of receiving family input to the development of the project.

11. ASSET MANAGEMENT IMPLICATIONS

- 11.1 None associated with this report

12. ENVIRONMENTAL IMPACT IMPLICATIONS

- 12.1 None associated with this report

13. LEGAL IMPLICATIONS

- 13.1 The Council has recently signed an information sharing agreement with Somerset County Council and Taunton Deane Borough Council. This has been carefully worked through to ensure that the Council meets all of its requirements relating to Data Protection.

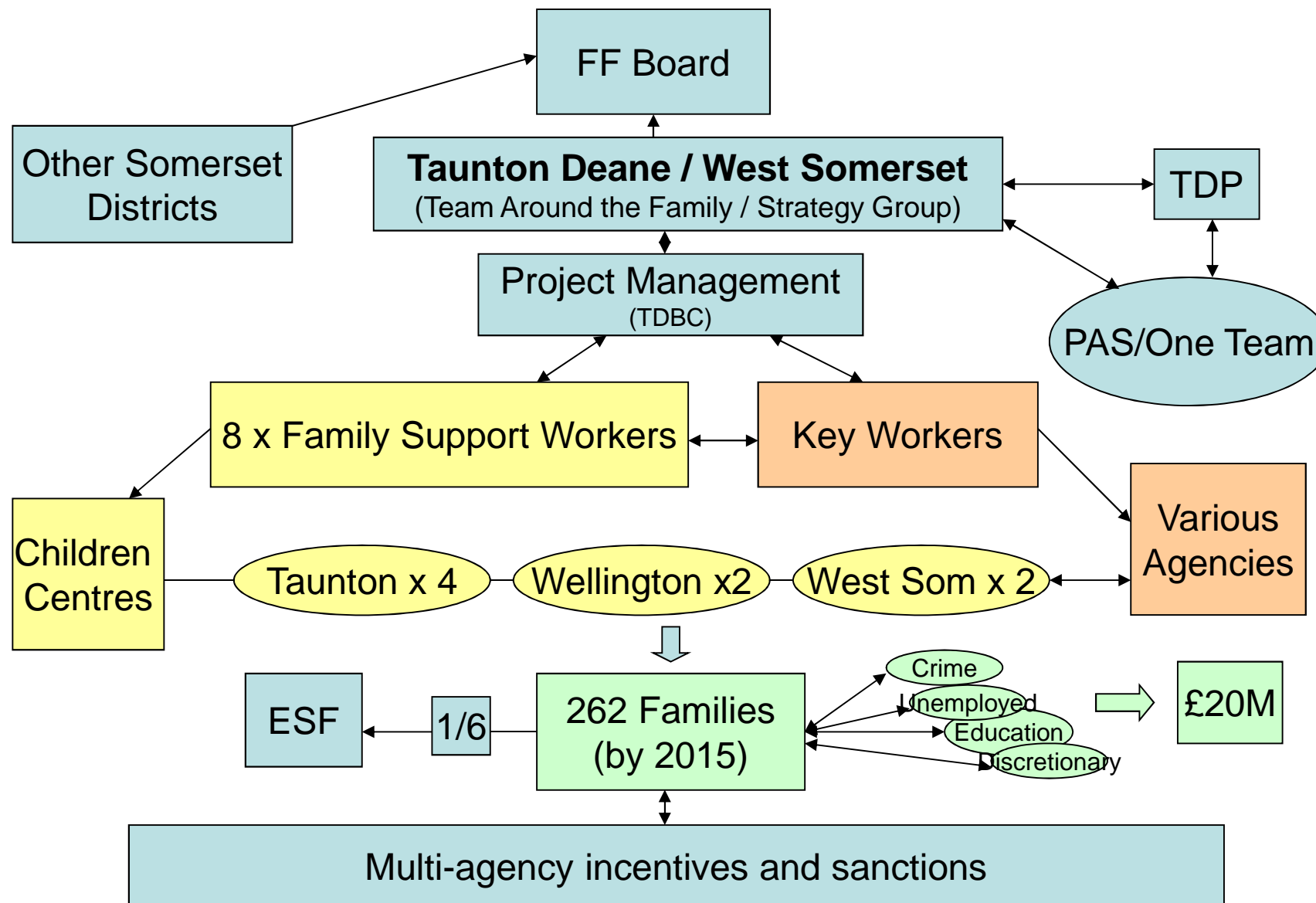
Family Focus Criteria Selection

– In order to qualify a family must meet 3 of the 4 criteria below (3 from Crime/ASB, Education, Worklessness and Local Discretion). If you suspect some are applicable but are not sure please make a note and this can be discussed at the Practitioners Meeting for the family.

Crime/ASB		
CA1	Household with 1 or more under 18-year-old with a proven offence in the last 12 months	
CA2	Family member subject to an Anti-Social Behaviour Contract within previous 12 months	
CA3	Family subject to an ASB intervention in the last 12 months (such as a notice of seeking possession on ASB grounds, a housing-related injunction, a demotion order, eviction from social housing on ASB grounds).	
CA4	Family member subject to an ASBO within previous 12 months.	
CA5	Evidence that a Registered Housing Provider has taken enforcement action / provided intervention related to ASB	
CA6	Referral from the Police that there is frequent ASB behaviour within the household.	
CA7	Police level 1 or 2 letters sent relating to ASB.	
CA8	Referral from the Police where there has been or is currently frequent police call outs to the address relating to crime or ASB.	
Education		
Ed1	Child subject to permanent exclusion	
Ed2	Child subject to 3+ fixed school exclusions across the last 3 consecutive terms	
Ed3	Child is in a Pupil Referral Unit or alternative provision because they have previously been excluded or for the purposes of improving their behaviour.	
Ed4	Child is not on a school roll	
Ed5	Child has had 15% unauthorised absences or more from school across the last 3 consecutive terms	
Ed6	Has been placed in specialist provision within a mainstream school for the purposes of improving behaviour which is comparable to the use of alternative provision	
Ed7	Evidence of a pattern of poor attendance that gives the Head Teacher an equivalent level of concern. Authorised absence may be taken into account where there is a comparable attendance problem masked by recording practices.	
Worklessness		
W 1	A household member in receipt of one of the following: Employment and Support Allowance, Incapacity Benefit, Carer's Allowance, Income Support and/or Jobseekers Allowance, Severe Disablement Allowance	
Local Discretion		
LD1	Deemed to be high cost to the public sector	
LD2	Failure to take up early years educational entitlements	
LD3	Referral from Children Social Care or Children's Centre where parent(s) are not coping and there are risks to the child's future development.	
LD4	Areas of high deprivation	
LD5	Domestic Violence	
LD6	Mental Health	
LD7	Rent or debt arrears	
LD8	Child in household in receipt of free school meals	
LD9	Substance misuse within household	
LD10	Young carer within household	
LD11	Teenage pregnancy within household	

– Please forward a copy of this to the Administrator along with the Referral form.

APPENDIX B: FAMILY FOCUS IN TAUNTON DEANE & WEST SOMERSET



Status of Project	Last Report	This Report
Overall Project	A	G
Phase Three: Implementation		
1. Family Attachment	G	G
2. Working with families / Building capacity	A	A
3. ESF / Work related referrals	G	G
4. Delivery - robust processes	A	A
5. Partnership Working	G	G
6. Monitoring and claiming for success	A	G
7. Communications/Engagement	A	A
8. Performance and risk management	G	G
9. Resources	G	G
10. Systems and process redesign	A	A

Key	
Red	Unsatisfactory progress – milestones & timescales not being met corrective action or re-plan required
Amber	Issues against some milestones but remedial action will keep project under control overall
Green	All milestones being met & project on target/completed

Key Accomplishments/Decisions Last Period
<ul style="list-style-type: none"> TD/West Somerset continues to exceed the Government target for the number of families attached. We now have 290 attached (target was 262 by March 2015). Received an additional £60k attachment PBR Two new family support workers commenced work on March 18th, based at Hillside Children Centre (Priorswood) Project activity has now extended in to the West Deane area. We have now begun to attach families in Wiveliscombe Obtained ongoing support from WSC Policy Advisory Group Significant amount of ASB/education claims submitted to CLG in February (117 for TD / 47 for WS) drawing down £144k approx of success money Family Focus Leaflets published for Practitioners and Families (and both are proving popular)

Key Activities/Decisions Next Period
<ul style="list-style-type: none"> Work to develop relationships and encourage referrals in Priorswood Refine and improve the incentive/sanctions strategy Develop a comprehensive Communications Plan Explore and quantify critical gaps in service provision (support

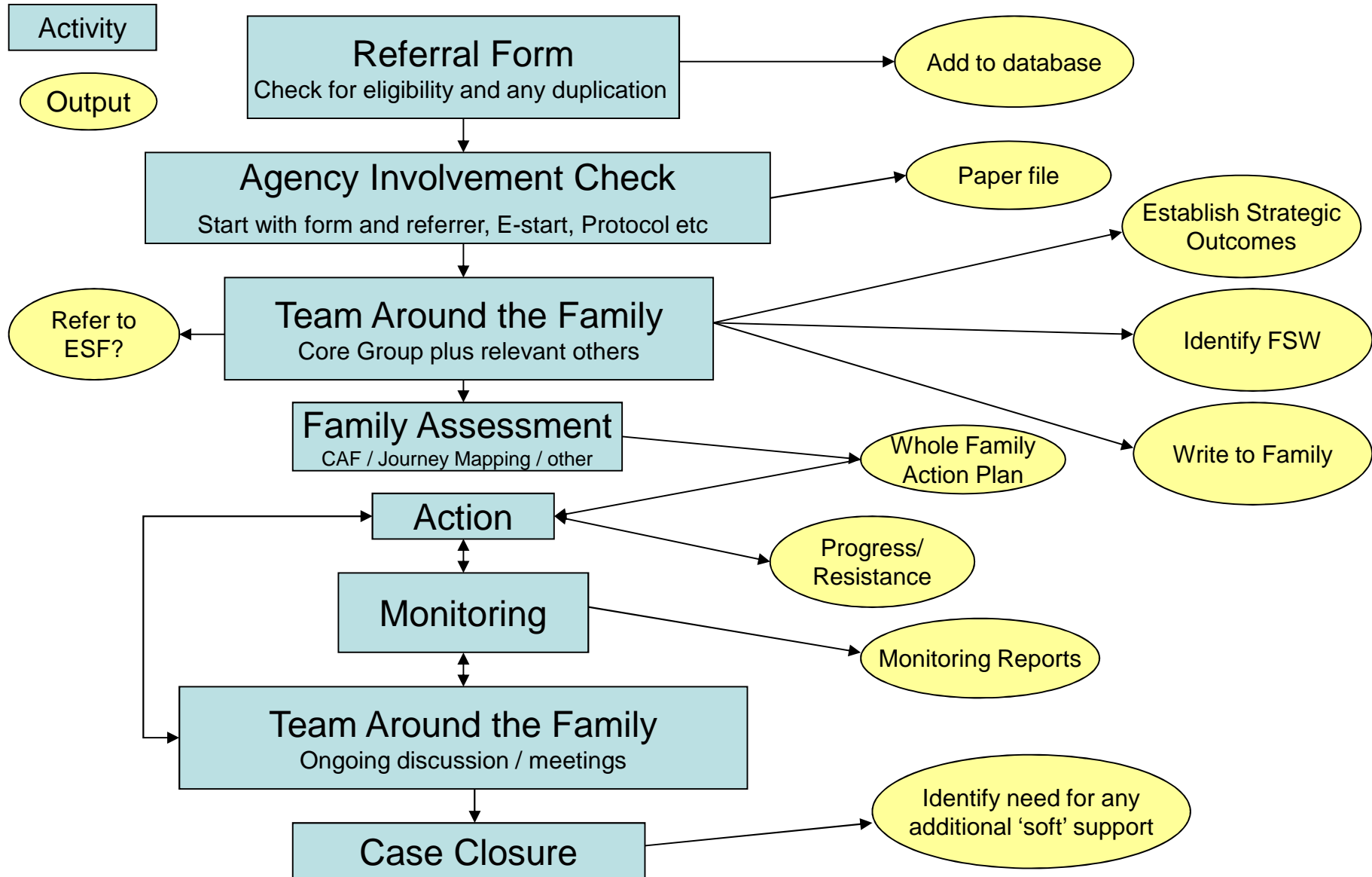
28	Key Activities/Decisions Next Period
	services) and explore ways of closing those gaps <ul style="list-style-type: none"> Continue to develop strong relationship with Somerset Direct Work with JCP/DWP on developing a 'referral pilot' at Minehead JCP Work with FSWs and key partners to encourage the completion of CAF in all qualifying cases Submit 'claims for success' in April claim window Continue to work with JCP link worker to refer families to ESF or other work / training programmes Attend Executive meeting at West Somerset Council Continue to work with SCC on development of Early Help Hubs for Taunton Deane and West Somerset Develop a family exit strategy Work with SWAP on audit (County-wide) to be completed by April '14 Agree a means of capturing and measuring 'soft success'

Key Issues or risks this period*	RAG
<ul style="list-style-type: none"> Risk: Children Centre Review (streamlining management), development of Early Help Hubs and impact upon supervision capacity 	A
<ul style="list-style-type: none"> Risk: FSWs may seek alternative employment as we get nearer to March 2015 	A
<ul style="list-style-type: none"> Issue: Lack of clarity on case closure / exit strategy 	A
<ul style="list-style-type: none"> Issue: Lack of engagement / involvement / capacity by 'low level' mental health services 	R
<ul style="list-style-type: none"> Issue: The project has no formal mechanism to measure 'soft' success 	R

*Please refer to the Risks and Issues Register (Jan 2014)

Recommendations and Requests for Decisions of Support
<ul style="list-style-type: none"> Continue to maximise PBR and ring-fence this to support continued employment of FSWs post March 2015
<ul style="list-style-type: none"> All partners to continue to identify staff that can act as Key Contacts with support from Family Focus
<ul style="list-style-type: none"> Work with Strategic Group, Halcon One Team / West Somerset to identify the current gaps in service provision (e.g. mental health) and to agree a mechanism to address this
<ul style="list-style-type: none"> Work with SCC to agree countywide approach to measuring 'soft' success

APPENDIX D: Team Around the Family (TD & West Som)



Appendix E

Equality Impact Assessment – Troubled Families Project

Responsible person	Simon Lewis	Job Title: Strategy and Performance Manager
Why are you completing the Equality Impact Assessment? (Please mark as appropriate)	Proposed new policy or service	Yes
	Change to Policy or Service	
	Budget/Financial decision – MTFP	
	Part of timetable	
What are you completing the Equality Impact Assessment on (which policy, service, MTFP proposal)	The Council is proposing to work in partnership with SCC and other agencies to work with troubled families, improve outcomes against government measures and make sustainable improvements to the way agencies interact.	
Section One – Scope of the assessment		
What are the main purposes/aims of the policy?	The aim is to tackle troubled families, addressing school absence, anti-social behaviour and unemployment. The longer term aims of the project and the main focus for our approach is to redesign services to have improved co-ordination and reduced complexity for the recipient, to provide sustainable benefits.	
Which protected groups are targeted by the policy?	The targeted troubled families are likely to fall within all of the protected groups but we have not yet identified the Troubled Families.	
What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used The information can be found on....	The targeted troubled families are likely to fall within all of the protected groups but we have not yet identified the Troubled Families. Once we have identified the families and started to work with them we will assess which protected groups they belong to and the impacts that the Troubled Families work will have.	

Section two – Conclusion drawn about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality	
Groups with protected characteristics are expected to benefit from the Troubled Families work – the aim of the project is to improve the lives of these families. There are no perceived negative outcomes of this work, except if the implementation is unsustainable and stops once government funding ceases. The TDBC approach is deliberately more focussed on longer term sustainable outcomes to avoid this.	
I have concluded that there is/should be:	
No major change - no adverse equality impact identified	No adverse impact identified at this stage. To be kept under review through life of project.
Adjust the policy	
Continue with the policy	
Stop and remove the policy	
Reasons and documentation to support conclusions The engagement activity with the affected groups will identify any impacts which are unforeseen by the project team at this time.	
Section four – Implementation – timescale for implementation	
The project is intended to be completed within 3 years of the formal approval of recommendations to build.	
Section Five – Sign off	
Responsible officer: Simon Lewis Date: 4 th September 2012	Management Team Date
Section six – Publication and monitoring	
Published on	
Next review date	Date logged on Covalent

Report Number: WSC 78/14
Presented by: Kim Batchelor
Author of the Report: Kim Batchelor-Efficiencies and Performance Manager
Contact Details:
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 Email: kbatchelor@westsomeset.gov.uk

Report to a Meeting of: Scrutiny Committee
To be Held on: 14th April 2014

*Date Entered on Executive Forward Plan
 Or Agreement for Urgency Granted:*

JOINT MANAGEMENT AND SHARED SERVICES ICT SPEND AND PROGRESS TO DATE

1. PURPOSE OF REPORT

This report is being presented following a request for information be brought to Scrutiny Committee regarding the spend relating to the Joint Management and Shared Services ICT between November 2013 and March 2014.

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 The Joint Management and Shared Services project is a key component of the Council's corporate priority of Local Democracy and its associated Objective 1 – *Local democracy and accountability remains within West Somerset by establishing a resilient operating model that is financially sustainable and delivers effective, efficient services.*

3. RECOMMENDATIONS

- 3.1 To note the report

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
Progress against Business Case cannot be evidenced. No mechanism for capturing costs and savings attributable to the project.	2	4	8
<i>Cost and savings monitoring mechanism in place. Performance measures and baselines confirmed.</i>			
Business Case/Forecast savings not delivered	2	4	8
<i>JPAG in place to oversee safe delivery of the business case.</i>			

The scoring of the risks identified in the above table has been based on the scoring matrix. Each risk has been assessed and scored both before the mitigation measures have been actioned and after they have.

5. **BACKGROUND INFORMATION**

This report covers the ICT spend to date regarding the Joint Management and Shared Services programme.

The report includes:

- An update on the delivery of the 2013/14 planned projects
- Details of the ICT spend to date since the approval of the Joint Management and Shared Services business case in Nov 2013.
- Details of the monitoring mechanisms in place regarding the ICT projects and spend associated with the Joint Management and Shared Services programme.

5.1 **Update on the delivery of the 2013/14 planned ICT projects**

An indicative ICT programme was included as Appendix I of the Joint Management and Shared Services business case. Following approval in November 2013, a more detailed project plan has been developed to progress the ICT work required to support delivery of the business case. This is a “living document” and changes as more information is gathered and our thinking is developed. Our focus for now is on joining the officer structures – accepting that some systems integration happens later. The status of progress against the projects is included in Appendix A

5.2 Since approval in Nov 2013, the focus has been on establishing the Joint Management Team, and ICT work has been undertaken to ensure they can work effectively in their new roles and laying the foundation for sharing staff and services going forward

The key focus for 2014 is to bring the two groups of staff into a single staffing structure and the ICT plan will need to be flexible to support this.

5.3 The ICT work undertaken to date for this has been:

- ICT hardware/capability for JMT to be able to work from both Deane House and West Somerset House. ie, access to current WIFI/VPN capability.
- Update TDBC & WSC’s websites to make available responsibilities and contacts details for JMT.

5.4 Work has also been progressing to establish secure communications between Deane House and West Somerset House and a trust domain between TDBC and WSC

- High speed secure communications line has been installed (by BT) between Deane House and West Somerset House.
- Trust domain between TDBC & WSC established, the installation and testing will be completed and due to go live on 15th April. Completion of the setting up of the trust domain will make all calendars available across both councils and provides the foundation for future work to support the transformation phase.

Additional work (to that identified in Business Case appendix I) completed:

- Respective contact details imported into TDBC & WSC's MS Outlook
- Options being considered and quotes sourced to align the access control systems used at West Somerset House and Deane House.

- 5.5 Also, the bringing together of the WSC & TDBC electoral services has been fast tracked to reassure the Electoral Commission that the service is prepared for the upcoming European Elections.

TDBC & WSC electoral services were initially on different ICT systems supporting electoral register and electoral management and work has been undertaken to align the ICT systems being used. WSC coordinated the work undertaken to enable this to happen.

Summary of the work undertaken to support this:

- eXpress system installed for TDBC
- Data and images migrated to the new system
- Electoral services staff set up to work from either West Somerset House (as their 'base') or Deane House.

- 5.6 Work also being planned:

- WiFi - Currently available throughout West Somerset House and limited areas at Deane House. Costs are being sourced for WiFi coverage at Deane House and a solution that will also enable better management of WiFi at both sites.
- Video conferencing - Provides video facilities between West Somerset House and Deane House to support meetings and events. Currently researching options eg. cloud based video conferencing solution.

- 5.7 The delay in progressing WiFi implementation has restricted flexibility within Deane House, this has not caused significant impact but the ability to utilise WiFi will be important as more staff work at both sites. The key timeline for this is that it will be in place in summer 2014 as we expand our joint management arrangements to tiers 4 and 5.

- 5.8 Having a single shared intranet will also become more important to provide as staff work closer together and the need to share information across both sites and organisations.

6.1 Summary of the ICT spend to date and since the approval of the JMASS business case in Nov 2013.

Indicative ICT costs against projects were included as Appendix I of the Joint Management and Shared Services Business Case. As referred to above (para 5.1) a more detailed project plan has subsequently been developed and spend is tracked against this.

6.2 Actual costs of the ICT projects as detailed in the project plan are tracked against the Indicative costs included in the approved Business case.

Any savings resulting from ICT projects are also documented and monitored.

6.3 Capital costs to-date:

- Communications link: £4,318
This is a 50/50 share between TDBC and WSC (ie. £2,159 each)
Indicative cost for this work was £5k.
- Setting up Trust Domain: £5,923
WSC's proportion of these costs were £3,929, to purchase a firewall and router. TDBC already had a router in place and £1,994 was the cost of purchasing a firewall.
Indicative cost for this work was £10k
- Business Consolidation – Aligning Electoral Services systems: £3,600
Indicative cost for this work was £60k and will include other works.

6.4 The Indicative timetable included in the Transformation Challenge Award (TCA) Bid and the Business Case reflected the expectation that the transformation bid would be successful and that any funding received would need to be spent during 2013/14 and 2014/15

6.5 The timescales for delivery of the ICT projects are determined by the need for the capability, functionality and efficiently it delivers together with the availability of financial and staff resource. This is continually under review as we progress the joining up of officer structures.

6.6 The initial focus of the project is to join the officer structures of the Councils to deliver “one team” providing officer support to the two democratic bodies. After this, the “transformation” journey will begin. The business case made no assumptions regarding this phase and the level of savings and change required here will be down to Members appetite for change. We will over the coming months be starting the early thinking on what this transformation phase will look like and will be able to share more with Members when this happens. Meantime we are continually reviewing our timescales on any IT changes to ensure we don't invest in changes now that may not fit with our eventual transformation outcome.

7.1 **Details of the monitoring mechanisms in place regarding the ICT projects and spend associated with the Joint Management and Shared Services project**

The Joint Partnership Advisory Group (JPAG) with membership drawn from TDBC and WSC members including the Leader from each authority. They receive a highlight report at each meeting enabling them to oversee the implementation of the approved business case. The highlight report presented to JPAG shows headlines of the work undertaken, a forecast of work planned and raises issues for note. The areas covered by the highlight report include ICT. JPAG will also receive quarterly financial update of savings & costs.

7.2 Financial tracking against the indicative costs

- ICT work stream project plan in place and progress is monitored against this and used as the basis for the highlight reports presented to the Joint Partnership Advisory Group
- Weekly update meetings are held and attended by:
 - Kim Batchelor – WSC Project lead & ICT workstream lead
 - Fiona Kirkham - ICT Strategy manager/TDBC
 - Karen Penfold – ICT manager/WSC

Attends as appropriate:

- Richard Sealy – Assistant Director/Corporate Services
- Paul Harding – TDBC Project lead

8.1 **In Conclusion:**

- The ICT work identified to support the Joint Management and Shared Services project is in progress and key changes are being delivered
- The priority for the Joint Management and Shared Services project during 2014 is bringing the two sets of staff together and ICT needs to be flexible to support this.
- Comprehensive procedures are in place to monitor progress and this is supported by the Project governance in place.
- ICT costs are being closely monitored and to date, actual costs are within the indicative costs included in the business case.

9. FINANCIAL/RESOURCE IMPLICATIONS

- 9.1 ICT spend is monitored regularly and are compared to the costs within the original business case. Appropriate costs are then apportioned between the two Councils using the agreed percentage formulas and recharged accordingly.

10. COMMENTS ON BEHALF OF SECTION 151 OFFICER

- 10.1 Investment in ICT infrastructure is clearly an important step in delivering the joint management and shared services arrangements for West Somerset and Taunton Deane councils. As referred above, investment is planned taking into account the priorities in the Business Case and also with consideration of future potential transformation requirements. Robust planning and monitoring arrangements are in place to allocate resources and track spending against plans.

11. EQUALITY & DIVERSITY IMPLICATIONS

Members need to demonstrate that they have consciously thought about the three aims of the Public Sector Equality Duty as part of the decision making process.

The three aims the authority **must** have due regard for:

- Eliminate discrimination, harassment, victimisation
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

12. CRIME AND DISORDER IMPLICATIONS

- 12.1 Any implications will be considered as appropriate

13. CONSULTATION IMPLICATIONS

- 13.1 Any implications will be considered as appropriate

14. ASSET MANAGEMENT IMPLICATIONS

- 14.1 Any implications will be considered as appropriate

15. ENVIRONMENTAL IMPACT IMPLICATIONS

15. Any implications will be considered as appropriate

16. LEGAL IMPLICATIONS

- 16.1 Any implications will be considered as appropriate

	Indicative START	Actual Updated Mar '14		2014												2015			Progress			
		START	FINISH	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec	Jan		Feb	Mar	
Communications Link	13/14-Qtr 2	Nov-13	Mar-14	■	■	■	■	■														
Link commissioned			3rd Mar					◆														
Domain Consolidation	13/14-Qtr 2	Feb-14	Jun-14				■	■	■	■	■											
Single security domain in place			19th Jun								◆											
Shared domain live			24th Jun									◆										
Register domain name			24th Jan			◆																
Desktop Alignment	13/14-Qtr 2	Jun-14	Sept-14								■	■	■	■								
Desktop alignment complete			15th Sept											◆								
TDBC WiFi	13/14-Qtr 2	Nov-13	Jun-14	■	■	■	■	■	■	■	■											
WiFi System live			25th Jun									◆										
VOIP Telephone System	13/14-Qtr 2	Apr-14	Jul-14						■	■	■	■										
VOIP System Live			31st Jul									◆										
Video Conferencing	13/14-Qtr 2	Apr-14	Jun-14						■	■	■	■										
Video Conferencing live			19th Jun									◆										
Email / Calendaring	13/14-Qtr 3	Feb-14	Aug-14				■	■	■	■	■	■	■									
Trust Relationship		Trust Relationship Set up	Dec-13	Apr-14			■	■	■	■												
				15th Apr						◆												
Contact Info. on Exchange		Single email / calendaring	Jan-14	Mar-14			■	■	■													
			5th Aug										◆									
Single Intranet - SharePoint 2013	13/14-Qtr 3	May-14	Sep-14							■	■	■	■	■								
Single Intranet			30th Sept											◆								
Members Portal	13/14-Qtr 3	Jul-14	Nov-14									■	■	■	■	■						
Members Portal Live			6th Nov														◆					
Follow Me Printing	13/14-Qtr 4	Oct-14	Dec-14												■	■	■					
Follow Me Printing Live			29th Dec															◆				

	Indicative Start	START	FINISH	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
Web Portal	13/14-Qtr 4	Jul-14	Dec-14									■	■	■	■	■	■					R
Remote / Home Working	13/14-Qtr 4	Apr-14	Jul-14						■	■	■	■										A
Document Mgmt / Workflow		Jul-14	Mar-15									■	■	■	■	■	■	■	■	■	■	R
Channel Shift		Apr-15	Sep-15																			R
Drop In Services	13/14-Qtr 4	Apr-15	Jun-15																			R
Business Consolidation	13/14-Qtr 4	Jan-14	May-14			■	■	■	■	■												R
Electoral Register		Jan-14	Apr-14			■	■	■	■	◆												G
Legal Services		Jan-14	May-14			■	■	■	■	■												G
Collaboration Tools		Oct-14	Dec-14												■	■	■					
Centralised Print / Dispatch		Jan-15	Feb-15															■	■			
Mobile / Field Working		Oct-14	Mar-15												■	■	■	■	■	■		
Enterprise Architecture		Oct-14	Mar-15												■	■	■	■	■	■		
ICT Service Alignment		Jan 14	Dec-14			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■		
ICT Policies		Jan 14	Jan-15			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■		
Enhanced Members Technology		Jul-15	Sep-15																			
Centralised Post Scanning		Apr-15	Jun-15																			
Property Gazetteer		Jul-14	Sep-14																			
Self Service Access Points		Oct-14	Dec-14																			
Open Data		Jul-16	Aug-16																			

KEY: Milestone - ◆
 Progress - ■ Red: Not Started ■ Amber: Preparation work underway ■ Green: Work underway

Report Number: WSC 50/14

Presented by: Sam Rawle, Scrutiny & Performance Officer

Author of the Report: Sam Rawle, Scrutiny & Performance Officer

Contact Details:

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Report to a Meeting of: Scrutiny

To be Held on: 14th April, 2014

Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: Not applicable

SECTION 106/PLANNING OBLIGATIONS REVIEW – UPDATE ON RECOMMENDATIONS

1. PURPOSE OF REPORT

1.1 The purpose of this report is to provide Members with an update on the progress made in responding to the recommendations arising from the Scrutiny review of the Section 106 & Planning Obligations process.

2. CONTRIBUTION TO CORPORATE PRIORITIES

2.1 There are no direct links to the Council’s existing corporate priorities.

3. RECOMMENDATIONS

3.1 Members note progress made on implementation of the recommendations.

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
Risk – The key risk is that adopted recommendations are not implemented and therefore weakening the key role of Scrutiny to drive improvement in services	(3)	(2)	(6)
<i>Mitigation</i> – The Scrutiny review process includes the monitoring of the implementation of recommendations and regular reporting back to the Scrutiny Committee.	(1)	(1)	(1)

The scoring of the risks identified in the above table has been based on the scoring matrix. Each risk has been assessed and scored both before and after the mitigation has been actioned.

5. **BACKGROUND INFORMATION**

- 5.1 This report sets out the progress made in responding to the recommendations arising from the Scrutiny review of the section 106 and planning obligations process.
- 5.2 Appendix A of this report sets out the scrutiny recommendation, Cabinet response and progress with regards to implementation of those recommendations adopted by Cabinet.

6. **FINANCIAL/RESOURCE IMPLICATIONS**

- 6.1 Details of any significant resource and financial implications linked to the Scrutiny recommendations will be referenced against the relevant recommendation within the table at Appendix 1.

7. **SECTION 151 OFFICER COMMENTS**

- 7.1 No comments received.

8. **EQUALITY & DIVERSITY IMPLICATIONS**

Members need to demonstrate that they have consciously thought about the three aims of the Public Sector Equality Duty as part of the decision making process.

*The three aims the authority **must** have due regard for:*

- *Eliminate discrimination, harassment, victimisation*
- *Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it*
- *Foster good relations between persons who share a relevant protected characteristic and persons who do not share it*

- 8.1 There are no direct implications associated with the recommendations in this report

9. **CRIME AND DISORDER IMPLICATIONS**

- 9.1 None directly in this report

10. **CONSULTATION IMPLICATIONS**

- 10.1 None directly in this report

11. **ASSET MANAGEMENT IMPLICATIONS**

- 11.1 None directly in this report

12. **ENVIRONMENTAL IMPACT IMPLICATIONS**

- 12.1 None directly in this report

13. **LEGAL IMPLICATIONS**

- 13.1 None directly in this report

Cabinet Response to Scrutiny Recommendations & Action Plan

Review of Section 106 Agreements and Planning Obligations

Submitted to Cabinet: 5th June, 2013

Scrutiny Recommendation	Cabinet Decision	Action arising from decision	Lead Officer(s)	Progress/Status
That relevant Ward Members and Parish/Town Councils be notified as soon as an application that is likely to require a Section 106 agreement is received to enable a review of priorities to be undertaken to inform negotiations accordingly.	<i>That relevant Ward Members and Parish/Town Councils be notified as soon as an application that is likely to require a Section 106 agreement is received to enable them to comment as part of their response to the planning application.</i>	All Ward Members are automatically notified via email with a link to the application documentation once it is registered. Heads of Terms or a draft S106 agreement are required before an application is registered and so Ward Members can access this information via the link alongside all of the other planning documents. The relevant Parish and Town Councils are formally consulted on the same information and can comment as part of their consultation response to the application. Planning Officers will take account of any comments and a refreshed list of priorities when they negotiate with developers and set out their position as part of their report to the Planning Committee.	Planning Officers	The automatic emails and consultations to Town and Parish Councils are in place therefore this recommendation has been completed.
That relevant Ward Members and Parish/Town Councils are notified on receipt of Section 106 monies as soon as is reasonably practicable.	Recommendation adopted	The Community Manager is informed of new Section 106 funds being paid to West Somerset Council. Subsequently, the parish/town council and ward member are notified and sent a report detailing the available funds	Angela Lamplough	The process has been implemented therefore this recommendation has been completed.
That officers ensure that the	<i>That officers ensure that the</i>	As above, consultation with Ward	Planning	Ongoing

<p>previous recommendations of the Scrutiny Committee relating to Ward Member consultation requiring that Ward Members and Parish/Town Councils, as key consultees, are involved in discussions, as appropriate to establish need prior to negotiations commencing, and be kept informed of progress, are followed.</p>	<p><i>previous recommendations of the Scrutiny Committee relating to Ward member consultation requiring that Ward Members and Parish/Town Councils, as key consultees, are involved in discussions, as appropriate to establish need, and be kept informed of progress, are followed.</i></p>	<p>Members and Town / Parish Councils are in place. Where further clarity and discussions are needed to match priorities with the development this will take place on a case by case basis.</p>	<p>Officers</p>	
<p>That a community profile be developed to ensure that priorities are justifiable and evidence based, with focus on those areas most likely to be affected by development.</p>	<p>Recommendation adopted</p>	<p>Profile for Minehead is in draft format and is with Andrew Goodchild at present. The plan is to further develop community profiles for other areas.</p>	<p>Angela Lamplough</p>	<p>On hold until new structures are in place and this work can be passed to and completed by the appropriate officers.</p>
<p>That the current application process be amended to the effect that Expression of Interest forms are withdrawn from the Council's website and provided on demand to ensure applicants are encouraged to discuss proposals with relevant Town and Parish Councils at an early stage.</p>	<p><i>That the current application process does include the Expression of Interest form to be published on the Council's website, with the wording and process to be determined by officers.</i></p>	<p>Additional wording has been added to the Expression of Interest Form to stress the need for applicants to discuss project proposals with the relevant parish/town council. The guidance notes also reiterate the need to discuss projects with the relevant parish/town council. The Expression of Interest Form is accessible on the Councils website at http://www.westsomersetonline.gov.uk/Planning---Building/Planning/Bidding--for-</p>	<p>Angela Lamplough</p>	<p>Completed.</p>

		Planning-Obligation-Funds		
That a robust and closely monitored process to collect Section 106 monies is followed to ensure that any outstanding monies are actively pursued.	Recommendation adopted	That Planning Officers, Building Control Officers and the Planning Enforcement Officer monitor developments (primarily 'starts' on site) and that any overdue payments are pursued	Planning Officers	Ongoing
That consideration be given to including supplementary information relating to Section 106 monies that are included in agreed planning applications before receipt of funds, as part of the regular financial information made available to Members.	That consideration be given to including available supplementary information relating to Section 106 monies that are included in agreed planning applications before receipt of funds, as part of the regular financial information made available to Members.	The Planning Obligations Group are considering a caveat to be used with the publication of any available supplementary information so that it is clear that Section 106 monies included in agreed planning applications will only materialise should the development come to fruition.	Angela Lamplough	In progress
That consideration is given to undertaking a review of the Supplementary Planning Document as soon as it is practically possible to ensure that it remains up to date and reflects current circumstances.	Recommendation adopted	Given the background context of the shared service arrangements it will be advisable to consider the West Somerset and Taunton Deane current approaches and decide whether there is a benefit from producing a single document.	Tim Burton	On hold until a new structure and responsibilities are established and in place.
That the current guidance notes relating to Section 106 funding are updated to reflect the changes in procedure following the agreed	Recommendation adopted	Guidance notes and relevant forms have been updated.	Angela Lamplough	Completed

recommendations of this review.				
That consideration be given to any observations reported to Scrutiny Committee by members of the Task & Finish Group following their attendance at the June meeting of Planning Obligations Group.	<i>That Scrutiny Committee are invited to submit any observations following the one-off attendance by members of the task and Finish Group at the June meeting of the Planning Obligations Group.</i>	Task & Finish Group Members attended the September meeting of the Planning Obligations Group. Following this meeting recommendations were submitted to the December meeting of Scrutiny Committee.		Completed
That the possibility of parish/town councils using Section 106 monies in neighbouring towns/parishes where its use could provide a benefit to the said parish/town, be investigated.	Recommendation adopted	As above, consultation with Ward Members and Town / Parish Councils is in place. Where further clarity and discussions are needed to match priorities with the development this will take place on a case by case basis. Where it is appropriate to consider a neighbouring Town / Parish Councils priorities where those priorities are: <ul style="list-style-type: none"> • Necessary to make the development acceptable in planning terms; • Directly related to the development; and • Fairly and reasonably related in scale and kind to the development This will be done on a case by case basis.	Planning Officers	Ongoing
Recommendations following attendance at Planning Obligations Group (POG)				

Submitted to Informal Cabinet 8 th January, 2014				
That when considering project applications and the allocation of funding, consideration be given to as wide a range of project applications as is appropriate within the scope of the Section 106 agreement and that the process be reviewed by the Scrutiny Committee, in approximately, 6 months' time.	Recommendation adopted	Additional checks are in place to ensure that this happens. All applications are assessed against a check list of required information.	Angela Lamplough	On-going
It is noted that the Portfolio Holder for Resources and Central Support attends the meeting as any subsequent reports are in their name. That consideration be given to the Shadow Portfolio Holder also attending on a similar basis to ensure political balance and obviate the potential for the perception of any undue influence on the process by any individual Member.	Recommendation adopted on the basis that substitutes would not be allowed should the Shadow Portfolio Holder not be available to attend.	Shadow Portfolio Holder has been invited to the next POG meeting.	Angela Lamplough	Ongoing quarterly meetings.

Report Number: WSC 75/14
Presented by: Sam Rawle
Author of the Report: Sam Rawle, Scrutiny & Performance Officer
Contact Details:
Tel. No. Direct Line 01984 635223
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Report to a Meeting of: SCRUTINY
To be Held on: 14 April 2014
Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: Not applicable

MEETING TIMETABLE 2014/15

1. PURPOSE OF REPORT

The purpose of this report is to provide Scrutiny Committee with the opportunity to consider the meeting timetable for 2014/15.

2. CONTRIBUTION TO CORPORATE PRIORITIES

The work of the Scrutiny Committee contributes towards the Local Democracy priority by providing local accountability and a critical friend challenge to Cabinet.

3. RECOMMENDATIONS

That the Scrutiny Committee take a view on the meeting start time and whether the meeting occurs on the second or third Monday of each month.

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
Not applicable			

The scoring of the risks identified in the above table has been based on the scoring matrix. Each risk has been assessed and scored both before and after the mitigation measures have been actioned.

5. **BACKGROUND INFORMATION**

- 5.1 It was agreed at the Full Council meeting on the 20th November, 2013 that the Scrutiny Committee meeting would commence at 2.00pm for the 2014/15 Municipal Year.
- 5.2 The meeting timetable was further discussed at Corporate PAG on the 18th March, 2014, and it was decided that Scrutiny Committee should take a view of the meeting start time and also whether the meeting should occur either the second or third Monday of each month.
- 5.3 The meeting timetable is attached as Appendix A with this report.

6. **FINANCIAL/RESOURCE IMPLICATIONS**

- 6.1 None in respect of this report.

7. **SECTION 151 OFFICER COMMENTS**

None received.

8. **EQUALITY & DIVERSITY IMPLICATIONS**

Members need to demonstrate that they have consciously thought about the three aims of the Public Sector Equality Duty as part of the decision making process.

The three aims the authority **must** have due regard for:

- Eliminate discrimination, harassment, victimisation
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

None in respect of this report.

9. **CRIME AND DISORDER IMPLICATIONS**

- 9.1 None in respect of this report

10. **CONSULTATION IMPLICATIONS**

None in respect of this report.

11. **ASSET MANAGEMENT IMPLICATIONS**

- 11.1 None in respect of this report.

12. **ENVIRONMENTAL IMPACT IMPLICATIONS**

None in respect of this report

13. **LEGAL IMPLICATIONS**

- 13.1 None in respect of this report.

	MAY (2014)	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY (2015)	FEBRUARY	MARCH	APRIL	MAY (2015)
MON					1								
TUES			1 ENPA Audit Committee 4.30 pm		2 ENPA Exmoor Area Panel 7.30 pm	ENPA		2 ENPA Audit Committee 4.30 pm					
WED			2 Cabinet 4.30 pm		3 Cabinet 4.30 pm	1 Cabinet 4.30 pm		3 Cabinet 4.30 pm				1 Cabinet 4.30 pm	
THUR	1		3		4	2 Housing PAG 2.30 pm		4 Planning Committee (P) 4.30 pm (Nov & Dec Meeting)	1 Bank Holiday			2	
FRI	2		4	1	5	3		5	2			3 Bank Holiday	1
SAT	3		5	2	6	4	1	6	3			4	2
SUN	4	1	6	3	7	5	2	7	4	1	1	5	3
MON	5 Bank Holiday	2	7	4	8	6	3	8	5	2	2 WWQ Area Panel 7.00 pm	6 Bank Holiday	4 Bank Holiday
TUES	6 ENPA	3 ENPA Community PAG 2.30 pm	8 Environment PAG 2.30 pm	5 ENPA	9 Local Development Panel 2.30 pm	7	4 ENPA Community PAG 2.30 pm Exmoor Area Panel 7.00 pm	9 Standards Advisory Committee 4.30 pm WWQ Area Panel 7.00 pm	6 ENPA Add - C PAG 2.30 pm	3 ENPA	3 ENPA Standards Advisory Committee 4.30 pm	7 ENPA	5 ENPA
WED	7 Cabinet 4.30 pm	4 Cabinet 4.30 pm	9	6 Cabinet 4.30 pm	10 Delete - C PAG 2.30 pm Minehead Area Panel 6.30 pm	8	5 Cabinet 4.30 pm	10 Delete - C PAG 2.30 pm Minehead Area Panel 6.30 pm	7 Cabinet 4.30 pm	4 Cabinet 4.30 pm	4 Cabinet 4.30 pm	8 Econ Dev & Tourism PAG 2.30 pm	6
THUR	8	5	10	7	11 Environment PAG 2.30 pm	9	6	11	8 Housing PAG 2.30 pm	5	5 Exmoor Area Panel 7.00 pm	9	7 Parliamentary, District & Parish Council Elections
FRI	9	6	11	8	12	10	7	12	9	6	6	10	8
SAT	10	7	12	9	13	11	8	13	10	7	7	11	9
SUN	11	8	13	10	14	12	9	14	11	8	8	13	10
MON	12 Informal Council 2.30 pm	9	14	11	15 Scrutiny Committee 2.00 pm	13 Dunster Area Panel 7.00 pm	10	15 Scrutiny Committee 2.00 pm	12	9	9	13 Dunster Area Panel 7.00 pm	11
TUES	13	10 WWQ Area Panel 7.00 pm	15	12 Delete - C PAG 2.30 pm	16 WWQ Area Panel 7.00 pm	14 Delete - C PAG 2.30 pm	11 Delete - C PAG 2.30 pm	16 Add - C PAG 2.30 pm	13 Delete - C PAG 2.30 pm	10	10 Licensing Committee 4.30 pm	14 Delete - C PAG 2.30 pm	12
WED	14 Annual Council 2.30 pm	11 Local Development Panel 2.30 pm Minehead AP 6.30pm	16 Delete - C PAG 2.30 pm	13	17 Add - Inf Cab 12.00 Council 4.30 pm	15 Econ Dev & Tourism PAG 2.30 pm	12 Environment PAG 2.30 pm	17 Add - Inf Cab 12.00 Council (P) 4.30 pm	14 Environment PAG 2.30 pm	11 Local Development Panel 2.30 pm	11 Environment PAG 2.30 pm Minehead Area Panel 6.30 pm	15 Add - Inf Cab 12.00 Add - Council 4.30 pm	13
THUR	15	12	17	14	18	16	13	18	15	12	12	16	14
FRI	16	13	18	15	19	17	14	19	16	13	13	17	15
SAT	17	14	19	16	20	18	15	20	17	14	14	18	16
SUN	18	15	20	17	21	19	16	21	18	15	15	19	17
MON	19	16 Scrutiny Committee 2.00 pm	21 Scrutiny Committee 2.00 pm	18 Scrutiny Committee 2.00 pm	22 Audit Committee 4.30 pm	20 Scrutiny Committee 2.00 pm	17 Scrutiny Committee 2.00 pm	22	19 Scrutiny Committee 2.00 pm	16 Scrutiny Committee 2.00 pm	16 Scrutiny Committee 2.00 pm	20 Scrutiny Committee 2.00 pm	18 Informal Council 2.30 pm
TUES	20	17 Standards Advisory Committee 4.30 pm	22 Licensing Committee 4.30 pm	19 Community PAG 2.30 pm	23 Standards Advisory Committee 4.30 pm	21	18 ENPA	23	20 Exmoor Area Panel 7.00 pm	17 Delete - C PAG 2.30 pm	17 Delete - C PAG 2.30 pm	21	19
WED	21 Corporate PAG 2.30 pm	18 Delete - C PAG Add - Inf Cab 12.00 Add - Council 4.30 pm	23 Delete - Econ Dev & Tourism PAG Add - Inf Cab 12.00 Add - Council 4.30 pm	20 Add - Inf Cab 12.00 Add - Council (P) 4.30 pm	24 Add - C PAG 2.30 pm	22 Add - Inf Cab 12.00 Council (P) 4.30 pm	19 Add - Inf Cab 12.00 Council 4.30 pm	24	21 Add - Inf Cab 12.00 Council 4.30 pm	18 Add - Inf Cab 12.00 Council (P) 4.30 pm	18 Delete - Housing PAG 2.30 pm Add - Inf Cab 12.00 Add - Council 4.30 pm	22 Delete - Council (P) 4.30 pm	20 Annual Council 2.30 pm
THUR	22	19 Exmoor Area Panel 7.00 pm	24 Add Econ Dev & Tourism PAG 2.30 pm	21	25 Planning Committee 4.30 pm	23	20	25 Bank Holiday	22	19	19 Add - Housing PAG 2.30 pm	23 Planning Committee 4.30 pm	21
FRI	23	20	25	22	26	24	21	26 Bank Holiday	23	20	20	24	22
SAT	24	21	26	23	27	25	22	27	24	21	21	25	23
SUN	25	22	27	24	28	26	23	28	25	22	22	26	24
MON	26 Bank Holiday	23 Armed Forces Day	28 Dunster Area Panel 7.00 pm	25 Bank Holiday	29	27	24	29	26 Dunster Area Panel 7.00 pm	23 Add - C PAG 2.30 pm	23 Audit Committee 4.30 pm	27	25 Bank Holiday
TUES	27	24 Housing PAG 2.30 pm	29 Housing PAG 2.30 pm	26	30	28	25 Licensing Committee 4.30 pm	30	27 Add - C PAG 2.30 pm	24 Community PAG 2.30 pm	24	28	26
WED	28 Environment PAG 2.30 pm	25 Delete - Council 4.30 pm Add - C PAG 2.30 pm	30 Delete - Council 4.30 pm Add - C PAG 2.30 pm	27 Add - C PAG (P) 2.30 pm		29 Add - C PAG 2.30 pm	26 Local Development Panel 2.30 pm	31	28 Econ Dev & Tourism PAG 2.30 pm	25 Add - Inf Cab 12.00 Council (Budget) 4.30 pm	25 Delete - Council 4.30 pm Add - C PAG 2.30 pm	29	27
THUR	29 Planning Committee 4.30 pm	26 Planning Committee 4.30 pm	31 Planning Committee 4.30 pm	28 Planning Committee 4.30 pm		30 Planning Committee 4.30 pm	27 Add - C PAG 2.30 pm		29 Planning Committee 4.30 pm	26 Planning Committee 4.30 pm	26 Planning Committee 4.30 pm	30	28
FRI	30	27		29		31	28		30	27	27		29
SAT	31	28		30			29		31	28	28		30
SUN		29		31			30			29	29		31
MON		30									30		
TUES											31		

School Holidays are highlighted in yellow.

References to ENPA are Exmoor National Park Authority Planning Committees.

(P) = Provisional

PAG = Policy Advisory Group (not open to press or public)

Timetable 20/11/2013