

SCRUTINY COMMITTEE

Meeting to be held on Monday 20 May 2013 at 3.30 pm

Council Chamber, Williton

AGENDA

1. Apologies for Absence

2. Minutes

Minutes of the Scrutiny Committee held on 22 April 2013, 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 8 May 2013 – **SEE ATTACHED.**

6. Cabinet Forward Plan

To review the latest Cabinet Forward Plan published 2 May 2013 – **SEE ATTACHED.**

7. Presentation from Minehead EYE

To receive an update from Naomi Griffith, Minehead EYE Director, on current work and future plans and aspirations.

8. Final Report of the Business Rate Recovery Task and Finish Group

To consider Report No. WSC 49/13, to be presented by The Task and Finish Group – **SEE ATTACHED.**

The purpose of the report is to bring to the Committee's attention the results from the work undertaken by the Task and Finish Group set up to look into the potential impact of the new Business Rate Retention Scheme on the Council's financial standing.

9. Update on the Family Focus Project

To consider Report No. WSC 60/13, to be presented by Ian Timms, Corporate Manager Housing Welfare and Economy - **SEE ATTACHED.**

The purpose of the report is to update Scrutiny Committee on the delivery of the Family Focus Project.

10. Setting the Annual Work Programme

To consider Report No. WSC 61/13, to be presented by Sam Rawle, Scrutiny and Performance Officer - **SEE ATTACHED.**

The purpose of the report is to present to Scrutiny Committee the annual work plan for 2013/14 and request Members to consider any additional topics for inclusion.

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 22 April 2013 at 3.30 pm****Present:**

Councillor K J RossChairman
Councillor G S Dowding..... Vice-Chairman

Councillor M J Chilcott
Councillor J Freeman
Councillor B Heywood

Councillor M O A Dewdney
Councillor P N Grierson
Councillor D D Ross

Members in Attendance:

Councillor H J W Davies
Councillor T Taylor
Councillor D J Westcott

Councillor E May
Councillor K H Turner

Officers in Attendance:

Corporate Director (B Lang)
Scrutiny and Performance Officer (S Rawle)
Corporate Manager - Housing, Welfare & Economy (I Timms)
Section 151 Officer (S Campbell)
Climate Change and Community Liaison Manager (A Lamplough)
Administrative Support (H Dobson)

Also in Attendance:

Donald Rushton, Chairman of Magna West Somerset Board
Tony Murray, Magna West Somerset Director

SC90 Apology for Absence

An apology for absence was received from Councillor R P Lillis.

SC91 Minutes

(Minutes of the Meeting of the Scrutiny Committee held on 18 March 2013 – circulated with the Agenda).

Members noted the issues that could arise when scheduling meetings for Review Panels to consider Assets of Community Value and that the possibility of granting delegated authority to appoint a review panel, if necessary, should be considered when the process is required.

RESOLVED that the Minutes of the Scrutiny Committee held on 18 March 2013, be confirmed as a correct record.

SC92 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	Minehead	Personal	Spoke and voted
Cllr K J Ross	All Items	Dulverton	Personal	Spoke and voted
Cllr P H Murphy	All Items	Watchet	Personal	Spoke
Cllr K H Turner	All Items	Brompton Ralph	Personal	Spoke
Cllr D J Westcott	All Items	Watchet	Personal	Spoke

SC93 Public Participation

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

SC94 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 3 April 2013, be noted.

SC95 Cabinet Forward Plan

(Copy of the Cabinet Forward published 3 April 2013, circulated with the agenda).

RESOLVED that the Cabinet Forward published 3 April 2013, be noted.

SC96 Magna Annual Report

(Copy of the Review of Magna West Somerset Housing Association's Performance in 2012/13, circulated after the Agenda).

The purpose of the report was to receive an update from Donald Rushton, Chairman, and Tony Murray, West Somerset Director, in order to provide opportunity for the Scrutiny Committee to scrutinise Magna West Somerset's (MWS) performance for the past year and influence how MWS delivers its services.

The West Somerset Director welcomed questions as he presented the report and Members noted the following main responses:

- About 3-5% of properties were let to tenants who were not local to the area, due to no local people expressing an interest at the time of the properties being empty.
- Savings could be made by carrying out the majority of repairs in-house, up to 90%, consequently MWS had increased the number of staff accordingly.

- The benefit cap to be implemented in the summer would affect six MWS tenants.
- The housing associations have been and continue to work behind the scenes to influence government and the changes affecting tenants etc. For instance, housing associations will have an opportunity to comment and advise on associated pilot schemes.
- MWS were looking to change their policy regarding new build to take into account any future change in demand for accommodation with fewer bedrooms. One bedroom properties in West Somerset were situated mainly in Minehead and had a quicker turnover than larger properties.
- The Director confirmed that he would make available the list of neighbourhood inspections to Councillors when it was compiled.
- With regard to central government's Green Deal proposals, MWS believed that currently there were too many unanswered questions as to how the Deal would operate for it to be an attractive option for MWS and its tenants to take advantage of at this time.
- A Tenant Advisor had recently been appointed, initially for 12 months, to assist some tenants on how to run a home and therefore make a success of their tenancies.
- MWS fixed term tenancy policy was being considered very carefully ready for implementation in April 2014. There were various reasons why a tenant might be moved eg, the property being seriously under occupied, serious anti social behaviour etc. The average MWS tenancy lasted eight years and in the main the majority of tenants would not be moved.

Under occupation charges came into effect in April. MWS were concerned that this initiative together with forthcoming changes could affect some tenants ability to manage their finances and therefore increase rent arrears. MWS would continue to work hard with the Council to inform its tenants and provide assistance. Members expressed concerns that in spite of the support provided to tenants affected by the change/s there would still be a small number who would/could not, for various reasons, address the potential problem until it may be too late.

Members praised MWS for the visible improvement in some areas and the help and support that it provided its tenants. It was believed that MWS gave a voice to its tenants who may not otherwise be heard.

Members requested that as there were significant changes affecting MWS and their tenants that it would be worthwhile inviting MWS to report back to the Scrutiny Committee in six months time on the those changes and related performance.

RESOLVED (1) that the Review of Magna West Somerset Housing Association's Performance in 2012/13, be noted;

RESOLVED (2) that Donald Rushton, Chairman, and Tony Murray, Director of Magna West Somerset, be invited to attend a meeting of the Scrutiny Committee in six months time;

RESOLVED (3) that Donald Rushton, Chairman, and Tony Murray, Director of Magna West Somerset, be thanked for their informative report.

SC97 Report of the Planning Obligations and Section 106 Task & Finish Review Group

(Report No. WSC 56/13, circulated with the Agenda).

The purpose of the report was to advise members of Scrutiny Committee about the work of the Planning Obligations and Section 106 Task & Finish Group and to make recommendations with regards to making improvements to the planning obligations process.

In response to questions the Climate Change and Community Liaison Manager confirmed that it was a challenge disseminating s106 information to as much of the community as possible. The Council encouraged any community group to sign up to Community Matters, in which updated information was added and sent to all who had signed up, including parish and town councils. She welcomed any other suggestions that would help with this matter.

Members noted that organisations did not need the approval of relevant parish/town councils to apply for S106 monies but were encouraged to discuss proposals with their parish/town council. The Climate Change and Community Liaison Manager confirmed that she was happy with the proposed change in the process to remove the Expression of Interest forms from the website and ask applicants to contact her directly to ensure that applicants were encouraged to discuss proposals with the relevant parish/town council at an early stage. Further, she confirmed that parish and town councils would be sent a reminder to provide the Council with an updated list of their priorities before the next deadline had passed, and that should parish/town councils require assistance/information she would be available to help.

The Leader praised the Task & Finish Group for conducting such a thorough review.

The Corporate Manager noted the concerns regarding the possibility that funding could be returned to developers if it had not been spent before the set deadline. He advised that monies that were due to expire were spent before monies that had more time. He confirmed that the process would be looked at to ensure that this was the case with all s106 monies.

Councillor K Ross proposed an additional recommendation to those put forward by the Task and Finish Group, to investigate the possibility of parish/town councils using s106 monies in neighbouring towns/parishes where its use could provide a benefit to the said parish/town that might not be attained if its use were confined to the said parish/town. Councillor D Ross duly seconded the proposed additional recommendation.

During the course of the discussion Members noted the main points:

- The use of S106 monies in a neighbouring parish/town would raise legal difficulties that would need to be considered.
- Generally, the larger communities would have a bigger demand for facilities and often provided facilities for its neighbouring communities.
- Relevant Parish/Town Councils should be consulted with.

On being put to the vote it was:

RESOLVED that the following proposals be recommended to Cabinet:

- (1) 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;
- (2) that the relevant Ward Members and Town/Parish councils are notified on receipt of Section 106 monies as soon as is reasonably practicable;
- (3) that officers ensure that the 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;
- (4) 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;
- (5) 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;
- (6) that a robust and closely monitored process to collect Section 106 monies is followed to ensure that any outstanding monies are actively pursued;
- (7) 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 be made available to Members;
- (8) that consideration be 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;
- (9) that the current guidance notes relating to Section 106 funding are updated to reflect the changes in procedure following the agreed recommendations of this review;
- (10) 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;
- (11) that the possibility of parish/town councils using s106 monies in neighbouring towns/parishes where its use could provide a benefit to the said parish/town that might not be attained if its use were confined to the said parish/town, be investigated.

SC98 Meeting of Scrutiny & Police & Crime Panel Representatives

(Report on Meeting of Scrutiny and Police & Crime Panel Representatives, circulated after the Agenda).

Councillor S Dowding referred to the report and confirmed that the proposal was to set up a joint meeting comprising the six Somerset representatives of the Police and Crime Panel and a representative from each of the six Somerset council's Scrutiny Committees to, in effect, scrutinise and support the Police and Crime Panel.

During the course of the discussion Members questioned whether it was necessary, at this time, to set up a joint meeting, as proposed in the report, when there had not been time for any potential issues to emerge.

RESOLVED that the proposal to set up a joint meeting of Scrutiny and the Police and Crime Panel, as set out in the report, not be taken up at this time, and that the position be reviewed by the Scrutiny Committee in six months time.

NOTE: Having regard to the special circumstances pertaining in relation to this item – namely to make a decision on this matter as soon as possible, the Chairman was of the opinion that, despite its non inclusion on the agenda, this item should be considered at this meeting as a matter of urgency.

SC99 Scrutiny Committee Workplan Review

(Scrutiny Committee Workplan, circulated with the Agenda).

Members were reminded of previous concerns raised regarding the monitoring of water courses and rhynes and the importance of looking at the issues before next spring. It was noted that as these issues linked to the County wide meeting in June, that would look at the recent flooding issues and that the Committee would consider the issues once this further information was available.

RESOLVED (1) that a full report on the current condition and monitoring of the water courses and rhynes that West Somerset Council are responsible for be scheduled for a future meeting of the Scrutiny Committee in conjunction with feedback from the Countywide Scrutiny Flooding Summit;

RESOLVED (2) that a report on Troubled Families be scheduled for the Scrutiny Committee to be held on 20 May 2013;

RESOLVED (3) that the Workplan be noted.

The meeting closed at 5.52 pm.

Meeting: CABINET**Date:** 8 MAY 2013**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 Forward Plan published 25 April 2013 be approved.	Corporate Director
Cabinet Action Plan (Agenda Item 6)	Agreed that CAB124 – Commissioning of Property Consultants be deleted as actioned.	Corporate Director
Request for Allocations of Planning Obligations Funding (Agenda Item 7)	<p>Subject to Council approving (4) below, it was Agreed (1) that the virement of income to the value of £5,000 to part fund the capital cost of this project (see paragraph 6.1 of report no. WSC 59/13) be approved.</p> <p>Agreed (2) that the commencement of the works to enhance the footpath be subject to the current legal agreement (see paragraph 5.4.4 of the report) between West Somerset Council (WSC) and Somerset County Council (SCC) being amended or replaced to reflect the proposed enhancements and a commitment to the footpath being formally adopted.</p> <p>Agreed (3) that the Chief Executive is granted delegate authority to determine whether (2) above have been satisfactory discharged.</p> <p>Agreed (4) that it be recommended to Council that the sum of £35,000 is allocated from the balance of monies held under the Morrisons Development Section 106 Agreement to the Minehead Street Lighting and Cycle Path Project.</p>	Corporate Manager Housing, Welfare and Economy
Member Reporting on Membership of Outside Body for Information (Agenda Item 8)	Agreed that the reports on membership of outside bodies be noted.	Corporate Director

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---8-May-2013>

Date: 9 May 2013

Weekly version of Forward Plan published on 2 May 2013

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/13/6/01 25/09/2012	5 June 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	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, Corporate Director 01984 635200
FP/13/6/02 13/02/2013	5 June 2013 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, Corporate Director 01984 635200
FP/13/6/03 3/04/2013	5 June 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Non-Domestic Rates – Section 49 Hardship Relief Policy Decision: To update the Council's current policy		No exempt / confidential information anticipated	Adrian Dyer, Chief Executive 01984 635212
FP/13/6/04 10/04/2013	5 June 2013 By Councillor C Morgan – Lead Member Environment	Title: Quantock Hills AONB – New Constitution Decision: To note the new Constitution		No exempt / confidential information anticipated	Angela Lamplough, Climate Change & Community Liaison Manager
FP/13/6/05 25/09/2012	5 June 2013 By Councillor K V Kravis	Title: Implementing Value for Money Strategy		No exempt / confidential information anticipated	Adrian Dyer, Chief Executive 01984 635212

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	– Lead Member Resources & Central Support	Decision: to agree way forward to implement Value for Money Strategy.			
FP/13/6/06	5 June 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Supplementary Estimate – Capital and Revenue 2013/14		No exempt / confidential information anticipated	Section 151 Officer 01984 635253 01823 355482
FP/13/6/07 25/09/2013	5 June 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Sale of Land at Parkhouse Road, Minehead Decision: to consider the sale of an area of WSC owned land at Parkhouse Road, Minehead			Steve Watts, Group Manager Environment Customer and Community 01984 635261
FP/13/7/01 25/09/2012	3 July 2013 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, Group Manager Housing, Welfare and Economy 01984 635271
FP/13/7/02 25/09/2012	3 July 2013 By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: Corporate Performance & Budget Monitoring Report 2012-13 – Quarter 4 Decision: to provide Members with an update on progress in delivering corporate priorities, performance of council services		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200

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FP/13/7/03 25/09/2012	3 July 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	including budgetary information and customer satisfaction. Title: Review of Financial Regulations [FR2] Decision: to offer comment on the Financial Regulations.		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/13/7/04 25/09/2012 Page 15	3 July 2013 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	Section 151 Officer 01984 635253 01823 355482 Page 15
FP/13/7/05 13/02/2013	3 July 2013 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, Corporate Director 01984 635200
FP/13/7/06 25/09/2012	3 July 2013 By Councillor D J Westcott – Lead Member Community and Customer	Title: Review of Customer Access Decision: to review customer access.		No exempt / confidential information anticipated	Steve Watts, Group Manager Environment, Customer and Community 01984 635261
FP/13/7/07 25/09/2012	3 July 2013 By Councillor K V Kravis – Lead Member Resources & Central	Title: Budget Strategy Update Decision: to advise members of the progress to date in formulating a new budget		No exempt / confidential information anticipated	Adrian Dyer, Chief Executive 01984 635212

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
	Support	strategy to succeed the current strategy.			
FP/13/7/08 15/01/2013	3 July 2013 By Councillor D Westcott – Lead Member for Community and Customer	Title: Somerset Major Sports Facilities Strategy and Playing Pitch Assessment Decision: To approve the Somerset Major Sports Facilities Strategy		No exempt / confidential information anticipated	Steve Watts, Group Manager Environment, Customer and Community 01984 635261
FP/13/7/09 2/05/2013 Page 16	3 July 2013 By Councillor D Westcott – Lead Member for Community and Customer	Title: Provision of CCTV in Watchet Decision: to consider the implementation of a CCTV scheme in Watchet		No exempt / confidential information anticipated	Steve Watts, Group Manager Environment, Customer and Community 01984 635261
FP/13/8/01 13/02/2013	7 August 2013 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, Corporate Director 01984 635200
FP/13/9/01 13/02/2013	4 September 2013 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, Corporate Director 01984 635200
FP/13/10/01 25/09/2012	2 October 2013 By Councillor K V Kravis – Lead Member	Title: Allocation of Section 106 funds held – Quarter 2 Decision: to make proposals for		No exempt / confidential information anticipated	Ian Timms, Group Manager Housing, Welfare and Economy 01984 635271

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/13/10/02 25/09/2012 Page 17	Resources & Central Support	the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position.			Bruce Lang, Corporate Director 01984 635200
FP/13/10/03 13/02/2013 Page 17	2 October 2013 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 1 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, Corporate Director 01984 635200
FP/13/11/01 13/02/2013	2 October 2013 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, Corporate Director 01984 635200
FP/13/12/01 23/11/2012	6 November 2013 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, Corporate Director 01984 635200
FP/13/12/01 23/11/2012	4 December 2013 By Councillor K V Kravis – Lead Member	Title: Review of Financial Regulations [FR2] Decision: to offer comment on		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 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
	Resources & Central Support	the Financial Regulations.			
FP/13/12/02 23/11/2012	4 December 2013 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 2 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, Corporate Director 01984 635200
FP/13/12/03 13/02/2013	4 December 2013 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, Corporate Director 01984 635200
FP/14/1/01 18/01/2013	8 January 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Fees and Charges Decision: to propose levels of fees and charges for the period 1 April 2014 to 31 March 2015 (in some cases fee increases will be implemented earlier, this will be stated in the relevant sections of the report).		No exempt / confidential information anticipated	Section 151 Officer
FP/14/1/02 18/01/2013	8 January 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held – Quarter 3 Decision: to make proposals for the allocation of monies secured through planning obligations to		No exempt / confidential information anticipated	Ian Timms, Group Manager Housing, Welfare and Economy 01984 635271

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
		individual schemes, and to update members with the current funding position.			
FP/14/1/03 18/01/2013	8 January 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Draft Capital Programme 2013-14 and Capital Strategy Decision: to present the draft Capital Programme 2013/14 and draft Capital Strategy for recommendation to Council.		No exempt / confidential information anticipated	Section 151 Officer
FP/14/1/04 13/02/2013 Page 19	8 January 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, Corporate Director 01984 635200 Page 19
FP/14/2/01 18/01/2013	5 February 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Annual Budget & Council Tax Setting 2014-15 Decision: to provide Members with all the information required for Council to approve the revenue budget and capital programme for 2014/15 for recommendation to Council.		No exempt / confidential information anticipated	Section 151 Officer
FP/14/2/02 18/01/2013	5 February 2014 By Councillor T Taylor – Leader of Council	Title: Draft Corporate Plan for 2014-15 Decision: to introduce the draft West Somerset Council Corporate Plan 2014/15 for recommendation to Council.		No exempt / confidential information anticipated	Adrian Dyer, Chief Executive 01984 635212
FP/14/2/03	5 February 2014	Title: Consideration of nomination/s received under the		No exempt / confidential information anticipated	Bruce Lang, Corporate Director

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
13/02/2013	By Councillor D Westcott – Lead Member for Community and Customer	Community Right to Bid Legislation Decision: To approve listing			01984 635200
FP/14/3/01 1/03/2013	5 March 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 3 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, Corporate Director 01984 635200
FP/14/3/02 19/03/2013	5 March 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, Corporate Director 01984 635200
FP/14/4/01 19/03/2013	2 April 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held – Quarter 4 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, Group Manager Housing, Welfare and Economy 01984 635271
FP/14/4/02 19/03/2013	2 April 2014 By Councillor D Westcott – Lead	Title: Consideration of nomination/s received under the Community Right to Bid Legislation		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 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
	Member for Community and Customer	Decision: To approve listing			
FP/14/5/01	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, Corporate Director 01984 635200
FP/14/6/01	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, Corporate Director 01984 635200
FP/14/6/02	June 2014	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200

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, C Morgan, K V Kravis, S J Pugsley, D J Sanders, 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 D D Ross.

Report Number: WSC 49/13
Presented by: Task & Finish Group
Author of the Report: Adrian Dyer, Chief Executive
Contact Details:
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Report to a Meeting of: Scrutiny Committee
To be Held on: 20th May 2013
Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: Not Applicable

IMPACTS OF THE BUSINESS RATE RETENTION SCHEME

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to bring to the committee's attention the results from the work undertaken by the Task and Finish Group set up to look into the potential impact of the new Business rate retention scheme on the Council's financial standing.

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 The work undertaken by the Task & Finish Group will contribute significantly to the delivery of Key Task 2.3 which is to "Understand the impact that business rate retention has on the Medium Term Financial Plan (MTFP), monitor regularly and report this impact to members."

3. RECOMMENDATIONS

The Task and finish Group suggest that Scrutiny Committee consider the following recommendations for forwarding to Cabinet for them to contemplate:

- 3.1 That the quarterly performance report presented to Scrutiny Committee and Cabinet should include table 1 but containing up to-date figures and estimates. This would clearly show any variance in the estimated Net Yield, highlight the reasons for the variance and subsequently any change in the amount of business rates that the council could expect to retain.
- 3.2 That In order to assess the strategic financial impact of any variation the quarterly performance report should contain an updated MTFP that not only reflects the impact of any variation in business rate retention but also any other known amendments.
- 3.3 That the quarterly performance report should also include an aged debtors report similar to that shown in table 4 above.
- 3.4 That a process is established to enable the revenues team to be aware of all planning applications where it is thought that what is planned will have an impact upon the rating list.
- 3.5 That details of any individual write-off that is in excess of £1,000 are forwarded to the local ward member(s) for their information and possible comment. (Write Offs in excess of £5,000 require Cabinet approval)

- 3.6 That the Valuation Officer is invited to provide both relevant staff and all members with training on issues pertaining to business rate liability.
- 3.7 That a member of the Scrutiny Committee is elected to present the report to Cabinet
- 3.8 That the staff involved in the Business Rate billing and recovery processes are congratulated on their excellent performance

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
Risk - Business Rate income is volatile and hard to predict and under the new scheme this volatility will impact on the MTFP making financial planning more difficult and possibly less accurate.	Likely (4)	Major (4)	High (16)
Mitigation – (1) regular monitoring of net rate yield and subsequent amount of retention (2) closer liaison between the Council & the Valuation Office to establish the estimated level of appeals (3) at the appropriate time reconsider the issue of creating a ‘Pool’ in order to spread the volatility risk	Possible (3)	Major (4)	Medium (12)

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

Before the Task and Finish Group could begin to identify any specific risks and/or impacts on the finances of the Council it was essential to understand how the new scheme functions, the differences between it and the previous regime and the general implications for local government financing as a whole. These issues are summarised in paragraphs 5.1 to 5.6 below.

Previous System

- 5.1 Within the previous system the Council was the billing authority and simply acted as a collection agency. Business Rate bills were issued and the income generated was paid, in its entirety to Central Government and the National Pool. It was then redistributed across the whole public sector as core funding. The vehicle for this allocation and redistribution was the Local Government Finance Settlement and Revenue support Grant (RSG) using a complex formulae methodology. This clearly resulted in the income being received by Councils having no relationship to what is actually happening with regard to their local business and commercial tax base.

Rationale for Change

- 5.2 It could be claimed that the system as described above provides no benefits or rewards for growing the area’s business tax base which may in turn land the council with additional costs in respect of providing additional services to new companies. The Department for Communities and Local Government (DCLG) stated that the purpose of the new scheme is to give councils more freedom and flexibilities with stronger incentives to increase the number of businesses in its area. It is intended that the scheme rewards councils by allowing them to keep, and benefit from, increase rates collection by retaining a percentage of the additional income resulting from tax base growth.

5.3 The above rationale presents the overall principles on which the change has been introduced. The practical application and detailed system is, however, more complex and crucially includes restrictions and limits on the financial swings, both upwards and downwards, that such a fundamental change in policy can bring about for individual organisations.

How the New Scheme Works

5.4 The new system is described below to illustrate the stages of calculating the revised level of income the council can expect to receive. Table 1 turns this process into reality by showing the results of the calculations in respect this council.

- a. As with the previous system the council issues bills for Business Rate income due.
- b. The net yield is calculated by deducting reliefs, write offs, refunds and a small number of other disregards from the gross amount that could be collected.
- c. 50% of the net yield is paid to Central Government to be incorporated into the Revenue Support Grant funding regime
- d. The remaining 50% retained by the council is then split 80%/18%/2% with the 80% share being retained by the council, 18% going to the County Council and 2% to the Fire & Rescue Authority.
- e. From this point on in the calculation a mechanism of adjustments are applied to (a) protect local authorities who are disproportionately financially worse off and (b) reduce the income of councils who are significantly better off.
- f. The cash value of the council’s share is compared to an amount that Central Government has predetermined the council requires based on net yields of business rates in previous years.
- g. If the council’s retained amount exceeds this predetermined amount it has to be paid over to Central Government in the form of a **Tariff**
- h. Conversely if the amount is less, the council will receive a **Top-Up** payment
- i. This predetermined level of income contains an assumed level of growth in year one. If the council grows its tax base in excess of this assumed level and receives a greater amount of income a **Levy** of 50% will be placed on the additional income gained and paid to Central Government. This, in effect places a limit on the amount the council is able to benefit from as a result of tax base growth.
- j. If the council, however, suffers a loss of income due to decline in the tax base there is a level of loss that triggers a **Safety Net** payment.

5.5 Central Government will use the current statutory business rates data submission forms returned by councils to administer the system. Form NDR1 which is forward looking and is used to forecast movements in the tax base and income to be collected. Regular payments to Central Government, County Council and Fire & Rescue Authority are made during the year based on this form. Form NDR3 is a backward looking return of actual income due and collected and as such is externally audited. Any necessary adjustment to the amounts paid to Government, County Council and Fire & Rescue Authority are made based on this information.

Summary of Draft NDR1 Form 2013/14 – Table 1

Gross Yield	£14,543,929
Less Deductions:	
Refunds	£2,000,000
Write-Off’s	£100,000
Mandatory Relief	£1,670,351
Discretionary Relief	£203,372

Other Deductions	£183,001	£4,156,724
Net Yield [Step b.]		£10,387,205
Amounts Retained		
Government (Central) Share (50%) [Step c.]	£5,193,603	
WSC Share (80% of 50%) [Step d.]	£4,154,882	
SCC Share (18% of 50%) [Step d.]	£934,848	
Devon & Somerset Fire & Rescue Share (2% of 50%) [Step d.]	£103,872	£10,387,205
WSC Retained		£4,154,882
Less: Tariff to Government (fixed amount) [Step f. / g.]		£2,922,502
Sub Total		£1,232,380
Less: WSC Baseline Funding (fixed amount)		£1,050,663
Gross Retention		£181,717
Less: Maximum 50% Levy Payment to Government [Step i.]		£90,859
NET AMOUNT RETAINED BY WSC		£90,859

The amount retained of £1,232,380 together with the levy payment of £90,859 has been built into the 2013/14 budget within the MTFP.

Key Risks and Impacts facing Local Government as a Whole

- 5.6 The new regime clearly has significant implications for councils in terms of both funding levels and also medium term financial planning. Councils will now be significantly exposed to a much greater level of risk from business and commercial stagnation, decline and possibly even a slow rate of growth. All councils will need to identify new ways of working in managing the business tax base within their local areas with strategic issues such as:
- Processes to forecast future growth or decline in the business tax base
 - Understanding the impact of not achieving forecasted growth on future core funding
 - Assessing the cost / benefit of managing and supporting existing businesses in order to maintain the existing tax base
 - Understanding the impact of decision making where policies may influence business rate income levels

Risks and Impacts in Relation to West Somerset Council

- 5.7 The Task and Finish Group met on 27th February 2013 and the notes from that meeting are included at **Appendix 'A'**. A number of significant factors in determining forecasts of future business rate income were identified and included appeals / refunds, additions and deletions to the rating list, significant changes to mandatory and discretionary reliefs and finally collection rates in so much as they influence the necessity for write-offs.
- 5.8 Appeals and Refunds
- 5.8.1 Successful rating appeals not only reduce the on-going rateable value of properties but also result in refunds in most cases going back to 1st April 2010 (date of last revaluation) but in some cases 1st April 2005. So in 2013/14 in most cases a successful appeal will result in business rates refunds for 2010/11, 2011/12 and 2012/13 as well as a permanent reduction in the tax base from 2013/14.
- 5.8.2 The Valuation Office Agency (VOA) in November each year sends every council a list of outstanding appeals in their area. **Table 2** below summarises the data received last November which shows that, excluding Hinkley Point, almost a quarter of the current

rateable value is under appeal. It's impossible to accurately predict how many appeals will be successful in the same way as it is the amount each assessment successfully appealed against will be reduced by. However, based on a successful national appeals rate of 30% and an average reduction of say 20% on each successful appeal the reduction in income would amount to approximately £137,045. This would mean that the on-going amount of business rates retained by the council would reduce by some £27,410 p.a.

Summary of Appeals Outstanding at 31st October 2012 - Table 2

Valuation List	Number of Outstanding Appeals	Rateable Value of Properties under Appeal	% of Total Rateable Value (Including Hinkley Point)	% of Total Rateable Value (Excluding Hinkley Point)
2005 List	19	£405,450	1.3%	2.0%
2010 List	82	£4,506,580	14.4%	22.2%
Total	101	£4,912,030	15.7%	24.2%

- 5.8.3 In addition the successful appeals also generate refunds and using the same assumptions referred to in paragraph 5.8.2 above could total £467,695 (excluding Hinkley Point), the council's share being £93,539.
- 5.8.4 As members have been made previously aware an appeal against the 2010 rating list has been lodged by the operators of Hinkley Point Power Station which has a rateable value of 11,180,000. A reduction of 20% would, over the three years in question equate to approximately £3.16m, whereas a 10% reduction would total £1.58m
- 5.8.5 The VOA have recognised both the important role they can have in assisting councils to forecast future variations in the business rate tax base and the knock on impact on levels of core funding. The VOA website states - *"The VOA is developing specific support for the implementation of the Business Rates Retention Scheme (BRRS) in the Local Government Finance Act (2012). A dedicated team of relationship managers is available to work with local authorities in support of the BRRS"*. An initial meeting with the councils Relationship Manager was held on 15th April 2013 which proved very useful. Issues discussed included:
- Details of statistical information for local authorities on the VO website and the fact that significant improvements to the website were being launched in May this year.
 - A greater understanding of the appeals list referred to in paragraph 5.8.2 above. In particular an understanding of the codes used to differentiate the reasons for appeal. This information will prove useful when estimating the value of potential refunds.
 - The benefit to be gained from making sure that all businesses that should be included on the rating list actually are. To help achieve this it was agreed that the revenues and planning teams needed to agree processes for close working together. It was also suggested that the Valuation Office would be prepared to provide some training to staff and members on the types of businesses that should be included on the list. For example only if horse's stables are located within one mile of the associated residential property are they exempt from business rates.
 - It was also explained that the release of detailed information on individual appeals was not permitted under legislation.
- 5.8.6 In terms of the councils MTFP it has been assumed that refunds in 2013/14 will, including that in respect of Hinkley Point total £2.0m. This compares with that calculated in paragraphs 5.8.3 and 5.8.4 of £3.628m or £2.048m depending on the scale of the reduction in the rateable value of Hinkley Point. In subsequent years a figure of £500,000 has been included

in the MTFP which compares favourably with the figure of £467,695 referred to in paragraph 5.8.3 above. As a contingency against the prospect of having to part fund significant unknown refunds in future years the MTFP shows amounts being transferred from General Fund Reserves into an earmarked reserve.

5.8.7 In future years the MTFP assumes that any growth in the tax base will counter balance any reduction as a result of appeals.

5.9 Additions and Deletions to the Rating List

5.9.1 It will be important in the future to monitor through the planning system any proposed new commercial developments. Conversely it will be equally as important to monitor through the actual business rates system the number of businesses going into receivership or administration. Overall in terms of financial planning it is anticipated that any future new developments will be offset by deletions elsewhere.

5.9.2 The risk of potential significant negative volatility is increased because of the fact that there are five businesses whose liability to pay business rates equalled 18% of the total Net Yield. If Hinkley Point is added as a sixth business then this percentage increases to approximately 50%.

5.10 Mandatory and Discretionary Reliefs

5.10.1 The cost of all mandatory relief was previously funded by Central Government whilst they also funded between 25% and 75% of discretionary reliefs granted, depending on the category of relief. The amount of discretionary business rate relief granted to local businesses and organisations in 2012/13 was about £203,000 compared to a cost to the Council of approximately £60,000.

5.10.2 Under the new regime all types of relief are accounted for as one of the reductions to the gross yield of business rates to arrive at the net yield figure. This means that the cost to the council of granting either mandatory or discretionary relief is 20% of the total relief granted. Therefore assuming the amount of discretionary relief remains similar in 2013/14 the cost to the council will have reduced to £40,600. However, the cost to the council of granting mandatory relief totalling £1,670,000 is £334,000, compared to nothing under the previous system.

5.10.3 This does of course mean that the cost of any new relief granted be it discretionary or mandatory, which is outside the control of the council, will be 20p for every £1.00 granted.

5.10.4 The council's previous discretionary rate relief scheme which finished on 31st March 2013 was recently extended until 31st March 2014. Under the scheme there is provision to grant temporary relief from paying business rates on the grounds of proven 'hardship'. The amount of relief awarded is dependent upon the extent that certain criteria are met. This element of the overall scheme has not changed for a number of years and it is therefore proposed to undertake a review with the aim of reporting to members in June this year.

5.10.5 The government have indicated that additional funding would be to local authorities should they introduce new types of mandatory relief.

5.11 Collection of Business Rates

5.11.1 Now that part of the cost (20%) of write-off's is borne by the council the profile of the process for collecting business rates and recovering unpaid overdue amounts has inevitably been increased. The Task and Finish Group homed in on this issue and identified a number of key issues for consideration. These are explained further in the following paragraphs.

5.11.2 In terms of the percentage of business rates collected in the year that they are due table 3 below compares the Council's performance at a local, regional and national level.

Business Rates – Percentage In-Year Collection Rates Table 3

	Receipts 2010/11 (%)	Receipts 2011/12 (%)	Direction of Travel
ENGLAND	98.0	97.8	↓
SHIRE DISTRICTS	98.4	98.3	↓
SOUTH WEST REGION	98.1	97.7	↓
SOMERSET			
Mendip	98.7	98.9	↑
Sedgemoor	98.7	97.8	↑
Taunton Deane	99.0	99.2	↑
South Somerset	97.0	97.7	↑
West Somerset	98.2	98.0	↓
DEVON			
Mid Devon	99.9	98.6	↓
North Devon	97.8	97.8	↔
West Devon	97.4	97.4	↔
DORSET			
Christchurch	98.3	97.6	↓
Purbeck	98.2	98.0	↓
West Dorset	98.1	98.0	↓
Weymouth and Portland	98.6	96.3	↓

Bearing in mind the limited capacity the Council has to collect and recover business rates the collection compares well with a lot of others.

5.11.3 A comparison of West Somerset Council's recovery procedures with that of neighbouring authorities that replied is included at **Appendix 'A'**. It should be noted that certain parts of the recovery process are governed by regulation. Billing and Collection of the National Non Domestic Rates is governed by the Non Domestic Rating List (Collection and Enforcement) (Local Lists) Regulations 1989.

These regulations state:

- That if you do not pay your instalments on the due date a reminder notice will be issued.
- If the missed payment(s) are not then paid within 7 days you will lose the right to pay monthly and the total remaining charge will become due and a summons may be issued without further warning as the initial reminder notice is sufficient warning to the ratepayer to make continued payments
- If, after receiving a reminder, you then bring your instalments up to date but subsequently fall behind again, you will be issued with a final reminder and the whole remaining debt will then become due within 7 days.
- Failure to pay then may result in a summons being issued.

The flow charts in **Appendix A** reflect a very similar recovery programme is applied in Sedgemoor DC and West Somerset Council, probably not surprising bearing in mind the regulations referred to above. One of the main differences is that Sedgemoor issue Summonses without issuing Final Notices - this is to weed out blatant non payers at an early stage. This strategy works for Sedgemoor because they have to take debtors to court almost on a monthly basis due to the high number of cases they have. It is known that Sedgemoor DC employ more resource into recovery of debts, maybe because they have to in order to maintain collection rates, which coincidentally were slightly better than the Councils in 2010/11 but slightly worse in 2011/12. As far as Bailiffs are concerned both authorities use Ross & Roberts and Bristow & Sutor.

- 5.11.4 Linked to the above it was felt that it would be informative for members to be given an idea of how old elements of the overall debt were. In response Table 4 below suggests the format of a proposed 'aged debtors' report.

Aged Debtors Report – Table 4

Business Rates Liabilities @ 1 April 2013							
Year	Total Net Liability	Costs Raised	Gross Amount Collectable	Write Offs	Net Amount Collectable	Balance Outstanding	% Outstanding
2000-08	£116,813,912	£21,483	£116,835,396	£373,405	£116,461,991	£19,700	0.017%
2009	£7,609,605	£4,311	£7,613,916	£81,196	£7,532,720	£9,313	0.124%
2010	£8,508,170	£4,059	£8,512,229	£47,419	£8,464,810	£26,346	0.311%
2011	£9,408,275	£3,374	£9,411,649	£67,893	£9,343,756	£63,447	0.679%
2012	£10,509,075	£3,095	£10,512,170	£5,779	£10,506,391	£255,296	2.430%
	£152,849,037	£36,322	£152,885,360	£575,692	£152,309,668	£374,102	0.246%
2013	£11,714,215		£11,714,215		£11,714,215	£11,714,215	100.000%
	£164,563,252	£36,322	£164,599,575	£575,692	£164,023,883	£12,088,317	7.370%

As an Addendum to the table we would hope to further analyse the current year balance outstanding to show the value of debt that was at or beyond the 'final reminder' stage.

- 5.11.5 The Task & Finish Group requested that the legal issues surrounding publishing lists of business in arrears be investigated. The immediate response from the Councils legal advisors was that this may be challengeable under both the Data Protection Act but also the 'Right to Privacy' regulations contained within the Human Rights Act.

5.12 **Conclusions** (for consideration)

- 5.12.1 **Appeals & Refunds** – Appeals and any subsequent refunds have a significant impact on the Councils finances. Accurately predicting what the value of refunds will be in the forthcoming year is not virtually impossible but is totally impossible. This makes the task of financial planning in the medium term very difficult. It is suggested that when officers and members consider the MTFP they will should to take account of the above points.
- 5.12.2 **Additions & Deletions to the Rating List** – The opportunity to attract major new businesses into the district, are for well documented reasons, remote. It maybe that effort is best applied to maintain the existing rating list and ensuring that all businesses that should be on the rating list actually are. This will not have a significant impact as most businesses in West Somerset are small.
- 5.12.3 **Mandatory & Discretionary Reliefs** – This is an area is where the cost is difficult to control. Indeed the amount of existing Mandatory Reliefs granted and subsequent cost is totally outside of the Councils control. It is suggested that the amount of discretionary relief granted is monitored to enable a decision to be made as to whether the scheme itself should be amended.
- 5.12.4 **Collection of Business Rates** – Bearing in mind the limited resources available collections rates compare remarkably well both with other local authorities and nationally. The area that can impact on the Councils finances is write-offs the total of which are relatively low when compared to the total amount collectable. It would appear that recovery is best achieved where the procedures and processes are tailored to suit local circumstances

6. FINANCIAL/RESOURCE IMPLICATIONS

6.1 The objective of this report is to highlight the financial risks associated with the new Business Rate Retention Scheme and to suggest initiatives that minimise any adverse impacts

7. SECTION 151 OFFICER COMMENTS

7.1 As the National Non-Domestic Rates (NNDR) collection rates directly impact on the Authority's revenue budget position it is vital that debts are actively managed to minimise the need to write off debts,

7.2 A regular performance report will help highlight the importance of this area of revenue and help to ensure that any variations are investigated in a timely manner.

7.3 Whilst the report refers to Business Rates please note that the scheme covers all Non-Domestic Rates including premises such as beach huts and schools.

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

10. CONSULTATION IMPLICATIONS

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

11. ASSET MANAGEMENT IMPLICATIONS

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

12. ENVIRONMENTAL IMPACT IMPLICATIONS

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

13. LEGAL IMPLICATIONS

13.1 Although there are no implication associated with the recommendations in this report. A legal opinion was sought on the possibility of publicising a list of businesses whose rate accounts were in arrears and by how much. The opinion was that not only could this be in breach of Data Protection rules but could also be an infringement of the right to privacy under the Human Rights Act.

Report Number: WSC 60/13
Presented by: Ian Timms
Author of the Report: Ian Timms, Corporate Manager Housing Welfare and Economy

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Report to a Meeting of: Scrutiny Committee

To be Held on: May 20th 2013

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

UPDATE ON THE FAMILY FOCUS PROJECT

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)

Risk Matrix

Description	Likelihood	Impact	Overall
Council fails to play an effective part in the programme reducing the ability of families to engage with the project.	2	4	8
<i>Appropriate Governance in place – membership of countywide board and local strategic controls Continue liaison with local professionals</i>	1	3	3

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 Housing Policy Advisory Group has received two updates on the project one on the 4th October 2012 and the other at the 26th March Policy Advisory Group. The Background to the project is attached as appendix A.

- 5.2 The project which is known nationally as troubled families has been rebranded in Somerset and is known as Family Focus. This is seen as a more positive way to encourage families to engage in the programme.
- 5.3 In West Somerset there is 3 year target of 80 families with 26 expected to be attached to the programme by 31st March 2013. This represented 33% of the total number of families that will be tackled across the programme. In year 2 50 % of all families will be signed up and in the final year the remainder of families will be tackled. The actual number signed up was 20 which enabled access to future funding from DCLG. The remaining 6 will now be included in the year 2 work.
- 5.4 The criteria for choosing families are described in the appendix to this report. In brief though there are 4 criteria for identifying families which relate directly to the measures of success. These are Significant Anti-Social Behaviour issues, Poor School attendance by those of an educational age, Unemployment of adults and finally the local factor applied by Somerset. The local criteria covers Health and Wellbeing, High cost and Geographical area i.e. Rurality. This local criterion provides a wide opportunity for inclusion of families into the programme. In order to be included a family must meet all three main criteria or two of these plus the local criteria.
- 5.5 There have been significant barriers to delivery with perhaps the most significant being the Information sharing agreements and protocols, which enable family data to be shared by agencies and enable the targeting of families for inclusion in the programme to occur. The majority of these have now been overcome but some residual difficulties remain which can be overcome by the family signing up to the project agreeing for the sharing of information to occur.
- 5.6 In West Somerset we have evaluated how we intended to deliver the programme and the role of the family support workers. This was against a background of the Local Government Association report clarifying the council's financial position. The posts that we originally intended to employ directly will now be employed directly by Somerset County Council (SCC) being managed locally through the children's centres at Williton and Alcombe, there will be six across the West Somerset/Taunton Deane area. Ahead of these workers being employed the families have been engaged through a key worker who already has a positive relationship with them.
- 5.7 The family support worker will engage with the family providing a single point of contact to carry out intensive work with the family initially as they join the programme. They will work with them to identify a family action plan for the family members and ensure that issues of concern can be tackled.
- 5.8 We are now working much more closely with Taunton Deane Borough Council. This decision was related to the existing configuration of County Council teams and services and will make best use of resources. The strategic coordination is therefore being done across both areas.
- 5.9 In terms of additional information Somerset was visited in January and March by The DCLG advisory team with the latter visit being by Louise Casey the head of the programme. The visits were initiated due to concerns about the speed of the project in the county. As significant progress was made in the last Quarter of the year the outcome of the visits was positive with DCLG being satisfied with progress at this time. The caveat remains that there is significant work to do in the last two years of the project if the targets are to be delivered.
- 5.10 In terms of success the agencies involved should see a significant reduction in the need to be engaged with the families. The linked outcomes are significant reductions in Anti-Social

Behaviour, greatly improved school attendance and more family members in employment. This of course reduces the financial burden on authorities and the overall welfare bill if families have found jobs or are in training.

- 5.11 The families themselves are able to move into a more positive situation where they can contribute to local communities and become self-sufficient.
- 5.12 Finally the programme is intended to be used as an opportunity to review the way services are delivered at the current time. This should lead to more effective ways of dealing with families creating a more efficient preventative approach across the range of issues that are currently tackled by a wide range of agencies.

6. FINANCIAL/RESOURCE IMPLICATIONS

- 6.1 The Corporate Manager Housing, Welfare and Economy is involved with a number of aspects of the project which does create a time consideration. This is considered to be part of the overall job role.
- 6.2.1 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 effect in future but this is not definable at the current time.

7. SECTION 151 OFFICER COMMENTS

- 7.1 There are no direct financial implications identifiable at the present time apart from the Corporate Manager's time involved in the delivery of the project.

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 The project has been initiated by and is driven by Central Government. It seeks to address families who may have arrange of issues related to the characteristics. This is generally seen as a positive effect.

9. CRIME AND DISORDER IMPLICATIONS

- 9.1 As Anti-Social Behaviour reduction is a key indicator of success in dealing with families the implication of the project is that this will reduce. There should also be greater understanding of the causes and impacts of such behaviour. The project should therefore be positive.

10. CONSULTATION IMPLICATIONS

- 10.1 Work is on-going with a range of partners and families as the project evolves. This in a broad sense will require improved and more efficient partnership working across all sectors. As the project progresses working will all relevant agencies and engaging in effective communication to help families will be one of the keys to successful delivery.

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 must ensure that it's Information Sharing Protocols comply with Data Protection law. This has been carefully worked through to ensure that the council meets all requirements.

Troubled Families update for Community Partnership

General Background:

- The Coalition Government has pledged to radically reduce by 2015 the disproportionate cost to the taxpayer generated by approximately 120,000 problem families. This is estimated at £8bn per year.
- Drawing from the findings of the Eileen Munro Review of Child Protection, the Graham Allen Review and the work of the Baroness Hanham Group, the Government has affirmed the importance of early intervention as an important element of their strategy, urging local authorities and their private and public partners to work more flexibly together at an earlier stage with whole families (using a 'think family' approach) in order to identify problems as they develop and then prevent them from escalating.
- In order to take the strategy forward, the Government has set up a dedicated Troubled Families Team (TFT) within the Department of Communities and Local Government (DCLG), headed by Louise Casey, under the leadership of the Secretary of State, Eric Pickles, MP. The aim is for this to bring together existing programmes and a range of central government funding streams to finance troubled families initiatives.
- One of these is the European Social Fund (ESF) 'welfare to work' Programme, led by the Department for Work and Pensions, which was established to support those aged 16 + to enter work programmes and employment through assisting them (along with their families) to overcome social difficulties that may currently prevent them from doing so. There is already £200m set aside nationally to fund contracted regional providers to deliver this programme and the expectation is that there will be a clear overlap between the subjects of ESF and the Troubled Families Programme.
- The whole Troubled Families agenda is central to current Local Government policy and underpins their entire social justice programme.
- In order to coordinate the programme a sum of £100K per annum, for 3 years, has been made available from the 1st April 12 to first tier councils to recruit a senior level post to co-ordinate and 'drive through' the necessary service re-design for troubled families.
- During the three year programme each council can bid for a share of a national sum of £448m to help fund their troubled families programme, on a matched funding basis (40% to the local authority) using a 'payment by results' (PbR) methodology over that same period.
- Based on population size and child poverty figures - each area has been given an indicative number of troubled families to focus on, with Somerset's being 870. The expectation is that each LA will commit to working with a third of this number in the first year (2012/13).
- In West Somerset the number of families has been set at 80.

Financial Framework

- At the end of March 2012, the TFT published a Financial Framework (FF) that set out a quite prescriptive Payment by Results (PbR) criterion, which focuses on the following three areas:

- School exclusions
- Anti-social behaviour
- Unemployment
- Priority will be given to addressing the needs of families who meet all 3 of these. However, in addition, LAs are allowed to apply a 'local discretion filter' that enables a focus on families who meet 2 out of 3 of the above criteria plus another locally determined criteria where these families represent a particularly high cost to the public purse.
- The local filter for Somerset has three components which are designed to ensure that the families that should be within the programme are included these are:

Discretionary Filter 1. **Health and Well Being**

- a) Substance Misuse
- b) Mental health
- c) Teenage pregnancy
- d) Young carers
- e) Free school meals

Discretionary Filter 2. **High Cost**

- a) Domestic Violence
- b) Frequent police call out
- c) Debt arrears
- d) Housing issues e.g. rent, eviction, maintenance
- e) Homelessness
- f) NEETs
- g) Accessibility (rurality issue)

Discretionary Filter 3. **Geographical area**

- a) Area of deprivation
- b) Themes from DF 1 & 2

- The FF sets out a two tier payment schedule based on a sliding scale, with payments being divided into 'attachment fees' (= up front and non ring fenced) and 'results payment' (= predicated on very specific, demonstrable progress in two out of the three primary measures).
- These payments will only be allocated to five out of every six of the families, with the expectation that LAs will already be funding successful work with some families and thus to avoid double payments. A recommended option is that LAs use those being supported by the ESF programme for the latter. *However, the percentage of families worked with each year must be a third of the total (minimum), not just a third of the sum of those where fees will be paid.* In other words, LA's Troubled Families Programmes are expected to involve more families than the actual number being funded.

- The proportion of attachment fee to PbR fee will change as the three years of the programme progresses:
 - Year 1 – 80% (£3200) attachment/20% (total £800) PbR
 - Year 2 – 60% (£2400) attachment/40% (total £1600) PbR
 - Year 3 – 20% (£800) attachment/80 % (total £3200) PbR
- If the families do not meet the performance measures within the prescribed timescale (*child with fewer than 3 fixed term exclusions and less than 15 % unauthorised absences – last 3 terms, **and** family - 60% reduction in offending behaviour + offending rate by all minors reduced by 33% - last 6 months **OR** at least one adult moved into continuous employment – last 6 months*) the PbR element of the payment will be withheld.
- At the moment the DCLG has said that there are no circumstances where they would consider ‘clawing back’ already allocated attachment fees. However, they may not pay some of the subsequent year’s attachment fees if a LA is thought to be seriously under performing in these respects.
- LAs are expected to align closely with the ESF Programme, e.g. referring their ‘one sixth’ (approx 16.5% of the 870) - perhaps less complex non-PbR families - where there is ongoing unemployment. To avoid double payments the unemployment outcome measure excludes those on the ESF provision or Work Programme.
- The attachment fees and any reward monies will be targeted for use and administered by local groupings relating to district councils areas. This should ensure local delivery.

The Somerset Plan

- On 23rd January 2012 the Children's Trust Executive recommended the establishment of a Troubled Families Programme Board (TFPB) with representation from all of the districts and other key partners. The SCC Strategic Management Board supported the view that this board should report to the Children's Trust in the interim, with a view to this moving to the Health and Well-Being Board over time, reflecting the very close synergies between the Troubled Families agenda and the new Public Health Framework.
- The Troubled Families Programme Board acts strategically across the county and is currently chaired by the County Council Chief Executive, Sheila Wheeler.
- In each district area there are individual governance arrangements that relate to the local strategic partnership in that area or its equivalent, if that exists. Each area is trying a slightly different mix of family support workers, mentors and coaches to support families. It is intended to use this learning to establish the best method of engagement by the close of the project.
- This will assist in delivering the overall project goals

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Report to a Meeting of: Scrutiny Committee
To be Held on: 20th May 2013
Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: Not applicable

SETTING THE ANNUAL WORK PROGRAMME

1. PURPOSE OF REPORT

- 1.1 To present to Scrutiny Committee the annual work plan for 2013/14 and request Members to consider any additional topics for inclusion.

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 The proper operation of the Scrutiny function is a key element of the local authority decision making process.

3. RECOMMENDATIONS

- 3.1 That Scrutiny Committee considers its future work plan in conjunction with this report and make any suggestions for additional inclusions.

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
The key risk is reputational in that the council considered not to have dealt with the matter appropriately	Low(3)	Low(3)	Medium (9)
<i>To discuss and agree a planned programme of work that it regularly reviewed</i>	Low(2)	Low(3)	Low(6)

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 Why do we need a scrutiny work programme?

- 5.1.1 Setting the Work Programme for the Scrutiny function is an important stage in the Scrutiny process. An effective Scrutiny work programme will identify the key topics that Scrutiny will consider over the coming year.
- 5.1.2 As well as the routine cyclical items concerning performance and budget monitoring, the Scrutiny Committee have the opportunity to examine additional topics either through Task and Finish Group work or through the monthly committee meetings.
- 5.1.3 A well planned Scrutiny function will help both officers and members plan their workloads as well as providing a clear picture to the public of planned Scrutiny activity.
- 5.1.4 The Scrutiny Work Programme is a 'living document' by which we mean it can be added to or amended as and when issues arise, but it is important that a broad framework is agreed by members of the Scrutiny Committee for the year ahead.

5.2 Who sets the Scrutiny Work Programme?

- 5.2.1 It is vital that members of the Scrutiny function take responsibility for both drawing up and managing their own work programme. The Scrutiny Work Programme is not approved by any other body other than the Scrutiny Committee

5.3 Key principles for setting Scrutiny Work Programmes?

- 5.3.1 The decision on what should be in the work programme should be informed by the Council's corporate priorities and by high profile local issues, so that scrutiny focuses on the issues that matter most to local people and the Council.
- Topics included in the work programme must add value to the work of the Council in delivering services to our residents
 - Where possible involve partners, stakeholders and the public
 - Allow some flexibility to enable topics to be included as and when they arise
 - Should represent the views and concerns of the community
 - Should reflect a realistic use of resources

5.4 Possible sources for identifying items for the Scrutiny Work Programme

- 5.4.1 There are many different ways to identify issues for the Scrutiny Work Programme, one of the most important being suggestions from Councillors. Other sources can include:
- Cabinet suggestions
 - PAG suggestions
 - Cabinet Forward Plan
 - Issues identified through the budget setting and monitoring process
 - Performance monitoring reports
 - Directly from members of the public
- 5.4.2 The work plan for 2013/14 is attached with this report. Members will note that the regular business items have been included such as the quarterly performance reports and the service plan and budget items. Previously planned items have also been included and the regular reports from partner organisations. This presents a further opportunity for Members to consider any additional items they would like to pre-plan for the year ahead.

6 FINANCIAL/RESOURCE IMPLICATIONS

- 6.1 None directly in respect of this report other than officer and member time; some direct financial resources may be needed in relation to detailed Scrutiny work to be undertaken during the year.

7. SECTION 151 OFFICER COMMENTS

- 7.1 None in respect of this report.

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.

9. CRIME AND DISORDER IMPLICATIONS

- 9.1 In accordance with the Police and Justice Act 2006 and the Crime and Disorder (Overview and Scrutiny) Regulations 2009 the committee will review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities (as defined by the Crime and Disorder Act 1998) of their crime and disorder functions. The Scrutiny Committee discharge this duty by receiving an annual report from the Local Police Inspector and the Council's Community Safety Officer.

10. CONSULTATION IMPLICATIONS

- 10.1 The Committee can set its own work programme and may choose to take the views of others in doing so.

11. ASSET MANAGEMENT IMPLICATIONS

- 11.1 None specific to the nominations being considered in this report.

12. ENVIRONMENTAL IMPACT IMPLICATIONS

- 12.1 None in respect of this report.

13. LEGAL IMPLICATIONS

- 13.1 The functions and activities of the Scrutiny Committee are conferred by Section 21 of the Local Government Act 2000.

SCRUTINY COMMITTEE – 12- MONTH WORKPLAN – 2013/14

2013	20 May	17 June	15 July	19 August	16 September	21 October	18 November	16 December	20 January	17 February	17 March
	Notes of key Cabinet Decisions/Action Points Cabinet Forward Plan	Notes of key Cabinet Decisions/Action Points Cabinet Forward Plan	Notes of key Cabinet Decisions/Action Points Cabinet Forward Plan	Notes of key Cabinet Decisions/Action Points Cabinet Forward Plan	Notes of key Cabinet Decisions/Action Points Cabinet Forward Plan	Notes of key Cabinet Decisions/Action Points Cabinet Forward Plan	Notes of key Cabinet Decisions/Action Points Cabinet Forward Plan	Notes of key Cabinet Decisions/Action Points Cabinet Forward Plan	Notes of key Cabinet Decisions/Action Points Cabinet Forward Plan	Notes of key Cabinet Decisions/Action Points Cabinet Forward Plan	Notes of key Cabinet Decisions/Action Points Cabinet Forward Plan
	Presentation from Minehead EYE	Economic Regeneration Update On Achievements (Minehead Visioning Group/Watchet & Williton Regeneration Forum/Learning Opportunities)	Impact of Welfare Reform on the Benefits and Fraud Services (follow up report from 2012/13 Task & Finish Grp recommendation)			Community Safety – Local Police Issues	Magna –half yearly update Report		Financial Standing and MTFP 2014/15 – 2016/17	Corporate Performance & Budget Monitoring 2012-13 – Quarter 3	
	Final Report of the Business Rate Recovery Task and Finish Group		Corporate Performance & Budget Monitoring – 2010-11 – Quarter 4	Corporate Performance & Budget Report – Quarter 1 2011/12			Corporate Performance & Budget Monitoring 2011-12 – Quarter 2		Corporate Plan & Service Plans – 2014-2015		
	Update on the Family Focus Project		Updated Medium Term Financial Plan (MTFP) – 2012-2015								
	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

To be scheduled:

Flooding – West Somerset Roles & Responsibilities
Countywide Review of Flooding
Waste & Recycling