

AGENDA

Meeting: Overview and Scrutiny Management Committee

Place: The Kennet Room - County Hall, Trowbridge BA14 8JN

Date: Tuesday 15 November 2022

Time: 10.30 am

Please direct any enquiries on this Agenda to Ben Fielding, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718656 or email benjamin.fielding@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225) 713114/713115.

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Membership:

Cllr Graham Wright (Chairman)
Cllr Christopher Williams (Vice-Chairman)
Cllr Ruth Hopkinson
Cllr Jon Hubbard
Cllr Tony Jackson
Cllr Bob Jones MBE
Cllr Johnny Kidney
Cllr Gordon King

Cllr Jerry Kunkler
Cllr Bill Parks
Cllr Tony Pickernell
Cllr Elizabeth Threlfall
Cllr Jo Trigg
Cllr Tony Trotman
Cllr Iain Wallis

Substitutes:

Cllr Steve Bucknell
Cllr Clare Cape
Cllr Ernie Clark
Cllr Brian Dalton
Cllr Gavin Grant

Cllr Dr Nick Murry
Cllr Pip Ridout
Cllr Tom Rounds
Cllr Ian Thorn

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For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

AGENDA

PART I

Items to be considered when the meeting is open to the public

1 **Apologies**

To receive details of any apologies or substitutions for the meeting.

2 **Minutes of the Previous Meeting** (*Pages 5 - 16*)

To approve and sign the minutes of the meeting held on 28 September 2022.

3 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

4 **Chairman's Announcements**

To receive any announcements through the Chair.

5 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm on **Tuesday 8 November** in order to be guaranteed of a written response. In order to receive a verbal response, questions must be submitted no later than 5pm **on Thursday 10 November**. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

6 **Finance, corporate resources and organisational scrutiny update** (*Pages 17 - 22*)

To receive an update on finance, corporate resources and organisational scrutiny.

7 **Management Committee Task Groups** (*Pages 23 - 26*)

To receive updates on recent activity on the following Task Groups:

- Swindon and Wiltshire Local Enterprise Partnership Panel
- Evolve Programme Task Group
- Financial Planning Task Group

8 **Socially Responsible Procurement Policy** (*Pages 27 - 52*)

To receive a presentation on Socially Responsible Procurement Policy.

9 **Forward Work Programme** (*Pages 53 - 82*)

To receive updates from the Chairmen and Vice-Chairmen of the Select Committees in respect of the topics under scrutiny in their areas, including any recommendations for endorsement by the Management Committee.

10 **Date of Next Meeting**

To confirm the date of the next meeting as 24 January 2022.

11 **Urgent Items**

Any other items of business which the Chairman agrees to consider as a matter of urgency.

Overview and Scrutiny Management Committee

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 28 SEPTEMBER 2022 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Graham Wright (Chairman), Cllr Ruth Hopkinson, Cllr Jon Hubbard,
Cllr Tony Jackson, Cllr Bob Jones MBE, Cllr Johnny Kidney, Cllr Bill Parks,
Cllr Tony Pickernell, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Tony Trotman,
Cllr Iain Wallis and Cllr Ian Thorn (Substitute)

Also Present:

Henry Powell, Andy Brown, Ben Fielding, Perry Holmes, Cllr Laura Mayes, Cllr
Ashley O'Neil, Cllr Nick Botterill, Cllr Gavin Grant, Cllr Ian Blair-Pilling, Martin
Nichols, Lucy Townsend and Terence Herbert

30 **Apologies**

Apologies for absence were received from Cllr Pip Ridout, Cllr Jerry Kunkler,
Cllr Gordon King and Cllr Phil Alford.

It was noted that Cllr Gavin Grant would provide reports on behalf of the
Financial Planning Task Group in place of Cllr Pip Ridout. Additionally, Cllr Ian
Thorn agreed to attend the meeting in absence of Committee Member Cllr
Gordon King.

It was also noted that Committee Member, Cllr Chris Williams had joined the
meeting remotely.

31 **Minutes of the Previous Meeting**

The minutes of the meeting held on 14 July 2022 were presented for
consideration, and it was;

Resolved:

**To approve and sign as a true and correct record of the minutes of the
meeting held on 14 July 2022.**

32 **Declarations of Interest**

There were no declarations of interest.

33 **Chairman's Announcements**

The Chairman thanked Members who had attended an online financial training session delivered by officers on 8 September 2022. It was noted that the session was useful and that slides and a video would be uploaded to the Councillor's Hub.

34 **Public Participation**

There were no questions or statements submitted by members of the public.

35 **Financial Year 2022/2023 - Quarter One Revenue Budget Monitoring**

The Chairman introduced a report within the Agenda Pack which presented the first quarterly revenue budget monitoring forecast position for the financial year 2022/23. It also provided an update on the MTFS and budget gap for the financial year 2023/24.

The Chairman noted that in Agenda Supplement 3, was a report from the Financial Planning Task Group, which considered the Cabinet report on Monday. Cabinet received the report, and the Task Group's verbal comments, on Tuesday.

The following comments were received by Cllr Nick Botterill, Cabinet Member with responsibility for Finance:

- For Quarter One there had been forecasted an underlying overspend for the year of £12.350million, however with mitigations in place this will be reduced to £6.020million.
- The impact of pay inflation was discussed as being the largest single contributor having caused 60% of the overspend. It was acknowledged that when the budget was set it had been based on a pay increase of 2%, however it is likely that trade unions will settle at a level of around 6.6%. These pressures have added a spend of £6.6million.
- It was stated that the Council has taken the correct actions in order to have the overspend under control.

The following comments were received by the Section 151 Officer:

- The Council had set aside £9million in reserves to deal with inflation pressure, which would be applied to ensure that the Council balances the budget for the financial year.
- Other authorities are also in a similar situation with overspending.

Cllr Gavin Grant introduced the report provided by the Financial Planning Task Group, which noted the following points:

- Attention was drawn to Adult Social Care which had shown an overspend that reflected a change in market preference to use domiciliary care rather than residential care. The positive work conducted by procurement was highlighted with a reduced cost in residential care. It was also

acknowledged that there are factors beyond the Council's control within the care market.

- Children's Services was highlighted as having had an overspend, however this could potentially be down to the impacts of Covid.
- The Dedicated Schools Grant was raised, with Cabinet Members urged to ensure that this responsibility is not transferred to Wiltshire Council as this would cost £8.356million.
- The importance of activities of identification and action plans that could be put in place to seek savings was stressed as the Council moves through further financial quarters. Attention will be given department by department to what spending is taking place and whether savings have been found or whether they remain an aspiration.

The following comments were received by Members of the Committee:

- At Cabinet, questions were asked around the staff pay award and inflation, which were satisfactorily answered by officers.
- It was explained that the staff pay award had been included in Quarter One, as an estimate had been included. It was noted that currently one trade union had accepted an offer, however three trade unions must agree as a collective.
- It was questioned whether the proposed minibudget from central government would have an impact on the revenue budget both immediately and medium term. It was clarified that borrowing costs would have a material impact on what the Council would be able to do, however currently the situation is unknown until the budget is confirmed.
- It was queried how £6million had been saved, to which the Section 151 Officer noted that the budget, when approved by Full Council is the best set of estimates available and that Directors and Heads of Services have to balance vacancies, recruitment and department performance.
- It was queried why there had been an increase of over 5% for EHCPs whilst there had not been an increase in pupils. It was stated that there will be an entire programme dedicated to the induction of EHCPs as part of the Council's vision for SEND.
- It was questioned whether it would be possible to strengthen the Council's early health offer due to the savings which had been made, to which it was stated that the Council has begun to investigate the budget for next year with work being conducted by Oxford Brookes University into early intervention.

At the conclusion of discussion, it was,

Resolved:

The Overview and Scrutiny Management Committee agreed to note:

- 1. The current revenue budget is forecast to overspend by £6.020m by the end of the financial year and that this will be managed through the use of earmarked reserves;**

2. The current forecast savings delivery performance for the year;
3. The updated position in respect of the current estimated financial gap for 2023/24; and
4. The report of the Financial Planning Task Group, having reviewed the report in detail before Cabinet.

36 **Financial Year 2022/2023 - Quarter One Capital Budget Monitoring**

The Chairman introduced a report within the Agenda Pack which set out the Capital Programme for 2022/23 as of 30 June 2022 for the first quarterly budget monitoring period.

The Chairman noted that in Agenda Supplement 3, was a report from the Financial Planning Task Group, which considered the Cabinet report on Monday. Cabinet received the report, and the Task Group's verbal comments, on Tuesday.

The following comments were received by Cllr Nick Botterill, Cabinet Member with responsibility for Finance:

- The Capital Programme budget has reduced from £279.176m and currently stands at £269.427m as of 30 June 2022.
- It was noted that capital spend is much more vulnerable to inflation than revenue spending and therefore it is likely that there will be further delay to projects as well as some projects becoming unviable.
- A take-away thought from the Quarter One monitoring as identified as looking at how the Council can better reflect what projects are realistic and can be delivered within a year.

The following comments were received by the Section 151 Officer:

- The Section 151 Officer was set to Chair a meeting of the Asset Gateway Board in the coming week, which would look at the results for the level of spend for Quarter One as well as considering schemes in the programme for Quarter Two with forecasting and re-programming.
- Work is being conducted to investigate how the £269.427m will come down to a more realistic figure of what will be spent in this financial year should cash flows be managed as expected.

Cllr Gavin Grant introduced the report provided by the Financial Planning Task Group, which noted the following points:

- The overprogramming of the Capital programme was referenced as well as the under-delivery of it and the implications on cashflow.
- It was stated that though the underperformance of Capital work can be seen as a material benefit, this is not good practice and there is therefore frustration that though substantial capital funding is allocated, borrowing provision is potentially made which comes at a cost against capital spend.

- Attention was drawn to paragraph 10, which referenced changes to procedures and processes with the additional rigour and focus put into place welcomed by the Financial Planning Task Group.
- It was suggested that it could be worthwhile to understand the work of the Asset Gateway Board as well as changes to processes and procedure.
- It was stated that the current position is predictable, with run rates having been similar for capital spend as they had been last year.

The following comments were received by Members of the Committee:

- Concern was raised in regard to the need for the Council to recognise when they are being over ambitious with Capital projects, with examples cited of schools being informed they would be given improvements but the Council then only delivering a portion of them. It was clarified by the Section 151 Officer that such work would be happening but had been reprogrammed for Easter next year and that more information about reprofiling and reprogramming could be included in an appendix to future report submissions.
- It was suggested that Children's Select Committee take an in-depth look into the delivery of Capital projects for school, with it stated by the Financial Planning Task Group that select committees should be aware of the revenue and capital schemes within their areas of work.

At the conclusion of discussion, it was,

Resolved:

The Overview and Scrutiny Management Committee agreed to note:

1. **The 2022/23 Capital Programme as at Quarter 1 and the capital spend as of 30 June 2022; and**
2. **The report of the Financial Planning Task Group, having reviewed the report in detail before Cabinet;**
3. **To note that Children's Select Committee will be requesting a report on capital funding for the maintenance of school buildings.**

37 **Council Performance and Risk - Quarter One Monitoring**

The Chairman introduced a report within the Agenda Pack, which provided an update on performance against the stated missions in the Council's Business Plan 2022-32, its strategic risks and proposed future developments.

The Chairman noted that the report the first of its kind and has been considered by the other three select committees prior to today, as well as by Cabinet yesterday. The Chairman stated that the Children's and Health Select Committees have resolved to explore how they will conduct more detailed scrutiny of performance indicators within their remits.

It was noted that future iterations of this high-level report would be considered on a quarterly basis by both Cabinet and the Overview and Scrutiny Management Committee.

The following comments were received from Cllr Laura Mayes, Deputy Leader and Cabinet Member for Children's Services:

- The Leader wanted a set of measures in order to assess performance through the means of a living document in order to remain accountable.
- Some departments have been more used to performance management than others, therefore meaning it took longer to identify some performance indicators.
- Currently, the performance document does not have targets, with it identified that there is a need for targets to have a balance of being both ambitious yet achievable. These would be included within the next evolution of the document.
- It was stated that though the Risk Register forms part of the document, this is not an early warning system for performance and outcomes.
- The Overview and Scrutiny Management Committee was invited to get involved in the Performance and Outcomes Board.

At the conclusion of discussion, it was,

Resolved:

The Overview and Scrutiny Management Committee agreed to welcome the report and note the updates and outturns:

- 1. Against the measures and activities ascribed against the Council's priorities and that targets for the measures will be included in the quarter two performance report.**
- 2. To note the Strategic Risk Register, issues and emerging risks;**
- 3. To note that the Children's and Health Select Committees have resolved to explore more detailed scrutiny of those performance indicators within their remits.**

38 Annual Wiltshire Council Complaints Report 2021-2022

The Chairman introduced a report within Agenda Supplement 1, which presented the council's Annual Complaints report for the 2021-22 financial year. It was noted that the report would also be considered by the Standards Committee on the 5 October, as they oversee the council's complaints handling arrangements.

The following comments were received from Cllr Ashley O'Neil, Cabinet Member with responsibility for council Governance:

- The report covered the complaints received annually by the Council and how these had been dealt with, including information about the complaints system as well as how the resolutions to complaints are meeting statutory responsibilities.
- The report covered the outcomes of complaints and whether these were fully or partially upheld, as well as the breakdown and volume of complaints received by each department and also those which were sent to the Local Government and Social Care Ombudsman.
- It was noted that the report does not cover complaints received about elected members or the Police and Crime Commissioner.

The following comments were received from Perry Holmes, Director for Legal and Governance:

- Perry Holmes commended Henry Powell and his team for their work having taken over the complaints team, with it noted that a complaints report had previously not been delivered.
- It was noted that complaints can be a rich source of information for the Council.

The following comments were received from Henry Powell, Democracy and Complaints Manager:

- It was noted that the detailed report includes 19 charts and shows a gradual reduction in the number of complaints received by the Council over the past 4 years.
- The number of service requests had been stable, with $\frac{3}{4}$ of such requests being resolved by means of direction to the relevant department, with only $\frac{1}{4}$ of service requests ending in a formal complaint.
- There had been a small increase to the number of complaints upheld and partially upheld.
- The area that attracted the highest number of complaints was Children's Services (88), however it was recognised that this area tends to reach a high number of customers or involves contentious decisions.
- In regard to service requests, the area that attracted the highest numbers was Waste Management (256).
- There has been a slight increase in complaints about the Council received by the Local Government and Social Care Ombudsman, but a decrease on all three years prior to that.
- The Local Government and Social Care Ombudsman upheld a smaller amount of complaints about the Council compared to other unitary authorities and that all recommendations had been complied with.
- A new IT system will be in place soon in order to allow stats to be produced quicker as well as allowing for greater corporate awareness of complaints.

The following comments were received by Members of the Committee:

- It was queried whether there would be a way of capturing lower-level complaints received by Councillors.
- In regard to complaints about Development and Building Control, it was suggested that this is part of the process and residents sometimes place complaints about planning applications that they object to.
- It was suggested that complaints are not necessarily a bad thing as they show that residents are interested and engaged in issues.
- It was queried whether the Council is able to benchmark against other local authorities, to which it was clarified that though this is difficult due to the way other Councils format their departments, this is an area that would like to be addressed within the next report.
- The issue of waiting times for those calling the 0300 Council number was raised, with it clarified that data is available for numbers of those who end their call. It was however stated that once past holding the service received was very good.
- Issues regarding the MyWilts app were raised, with it stated that a survey is set to be sent out to Members regarding the app with a Member User Group set to be formed. Cllrs Graham Wright, Chris Williams and Bill Parks volunteered to be part of the user Group.
- Andy Brown made the Committee aware that within the Q1 report, approval had been granted to draw down funds for the customer experience programme which would have a focus on the digital offer.

At the conclusion of discussion, it was,

Resolved:

The Overview and Scrutiny Management Committee agreed to note:

- 1. To note the Wiltshire Council Complaints Report for 2021-22.**
- 2. To note that formal complaints to the council have reduced by 41% since 2018-19.**
- 3. To note the actions to further improve the council's complaints handling function over the next 12 months.**

39 Report of the Asset Transfer Policy Rapid Scrutiny Exercise

The Chairman introduced a report within Agenda Supplement 1, which presented the report of the Asset Transfer Policy Rapid Scrutiny Exercise, which was retrospective post Cabinet approval of the new policy.

Cllr Laura Mayes, Deputy Leader and Cabinet Member for Children's Service introduced the report and noted that it had been debated thoroughly at the Cabinet meeting which took place 27 October 2022.

Cllr Ruth Hopkinson, Lead Member for the Rapid Scrutiny Group stated that she had attended the Cabinet meeting which took place along with the four Members of the Task Group. Cllr Hopkinson stated that she was disappointed

with the lack of engagement with the report as well as how the decision had been made to adopt a policy before it had gone before the Overview and Scrutiny Management Committee. In addition that the previous Asset Transfer Policy had been taken to a meeting of the Full Council, when this one had not.

The Chairman thanked Cllr Ruth Hopkinson for chairing the Task Group as well as the Members which partook in the work undertaken by it.

The following comments were received by Members of the Committee:

- It would be positive to see timescales on transfers in order for towns to be able to set their precepts.
- The asset transfer of the Warminster Athenaeum was cited, with it stated that the transfer cost a significant amount of money in legal fees, therefore anything to streamline and facilitate the process would be positive.
- It was suggested that review processes could include visibility of which items transferred to towns or parishes would be eligible to receive Section 106 money.
- Whilst recognising that the policy had now been approved by Cabinet, disappointment was voiced by a Member of the Committee with reference to how previously Cabinet had amended recommendations rather than accepting or rejecting them.
- It was suggested by a Committee Member that given the level of concern across groups that it should be considered whether policy could be brought to Full Council for discussion.
- The Chairman stated that though the policy had been approved at Cabinet, scrutiny would be undertaken to ensure that the policy was delivered.
- Concern was placed that the policy had not included enough project management or resourcing for it to work.
- The Section 151 officer stated that officers deployed elsewhere would be brought back to work on the policy in order to assist with resource constraints and that additional resources for the legal department had been agreed. It was also stated that the Council would be in touch with 9 Town Councils who had declared an interest in an asset transfer and that with a policy in place there could be clear clarity with expectations set.

At the conclusion of discussion, it was,

Resolved:

The Overview and Scrutiny Management Committee agreed:

- 1. To endorse the report of the Asset Transfer Rapid Scrutiny Exercise, which was received by Cabinet on 27 September 2022;**
- 2. To note that Cabinet approved the new Service Devolution & Asset Transfer Policy on 27 September 2022.**

- 3. In line with the Rapid Scrutiny group's recommendation, to monitor the implementation of the refreshed Service Devolution & Asset Transfer policy and receive a progress update within 6 months.**

40 **Management Committee Task Groups**

A report was received on the Task Groups and Panels established by the Management Committee.

Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Joint Scrutiny Panel

It was noted that the Panel is in abeyance until the national picture regarding LEPs is clarified. Additionally, The LEP is currently considering the future type of scrutiny it wishes to commission, given the dramatic reduction in LEP funding being provided by Central Government.

Evolve Programme Task Group

It was noted that the task group meets quarterly had not met since the last Committee meeting. Its next meeting is scheduled for 30 September 2022, so the Committee would receive its next update on its work in November.

Cllr Jon Hubbard stated as Task Group Chair that an agenda setting meeting had taken place with officers the previous week and that the programme faces challenges in the near future.

Financial Planning Task Group

It was noted that the next meeting of the Financial Planning Task Group had been scheduled for 7 October.

The Chairman noted that the task group had a vacancy in its membership and that as Cllr Ian Thorn had put himself forward for the role, the Chairman proposed that Cllr Ian Thorn be added to the membership.

In addition, the Chairman stated that in autumn it would be important for scrutiny to investigate the key service budgets and the implications for delivery. It was therefore proposed that the Task Group lead this process, with the Chairman and Vice-chairman of the relevant select committees also participating. This would take the form of dedicated Task Group meetings with the relevant Select Committee chairs and vice-chairs, Cabinet Members and senior officers attending.

At the conclusion of discussion, it was,

Resolved:

The Overview and Scrutiny Management Committee agreed:

1. To note the update on activity provided;
2. To appoint Cllr Ian Thorn to Financial Planning Task Group

41 **Forward Work Programme**

The Committee considered the forward work programmes for each select Committee, as well as updates from the Chairman for each Select Committee.

At the conclusion of discussion, it was,

Resolved:

The Overview and Scrutiny Management Committee agreed:

1. To note the updates on select committee activity and approve the Overview and Scrutiny Forward Work Programme.

42 **Date of Next Meeting**

The date of the next meeting was confirmed as 15 November 2022.

43 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.00am – 12.25pm)

The Officer who has produced these minutes is Ben Fielding of Democratic Services, direct line 01225 718656, e-mail Benjamin.Fielding@wiltshire.gov.uk
Press enquiries to Communications, direct line (01225) 713114/713115

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Wiltshire Council

Overview and Scrutiny Management Committee

15 November 2022

Finance, corporate resources and organisational scrutiny – update

Purpose of the report

1. To provide an update on the changes to Overview and Scrutiny's (OS) approach to engaging with financial, corporate and organisational matters agreed in May 2022.

Background

2. On 19 May 2022, OS Management Committee (OSMC) received a report which proposed changes to OS's approach to engaging with financial, corporate and organisational matters, following a review led by the Chairman of OSMC.
3. OSMC resolved to accept the proposals set out in the report (see below) and to review the approach after six months.
4. This report updates the Committee on progress with the proposals as of November 2022.

Updates

(Table below)

| OSMC resolution (May 2022) | Update |
|--|--|
| <p>1. OS Management Committee to receive the following key financial reports, after review and commentary by the Financial Planning Task Group (FPTG):</p> <ul style="list-style-type: none"> • Draft Financial Plan • Medium-Term Financial Strategy • Revenue and capital budget monitoring • Treasury Management Strategy | <p>OSMC has since received the following financial reports, alongside commentary from Financial Planning Task Group (FPTG):</p> <p>14 July 2022</p> <ul style="list-style-type: none"> • Year End Revenue Financial Out-turn Position 2021/2022 • Year End Capital Investment Programme Financial Out-turn Position 2021/2022 • Treasury Management Out-turn Report 2022/23 <p>28 September 2022</p> <ul style="list-style-type: none"> • Financial Year 2022/2023 - Quarter One Revenue Budget Monitoring • Financial Year 2022/2023 - Quarter One Capital Budget Monitoring <p>November 2022</p> <p>In November, OSMC's meeting does not align with the timeline for Quarter Two Budget Monitoring reports. Therefore, all OSMC members have been invited to attend the FPTG meeting on 25 November 2022, when these reports will be considered prior to Cabinet on 29 November 2022.</p> <p>Scheduled activity:</p> <p>FPTG – 20 January 2023</p> <ul style="list-style-type: none"> • Draft Financial Plan 2023-24 • Treasury Management Strategy Statement 2023/24 <p>OSMC – 24 January 2023</p> <ul style="list-style-type: none"> • Draft Financial Plan 2023-24 • Treasury Management Strategy Statement 2023/24 <p>OSMC – 7 February 2023</p> |

| OSMC resolution (May 2022) | Update |
|--|--|
| | <ul style="list-style-type: none"> • Opposition group amendments to the Draft Financial Plan 2023-24 |
| <p>2. Select Committees to retain their ability to query and flag any significant financial concerns relating to any proposals they consider, with concerns referred to OS Management Committee for further discussion as appropriate.</p> | <p>The Chairs and Vice-chairs of OSMC, FPTG and the three select committees have discussed and recapped on their roles and responsibilities regarding financial scrutiny.</p> <p>During November/December 2022, FPTG will hold a series of meetings focused on key departmental council budgets, with the relevant Select Committee Chairs and Vice-chairs will attend to provide a link with scrutiny of service delivery.</p> |
| <p>3. Proposals for greater OS engagement on other corporate and organisational matters to be developed, following discussion between the OS Management Committee Chairman, Vice-chairman, appropriate Cabinet Members and directors.</p> | <p>Since May 2022, OSMC has considered the following corporate, organisational and resources issues:</p> <p>28 September 2022</p> <ul style="list-style-type: none"> • Council Performance and Risk - Quarter One Monitoring • Annual Wiltshire Council Complaints Report 2021-2022 • Asset Transfer and Service Devolution Policy (rapid scrutiny) <p>15 November 2022</p> <ul style="list-style-type: none"> • Socially Responsible Procurement Policy <p>OSMC also has an Evolve Programme Task Group monitoring implementation of the procurement and implementation of a new Cloud-based Enterprise Resource Planning (ERP) system for the council.</p> <p>Work planning meetings between the OSMC Chair/Vice-chair and their Executive and Director counterparts are being arranged to discuss:</p> <ul style="list-style-type: none"> • Finance, Procurement and Commissioning • ICT and Digital • Transformation |

| OSMC resolution (May 2022) | Update |
|--|---|
| <p>4. The Chairman and Vice-chairman of OS Management Committee to develop proposals for the Committee's scrutiny of corporate performance and risk, following discussion with the appropriate Cabinet Members, directors and Select Committee Chairmen.</p> | <p>On 28 September 2022, OSMC received the first Council Performance and Risk monitoring report to Cabinet. It resolved to continue to receive these, while asking the other three select committees to explore their own arrangements for more detailed scrutiny of performance and risk within their areas.</p> |
| <p>5. The Financial Planning Task Group's responsibilities to be clarified by amending its terms of reference as set out under paragraph 21, with a definition of "major" contracts to be agreed following further discussion</p> | <p>Discussions with Procurement and Commissioning are underway to identify appropriate contracts and develop a timetable. In the meantime, the Chair and Vice-chair of FPTG have continued to attend briefings on contract matters alongside the relevant Select Committee Chair and Vice-chair.</p> |
| <p>6. Appropriate learning and development be arranged to support members to undertake effective finance scrutiny.</p> | <p>On 8 September 2022, training in local government finance was delivered by the Corporate Director Resources & Deputy Chief Executive (S.151 Officer) and Assistant Director Finance. This was attended by 34 members and a video of the session can be viewed on the Councillors' Hub (link here).</p> <p>On 24 November 2022, the Centre for Governance and Scrutiny (CfGS) will deliver training at County Hall for OS members on conducting effective finance scrutiny. Members interested in attending are asked to contact simon.bennett@wiltshire.gov.uk.</p> <p>More broadly, CfGS will deliver a further member training session on Effective Scrutiny Questioning (date to be confirmed).</p> |

Proposal

5. To note the update on implementation of the changes to Overview and Scrutiny's (OS) approach to engaging with financial, corporate and organisational matters agreed in May 2022.

Cllr Graham Wright, Chairman of Overview and Scrutiny Management Committee

Report author: Simon Bennett, Senior Scrutiny Officer, 01225 718709,
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Appendices

None

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Wiltshire Council

Overview and Scrutiny Management Committee

15 November 2022

Task Group Update

1. Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Joint Scrutiny Panel

Membership

Wiltshire Councillors:

Cllr George Jeans

Cllr Ian Thorn

Vacancy

Swindon Borough Councillors:

Cllr Steve Heyes

Cllr Dan Smith

Cllr Junab Ali

Business Representatives

Andrew Hogben

Vacancy

Vacancy

Terms of Reference

The terms of reference for the Joint Scrutiny Panel are quite lengthy and therefore not included in full here, however, an extract detailing the purpose of the panel is included below (*paragraph numbering from the terms of reference*):

(9.) This Panel will act as a critical friend, developing an overview of strategies and plans and providing independent scrutiny of the work of the LEP Board. It is an essential element of assuring democratic accountability for the use of public funds.

(10.) The objective is to make constructive recommendations for how future decisions of the LEP can be effectively implemented.

(11.) The Panel will not have the power to delay the SWLEP's decisions but it will be able to make recommendations for improvement to the SWLEP's decision making process and will be able to make its conclusions public.

Recent activity

- The Panel has not met since the last meeting of the Committee.

- The LEP is currently considering the future type of scrutiny it wishes to commission. When the LEP incorporated as a limited company in January 2019, government funding constituted 90% of total income; this year (22-23) the figure is circa 30%. It is anticipated that any future government funding will reduce further.

2. Evolve Programme Task Group

Supporting officer: Simon Bennett

Membership

Cllr Joh Hubbard (Chair)
Cllr Dr Monica Devendran
Cllr Ruth Hopkinson
Cllr Horace Prickett
Cllr Mark Verbinnen

Background

The Evolve programme will involve the procurement and implementation of a new Cloud-based Enterprise Resource Planning (ERP) system for the council. The programme will impact on the work of all staff at the council in respect of HR, finance, procurement and payroll processes. It will look to modernise technology and standardise business processes, improving efficiencies for core activities that are undertaken across the council, supporting their adoption through a comprehensive in-house business change and training effort, and will deliver improved data, insights and reporting capabilities.

Terms of Reference (TOR)

- a) To provide efficient, effective scrutiny engagement on the council's Evolve programme under the direction of OS Management Committee.
- b) To receive periodic updates on the Evolve programme and scrutinise delivery of its key three objectives for the council, covering:
 - Organisational insight
 - Developing a flexible high-performance culture
 - Transforming business processes and digital technology
- c) To meet quarterly as standard, unless there is a temporary need to meet more frequently or at a specific project milestone
- d) To report findings and recommendations as appropriate to OS Management Committee following each task group meeting.

Recent activity

- The task group met on 30 September 2022.
- The Task Group received a programme update, where it was confirmed that parts of the programme would not be completed to the original timetable. Issues are being escalated and actions are being taken to address the issues including increasing the number of Programme Boards.
- Members were given an overview of the management of risk, including mitigating actions.
- The Task Group meets again on 2 December 2022, earlier than originally proposed, to be updated on progress with addressing the issues raised on 30 September 2022.

3. Financial Planning Task Group

Supporting Officer: Simon Bennett

Membership

Cllr Gavin Grant (Vice-chair)
 Cllr Gordon King
 Cllr Charles McGrath
 Cllr Bill Parks
 Cllr Pip Ridout (Chair)
 Cllr Ian Thorn
 Cllr Elizabeth Threlfall
 Cllr Mark Verbinnen

Background

The Financial Planning Task Group (FPTG) is a standing task group reporting to the Overview and Scrutiny Management Committee.

Terms of reference

- 1) To review the Medium-Term Financial Strategy (4-year financial model).
- 2) To review the approach and robustness of the council's capital, debt, and revenue financial planning regime.
- 3) To help develop the approach to the annual budget setting cycle.
- 4) To review the specific contribution of overview and scrutiny in the annual budget setting cycle with a focus upon outcomes.
- 5) To undertake periodic budget monitoring including reviews of key midyear trends and developments and to ensure that these are considered when updating the Financial Plan.

- 6) To, where it materially affects the council's overall financial position, to consider the council's:
 - a) approach to strategic procurement
 - b) major or financially significant contracts
 - c) financial investment in, and liability to, its wholly owned subsidiaries.
- 7) To work under the direction and guidance of the Management Committee and report regularly to the Cabinet Member, Management Committee and select committees (as appropriate) on its work and findings and to make any necessary referrals.

Recent activity

- The task group has not met since the OSMC meeting in September.
- The Chairman and Vice-Chairman of the task group have scheduled meetings with the Chairman and Vice-Chairman of the select committees to discuss the council's Q1 revenue and capital reports. This will be used to identify potential areas for financial scrutiny of services in the coming months.
- The task group meeting on 25 November 2022 has been extended with the members of OSMC invited to attend. This is to allow an informed discussion about the Q2 revenue and capital reports as OSMC will be unable to receive a report regarding Q2 from FPTG before the Cabinet meeting on 29 November.
- Cllr George Jean has stepped down from the group and it is requested that Cllr Mark Verbinnen be appointed to the task group.

Proposals

- 1. To note the update on activity provided.**
- 2. To thank Cllr George Jeans for his work on the Financial Planning Task Group and to appoint Cllr Mark Verbinnen to its membership.**

Report authors:

Simon Bennett, Senior Scrutiny Officer, simon.bennett@wiltshire.gov.uk
Henry Powell, Democracy and Complaints Manager, committee@wiltshire.gov.uk

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Wiltshire Council

Cabinet

29 November 2022

Subject: Socially Responsible Procurement Policy

Cabinet Member: Cllr Nick Botterill, Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Key

Executive Summary

This report outlines a Socially Responsible Procurement Policy and recommends its adoption by the Council.

The policy is in response to the Public Services (Social Value) Act 2012 which came into force on 31 January 2013 and requires public authorities to have regard to economic, social, and environmental well-being in connection with public services contracts; and for connected purposes. Consideration to the Act is embedded in our procurement and commissioning processes at Wiltshire Council, however, this policy enables the Council to adopt a formal approach to social value.

The policy places a particular focus on the three National Procurement Policy drivers; creating new business, new jobs, and new skills; tackling climate change and reducing waste; improving supplier diversity, innovation, and resilience.

The policy aims to provide an overarching framework to ensure a joined up consistent approach to the delivery of socially responsible procurement that encapsulates national and Wiltshire policy drivers.

The policy identifies the following five priorities that represent the Council's values and beliefs:

1. A Wiltshire first approach
2. Local training and employment
3. Partners in the community
4. Green economy and sustainable environment
5. Ethical procurement and well-being focus

The policy sets out the Council's ambition and commitment in respect of these key priorities. To support its delivery the Council will:

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- Oversee the implementation of the policy through the Commercial Board
- Develop and maintain a Social Responsibility Toolkit to support both suppliers and commissioners to maximise the delivery of social value
- Publicise and raise awareness of the Council's social responsibility objectives to ensure that suppliers and contractors are clear about what we want them to deliver
- Develop and implement a Socially Responsible Procurement Delivery Plan for inclusion in tender documents so that suppliers, providers, and contractors can set out how they will support implementation of the policy

This policy has been developed to ensure that Wiltshire Council maximises the social, economic, environmental, and cultural well-being that it delivers through its procurement activity.

Proposal(s)

This report recommends Cabinet agree the following proposals:

- a) To support the introduction and adoption of a Socially Responsible Procurement Policy in our procurement processes
- b) To endorse the five key priorities identified in the Policy, which include:
 - A Wiltshire first approach
 - Local training and employment
 - Partners in the community
 - Green economy and sustainable environment
 - Ethical procurement and well-being focus
- c) Note the proposed governance arrangements within Appendix 1
- d) Endorse that the Director of Procurement, in consultation with the Corporate Director Resources/Deputy Chief Executive, can make appropriate amendments to ensure smooth implementation of the policy in line with changes in business needs
- e) Agree that the Portfolio Holder for Finance – Commissioning and Procurement acts as the Council's social value champion
- f) Note the development of a Social Responsibility Toolkit to support both suppliers and commissioners to maximise the delivery of social value

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- g) Endorse awareness of the Council's social responsibility objectives to ensure that suppliers and contractors are clear about what we want them to deliver
- h) Support the development and implementation of a Socially Responsible Procurement Delivery Plan for inclusion in tender documents so that suppliers, providers, and contractors can set out how they will support implementation of the policy
- i) Endorse the adoption of a social value impact reporting system to measure and evaluate the qualitative and quantitative benefits delivered through procurement activity

Reason for Proposal(s)

The policy is in response to the Public Services (Social Value) Act 2012 which came into force on 31 January 2013 and requires public authorities to have regard to economic, social, and environmental well-being in connection with public services contracts; and for connected purposes. Consideration to the Act is embedded in our procurement and commissioning processes at Wiltshire Council, however, this policy will ensure a formal approach to social value.

The policy places a particular focus on the three National Procurement Policy drivers; creating new business, new jobs, and new skills; tackling climate change and reducing waste; improving supplier diversity, innovation, and resilience.

By delivering this Socially Responsible Procurement Policy, Wiltshire Council intends to meet its requirements of the Public Services (Social Value) Act 2012 and the National Procurement Policy Statement by setting out Wiltshire Council's overarching framework for the delivery of the policy, taking into consideration the wider associated legislative and policy driven requirements and importantly, delivery of the Council's own commitments set out in the Business Plan Principles 2022 - 2032.

Wiltshire Council's vision is to create strong communities. Social Value is how we, the council, in collaboration with our supply chain partners, can actively add benefits to our community and measure the positive impacts on the well-being of our economic, social and environmental activities, in order for the county of Wiltshire to thrive and prosper.

This policy ensures that Wiltshire Council maximises the social, economic, environmental, and cultural well-being that it delivers through its procurement activity.

Terence Herbert
Chief Executive

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Wiltshire Council

Cabinet

29 November 2022

Subject: Socially Responsible Procurement Policy

**Cabinet Member: Cllr Nick Botterill, Cabinet Member for Finance,
Development Management and Strategic Planning**

Key Decision: Key

Purpose of Report

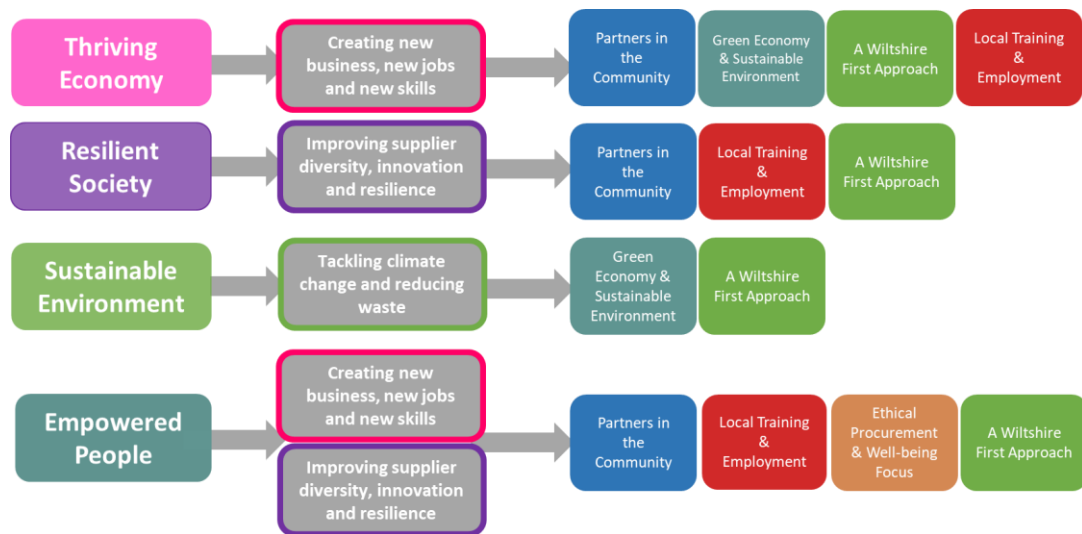
1. This report makes proposals to support the introduction and adoption of a Socially Responsible Procurement Policy in our procurement processes.
2. The Policy is in response to the Public Services (Social Value) Act 2012 which came into force on 31 January 2013 and requires public authorities to have regard to economic, social, and environmental well-being in connection with public services contracts; and for connected purposes. Consideration to the Act is embedded in our procurement and commissioning processes at Wiltshire Council, however, the policy enables a formal approach to social value.
3. The policy places a particular focus on the three National Procurement Policy drivers; creating new business, new jobs, and new skills; tackling climate change and reducing waste; improving supplier diversity, innovation, and resilience.
4. By delivering this Socially Responsible Procurement Policy, Wiltshire Council intends to meet its requirements of the Public Services (Social Value) Act 2012 and the National Procurement Policy Statement by setting out Wiltshire Council's overarching framework for the delivery of the policy, taking into consideration the wider associated legislative and policy driven requirements and importantly, delivery of the Council's own commitments set out in the Business Plan Principles 2022 – 2032.
5. This policy will ensure that Wiltshire Council maximises the social, economic, environmental, and cultural well-being that it delivers through its procurement activity.
6. A wide range of services across the Council have been consulted in the development of this policy.

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Relevance to the Council’s Business Plan

- The policy supports the Council’s commitment to social, economic, environmental, and cultural well-being reflected in the Wiltshire policy drivers, which align with Wiltshire Council’s Business Plan Principles 2022 to 2032:

The policy focuses its efforts on delivering social value via the three outcomes set in the National Procurement Policy Statement 2021. Linking these outcomes to the Wiltshire Council Business Plan, below is how the procurement function would apply this practically. Individual ways to achieve this is detailed within the delivery aims of the policy.



- Wiltshire Council’s vision is to create strong communities. Social Value is how we, the council, in collaboration with our supply chain partners, can actively add benefits to our community and measure the positive impacts on the well-being of our economic, social and environmental activities, in order for the county of Wiltshire to thrive and prosper.
- This Socially Responsible Procurement Policy sets out the overarching framework for the delivery of the policy, taking into consideration the wider associated legislative and policy driven requirements and importantly, delivery of the Council’s own commitments set out in the Business Plan Principles 2022 – 2032.

Background

- The Public Services (Social Value) Act 2012, an Act requiring public authorities to have regard to economic, social, and environmental well-being in connection with public services contracts, came into force on 31 January 2013. Since its introduction, consideration to the Act has been embedded in our procurement and commissioning processes at Wiltshire Council. The introduction of this policy enables the Council to adopt a formal approach to social value and provide an overarching framework to ensure a joined up consistent approach to the delivery of socially responsible procurement.

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11. By delivering this Socially Responsible Procurement Policy, Wiltshire Council intends to meet its requirements of the Public Services (Social Value) Act 2012 and the National Procurement Policy Statement by setting out Wiltshire Council's overarching framework for the delivery of the policy, taking into consideration the wider associated legislative and policy driven requirements and, importantly, delivery of the Council's own commitments set out in the Business Plan Principles 2022 – 2032.
12. It is a statutory requirement for Local Authorities to consider social value in their procurement processes on how what is proposed to be procured might improve the economic, social, and environmental well-being of the relevant area, and how, in conducting the process of procurement, it might act with a view to securing that improvement. The introduction of this Policy sets out how the Council seeking to achieve this.
13. Social value is defined as 'the additional benefit to the community from a commissioning / procurement process over and above the direct purchasing of goods, services and outcomes.' Its focus is on how we secure wider benefits to society as well as financial value from our contracts.
14. Social value focuses on maximising the value of public expenditure through appropriate consideration of wider societal impacts such as social, economic and/or environmental benefits.
15. The National Procurement Policy Statement June 2021 (which applies to all government agencies) states that the Council should have due regard to the following national priorities in respect of Social Value:
 - creating new businesses, new jobs and new skills
 - tackling climate change and reducing waste
 - improving supplier diversity, innovation, and resilience

Main Considerations for the Council

16. The introduction of a Socially Responsible Procurement Policy will mean that Wiltshire Council will meet its statutory obligation in line with the Public Services (Social Value) Act 2012.
17. The Wiltshire policy in Appendix 1 outlines the National Priorities in Social Value as set out by central Government and draws upon the Wiltshire Council Business Plan to outline the local priorities in terms of Social Value and considers the procurement priorities for Social Value.
18. The policy outlines the key outcomes for the Council as well as the community and addresses how these outcomes can be delivered and measured.

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Overview and Scrutiny Engagement

19. The report and Policy will be considered by the Overview and Scrutiny Management Committee on 15 November 2022 and the Committee's comments will be reported to Cabinet.

Safeguarding Implications

20. The policy considers objectives around safeguarding and promotion of the rights of children, young people, vulnerable adults, and care leavers and to practice ethical procurement.

21. The policy considers early interventions and preventative measures.

22. The policy aims to:

- Undertake initiatives to tackle modern slavery, human rights abuses, block listing, false self-employment, unfair use of umbrella schemes and zero hours contracts
- Encourage contractors to promote and sponsor opportunities for vulnerable children, care leavers and adults who are in need of care and support
- Support the provision of safeguarding advice and guidance and take preventative measures/early intervention into consideration for the vulnerable
- Ensure contractors are able to identify abuse or exploitation and take responsibility for reporting concerns in an appropriate and timely way
- Ensure that all suppliers that the Council purchases for its service users must have the necessary safeguarding policies, procedures and training in place and, where required, be registered with the appropriate registration body
- Help to support the health and well-being of communities in which the business operates by, for example, linking with local schools and colleges, other local businesses, and residents' groups to help run or sponsor activities / events, which will directly benefit those living there
- Encourage our suppliers to make a local impact by supporting initiatives to improve local facilities and to operate paid staff volunteering schemes to support local community groups and initiatives
- Make opportunities (both directly from the Council and through our contractors) accessible to a diverse supply base including the third sector, social enterprises, and local suppliers. Also provide mentoring and support to assist these organisations to tender for and deliver these supply opportunities where necessary
- Promote diversity, inclusion, equality, and fairness targeting effort towards those in greatest disadvantage and tackle deprivation across the county (and that the diversity is representative of our community)

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Public Health Implications

23. The policy considers local training and employment, to create inclusive employment and training opportunities for local people in order to reduce unemployment and raise the skills level of our local workforce, especially in target groups such as the long term unemployed and care leavers.
24. The policy considers Partners in the Community and demonstrates how we want to play an active role in local community and voluntary organisations, especially in those areas and communities with the greatest need.
25. The policy sets out a Wiltshire First approach, to take account of the social and economic impacts of buying locally when commissioning and contracting and want our suppliers and contractors to do the same.
26. The policy also focuses on ethical procurement and well-being so together with the support of entire community including local businesses, to safeguard and promote the rights of children, young people and vulnerable adults and to practice ethical procurement.

Procurement Implications

27. The policy aligns with the 12 commercial drivers which the Procurement Strategy has set out to deliver.
28. The Commercial & Procurement team will be responsible for the implementation of the policy through the Commercial Board, which in turn will oversee the delivery of the Socially Responsible Procurement Policy.
29. The Commercial & Procurement team will, within 6 months of the adoption of the policy, develop and maintain a Social Responsibility Toolkit to support both suppliers and commissioners to maximise the delivery of social value.
30. Once the Social Responsibility Toolkit has been developed, the Commercial & Procurement team will publicise and raise awareness of the Council's social responsibility objectives to ensure that suppliers and contractors are clear about what we want them to deliver.
31. In conjunction with the development of the toolkit, the Commercial & Procurement team will develop and implement a Socially Responsible Procurement Delivery Plan for inclusion in tender documents so that suppliers, providers, and contractors can set out how they will support implementation of the policy.
32. The Procurement and Commissioning team will be responsible for reviewing the Social Value information and submitting regular reports to Commercial Board.
33. The Commercial Board will review the Social Value register on a regular basis, providing challenge, scrutinising contractors' performance where necessary

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and make recommendations to the Chief Executive and Corporate Directors and/or Cabinet as required.

34. The Commercial & Procurement team will be responsible for the development of an annual Social Value Report to Commercial Board, which is chaired by the Corporate Director Resources/Deputy Chief Executive.

Equalities Impact of the Proposal

35. An Equalities Impact assessment has not been undertaken on this proposal. Equality Impact assessments will be undertaken, where necessary, as part of individual agreements and processes. However, it should be noted that the policy does consider the following:
36. This policy focuses on ethical procurement and well-being, together with safeguarding and promoting the rights of children, young people, and vulnerable adults.
37. It promotes diversity, inclusion, equality, and fairness, targeting effort towards those in greatest disadvantage and tackling deprivation.
38. The Commercial & Procurement team aim to undertake initiatives to tackle modern slavery, human rights abuses, block listing, false self-employment, unfair use of umbrella schemes and zero hours contracts
39. The Commercial & Procurement team will encourage contractors to promote and sponsor opportunities for vulnerable children, care leavers and adults who are in need of care and support through procurement activity
40. The policy considers creating inclusive employment and training opportunities for local people in order to reduce unemployment and raise the skills level of our local workforce, especially in target groups such as long term unemployed and care leavers of Wiltshire
41. The policy is designed to help to support the health and well-being of communities in which the business operates by, for example, linking with local schools and colleges, other local businesses, and residents' groups to help run or sponsor activities / events, which will directly benefit those living there
42. The policy encourages our suppliers to make a local impact by supporting initiatives to improve local facilities and by encouraging them to operate paid staff volunteering schemes to support local community groups and initiatives.
43. The Commercial & Procurement Team will continue to make opportunities accessible to a diverse supply base including the third sector, social enterprises, and local suppliers. It will also provide support and training to assist these organisations to tender for opportunities.
44. The performance of the Socially Responsible Procurement Policy will be monitored by Commercial Board. The Providers will report on Key Performance Indicators and lead contract managers and Commercial &

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Procurement team will be responsible for monitoring and reviewing reports and ensuring any improvement actions are completed by providers.

45. The Commercial and Procurement Team will work with commissioners and suppliers/contractors to identify and implement opportunities for improvements in service delivery for the duration of the contract.

Environmental and Climate Change Considerations

46. One of the five key priorities considers environmental and climate change and sets out how procurement will address these issues.

47. Officers have worked closely to develop and align the priorities of Green Economy & Sustainable Environment to reflect the Council's long-term strategies.

48. The priority sets out how the Council will protect the natural environment, minimise waste, reduce energy consumption, use other resources efficiently and address our impact on the Climate emergence by adopting the following within our approach to our procurement activity:

- Ensure that we follow sustainable procurement policies and processes which will exploit the opportunity to reduce emissions in line with national proprieties in order to reduce our carbon footprint, minimise energy consumption, waste, pollution, production of greenhouse gas emissions and detrimental natural environmental impacts while encouraging others to do likewise
- Seek, in partnership with suppliers and contractors, to minimise any negative natural environmental impacts of goods, services and works purchased across their life cycle from raw material extraction to end of life
- Eliminate unnecessary waste by adopting the "reduce, reuse, recycle" philosophy and supporting circular economy and sharing economy through 'Think before you purchase – do you really need it, could something else be used, or could we hire or borrow it?'
- Introduce an informed assessment tools into our procurement decision making process to increase the Council's delivery of social and natural environmental value by demonstrating achievable co-benefits from the goods and services which we procure

49. Officers will develop and introduce a Procurement Plan for a Sustainable Environment which will form part of the Socially Responsibility Toolkit to support both suppliers and buyers to maximise the delivery of social value.

50. Reporting of this information will form part of the regular monitoring information outlining Social Value delivery progress, to ensure that the supplier/contractor is meeting their social value obligations. The reports will be provided to the Commercial Board on a quarterly basis and be included in the annual Social Value Report.

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51. Work will continue with the Climate team and Environmental team to adapt our procurement processes and policies.

Risks that may arise if the proposed decision and related work is not taken

52. We are at risk of not meeting our statutory obligations, in line with The Public Services (Social Value) Act 2012, if we do not introduce this Socially Responsible Procurement Policy, which acts as an overarching framework setting out how the Council will seek to address our obligations to the Act.

53. Wiltshire Council has a responsibility to manage public money with probity to ensure that value for money is achieved. Social value is defined as 'the additional benefit to the community from a commissioning / procurement process over and above the direct purchasing of goods, services and outcomes.' Failure to have a policy could result in the Council being at risk of not focusing on how it secures wider benefits to society, as well as financial value, from our contracts.

54. The Socially Responsible Procurement Policy focuses on maximising the value of public expenditure through appropriate consideration of wider societal impacts such as, social benefits, economic benefits, and environmental benefits. The Council's Business Plan Principles 2022 – 2032 set an increased focus on the delivery of social, economic, environmental, and cultural well-being, including through the way in which it manages its procurement activity. By not adopting the Policy, we are at risk of not supporting the wider Council objectives.

55. Not having a policy increases the risk of not addressing our Scope 3 carbon emissions within our supply chain.

56. The Commercial & Procurement team are at risk of not delivering on the 12 commercial divers which are set out in the Procurement Strategy.

Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks

57. The Commercial & Procurement team will develop and maintain a Social Responsibility Toolkit to support both suppliers and commissioners to maximise the delivery of social value and to reduce the risk of any misunderstanding how we are approaching Social Value in our procurement activity.

58. The policy will be widely publicised to raise awareness of the Council's social responsibility objectives to eliminate the risk of suppliers and contractors being unclear about what we want them to deliver.

59. The Commercial & Procurement team will develop and implement a Socially Responsible Procurement Delivery Plan for inclusion in tender documents so that suppliers, providers, and contractors can set out how they will support

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implementation of the policy to reduce the risk of misunderstanding and ensuring that the approach is aligned on all of our procurement activity.

60. To eliminate the risk of the policy not being adopted effectively, the Commercial Board will review the Social Value register on a regular basis, providing challenge, scrutinising contractors' performance where necessary and make recommendations to the Chief Executive and Corporate Directors and/or Cabinet as required.

Financial Implications

61. It is very likely that there will be additional cost implications in introducing the Socially Responsible Procurement Policy. The costs and social benefits will need to be assessed as part of each individual tender exercise or other procurement process.

Legal Implications

62. The Public Services (Social Value) Act 2012, an Act to require public authorities to have regard to economic, social, and environmental well-being in connection with public services contracts in its relevant area and to consider when conducting procurement processes how it may secure that improvement where it is proportionate in all the circumstances to do so came into force on 31 January 2013.
63. The Socially Responsible Procurement Policy has been designed to address not only the Council's statutory obligations in line with The Public Services (Social Value) Act 2012, but also the considerations set out within the National Procurement Policy Statement June 2021.
64. Legal advice will be sought on any individual project and Social Value considerations will be incorporated within the specific tender documentation and terms and conditions of business.
65. All procurement activity will be undertaken in accordance with the Constitution and Procurement Law and legal advice will be sought throughout the procurement process.

Workforce Implications

66. This proposal has no direct impact on Council employed staff.

Options Considered

67. A number of options have been considered during the development of the policy:

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68. **Option One** – Create a Social Value Policy which meets minimum requirements of the Public Services (Social Value) Act 2012. This option was discounted as our aim is to go above the minimum standards of the Public Services (Social Value) Act 2012 by setting out Wiltshire Council’s overarching framework for the delivery of the initiatives, taking into consideration the wider associated legislative and policy driven requirements and importantly, delivery of the Council’s own commitments set out in the Business Plan Principles 2022 – 2032.
69. **Option Two** – Go above the minimum requirements of the Public Services (Social Value) Act 2012 and the National Procurement Policy Statement June 2021 and create a Socially Responsible Procurement Policy which sets out Wiltshire Council’s overarching framework for the delivery of the three key initiatives from the National Procurement Policy Statement, taking into consideration the wider associated legislative and policy driven requirements and importantly, delivery of the Council’s own commitments set out in the Business Plan Principles 2022 - 2032. Develop and maintain a Social Responsibility Toolkit to support both suppliers and buyers to maximise the delivery of social value and develop and implement a Socially Responsible Procurement Delivery Plan for inclusion in tender documents so that suppliers, providers, and contractors can set out how they will support implementation of the policy. The Policy will ensure that Wiltshire Council maximises the social, economic, environmental, and cultural well-being that it delivers through its procurement activity. This option was selected as the most viable solution to meet our requirements.
70. **Options Three** – Create separate policies for each strand of the requirements under the Public Services (Social Value) Act 2012 and the National Procurement Policy Statement June 2021. This option was discounted as the development of an overarching framework was considered a more practical approach.

Conclusions

71. Wiltshire Council spends over £450m annually on goods, works, services and projects, accounting for over half its running costs. The Council delivers its services directly through its own workforce and through private and third sector organisations. The introduction of a Socially Responsible Procurement Policy can make a significant contribution on how we manage our annual spend with our suppliers and contractors in line with our commitments set out in the Business Plan Principles 2022-2032, to prioritising social, economic, and environmental well-being for the county of Wiltshire.

This report recommends Cabinet agree the following proposals:

- a) To support the introduction and adoption of a Socially Responsible Procurement Policy in our procurement processes.
- b) To endorse the five key priorities identified in the policy, which include:
 - A Wiltshire first approach

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- Local training and employment
 - Partners in the community
 - Green economy and sustainable environment
 - Ethical procurement and well-being focus
- c) Note the proposed governance arrangements within Appendix 1
- d) Endorse that the Director of Procurement, in consultation with the Corporate Director Resources/Deputy Chief Executive, can make appropriate amendments to ensure smooth implementation of the Policy in line with changes in business needs
- e) Agree that the Portfolio Holder for Finance – Commissioning and Procurement acts as the Council's social value champion
- f) Note the development of a Social Responsibility Toolkit to support both suppliers and commissioners to maximise the delivery of social value
- g) Endorse awareness of the Council's social responsibility objectives to ensure that suppliers and contractors are clear about what we want them to deliver
- h) Support the development and implementation of a Socially Responsible Procurement Delivery Plan for inclusion in tender documents so that suppliers, providers, and contractors can set out how they will support implementation of the policy
- i) Endorse the adoption of a social value impact reporting system to measure and evaluate the qualitative and quantitative benefits delivered through procurement activity

Helen Jones (Director - Procurement and Commissioning)

Report Author: Luana O'Neill, Commercial & Procurement Manager– Policy, Development, Insight & Capability
Luana.o'neill@wiltshire.gov.uk

03 November 2022

Appendices

Appendix 1 – Wiltshire Council's Socially Responsible Procurement Policy

Background Papers

The following documents have been relied on in the preparation of this report:

- The Public Services (Social Value) Act 2012
- National Procurement Policy Statement June 2021



Wiltshire Council's Socially Responsible Procurement Policy

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2. Local training and employment
3. Partners in the community
4. Green Economy and Sustainable Environment
5. Ethical Procurement and Well-being focus



Foreword

Wiltshire Council strives to be the highest performing council in the country. Our Business Plan principles set out our commitment to prioritising social, economic and environmental well-being for the county of Wiltshire. The Council recognises that the way in which we manage the £450 million we spend annually with suppliers and contractors can make a significant contribution to this plan.

The Council agenda demonstrates a commitment to take responsibility for our environment and we acknowledge a climate emergency by committing to become carbon neutral organisation by 2030. We are committed to take a socially responsible approach to our procurement processes of contracts and acknowledge it is an area that can make a substantial impact on the Council's agenda.

This policy will look to set out our commitment to consider the wider social value that can be delivered by drawing together a number of different legislative requirements, policy initiatives and aspirations into a single coherent framework underpinned by **five key priority themes**:



Introduction

Wiltshire Council spends over £450m annually on goods, works, services and projects, accounting for over half its running costs. The Council delivers its services directly through its own workforce and through private and third sector organisations.

The Council has a responsibility to manage public money with probity, to ensure that value for money is achieved and to manage it in such a way that wider Council objectives can be supported. The Council's Business Plan principles 2022 – 2032 set an increased focus on the delivery of social, economic, environmental and cultural well-being, including through the way in which it manages its procurement activity.

This policy places a particular focus on the three key National Procurement drivers:

- **Creating new business, new jobs and new skills** – drives the creation of employment and training opportunities including apprenticeships, support for small and medium sized enterprises and delivery of community and educational initiatives
- **Tackling climate change and reducing waste** – outlines the importance of climate emergency, by focusing on protecting the environment, minimising waste, reducing energy consumption, achieving Zero and using alternative resources effectively
- **Improving supplier diversity, innovation and resilience** – seeks to create a fair and open environment in which we can all do business together and address issues of particular concern to SMEs

Wiltshire Council's vision is to create strong communities. Social Value is how we, the council, in collaboration with our supply chain partners, can actively add benefits to our community and measure the positive impacts on the well-being of our economic, social and environmental activities, in order for the county of Wiltshire to thrive and prosper.

This Policy will ensure that Wiltshire Council maximises the social, economic, environmental and cultural well-being that it delivers through its procurement activity.



National Policy Drivers

National Procurement Policy Statement June 2021

Creating new business, new jobs and new skills

What can Wiltshire Council do to endorse this?

- Find opportunities for people with learning difficulties to participate in the community
- Support local business and increase the proportion of Wiltshire's wealth that is spent in the local economy
- Implement new strategies for regeneration, the visitor economy and cultural offers
- Provide effective and flexible support to young people as they enter adulthood

Tackling climate change and reducing waste

What can Wiltshire Council do to endorse this?

- Find and promote new opportunities for people and businesses to reuse and recycle
- Reduce the amount of waste going to landfill, increase recycling and keep Wiltshire looking beautiful
- Become a Carbon neutral organisation by 2030
- Encourage and, where necessary, enforce businesses to play their part
- Implement Carbon monitoring in new contracts the council enters into

Improving supplier diversity, innovation and resilience

What can Wiltshire Council do to endorse this?

- Implement an updated Local Plan as an effective policy framework for the sustainable growth of Wiltshire that addresses the strategic needs of the county
- Link communities to services provided by the council through volunteering
- Develop the care market in a way that promotes choice and diversity of supply, develops new care models and ensures best value for money and a fair cost for providers
- Strengthen Wiltshire's economy

Wiltshire Council's Policy Drivers



The Council's commitment to social, economic, environmental and cultural well-being is reflected in the Wiltshire policy drivers, which align with and support Wiltshire Council's Business Plan principles and the National Procurement Policy Statement. Wiltshire Council intends to go above and beyond the minimum obligations of the Social Value Act 2012 and the National Procurement Policy Statement by delivering this **Socially Responsible Procurement Policy**.

Business Plan Principles 2022 to 2032

The Business Plan 2022 to 2032 is the Council's ten year plan for the county, which outlines its vision for Wiltshire Council's drive to be the highest performing council in the country. To achieve this we will continue to operate as an efficient organisation and work ambitiously with our partners, have strong checks and balances in place and a workforce that thrives on its opportunities to innovate and conduct critical analyses.

The plan focuses on four guiding missions to achieve the Council's vision:



Wiltshire Council's Commercial Drivers

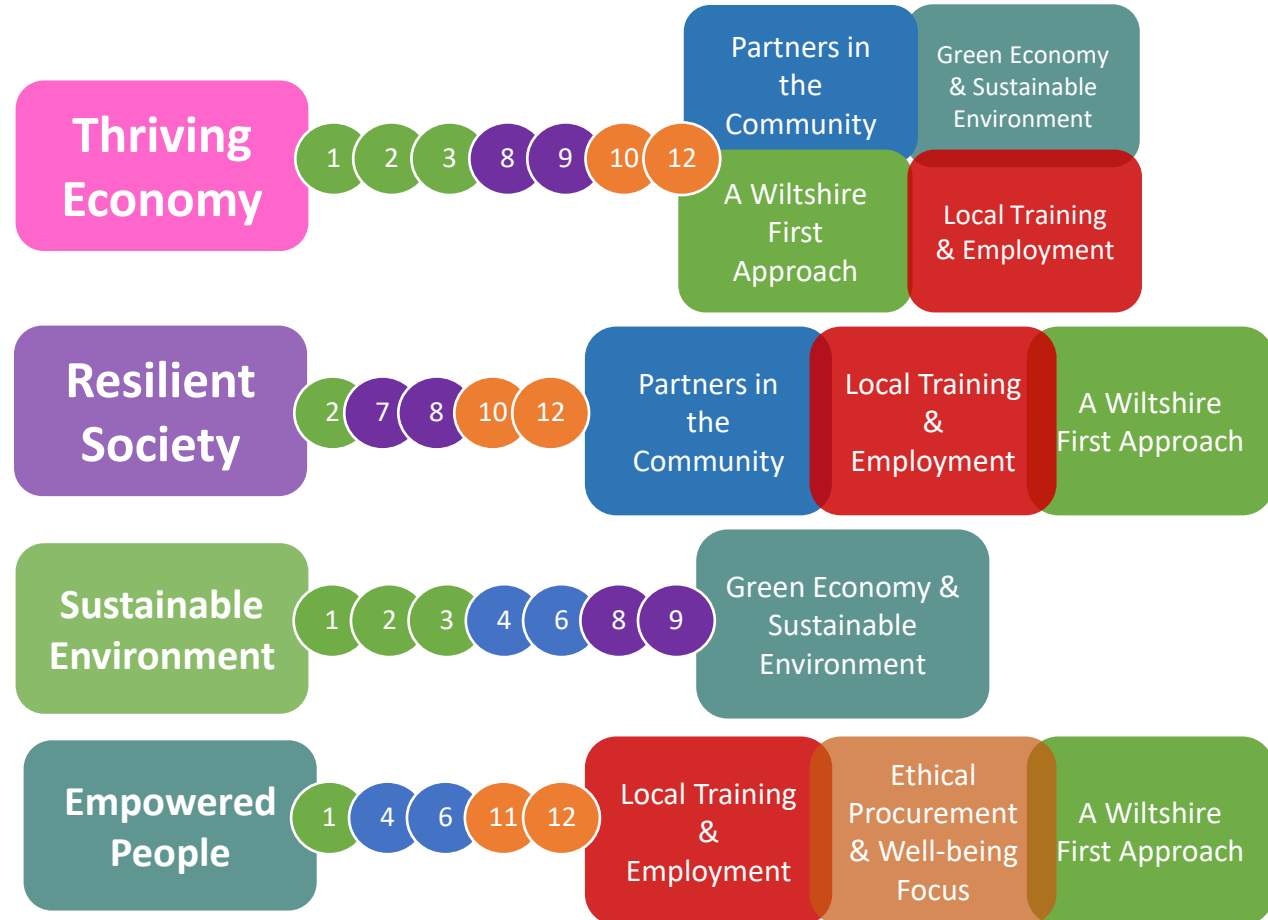
The 12 commercial drivers are what the Commercial & Procurement Strategy has set out to deliver.

Each driver has been broken down into four sub categories which stipulate their relevance to delivering the Council's ambitions:



The five key priorities of the Socially Responsible Procurement Policy are driven by the four guiding missions set out in Wiltshire Council's Business Plan 2022-2032.

By linking the most relevant commercial goals to the missions, we can clearly visualise the impact the five key priorities will have on achieving our procurement obligations, and more importantly, the Council's vision:



Priorities & Delivery

This policy aims to provide an overarching framework to ensure a joined up consistent approach to the delivery of 'Socially Responsible Procurement' that encapsulates national and Wiltshire policy drivers. To aid this the Council has identified the following five priorities that represent its values and beliefs. This policy sets out the Council's ambition and commitment in respect of these key priorities and to support its delivery the Council will:

- Oversee implementation of the policy through the Commercial Board.
- Develop and maintain a Social Responsibility Toolkit to support both suppliers and buyers to maximise the delivery of social value.
- Publicise and raise awareness of the Council's social responsibility objectives to ensure that suppliers and contractors are clear about what we want them to deliver.
- Develop and implement a Socially Responsible Procurement Delivery Plan for inclusion in tender documents so that suppliers, providers and contractors can set out how they will support implementation of the policy.



Governance & Management

The Commercial Board will oversee the delivery of the Socially Responsible Procurement Policy. The Cabinet Member who acts as the Council's Social Value Champion will be representative of Social Value within the Commercial Board. This includes senior managers from across the council, with other key stakeholders invited to attend as required. This Board meets monthly.

Reporting & Monitoring

Successful contractors and suppliers will be required to provide regular monitoring information outlining Social Value delivery progress. The Contract Manager will be responsible for ensuring the supplier/contractor is meeting their Social Value obligations and providing information to the Procurement & Commissioning teams on a quarterly basis. The Procurement & Commissioning teams will be responsible for reviewing the Social Value information and submitting regular reports to Commercial Board.

The Commercial Board will review the Social Value register on a regular basis, providing challenge, scrutinising contractors' performance where necessary and make recommendations to the Chief Executive and Corporate Directors and/or Cabinet as required. The Board will also oversee the development of an annual Social Value Report so that progress is widely reported.

Priorities & Delivery

A Wiltshire First Approach

We want:

To take account of the social and economic impacts of buying locally when commissioning and contracting, and want our suppliers and contractors to do the same

We will:

- Work with enterprises and organisations such as the Federation of Small Businesses to build trust, provide transparency and visibility with local suppliers
- Work with partners and local SMEs to offer training to improve skills to access public sector business opportunities.
- Reserve specialism areas up to a certain value for local suppliers to have first opportunity to bid for
- Consider the use of lotting strategies and acceptance of consortia bids to improve access to higher value contracts.
- Encourage our suppliers and partners to buy locally and where appropriate make it a requirement for key contractors to advertise supply chain opportunities
- Continue to standardise and simplify our procedures and processes in line with national policy guidance

Local Training & Employment

We want:

To create inclusive employment and training opportunities for local people in order to reduce unemployment and raise the skills level of our local workforce, especially in target groups such as long term unemployed and care leavers

We will:

- Encourage our contractors to create more opportunities for apprenticeships, work placements and jobs
- Work in partnership with employers, training providers and employment services to promote and co-ordinate access to local employment and training opportunities
- Seek opportunities to work with primary and secondary schools to equip young people of Wiltshire with the right skills to match the requirements of the labour market
- Maximise benefits from major development opportunities to create employment and training, especially for vulnerable people and care leavers
- Encourage suppliers and contractors to work with schools and colleges, offering work experience and business awareness to students and care leavers, especially those from disadvantaged areas or communities

Partners in the Community

We want:

To play an active role in the local community and community support organisations, especially in those areas and communities with the greatest need

We will:

- Help to support the health and well-being of communities in which the business operates by, for example, linking with local schools and colleges, other local businesses and residents' groups to help run or sponsor activities / events, which will directly benefit those living there
- Encourage our suppliers to make a local impact by supporting initiatives to improve local facilities and by encouraging them to operate paid staff volunteering schemes to support local community groups and initiatives
- Make opportunities (both directly from the Council and through our contractors) accessible to a diverse supply base including the third sector, social enterprises and local suppliers. Also provide mentoring and support to assist these organisations to tender for and deliver these supply opportunities where necessary
- Promote diversity, inclusion, equality and fair targeting effort towards those in greatest disadvantage and tackle deprivation across the County (and that the diversity is representative of our community)

Priorities & Delivery

Green Economy & Sustainable Environment

We want:

To protect the natural environment, minimise waste, reduce energy consumption and use other resources efficiently. Address our impact on the Climate emergency by seeking to reduce our value chain emissions

We will:

- Ensure that we follow sustainable procurement policies and processes which will exploit the opportunity to reduce emissions in line with national proprieties in order to reduce our carbon footprint, minimise energy consumption, waste, pollution, production of greenhouse gas emissions and detrimental natural environmental impacts while encouraging others to do likewise
- Seek, in partnership with suppliers and contractors, to minimise any negative natural environmental impacts of goods, services and works purchased across their life cycle from raw material extraction to end of life
- Eliminate unnecessary waste by adopting the “reduce, reuse, recycle” philosophy and supporting circular economy and sharing economy through ‘Think before you purchase – do you really need it, could something else be used, or could we hire or borrow it?’
- Introduce an informed assessment tools into our procurement decision making process to increase the Council’s delivery of social and natural environmental value by demonstrating achievable co-benefits from the goods and services which we procure

Ethical Procurement and Well-being Focus

We want:

Together with the support of entire community including local businesses, to safeguard and promote the rights of children, young people and vulnerable adults and to practice ethical procurement

We will:

- Undertake initiatives to tackle modern slavery, human rights abuses, block listing, false self-employment, unfair use of umbrella schemes and zero hours contracts
- Encourage contractors to promote and sponsor opportunities for vulnerable children, care leavers and adults who are in need of care and support
- Support the provision of safeguarding advice and guidance and take preventative measures/early intervention into consideration for the vulnerable
- Ensure contractors are able to identify abuse or exploitation and take responsibility for reporting concerns in an appropriate and timely way
- Ensure that all suppliers that the Council purchases for its service users must have the necessary safeguarding policies, procedures and training in place and where required be registered with the appropriate registration body



Please contact us if you have any questions about this Policy



Email

procurementunit@wiltshire.gov.uk



Phone

0300 456 0100



Write to:

Commercial & Procurement Team, Wiltshire Council,
County Hall, Bythesea Rd, Trowbridge BA14 8JN



Website:

www.wiltshire.gov.uk/corporate-procurement

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Overview and Scrutiny Management Select Forward Work Programme

Last updated 1 December 2022

| Overview and Scrutiny Management Committee – Current / Active Task Groups | | |
|--|-------------------|------------------------------|
| Task Group | Start Date | Final Report Expected |
| Financial Planning Task Group | October 2013 | Standing |
| Swindon and Wiltshire Joint LEP Panel | December 2021 | Standing |
| Evolve Programme Task Group | December 2021 | - |

| Overview and Scrutiny Management Select – Forward Work Programme | | | Last updated 1 DECEMBER 2022 | | |
|--|---|---|--|----------------------------|---|
| Meeting Date | Item | Details / Purpose of Report | Corporate Director and / or Director | Responsible Cabinet Member | Report Author / Lead Officer |
| 24 Jan 2023 | Wiltshire Council's Budget 2023/24 and Medium Term Financial Strategy 2023/24-2025/26 | The proposed budget for the financial year 2023/24 and the Medium Term Financial Strategy 2023/24-2025/26, including the setting of the Council Tax, the Capital Investment Programme and the Housing Revenue Account | Andy Brown | Cllr Nick Botterill | Andy Brown, Sarah Rose, Sally Self, Leanne Sykes, Marie Taylor, Lizzie Watkin |
| 24 Jan 2023 | Treasury Management Strategy Statement 2023-24 | | Andy Brown, Lizzie Watkin (Assistant Director - Finance) | Cllr Nick Botterill | |
| 24 Jan 2023 | Financial Planning Task Group Update | To receive an update on the work of this task group, which leads overview and scrutiny engagement on finance. | Andy Brown | Cllr Nick Botterill | Simon Bennett |
| 24 Jan 2023 | Local Government Association (LGA) Corporate Peer Challenge 2022 - Outcome Report | To consider the report of the outcomes from the LGA Corporate Peer Challenge undertaken by Wiltshire Council 7-11 November 2022. | Perry Holmes | Cllr Richard Clewer | Martin Nicholls |
| 24 Jan 2023 | Management Committee Task Group update | | Perry Holmes | | Henry Powell |
| 24 Jan 2023 | Forward Work Programme | | | | Henry Powell |

| Overview and Scrutiny Management Select – Forward Work Programme | | | Last updated 1 DECEMBER 2022 | | |
|---|---|--|--|-----------------------------------|-------------------------------------|
| Meeting Date | Item | Details / purpose of report | Associate Director | Responsible Cabinet Member | Report Author / Lead Officer |
| 7 Feb 2023 | Opposition amendments to the Draft Financial Plan 2023-24 | To consider any proposed amendments submitted for scrutiny by Opposition Groups or Group members. | Andy Brown, Lizzie Watkin (Assistant Director - Finance) | Cllr Nick Botterill | Kieran Elliott |
| 21 Mar 2023 | Asset Transfer and Service Devolution Policy update | To receive an update on implementation of the Policy consider by a Rapid Scrutiny Exercise and approved by Cabinet in September 2022. | Simon Hendeby (Director - Assets and Commercial Development), Andy Brown | Cllr Phil Alford | Mike Dawson |
| 23 May 2023 | Overview and Scrutiny Member Remuneration 2022-23 | To note the allocation of the Overview and Scrutiny fund in accordance with the agreed scheme for those members who lead OS activities during 2022-23. | Perry Holmes | | Henry Powell |
| 23 May 2023 | Overview and Scrutiny Annual Report 2022-23 | To report the key pieces of Overview and Scrutiny work undertaken during 2022-23. | Perry Holmes | | Henry Powell |

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Children's Select Committee - FWP - September 2022

Last Updated 9 SEPTEMBER 2022

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| Children's Select Committee – Current / Active Task Groups | | |
|--|---|------------------------------|
| Task Group | Start Date | Final Report Expected |
| Fostering Excellence To identify: <ol style="list-style-type: none"> a. how the effectiveness of the Fostering Excellence project will be measured and reported; b. how the benefits to children in care being placed with in-house carers (receiving enhanced training / support as part of Fostering Excellence) will be measured and reported; c. best practice across the country for recruitment and retention of in-house foster carers, as well for anticipating demand (needs / demand modelling) | 18 January 2022 | November |
| Business Plan Metrics Task Group As agreed at the Children's Select Committee on 19 January 2022 – to review the metrics to be included in the Business Plan for measures linked to the remit of the committee | | |
| Business Plan – service plans As agreed at the Children's Select Committee on 19 January 2022 – to review the service plans supporting the Business Plan linked to the remit of the committee | After the Business Plan metrics tg | |
| Children and Young People's Mental Health This will follow on from the work of the CAMHS task group but the terms of reference will be reviewed to ensure a more holistic approach. | tbc | |
| Families and Children's Transformation (FACT) To scrutinise the impact and effectiveness of the FACT programme, whilst ensuring that the voice of the child is embedded in the FACT programme. Areas to focus on (based on the debate and areas for continuing improvement that were highlighted in the | After briefing to CSC | |

| | | |
|---|-----------------------------|--|
| report) are detailed in the minutes of the CSC meeting on 19 January 2021. | | |
| May link to the Getting to Outstanding items to committee and briefing. | | |
| <p>Youth provision and youth service funding</p> <p>Area Board youth service funding</p> <p>To understand what the differences are (and why) in allocating youth funding and to determine whether the eligibility criteria and assessment / approval process are still relevant (where possible compare with other local authorities) and ensure clear “best practice” / guidelines.</p> <p>Youth Provision – gap analysis</p> <p>To consider the outcome of the Youth provision gap analysis undertaken (referred to in the Covid-19 update to Cabinet, 1 December 2020) and establish whether further scrutiny (e.g. task group) would be beneficial to ensure that demand / needs are met where possible and also that people are aware of the provision (effective promotion).</p> <p>NB link with Youth Voice team’s work</p> <p>To develop consistency across the 18 area boards in terms of allocating youth funding and eligibility criteria.</p> | tbc | |
| <p>Access to Post-16 education</p> <p>To establish a clear picture of post-16 education provision available to young people in Wiltshire and availability of / options for transport to access that provision.</p> <p>NB – may link to follow up work from the Youth Transport Task Group’s final report.</p> | (tie in with academic year) | |

| Children’s Select Committee - Rapid Scrutiny | | |
|---|---|-------------|
| Topic | Details | Date |
| SEND provision – data set | tbc | |
| High needs block funding | To review the current processes and explore whether there would be value added in establishing a task group to consider options to manage pressures on high needs block budget whilst | |

| | | |
|--|--|----------|
| | providing the most appropriate support at the earliest opportunity. | |
| Health Outcomes and meeting health needs | To explore how the council can best scrutinise what partners (and providers) are doing to provide health outcomes for Wiltshire children, this would include establishing what the current scrutiny by the council is (including information on the current and planned work on this topic of the Safeguarding Vulnerable People Partnership). | Date tbc |

| Children's Select Committee - FWP - March 2022 | | | Last updated 7 MARCH 2022 | | |
|---|--|---|---------------------------|-----------------------------------|-------------------------------------|
| Meeting Date | Item | Details / Purpose of Report | Associate Director | Responsible Cabinet Member | Report Author / Lead Officer |
| For consideration by the Standing Task Group. | | | | | |
| | Corporate Parenting bi-annual report | March (brief update) October / November (annual report) | | | |
| | Adoption | Annual item. To receive information on adoption from the following sources: Local authority's performance report with regards to adoption (statutory requirement that regular assurance reports are provided regarding the Council's responsibility for the adoption of children); Adoption West joint scrutiny panel's annual report. | | | |
| | Safeguarding Vulnerable People Partnership | To receive annual report from the partnership presenting work in the past year and priorities / objectives for the year ahead. | | | |

| Children's Select Committee - FWP - March 2022 | | | Last updated 7 MARCH 2022 | | |
|---|---|---|---|-----------------------------------|-------------------------------------|
| Meeting Date | Item | Details / purpose of report | Associate Director | Responsible Cabinet Member | Report Author / Lead Officer |
| | Performance monitoring reports | To receive performance monitoring reports on the overall service, likely to be June (to consider the year-end data from the previous year) then January meetings. | | | |
| | Traded Services - annual report (November 2022) | To receive the second traded services annual report - this should be linked with the Standing Task Group meeting on 4 January 2022 | Helean Hughes (Director - Education and Skills) | Cllr Laura Mayes | Paul Redford |
| Information briefings | | | | | |

| Children's Select Committee - FWP - March 2022 | | | Last updated 7 MARCH 2022 | | |
|--|--|--|---------------------------|----------------------------|------------------------------|
| Meeting Date | Item | Details / purpose of report | Associate Director | Responsible Cabinet Member | Report Author / Lead Officer |
| | Information briefing - employment and apprenticeship | <p>To receive information on:</p> <ul style="list-style-type: none"> • NEET (not in education, employment or training) numbers in Wiltshire – including national figures for comparison (ons) • Take up / outcome of the NEET government scheme in Wiltshire and nationally • Current number of apprentices in Wiltshire and schemes in place, including Wiltshire Council • Services in place / support available in Wiltshire to help young people move towards work, education or training e.g. Wiltshire Council's Employment and Skills (Work Wiltshire), programmes such as Building Bridges, etc. | | | |

| Children's Select Committee - FWP - March 2022 | | | Last updated 7 MARCH 2022 | | |
|--|--|---|--|----------------------------|------------------------------|
| Meeting Date | Item | Details / purpose of report | Associate Director | Responsible Cabinet Member | Report Author / Lead Officer |
| | Information briefing - Alternative Educational Provision | To receive information on processes followed and options available in Wiltshire, including information on the Service Level Agreement for funding delegated to secondary schools to support learners at risk of exclusion. Anticipated to be a shorter briefing (30 minutes). | | | |
| | Information briefing - Demand modelling for children services | To develop some awareness of the work undertaken, common factors that drive demand, how to anticipate impact and volume – informing members of the complexities of managing and anticipating demand. Once this briefing has been delivered there may be further updates on specific demand analysis. | | | Tamsin Stone |
| | Information briefing - FACT (Families and Children Transformation Programme): the journey so far | There is also a proposed task group and agenda item Timeline – late September, October for the briefing and November for agenda item. | Martin Davis (Director - Families and Children) | | |

| Children's Select Committee - FWP - March 2022 | | | Last updated 7 MARCH 2022 | | |
|--|---|--|--|----------------------------|------------------------------|
| Meeting Date | Item | Details / purpose of report | Associate Director | Responsible Cabinet Member | Report Author / Lead Officer |
| | Information briefing - Family Learning Service | To raise awareness of the service and the support it offers to families. Anticipated to be a shorter 30 minutes briefing. | | | |
| | Information briefing - learning from Covid-19 | To inform members on the lessons learnt from Covid on how some of the mitigations or new ways of working implemented to manage the pandemic could be adapted for ongoing use to improve the efficiency/productivity of the service (This potentially could be an agenda item at some point as well). NB the briefing should be linked to a presentation from Wiltshire CIL to Health Select Committee and work undertaken by Wiltshire Parent Carer Council. | | | |
| | Information briefing - MASH and early support | September / October 2021 | | | |
| | Information briefing - School Funding | Yearly briefing ahead of consideration of the budget. | | | |
| | Information briefing - school improvement programme | Linked to agenda item - briefing in November | Helean Hughes (Director - Education and Skills) | | |

| Children's Select Committee - FWP - March 2022 | | | Last updated 7 MARCH 2022 | | |
|---|--|--|---|-----------------------------------|-------------------------------------|
| Meeting Date | Item | Details / purpose of report | Associate Director | Responsible Cabinet Member | Report Author / Lead Officer |
| | Information briefing - SEND provision: See the person not the disability | To understand SEND and provision by the council (including awareness of funding). This briefing would underpin future scrutiny work (proposed rapid scrutiny) on SEND provision and High Needs block funding. | | | |
| | Information briefing - Young Carers in Wiltshire | This briefing could inform the scope of a potential task group or rapid scrutiny – to consider how to best promote the service and ensure that Young Carers and their families are aware of and access the support on offer. | Helen Jones (Director - Joint Commissioning) | | |
| Standing items (at all meetings) | | | | | |
| | DfE Changes - Update from Department for Education | A report presenting an update on developments relating to children's services arising from the Department for Education. | Lucy Townsend (Corporate Director - People) | Cllr Laura Mayes | Nicola McCann |

| Children's Select Committee - FWP - March 2022 | | | Last updated 7 MARCH 2022 | | |
|---|--|--|--|-----------------------------------|-------------------------------------|
| Meeting Date | Item | Details / purpose of report | Associate Director | Responsible Cabinet Member | Report Author / Lead Officer |
| | School Ofsted Judgements | A report which includes information regarding the most recent Ofsted Inspection reports. It will provide an ongoing view of the effectiveness of schools as seen by Ofsted Inspection. | Lucy Townsend (Corporate Director - People) | Cllr Laura Mayes | Louise Lewis |
| | Update from Wiltshire Youth Voice Representative | An update including a summary of recent activities of the Wiltshire Youth Union (WYU), the Youth Safeguarding Board (YSB) and the Children in Care Council (CiCC). | Lucy Townsend (Corporate Director - People) | Cllr Laura Mayes | Gary Binstead |
| Agenda item – date to be set | | | | | |
| | Pupil Performance in Public Tests and Examinations | Provides an annual overview of pupil performance at the end of each key stage and compares Wiltshire's attainment with national, south west and statistical neighbours. | | | |

| Children's Select Committee - FWP - March 2022 | | | Last updated 7 MARCH 2022 | | |
|---|------------------------------|---|---------------------------|-----------------------------------|-------------------------------------|
| Meeting Date | Item | Details / purpose of report | Associate Director | Responsible Cabinet Member | Report Author / Lead Officer |
| | Child Poverty | To receive a report presenting figures / data for child poverty in Wiltshire (compared to national figures) and the services / provision in place to address this in Wiltshire, either delivered / supported by the council or third sector (that the council is aware of). | | | |
| | School Improvement Programme | As agreed at the 10 March 2020 meeting (schools Ofsted judgments) to receive a report on implementation / progress of the school improvement programme. (NB with pre-meeting briefing as well) | | | |

| Children's Select Committee - FWP - March 2022 | | | Last updated 7 MARCH 2022 | | |
|--|----------------------------------|--|---------------------------|----------------------------|------------------------------|
| Meeting Date | Item | Details / purpose of report | Associate Director | Responsible Cabinet Member | Report Author / Lead Officer |
| | Youth Transport (including SEND) | <p>Update following task group's work and executive response - National Bus Strategy and any decision or progress regarding a single "Wiltshire Youth Card"</p> <p>.</p> <p>To include input from the council's review of transport services for children and young people with SEND (commissioning team).</p> <p>NB – may link to the proposed Access to Post-16 education task group</p> | | | |
| | Outdoor education | Update following task group's work and executive response (CSC 10 March 2021) | | | |

| Children's Select Committee - FWP - March 2022 | | | Last updated 7 MARCH 2022 | | |
|--|---|---|--|----------------------------|------------------------------|
| Meeting Date | Item | Details / purpose of report | Associate Director | Responsible Cabinet Member | Report Author / Lead Officer |
| | FACT update | <p>Following consideration of update on 10 March 2020:</p> <p>Request an update for March 2021. The Chair and Vice-chair will identify specific areas for update from the report considered today and inform officers accordingly. The update should include more figures for improved outcome for young people and also figures on savings / costs avoided to demonstrate the impact of the FACT programme.</p> <p>For example number of Five to Thrive champions trained, outcome / learning from the Multi-Agency Use of CMS, outcome of performance reviews, etc.</p> | Lucy Townsend (Corporate Director - People) | Cllr Laura Mayes | |
| | Early Years and Childcare Standards Annual Report | To receive a report detailing local authority standards for early years and pre-school provision including sufficiency (which is a statutory duty), pupil outcomes and Ofsted grades. | | | |

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Health Select Committee Forward Work Programme

Last updated 24 OCTOBER 2022

| Health Select Committee – Current / Active Task Groups | | | |
|--|--|---|--|
| Task Group | Details of Task Group | Start Date | Final Report Expected |
| Rapid Scrutiny Exercise: New Health Overview and Scrutiny Guidance | To review the implications of the new guidance from Central Government | October 2022 | Report #1 expected 1 November 2022 |
| Rapid Scrutiny Exercise: Market Sustainability Plan | To review the proposals to be considered by Cabinet on 10 January 2023. | Meeting 1: 1 December 2022 Meeting 2: 13 December 2022 | To Cabinet 10 January 2023 To Health Select Committee 18 January 2022 |
| Accident and Emergency Patient Handover System Inquiry Day | System-wide review of the causes of delayed admissions to hospital via ambulance | Winter 2022/2023 | TBC |

| Health Select Committee – Forward Work Programme | | | Last updated 24 October 2022 | | |
|--|---|---|---|----------------------------|--|
| Meeting Date | Item | Details / Purpose of Report | Corporate Director and / or Director | Responsible Cabinet Member | Report Author / Lead Officer |
| 18 Jan 2023 | Learning Disability Knowledge Café and Autism Board | Update to HSC on the work of the Learning Disability and Autism Board | Lucy Townsend, Corporate Director People, WC Claire Edgar, Director Whole Life Pathway, WC | Cllr Jane Davies | Daniel Wilkins, Head of Service, LD and Autism, WC |
| 18 Jan 2023 | Long Covid Support Service | Wiltshire Health and Care to provide an update on their work to provide support to Wiltshire residents experiencing 'long Covid'. | Douglas Blair, Wiltshire Health and Care | | |
| 18 Jan 2023 | Report of the Rapid Scrutiny Exercise: Market Sustainability Plan | To report the findings and recommendations of the rapid scrutiny exercise reviewing proposals to be received by Cabinet on 10 January 2022. | Helen Jones, Director - Procurement and Commissioning, WC Lucy Townsend, Corporate Director - People | Cllr Jane Davies | |

| Health Select Committee – Forward Work Programme | | | Last updated 1 NOVEMBER 2022 | | |
|--|---|--|--|----------------------------|---|
| Meeting Date | Item | Details / purpose of report | Associate Director | Responsible Cabinet Member | Report Author / Lead Officer |
| 18 Jan 2023 | Maternity Transformation Update | To receive an update on implementation of the proposals reviewed by a rapid scrutiny exercise in January 2020. | Clare O'Farrell, Director of Locality Commissioning, BSW Integrated Care Board | | Emma Higgins, Associate Director of Wiltshire ICA Programme and Delivery Lead, BSW Integrated Care Board |
| 18 Jan 2023 | Primary Care Workforce Challenges | Requested by the Committee in September 2022 following an update on the performance of Primary Care services across Wiltshire. | Fiona Slevin-Brown, Director of Place Wiltshire, BSW Integrated Care Board | | Jo Cullen, Director of Primary Care Wiltshire, BSW Integrated Care Board |
| 18 Jan 2023 | Adult care service plans and self-assessment update | | Emma Legg (Director - Ageing and Living Well) Lucy Townsend (Corporate Director - People) | Cllr Jane Davies | |

| Health Select Committee – Forward Work Programme | | | Last updated 1 NOVEMBER 2022 | | |
|--|------------------------------|--|--|----------------------------|------------------------------|
| Meeting Date | Item | Details / purpose of report | Associate Director | Responsible Cabinet Member | Report Author / Lead Officer |
| 28 Feb 2023 | | BSW Care Coordination Approach | Fiona Slevin-Brown, Director of Place Wiltshire, BSW Integrated Care Board Clare O'Farrell, Director of Locality Commissioning, BSW Integrated Care Board | | |
| 16 Mar 2022 | AWP Transformation Programme | Overview of AWP's Transformation Programme and associated opportunities for Wiltshire. | Avon and Wiltshire Mental Health Partnership Trust (AWP) | | |

Environment Select Committee Forward Work Programme

Last updated NOVEMBER 2022

| Environment Select Committee - Current / Active Task Groups | | |
|---|------------|-----------------------|
| Task Group | Start Date | Final Report Expected |
| Global Warming and Climate Emergency Task Group | May 2019 | TBC |

| Environment Select Committee - Rapid Scrutiny | | |
|---|---------|------|
| Topic | Details | Date |
| | | |
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| Meeting Date | Item | Details / purpose of report | Associate Director | Responsible Cabinet Member | Report Author / Lead Officer |
|---------------------|--|---|--|-----------------------------------|---|
| 4 Jan 2023 | 'Heritage' app; 'What's on in Wiltshire' app | September 2021 on the arts, heritage and tourism portfolio a report to be provided detailing the development of two tourism apps. | Parvis Khansari (Corporate Director Place) | Cllr Richard Clewer | Victoria Moloney (Head of Economy & Regeneration) |
| 4 Jan 2023 (tbc) | Broadband | As discussed at meeting with the Cabinet Member 6 May 2022 the select committee to receive a report about broadband roll out in the county. | Parvis Khansari (Corporate Director Place) | Cllr Ashley O'Neill | Victoria Moloney (Head of Economy & Regeneration) |
| 4 Jan 2023 (tbc) | Q2 Council Performance & Risk | As resolved at ESC 20 September 2022 to receive the Q2 report. | | Cllr Richard Clewer | |
| 4 Jan 2023 | Climate Emergency task group | To receive an update from the task group regarding activity and its forward work plan | | | Cllr Graham Wright Simon Bennett (Senior Scrutiny Officer) |
| 7 March 2023 (tbc) | Highways Annual Review of Service 2022 | As resolved at ESC 12 January 2022, to receive a further annual report in 2023. | Samantha Howell (Director of Highways and Transport) | Cllr Dr Mark McClelland | |

| Meeting Date | Item | Details / purpose of report | Associate Director | Responsible Cabinet Member | Report Author / Lead Officer |
|-----------------------|------------------------------|--|---|-----------------------------------|--|
| 7 March 2023 (tbc) | Homes 4 Wiltshire | As discussed at the ESC-Executive meeting on 9 September 2021 on the housing portfolio to provide an update on Homes for Wiltshire. | Emma Legg (Director – Ageing & Living Well) | Cllr Phil Alford | Nicole Smith (Head of Housing) |
| 7 March 2023 | Libraries Development | As discussed at the ESC-Executive meeting on 24 September 2021 on the leisure and libraries portfolio to provide an update on the development of the council's library service. | David Redfern (Assistant Director Leisure Culture and Communities) | Cllr Ian Blair Pilling | |
| 7 March 2023 | Leisure Services Insourcing | As resolved at the select committee meeting on 9 November 2021, the committee will receive a further update be that includes financial information and membership trends. It will also review operating leisure facilities on public holidays. | David Redfern (Assistant Director Leisure Culture and Communities) | Cllr Ian Blair Pilling | |
| 7 March 2023 | Climate Emergency task group | To receive an update from the task group regarding activity and its forward work plan | | | Cllr Graham Wright Simon Bennett (Senior Scrutiny Officer) |

| Meeting Date | Item | Details / purpose of report | Associate Director | Responsible Cabinet Member | Report Author / Lead Officer |
|-------------------|------------------------------|---|--|----------------------------|---|
| 7 March 2023 | Local Plan | As discussed at the ESC-meeting on 20 September 2022 to receive an update on the Local Plan. | Parvis Khansari (Corporate Director Place) | Cllr Nick Botterill | Georgina Clampitt-Dix (Head of Spatial Planning) |
| 6 June 2023 (tbc) | Active Travel | As resolved at the select committee meeting on 14 June 2022, the committee will receive a further update. | Samantha Howell (Director of Highways and Transport) | Cllr Dr Mark McClelland | |
| 6 June 2023 (tbc) | Wiltshire Towns Programme | As resolved at the select committee meeting on 14 June 2022, the committee will receive a further update. | Parvis Khansari (Corporate Director Place) | Cllr Richard Clewer | Victoria Moloney (Head of Economy & Regeneration) |
| 6 June 2023 | Gypsy & Traveller Plan | To receive the Gypsy and Traveller plan. | Parvis Khansari (Corporate Director Place) | Cllr Nick Botterill | Georgina Clampitt-Dix (Head of Spatial Planning) |
| 6 June 2023 (tbc) | Climate Emergency task group | To receive an update from the task group regarding activity and its forward work plan | | | Cllr Graham Wright Simon Bennett (Senior Scrutiny Officer) |

| Meeting Date | Item | Details / purpose of report | Associate Director | Responsible Cabinet Member | Report Author / Lead Officer |
|--------------------|--|--|--|----------------------------|---|
| 25 July 2023 (tbc) | Waste Management Strategy: Annual Review | As resolved at ESC 13 July 2022 to receive a further annual review in 2023. | Sarah Valdus (Assistant Director – Environment) | Cllr Dr Mark McClelland | |
| 25 July 2023 (tbc) | Passenger Transport service update and future developments | As resolved at the select committee meeting on 14 June 2022, the committee will receive a further update. | Samantha Howell (Director of Highways and Transport) | Cllr Dr Mark McClelland | Jason Salter (Head of Service Passenger Transport) |
| 25 July 2023 (tbc) | Climate Emergency task group | To receive an update from the task group regarding activity and its forward work plan | | | Cllr Graham Wright Simon Bennett (Senior Scrutiny Officer) |
| 19 Sep 2023 (tbc) | LHFIG Review | To receive a update report on the implementation of the Local Highway & Footway Improvement Groups (LHFIG) | Samantha Howell (Director of Highways and Transport) | Cllr Dr Mark McClelland | Dave Thomas (Head of Highways Asset Management & Commissioning) |
| 19 Sep 2023 (tbc) | Climate Emergency task group | To receive an update from the task group regarding activity and its forward work plan | | | Cllr Graham Wright Simon Bennett (Senior Scrutiny Officer) |

| Meeting Date | Item | Details / purpose of report | Associate Director | Responsible Cabinet Member | Report Author / Lead Officer |
|---------------------|----------------------------------|--|--|-----------------------------------|---|
| tbc | Streetscene contract | As resolved at the ESC meeting on 30 September 2023 the select committee will receive an update report on the Streetscene contract | Samantha Howell (Director of Highways and Transport) | Cllr Dr Mark McClelland | Adrian Hampton (Head of Highway Operations) |
| tbc | National Park action plan | Partnership arrangement with the National Park and joint action plan. | Parvis Khansari (Corporate Director Place) | Cllr Nick Botterill | Georgina Clampitt-Dix (Head of Spatial Planning) |
| tbc | Wiltshire Marque | As discussed at meeting with the Cabinet Member the select committee to receive a report about the 'Wiltshire Marque' for produce. | Parvis Khansari (Corporate Director Place) | Cllr Richard Clewer | Victoria Moloney (Head of Economy & Regeneration) |
| tbc | Wiltshire destination management | As discussed at the ESC-Executive meeting on 13 October 2022 on the heritage, arts and tourism portfolio to provide a report on destination management | Parvis Khansari (Corporate Director Place) | Cllr Richard Clewer | |

| Information briefing | | | | |
|-----------------------------|----------------------|--|---------------------------|-----------------------------------|
| Meeting Date | Item | Details / purpose | Associate Director | Responsible Cabinet Member |
| tbc | Environment Act 2021 | To receive a (series of) briefing regarding the implications of the Environment Act. | | |

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