

AGENDA

Meeting: Overview and Scrutiny Management Committee
Place: The Kennet Room - County Hall, Trowbridge BA14 8JN
Date: Tuesday 6 June 2017
Time: 10.30 am

Please direct any enquiries on this Agenda to Kieran Elliott (Senior Democratic Services Officer), of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line (01225) 718504 or email kieran.elliott@wiltshire.gov.uk

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

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

Membership:

Cllr Ian Blair-Pilling	Cllr Simon Jacobs
Cllr Christine Crisp	Cllr Gordon King
Cllr Stewart Dobson	Cllr Jacqui Lay
Cllr Howard Greenman	Cllr Andy Phillips
Cllr David Halik	Cllr Pip Ridout
Cllr Alan Hill	Cllr John Walsh
Cllr Ruth Hopkinson	Cllr Graham Wright
Cllr Jon Hubbard	

Substitutes:

Cllr Clare Cape	Cllr Gavin Grant
Cllr Ernie Clark	Cllr George Jeans
Cllr Anna Cuthbert	Cllr David Jenkins
Cllr Brian Dalton	Cllr Ricky Rogers
Cllr Christopher Devine	Cllr Roy While
Cllr Peter Fuller	

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Public Participation

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

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

1 **Election of Chairman**

To elect a chairman for the forthcoming year.

2 **Election of Vice-Chairman**

To elect a Vice-Chairman for the forthcoming year.

3 **Apologies**

To receive any apologies or substitutions for the meeting.

4 **Minutes of the Previous Meeting** (*Pages 7 - 12*)

To approve and sign the minutes of the meeting held on 28 March 2017

5 **Declarations of Interest**

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

6 **Chairman's Announcements**

To receive any announcements through the Chair.

7 **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 30 May 2017 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 2

June 2017. 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.

8 **The work of Overview and Scrutiny under the previous Council** (*Pages 13 - 38*)

To report to the new Management Committee:

- a) ongoing work recommended for inclusion in the new Overview and Scrutiny work programme by the former Management Committee, including through task groups;
- b) that an extraordinary meeting of the Management Committee will be held on 21 June to consider draft versions of the council's new Business Plan and Digital Strategy, and the implications for the OS work programme;
- c) the referral by Full Council of Notice of Motion 40 – "Reducing Single Use Plastics" for the Management Committee's consideration;
- d) the potential OS development areas identified by Overview and Scrutiny under the previous council, including the Overview and Scrutiny councillor learning and development programme;

9 **Legacy Report of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Joint Task Group** (*Pages 39 - 44*)

To present the work to date and recommendations for the future scrutiny of the SWLEP and the task group's legacy topics for endorsement by this committee.

10 **Review of the Overview and Scrutiny Councillor Induction 2017** (*Pages 45 - 46*)

To invite the Committee's feedback on the Overview and Scrutiny information sessions held on 17 May and 24 May as part of the council's 2017 councillor induction.

11 **Overview and Scrutiny Member Remuneration 2016/17** (*Pages 47 - 52*)

To note the allocation of the remuneration fund for 2016/17 as detailed in the report.

12 **Date of Next Meeting**

To confirm the date of the next meeting as an extraordinary meeting on 21 June 2017 to consider the draft council Business Plan.

To confirm the date of the next ordinary meeting as 26 September 2017.

13 **Urgent Items**

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

PART II

Items during consideration of which it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed.

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OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 28 MARCH 2017 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Glenis Ansell, Cllr Chuck Berry, Cllr Christine Crisp, Cllr Stewart Dobson, Cllr Howard Greenman, Cllr Alan Hill (Vice Chairman), Cllr Jon Hubbard, Cllr George Jeans, Cllr Simon Killane (Chairman), Cllr Gordon King, Cllr Jacqui Lay, Cllr Tony Trotman, Cllr John Walsh, Cllr Bridget Wayman and Cllr Ian Thorn (Substitute)

Also Present:

Cllr John Thomson and Cllr Philip Whitehead

28 Apologies

Apologies were received from Councillor Steve Oldrieve, who was substituted by Councillor Ian Thorn.

29 Minutes of the Previous Meeting

The minutes of the meetings held on 3 January, 1 February and 14 February 2017 were presented for consideration, and it was,

Resolved:

To approve and sign as a true and correct record.

30 Declarations of Interest

There were no declarations.

31 Chairman's Announcements

Councillor Simon Killane announced that as he was not standing in the May 2017 Unitary Elections, it would be his final meeting as Chairman of the Overview and Scrutiny Management Committee. He thanked the Committee for providing him the opportunity and paid tribute to the work of members and officers in developing the excellent level of scrutiny that had taken place.

The Vice-Chairman, Councillor Alan Hill, on behalf of the Committee thanked Councillor Killane for his service as Chairman, wishing him well in his future endeavours and praising his dedicated and assured chairmanship of a sensitive and vital service.

32 **Public Participation**

There were no questions or statements submitted.

33 **Management Committee Task Group Updates**

Updates were received regarding the Committee's tasks groups as follows:

Financial Planning Task Group – no meetings since the last update,

Swindon and Wiltshire Local Enterprise Partnership Task Group – The next meeting would take place on 5 April 2017 and it was recommended it continue in the next council to ensure the responsibilities of the LEP be monitored by scrutiny services in Swindon and Wiltshire.

MyWiltshire Task Group – The Task Group was still awaiting requested details of the project, which was more convoluted than originally anticipated, and work was needed to focus the activity appropriately.

Resolved:

To note the updates from the Task Groups.

34 **Report of the Military Civilian Integration Partnership (MCIP) / Army Basing Task Group**

The Committee received the report of the task group as included in the agenda, recommending additional scrutiny engagement continue. The Committee discussed how the task group could demonstrate it was adding value through its work to ensure both that lessons were learned for the various partners involved, and inform future processes.

A motion was moved by Councillor Alan Hill, seconded by Councillor Gordon King, and it was,

Resolved:

- 1) **There is a need to scrutinise the final Army Basing Peer Review report when published.**
- 2) **Scrutiny could have a valuable role to play in ensuring that lessons are learnt from Wiltshire Council's involvement in the initial army basing and applied to the arrival of future cohorts.**
- 3) **There may be an opportunity to scrutinise any commitment to military/civilian integration made in the council's next business plan.**

35 **Review of the work of Overview and Scrutiny - 2013-2017**

A report had been prepared for the Committee to reflect upon the activity undertaken by Overview and Scrutiny during the four years of the council 2013-2017. The report detailed key pieces of activity as well as potential topics for inclusion in future work programmes following the May 2017 Unitary Elections, as suggested by the select committees. The report also reviewed the effectiveness of Overview and Scrutiny, as well as analysis of discussion points raised at councillor workshops to review the legacy of the work undertaken.

The Committee discussed the comprehensive list of proposed activity, and how much the topics could or should be prioritised by the outgoing Management Committee to aid the incoming Management Committee, on top of the scheduled dates and other indicators as already included.

A motion was moved by Councillor Alan Hill, seconded by Councillor Christine Crisp to delegate to the Chairman and Vice-Chairman, in discussion with Chairman and Vice-Chairman of the Select Committees, to further prioritise the proposed legacy work to provide additional guidance to the incoming Management Committee, taking into account current council priorities. Following a vote the motion was lost.

Following agreement to defer recommendation five of the report until Minute 37, responding to the enquiry into local government scrutiny by the Department for Communities and Local Government, the remaining recommendations were moved by Councillor Simon Killane, seconded by Councillor Gordon King, and it was,

Resolved:

- 1) To thank all those councillors, partner organisations and officers who have positively contributed to the work of the select committees and in the effective delivery of the Overview and Scrutiny (OS) work programme;**
- 2) To acknowledge that the content of the report, including the key activities listed at Appendix A, demonstrates the significant contribution that OS is making to open and honest decision-making and to the overall good governance of the authority;**
- 3) To include the topics listed in Appendix B in the legacy report for the OS work programme of the new Council;**
- 4) To note the development areas identified at the OS Legacy workshop and ask Management Committee under the new Council to consider how they might be taken forward as appropriate;**
- 5) To note the delivery of the 4-year OS learning and development programme so far and ask Management Committee under the new Council to consider whether a review of the programme is required to**

ensure it remains appropriate and deliverable;

6) To note the next steps described in paragraphs [27 and 28](#) of the report.

36 Overview and Scrutiny Annual Report 2016-17

The Committee considered a draft annual report, produced in the format of previous years with summaries of key work undertaken by the Committees as well as messages from the Chairmen and Vice-Chairmen.

The Committee discussed the layout and content of the report, and requested that additional text be included detailing that additional scrutiny activity also included representatives on project boards, for example regarding the rollout of high speed broadband.

Resolved:

To approve the annual report.

37 Wiltshire Council Response to CLG Enquiry into Overview and Scrutiny in Local Government

On 24 January 2017 the Department of Communities and Local Government launched an enquiry into overview and scrutiny arrangements in England, seeking to determine that the arrangements are effective and monitorable by local communities. The Committee received a report on the themes focused on by the enquiry, noting that the enquiry was almost two decades after the original legislation which introduced the scrutiny arrangements, and following some high profile failures at councils and other authorities.

Owing to the submission deadline for responses, it was not possible for the Committee to be provided a draft response to the enquiry on behalf of Wiltshire Council. A response was therefore prepared by officers in consultation with the Chairman and Vice-Chairman of the Management Committee, the Cabinet Member for Hubs, Heritage and Arts, Governance and Support Services, and relevant Corporate and Associate Directors.

The Committee welcomed the government was seeking evidence, and looked forward to receiving details of the findings of the enquiry, in particular should there be committee processes and recommendations arising from parliament.

There was a strong view that improved effectiveness was essential for scrutiny work, and the committee endorsed the response from Wiltshire Council highlighting strengths of the system and less strong areas within Wiltshire and elsewhere. Effective and frequent working relationships with council Executives and earlier and significant input of decision making were two areas highlighted. It was also noted that while most councillors had, at one point, had some involvement with the scrutiny process, there was still a need in Wiltshire for greater and more substantive involvement from a wider array of councillors.

At the conclusion of discussion, it was,

Resolved:

To endorse the Wiltshire Council response to the Department for Communities and Local Government's call for evidence under its enquiry into overview and scrutiny in local government.

38 **Date of Next Meeting**

The date of the next meeting was confirmed as 6 June 2017.

39 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 12.05 pm)

The Officer who has produced these minutes is Kieran Elliott (Senior Democratic Services Officer) of Democratic Services, direct line (01225) 718504, e-mail kieran.elliott@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115

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Wiltshire Council

Overview and Scrutiny Management Committee

6 June 2017

The Work of Overview and Scrutiny (OS) in the Previous Council

Purpose

1. To report to the new OS Management Committee:
 - a) ongoing work recommended for inclusion in the new OS work programme by the former Management Committee, including through task groups;
 - b) that an extraordinary meeting of the Management Committee will be held on 21 June to consider draft versions of the council's new Business Plan and Digital Strategy, and the implications for the OS work programme;
 - c) the referral by Full Council of Notice of Motion 40 – “Reducing Single Use Plastics” for the Management Committee's consideration;
 - d) the potential OS development areas identified by OS under the previous council, including the OS councillor learning and development programme;

Background

2. An opportunity for OS to review its activity during the outgoing council is now an established part of its learning and improvement journey. This “legacy process” allows for consideration of OS's successes and challenges, including the key scrutiny reviews undertaken. The outcome from this process is suggestions for OS under the incoming council to consider in order to maximise the impact of its activity.
3. In the run up to council elections in May, the Management Committee asked each of the select committees to produce a brief “end of term” style report highlighting some of the key pieces of work undertaken. The reports also allowed select committees to review their respective parts of the work programme and recommend ongoing activities for inclusion in the OS work programme under the new council.
4. The select committees had been planning for this situation and had sought final reports from many of their task groups for consideration at the last meetings of the select committees. However, inevitably some activities relate to ongoing projects and as such have been recommended to continue in the new council.

OS Work Programme

5. **Appendix A** lists the topics recommended for further work and the new Management Committee is invited to consider their inclusion within a new OS work programme. Agreed work areas will then be referred to the relevant select committees for acceptance at their first meetings.
6. In order to use OS's resources most effectively, the OS work programme should primarily be aligned to the council's agreed strategic priorities. It is therefore timely that a new council Business Plan is being produced and a draft version will be launched for consultation at Cabinet on 20 June and presented to the Management Committee for input at an extraordinary meeting on 21 June. A draft council Digital Strategy will also be presented at this meeting for OS's comments. The final versions of both documents will then be presented for approval by Cabinet on 3 July and adoption by Full Council on 21 July.
7. As well as being an important subject of OS input itself, the new Business Plan will set out the council's priorities for the next four years and will therefore be very influential in developing an OS work programme that delivers maximum value for the people of Wiltshire. To facilitate this further, Management Committee is asked to support discussions between OS chairmen and vice-chairmen with the Executive and directors to gain a more informed understanding about priorities and plans. These will be arranged following Full Council's agreement of the new Business Plan. It is likely that further scrutiny of the implementation of the Digital Strategy will be needed at future meetings.
8. The OS work programme should also provide space for topics raised by the Management Committee, select committees and non-executive councillor requests. It is also important that OS is outward-facing in the work it does in terms of seeking and understanding the views of customers, partners and stakeholders. Getting to the cause of issues and encouraging improvements in processes are important components.
9. The OS work programme should be viewed as a live document that is constantly reviewed and updated. It will be reported to every meeting of the Management Committee and relevant parts to the respective select committees. The Management Committee will need to be mindful of the capacity of councillors and officer resource when determining its work programme.
10. These matters have been explored to a degree during the councillor induction programme and the new council may decide to give further direction or review how OS undertakes its responsibilities.

Management Committee task groups

11. Within the work recommended for continued OS under the new council are a number of Management Committee task groups. These are:
 - Financial Planning Task Group
 - Military-Civilian Integration (MCIP) Task Group

- My Wiltshire System Task Group
- Swindon & Wiltshire Local Enterprise Partnership (LEP) Task Group.
NB. A legacy report from this joint task group is included elsewhere on the agenda, recommending its continuance.

12. The task groups, their terms of reference and remaining members are set out in **Appendix B**. The appendix also includes all ongoing task groups appointed by the select committees in recognition of Management Committee's overall responsibility for the function and co-ordination of the OS work programme.
13. The membership of the Management Committee itself has changed significantly following appointments at Council and its chairman and vice-chairman will only be elected at today's meeting. It will therefore need to decide whether it feels it is sufficiently well-informed at its first meeting to finalise its task group structure and make all/some of these appointments.
14. Where it is decided to re-establish Management Committee task groups, the Committee has the option to re-appoint those members who remain Wiltshire councillors following the elections (subject to their wishes) for the benefit of continuity. In cases where vacancies have arisen it may authorise the Chairman and Vice-chairman to name councillors to fill vacancies as and when appropriate.
15. To assist in the appointment of members to task groups in future (across all the select committees) the Scrutiny team has contacted all non-executive members by email to survey their particular areas of interest and expertise. General invitations to enable councillors to express interest are also made when new task groups are identified.
16. Having received Management Committee's recommendations regarding the OS work programme, the other three select committees will also consider their task group structures and memberships at their first meetings.

OS representation on boards

17. In addition to task groups, OS does from time-to-time receive an invitation to appoint a representative to specific activities or projects. The Committee may therefore take the opportunity to re-appoint a representative to each. Those that are the direct responsibility of the Management Committee are listed below, together with the OS representative under the previous council:

Board	Current OS rep
Wiltshire Online Project	Cllr George Jeans
Constitution Focus Group (if re-established by the Standards Committee on 7 June)	Cllr Jon Hubbard

Notice of Motion 40 – Reducing Single Use Plastics

18. On 21 February 2017, Full Council considered a notice of motion submitted by Councillors Terry Chivers and Ernie Clark on the use of 'single-use' plastics in Wiltshire. The motion, together with an officer briefing note provided to Full Council, are included at **Appendix C** to this report.
19. The motion was not debated at Full Council and, having been put to the vote, it was resolved to refer it to the Management Committee. Members are therefore asked to consider the motion, the officer's briefing note provided and, on the basis of the information presented, determine whether scrutiny input on this matter is appropriate.

Continuing to develop OS

20. As part of OS's councillor learning and development programme, a workshop was held on 17 January 2017 at which executive and non-executive councillors were invited to discuss:
 - a) The key areas of success and challenge in the OS arena in the then current council
 - b) The key outcomes and learning points to refer to OS in the next Council, in the light of coming local and national developments.
21. On the basis of their experiences during the previous four years, attendees identified the following as being strengths of OS at Wiltshire Council:
 - Positive OS-Executive working relationships, including constructive liaison with the Executive on the OS work programme
 - Opportunities to influence policy at an early stage
 - An apolitical and collaborative culture
 - Focus on priorities in the council's Business Plan
 - Appropriate balance of proactive-reactive OS (with few "call-ins")
 - Willingness and support of officers across the council
 - Dedicated scrutiny officer resource
 - Diversity of councillor knowledge and experience
 - Information briefings before OS committee meetings
 - Contribution of co-opted members on Children's Select Committee and stakeholders on Health Select Committee
 - Particularly valuable work undertaken by OS task groups
 - Positive engagement with a variety of partners.
22. The following were identified as topics OS at Wiltshire Council could develop further:
 - Shorter OS committee agendas to enable greater focus on priorities
 - Greater focus on in-depth OS work through task groups
 - More innovative approaches to evidence gathering
 - Greater engagement with service user groups and the public
 - More emphasis on meeting "witnesses" in their own environments e.g. site visits
 - Supporting young people to influence policy through OS

- Encouraging broader non-executive member participation in OS
 - Avoiding parochialism
 - Demonstrating OS's impact more effectively and seeking officers' feedback on its value and effectiveness.
23. The new Management Committee will naturally want to consider the areas highlighted above alongside its own experiences of OS as it begins work in the new council. There will be ongoing opportunities to evaluate OS's approach and impact, including discussions with the Executive and key partners (reflecting the two-way nature of OS), with this process being led by the Chairman and Vice-chairman of the Management Committee.
24. An important aspect of ensuring OS continues to develop is ensuring OS councillors have the skills and knowledge to undertake their role effectively. During the previous council the Management Committee endorsed a 4-year councillor learning and development programme, subject to annual evaluation and budget availability. With the 4-year programme having been implemented partway through a council term, around half of the programme had been delivered by May 2017, including the two OS councillor induction sessions discussed under a separate item.
25. As recommended by OS under the previous council, Management Committee may wish to re-visit the 4-year L&D programme to ensure it remains fit for purpose, reflects identified needs (such as those highlighted under paragraph 22) and is deliverable with the available resources.

Next Steps

26. The Management Committee will have appointed its Chairman and Vice-chairman at today's meeting, as will the select committees in the forthcoming weeks. This will provide leadership of the function and, as outlined above, allow for informal meetings to be arranged with Executive members and directors in order to gain common understanding and support over priorities in the work programme.

Recommendations

1. To approve the legacy topics listed in Appendix A for inclusion in the new OS work programme and to advise the select committees accordingly.
2. To note the development of a new council Business Plan, the implications for the OS work programme and that an extraordinary meeting of the Management Committee will be held on 21 June to consider draft versions of the new Business Plan and a council Digital Strategy.
3. To support early discussions between select committee chairmen / vice-chairmen with the Executive and directors to gain a more informed understanding about key priorities and projects following council agreement of the new Business Plan.

4. To note the task group structure at the conclusion of the previous Management Committee as follows (Appendix B):
 - Financial Planning Task Group
 - Military-Civilian Integration (MCIP) Task Group
 - Swindon & Wiltshire Local Enterprise Partnership (LEP) Task Group
 - My Wiltshire System Task Groupand, if appropriate, consider continuation of the above task groups and membership.
5. If appropriate, to authorise the Chairman and Vice-chairman to name councillors to fill vacancies on task groups following expressions of interest.
6. To appoint OS councillor representatives to the following boards:
 - Wiltshire Online Project Board
 - Constitution Focus Group (if re-established by the Standards Committee on 7 June)
7. To note the referral to Management Committee of a Notice of Motion on Single-Use Plastics by Full Council, plus the relevant officer briefing note, and to determine whether this matter is appropriate for inclusion in the OS work programme.
8. To note the areas for OS's development highlighted under the previous council and to include these in any review of OS's approach and effectiveness in the new council.
9. To authorise the Chairman and Vice-chairman to re-visit the 4-year OS L&D programme to ensure it remains fit for purpose, reflects identified needs and is deliverable with the available resources, with proposals brought back to Committee as appropriate.

Paul Kelly, Head of Democracy and Performance (and Designated Scrutiny Officer)

Report author: Henry Powell, Senior Scrutiny Officer, 01225 718052,
henry.powell@wiltshire.gov.uk

Appendices

- Appendix A Work areas recommended for further scrutiny by Management Committee under the previous council
- Appendix B Task Groups recommended for continuance by Management Committee under the previous council
- Appendix C Notice of Motion 40 – Reducing Single Use Plastics plus Officer Briefing Note

Appendix A: The Work of Overview and Scrutiny Under the Previous Council
Recommended Ongoing Topics

Children’s Select Committee			
Activity	Date	Brief Explanation	Reason for Inclusion
Pre-Meeting Information Briefings	Standing item prior to meetings	Information briefings held prior to meetings where the information is of use to members but no formal resolutions are needed. Possible future topics: - PAUSE Initiative - Child-Carers	To provide members with useful information-only briefings, and to agree possible future topics.
Activities of the Wiltshire Assembly of Youth (WAY)	Standing Item	Regular update reports from the WAY provided by the CSC Young People’s representative.	To continue closer working with Wiltshire’s young people.
Pupil Performance in Public Tests and Examinations	Annual item	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.	Committee requirement to receive these reports.
Safeguarding Children and Young People Panel Annual Report	Annual item	To continue receiving annual reports from the panel – with separate sections in the reports addressing Child Sexual Exploitation.	Committee requirement to receive these reports. Resolved at January 2017 meeting to receive separate sections on CSE.

Children's Select Committee			
Activity	Date	Brief Explanation	Reason for Inclusion
Corporate Parenting Panel Annual Report	Annual item	To continue receiving annual reports from the panel	Committee requirement to receive these reports.
Wiltshire Safeguarding Children Board Annual Report	Annual Item	To continue receiving annual reports from the panel	Committee requirement to receive these reports.
Post 16 Area Wide Review (Joint lead by Economy & Planning and Education)	13 June 2017	Report to Cabinet presenting the findings of the Post-16 area review of education in Wiltshire, Gloucestershire and Swindon.	For CSC to comment and feed into the report prior to Cabinet.
Children's Service Integration Project	Autumn 2017	Update following the committee's endorsement of the direction of travel being scoped by the Children's services Integration Project Phase 2.	Identified as possible legacy topic by CSC
Nursery Places – 30hours Free Entitlement for Working Parents	January 2018	Update to find out the impact of the increased childcare entitlement from September 2017.	Resolved at January 2017 meeting when considering Nursery Places
Obesity and Child Poverty Update	March 2018	12-month update on the progress with the Wiltshire's Reducing Child Poverty Strategy following the outcomes, recommendations, and executive response of the Obesity and Child Poverty task group.	Update following scrutiny activity.
Adoptions West	Ongoing updates.	Updates leading up to the scheduled implementation from April 2018.	CSC has been regularly updated on

Children's Select Committee			
Activity	Date	Brief Explanation	Reason for Inclusion
			the progress of this work.
SEND Update	TBC	Update on the strategy and identified issues. To provide a summary of the current position and the future vision.	Identified as possible legacy topic by CSC
Early Help Dataset – Common Assessment Framework	TBC	The Early Help Dataset was created in September 2014. The dataset has continually evolved following ongoing review from the Early Intervention Sub Group and a formal review by the Early Help Task Group.	It was noted further work was needed to assess those indicators about children and young people with CAFs.
Exclusion Zones for Fast Food Outlets	TBC	Committee received a report on possible proliferation of fast food outlets (particularly near schools) through the planning process following reference to it in recommendation 12 of the Final Report of the Obesity and Child Poverty Risk Group.	Resolution following the item considered in December 2016
Children's Community Centre Services	TBC	Report on the progress made in this area.	Identified as possible legacy topic by CSC
Wiltshire Council Apprenticeships	TBC	Report on what opportunities there are within the council, and the delivery of them.	Identified as possible legacy topic by CSC
Representation			
Education Transformation Board	Ongoing	For the Children's Select Committee to continue to provide representation through a nominated committee member on the Educational Transformation Board.	For CSC to feed into and receive updates on the work of the ETB.

Environment Select Committee			
Activity	Date	Brief Explanation	Reason for Inclusion
Playing Pitch Strategy	Annual	Reports to be provided from the Wiltshire Playing Pitch Strategy Implementation Group to Environment Select Committee regarding the strategy's development.	To receive updates on progression of strategy following committee involvement in its draft.
Wiltshire Council Resident Engagement Strategy	20 June 2017	For the Committee to receive an updated report on the progress of the Council's resident engagement strategy provided	To provide an update following the work of the task group as agreed at 7 June meeting.
Enforcement update	20 June 2017	Information following a reduction in numbers of enforcement officers.	To review the impact of the reduction of enforcement officers across the services.
Wiltshire Housing Allocation Plan	TBC	To receive following Cabinet's consideration of the Draft Wiltshire Housing Site Allocations Plan on 23 May 2017.	Identified as a legacy topic by ESC.
Emissions	TBC	To investigate possible scrutiny involvement in Wiltshire's emissions.	Identified as a legacy topic by ESC.
Municipal Waste Management Strategy	TBC	Work planned to develop an updated version of the current strategy. This was scheduled to take place in 2017.	Identified as a work priority.
Planning	TBC	To consider the possibility of scrutiny involvement in planning.	Identified as a legacy topic by ESC.
Governance arrangements for the prioritisation of Community Infrastructure Levy (CIL) spending	TBC	On 14 March Cabinet resolved to,	To assist with the effective operation of CIL and ensure open

Environment Select Committee			
Activity	Date	Brief Explanation	Reason for Inclusion
		<ul style="list-style-type: none"> • Approve the process for the review of the Regulation 123 List and prioritising the spending of strategic funds raised through the CIL; • Agree that for 2017, the next step would be to prioritise projects for funding consistent with the current Regulation 123 List. 	and transparent decision making in the allocation of strategic CIL funds.

Health Select Committee			
Activity	Date	Brief Explanation	Reason for Inclusion
Page 23 Sustainability and Transformation Plan (STP) (potentially through a task group)	Key milestones	To continue to monitor the development of the plan, with a potential focus on, <ul style="list-style-type: none"> • Governance, engagement and consultation • Analysis and plans for addressing gaps in health and wellbeing, quality and funding • Delivering Wiltshire’s health and wellbeing aims. 	To provide public, non-executive scrutiny of the key integrated plan for health care in Wiltshire for the coming years.
Developing Integrated Urgent Care	June 2017	The Committee received a briefing and report on the council and CCG’s plans to procure an Integrated Urgent Care service for Wiltshire and resolved to receive an update in 2017.	To provide public, non-executive scrutiny of a key project for integrating health and social care services, ensuring urgent services meet

Health Select Committee			
Activity	Date	Brief Explanation	Reason for Inclusion
			communities' needs.
Obesity and Child Poverty	June 2017	The Committee endorsed a task group recommendation to receive an update on the take-up of free school meal (FSM) at Wiltshire schools. School Meals have been shown to be on average more nutritionally balanced than packed lunches etc. Their take-up is therefore linked with reducing obesity levels amongst children living in poverty.	To help protect the health and wellbeing of this vulnerable group.
NHS Health Checks	June 2017	The Committee received an interim update in Jan 2017 and resolved to receive the final evaluation report on the project.	To identify any variances in implementation across the county and to assess the project's impact on diagnoses and interventions.
Avon & Wiltshire Mental Health Partnership Trust	Sep 2017	To receive an update on AWP's improvement programme following the CQC inspection report (2015) and the update on improvement provided in July 2016.	To ensure clinical mental health services in Wiltshire are fit for purpose.
Wiltshire Health & Care (Adult Community Health Care Service)	Sep 2017	To receive an update on the performance of the service, 14 months from the commencement of the contract.	To ensure the new service provider is delivering the outcomes specified in

Health Select Committee			
Activity	Date	Brief Explanation	Reason for Inclusion
			the contract.
Mental Health and Wellbeing Strategy	Nov 2017	Annual monitoring of progress against targets within the Mental Health and Wellbeing Strategy.	To ensure the council's strategic priorities for mental health are being delivered.
Learning Disabilities service	2017	In February 2017, Full Council agreed to find £1M savings within the Learning Disabilities budget through a review of how the service is commissioned. A potential scrutiny review of this area was proposed at OS Management Committee.	To ensure the Learning Disabilities service is efficient, funded appropriately and that this vulnerable group are protected.
Dementia	2017	In endorsing the report of the Dementia Task Group (Sep 2014), the Committee resolved to review progress after two years to ensure that, as a minimum, the actions identified in the commissioning Action Plan 2014-15 have been delivered.	To ensure services for people living with dementia and their carers are efficient, funded appropriately and that this vulnerable group are protected.

Health Select Committee

Activity	Date	Brief Explanation	Reason for Inclusion
Better Care Plan	Annual	The Committee endorsed a Better Care Plan Task Group recommendation for future monitoring of the Better Care Plan against its five national performance areas: <ul style="list-style-type: none"> a) Admissions to residential and nursing care b) Success of re-ablement and rehabilitation c) Delayed transfers of care (DTC) d) Avoidable emergency admissions e) Patient and service user experience 	To ensure Better Care funding is being used effectively to drive innovation in Wiltshire.
Data integration across Wiltshire's health care sector	TBC	The Committee endorsed a Better Care Plan Task Group recommendation for further scrutiny of the Single View project to integrate information across the health and care system.	To ensure that efficiencies and service improvements are achieved through better sharing of data.
Service and commissioning integration across Wiltshire's health care sector	Ongoing	The Committee endorsed a Better Care Plan Task Group recommendation for further scrutiny of integration of services and commissioning across Wiltshire's health care sector.	To ensure that efficiencies and service improvements through a more integrated approach to delivering health and care services.
Acute hospitals – financial and performance update	June 2017	In March Cllr Caswill requested that the Committee receive an update on the financial position and winter	

Health Select Committee

Activity	Date	Brief Explanation	Reason for Inclusion
		performance in the GWH, RUH and SDH hospitals. In accordance with the Constitution this request must be considered by the Management Committee.	

OS Management Committee

Activity	Date	Brief Explanation	Reason for Inclusion
Business planning	Summer/Autumn 2017	A new council business plan is expected to be developed following the 2017 elections with OS engagement led by the Management Committee.	To help define the council's main priorities in its new Business Plan and how they will be supported.
Financial planning	Ongoing	To continue the effective approach to budget scrutiny developed during the 2013-17 council, including through the dedicated Financial Planning Task Group and liaison with select committees on implications for service delivery.	To support the development of sound financial plans and the delivery of savings.
Developing OS in Wiltshire	2017	As recommended by the LGA Peer Challenge review of OS, to consider reviewing OS's operation and effectiveness, including the development areas highlighted at the OS Legacy workshop and how they might be taken forward.	To ensure OS maximises its contribution to open and honest decision-making and to the

OS Management Committee

Activity	Date	Brief Explanation	Reason for Inclusion
			overall good governance of the council.
OS Councillor Learning and Development programme	2017	As suggested by the LGA Peer Challenge review of OS, to re-visit its 4-year L&D programme to ensure it remains fit for purpose, reflects identified needs and is deliverable with the available resources.	To ensure OS councillors have the skills and knowledge to have a positive impact on outcomes through effective OS.

**Appendix B: The Work of Overview and Scrutiny in the Previous Council
Recommended Legacy Task Groups**

* Cllr not returning ** Cllr now in Cabinet

Children’s Select Committee			
Activity	Date	Terms of Reference	Membership
Child and Adolescent Mental Health Services Task Group	TBC	(To be agreed - identified as a priority by CSC and WAY)	N/A
SEND Passenger Transport	TBC	(To be agreed - to hold a scrutiny exercise on the provision of SEND transport when the results of the national study were available)	N/A
Academisation	TBC	(To be agreed - to leave as a priority to be considered dependant on the outcome of local authority MAT’s)	N/A
Review of the Strategy and Support Programme for Disadvantaged Learners	TBC	(To be agreed - recommendation endorsed by CSC from the School Improvement Strategy Task Group’s final report)	N/A

Environment Select Committee			
Activity	Date	Terms of Reference	Membership
Highways and Street Scene Task Group	Final Report – Autumn 2017	To support the service in developing a framework for the whole service (as per peer review) and ensure that the performance framework includes measures of members of the public’s satisfaction / wishes;	Cllr Peter Evans Cllr Bob Jones MBE Cllr Gordon King Cllr Magnus Macdonald *

Environment Select Committee			
Activity	Date	Terms of Reference	Membership
		<p>To consider the proposed Key Performance Indicators and monitoring of the new contract to ensure that the experience of members of the public is taken into account;</p> <p>To monitor the implementation of the contract whilst considering how the monitoring of the delivery of the contract should be reported to the Environment Select Committee once the task group has completed its work.</p>	<p>Cllr Tony Trotman Cllr John Walsh</p>
Re-Commission of Housing Service Support Contracts Rapid Scrutiny	Final Report – 20 June	N/A – Rapid scrutiny exercise to discuss the approach when procuring new services under Option 3, and to help shape the outcomes required and the substance of what to commission.	<p>Cllr Bridget Wayman ** Cllr Mike Hewitt</p>

OS Management Committee			
Activity	Date	Terms of Reference	Membership
Financial Planning Task Group	Ongoing	<p>To understand and review the Medium Term Financial Strategy (4 year financial model)</p> <p>To understand and review the approach and robustness of the financial planning regime within the Council</p>	<p>Cllr Glenis Ansell * Cllr George Jeans Cllr Pip Ridout Cllr Ian Thorn Cllr Roy While</p>

OS Management Committee			
Activity	Date	Terms of Reference	Membership
		<p>To understand and help develop the approach to the annual budget setting cycle</p> <p>To review the specific contribution of overview and scrutiny in the annual budget setting cycle with a focus on outcomes</p> <p>To undertake periodic budget monitoring including reviews of key mid-year trends and developments and to ensure that these are taken into account when updating the Financial Plan</p> <p>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</p>	
Local Enterprise Partnership (LEP) Task Group	Ongoing	<p>Develop an overview and scrutiny framework and operational protocols which meet the requirements of democratic accountability for the use of public funds by a partnership body which is led by the business community under a mandate from the Secretary of State for Business, Innovation and Skills.</p> <p>Whilst developing the framework, the Task Group will carry out trial activities to scrutinise the outcomes and</p>	<p>Cllr Alan Hill (Chairman) Cllr Christine Crisp Cllr Mark Packard *</p>

OS Management Committee

Activity	Date	Terms of Reference	Membership
		<p>work of the SWLEP. In fulfilling this role the task group will:-</p> <ul style="list-style-type: none"> a) Perform all overview and scrutiny functions on behalf of both Councils in respect of the SWLEP and JSEC b) Appoint such sub-groups as it consider appropriate to fulfil those functions. c) Review and/or scrutinise decisions made or actions taken in connection with the discharge or any of the SWLEP and JSEC functions. d) Make reports and recommendations to the Councils relevant partner in connection with the discharge of any functions. e) Approve a forward work programme, including the programme of any sub-groups it appoints so as to ensure that the Task Group and sub-groups' time is effectively and efficiently utilised. f) Foster and encourage an inclusive, structured, non-partisan and non-adversarial approach to overview and scrutiny which is reliant on evidence rather than anecdote. 	

OS Management Committee			
Activity	Date	Terms of Reference	Membership
Military Civilian Integration Partnership (MCIP) Task Group	Ongoing	<p>To identify any risks and opportunities presented by the MCIP that are relevant to Wiltshire Council services and priorities, focusing on the following themes:</p> <ul style="list-style-type: none"> ▪ Housing ▪ Health ▪ Infrastructure ▪ Budget ▪ Schools ▪ Employment (leavers and dependents) <p>To make workable recommendations on how any identified risks could be mitigated and opportunities exploited to support delivery of the MCIP and of relevant priorities within the Council’s Business Plan.</p>	Cllr Richard Britton Cllr Gordon King Cllr Mollie Groom Cllr Bill Moss * Cllr Alan Hill
My Wiltshire System Task Group (to become the Digital Strategy Task Group)	Pre-cabinet adoption of the council’s Digital Strategy	<p>To consider and contribute to the development of the My Wiltshire system, focusing on the following themes:</p> <p>1) Customer experience.</p> <ul style="list-style-type: none"> o Including awareness by Cllrs and the public. o Access and usability. o Feedback loops in conjunction with service areas. <p>2) System scope.</p> <ul style="list-style-type: none"> o Including the issues being reported. o Service Areas covered. 	Cllr Howard Greenman Cllr Jon Hubbard Cllr Bob Jones MBE Cllr Magnus Macdonald * Cllr Bridget Wayman ** Cllr Roy White

OS Management Committee			
Activity	Date	Terms of Reference	Membership
		<ul style="list-style-type: none"> o Future areas being reported. 3) Development and resourcing. <ul style="list-style-type: none"> o Current system development. o Future requirements. o Procure or build a replacement. 4) Councillor interface. <ul style="list-style-type: none"> o To keep Cllr’s informed about reporting. o To keep Cllr’s informed about platform governance. 	

Wiltshire Council

Council

21 February 2017

Notice of Motion No. 40 – Reducing Single Use Plastic

From Councillors Terry Chivers and Ernie Clark

To consider the following motion submitted in accordance with the Council's Constitution:

“According to recent research, eight million metric tons of plastic waste ends up in the world's oceans each year, endangering marine life. There is also a growing understanding of the risks posed to human health by toxic chemicals present in plastics.

Six months after the introductions of the 5p bag charge, use of the single wrap plastic bags had already dropped by 85%, while the TV programme Hugh's War On Waste has raised public awareness of the problems of our throwaway culture. It is time for Wiltshire to take a lead on this issue.

Council RESOLVES to ask cabinet to:

1. Develop a robust strategy to make Wiltshire a 'single-use-plastic-free' authority by the end of 2017 and encourage the County's institutions, businesses and citizens to adopt similar measures
2. End the sale and provision of SUP products such as bottles, cups, cutlery and drinking straws in council buildings where possible;
3. Encourage traders in Wiltshire to sell re-usable containers and invite customers to bring their own, with the aim of phasing out single-use plastic containers and cutlery on markets stalls by the end of 2017
4. Investigate the possibility of requiring pop-up food and drink vendors at large council events to avoid SUP's as a condition of their contract; and work with tenants in commercial properties owned by Wiltshire Council to encourage the phasing out of SUP cups, bottles, cutlery and straws

Facts about plastic:

- Over the last ten years we have produced more plastic owned by Wiltshire Council to encourage the phasing out of SUP cups, bottles, cutlery and straws
- 50% of the plastic we use, we use just once and throw away

- Billions of pounds of plastic can be found in swirling convergences in the oceans making up about 40% of the world's ocean surfaces
- The great pacific garbage patch is located in the North Pacific Gyre off the coast of California and is the largest ocean garbage site in the world. This floating mass of plastic is twice the size of Texas, with plastic pieces outnumbering sea life six to one.
- One million sea birds and 100,000 marine mammals are killed annually from plastic in our oceans
- Chemical added to plastics are absorbed by human bodies. Some of these compounds have been found to alter hormones or have other potential human health effects.”

Notice of Motion 40 - Reducing single use plastic in Wiltshire

From Councillors Terry Chivers and Ernie Clark

Officer Briefing Note

1. *Develop a robust strategy to make Wiltshire a 'single-use-plastic-free' authority by the end of 2017 and encourage the County's institutions, businesses and citizens to adopt similar measures.*

It would be reasonable to encourage businesses and residents to reduce their use of single use plastic products. However, the most effective behaviour change occurs with a change in legislation such as the introduction of the five pence charge for single use plastic bags. The council already works with businesses to encourage them to take a more sustainable approach. This is evidenced through the Swindon and Wiltshire Local Economic Partnership's Strategic Economic Plan.

The council works with the Wiltshire Wildlife Trust to encourage residents to reduce the amount of waste they produce, including single use plastics. The council also provides a kerbside collection of plastic bottles and collects a wider range of plastics at its household recycling centres. This should ensure that the vast majority of the single use plastic produced by households in Wiltshire is either recycled or used to produce energy from waste. In addition to the wider environmental benefits, if residents purchased less single use plastic this would reduce demand for the council's waste and recycling collection and disposal services.

2. *End the sale and provision of SUP products such as bottles, cups, cutlery and drinking straws in council buildings where possible.*

The council encourages all of its providers of catering and vending services to act in an environmentally sustainable manner. We would encourage them all to consider their use of single use plastics and offer suitable alternatives where possible. However, in the current economic climate the council is limited in its ability to stipulate the use of specific products where this may have an impact on the cost of the services provided. Many of the alternatives to single use plastics, such as single use wooden cutlery and paper cups, carry a price premium. This makes it challenging to support the use of such alternatives when budgets are under pressure.

The council operates a successful recycling scheme for plastic bottles supplied through vending and catering services. Recycling containers are generally available at each point of sale. As a consequence the use of plastic bottles through these services should not be contributing to the problem of plastics in the world's oceans.

- 3. Encourage traders in Wiltshire to sell re-usable containers and invite customers to bring their own, with the aim of phasing out single-use plastic containers and cutlery on markets stalls by the end of 2017.*

It would be reasonable to encourage traders to reduce their use of single use plastic products and invite customers to bring their own, re-usable bottles, cups and cutlery. However many of these traders would be working to minimise their costs as they trade in a very competitive environment. They are likely to want to serve customers who require single use containers and cutlery and the alternatives to single use plastic are often more expensive. Such encouragement is only likely to succeed if there are cost effective viable alternatives available.

- 4. Investigate the possibility of requiring pop-up food and drink vendors at large council events to avoid SUP's as a condition of their contract; and work with tenants in commercial properties owned by Wiltshire Council to encourage the phasing out of SUP cups, bottles, cutlery and straws.*

While vendors at council events could be required to avoid single use plastics, again there would be cost implications of doing this either for the council or the vendors' customers. As with all businesses, traders and residents the council encourages use of more sustainable alternatives without mandating this.

The waste management arrangements put in place at such events should again ensure that single use plastics – and any other waste materials – would be recycled or otherwise properly managed to ensure that they do not contribute to the problem of waste in the world's oceans.

Wiltshire Council

Overview and Scrutiny Management Committee

6 June 2017

Legacy Report of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Joint Task Group

Purpose of the report

1. To present the work to date and recommendations for the future scrutiny of the SWLEP and the task group's legacy topics for endorsement by this committee.

Background

2. Local Enterprise Partnerships (LEPs) are partnerships that bring local authorities, civic leaders and businesses together to set an economic strategy and support the economic development and growth of their areas. They play a critical role in identifying local economic priorities and opportunities to drive economic growth and the creation of local jobs. A clear vision and strong strategic leadership is therefore a key requirement for the LEP.
3. LEPs are governed to ensure that they pursue economic development opportunities which add value and do not duplicate the existing work of their local authority partners, or other organisations. They should also offer central government value for money, additionality, and prompt local economic growth.
4. The main capital resource currently at the LEPs' disposal is the proportional allocation of the Growing Places Fund, created by the Department for Communities and Local Government, and the Department for Transport. This is to be used to deliver local infrastructure to support and drive economic growth. LEPs can also bid for an allocation of the Regional Growth Fund, which is a national challenge fund with bids in competition with each other.
5. The Swindon and Wiltshire Local Enterprise Partnership (SWLEP) is a voluntary partnership recognised by central government. It is not currently incorporated and therefore is not bound by the model for governance that is legally required for corporations. Governance arrangements are therefore at the discretion of the Partnership, and should be designed to meet its vision, priorities and activities. The SWLEP has established its vision and strategic objectives in its Business Plan.
6. The SWLEP has adopted an Assurance Framework which includes provision for joint scrutiny arrangements between Wiltshire Council and Swindon Borough Council. The SWLEP Assurance Framework sets out the arrangements for governance and the working arrangements for delegated funding from Central

Government budgets and programmes in accordance with the Central Government's LEP Assurance Framework.

7. The joint scrutiny exercise was established between Swindon Borough Council and Wiltshire Council (SWLEP Joint Task Group). The objectives of the joint exercise were for the task group to act as a "critical friend" and develop an overview of strategies and plans, and to provide independent scrutiny of the work of the LEP Board and Joint Strategic Economic Committee (JSEC).

Terms of reference

8. The following terms of reference for the task group were agreed and adopted by the task group at their 28th October 2014 meeting:

The Joint Task Group will:

1. Develop an overview and scrutiny framework and operational protocols which meet the requirements of democratic accountability for the use of public funds by a partnership body which is led by the business community under a mandate from the Secretary of State for Business, Energy, and Industrial Strategy.
2. Whilst developing the framework, the Task Group will carry out trial activities to scrutinise the outcomes and work of the SWLEP. In fulfilling this role the task group will: -
 - a) Perform all overview and scrutiny functions on behalf of both Councils in respect of the SWLEP and JSEC
 - b) Appoint such sub-groups as it considers appropriate to fulfil those functions.
 - c) Review and/or scrutinise decisions made or actions taken in connection with the discharge or any of the SWLEP and JSEC functions.
 - d) Make reports and recommendations to the Councils relevant partner in connection with the discharge of any functions.
 - e) Approve a forward work programme, including the programme of any sub-groups it appoints so as to ensure that the Task Group and sub-groups' time is effectively and efficiently utilised.
 - f) Foster and encourage an inclusive, structured, non-partisan and non-adversarial approach to overview and scrutiny which is reliant on evidence rather than anecdote.

Membership

9. The task group comprised the following membership (as of 20 October 2016):

Wiltshire Councillors:

Cllr Alan Hill (Chairman)
Cllr Christine Crisp
Cllr Mark Packard

Swindon Councillors:
Cllr Cathy Martyn
Cllr Steve Weisinger
Cllr Des Moffatt
Cllr Chris Watts

Work of the SWLEP Joint Task Group

10. The task group have met on twelve occasions between September 2014 and April 2017, initially with the focus of developing the members' understanding of the LEP and its operation.
11. The initial work programme was agreed at the task group meeting on 28 October 2014 and included the following topics:
 - The overall decision-making process of the SWLEP Board and how the prioritisation and allocation of resources is decided.
 - How the outcomes of the SWLEP align with Swindon Borough Council and Wiltshire Council, and any lessons learnt that can or have been learnt from previous submissions.
 - For task group members to attend SWLEP Board meetings when possible to broaden understanding of the SWLEP.
12. A deep-dive review of the composition of SWLEP Board membership, recruitment, and succession planning was performed by the task group. Comparisons in membership and succession were made with Gloucestershire; Northamptonshire; Oxfordshire; and Worcestershire LEPs.
13. The task group considered and provided recommendations on the core assessment criteria used to discover and prioritise schemes. They also considered a project pipeline which documented the various stages a project goes through before it is delivered, and the criteria used for assessing strategic economic plans.
14. Other topics and agenda items covered by the task group included:
 - The procedures and operation of the SWLEP.
 - Regular updates on the Local Growth Fund deal including an analysis of its allocation.
 - Updates on the SWLEP Local Growth Fund performance.
 - The Assurance and Governance Frameworks of the SWLEP.
15. It was noted by officers that the SWLEP is currently the only LEP in the country which has a scrutiny function in place in the form of a localised LEP Joint Task Group.

Future of the SWLEP Joint Task Group

16. The following options were considered by the task group when recommending the future of the scrutiny of the SWLEP:
 - a. Option 1: to retain the SWLEP Joint Task Group with the current terms of reference; membership; and frequency of meetings. The reports mentioned in Option 2 would then be presented to the task group rather than the parent committees.
 - b. Option 2: that the Swindon and Wiltshire parent committees receive “joint” reports with a view to setting a joint task group or joint rapid scrutiny as and when needed.
17. Option 2 was considered with the possibility of receiving quarterly reports throughout its first year, then moving to annual or biannual reports. There would be a caveat that either parent committee can request the formation of a task group or rapid scrutiny to consider an issue in-depth, which would be agreed by the respective chairs.
18. Quarterly reports would include updates from board meetings; progress updates on ongoing projects; and updates on bids and funding. Annual reports would provide an overview of the year from the quarterly reports; recruitment, retention, and succession planning update; the “life of a project” for completed projects and future project prioritising; assurance framework monitoring and evaluation; and the local economic assessment.
19. Following conversation with officers and the new chairman of the SWLEP regarding their views on the future of SWLEP scrutiny it was noted that they supported the continuation of SWLEP joint task group’s work in its current form.
20. The consensus of the task group was that the work of the SWLEP task group on the LEP and the JSEC should continue in its current form in accordance with the terms of reference. It was agreed that the final decision on the format of this should be decided by the new Overview and Scrutiny Management Committee (and its equivalent under Swindon Borough Council), enabling the new council to decide for themselves the best way forward.
21. Key topic areas noted by officers and members for possible future SWLEP scrutiny work included:
 - The growing places infrastructure fund. It was noted that the promotion of private sector businesses bidding for the fund was a priority.
 - Ensuring that businesses understand the SWLEP and what it can provide.
 - “The Life of a Project” – following a project from start to finish through the LEP process. This was noted as still difficult as only 1 project had been completed and there was likely to only be one more by the end of 2017.
 - Benchmarking the way in which the South West LEP prioritises bidding, as compared to LEPs in other areas.
 - To perform a piece of scrutiny work on the JSEC.

22. Any new members of the SWLEP Joint Task Group would need to be re-familiarised with the members and new members of the SWLEP, including the new chairman, John Mortimer, and vice-chairman, Adam Schalamach.

Proposal

23. That the report of the Task Group is endorsed and Option 1 is agreed as the method of continuing the scrutiny of the SWLEP.

Recommendations

That the Overview and Scrutiny Management Committee:

1. **Note the work to date of the SWLEP Joint Task Group as detailed in this report.**
2. **Agree Option 1 as the route to continue scrutiny of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) in the form of the SWLEP Joint Task Group.**
3. **Recommend that the new membership of the SWLEP Joint Task Group agree their future work programme, taking into consideration the suggested key topic areas noted in paragraph 21 of this report.**

Cllr Alan Hill, Wiltshire Council, Chairman of the South West Local Enterprise Partnership (SWLEP) Joint Task Group

Report author: Adam Brown, Senior Scrutiny Officer, 01225 718038,
adam.brown@wiltshire.gov.uk

Appendices

None

Background documents

None

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Wiltshire Council

Overview and Scrutiny Management Committee

6 June 2017

Review of the Overview and Scrutiny (OS) Councillor Induction 2017

Purpose

1. To invite the Committee's feedback on the OS information sessions held on 17 May and 24 May as part of the council's 2017 councillor induction.

Main considerations

2. Following the local elections in May, the council provided a fortnight of information and training sessions to help equip the elected councillors to undertake their role. Two sessions were provided on OS, delivered by the Scrutiny team (plus guest speakers) and aimed primarily at non-executive councillors:

Session 1: "Introduction to Overview and Scrutiny" – 17 May

- What is OS?
- Legislative and constitutional basis
- Roles, responsibilities and rights
- Principles of good OS
- Why OS is important

Session 2: "Overview and Scrutiny: Making a difference as a non-executive Wiltshire Councillor" – 24 May

- How OS works at Wiltshire Council
 - How you can make a difference through OS
 - How to influence the OS work programme
 - OS committees, task groups, rapid scrutiny exercises and project board reps
 - Officer support
3. Session 1 included remarks from the Deputy Leader on
 - The importance of OS to the good governance of the council
 - The risks of ineffective Scrutiny, as demonstrated by the Mid-Staffordshire and Rotherham scandals
 - A commitment that the Executive will engage positively with OS and its recommendations, and the need for good working relationships.
 4. Session 2 included remarks from one of the council's Corporate Directors on:

- The important contribution to shaping the Council OS can make
 - The need for OS to be involved in difficult decisions to come
 - The importance that OS ensures that all of its activities are adding value.
5. 22 councillors attended Session 1 and 16 councillors attended Session 2, with a high proportion of new non-executive councillors attending both.
 6. It should be noted that elsewhere on the agenda, Committee is asked to authorise the Chairman and Vice-chairman to re-visit the 4-year OS learning and development programme to ensure it remains fit for purpose, reflects identified needs and is deliverable with the available resources, with proposals brought back to Committee as appropriate.

Proposals

7. To provide any feedback on the OS information sessions provided as part of the 2017 councillor induction programme.

Paul Kelly, Head of Performance and Democracy (and Designated Scrutiny Officer)

Report author: Henry Powell, Senior Scrutiny Officer, 01225 718052, henry.powell@wiltshire.gov.uk

Wiltshire Council

Overview and Scrutiny Management Committee

6 June 2017

Overview and Scrutiny (OS) Member Remuneration 2016/17

Purpose

1. To report on the application of the OS Remuneration scheme for 2016/17.

Background

2. The current Overview and Scrutiny Member Remuneration scheme was agreed in April 2014 and focuses on leading OS positions, such as the chairs of task groups and representatives on project boards.
3. Following consultation with the OS chairman and vice-chairman, the scheme was applied in the same way for 2016/17.

Application

4. The following activities have been considered eligible for remuneration within the scheme for the 2016/17 municipal year:
 - Chairing active task groups (including standing task groups)
 - Leading rapid scrutiny exercises
 - Vice-chairing select committees that do not attract an SRA
 - Representation on active project boards

The current standing task groups are as follows: Financial Planning, Local Enterprise Partnership (LEP) and Safeguarding.

5. Applying the scheme in this way yields a total of **17** qualifying activities. The fund is £15,000 and, as in previous years, has been divided by the number of qualifying activities, with a fixed payment (1/10th) to be allocated to 4 key positions, and the balance divided among the others. The 4 key positions are:
 - Vice-chair of Children's Select Committee
 - Vice-chair of Environment Select Committee
 - Vice-chair of Health Select Committee
 - Chairman of Financial Planning Task Group
6. The previous Management Committee Chairman authorised these payments under the scheme (as he is entitled to do) and these were included in the

council's May payroll. The appendix to this report shows the detail of this allocation for information.

7. It should be noted that the OS Remuneration Scheme will be included in a wider review of the council's Members' Allowances Scheme to be undertaken by the Independent Remuneration Panel in September.

Recommendation

8. To note the allocation of the OS Remuneration fund for 2016/17 as detailed in the appendix.
9. To note that the Scheme will be included in the wider review of councillors' allowances scheduled for September.

Report author: Henry Powell, Senior Scrutiny Officer, 01225 718052,
henry.powell@wiltshire.gov.uk

Appendices

Appendix A Schedule of OS Remuneration Scheme allocations 2016/17

O&S Task Group Activity - Municipal Year 13 May 2016 to 4 May 2017

	Task Group	Relevant Dates	Reporting Committee	Chair	£ Share 2016-17
1.	Financial Planning	9 June 2016 8 September 2016 15 September 2016 22 September 2016 5 October 2016 7 December 2016 27 January 2017	Management	Glenis Ansell	£1,500
2.	Safeguarding Children & Young People	20 July 2016 22 November 2016 10 January 2017 11 January 2017 12 January 2017	Children's	Jon Hubbard	£692
3.	Better Care Plan	25 July 2016 12 September 2016 3 October 2016 20 November 2016 8 December 2016 19 December 2016	Health	John Walsh	£692
4.	CSE	8 June 2016 4 July 2016 12 September 2016	Children's	Jacqui Lay	£692
5.	Highways and Street Scene Contract (BBLP)	25 May 2016 6 September 2016 28 November 2016	Environment	Bob Jones	£692
6.	Positive Leisure Time Activities for Young People	16 May 2016	Children's	Jon Hubbard	£692

7.	Public Transport Review	27 May 2016 28 September 2016	Environment	Peter Evans	£692
8.	Swindon and Wiltshire Local Enterprise Partnership Joint Task Group	6 July 2016 20 October 2016 15 December 2016 5 April 2017	Management	Alan Hill (Lead Member)	£692
9.	Waste Service Changes Task Group	26 May 2016 22 July 2016	Environment	Jose Green	£692
10	School Improvement Strategy Task Group	23 May 2016 6 December 2016 20 December 2016 10 January 2017 20 January 2017	Children's	Phillip Whalley	£692
11	My Wiltshire System Task Group	12 October 2016 16 November 2016	Management	Howard Greenman	£692
12	Re-Commission of Housing Service Support Contracts Rapid Scrutiny Exercise	23 January 2017	Environment	Jon Hubbard	n/a as already receiving 2x other payments
13	Re-Commission of Housing Service Support Contracts Rapid Scrutiny Exercise	09 March 2017	Environment	Bridget Wayman	£692
14	MCIP Task Group	07 February 2017 17 March 2017	Management	Alan Hill	£692
	Select Committee (where the vice-chair position does not attract an SRA)		Role	Councillor	*£ share 2016-17
15	Children's		Vice Chair	Jacqui Lay	£1,500
16	Environment		Vice Chair	Peter Edge	£1,500
17	Health		Vice Chair	Gordon King	£1,500
	Project Boards		Reporting Committee	OS Representative	£ share 2016-17
18	Wilts Online		Management	George Jeans	£692

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Calculation Guide

Total Fund	£15,000 (tbc)
Proportion allocated to 4 key positions (select committee vice-chairs and financial planning task group chair)	£1,500 each (1/10 th of total)
Proportion allocated to 13 remaining positions	£692 (1/13 th of remaining balance)

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