

AGENDA

Meeting: Overview and Scrutiny Management Committee
Place: The Kennet Room - County Hall, Trowbridge BA14 8JN
Date: Tuesday 26 September 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 (Vice Chairman)	Cllr John Walsh
Cllr Ruth Hopkinson	Cllr Graham Wright (Chairman)
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

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 Previous Meetings** (*Pages 5 - 20*)

To approve and sign the minutes of the meetings held on 6 June 2017 and 21 June 2017.

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 19 September 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 21 September 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.

6 **Forward Work Programme** (*Pages 21 - 40*)

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.

A report outlining a proposal from Children's Select Committee's Traded Services Rapid Scrutiny Exercise will also follow.

7 **Management Committee Task Groups** (*Pages 41 - 44*)

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

- Digital Strategy and Implementation Task Group
- Financial Planning Task Group
- Military-Civilian Integration Partnership Task Group
- Planning Committee System Task Group
- Swindon and Wiltshire Local Enterprise Partnership Task Group

8 **Emergency Planning and Management** (*To Follow*)

To consider a receive a presentation and a report on the preparation and review of emergency plans in Wiltshire.

9 **Date of Next Meeting**

To confirm the date of the next meeting as 28 November 2017.

10 **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.

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 6 JUNE 2017 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Ian Blair-Pilling, Cllr Christine Crisp, Cllr Stewart Dobson, Cllr David Halik, Cllr Alan Hill, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Simon Jacobs, Cllr Gordon King, Cllr Jacqui Lay, Cllr Andy Phillips, Cllr John Walsh, Cllr Graham Wright, Cllr Anna Cuthbert (Substitute) and Cllr Roy While (Substitute)

Also Present:

Cllr Peter Fuller, Cllr David Jenkins, Cllr Richard Clewer, Cllr John Thomson, Cllr Stuart Wheeler and Cllr Philip Whitehead

40 Election of Chairman

Nominations were sought for a Chairman and following a proposal from Councillor Alan Hill, seconded by Councillor Christine Crisp, it was,

Resolved:

To appoint Councillor Graham Wright as Chairman for the forthcoming year.

41 Election of Vice-Chairman

Nominations were sought for a Vice-Chairman and following a proposal from Councillor Graham Wright, seconded by Councillor Christine Crisp, it was,

Resolved:

To appoint Councillor Alan Hill as Vice-Chairman for the forthcoming year.

42 Apologies

Apologies were received from Councillors Howard Greenman and Pip Ridout.

Councillor Greenman was substituted by Councillor Anna Cuthbert, and Councillor Ridout was substituted by Councillor Roy While.

43 **Minutes of the Previous Meeting**

The minutes of the meeting held on 28 March 2017 were received and it was,

Resolved:

To approve and sign as a true and correct record.

44 **Declarations of Interest**

There were no declarations.

45 **Chairman's Announcements**

Through the Chair it was announced there would be a 1 minute's silence held at 11:00 as a mark of respect to those affected by the recent terrorist attack in London.

It was also announced the Communities and Local Government Select Committee Enquiry into Overview and Scrutiny in Local Government, to which the council had submitted a response, had concluded its work for the Parliament as a result of the early General Election. A new Committee would need to decide if it wished to continue the Enquiry following the election.

46 **Public Participation**

There were no questions or statements submitted.

47 **The Work of Overview and Scrutiny Under The Previous Council**

A report was received outlining the work of Overview and Scrutiny in the previous council prior to the May 2017 Local Elections, including ongoing work recommended for inclusion in a new work programme, task group recommendations, the development of Overview and Scrutiny and referral of a motion from Full Council.

The Committee discussed the report and was content to approve the legacy topics recommended by the previous committee, as well as continuing the practice of holding early discussions between select committee chairmen/vice-chairmen with members of the Executive and directors in order to improve forward planning and beneficial levels of scrutiny engagement at appropriate times.

The Committee discussed the number of task groups which had been reporting directly to the management committee, and were supportive retaining the task groups in relation to Financial Planning, the Military-Civilian Integration Partnership, and the Swindon and Wiltshire Local Enterprise Partnership. It was also agreed that the scope of the MyWiltshire System Task Group be expanded to include wider aspects of digital strategy and implementation. Following

discussion, it was also agreed to establish a task group under the Management Committee to consider the structure and procedures of planning committees.

Membership of these task groups, as well as appointment to the Constitution Focus Group and Wiltshire Online Project Board, would be determined by the Chairman and Vice-Chairman following expressions of interest from councillors.

It was noted that Full Council had received a motion on 21 February 2017 in relation to single use plastics, which had been referred to the Committee for consideration. Following discussion, it was agreed the matters raised in the motion should be scrutinised and the motion was referred to the Environment Select Committee for consideration on how best to scrutinise the issues.

In discussing engagement with Overview and Scrutiny, the Committee suggested that all members be reminded of the various methods for items to be brought to the attention of Overview and Scrutiny.

Finally, in consideration of the agenda supplement, it was agreed to consider topics raised by members during the councillor induction, following the next meeting of the Committee.

At the conclusion of debate, it was,

Resolved:

- 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 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.**
- 3. To agree to re-establish 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****...appointing existing memberships where appropriate.**
- 4. To amend the My Wiltshire System Task Group's name to the "Digital Strategy and Implementation Task Group" and its terms of reference to: "To scrutinise and support the development of the council's Digital Strategy and its implementation"**

5. To authorise the Chairman and Vice-chairman to name councillors to fill vacancies on Management Committee task groups following expressions of interest.
6. To establish a task group to review the council's planning committee system, with the chairman and vice-chairman authorised to take the work forward on behalf of the committee.
7. To authorise the Chairman and Vice-Chairman to appoint representatives to the following bodies following expressions of interest:
 - Wiltshire Online Project Board
 - Constitution Focus Group
8. Following consideration of a Notice of Motion referred by Full Council, to support further scrutiny of the topic of waste plastic management in Wiltshire to be undertaken by the Environment Select Committee.
9. 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, to take place within six months of this meeting.
10. 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.
11. To welcome the issues raised at the OS induction event (included in Appendix D in the Agenda Supplement) and to review these following consideration of the new council Business Plan and the agreed meetings between Executive members and directors.
12. To ensure all non-executive members are aware of the formal routes available to raise issues for scrutiny attention.

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

A legacy report from the Swindon and Wiltshire Local Enterprise (SWLEP) Joint Task Group was received. It was highlighted this was a joint task group with Swindon Borough Council, and that the SWLEP was responsible for spending more than £170m of public money, and that the Departments of Communities and Local Government, and Business, Industry and Skills, considered it good practice that the councils were seeking to scrutinise the SWLEP in that way, the

first councils to do so. The SWLEP Board meetings, now held in public, also made reference to the task group and its work.

It was acknowledged it was not an easy topic to scrutinise, but that it was a worthwhile topic to move forward.

Resolved:

- 1. To note the work to date of the SWLEP Joint Task Group as detailed in this report.**
- 2. To agree Option 1 of the report 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. To 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.**

49 **Review of the Overview and Scrutiny Councillor Induction 2017**

A report was received on the induction sessions for new and returning councillors following the May 2017 Local Elections, in particular seeking any feedback on the sessions dedicated to Overview and Scrutiny.

The Committee discussed their experiences of the induction, including content, location of training and timing of sessions and the suitability for as many members as possible.

Resolved:

To note all comments received.

50 **Overview and Scrutiny Member Remuneration 2016/17**

A report was received on the application of the Overview and Scrutiny remunerations scheme for 2016/17, as agreed with the Committee's former Chairman.

Resolved:

- 1. To note the allocation of the OS Remuneration fund for 2016/17 as detailed in the appendix to the report.**
- 2. To note that the Scheme will be included in the wider review of councillors' allowances scheduled for September.**

51 **Date of Next Meeting**

The date of the next meeting was confirmed as the extraordinary meeting on 21 June 2017 to consider the draft Business Plan for 2017-2027.

The date of the next ordinary meeting was confirmed as 26 September 2017.

52 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 - 11.40 am)

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OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 21 JUNE 2017 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Ian Blair-Pilling, Cllr Christine Crisp, Cllr Stewart Dobson, Cllr Howard Greenman, Cllr David Halik, Cllr Alan Hill (Vice Chairman), Cllr Ruth Hopkinson, Cllr Simon Jacobs, Cllr Gordon King, Cllr Andy Phillips, Cllr John Walsh, Cllr Graham Wright (Chairman), Cllr Peter Fuller (Substitute) and Cllr David Jenkins (Substitute)

Also Present:

Cllr Chuck Berry, Cllr Richard Clewer, Cllr Baroness Scott of Bybrook OBE, Cllr Philip Whitehead, Cllr Jerry Wickham, Cllr Matthew Dean, Cllr Nick Murry, Cllr Ashley O'Neill and Cllr Steve Oldrieve

53 Apologies

Apologies were received from Councillors Jon Hubbard, Jacqui Lay and Pip Ridout.

Councillor Hubbard was substituted by Councillor David Jenkins. Councillor Ridout was substituted by Councillor Peter Fuller.

54 Declarations of Interest

There were no declarations.

55 Chairman's Announcements

The Chairman announced that following the first meetings of three of the four scrutiny committees, an email had been sent to all non-executive members advertising vacancies on task groups and other ad hoc OS activities. These included new activities with no memberships in place as well as historic activities where one or two vacancies have arisen following the local elections. The Chairman encouraged all members to indicate their interest in participating as soon as possible.

With the agreement of the Committee it was also announced that the agenda order would be amended, to take the draft Business Plan and proposed alignment of the council staff structure ahead of consideration of the draft Digital Strategy.

56 **Public Participation**

There were no questions or statements submitted.

57 **Wiltshire Council Draft Business Plan 2017-2027**

The Business Plan is a policy framework document which sets the council's strategic direction, priorities and key actions. The last Business Plan was approved at the start of the previous council's term and ran from 2013-2017. A new draft Business Plan had been prepared by the administration following the May 2017 local elections, with a plan period of 2017-2027.

The Leader of the Council, Baroness Scott of Bybrook OBE, presented the draft plan along with a report received by Cabinet on 20 June 2017. She explained that the draft plan built on and extended the vision and goals of the previous plans, focusing on the key priorities of building stronger communities, a growing economy and protecting the vulnerable. The draft plan also provided a framework to ensure the council delivers on its priorities, with regularly reviewed multi-year service plans and quarterly updated financial models.

It was explained that Cabinet would be reconsidering the draft plan in light of any comments from Overview and Scrutiny as well as other partners on 3 July 2017, ahead of consideration by Council on 11 July 2017.

The Committee then discussed the draft Business Plan and sought additional details from the Leader and senior officers on how the draft plan would deliver the key priorities, as contained in the report appended to these minutes. In particular it was noted that the Business Plan had been produced following the election and therefore not much time was allotted for scrutiny, and that the context of the plan in conjunction with the medium term financial strategy was of continued reductions in government grants.

Other issues included questions on future plans to integrate health and social care services and transformation of adult care, details on apprenticeship growth, and arrangements for asset transfers to town and parish councils, including any potential for detailed guidance on best practice and level of assets recommended to be taken on at that level.

Resolved:

- 1) That the Committee is satisfied with the time and opportunity it has had to scrutinise the draft Business Plan 2017-21 and notes that the Plan will now go forward to Cabinet and Council for approval.**

- 2) That Cabinet be asked to take note of the comments of the Committee as detailed in a report to be approved by the Chairman and Vice-Chairman.

58 **Proposed Alignment of Council Structure to the New Business Plan**

The Leader of the Council, Baroness Scott of Bybrook OBE, presented a report previously considered confidentially at Cabinet on 20 June 2017, on aligning the council's management structure to ensure it could effectively deliver the proposed Business Plan.

It was noted that Wiltshire Council had made significant savings in relation to senior management when it eliminated the post of Chief Executive and reduced the number of Corporate and Associate Directors. The current model was for three Corporate Directors and thirteen Associate Directors, though interim arrangements had been in place since one of the Corporate Directors left the council in September 2016. The Leader requested her and the council's thanks be noted to the current Corporate Directors, Carolyn Godfrey and Dr Carlton Brand, and the Committee shared and endorsed this.

It was explained that discussions and analysis had shown that two Corporate Directors was not sufficient as a long term arrangement to deliver the strategic aims of the council and its Business Plan, and that in particular combined with the growing need to integrate health and social care services, it was felt that increasing the number to four Corporate Directors would deliver the most effective and efficient structure. It was also proposed that a single officer at Associate Director level hold the statutory post of Head of Paid Service, rather than rotate the role between Corporate Directors as with the current arrangements.

The Committee discussed the report from the Leader, noting that one Corporate Director role would be a joint appointment with the Clinical Commissioning Group to reflect the growing integration and partnership, and details were sought on the nature of the role, confirming it would have equal standing and salary as the other senior roles.

During discussion it was confirmed it was legal for the Head of Paid Service position to not be held by an officer in the top tier position of a structure, and Wiltshire had previously operated under such an arrangement. Details were also sought on any implications for the numbers of Associate Directors, and it was explained there would be a review of the roles following appointment of the Corporate Director posts, which included two new posts and an additional vacancy when Carolyn Godfrey left the organisation in the autumn of 2017.

Resolved

To note and support the proposed alignment of the council structure to the new Business Plan.

The Overview and Scrutiny Management Committee received a presentation in January 2016 on the development of the MyWiltshire system, a system to enable the public and officers to remotely report a range of issues to be resolved. Following this, the Committee established the MyWiltshire System Task Group with terms of reference to consider and contribute to the development of the system, focusing on customer experience; system scope; development and resourcing; and councillor interface. On 6 June 2017 Management Committee re-established the MyWiltshire System Task Group as the Digital Strategy and Implementation Task Group with amended terms of reference to focus on the wider issue of the council's Digital Strategy.

Councillor Howard Greenman, a member of the Task Group, presented its report following an initial meeting to consider the draft Digital Strategy. The Task Group was recommending a number of points be considered by the relevant Cabinet Member for the draft, and that the Task Group continue its work to monitor implementation of the Strategy.

The Cabinet Member with responsibility for IT, Councillor Philip Whitehead, was in attendance with the Portfolio Holder for IT, Councillor Ashley O'Neill, and responded to the report of the Task Group, welcoming its recommendations. He noted that the Digital Strategy was about transforming the way the council performed many of its functions to better meet customer needs, giving an example of 75% of those who had renewed their Green Waste bin online, did so after 7pm, when under historic methods could not have occurred. He emphasised that those unable or unwilling to use digital methods or new technology would still be able to contact the council in the same ways as presently, but that the more work that could be undertaken digitally would free up resources to help those people, as well as making significant financial savings.

The Committee discussed the report, with reassurance sought that the digital infrastructure, data definitions and IT system foundations of the council were sufficient to cope with any planned expansion of public facing systems. Questions were also raised on commercialisation, and it was stated some local authorities carried ads on their websites, although such a step would need to be considered very carefully. It was also stated through partnership working, for example with Wiltshire Police, partner organisations could be charged for utilising Wiltshire Council systems, and there may be more opportunities, within reason.

At the conclusion of discussion, it was,

Resolved:

To continue the work of the Digital Strategy and Implementation Task Group as a standing task group and for it to receive the draft tender document and regular updates on the progress of the Digital Strategy and its implementation.

And to endorse the recommendations of the Task Group as follows:

- 1) To ensure that feedback from users is collected and reflected in the development of the new system to ensure that the system is designed to be accessible to all customers.**
- 2) To amend the governance structure diagram to demonstrate where users are engaged and where user feedback is considered and applied.**
- 3) To include, if endorsed, the Digital Strategy and Implementation Task Group in the governance structure.**
- 4) To ensure that the Digital Strategy project clearly outlines the key project milestones and their anticipated timescale.**
- 5) To make clear in the Digital Strategy that the digital assessments process will be performed with support from the project team, and to encourage a proactive approach which works with service leaders to implement the Digital Strategy.**

60 **Date of Next Meeting**

The date of the next scheduled meeting was confirmed as 26 September 2017.

61 **Urgent Items**

In light of recent events in Kensington, the Chairman permitted a question on the status of emergency planning for disasters in Wiltshire. The Cabinet Member for Adult Social Care, Public Health and Public Protection, Councillor Jerry Wickham, provided details of the regular meetings between the council and partners such as the police, as well as rehearsals for specific tragic scenarios and agreements with bodies such as the Red Cross.

It was agreed a report would be provided at the next meeting on the processes for emergency preparation in Wiltshire, and the status of current plans.

(Duration of meeting: 9.30 am - 12.10 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

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Wiltshire Council

Cabinet 3 July 2017

Council 11 July 2017

Overview and Scrutiny Management Committee Report on the Draft Business Plan 2017-2027

Purpose of report

1. To report to Cabinet and Full Council a summary of the main issues discussed at the meeting of the Overview and Scrutiny Management Committee held on 21 June 2017.

Background

2. The Business Plan is a policy framework document which sets the council's strategic direction, priorities and key actions.
3. The meeting of the Overview and Scrutiny Management Committee provided an opportunity for non-executive councillors to question the Leader of the Council and senior officers on the draft Business Plan 2017-2027 ahead of final consideration by Cabinet on 3 July 2017 and Full Council on 11 July 2017.
4. The Leader of the Council, Baroness Scott of Bybrook OBE, supported by Dr Carlton Brand, Corporate Director, and other members of the Executive, was in attendance to present the draft Business Plan and to provide clarification and answers to issues and queries raised by the Committee.
5. Details included in the introduction from the Leader and the Corporate Director had included but were not limited to:
 - That the draft Business Plan built upon and extended previous versions, reflecting on priority areas following the recent election
 - That significant external challenges, particularly in relation to reduced funding and increased pressures in key areas, required changes to the way the council operated and the draft plan reflected this.
 - The key priorities of creating stronger communities, a growing economy and protecting the vulnerable remained, with corporate planning cycles for service plans and reviews to ensure these were delivered.

Main issues raised during questioning and debate

6. The Chairman invited the Chairmen of the Select Committees to lead off discussion, before opening to general queries. Points raised together with any responses are provided in the following paragraphs.
7. Details were sought on the intention to integrate health and social care, in particular the emphasis on personalisation of care and safeguarding services. It was stated some people would always have difficulty accessing services they needed, and an adult care transformation programme had begun to identify how resources could be

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focused best on those who need them while still being affordable. It was also noted that it was intended for there to be a joint Corporate Director between Wiltshire Council and the Clinical Commissioning Group, and that at lower levels there needed to be further partnerships to deliver integrated services.

8. Questions were raised relating to the transfer of assets to town and parish councils, and it was stated that in the financial climate it was the case that if towns and parishes chose or were unable to take on management of some assets, some services would need to cease. It was argued that towns and parishes were better able to identify local needs for particular services and assets, and better able to justify precept rises to pay for those local services and assets, and manage them efficiently.
9. It was noted that the process of transferring assets, as for example with the Salisbury City Council CCTV, had been very expensive and time-consuming, and work was taking place to attempt to simplify the process considerably, with a revised asset transfer policy to be presented to Cabinet later in the year. Additionally, some members considered it would be beneficial if a template financial model or best practice guide between Wiltshire Council and towns and parishes were produced, giving all parties a clearer view of what was considered to be an appropriate level of assets or services to be managed or paid for at town and parish level. This was also raised in relation to area board grants, and the expectations that towns and parish contribute to projects within their area rather than rely on the area board and focus purely on keeping precepts low, rather than on delivering services for their areas, and that application forms for grants should further emphasise towns and parishes.
10. The lack of any specific comment on carbon emission reduction and other environmental issues was raised during debate. In response it was stated that it was already council policy to make its buildings environmentally friendly, there was a carbon management plan in place, all Cabinet reports had sections for environmental sustainability and the Core Strategy had policies in relation to environmental issues.
11. The ongoing financial situation was discussed and how well the Business Plan could deliver on its aims and priorities as a result, with some members feeling that Wiltshire had not historically received a good deal from central government. In response it was stated lobbying on Wiltshire's behalf always took place, and the principal issue was the assessment of needs, and that Wiltshire believed a greater emphasis should be placed on rurality and associated costs, and the increase in elderly population and attendant increase on specific services.
12. The need to work in partnership with other bodies in order to deliver the aims and priorities was raised, and potential difficulties for example with increasing numbers of individual academies.
13. Other issues included whether youth services had a high enough priority, rail strategies as part of stronger communities, whether the council's prioritisation of key services had been appropriately communicated, housing strategies for Looked After Children as part of protecting the vulnerable, and whether the council could lead the way with even more apprenticeships especially for former children in care.

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14. In summary, it was felt that the Business Plan was an aspirational document with appropriate priorities and themes, and that it would be necessary to monitor progress in its delivery by all Select Committees.

Conclusion

15. That the Committee is satisfied with the time and opportunity it has had to scrutinise the draft Business Plan 2017-21 and notes that the Plan will now go forward to Cabinet and Council for approval.

16. That Cabinet be asked to take note of the comments of the Committee as detailed in this report.

Councillor Graham Wright

Chairman of the Overview and Scrutiny Management Committee

Report Author: Kieran Elliott, Senior Democratic Services Officer, 01225 718504 or kieran.elliott@wiltshire.gov.uk

27 June 2017

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Overview and Scrutiny Management Select Forward Work Programme

Last updated 18 September 2017

Overview and Scrutiny Management Committee – Current / Active Task Groups			
Task Group	Details of Task Group	Start Date	Final Report Expected
Financial Planning Task Group	Website	October 2013	
Swindon and Wiltshire Joint LEP Task Group	Website	March 2014	
MCIP Task Group	Website	December 2014	
Digital Strategy and Implementation Task Group		June 2017	
Planning Committee System Task Group		September 2017	

OS Management Committee – Forward Work Programme			Last updated 18 September 2017		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
28 Nov 2017	Forward Work Programme	To receive updates from the Chairmen and/or 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.	Robin Townsend		Henry Powell
28 Nov 2017	Management Committee Task Group Update	To receive any available verbal or written updates on the following Management Committee Task Groups	Robin Townsend		Henry Powell
23 January 2018	Forward Work Programme	To receive updates from the Chairmen and/or 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.	Robin Townsend		Henry Powell

23 January 2018	Management Committee Task Group Update	To receive any available verbal or written updates on the following Management Committee Task Groups	Robin Townsend		Henry Powell
27 March 2018	Forward Work Programme	To receive updates from the Chairmen and/or 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.	Robin Townsend		Henry Powell
27 March 2018	Management Committee Task Group Update	To receive any available verbal or written updates on the following Management Committee Task Groups	Robin Townsend		Henry Powell

Children's Select Committee Forward Work Programme

Last updated 1 OCTOBER 2017

Children's Select Committee – Current / Active Task Groups			
Task Group	Details of Task Group	Start Date	Final Report Expected
Child and Adolescent Mental Health Services	TBC	TBC	TBC
SEND Passenger Transport	TBC	TBC	TBC
SEND School Provision	TBC	TBC	TBC

Children's Select Committee - Rapid Scrutiny		
Topic	Details	Date
Traded Services for Schools	TBC	September
Child Care Leavers	TBC	October

Children's Select Committee – Forward Work Programme			Last updated 1 OCTOBER 2017		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
31 Oct 2017	Post 16 Area Wide Review (Joint lead by Economy & Planning and Education)	To receive details of the findings of the post 16 area review of education in Wiltshire, Gloucestershire and Swindon following Cabinet consideration.		Cabinet Member for Children, Education and Skills	
31 Oct 2017	Carers Strategy	To consider the strategy prior to 14th November Cabinet.	James Cawley	Cabinet Member for Adult Social Care, Public Health and Public Protection	Maria Keel
31 Oct 2017	Children's Service Integration Project	To receive an update following completion of Phase 1 of the project.	Terence Herbert	Cabinet Member for Children, Education and Skills	
31 Oct 2017	Wiltshire Council Apprenticeship Growth Plan	To receive a report on the growth plan: "Deliver an Apprenticeship Growth Plan for Wiltshire in partnership with schools, training providers and employers. Grow Higher and Degree Level Apprenticeships" (draft business plan)	Terence Herbert	Cabinet Member for Children, Education and Skills	Ariane Crampton
31 Oct 2017	School Places Strategy 2017-2022	To consider a report on the School Places Strategy 2017-2022 and updated Implementation Plan.	Julia Cramp	Cabinet Member for Children, Education and Skills	Clare Medland

Children's Select Committee – Forward Work Programme			Last updated 1 OCTOBER 2017		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
31 Oct 2017	Final Report of the Traded Services for Schools Rapid Scrutiny Exercise	To receive the report.	Julia Cramp	Cabinet Member for Children, Education and Skills	Adam Brown
19 Dec 2017	Corporate Parenting Panel Six-Month Update	To receive the update from the Corporate Parenting Panel	Terence Herbert	Cabinet Member for Children, Education and Skills	
6 Feb 2018	Pupil Performance in Public Tests and Examinations	To consider the pupil attainment figures for the 2016/17 academic year.	Julia Cramp	Cabinet Member for Children, Education and Skills	David Clarke
6 Feb 2018	Nursery Places – 30hours Free Entitlement for Working Parents	Update report as agreed by committee in January 2017 to report on the impact of the increased childcare entitlement from September 2017.	Julia Cramp	Cabinet Member for Children, Education and Skills	Julia Cramp
6 Feb 2018	Obesity and Child Poverty Update	To receive an annual update on the progress with Child Poverty and Child Obesity.	Frances Chinemana	Cabinet Member for Adult Social Care, Public Health and Public Protection	Sarah Heathcote

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Environment Select Committee Forward Work Programme

Last updated 18 SEPTEMBER 2017

Environment Select Committee - Current / Active Task Groups			
Task Group	Details of Task Group	Start Date	Final Report Expected
Highways And Streetscene Contract Task Group	website	10 December 2013	21 November 2017

Environment Select Committee – Forward Work Programme			Last updated 1 AUGUST 2017		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
19 Sep 2017	Amendments to the Wiltshire Local Transport Plan (LTP) – Car Parking Strategy 2011-2026	The car park usage, capacity pressures and operational opportunities mean the council need to consider amendments to ensure the arrangements are current and maximise the use of the council's limited resources.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Adrian Hampton
19 Sep 2017	Flood Risk Management	For the Committee to receive the annual report on flood risk management.	Parvis Khansari	Cllr Baroness Scott of Bybrook OBE	Peter Binley
19 Sep 2017	Municipal Waste Management Strategy	Work planned to develop a new strategy. For the Committee to receive an update on what the output was from waste workshops; which took place at the end of July. This information would be used to help develop the public consultation for the Waste Strategy.	Tracy Carter	Cabinet Member for Highways, Transport and Waste	Vicki Harris, Amy Williams
19 Sep 2017	Final Report of the Public Transport Review Task Group	For the Committee to receive the final report of the Task Group.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Adam Brown

Environment Select Committee – Forward Work Programme			Last updated 1 AUGUST 2017		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
19 Sep 2017	Proposed Changes to the Council's Allocations Policy	An identified priority last year was to both upgrade our existing IT system and review our social housing allocation policy and make recommended changes for improvement.	James Cawley	Cabinet Member for Economic Development and Housing	Nicole Smith
19 Sep 2017	Housing Board Governance Review	To update the Environment Select Committee regarding the recent Housing Board Governance Review which included the Housing Assurance Panel (scrutiny). The report presents a range of options for future governance arrangements, seeks the viewpoint and input of the ESC, and seeks agreement for the level of remuneration.	James Cawley	Cabinet Member for Economic Development and Housing	Ian Seeckts

Environment Select Committee – Forward Work Programme			Last updated 1 AUGUST 2017		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
19 Sep 2017	Allocation of Pavement Funding for Area Boards	<p>Allocation to Area Boards for investment in pavements to £150,000:</p> <p>To distribute £150,000 to Area Boards for use on pavement repair and creation. This will be to target small local schemes where repair is needed to improve the quality of lives.</p> <p>The Committee will receive a Chairman’s Announcement on the item.</p>	Laurie Bell, Parvis Khansari	Cabinet Member for Highways, Transport and Waste, Deputy Leader and Cabinet Member for Communications, Communities, Leisure and Libraries	Steve Milton, Adrian Hampton
21 Nov 2017	A303 Amesbury to Berwick Down Road Scheme	Update Members on outcome of public consultation and scheme progress. Authorise delegated decision making to Cabinet Member, where appropriate.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Allan Creedy, Karen Jones

Environment Select Committee – Forward Work Programme			Last updated 1 AUGUST 2017		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
21 Nov 2017	Highways and Street Scene Task Group - Final Report	<p>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;</p> <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>	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Adam Brown
21 Nov 2017	Highways Annual Review of Service	For the Committee to receive the annual report.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley

Environment Select Committee – Forward Work Programme			Last updated 1 AUGUST 2017		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
21 Nov 2017	Local Provision on Public Transport	To explore the joint working between the Council and train operating companies; to consider the transport outcomes for Wiltshire residents and to assess the economic benefits of Wiltshire's train stations.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Robert Murphy
16 Jan 2018	Municipal Waste Management Strategy	Work planned to develop a new strategy. For the Committee to receive an update on what the output was from the waste consultation. This information would be used to help draft the Council's new waste management strategy.	Tracy Carter	Cabinet Member for Highways, Transport and Waste	Vicki Harris, Amy Williams
16 Jan 2018	Highways and Streetscene task group - Executive Response	For the Committee to receive the Executive's response to the Task Group's final report.	Parvis Khansari	Cllr Philip Whitehead	Parvis Khansari

Environment Select Committee – Forward Work Programme			Last updated 1 AUGUST 2017		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	Wiltshire Playing Pitch Strategy	The existence of a robust, evidence based and up-to-date Playing Pitch Strategy covering the entire local authority area will help to influence a variety of local authority functions, policy development and decision making in respect of the community playing pitch stock, including planning policy and planning applications, educational provision, funding, facility and asset management, development of pitch based sports, public health and the management and maintenance of provision.	Frances Chinemana	Cllr Jonathon Seed	Louise Cary
Not before 1st Jun 2018	Resident Engagement Strategy	For the Committee to receive an annual update, in the form of a report.	James Cawley	Cabinet Member for Economic Development and Housing	Janet O'Brien
13 Jun 2017	TBC Enforcement update	To review the impact of the reduction of enforcement officers across the services.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	
	Emissions	To investigate possible scrutiny involvement in Wiltshire's emissions.	Tracy Carter	Cabinet Member for Highways, Transport and Waste	

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Health Select Committee Forward Work Programme

Last updated 29 AUGUST 2017

Health Select Committee – Forward Work Programme			Last updated 18 September 2017		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
7 Nov 2017	Pre-meeting info briefing: NHS 5-year forward view		Wiltshire CCG	Cabinet Member for Health (including Public Health) and Adult Social Care	Wiltshire CCG
7 Nov 2017	Wiltshire CCG Commissioning Intentions		Wiltshire CCG	Cabinet Member for Health (including Public Health) and Adult Social Care	Wiltshire CCG
7 Nov 2017	Provision of NHS-funded Non-Emergency Patient Transport Service by Arriva Transport Services	To receive an update on the performance of the service following previous updates received in February, September and November 2014, and March and September 2015.	Wiltshire CCG	Cabinet Member for Health (including Public Health) and Adult Social Care	Andy Jennings, Commissioning Manager, Wiltshire Clinical Commissioning Group
7 Nov 2017	Avon & Wiltshire Mental Health Partnership Trust - performance update	To receive an update on AWP's improvement programme following the CQC inspection report (2015) and the update on improvement provided in July 2016.	James Cawley	Cabinet Member for Health (including Public Health) and Adult Social Care	AWP

Health Select Committee – Forward Work Programme			Last updated 1 MAY 2016		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
16 Jan 2017	Recommissioning of the Wiltshire Substance Misuse Service - Update	To seek Cabinet approval to begin the commissioning process to retender the Wiltshire Substance Misuse Service (over 18's drugs and alcohol service)	Frances Chinemana	Cabinet Member for Health (including Public Health) and Adult Social Care	Ceri Williams
7 Nov 2017	NHS Health Checks Programme - update and further analysis	To receive an update on the implementation of the program, including any significant impact on levels of diagnoses and procedures.	Frances Chinemana, Maggie Rae	Cabinet Member for Health (including Public Health) and Adult Social Care	John Goodall
6 Mar 2018	Obesity and Child Poverty Task Group - Update on recommendations			Cabinet Member for Adult Social Care, Public Health and Public Protection	Sarah Heathcote

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Wiltshire Council

Overview and Scrutiny Management Committee

26 September 2017

Task Group Update

1. Digital Strategy and Implementation Task Group

Membership

Cllr Howard Greenman
Cllr Jon Hubbard (Chairman)
Cllr Bob Jones OBE
Cllr Stuart Wheeler
Cllr Gordon King

Recent Activity

The task group has not met since the Committee's last meeting. A briefing meeting to discuss the scope of the Digital Strategy project, which will help inform the Group's Terms of Reference, has been arranged with Officers and Members of the Executive on 31 October 2017.

2. Financial Planning Task Group

Membership

Cllr George Jeans
Cllr Pip Ridout
Cllr Ian Thorn (Chairman)
Cllr Stuart Wheeler
Cllr Roy While

Recent activity

The task group met on 7 September 2017 and elected Cllr Ian Thorn as its chairman. Members considered the following reports, prior to their consideration by Cabinet on 12 September:

- Revenue and Capital Budget Monitoring Period 4 2017/2018
- Performance Management and Risk Outturn Report: Q1 2017/18
- Business Rates Discretionary Relief Scheme

The task group noted that the revenue budget was projected to overspend by £4.484M and that remedial actions were being identified. Some of these would be management actions while others would be subject to future Cabinet decision.

The task group supported the introduction of a revised performance report format, in which risks are graded but not RAG-rated (to encourage risk identification), with actions taken remaining RAG-rated. Members looked forward to receiving and contributing to the next report, which will reflect a new performance framework.

Having considered the proposed Business Rates Discretionary Relief Scheme, the task group resolved to receive an update on implementation of the scheme and its affect in six months' time. This will include reviewing the time and resource used to administer the scheme i.e. management of appeals.

Members agreed that the task group's work priorities would include:

- How the budgeted savings will be delivered
- Increasing income generation i.e. commercialisation
- Income through community asset transfer
- The impact of Non Domestic Rates reform.

In order to develop its work programme further, the task group chairman will attend the OSMC Chairman and Vice-chairman's meeting with the Cabinet Member for Finance to discuss where scrutiny can add most value in this portfolio area.

3. Military and Civilian Integration Partnership Task Group

Membership

Cllr Richard Britton
Cllr Gordon King
Cllr Mollie Groom
Cllr Alan Hill
Cllr Graham Wright
Cllr Tony Jackson

Recent activity

The task group will meet shortly to review its work to date and rescope its terms of reference.

4. Planning Committee System Task Group

Membership

Cllr Ernie Clark
Cllr Peter Fuller
Cllr Sarah Gibson
Cllr Jose Green

Cllr Ruth Hopkinson
Cllr Ian McLennan (Chairman)
Cllr Paul Oatway QPM

Proposed Terms of Reference

1. To explore the extent to which the council's current development control processes meet the needs and objectives of Wiltshire's residents and communities, to potentially include consideration of:
 - a. The public's and applicant's experience, including digital access
 - b. Communications and liaison with local councillors and their role
 - c. The planning committee structure, agendas, meetings and decision making;
2. To suggest any recommendations for improvement of the planning committee system as appropriate.

Recent activity

The task group first met on 14 September where it agreed its terms of reference and received a presentation from Mike Wilmott and Sally Canter on the end to end process of a planning application. The terms of reference are included here for the committee's approval.

The next steps for the task group will be to begin its evidence gathering, which will include feedback from the planning application process and to receive data on the area planning committees.

5. Swindon and Wiltshire Local Enterprise Partnership (LEP) Task Group

Membership

Wiltshire Councillors:

Cllr Trevor Carbin
Cllr Christine Crisp
Cllr Alan Hill
Cllr Nick Murry

Swindon Borough Councillors:

Cllr Cathy Martyn
Cllr Des Moffatt
Cllr Chris Watts
Cllr Steve Weisinger

Recent activity

The task group last met in April 2017 and reported its legacy report to this committee following the meeting.

The task group is next scheduled to meet in mid-October where it will consider its future work programme and receive updates on the Chippenham Station Hub, the recent SWLEP board meetings, and also receive the SWLEP Annual Report.

Proposal

- 1. To note the memberships of OS Management Committee's task groups, as appointed by the Chairman and Vice-chairman following Committee's request in June.**
- 2. To note the updates on Task Group activity provided.**
- 3. To endorse the following terms of reference for the Planning Committee System Task Group:**
 - 1. To explore the extent to which the council's current development control processes meet the needs and objectives of Wiltshire's residents and communities, to potentially including consideration of:**
 - The public's and applicant's experience, including digital access**
 - Communications and liaison with local councillors and their role**
 - The planning committee structure, agendas, meetings and decision making**
 - 2. To suggest any recommendations for improvement of the planning committee system as appropriate.**

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