

AGENDA

Meeting: Overview and Scrutiny Management Committee
Place: The Kennet Room - County Hall, Trowbridge BA14 8JN
Date: Tuesday 20 March 2018
Time: 10.30 am

Please direct any enquiries on this Agenda to Kieran Elliott, 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 Jon Hubbard
Cllr Christine Crisp	Cllr Simon Jacobs
Cllr Matthew Dean	Cllr Gordon King
Cllr Stewart Dobson	Cllr Jacqui Lay
Cllr Howard Greenman	Cllr Andy Phillips
Cllr David Halik	Cllr John Walsh
Cllr Alan Hill (Vice-Chairman)	Cllr Graham Wright (Chairman)
Cllr Ruth Hopkinson	

Substitutes:

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

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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 the Previous Meeting** (*Pages 7 - 24*)

To approve and sign the minutes of the meetings held on 5 and 9 February 2018.

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 13 February 2018 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 15 February 2018. 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 Corporate Peer Challenge

A report providing feedback from the Local Government Association following the Corporate Peer Challenge that took place in November 2017; and the draft action plan which has been developed to reflect the feedback and recommendations made. The report will be circulated in a supplement when available.

7 Final Report of the Third-Party Advertising Policy Task Group (Pages 25 - 34)

A report presenting the conclusions and recommendations of the Third-Party Advertising Policy Task Group for endorsement and referral to the Cabinet Member for Communications, Communities, Leisure and Libraries.

8 Final Report of the Planning Committee System Task Group

A report presenting the conclusions and recommendations of the Planning Committee System Task Group for endorsement and referral onwards as appropriate. The last meeting of the Task Group is on 13 March 2018. The Final Report will follow in a supplement.

9 Communities and Local Government (CLG) Enquiry into Overview and Scrutiny in Local Government

To consider the report of the Communities and Local Government Parliamentary Select Committee following its review of OS in local government and any actions required in Wiltshire as a result. This will follow.

10 Forward Work Programme (Pages 35 - 58)

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.

11 Management Committee Task Groups (Pages 59 - 66)

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

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

12 **Date of Next Meeting**

To confirm the date of the next meeting as 5 June 2018.

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 5 FEBRUARY 2018 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Ian Blair-Pilling, Cllr Christine Crisp, Cllr Stewart Dobson, 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 Clare Cape (Substitute) and Cllr Pip Ridout (Substitute)

Also Present:

Cllr David Jenkins, Cllr Laura Mayes, Cllr Baroness Scott of Bybrook OBE, Cllr Toby Sturgis, Cllr John Thomson, Cllr Ian Thorn, Cllr Bridget Wayman, Cllr Philip Whitehead, Cllr Jerry Wickham, Cllr Richard Clewer, Cllr Darren Henry, Cllr Brian Mathew and Cllr Christopher Williams

1 Apologies

Apologies for absence were received from Councillors Howard Greenman, Jon Hubbard and Jacqui Lay.

Councillor Greenman was substituted by Councillor Pip Ridout, and Councillor Hubbard was substituted by Councillor Clare Cape.

Councillor Alan Hill also gave apologies he would arrive late to the meeting.

2 Minutes of the Previous Meeting

The minutes of the meeting held on 28 November 2017 were presented for consideration and it was,

Resolved:

To approve and sign as a true and correct record.

3 Declarations of Interest

There were no declarations.

4 Chairman's Announcements

The Chairman advised the Committee of the new camera set up in the meeting room.

5 **Public Participation**

There were no questions submitted or statements received.

6 **Procedure of Meeting**

The procedure for the meeting was noted.

7 **Wiltshire Council's Financial Plan Update 2018/19**

The draft Wiltshire Council Financial Plan Update for 2018/19 was presented by Councillor Philip Whitehead, Cabinet Member for Finance, Procurement, ICT and Operational Assets, and by Michael Hudson, Director of Finance and Section 151 Officer, ahead of its submission to Cabinet on 6 February 2018 and Full Council on 20 February 2018.

The proposals for 2018/19 were considered within the framework of the Medium Term Financial Plan and Efficiency Statement 2017-2020, which had been agreed by Council on 18 October 2016. The budget proposed 2.99% rise in Council Tax and a 3% Social Care Levy. The report from the Financial Planning Task Group in consideration of the budget was also received and considered.

The Committee, along with other members in attendance including all members of the Executive, discussed the proposed budget, and clarification was sought on many issues from the attending Cabinet Members and Corporate Leadership Team, with full details contained in the report as appended to these minutes.

Particular attention was given to savings proposals arising from the transformation of adult social care, reserve levels, commercialism to increase income, reablement to reduce longer term care costs, savings from staff vacancy management and the housing service, how proposed savings would be achieved, impacts upon staffing levels, community grants and adult social care along with other topics as detailed in the appended report.

On the motion of Councillor Graham Wright, seconded by Councillor Alan Hill, it was,

Resolved:

To note the Financial Plan Update 2018/19 and to refer the comments of the Committee to Cabinet and Full Council for consideration on 6 and 20 February respectively.

8 **Commercial Policy**

The Council's Medium Term Financial Plan identified £57.5million as a target for savings or more income, With the removal of central government grants it is expected that council's will become more self-financing. A Commercial Policy and Approach has been drafted to assist the council in developing a new way of working.

Councillor Philip Whitehead, Cabinet Member for Finance, Procurement, ICT and Operational Assets, presented the draft policy and approach. The Financial Planning Task Group's report on the initial draft was also presented, along with details of changes made to the policy arising from the recommendations of the Task Group.

The Committee received the reports and noted their contents. It was emphasised that the new policy would require a cultural change within the organisation, and the Leader of the Council, during the budget discussion, had stated this was being taken into account with the selection and appointment of new Directors. It was also raised the communicating the intent and extent of the new policy to the public would be essential.

At the conclusion of discussion, and on the motion of Councillor Graham Wright, seconded by Councillor Pip Ridout, it was,

Resolved:

- 1) **To endorse the recommendations of the Financial Planning Task Group and note that those pertaining to the Commercial Policy and Approach document have already been reflected in the revised version.**
- 2) **To endorse the Task Group recommendations 5 and 7, which are as follows:**
 5. ***That the Overview and Scrutiny Learning and Development programme gives OS councillors the specific skills and knowledge required to scrutinise the council's commercial ventures effectively.***
 7. ***That the Management Committee ask the Financial Planning Task Group to undertake more detailed scrutiny work on the actions plans relating to the document once available.***

9 **Date of Next Meeting**

The date of the next meeting was confirmed as 9 February 2018 to consider opposition group or other amendments to the proposed budget.

10 **Urgent Items**

There were no urgent items.

(Duration of meeting: 9.35 - 11.15 am)

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

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Wiltshire Council

APPENDIX to the Minutes of 5 February 2018

Cabinet 5 February 2018

Council 20 February 2018

Report of the Overview and Scrutiny Management Committee on the Draft Financial Plan Update 2018/19

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 5 February 2018.

Background

2. The meeting of the Overview and Scrutiny Management Committee provides an opportunity for non-executive councillors to question the Cabinet Member with responsibility for Finance and the Director for Finance on the draft 2018/19 Financial Plan before it is considered at Cabinet on 6 February 2018 and Full Council on 20 February 2018.
3. The Cabinet Member for Finance, Procurement, ICT and Operational Assets, Councillor Philip Whitehead, supported by the Director of Finance, Michael Hudson, was in attendance along with the Leader of the Council, Councillor Baroness Scott of Bybrook OBE and all members of the Executive and the Corporate Leadership Team to provide clarification and answers to issues and queries raised by the Committee.
4. In addition to the draft Financial Plan update available on the website a briefing from the Cabinet Member open to all members was held on 30 January 2018.
5. Details had included:
 - Council Tax to be increased by 2.99%, plus a 3% Social Care Levy.
 - That 2018/19 would be the final year the council would receive a Revenue Support Grant from central government.
 - Details of the £25.956m savings proposed.
 - Increases in investment to protect vulnerable children and adults, with an overall increase in the budget of 1.9%.

Main issues raised during questioning and debate

6. This report is divided into sections relating to each of the Select Committee areas as budget proposals and impacts on services were discussed, before opening up to general queries.

Financial Planning Task Group

7. The report of the Task Group on the proposals was received and noted. The report would be forwarded for attention at Cabinet and Full Council along with the report of the Management Committee itself.

Health Select Committee

8. Details were sought of the £6.900m of savings that would be required within Adult Social Care in order to maintain a sustainable service with the increasing demand as detailed in the papers. It was also noted in the budget papers that with a 3% Social Care Levy taken for 2017/18 and 2018/19, there could be no levy in 2019/20.
9. It was stated in response that the transformation of Adult Social Care had now been underway for approximately 12 months, and that this would now be delivering significant savings, though at 5% of the overall Adult Social Care budget, this was not enough to cover the entirety of savings required to allow for increased investment for other aspects of the service.
10. Particular mention was made of a new reablement service that was in the process of being set up, which would seek to provide support for adults at an early stage following hospital visits avoiding further care for several years. There was also a new charging policy that would increase income, and a new 'front door' policy was being implemented to reduce the level of unnecessary council involvement for people self-funding their care, though the council would still know who was receiving care.
11. In summary, it was confirmed that the savings proposed were deliverable, though exact numbers might depend on negotiations with external providers. It was highlighted that the Chair and Vice-Chair of the Health Select Committee were both representatives on the Adult Social Care Transformation Programme Board. This presented a valuable opportunity for timely monitoring, by overview and scrutiny, of the delivery of the transformation programme and of the expected savings.

Children's Select Committee

12. A series of questions from the Chairman and Vice-Chairman of the Children's Select Committee, who were not able to be present, was presented to the Cabinet Member for response.
13. It was confirmed there would be a £0.600m increase in costs of children with Learning Disabilities transitioning into adult care, which reflected the budgetary impact this transition had.
14. It was confirmed that the £0.516m apprenticeship levy cost had now been built into the base budget, and that the same amount would be paid in 2018/19, and that £0.165m savings in Education and Skills related specifically to deletion of 2 currently vacant posts.
15. In response to other queries there was a saving of £0.035m relating to utilising an EU grant for management charges, and that a review of Youth Area Grants to achieve a saving of £0.200m would be funded from the Public Health budget.
16. It was also detailed in response to the questions that around 1% of the £1.155m that was to be saved through raising of the vacancy factor would come from Children's services. The vacancy factor, at 6%, was explained as being below the council's actual vacancy level, and would allow services to review their four-year operational workforce plans and ensure effective management.

17. Other issues raised included mention of funding for young people from central government for the National Citizens Service, and how this could be encouraged further.
18. In summary, it was confirmed the budget and proposed savings within children's services? were deliverable and would enable the council to deliver its services.

Environment Select Committee

19. Confirmation was sought around the Council's Housing budget, specifically in relation to the increase in pressure on the service as a result of the rise in individuals registered on Homes4Wiltshire, impacts arising from implementation of Universal Credit, and new regulations.
20. In response it was stated that the council was only responsible for approximately 20% of the social housing in Wiltshire, and that no budgetary concerns had been raised from the Housing Associations. It was also stated that the council house building programme was progressing, however, at present, demand was still outstripping supply.
21. In relation to Universal Credit it was stated a briefing note had been circulated on how any financial impacts might be mitigated. The Cabinet Member for Finance confirmed that Housing would be receiving additional funding of £368,000; which would help with any added pressures.
22. Details were sought on the Council's duty to combat homelessness and whether the budget was sufficient to meet this priority. The Cabinet Member for Corporate Services, Housing, Heritage, Arts and Tourism detailed that Wiltshire had relatively low levels of homelessness; for example there were 32 individuals who were classed as homeless in Wiltshire, with 10% of this figure relating to those moving through the county.
23. Clarification was also sought on the Campus Programme, and it was confirmed the £23.8m listed was the end of the monies to be available for the programme, and that the £30m leisure funding was separate to the Campus funding.

General Enquiries and Observations

24. It was noted that in order for the council to adopt a more commercial approach effectively and appropriately both officers and councillors needed the appropriate skills and knowledge, and it was stated that a commercial skillset had been a factor in the recent recruitment programme for new council Directors.
25. It was also raised that there was significant public concern regarding social care, housing, and other issues discussed, and that it was important that communicating the changing way the council was working was essential both internally to staff and to members of the public, and it was confirmed appropriate communications formed part of planning for council policy implantation.

26. Details were also sought regarding the level of council reserves and whether these were too low. It was stated in response that risks were carefully calculated and that Section 151 officers have a legal duty to set appropriate levels of reserves, which would differ from council to council, and that it was felt Wiltshire's were set appropriately.

Conclusion

27. To note the Financial Plan Update 2018/19 and to refer the comments of the Committee to Cabinet and Full Council for consideration on 6 and 20 February 2018 respectively.

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

5 February 2018

Overview and Scrutiny Management Committee

5 February 2018

**Report of the Financial Planning Task Group – 1 February 2018:
Financial Plan Update 2018/19**

Issue (page and paragraphs numbers refer to the Budget Papers)	Further information / Comments
Revenue Budget Monitoring 2017/18	
Overall the period 9 report identifies potential cost pressures of £2.276 million. However, action has been identified to address the Period 9 forecast and it is expected that the budget will be delivered balanced by 31 March 2018.	The Task Group will scrutinise the final outturn figures once available.
Specific budget areas 2018/19	
(page 21, para 6.3) Central Government Grant reductions	2019/20 will be the final year the council will receive any Revenue Support Grant (RSG)*. Although this reduction has presented significant challenges, it also now provides the opportunity of becoming financially independent from central government, giving the council the ability to manage growth within Wiltshire locally. *The Business Rates Retention Grant remains, pending the conclusion of National Non Domestic Rates Reform (NNDR).
(page 18) Commercial (saving 34, page 63)	The projected savings/income of £7.580M from 'Commercial' includes a variety of savings areas and income streams. Some are simple to implement and low risk, such as increasing fees for garden waste collections (£0.410M) (though a reduction of take-up has been accounted for).

<p>(saving 48, page 66)</p> <p>(savings 14, 28 and 32)</p> <p>(saving 69, page 69 and page 117)</p>	<p>A smaller proportion require new approaches, such as generating greater income from advertising and sponsorship (£0.150M). Therefore the income is profiled to increase in later years.</p> <p>Just over £1M come from procurement savings, such as on SEND Transport and major waste and environment contracts.</p> <p>£3M comes from a commercial review of debt management, reducing the council's Minimum Revenue Contribution from 4% to 2% (see below).</p>
<p>(page 69, Appendix 1C, saving 69)</p> <p>Minimum Revenue Provision</p>	<p>In previous years the Council has selected an MRP rate of 4%. However, in line with CIPFA rules, the Council is seeking in 2018/19 to reduce its MRP rate from 4% to 2%. This will reduce the annual financial calculation of debt repayment levels, releasing £3M of revenue funds in 2018/19.</p> <p>It is expected that the council will return the MRP rate to 4% in future years as it becomes able to re-profile debt. Although prudent in the short term, the decrease to the MRP needs to be temporary in order to avoid shifting excessive debt to future years.</p>
<p>(from page 60, Appendix 1C)</p> <p>Reviews of structures and job design</p>	<p>Some services will be able to achieve their savings through deleting vacant posts. Others will restructure teams, having identified potential inefficiencies and duplication. The savings projected take account of the timescales within which savings can be identified and delivered.</p>
<p>(page 60, Appendix 1C, saving 1)</p> <p>Transformation of Adult Social Care</p>	<p>The savings target of £6.600M is significant, but only represents approximately 5% of the overall adult social care budget.</p>
<p>(page 67, Appendix 1C, saving 52)</p> <p>Review Youth Area grants to ensure a focus on health and prevention of poor health, and fund from Public Health</p>	<p>This £0.200M saving does not represent a decrease in spend, but a new way of funding youth area grants through the ringfenced Public Health grant. Area Boards can therefore award these funds, taking account of JSA data, to address local young</p>

	people's health needs, reducing future costs to the health and care system.
(page 69, Appendix 1C, saving 70) Additional 1% staff vacancy factor	The council's current overall vacancy factor is above 6%. Services will be asked to review their structures (as a result of budget savings proposals or transformation), then produce a 4 year operational workforce plan within that envelope. Services demonstrating effective management and transformation will be rewarded with reduced vacancy factors.
Future scrutiny of the Financial Plan 2018/19	
Tracking delivery of savings and income generation	Undertaken by the task group, focusing on the key savings/income areas and monitoring how any slippage is balanced elsewhere.
Monitoring impacts on services and outcomes for residents	Undertaken by the select committees, with the focus recommended as being on areas of significant transformation and savings.

Cllr Ian Thorn, Chairman of the Financial Planning Task Group

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

Report date 2 February 2018

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OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 9 FEBRUARY 2018 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 Jon Hubbard, Cllr Simon Jacobs, Cllr Gordon King, Cllr Jacqui Lay, Cllr Andy Phillips, Cllr John Walsh, Cllr Graham Wright (Chairman) and Cllr Clare Cape (Substitute)

Also Present:

Cllr David Jenkins, Cllr Roy While, Cllr Richard Clewer, Cllr Laura Mayes, Cllr Ashley O'Neill, Cllr Steve Oldrieve, Cllr Baroness Scott of Bybrook OBE, Cllr Jonathon Seed, Cllr John Thomson, Cllr Bridget Wayman, Cllr Philip Whitehead and Cllr Jerry Wickham

11 Apologies

An apology for absence was received from Councillor Matthew Dean.

An apology was also received from Councillor Ruth Hopkinson, who would be presenting the proposals from the Liberal Democrat Group, and as such absent for the entirety of the meeting in her capacity as a committee member. Councillor Hopkinson was substituted by Councillor Clare Cape.

12 Declarations of Interest

There were no declarations.

13 Chairman's Announcements

Through the Chair there were the following amendments:

- 1) That it be noted that following further meetings with officers the proposals from the Liberal Democrat Group in Agenda Supplement 1 had been updated, along with the report from senior officers, to include use of the recently announced rural grant.

- 2) Scrutiny normally focuses on matters of policy determined by the Executive, rather than on staffing structures, which are determined by management. However, in this case operational savings are listed in the Administration's budget, under Appendix 1C

Savings pertaining to staffing structures refer to "a review of structures and job design to identify inefficiencies and potential duplication with other services" as, at this stage, the detail of exactly where these savings will come from is still to be finalised.

In all cases the first step will be identify the potential for deleting vacant posts, or identifying where vacant posts may provide suitable alternative employment for any staff who may be at risk of redundancy as a result of savings proposals.

Any discussion at this stage about which roles may be affected by these proposals would be inappropriate as this would not only jeopardise the consultation that will be required with staff whose roles are affected, but it may also unsettle staff in these roles unnecessarily.

Managers in these services are responsible for determining how these savings will be delivered so it is important that any discussion about alternative proposals does not include reference to specific roles, or staff.

14 **Public Participation**

There were no statements or questions submitted.

15 **Procedure of Meeting**

The procedure for the meeting was noted.

16 **Wiltshire Council Financial Plan 2018/19: Amendments**

Amendments to the administration budget proposals as published on 26 January 2018 had been received from the Liberal Democrat Group.

Councillor Ruth Hopkinson, in her capacity as Liberal Democrat Group Deputy Leader, presented the Group's proposed amendments as detailed in Agenda Supplement 1. The amendments sought to use the Rural Grant for two years at £0.262m per year to fund the Communities investment whilst further recurring savings are identified and to fund additional borrowing to allow for more LED replacement for street lighting. The total cost of the two investment amendments was £0.345m, and in addition to the rural grant was to be funded with a reduction in the number of Portfolio Holders to achieve £0.058m and to reduce councillors' travel mileage allowance to 25p a mile for a saving of £0.025m

The proposals had been confirmed as legal and financially viable by the Corporate Leadership Team in consultation with the Monitoring Officer and

Section 151 Officer, with additional comments as detailed in the agenda supplement report.

The Committee, along with other members in attendance including members of the Executive, discussed the proposed as detailed fully in the appended report, including examining how savings had been calculated, how the rural grant could be used and the process of achieving the proposed savings.

At the conclusion of discussion and on the motion of Councillor Graham Wright, seconded by Councillor Alan Hill, it was,

Resolved:

- 1) To note that the amendments to the Financial Plan Update 2018/19 proposed by the Liberal Democrat group have been scrutinised; and
- 2) To ask Full Council to take note of the comments of the Committee, which will be presented in a report.

17 **Date of Next Meeting**

The date of the next meeting was confirmed as 20 March 2018.

18 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.00 - 10.55 am)

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

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Wiltshire Council

APPENDIX to the Minutes of 9 February 2018

Full Council

20 February 2018

Report of the Overview and Scrutiny Management Committee on the Draft Financial Plan Update 2018/19

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 9 February 2018.

Background

2. The meeting of the Overview and Scrutiny Management Committee provided an opportunity to scrutinise amendments to the budget that were proposed after the committee meeting on 5 February 2018, which considered the initial proposals from the Administration which were published on 26 January 2018. The only proposed amendments received were from the Liberal Democrat Group.
3. Councillor Ruth Hopkinson, Deputy Leader of the Liberal Democrat Group acknowledged the difficult financial environment the council faced and limited flexibility in meeting its budgetary requirements, and then presented the proposals to the Committee as follows:

Savings (£0.345m)

- To use the Rural Grant (£0.655m) for two years to fund the Communities investment whilst further recurring savings are identified. The balance being used to fund further the interest payments for the LED investment proposal (£0.262m)
- To recommend the number of Cabinet Portfolio Holders is reduced by 50% (£0.058m)
- To reduce councillor's travel mileage allowance to 25p a mile (£0.025m)

Investments £0.345m

- To replace in part the Administration's proposal 49 in relation to '*Communities - A review of structures and job design to identify inefficiencies and potential duplication with other service areas*' £0.245m
 - To set aside further revenue ability to fund borrowing in order to allow for more LED replacement in support of the Administration's budget proposal 27 - '*To...undertake a commercial business case review of some areas moving to usage of LED fittings to reduce costs*' £0.100m
4. The proposals had been commented upon by the Corporate Leadership Team, including the Director of Finance and the Monitoring Officer.

Main issues raised during questioning and debate

5. The Chairman gave the opportunity for the Leader of the Council and the Cabinet Member for Finance respond to the amendments, before seeking any queries or

comments from the Committee and other Members in attendance including those detailed below.

6. In relation to use of the Rural Grant it was confirmed that £0.262m would be required in the next financial year to meet the commitment. There were also questions on whether the grant could be used to supplement a programme such as streetlighting replacement, which would predominantly affect urban areas more than rural ones. In response, it was confirmed the proposals had been assessed by officers as acceptable to use the grant to partly fund the LED street lighting replacement programme.
7. In relation to expanding the LED street lighting programme it was stated that in addition to the greater efficiency of the lights meaning the programme would pay for itself over a 20 year period, it would also significantly reduce the council's carbon footprint and contribute to national targets for reducing carbon emissions. The Cabinet Member also clarified that with the Rural Grant announced after the Administration had published its own proposals, the Administration would detail its alternatives to such a use of the grant at Council on 20 February.
8. In relation to reducing the councillors' mileage allowance from 45p per to 25p per mile it was confirmed that the amount to be saved was not calculated as a full year saving, acknowledging that any change to the Members' Allowances Scheme would require consultation with an Independent Remuneration Panel before it was implemented. In response to queries it was stated the administration cost of a different rate for councillors and officers would be minimal.
9. It was further stated that councillors would be able to claim back the difference from the rate set by HM Revenue and Customs if the mileage rate were set at 25p, and that the efficiency of modern vehicles meant this rate met or exceeded average running costs. Details were sought on how the 25p rate had been calculated and whether it was up to date. In response it was stated that previous council calculations had indicated such a cost, or lower, and that the AA's figures stated this remained an accurate estimate.
10. Regarding the proposal to reduce the number of Portfolio Holders, the Leader of the Council stated she did not believe it was a proper budget proposal to condition how the executive governance arrangements of the council needed to be organised.

Conclusion

11. To note that the amendments to the Financial Plan Update 2018/19 proposed by the Liberal Democrat group have been scrutinised; and
12. To ask Full Council to take note of the comments of the Committee as detailed above.

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

Report Date: 12 February 2018

Wiltshire Council

Overview and Scrutiny Management Committee

20 March 2018

Final Report of the Third Party Advertising Policy Task Group

Purpose

1. To present the conclusions and recommendations of the Third Party Advertising Policy Task Group for endorsement and referral to the Cabinet Member for Communications, Communities, Leisure and Libraries.

Background

2. On 31st October 2017 the Chairman and Vice-Chairman of OS Management Committee met with the Cabinet Member to discuss OS engagement on key projects within the 'Communities and Communications' portfolio. The Cabinet Member invited OS to help develop the council's Third Party Advertising Policy, which was then scheduled for Cabinet approval in December 2017.

Terms of Reference

3. The task group was subsequently established by OS Management Committee on 28 November 2018 with the following terms of reference:
 - a) To support the development of the council's Third Party Advertising Policy, by considering,
 - Legal and commercial issues
 - The ethos, values and reputation of the council
 - Supporting local businesses and economic development
 - Opportunities for income generation
 - b) To submit and findings and recommendations to the Cabinet Member prior to the Policy's consideration by Cabinet in 2018.

Membership

4. The opportunity to take part in the task group was offered to all non-executive councillors and the following were appointed:

Cllr Stuart Wheeler (Chairman)

Cllr Alan Hill

Cllr George Jeans
Cllr Nick Murry
Cllr Graham Wright

Methodology

5. The task group met on 6 occasions between November 2017 and March 2018. It is grateful to the following witnesses who contributed to its review:

Laurie Bell	Service Director for Communities and Communications, Wiltshire Council
Cllr John Thomson	Cabinet Member for Communications, Communities, Leisure and Libraries, Wiltshire Council
Helen Burnett	Head of Business and Commercial Development, Birmingham City Council
Susan Fleming	Senior Account Executive, Birmingham City Council
Kerry Carpenter	Marketing and PR Co-ordinator, Dorset County Council
Mark Fortune	Commercial Manager, Dorset County Council
Angela Redman	Commercial Business and Marketing Manager, West Sussex County Council
Susanne Sanger	Scrutiny Officer, West Sussex County Council

Evidence

Context

6. The council's Business Plan 2017-27 (scrutinised by OS Management Committee in June 2017) set out the objective of taking an "efficient, commercial and long term approach with an increase in trading of our services." The council's Financial Plan update 2018/19, also scrutinised by Committee and agreed by Full Council, included an income target of £0.150M specifically from advertising and sponsorship opportunities for the next financial year.
7. The task group contacted approximately 30 other councils with a view to learning from their experiences of developing advertising functions, with particular focus on 10 councils considered to be Wiltshire's close comparators. Overall the responses suggested that a large majority of councils are in their infancy in terms of developing this area or have not yet developed it at all.
8. Research also suggests that, of those councils that are pursuing some form of advertising, few have had significant Executive or non-Executive councillor involvement in the development of their advertising policies or functions.

The ethos, values and reputation of the council

9. The Advertising Policy proposed to Cabinet sets out the terms for third party advertising and sponsorship and the guidelines for what is acceptable, or unacceptable, to ensure there is no conflict with the council's vision, priorities and values. The policy includes the advertising codes of conduct and sets out the criteria for the advertising materials that are deemed appropriate.
10. Having considered advertising policies from a number of other councils, Wiltshire's is the most detailed in terms of defining what will, and will not, be considered acceptable. Birmingham City Council has a well-developed advertising function generating substantial income for the authority, but so far it has not adopted an advertising policy. Guidance on what advertisements are acceptable to the authority are instead set out in the template contract used with its advertising agencies.
11. Other councils spoken to by the task group have reported many instances where their advertising policy has required a degree of interpretation. For example, when an advert is submitted by a national 'fast-food' outlet, but promoting one of its healthier options; or an established local brewery wishing to advertise on a council roundabout, something potentially and arguably in conflict with that council's substance abuse agenda.
12. This council's proposed Policy and those considered from other councils are similar in terms of the criteria outlining which adverts and organisations will be considered acceptable or prohibited. It is noted that some local authorities' policies also consider adverts selling defence products or 'fast food' unacceptable; neither are referred to in this council's proposed Policy.
13. The draft Policy states that all adverts run by the council will carry a disclaimer, absolving council liability for errors or omissions in the content, and clarifying that the council does not support or endorse the advertiser.

Delivery model

14. The proposal in the report to Cabinet is to procure an external provider to secure third party advertising on behalf of the council.
15. Other councils spoken to by the task group reported a range of models for the delivery of their advertising functions. This included Dorset County Council delivering aspects of their the function entirely inhouse (having previously contracted an external agency); and Birmingham City Council having a small internal team that contract-manages a selection of agencies responsible for different advertising formats.
16. All of the councils spoken to reported advantages in retaining a strong element of internal management:
 - a) Doing so maximises the development of skills and experience within the council, which better enables the function to expand into the longer

term. The commercial acumen within the relevant officer teams was considered to be crucial.

- b) The income generated is not shared with another organisation and can be used to further develop internal capacity, creating greater income potential in the future;
- c) The council is more able to assure itself that the maximum possible revenue is being generated from its estate. One of the councils spoken to identified that income from roundabout advertising was not reaching its potential under external management and generated significantly more having brought the service inhouse.
- d) Potentially a greater ability to ensure that the council's advertising policy is applied and that the council's values and reputation are being protected.

17. In terms of the function's delivery, other councils have offered the following 'lessons learned' drawn from their own experiences of developing an advertising function:

- a) Any contract with an advertising agency should be on a Guaranteed Lump Sum (GLS) percentage profit-share model to ensure the risk is shared with the agency. This should be on a gross income basis to avoid disagreements about cost;
- b) Advertising that requires more significant capital investment (for example, new billboards) should point to longer contract terms (10-15 years);
- c) All of the upfront costs, such as capital expenditure and rates, should fall on the contractor;
- d) Advertising estate always has periods of dis-use ("voidage") and the "voidage" percentage agreed in the contract should be carefully considered;
- e) Localities will only attract and sustain finite amounts of advertising investment, i.e. More assets don't mean exponentially more investment. It is unwise to dilute one's offer by scattering it too thinly and better to identify the key opportunities and maximise those;
- f) The advertising market can be fickle and unpredictable in terms of income potential, even with the benefit of years of experience. The local, national and international economy has a significant effect on advertising investment and it can diminish it very suddenly.

Opportunities for income generation

18. The draft report to Cabinet outlines some potential areas of the council's estate that could provide advertising opportunities. By speaking to other councils the task group has identified some potential avenues, and the advantages and challenges presented by each:

- a) **Website:** While some council websites do host adverts from partners or local VCS groups (e.g. for forthcoming community events) the task group is not aware of any council websites generating income through adverts. Some councils have previously explored this area, but have then stepped away and focused on opportunities considered more straight-forward. This was due to

the time investment and specialist skills required when implementing and managing web adverts. There are companies that specialise in managing this service for councils, but the usual downsides such as profit-share and loss of full control apply.

- b) **Roundabout sponsorship and county boundary signs:** Dorset County Council has been successful in increasing their annual income from adverts on roundabouts year on year. It now has 81 sponsored roundabouts in place, generating around £0.150million per annum, with a target of £0.500M income within 5 years from all advertising and sponsorship. The service was previously contracted out to an external provider, but the council saw an opportunity to improve the income stream and profit-share by bringing it inhouse (including creating and installing the signs themselves). Some councils are also now considering introducing adverts near or attached to their county boundary signs.
 - c) **Refuse vehicles:** The other councils spoken to had mixed views on the commercial appeal and income potential of adverts on refuse vehicles. One council had previously developed a business case for this area, but was unable to generate interest from the market. Conversely, two other councils were optimistic regarding its potential and one is actually now implementing advertising on 30 of its fleet of 200 refuse lorries.
 - d) **Bus stops and lampposts:** For Birmingham City Council, small format digital advertising, such as in bus stops with digital screens, is a key growth area for generating income from advertising. Telephone kiosks are also popular.
 - e) **Council payslips:** West Sussex County Council enclose advertisements with their staff's payslips, which reach over 15,000 employees across the county.
 - f) **Council publications:** West Sussex County Council also offers adverts in its various publications, which include its Bereavement Guide, Buy With Confidence Directory, Taste West Sussex and West Sussex Connections.
19. West Sussex County Council has a [webpage](#) presenting its advertising offer, setting out the options to potential advertisers in detail, including an indication of cost. Dorset County Council is now developing a webpage through which potential advertisers can search those roundabouts available for commercial sponsorship by certain criteria.
20. The [Cross Council Revenue Group](#) is a national network that has been operating for over a decade and shares ideas and best practice regarding local authority income generation. Its members are typically officers working in marketing, communications, sponsorship and advertising roles. The Group's overall strategic aim is to achieve better commercial outcomes for its members, including the ambition to bolster return on investment rates and value for money, responding to the challenges of austerity. A fundamental element of this is through improving collaborative opportunities, grow business minded innovation and entrepreneurial thinking in local government.

Legal issues

21. Several of the local councils spoken to emphasised the importance of councils' planning strategies being in alignment with its objectives regarding advertising. With both roundabouts and boundary signs, gaining planning permission is obviously an essential part of the process. Several years ago one council agreed a large advertising contract and then its planning department refused permission for the relevant sites. Obtaining planning consent for specific sites before seeking contractors can also increase the value of, and interest in, advertising contracts.

Conclusions

Context

22. As the report to Cabinet sets out, the council continues to operate in a challenging financial climate with significant budget pressures and increasing demand for some services. In this context and with the income generating potential evident within the council's asset base, the task group supports taking forward a programme to generate revenue through the provision of third party advertising opportunities. (**Recommendation 1**)
23. As well as generating income for the council, which is emphasised in the report to Cabinet, advertising opportunities can be for wider community benefit and support the local economy. West Sussex County Council suggested that while some of its commercial activities may only generate small profits for the authority, they have been worth investment for their wider community impacts.

The ethos, values and reputation of the council

24. The task group supports the adoption of a robust advertising policy to guide this work. The policy will be essential in ensuring that the council's approach to advertising reflects its vision, priorities and values. It will help mitigate the risk of the council incurring reputational damage, being exposed to legal challenge, causing conflicts with existing service priorities or negating the council's public service role. Finally, the Policy will support councillors and officers to take fast, consistent decisions in terms of the advertisers and adverts that are appropriate for the council's estate. (**Recommendation 2**).
25. The task group is grateful for the Executive's proactive engagement with Overview and Scrutiny on this topic (**Recommendation 3**). Ongoing councillor input on the Policy is to be welcomed, given the importance of protecting the council's role and reputation as the more 'commercial' approach outlined in the Business Plan 2017-27 takes shape. It will be important that this council's Policy is reviewed regularly, including by overview and scrutiny, to ensure any lessons are learned from the criteria's practical application. (**Recommendations 4 and 5**)
26. The task group welcomes the clear statement in the proposed Policy that the council will retain the right to refuse advertising when it considers it inappropriate or in conflict with services already being provided. The clear disclaimer absolving

the council liability for errors or omissions in advertisement content, and clarifying that the council does not support or endorse the advertiser, is also welcomed. It may be that adverts in certain media (such as web, if this is pursued in the future) are more likely to be misinterpreted as representing endorsement by the council and consideration will need to be given to this.

27. Although certain restrictions on the adverts and advertisers the council will do business with are vital, excessive restriction can make it more difficult to find an advertising agency willing to market the council's assets. Birmingham City Council had planned to ask fast-food advertisers to state their products' sugar and fat content, but had subsequently not found an agent interested in marketing the space.

Delivery model

28. The task group recognises that advertising is a new venture for the council and it may not currently have the commercial expertise, specialist skills and capacity to develop this function from a standing start. The procurement of an external agency may therefore be sensible in the short term to get the function up and running. It will also enable the council to learn from its initial experiences of advertising while sharing the challenges and risks with a partner organisation. However, if the external route is chosen, retaining control regarding both our Policy's application and the ability to bring the function inhouse without significant complication or delay (through an appropriate contract) must be considered. **(Recommendation 6)**
29. The task group supports the proposal that the contract specification focuses on procuring a Wiltshire-based company that has an established network of local and national businesses. However, undertaking a difficult tendering process to potentially not find a willing or suitable agency may also be a risk to be considered and was experienced by one of the councils spoken to. The task group supports the market analysis already undertaken in terms of assessing potential advertising income, but likely interest from Wiltshire-based advertising agencies should be determined before this route is agreed. **(Recommendation 7)**

Opportunities for income generation

30. The various opportunities and challenges highlighted by other councils are outlined under paragraph 18 are referred to Cabinet for consideration to support the development of this council's advertising function. **(Recommendation 8)**
31. To be successful, the council's advertising offer will need to reflect Wiltshire's characteristics. While Birmingham City Council has been able to generate significant income from its inner-city billboards and bus stops the footfall at equivalent locations in Wiltshire will not compare, thus neither will their income potential. The highest yielding opportunities in Wiltshire will need to be identified and balanced with the complexity and risk involved in taking them forward. **(Recommendation 9)**

32. Success will also rely on the effective promotion of the council's advertising offer, including through a clear and informative webpage presenting the options and packages available (see West Sussex County Council).
33. The task group has found its conversations with other councils extremely informative and is grateful to all those who contributed. It hopes the council takes all opportunities to collaborate and learn from other local authorities when taking this area forward, including through active participation in the [Cross Council Revenue Group](#). The collective knowledge and experience of other local authorities will be a valuable resource as local government's interest in generating income through commercial opportunities gathers pace across the country. (**Recommendation 10**)

Proposal

34. To endorse the following recommendations and, where appropriate, refer them to Cabinet for consideration and response:
 1. **In light of the financial challenges faced by the council and of wider potential benefits to the local economy, to begin using the council's asset base to begin to generate revenue income through the provision of third party advertising opportunities.**
 2. **To adopt the proposed Advertising Policy in order to guide the council's choice of advertisers and adverts and its development of an advertising function.**
 3. **To welcome the Executive's proactive engagement with Overview and Scrutiny on the development of the council's Advertising Policy and function.**
 4. **To review the Advertising Policy regularly to ensure any lessons are learned from its application in practice and that the council's core purpose, values and reputation are protected.**
 5. **a) To ask the task group to reconvene and receive an update on the development of the advertising function on a date to be agreed with the Cabinet Member;**

b) In light of that update, the task group to bring a recommendation back to OS Management Committee regarding appropriate further scrutiny of this area.
 6. **To note,**
 - a) **The advantages of managing the council's advertising function internally when the necessary skills and knowledge are in place, and therefore...**

b) The advantages of being able to bring the function inhouse when appropriate without significant complication or delay through the agreement of an appropriate contract.

- 7. To support the focus on procuring a Wiltshire-based company with an established network of local and national businesses, but that likely interest from such agencies is assessed before committing to external management of the function.**
- 8. To consider the 'lessons learned' offered by the other councils spoken to and reported under paragraph 18.**
- 9. To ensure that Wiltshire's specific characteristics are considered when selecting the key advertising opportunities to pursue and assessing their income potential.**
- 10. To take all opportunities to collaborate and learn from other local authorities in developing the council's advertising function, including through participation in the Cross Council Revenue Group.**
- 11. To ensure that the councils' planning strategy is in alignment with the its objectives regarding advertising.**

Cllr Stuart Wheeler, Chairman of Third Party Advertising Task Group

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Appendices

Appendix 1 Report to Cabinet, 27 March 2018: "Third Party Income Generation - Advertising Policy"

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Overview and Scrutiny Forward Work Programme

Explanatory Note

This work plan consists of agenda items to be considered by the council's four Overview and Scrutiny committees (listed below).

For each agenda item, the following is indicated:

- Meeting date
- Item title
- Details / purpose of report
- Associate Director
- Responsible Cabinet Member
- Report author

Task groups that sit beneath the Overview and Scrutiny committees are also listed, with links to relevant pages on the Wiltshire Council website.

Overview and Scrutiny

Overview and scrutiny is selective in what topics it looks at so that it can add value to the council's biggest priorities. Wherever possible it helps shape council policies when they are first being designed, as well as scrutinising proposals before they are finally agreed.

Overview and Scrutiny at Wiltshire Council focuses on the commitments given by the council in its Business Plan 2013-2017 and approaches its work in the following way:

- Better outcomes for the people of Wiltshire
- Adds value to the way decisions are reached
- Works constructively with the cabinet
- Challenges positively as a critical friend
- Bases its findings on good evidence
- Learns from others

Overview and scrutiny is a statutory activity of the council, which means its powers and responsibilities are set out in the council's constitution. The relevant sections can be viewed on the Democratic Services [online document library](#) (article 6 and [part 8](#)).

More information can be found at www.wiltshire.gov.uk/council/overviewscrutiny.

Alternatively please contact a member of the Scrutiny team:

Committee

[OS Management Committee](#)
[Children's Select Committee](#)
[Environment Select Committee](#)
[Health Select Committee](#)

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Children's Select Committee Forward Work Programme

Last updated 1 FEBRUARY 2018

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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 (CAMHS)	Link	October 2017	TBC
SEND Passenger Transport	TBC	TBC	TBC
SEND School Provision	Link	October 2017	TBC
Strategy and Support Programme for Disadvantaged Learners	TBC	Early 2018	TBC
Traded Services for Schools	TBC	December 2017	TBC

Children's Select Committee - Rapid Scrutiny		
Topic	Details	Date
Child Care Leavers	TBC	January 2018

Children's Select Committee – Forward Work Programme			Last updated 1 FEBRUARY 2018		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
17 Apr 2018	Wiltshire Council Apprenticeship Strategy	To receive a report on the performance in the first year of the apprenticeship levy, with details of the future plans for maximising the levy against our own workforce strategies, including how this can support care leavers and other disadvantaged groups of young people.		Cabinet Member for Children, Education and Skills	Ariane Crampton
17 Apr 2018	Care Leavers Strategy	To receive an update on the success of the Care Leavers Strategy, included housing and apprenticeships.		Cabinet Member for Children, Education and Skills	
17 Apr 2018	Children's Service Integration Project - Phase One Assessment	To receive an assessment of phase one of the project.	Lucy Townsend (Director - Family and Children's Services)	Cabinet Member for Children, Education and Skills	Lucy Townsend
17 Apr 2018	Obesity and Child Poverty Update	To receive an annual update on the progress with Child Poverty and Child Obesity.	Director - Public Health and Public Protection	Cabinet Member for Adult Social Care, Public Health and Public Protection	Sarah Heathcote
17 Apr 2018	Corporate Parenting Panel Annual Report	To receive the annual report.		Cabinet Member for Children, Education and Skills	

Children's Select Committee – Forward Work Programme			Last updated 1 FEBRUARY 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
4 Sep 2018	Wiltshire Council Apprenticeship Growth Target	To receive details on Wiltshire Council's submission to central government on how we are fulfilling our apprenticeship target.		Cabinet Member for Children, Education and Skills	Ariane Crampton, Joanne Pitt

Environment Select Committee Forward Work Programme

Last updated 1 FEBRUARY 2018

Environment Select Committee - Current / Active Task Groups			
Task Group	Details of Task Group	Start Date	Final Report Expected
Waste Service Changes Task Group	TBA	February 2018	January 2019

Environment Select Committee – Forward Work Programme			Last updated 1 FEBRUARY 2018		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
13 Mar 2018	Streetworks and Utilities Management	As resolved at 15 November ESC-Executive Annual Meeting on the 'Highways and Transport' portfolio, a report to be provided to the Committee detailing: how streetworks are managed in Wiltshire in comparison to other Local Authorities. Information provided will relate to: signage; pedestrian access; the added value to the Council.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley
13 Mar 2018	Reduced Road Casualties	As resolved at 15 November, ESC-Executive Annual Meeting on the 'Highways and Transport' portfolio, a report to be received by the Committee detailing: data from 2016 road casualties and accidents; possible ways of improvement going forward.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Allan Creedy
13 Mar 2018	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 FEBRUARY 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
13 Mar 2018	Annual National Highways and Transport Network Survey Report	As resolved at 21 Nov 2017 ESC, for the Committee to receive the results from 2017's Survey Report for their monitoring and consideration	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley
13 Mar 2018	Wiltshire Council Waste Management Strategy	As resolved at 16 January ESC, the Committee to receive the Council's draft 'Waste Management Strategy' ahead of consideration and adoption by Cabinet and Full Council.	Tracy Carter	Cabinet Member for Highways, Transport and Waste	Vicki Harris, Amy Williams
1 May 2018	Future Development	As resolved at 15 November ESC-Executive meeting on the 'Housing' portfolio, the Committee to receive a report on 'Future Development'. Detail to be included around: where proposed future development opportunities on public owned land could take place and the rationale behind this decision; and the process of public engagement into developing proposals for these sites, in order to help ensure that development is provided where it is beneficial	Tim Martienssen	Cabinet Member for Spatial Planning, Development Management and Property	Mike Wilmott

Environment Select Committee – Forward Work Programme			Last updated 1 FEBRUARY 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
1 May 2018	Public Land Released for Homes and Jobs	Following the ESC-Executive Annual Meeting on Economic Development, it was agreed that the ESC receive a verbal briefing on how profit from development is being used to advance the County of Wiltshire as a whole. A presentation on this topic to be provided to the Committee with a Q&A session.	Tim Martienssen	Cabinet Member for Spatial Planning, Development Management and Property	Mike Wilmott
1 May 2018	Development where it is needed	Following ESC-Executive Annual Meeting on Housing, it was agreed that the ESC receive a verbal briefing on employment land and how the relevant policy is implemented across Wiltshire	Tim Martienssen	Cabinet Member for Spatial Planning, Development Management and Property	Tim Martienssen
26 Jun 2018	Resident Engagement Strategy	For the Committee to receive an annual update, in the form of a report.	(Director - Housing and Commercial Development)	Cabinet Member for Housing	Janet O'Brien

Environment Select Committee – Forward Work Programme			Last updated 1 FEBRUARY 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
26 Jun 2018	More affordable homes to rent and buy	As resolved at 15 November ESC-Executive Annual Meeting on the 'Housing' portfolio, a report to be received by the Committee on the Council's partner Housing Associations' criteria for affordable homes. The report will detail: evidence of the individual policies for all the Council's partner Housing Associations.	(Director - Housing and Commercial Development)	Cabinet Member for Housing	Nicole Smith
26 Jun 2018	Housing Board - Annual Report	For the Committee to consider the Housing Board's Annual Report, prior to Cabinet's consideration.	(Director - Housing and Commercial Development)	Cabinet Member for Housing	Ian Seeckts
4 Sep 2018	Public Transport Review Update	As resolved at 21 November ESC, the Committee to receive an update from the Head of Passenger Transport on the progress with work on the integration of NEPTS and SEND and social care transport	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Jason Salter

Environment Select Committee – Forward Work Programme			Last updated 1 FEBRUARY 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
6 Nov 2018	Highways Annual Review of Service	As resolved at 21 November 2017 ESC, the Committee agreed to continue to review the performance of the 'Highways' service area through the review of service annual report. At 16 January 2018 ESC, the Committee resolved that the development of the public satisfaction survey - for street scene key performance indicators - be part of the highways annual report. This public satisfaction survey to be included, as part of the annual report.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley
Not before 2nd Sep 2019	Highways Consultancy Contract	As resolved at 21 Nov 2017 ESC, for the Committee to receive a further update on the Highways Consultancy contract and the procurement process	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley
TBC	Enforcement update	To review the impact of the reduction of parking enforcement officers across the services.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	

Environment Select Committee – Forward Work Programme			Last updated 1 FEBRUARY 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
TBC	Emissions	To investigate possible scrutiny involvement in Wiltshire’s emissions and to consider the Council’s response to the Government’s 25 year Environment Plan, published in January 2018.	Tracy Carter	Cabinet Member for Highways, Transport and Waste	
TBC	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.	Laurie Bell	Cabinet Member for Communications, Communities, Leisure and Libraries	Louise Cary

Health Select Committee Forward Work Programme

Last updated 8 FEBRUARY 2018

Health Select Committee – Current / Active Task Groups			
Task Group	Details of Task Group	Start Date	Final Report Expected
N/A			
N/A			

Health Select Committee – Forward Work Programme			Last updated 8 FEBRUARY 2018		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
6 Mar 2018	Age UK Contracts - 2016 and Beyond	When considered by the HSC on 19 April 2016 it was agreed to receive an update on implementation of the decision.	(Director - Adult Care Commissioning)	Cabinet Member for Adult Social Care, Public Health and Public Protection	Olly Spence
6 Mar 2018	AWP Transformation Programme	(TBC)			TBC
6 Mar 2018	Briefing (pre-meeting) - AWP (Avon and Wiltshire Mental Health Partnership)	To receive a presentation on the AWP.			
6 Mar 2018	NHS Health Checks Programme - update and further analysis	<p>To receive an update on the implementation of the program, including any significant impact on levels of diagnoses and procedures.</p> <p>This was considered by the committee on 27 June 2017 where it was resolved to note the evaluation of the Health Check Programme and to receive further report to include information on those not attending the programme (how outcomes for those on the programme compared with those not participating in it).</p>		Cabinet Member for Adult Social Care, Public Health and Public Protection	John Goodall, Steve Maddern

Health Select Committee – Forward Work Programme			Last updated 8 FEBRUARY 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
6 Mar 2018	Obesity and Child Poverty Task Group - Update on recommendations	At its meeting on 14 March 2017 the committee noted the update provided on the implementation of Wiltshire's Reducing Child Poverty Strategy and requested a progress report in 12 months' time.		Cabinet Member for Adult Social Care, Public Health and Public Protection	Jackie Keevan
6 Mar 2018	Public Health - Annual report 2016-17	<p>The director of public health is required to produce an annual report on the health of the local population in Wiltshire.</p> <p>This year's report for the period 2016/17 takes a whole life course approach with the theme of 'Living longer healthier lives'.</p> <p>Circulated in the Elected Wire on 15 December 2017, the Public Health annual report 2016-17 can be accessed here.</p>	Tracy Daszkiewicz (Director - Public Health and Protection)	Cabinet Member for Adult Social Care, Public Health and Public Protection	Tracy Daszkiewicz
6 Mar 2018	Update on Strategic Outline Case - consultation results	Update on the information provided at the HSC meeting in September 2017.			

Health Select Committee – Forward Work Programme			Last updated 8 FEBRUARY 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
24 Apr 2018	Briefing (pre-meeting) - Public Health and Public Protection	To receive information on the work undertaken by Public Health and Public Protection	Tracy Daszkiewicz (Director - Public Health and Protection)	Cabinet Member for Adult Social Care, Public Health and Public Protection	
24 Apr 2018	Re-commissioning of the residential rehabilitation (drugs and alcohol) framework for 2019-2022	To re-commission the providers who will form the framework of residential rehabilitation for Wiltshire's drug and alcohol support service users, who wish to be detoxed and rehabilitated from their addictions. The contract will be 3 years with the option of extending this by 2 years. To be considered by Cabinet on 12 June 2018.		Cabinet Member for Adult Social Care, Public Health and Public Protection	Laura Schell, Ceri Williams
24 Apr 2018	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)		Cabinet Member for Adult Social Care, Public Health and Public Protection	Ceri Williams
11 Jul 2018	Adult Social Care - update on the implementation of the transformation programme	Following the presentation to the committee prior to the meeting on 9 January 2018 it was agreed that an update would be presented to the committee.	Graham Wilkin (Interim Director, Adult Social Care Operations - Access and Reablement)	Cabinet Member for Adult Social Care, Public Health and Public Protection	Catherine Dixon
11 Jul 2018	Briefing (pre-meeting) - Single View	Presentation on the Single View project.			Kevin Marshall

Health Select Committee – Forward Work Programme			Last updated 8 FEBRUARY 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
11 Jul 2018	Chairman's Announcement - green paper on care and support for older people	Government to set out proposals to reform care and support by summer 2018. The paper will set out plans for how government proposes to improve care and support for older people and tackle the challenge of an ageing population. Once the green paper is published in summer 2018, it will be subject to a full public consultation.			Marie Gondlach
11 Sep 2018	Public Health - Annual report to Secretary of State	Likely to be chairman's announcement. Usually published in September.	Tracy Daszkiewicz (Director - Public Health and Protection)	Cabinet Member for Adult Social Care, Public Health and Public Protection	
	CCG Commissioning Intentions	(TBC)			CCG
	Cancer care strategies - update	(date TBC) To receive an update following the information provided at the HSC meeting in September 2017.			CCG

Overview and Scrutiny Management Select Forward Work Programme

Last updated 15 FEBRUARY 2018

Overview and Scrutiny Management Committee – Current / Active Task Groups		
Task Group	Start Date	Final Report Expected
Financial Planning Task Group	October 2013	N/a
Swindon and Wiltshire Joint LEP Task Group	March 2014	N/a
MCIP Task Group	December 2014	N/a
Planning Committee System Task Group	November 2017	March 2018 (TBC)
Digital Strategy and Implementation Task Group	June 2017	
Third Party Advertising Policy Task Group	November 2017	March 2018

Overview and Scrutiny Management Select – Forward Work Programme			Last updated 15 FEBRUARY 2018		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
20 Mar 2018	Final Report of the Third Party Advertising Policy Task Group	To receive the conclusions and recommendations of the task group prior to an Advertising Policy being considered by Cabinet on 27 March 2018.	Laurie Bell	Deputy Leader and Cabinet Member for Communications, Communities, Leisure and Libraries	Henry Powell
20 Mar 2018	Corporate Peer Challenge	To provide the feedback report of the LGA following the corporate peer challenge in November and an associated action plan to address the recommendations.	Robin Townsend	Cllr Baroness Scott of Bybrook OBE	David Bowater
20 Mar 2018	CLG Report: Effectiveness of Overview and Scrutiny in Local Government	To consider the report of the Communities and Local Government Parliamentary Select Committee following its review of OS in local government. Also to consider any actions required in Wiltshire as a result.	Ian Gibbons	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Henry Powell
20 Mar 2018	Overview and Scrutiny Councillor Learning and Development Programme 2017-21	Following Committee's approval of an outline programme in November 2017, to present a more developed L&D programme for approval.	Ian Gibbons	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Henry Powell

Overview and Scrutiny Management Select – Forward Work Programme			Last updated 1 MARCH 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
20 Mar 2018	Centre for Public Scrutiny Annual Conference 2017	To receive a report from the Chairman and other Wiltshire attendees on the Conference held on 6 December 2017, which will focus on 'The Governance of Complexity'.	Ian Gibbons	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Henry Powell

Overview and Scrutiny Management Select – Forward Work Programme			Last updated 1 MARCH 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
20 Mar 2018	Final Report of the Planning Committee System Task Group TBC	To receive the final report of the task group, following its review of the effectiveness of the council's planning processes and governance arrangements.	Tim Martiensen	Cabinet Member for Spatial Planning, Development Management and Property	Henry Powell

Overview and Scrutiny Management Select – Forward Work Programme			Last updated 1 MARCH 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
20 Mar 2018	Forward Work Programme	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.	Robin Townsend	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Henry Powell

Overview and Scrutiny Management Select – Forward Work Programme			Last updated 1 MARCH 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
20 Mar 2018	Management Committee Task Group Updates	A report is attached presenting an update on recent activity.	Robin Townsend	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Henry Powell

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Wiltshire Council

Overview and Scrutiny Management Committee

20 March 2018

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

Terms of Reference:

- To meet at least 4 times a year and more frequently as required, when key milestones of the Strategy are identified
- For the Task Group's Chairman to hold a position on the Digital Programme Board

Culture Transformation:

- To investigate how the Council is engaging different user groups to support the re-design of Council services
- To help shape and implement the engagement of staff and members, as services are progressively automated

Technology and Platform:

- To provide an additional dimension of quality assurance on projects that emerge as a part of the Strategy
- To help shape and implement how the Council is maximising digital compatibility across all platforms, including legacy and partner systems

Service Re-Design

- To help shape how the Council prioritises its services for automation and the subsequent customer take-up of these services
- To monitor and review how the Council can make effective efficiencies through increased automated services and the cost and the implications of the technology to do so.

Recent Activity

The task group met on 8 February and discussed how other Local Authorities have advanced themselves digitally, for example, perhaps through a re-designed website or automated payment solutions. This exercise was intended to give the members a good knowledge base for when they come to scrutinise the Digital Board's Forward Work Programme (FWP) in May.

The task group supported the fact that services would be re-designed around the user and agreed it would be important for them to consider at a later date why individuals choose to visit the Council's Hubs for enquiries, as opposed to going online or telephoning.

The task group are due to meet again in May to consider the Digital Strategy's Risk Register, the Digital Board's FWP and Security – most notably for a briefing on how the Council's IT system is kept secure and how the Council uses users' data.

1a. Digital Board

Representative: Cllr Jon Hubbard, Chairman – Digital Strategy & Implementation Task Group

Recent Activity

The Digital Delivery Board met on 27 February 2018 and discussed and agreed a composite Digital Delivery plan aligned to the Digital Strategy.

In light of this, Cllr Hubbard felt that the task group may need to review and potentially amend its FWP slightly; to help ensure that the task group is adding value in the most appropriate areas.

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 has not held a full meeting since the Committee's last meeting. Its next meeting is scheduled for 21 March 2018 when it will consider the latest quarterly Budget Monitoring and Performance monitoring reports to Cabinet.

3. Military and Civilian Integration Partnership Task Group

Membership

Cllr Ian Blair-Pilling
Cllr Richard Britton (chairman)
Cllr Gordon King
Cllr Mollie Groom
Cllr Alan Hil
Cllr Tony Jackson
Cllr Graham Wright

Terms of Reference

1. To identify any risks and opportunities presented by the MCIP that are relevant to Wiltshire Council services and priorities, focusing on the following themes:
 - Housing
 - Health
 - Infrastructure
 - Budget
 - Schools
 - Employment (leavers and dependents)

2. 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.

Recent activity

The task group met for the first time under the current council in January. The group elected a new chairman; Cllr Britton, and welcomed new members; Cllrs Blair-Pilling, Wright and Jackson.

The group took the opportunity to discuss the previous work of the task group and where scrutiny could add most value to MCIP. The conclusion was that more value would be found by investigating the work to encourage integration rather than preparing for army basing. The group identified six areas for investigation:

- To understand the current structure of the MCIP within the council. Groups, personnel, work streams and timelines.
- To know whether any potential adverse impact on existing residents has been identified. Are council services being redesigned in light of additional demand?
- To learn whether economic impacts (advantages and disadvantages) of the army basing have been researched and, if so, what the conclusions were.

- To ask what is the impact on the police service will be.
- To question in what ways are the military are planning to contribute to the wider community (inside and outside the wire). Is there evidence that these benefits are being realised?
- To investigate what actions area boards/parish councils are taking. What is being done to promote integration and what is being done for military families in communities?

Since the first meeting the group has received some evidence from the council's MCIP project Manager and will be discussing this with the project manager at their next meeting scheduled for March.

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

Membership

Wiltshire Councillors:

Cllr Trevor Carbin
 Cllr Christine Crisp
 Cllr Alan Hill (Chairman)
 Cllr Nick Murry

Swindon Borough Councillors:

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

Terms of Reference

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, Innovation and Skills.
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 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.

Recent activity

A verbal update will be provided.

Report authors:

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Programme Board Update

Purpose

To receive an update from members of the Overview and Scrutiny Management Committee (OSMC) who have been appointed as overview and scrutiny representatives on programme boards.

Digital Board

Representative: Cllr Jon Hubbard, Chairman – Digital Strategy & Implementation Task Group

Recent Activity

The Digital Delivery Board met on 27 February 2018 and discussed and agreed a composite Digital Delivery plan aligned to the Digital Strategy.

In light of this, Cllr Hubbard felt that the task group may need to review and potentially amend its Forward Work Programme slightly; to help ensure that the task group is adding value in the most appropriate areas.

Cllr Jon Hubbard, Chairman – Digital Strategy & Implementation Task Group

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