

# AGENDA

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**Meeting:** Overview and Scrutiny Management Committee  
**Place:** Kennet Room - County Hall, Bythesea Road, Trowbridge, BA14 8JN  
**Date:** Thursday 31 January 2019  
**Time:** 10.30 am

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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](mailto:kieran.elliott@wiltshire.gov.uk)

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## Membership:

Cllr Chuck Berry	Cllr Ruth Hopkinson
Cllr Christine Crisp	Cllr Jon Hubbard
Cllr Matthew Dean	Cllr Gordon King
Cllr Stewart Dobson	Cllr Pip Ridout
Cllr Mary Douglas	Cllr John Walsh
Cllr Howard Greenman	Cllr Stuart Wheeler
Cllr David Halik	Cllr Graham Wright (Chairman)
Cllr Alan Hill (Vice-Chairman)	

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## 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 **Declarations of Interest**

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

3 **Chairman's Announcements**

To receive any announcements through the Chair.

4 **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 **24 January 2019** 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 28 January 2019**. 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.

5 **Procedure of Meeting**

The Overview and Scrutiny Management Committee is asked to scrutinise the

budget papers in accordance with previously agreed procedure and in the context of:

- The briefing to all councillors on the budget setting process which will take place on 24 January 2019;
- Any initial views from public consultation events;
- Remarks from the Leader of the Council, Cabinet Member for Finance, Interim Director of Finance and any input from the Corporate Directors or other Cabinet Members;
- The meeting of the Financial Planning Task Group.
- The views of the Chairman and Vice-Chairman of the Select Committees

The Financial Planning Task Group will have gained knowledge throughout the year whilst undertaking budget monitoring on the issues that have caused pressures, the underlying reasons and mitigating actions. They will have taken a view on the robustness of the responses including variations made and on the overall effectiveness of budget management. It is important that this knowledge from the current year and how these matters will be addressed for 2019/20 are included in today's debate.

Likewise, the Select Committees, through the reviews they have undertaken in terms of policy development and service variation during the year, will have been aware of the financial implications (and commitments given or efficiencies expected) of each. The committees will have had ongoing dialogue with their respective cabinet members, portfolio holders and senior managers regarding implementation so it is important that an opportunity is given to the Chairman and Vice-Chairman of the Select Committees to comment on whether these commitments and efficiencies have been reflected in the budget proposals.

Having heard from those with a direct responsibility and interest, the Chairman will open out the debate to the Management Committee members to make enquiries of the Executive representatives based on the Financial Plan Update report (see next item) and what has been said.

As in previous years, the Committee is asked to focus on the main strategic and policy issues and not those that sit at an operational officer level.

The Chairman will look to gain consensus to the key points made as the meeting moves through the debate. These key points will be listed in the minutes and form a report to Cabinet on 5 February 2019 and Council on 26 February 2019.

An additional meeting of the Committee to scrutinise any opposition group or other amendments to the budget before Council has also been arranged for 12 February 2019.

6 **Wiltshire Council's Financial Plan Update 2019/20**

A report from the Corporate Directors and Director of Finance on the Council's Financial Plan Update for 2019/20 has been circulated to all councillors.

It can be accessed at the following [link](#).

7 **Forward Work Programme and Date of Next Meeting** (*Pages 7 - 30*)

To consider the Forward Work Programme and any requests from the Select Committees.

To confirm the date of the next meeting as the extraordinary meeting on 12 February 2019 to consider proposed amendments to the budget.

The next ordinary meeting will be on 19 March 2019.

8 **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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## Children's Select Committee Forward Work Programme

Last updated 1 JANUARY 2019

<b>Children's Select Committee – Current / Active Task Groups</b>		
<b>Task Group</b>	<b>Start Date</b>	<b>Final Report Expected</b>
Child and Adolescent Mental Health Services (CAMHS)	October 2017	TBC
Youth Transport	TBC	TBC
SEND School Provision	October 2017	TBC (Interim received June 2018)
Strategy and Support Programme for Disadvantaged Learners	TBC	TBC
Traded Services for Schools	December 2017	TBC

<b>Children's Select Committee - Rapid Scrutiny</b>		
<b>Topic</b>	<b>Details</b>	<b>Date</b>

<b>Children's Select Committee – Forward Work Programme</b>			Last updated 1 JANUARY 2019		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / Purpose of Report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
5 Mar 2019	Family and Children's Transformation (FACT) Update	To receive an update on the progression of Family and Children's Transformation (FACT).	Lucy Townsend (Director - Family and Children's Services)	Cabinet Member for Children, Education and Skills	
5 Mar 2019	Elective Home Education and Children not in Education Dataset	To begin receiving the new Elective Home Education and Children not in Education dataset annually.	Helean Hughes	Cabinet Member for Children, Education and Skills	
5 Mar 2019	Educational Outcomes for Disadvantaged Learners	To provide an overview of the attainment and progress of pupils eligible for the pupil premium in Wiltshire compared with similar outcomes in England, the south west and local authority statistical neighbours. The report will include an outline of the activity carried out to improve outcomes across the County.	Helean Hughes	Cabinet Member for Children, Education and Skills	Jayne Hartnell
5 Mar 2019	Nursery Places Update	To receive the annual update on nursery places.	Helean Hughes	Cabinet Member for Children, Education and Skills	
5 Mar 2019	School Ofsted Judgements	To receive a report detailing school Ofsted judgements since the last school term.	Helean Hughes	Cabinet Member for Children, Education and Skills	



<b>Children's Select Committee – Forward Work Programme</b>			Last updated 1 JANUARY 2019		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / purpose of report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
16 Jul 2019	Performance & Outcomes for Families & Children's Services	To receive an overview of the performance and outcomes of children's social care.	Lucy Townsend (Director - Family and Children's Services)	Cabinet Member for Children, Education and Skills	Lynda Cox
16 Jul 2019	Wiltshire Council Apprenticeship Growth Target	To receive details on Wiltshire Council's submission to central government on how we are fulfilling our apprenticeship target.	Pitt	Cabinet Member for Children, Education and Skills	Joanne Pitt
12 Nov 2019	Higher Education Strategy	To receive an update on the progress of the SWLEP Higher Education Strategy as agreed by the committee in November 2018.		Cabinet Member for Children, Education and Skills	Jackie Tuckett



## Health Select Committee Forward Work Programme

Last updated 22 JANUARY 2019

<b>Health Select Committee – Current / Active Task Groups</b>			
<b>Task Group</b>	<b>Details of Task Group</b>	<b>Start Date</b>	<b>Final Report Expected</b>
Child and Adolescent Mental Health Services (CAMHS)			
N/A			

Health Select Committee – Forward Work Programme			Last updated 22 JANUARY 2019		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
5 Mar 2019	Adult Social Care - Quarterly scorecard	To receive quarterly performance scorecards as agreed at the 11 September 2018 meeting.	Tracy Daszkiewicz (Director - Public Health and Protection)	Cabinet Member for Adult Social Care, Public Health and Public Protection	
5 Mar 2019	Age UK - Home from Hospital scheme - one year update	Following resolution at the Health Select Committee on 6 March 2018 to receive a one-year-on update on the Age UK Home from Hospital scheme, including performance indicators / confirmation that the specification and performance outcomes are being met.		Cabinet Member for Adult Social Care, Public Health and Public Protection	Sue Geary
5 Mar 2019	Better Care Plan and Delayed Transfers of Care - post winter update	An update on the Better Care Plan and Delayed Transfers of Care after winter 2018, including Allocation of better care fund. As agreed at the 24 April 2018 meeting.		Cabinet Member for Adult Social Care, Public Health and Public Protection	
5 Mar 2019	CQC - action plan update	Following decision at Health Select Committee on 11 July, the committee will receive updates on the CQC action plan to monitor implementation.		Cabinet Member for Adult Social Care, Public Health and Public Protection	

Health Select Committee – Forward Work Programme			Last updated 22 JANUARY 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
5 Mar 2019	Executive reponse - rapid scrutiny Intermediate Care Bed Service	To receive the Executive response to the Rapid Scrutiny report.	Helen Jones (Director - Commissioning)	Cabinet Member for Adult Social Care, Public Health and Public Protection	
5 Mar 2019	Executive response - Rapid Scrutiny - Exemption Request – Extension of Specialist Commissioning Contracts for Supported Living, Floating Support and Supported Housing	To receive the Executive Response to the Rapid Scrutiny report.	Helen Jones (Director - Commissioning)	Cabinet Member for Adult Social Care, Public Health and Public Protection	
5 Mar 2019	Integrated urgent care mobilisation programme - update	At its 11 July 2018 meeting the committee resolved to receive an update in 6 months time.			Jo Cullen Director of Primary and Urgent Care, Group Director West Wiltshire Wiltshire CCG
5 Mar 2019	LGA - Green paper on care and support for older people				Marie Gondlach
5 Mar 2019	Local Government and Social Care Ombudsman report (Ref 16 015 946) - 6 months update	It was agreed at the HSC meeting on 11 July 2018 to receive an update after 6 months on the progress made on the action plan.		Cabinet Member for Adult Social Care, Public Health and Public Protection	
5 Mar 2019	NO PRE MEETING BRIEFING	Afternoon meeting			

Health Select Committee – Forward Work Programme			Last updated 22 JANUARY 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
5 Mar 2019	Places of Safety - evaluation of service	<p>Following recommendation at the Health Select Committee on 6 March 2018 to receive the evaluation of the service, led by the CCG and involving service users, in December 2018. The consultation work was still ongoing at the time of the Health Select Committee and it was therefore agreed that this would come to the committee at its March 2019 meeting.</p> <p>This should include the outcome / analysis of the feedback that will be collected by providers, commissioners and Healthwatch to consider the impact the temporary closure is having on the populations of Swindon and Wiltshire and individuals using the service.</p>			Sarah MacLennan, CCG
5 Mar 2019	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	
5 Mar 2019	Quality Accounts	To ask the committee to consider how it wishes to respond to the draft Quality Accounts			Marie Gondlach

Health Select Committee – Forward Work Programme			Last updated 22 JANUARY 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
5 Mar 2019	Sexual Health and Blood Borne Virus Strategy 2017-2020 - update	Following resolution at the Health Select Committee on 6 March 2018 to receive a one-year-on update on the implementation of the strategy, especially progress achieved on the Strategic Aims (Prevention, Diagnosis and Treatment) and the measuring of their stated outcomes. The committee had recommended that the actions in the Strategy follow the SMART principles.		Cabinet Member for Adult Social Care, Public Health and Public Protection	Steve Maddern
30 Apr 2019	Wiltshire Safeguarding Adult Board - annual update and information on the three-year strategy	To receive the Wiltshire Safeguarding Adult Board's next three-year strategy in 2019, as agreed at the 18 December 2018 meeting.		Cabinet Member for Adult Social Care, Public Health and Public Protection	Emily Kavanagh Mr Richard Crampton, Chairman of the Board
11 Jun 2019	AWP Transformation Programme - 12 months update	It was agreed at the 11 July 2018 HSC meeting to receive an update in 12 months' time on the AWP transformation programme.			Nicola Hazle, Clinical Director for BANES, Swindon and Wiltshire, Avon and Wiltshire Mental Health Partnership NHS Trust

Health Select Committee – Forward Work Programme			Last updated 22 JANUARY 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
11 Jun 2019	NHS Health Checks	As agreed at the September 2018 meeting to receive an update on the implementation of the agreed recommendations following the rapid scrutiny, after May 2019.	Tracy Daszkiewicz (Director - Public Health and Protection)	Cabinet Member for Adult Social Care, Public Health and Public Protection	Steve Maddern
11 Jun 2019	Non-elected representation on the Health Select Committee	As agreed at the Health Select Committee meeting on 11 July 2018, the committee will review its appointments of non-elected representative on a yearly basis.			Marie Gondlach
3 Sep 2019	AWP Transformation Programme - update	At its meeting on 11 July 2018 the committee resolved to receive an update in a year's time.			Nicola Hazle Clinical Director for BaNES, Swindon and Wiltshire Avon and Wiltshire Mental Health Partnership NHS Trust



Health Select Committee – Forward Work Programme			Last updated 22 JANUARY 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	Wiltshire Health & Care (Adult Community Health Care Service) - update following CQC report	At its meeting on 9 January 2018, the Committee resolved to receive a further update, possibly in July 2018, providing further information regarding the implementation of actions, and the development of the trust. The trust subsequently requested that this be brought to the September meeting.  Delayed until the December meeting (no report received for the September meeting).			Wiltshire Health & Care
	Update on implementation of recommendations from the Better Care Plan task group			Cabinet Member for Adult Social Care, Public Health and Public Protection	
	A single overarching health and social care strategy, improving	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach

Health Select Committee – Forward Work Programme			Last updated 22 JANUARY 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	Developing a single, integrated communications strategy	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach
	Strengthening joint commissioning across the whole system	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach
	Developing a sustainable integrated workforce strategy	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach
	Cancer care strategies - update	(date TBC) To receive an update following the information provided at the HSC meeting in September 2017.			CCG
	Update on Strategic Outline Case - consultation results	Update on the information provided at the HSC meeting in September 2017.			
	CCG Commissioning Intentions	(TBC)			CCG

Health Select Committee – Forward Work Programme			Last updated 22 JANUARY 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	SWAST Performance in Wiltshire - annual report	<p>Since September 2016, SWAST Performance in Wiltshire have been presented to the Health Select Committee in the form of annual reports to the Committee on the performance of the ambulance service in Wiltshire. The first edition was presented at the Health Select Committee on 27 September 2016.</p> <p>Delayed until the December meeting (no report received for the September meeting).</p>			
	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.	Tracy Daszkiewicz (Director - Public Health and Protection)	Cllr Jerry Wickham	Laura Schell, Ceri Williams

Health Select Committee – Forward Work Programme			Last updated 22 JANUARY 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	Implementing digital opportunities and information sharing across	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach
	New Wiltshire health and social care model	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach
	Unifying and developing whole system governance arrangements	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach
	Improving Wiltshire's Health and Wellbeing Board effectiveness	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach

## Environment Select Committee Forward Work Programme

Last updated 10 JANUARY 2019

<b>Task Group</b>	<b>Start Date</b>	<b>Final Report Expected</b>
Homelessness Strategy Task Group	17 December 2018	July 2019

Environment Select Committee – Forward Work Programme			Last updated 10 JANUARY 2019		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
12 Mar 2019	HIAMS: Streetworks	As resolved at 13 March ESC following the consideration of a report on 'Streetworks and Utilities Management', the Chairman to raise with the Committee from March 2019 whether they would wish to review how HIAMS has impacted on streetworks and, if so, information on such an item to be brought to Committee. At 8 January 2019 ESC, the Committee agreed to receive a written brief on this item.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley
12 Mar 2019	Key Performance Indicators - Streetscene	As resolved at 6 November 2018 meeting, Key Performance Indicators (KPIs) being developed for the proposed streetscene contract to be considered by the Committee, when they have been developed fully.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Adrian Hampton

Environment Select Committee – Forward Work Programme			Last updated 10 JANUARY 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
12 Mar 2019	Public Transport Review Update	As resolved at 6 November 2018 meeting, the Committee to receive a further briefing note when the advice / clarification has been made available on the outcome of the Section 19 and 22 consultation regarding Community Transport permits.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Jason Salter
12 Mar 2019	Killed and Seriously Injured Incidences	As resolved at 6 November 2018 meeting, the Cabinet Member for Highways, Transport and Waste to return to Committee with information on whether the rate of Killed and Seriously Injured incidences has reduced, or whether vehicles have become safer, which has led to the reduction as noted in November's report.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Allan Creedy
12 Mar 2019	Executive Response to the Waste Contracts Task Group	For the Cabinet Member for Highways, Transport and Waste to formally respond to the recommendations put forward by the Waste Contracts Task Group	Tracy Carter	Cabinet Member for Highways, Transport and Waste	Natalie Heritage

Environment Select Committee – Forward Work Programme			Last updated 10 JANUARY 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
23 Apr 2019	Executive Response to the Late-Night Taxi Fares Task Group	For the Committee to receive the formal response from the Executive, in relation to the Late-Night Taxi Fares Task Group's final report. As resolved at 8 January 2019 ESC, the final report to be received by Licensing Committee, prior to ESC considering the Executive's response.	Tracy Carter	Cabinet Member for Highways, Transport and Waste	Henry Powell
23 Apr 2019	Air Quality Strategy	As resolved at 6 November 2018 meeting, the Committee to consider the Council's 'Air Quality Strategy' ahead of Cabinet's consideration	Tracy Daszkiewicz (Director - Public Health and Protection)	Cabinet Member for Adult Social Care, Public Health and Public Protection	John Carter
23 Apr 2019	ECO Board - Annual Update	As resolved at 26 June 2018 ESC, the Committee to receive an annual update from the ECO Board on their progress and future plans going forward	Director - Economic Development and Planning	Cabinet Member for Spatial Planning, Development Management and Property	



Environment Select Committee – Forward Work Programme			Last updated 10 JANUARY 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
18 Jun 2019	Waste Management Strategy	As resolved at 26 June 2018 meeting, a 6-month progress report on the Waste Management Strategy to be provided to the committee. As resolved at 8 January 2019 meeting, this update to also include details on the Council's 'plastic waste strategy' and information from the Rapid Scrutiny on Plastic Waste in Wiltshire's Roads can feed into the update.	Tracy Carter	Cabinet Member for Highways, Transport and Waste	
18 Jun 2019	Dog Excrement	As agreed at 8 January 2019 ESC, the Committee to receive a briefing on the impact that dog fouling in the countryside has on livestock.	Laurie Bell	Deputy Leader and Cabinet Member for Communications, Communities, Leisure and Libraries	Natalie Heritage
3 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

<b>Environment Select Committee – Forward Work Programme</b>			<b>Last updated 10 JANUARY 2019</b>		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / purpose of report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
3 Sep 2019	Highways Annual Review of Service	As resolved at 6 November 2018 meeting, the Committee to continue to receive an annual update on the review of the highway service.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley
3 Sep 2019	Salisbury Recovery	As resolved at 8 January 2019 ESC following a presentation on the matter, the Committee to receive a further presentation on the progress of work in six months' time	Robin Townsend	Cabinet Economic Development and Salisbury Recovery	Kartar Singh

## **Wiltshire Council**

### **Overview and Scrutiny Management Committee**

**22 January 2019**

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#### **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:

1. Explore their options of the Microsoft Exercise and look at learning from other councils on how to potentially use those solutions
2. Look at the list of projects and how things become projects - explore how these can be better vetted in future to ensure project meet best needs
3. Look at audit of existing software and how much we are/are not duplicating systems and costs
4. How we interface between service users/residents and the council and its digital systems

#### Recent Activity

##### **13 November meeting**

The task group met on 13 November to discuss the 'Value Added' initiative associated with the Microsoft Navigator contract. The Cabinet Member for Finance, Procurement, ICT and Operational Assets stressed that he wanted the task group to be one of the driving forces behind how the 'Value Added' initiative functions.

The task group were concerned that they had not been involved in the initial three 'Focus Group' meetings; where priorities for 'Value Added' had been discussed. However, a separate briefing was subsequently arranged to bring members up to speed and there was agreement that the task group would become more involved in the detail of this initiative going forwards.

The task group also learnt that a 'Microsoft Operational Board' had been created to sit under the Digital Board. The Operational Board sits at Head of Service level and is intended to highlight whether there is duplication of business application functionality across the organisation. The task group were pleased to hear about the establishment of the Operational Board, as they had previously questioned whether savings could be achieved if business application functionality was no longer duplicated.

#### **4 December meeting**

The task group also met on 4 December 2018 to agree a way forward with their scrutiny engagement into the Value Added initiative and to receive a briefing on the Council's draft ICT Strategy.

The task group highlighted that in the Value Added initiative focus groups, frontline service users should be included going forwards in the Children and Veteran groups and local level charities ought to be included in the Voluntary Sector focus group; as these would be the charities without the support of an ICT department.

It was agreed that the task group's work in this area should focus on two distinct layers. The first layer would centre on those already aware of and working with Wiltshire's community groups and this layer would be about up-skilling community groups on the Microsoft tools available to them. The second layer would consist of an individual working with the community group, to help them implement the tools which would support them in their day-to-day operations.

In regard to the ICT Strategy, the task group were supportive of the Council's outline work and look forward to reviewing the Strategy when it has been written up. The next meeting of the task group is due to take place on 29 January and the task group will be delving deeper into the ICT Strategy; focusing on scrutinising the Council's business application audit process, which is to be covered within the Strategy.

## **2. Public Consultations Task Group**

### Membership:

Cllr Gavin Grant  
Cllr Ruth Hopkinson  
Cllr Jim Lynch  
Cllr Pip Ridout  
Cllr Fred Westmoreland

### Terms of Reference

1. To investigate:
  - a. The quantity and scope of council consultations and the level of response

- b. How the council determines when, and when not, to consult the public on proposals or potential service changes
  - c. How the council determines the best design and format for each consultation
  - d. The public's perception and experience of council consultations
2. To make constructive recommendations for improvement if appropriate.

### Recent Activity

The task group are due to have their first meeting on 21 January 2019, where they will be receiving a briefing on the Council's consultation process and the statutory duties that the Council must abide by.

### Proposal

**For Overview and Scrutiny Management Committee to endorse the following membership of the Task Group as:**

- **Cllr Gavin Grant**
- **Cllr Ruth Hopkinson**
- **Cllr Jim Lynch**
- **Cllr Pip Ridout**
- **Cllr Fred Westmoreland**

### **3. Youth Transport (Proposed – Children's Select Committee)**

#### Membership

tbc

#### Terms of Reference (draft)

1. To investigate the current range of transportation options available to young people in Wiltshire
2. To identify any gaps in service provision and potential routes for improvement.
3. To provide constructive recommendations for the improvement of Wiltshire's transport services for young people.

#### Background

After being identified by the committee as a priority of the Wiltshire Assembly of Youth the Chairman and Vice-Chairman requested a briefing document which outlines the current situation for youth transport across Wiltshire.

The committee agreed to establish a task group to investigate the transportation options available for young people in Wiltshire and to identify any potential areas for improvement or investigation and provide recommendations as necessary. It was

agreed by the committee that the task group should also include a young person representative on their membership.