

AGENDA

Meeting: Overview and Scrutiny Management Committee

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

Date: Tuesday 19 March 2019

Time: 2.00 pm

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 Chuck Berry
Cllr Christine Crisp
Cllr Stewart Dobson
Cllr Mary Douglas
Cllr Howard Greenman
Cllr David Halik
Cllr Alan Hill (Vice-Chairman)
Cllr Ruth Hopkinson

Cllr Jon Hubbard
Cllr Gordon King
Cllr Pip Ridout
Cllr John Smale
Cllr John Walsh
Cllr Stuart Wheeler
Cllr Graham Wright (Chairman)

Substitutes:

Cllr Clare Cape
Cllr Ernie Clark
Cllr Anna Cuthbert
Cllr Brian Dalton
Cllr Christopher Devine
Cllr Peter Fuller

Cllr Gavin Grant
Cllr George Jeans
Cllr David Jenkins
Cllr Ricky Rogers
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 and Membership Changes**

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

To note any changes to membership of the Committee.

2 **Minutes of Previous Meetings (Pages 5 - 24)**

To approve and sign the minutes of the ordinary meeting held on 20 November 2018 and the extraordinary meetings held on 31 January 2019 and 12 February 2019.

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 **12 March 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 14 March 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.

6 **Notices of Motion from Full Council** (*Pages 25 - 34*)

To present two Notices of Motion passed by Full Council on 26 February 2019 that reference involvement from Overview and Scrutiny.

7 **Outcomes of Overview and Scrutiny Workshop - Gathering and Using Evidence**

To receive an update on the outcomes of the recent Overview and Scrutiny Workshop (*To follow*).

8 **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.

9 **Management Committee Task Groups** (*Pages 59 - 68*)

To receive updates on recent activity from task groups

10 **Date of Next Meeting**

To confirm the date of the next meeting as 4 June 2019.

11 **Urgent Items**

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

PART II

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

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 20 NOVEMBER 2018 AT KENNET ROOM - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.

Present:

Cllr Chuck Berry, Cllr Christine Crisp, Cllr Matthew Dean, Cllr Stewart Dobson, Cllr Mary Douglas, Cllr Howard Greenman, Cllr David Halik, Cllr Alan Hill (Vice-Chairman), Cllr Ruth Hopkinson, Cllr Pip Ridout, Cllr John Walsh, Cllr Graham Wright (Chairman), Cllr Brian Dalton (Substitute), Cllr Gavin Grant (Substitute) and Cllr Roy While (Substitute)

Also Present:

Cllr Tony Jackson, Cllr John Thomson, Cllr Ian Thorn and Cllr Philip Whitehead

66 Apologies

Apologies were received from Councillors Jon Hubbard, Gordon King and Stuart Wheeler.

Councillor Hubbard was substituted by Councillor Gavin Grant. Councillor King was substituted by Councillor Brian Dalton. Councillor Wheeler was substituted by Councillor Roy While.

67 Minutes of the Previous Meeting

The minutes of the meeting held on 18 September 2018 were presented for consideration and it was,

Resolved:

To approve and sign as a true and correct record.

68 Declarations of Interest

There were no declarations.

69 Chairman's Announcements

Through the Chair there were the following announcements or comments:

- 1) It was requested that Select Committee Chairs or Vice-Chairs were unable to attend Cabinet when an item previously considered by their committee was

being considered to please advise the Scrutiny team so that alternative arrangements could be made.

- 2) It was also stated that the Chairman, following discussion with the Vice-Chairman, would if the Committee were content, to ask the Chairman of the Council to move forward the receipt of the Council Minute Book at Full Council meetings so that any updates or comments committee chairs wanted to raise could be heard earlier and during periods of higher attendance of the meeting.

70 **Public Participation**

There were no questions or statements submitted.

71 **Corporate Peer Challenge Update**

Following the formation of a new council in 2017 and the agreement of a new 10-year business plan the council invited the Local Government Association (LGA) to arrange a Corporate Peer Challenge (CPC) for Wiltshire which took place over four days in November 2017. During their time at the council the LGA group spoke to more than 130 individuals including councillors, staff and partners; attended more than 40 visits and meetings; collectively spent more than 260 hours investigating and deliberating to reach their conclusions. An action plan was then agreed by the council on how to address the recommendations of the LGA, including timescales, lead officers and councillors, and how success would be measured. The plan was considered by the Committee in March 2018.

A report from the Corporate Directors was received outlining the action plan on the Peer Challenge along with the latest updates for each recommendation. Councillor John Thomson, Deputy Leader of the Council and Cabinet Member for Communications, Communities, Leisure and Libraries, was in attendance to provide further details and take questions from the Committee. Councillor Thomson highlighted that the Peer Challenge had been very positive in many areas, as well as providing some more challenges to make more and better use of community area boards in supporting services and devolve decision making, and other organisation challenges in children's and adult's services.

It was noted that a number of actions were behind schedule as a result of disruptions to the additional demands placed on the corporate leadership team, among others, from the incidents in Salisbury and Amesbury earlier in the year, but following queries it was confirmed that new positions had been backfilled to lead on the recovery and support operations and programmes in the south, and that the corporate leadership structure was now in a position to devote full focus to the delivery of regular corporate and strategic aims.

The Committee also discussed the restructuring of the communities' service to provide deeper and more efficient support to Community Engagement Managers now the service was combined with the Leisure service and the Committee welcomed having positive involvement with that as it progressed, and in response to queries it was stated a report was being taken to Cabinet to

attempt to speed up the procedures for the transfer of community assets to parishes.

Resolved:

That the Overview and Scrutiny Management Committee:

- 1) Note the positive update on progress against the Corporate Peer Review Action Plan described in the report; and**
- 2) Note the invitation for Overview and Scrutiny to contribute to the actions coming out of the community working review; and**
- 3) To delegate to the Chairman and Vice-Chairman to determine how that scrutiny involvement would take place.**

72 Management Committee Task Groups

Written Updates were received in relation to Task Groups set up by the Management Committee as detailed in the agenda papers.

It was also reported that the Financial Planning Task Group was meeting later in the day and work was ongoing looking at the process for approval of the council's budget. In relation to the Third-Party Advertising Task Group work had been delayed due to staff working on Salisbury incident issues, and further updates would be forthcoming.

It was also proposed following discussion with Cabinet Members and officers that tasks groups be established regarding how the council consults with the public, and how information is communicated to councillors, in particularly locally relevant information.

At the conclusion of discussion, it was,

Resolved:

- 1) To note the update on OS task group activity provided.**
- 2) To note that following discussion with the Cabinet Member for Finance the Annual Budget scrutiny process will commence earlier this year, with the Financial Planning Task Group holding a series of thematic meetings in Autumn/Winter. These will focus on budget priority areas, with the relevant select committee chairmen and vice-chairmen invited to attend and contribute.**
- 3) To note the update on the council's advertising and sponsorship activity provided and that the Third-Party Advertising Policy Task Group will reconvene in January 2019 for a more detailed review of progress.**

- 4) **To endorse the establishment of a Public Consultations Task Group with the terms of reference outlined within the report.**
- 5) **To endorse the establishment of a Communications with Councillors Task Group with the terms of reference outlined within the report.**

73 **Forward Work Programme**

The Forward Work Programmes as detailed in the agenda pack were considered along with updates of recent activities at the select committees.

Additional points raised but were not limited to a request supported by the executive for a task group to look at the council's homelessness strategy be established, updated priorities from young people showing homelessness, knife crime and refugees rising as concerns. Other matters discussed included early intervention on school readiness, receipt of the annual review of the servicing of highways, updates on gypsy and traveller site disposals, plastic waste recycling and plans for future engagement with the Sustainability Transformation Partnership.

The final report of the waste contracts task group was expected in January 2019, and details were provided on rapid scrutiny exercises on the extension of specialised commission contracts on supported living, and extension intermediate care bed service contracts which would later be taken to Cabinet, and a rapid scrutiny exercise on a maternity transformation plan.

At the conclusion of discussion, it was,

Resolved:

- 1) **To note the Overview and Scrutiny forward work programme and the updates provided.**
- 2) **To approve the establishment of the Homeless Strategy Task Group with terms of reference as discussed.**

74 **Outcomes from the Overview and Scrutiny Councillor Workshop**

The Overview and Scrutiny Management Committee has a responsibility to ensure that those councillors undertaking overview and scrutiny (OS) activity have appropriate knowledge and skills. In June 2018 the Committee approved a learning and development (L&D) programme for OS councillors during the 2017-21 council. A report was received on the main discussion points and outcomes from a workshop held on 10 October 2018 as part of that development programme. This followed a survey of non-executive councillors to identify themes for workshop sessions. The theme of the first session was 'Making OS meetings effective'.

It was reported that the event had been the first as part of its OS learning and development programme which had been organised and delivered entirely with

internal resources, and that there had been around 25 attendees including some members of the executive. Various strengths and weaknesses of the current meetings were identified, with suggested actions to address weaknesses detailed in the report.

The Committee discussed the report, with comments that the internal organisation had led to a more beneficial session as the themes were focused specifically on the needs of the OS service within Wiltshire, though it was agreed even more attendance would be preferred as all non-executive members could have involvement with scrutiny, not merely committee members and substitutes. It was agreed that some changes that would be needed to increase effectiveness related to member behaviour and all members were advised to be mindful to retain countywide approaches when considering matters.

The Committee also discussed if it would be beneficial or viable to seek further engagement with parish councils on how to raise potential scrutiny issues, and appreciate any positive outcomes that did develop.

At the conclusion of discussion, it was,

Resolved:

- 1) **To note the discussion points and outcomes of the OS councillor workshop held on 10 October 2018.**
- 2) **To note that further workshops on ‘Gathering and using evidence’ and ‘Questioning and listening skills’ will now be arranged.**
- 3) **To note the strengths of OS meetings in Wiltshire listed under paragraph 9 of the report.**
- 4) **To agree the actions listed under paragraph 10 of the report to address the development areas identified.**

75 **Date of Next Meeting**

The date of the next scheduled ordinary meeting was confirmed as 22 January 2019.

76 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 - 11.55 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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OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 31 JANUARY 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

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

Also Present:

Cllr Clare Cape, Cllr Roy While, Cllr Pauline Church, Cllr Richard Clewer, Cllr Laura Mayes, Cllr Baroness Scott of Bybrook OBE, Cllr John Thomson, Cllr Ian Thorn, Cllr Bridget Wayman, Cllr Philip Whitehead, Cllr Jerry Wickham, Cllr Christopher Williams, Cllr Ian Blair-Pilling and Cllr Jerry Kunkler

1 Apologies

Apologies for absence were received from Councillors Chuck Berry and John Walsh.

2 Declarations of Interest

There were no declarations.

3 Chairman's Announcements

Through the Chair Councillors were reminded that an Overview and Scrutiny Workshop would take place on 28 February 2019 at 1000 in the West Wiltshire Room, County Hall.

4 Public Participation

There were no questions or statements submitted.

5 Procedure of Meeting

The procedure for the meeting was detailed.

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

The draft Wiltshire Council Financial Plan Update for 2019/20 was presented by Councillor Philip Whitehead, Cabinet Member for Finance, Procurement, ICT and Operational Assets, with support from Becky Hellard, Interim Director of Finance and Section 151 Officer, ahead of its submission to Cabinet on 5 February 2019 and Full Council on 26 February 2019.

The proposals for 2019/20 were considered as part of an updated Financial Plan that covered the five years 2019-2024. These included the proposed 2.99% rise in Council Tax, as well as details of the proposed £44.815m increase from demand and inflation, and £27.290m of savings, which included both service efficiencies and anticipated growth in income within services.

The Committee 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. The report from the Financial Planning Task Group in consideration of the budget was also received and considered.

Topics raised included, but were not limited to, the continuing large savings required arising from the adult social care transformation programme, savings in the conference and reviewing service, future involvement of scrutiny to assess proposed service savings, the high variance between predictions of savings contrasted with the predictions made in 2018/19, the level of capital spend identified for forthcoming years, achievability of savings from the reablement service, commissioning and others, the level of reserves, along with other topics as detailed in the appended report.

At the conclusion of discussion, it was,

Resolved:

To note the Financial Plan Update 2019/20 and to refer the comments of the Committee and the report of the Financial Planning Task Group to Cabinet and Full Council for consideration on 5 and 26 February respectively.

To welcome the Executive's early and positive engagement with the Financial Planning Task Group in the budget development process.

To recommend that future annual budget reports and councillor budget briefings describe the development process that all budget proposals must go through in order to be considered robust.

To continue to support the Financial Planning Task Group's focus on supporting the development of robust council budgets.

7 **Forward Work Programme and Date of Next Meeting**

The Forward Work Programmes of the Select Committees were received. A request was also received to endorse a Task Group on Youth Transport. It was also requested that clarity be provided between the remits of the Financial Planning Task Group and the Third-Party Advertising Policy Task Group in respect of commercialisation and income generation, with revised terms of reference to be proposed at the next meeting.

The date of the next meeting was confirmed as 12 February 2019 to consider any opposition group or other amendments to the budget. The next ordinary meeting was confirmed as 19 March 2019.

Resolved:

To note the Forward Work Programmes and endorse a Task Group on Youth Transport.

8 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 1.00 pm)

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 31 January 2019

Cabinet 6 February 2019

Council 26 February 2019

Report of the Overview and Scrutiny Management Committee on the Draft Financial Plan Update 2019/20

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 (“The Committee”) held on 31 January 2019.

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 Interim Director of Finance on the draft 2019/20 Financial Plan before it is considered at Cabinet on 5 February 2019 and Full Council on 26 February 2019.
3. The Cabinet Member for Finance, Procurement, ICT and Operational Assets, Councillor Philip Whitehead, supported by the Interim Director of Finance and Section 151 Officer, Becky Hellard, was in attendance along with the Leader of the Council, Councillor Baroness Scott of Bybrook OBE and other 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 made available on the council’s website on 22 January 2019 and other public events, a briefing from the Cabinet Member open to all elected members was held on 24 January 2019, and was attended by 49 members.
5. Details had included:
 - Council Tax to be increased by 2.99%
 - Details of the £27.290m savings proposed including at what level decisions would be taken.
 - The stable position of future council finances with the removal of the Revenue Support Grant within the context of the medium term financial strategy, and the importance of transformation of services to meet increases in demand.
 - Delegation of the setting of discretionary fees and charges, to be assumed on average to increase by 5%

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 budget proposals was received and noted. The report and its recommendations would be forwarded for attention at Cabinet and Full Council along with the report of the Committee itself. The Task Group thanked the Cabinet Member for the high level of engagement undertaken throughout the year to enable robust examination and discussion of the council's financial position, and the Committee sought details of some of the points raised in the Task Group report, including how to target effective care packages, the appropriate focus on needs and outcomes of vulnerable people, and on the process of the budget discussions itself.

Children's Select Committee

8. Clarity was sought in relation to the Dedicated Schools Grant (DSG) where there had been an increase in demand in the High Needs Block of £4.500m. It was confirmed the Secretary of State had increased funding by £1.128m, and that the Council had requested permission to transfer up to 1% of Schools Funding (up to £2.6m) to cover the remaining shortfall for the High Needs block along with £1.300m as a one-off contribution. It was confirmed that the Department for Education had approved 0.8% to contribute to the shortfall from other blocks within DSG.
9. Details were sought regarding proposed savings with the voluntary community sector (VCS) under children's care and children's support. It was noted that, although a small saving of only £0.005m, funding for VCCS organisations often facilitated and enabled a great deal of additional activity and that reductions to VCS funding could have knock-on impacts. It was stated that due diligence was undertaken to assess the impact of any reduction to ensure this was at an acceptable level.
10. In relation to proposed savings in the conference and reviewing service it was stated that this involved reassessing roles and delivery of the service rather than deletion of a post.
11. It was also requested, and accepted, that the Select Committee be involved where possible in discussion of the delivery of various savings including the recommissioning of service provision for vulnerable young adults and the children's outreach services expansion.
12. The need to focus where possible on preventative work, which would have longer term improvements both for service users, partners and savings, was also discussed. It was noted that the council's FACT programme, introduction of Local Area Coordinators and Pause programme were all focused on preventative work. It was noted that public health funding from Central Government had been reduced by £0.450M.
13. Clarity was sought on the £0.070m funding for a Travel Trainer during the 2019/20 financial year. This was explained as assisting young people in developing independence when using public transport, such as bus travel for reaching places of work. This would help decrease the reliance on council-funded taxi services.

Environment Select Committee

14. Details were sought in relation to the growth in economic development and planning. It was stated that progression of local plans included significant costs on the local authority, but were a strategic priority.

15. Questions were raised regarding the predicted £0.300m saving from the LED Street Lighting Saving. The Select Committee had been informed at their 6 November 2018 meeting that this scheme was expected to deliver savings of at least £1.312m annually. It was stated in response that this was likely to be a result of first year implementation, meaning lesser savings compared with the overall annualised figure that would be achieved as the programme was on track, but that this would be checked.
16. It was also confirmed that the cost of a year of free Sunday parking had been included within the budget proposals, but that no decision had been made regarding its continuation. There was no proposal for free Bank Holiday parking.
17. Other issues raised included the increase to waste and environment's budget, which listed funds set aside for the delayed implementation of the waste contracts and that the reference to a pothole spotter in the budget papers was a holdover from the last budget and there were no associated costs for this year. It was highlighted that the Committee had been told at their 6 Nov 2018 meeting that the Council had received around £7.5m from Government, to spend on repairing potholes.

Health Select Committee

18. There was significant focus on the ongoing adult social care transformation programme, which was expected in the budget to deliver 58% of the overall savings for the entire budget, £16.068m, and assurance was sought that this was deliverable. In response it was stated that every saving, high and low, was tested rigorously on its deliverability and that as a long-term process many of the savings had been identified for some time or changes had already been enacted. It was also noted that these savings were expected to be achieved against significant growth in demand for the services.
19. Many of the savings were expected to come from the focus on reablement, to support people returning from hospital to their homes as soon as possible and increase their independence for both their benefit and improved savings, and the position regarding recruitment to that team was raised. It was stated that there had been good progress but not yet full recruitment across all areas, however the savings of £2.375m were felt to be achievable.
20. In relation to savings within the Learning Disabilities service, it was noted that this was a sensitive service area, and that any savings proposed must be realistic and handled very carefully.
21. In response to queries around adult social care provision it was stated that a new joint service had worked with local providers to create an alliance framework to shape the market for providing Help to Live at Home services, which went live in October 2018 and that the latest figures showed that 75% of care packages were purchased under contract and only 25% remain as "spot purchase".

General Enquiries and Observations

22. It was raised that the level of savings required for 2019/20 was £12m higher than the figure projected within the 2018-19 Financial Update, and the deliverability of the

current projections. In response it was stated that no forecast would be completely correct as factors changed, and that proposed savings had been listed in greater detail to ensure as much as possible these were achievable and these would be continually assessed throughout the year to ensure any significant variance was identified and addressed.

23. The capital programme profile was raised, with lower figures listed in the budget report from 2019/20. In response it was stated that the capital spends for 2019/20 had seen a significant increase to £172.935m for 2019/20 and that the profile was an indication of confirmed projects, and that the actual spend would therefore increase as further projects were confirmed during the course of the year. The figures would also be affected by release of cyclical funds from central government, and it was stated the Future Prosperity Fund would be released from 2021 which would likely see to an increase on the listed figures.
24. Cross-cutting savings were explained as savings delivered by or effecting multiple services, but savings would be listed under specific services whenever possible.
25. There was discussion of the level of council reserves at 4% of the net spend. It was confirmed that in future years opportunity would be taken if possible to increase the reserves by £1-2m, but that the current level had been assessed as adequate by external auditors, and a larger increase was not considered appropriate as it would prevent allocation of resources for projects such as transformation changes which would deliver service improvements and further savings.
26. Business rates were also discussed, and it was confirmed the level collected for the present year had increased. After several years delay the government had indicated the review of the reallocation of business rates to local authorities would be progressing in the next financial year. It was not considered that this would lead to immediate and significant changes in the level Wiltshire received, although it was considered that the situation should be an improvement given the efforts of councils to highlight the significant pressures faced by authorities with larger numbers of older people.
27. The Committee also encouraged continued work to investigate best practice of other authorities and partners where appropriate and implement that best practice in Wiltshire.

Conclusion

28. To note the Financial Plan Update 2019/20 and to refer the comments of the Committee and the report of the Financial Planning Task Group to Cabinet and Full Council for consideration on 5 and 26 February respectively.
29. To welcome the Executive's early and positive engagement with the Financial Planning Task Group in the budget development process.
30. To recommend that future annual budget reports and councillor budget briefings describe the development process budget proposals go through in order to be consider robust.

31. To continue to support the Financial Planning Task Group's focus on supporting the development of robust council budgets.

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

4 February 2019

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OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 12 FEBRUARY 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Christine Crisp, Cllr Matthew Dean, Cllr Stewart Dobson, Cllr Howard Greenman, Cllr Alan Hill (Vice-Chairman), Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Gordon King, Cllr John Walsh, Cllr Stuart Wheeler, Cllr Graham Wright (Chairman), Cllr Peter Fuller (Substitute) and Cllr Roy While (Substitute)

Also Present:

Cllr Gavin Grant, Cllr Ian Blair-Pilling, Cllr Richard Clewer, Cllr Horace Prickett, Cllr Baroness Scott of Bybrook OBE, Cllr Bridget Wayman, Cllr Philip Whitehead and Cllr Jerry Wickham

9 Apologies

Apologies for absence were received from Councillors Chuck Berry, David Halik and Pip Ridout.

Councillor Ridout was substituted by Councillor Roy While, and Council Halik was substituted by Councillor Peter Fuller.

10 Declarations of Interest

There were no declarations.

11 Chairman's Announcements

There were no announcements.

12 Public Participation

There were no statements or questions submitted.

13 Procedure of Meeting

The procedure for the meeting was noted.

14 **Wiltshire Council Financial Plan 2019/20: Amendments**

An amendment to the administration budget proposals agreed at Cabinet on 5 February 2019 had been received from Councillor Gavin Grant.

Councillor Grant presented his proposed amendment as detailed in the agenda papers. The amendment sought to utilise an additional £0.060m from the Council's reserves in order to fund free Bank Holiday parking in council owned and operated car parks.

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 comments as set out in the report to the Committee.

The Committee discussed the proposed amendment as detailed fully in the appended report, including exploring how the cost of the proposal had been calculated, the intended positive effects of the proposal and whether and how such a proposal could be maintained in future years. Members of the Executive in attendance also commented on the proposal and faced questions.

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

Resolved:

- 1) **To note that the amendments to the Financial Plan Update 2019/20 proposed by Cllr Gavin Grant 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.**

15 **Date of Next Meeting**

As detailed in the agenda pack the date of the next meeting would be 19 March 2019.

16 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.00 - 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 12 February 2019

Full Council

26 February 2019

Report of the Overview and Scrutiny Management Committee on the Draft Financial Plan Update 2019/20

Purpose of report

1. To report to Full Council a summary of the main issues discussed at the meeting of the Overview and Scrutiny Management Committee held on 12 February 2019.

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 31 January 2019, which considered the initial proposals from the Executive which were subsequently agreed at Cabinet on 5 February 2019.
3. One proposed amendment was received for the meeting, from Councillor Gavin Grant. It was confirmed that the proposed amendment was an individual proposal, not on behalf of any political group. A seconder would be sought at Full Council if the proposed amendment was moved.
4. The proposal was as follows

Proposal	Saving £m	Investment £m
Remove bank holiday parking charges across Wiltshire Council car parks		(0.060)
Total growth/ investment proposal		(0.060)
Additional drawdown of general reserves	(0.060)	
Total savings proposals	(0.060)	

5. The proposals had been commented upon by the Corporate Leadership Team, including the Section 151 Officer, Head of Paid Service and the Monitoring Officer, and confirmed as legal and deliverable.

Main issues raised during questioning and debate

6. The Chairman gave the opportunity for the Leader of the Council and other members of the Executive to respond to the proposed amendment, before seeking any queries or comments from the Committee.
7. Details were sought on how the figure of £0.060m had been calculated, and whether the additional investment required included the cost of altering car park signage and other associated costs such as reprogramming parking machines. It was confirmed that the figure had been discussed with the service and that the £0.060 constituted of foregone income net of all necessary costs for the amendment.

8. It was noted that the additional investment to allow free car parking on Bank Holidays would be achieved for the next financial year through drawdown on reserves, and that this would result in reserves of £12.883m. Were the policy continued there would either need to be further savings identified for future years or further drawdown upon reserves. Councillor Grant noted in return that while £0.060m was not an insignificant amount it was a small additional cost within the overall budget and reserves, and that now that the cost of ensuring free bank holiday car parking had been established he and others could pursue other options for the necessary savings for any future years much further in advance.
9. One of the potential aims of the proposal was to support town centre retail and hospitality outlets potentially affected by car parking charges. The Committee discussed whether there was a possibility any removal of the charges would lead to an increase in commuter parking or if it would actually assist independent outlets who may be less likely to be open on Bank Holidays. Councillor Grant drew attention to the Executive proposals to introduce free Sunday parking all year round, a more substantial policy which he welcomed, and noted that his proposal simply extended that policy for a few more days of public holidays to seek the same benefit.
10. There was discussion of impact upon council staff, and it was confirmed that no parking enforcement officers were currently deployed on Christmas Day, and that owing to other duties such as enforcing other traffic issues like double yellow parking, accepting the amendment would not involve the deployment of additional officers.
11. The legal process for amending the car parking charges was discussed, and it was confirmed that the view of the council's legal services was that a new full Traffic Regulation Order would not be necessary, with associated costs, and that as a variation to the existing order the alteration could be advertised and made with minimal financial impact.

Conclusion

12. To note that the amendments to the Financial Plan Update 2019/20 proposed by Cllr Gavin Grant have been scrutinised; and
13. To ask Full Council to take note of the comments of the Committee, was 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: 13 February 2019

Wiltshire Council

Overview and Scrutiny Management Committee

19 March 2019

Referrals from Full Council: Notices of Motion on Climate Change, the Environment and Global Warming

Purpose

1. To present two Notices of Motion passed by Full Council on 26 February 2019 that reference involvement from Overview and Scrutiny (OS).
2. To invite OS Management Committee to decide whether to add the referred matters to the OS forward work programme.

Background

3. On 26 February 2019 Full Council debated and passed two Notices of Motion pertaining to Climate Change, both of which refer to involvement from OS.
4. Under [Part 8 of the council's Constitution](#) OS Management Committee is responsible for considering all referrals from Full Council and for coordinating the OS forward work programme.
5. The relevant Notices of Motion are therefore presented here (in full at Appendices 1 and 2) along with a record of the decisions taken by Full Council.

Notices of Motion

6. A Notice of Motion titled, 'Acknowledging a Climate Emergency and Proposing a Way Forward' was proposed by Councillors Dr Brian Matthews and Gavin Grant and is attached at Appendix 1. Following debate, Full Council resolved to,
 - 1) *"Acknowledge that there is a 'Climate Emergency'.*
 - 2) *Seek to make the County of Wiltshire carbon neutral by 2030.*
 - 3) *Request and support the work of Overview and Scrutiny to set up a task group of the Environment Select Committee to develop recommendations and a plan to achieve this along with undertaking a carbon / renewables audit.*
 - 4) *Call on Westminster to provide the powers and resources to make the 2030 target possible.*
 - 5) *Work with other local government authorities (both within the UK and internationally) to determine and implement best practice methods to limit Global Warming to less than 1.5°C.*
 - 6) *Continue to work with partners in the private sector and civil society across the County and region to deliver this new goal through all relevant strategies and plans.*

- 7) *Report to Full Council on a six-monthly basis with the actions the Council is taking and will take to address this emergency and reporting these against the Carbon / Renewables Baseline audit.”*

7. A Notice of Motion titled, ‘Environment and Global Warming’, was proposed by Cllrs Philip Whitehead and Jerry Wickham and is attached at Appendix 2. Following debate, Full Council resolved the following:

“Wiltshire Council acknowledges the public concern in respect of the environment and global warming and proposes that Wiltshire Council implement the following this year:

To refer to the Leader to consider the establishment of a portfolio holder or cabinet member with responsibility for environmental issues with a remit to:

- 1) *Agree parameters with Overview and Scrutiny that represent the council impact on the environment and can be accurately reported to council on a regular period, to potentially include
 - a) *Carbon generation/use by the council.*
 - b) *Energy use year on year by the council.*
 - c) *Reports on the use of vehicles by the council in respect of their environmental impact.*
 - d) *Report on the use of the council’s car share system particularly in respect of methods to increase its use.*
 - e) *Monitor and report on air quality across the county to inform future decision*
 - f) *Monitor and report on any major development and technology used for the management of waste in Wiltshire to report on any local impact.**
- 2) *Investigate and report on the viability of purchasing our power from “Green Suppliers”*
- 3) *Investigate the adoption of building and planning recommendations to allow for electric charging points on new build property to facilitate future use of electric vehicles.*
- 4) *Investigate the potential adoption of renewable energy generation for Council property*
- 5) *Investigate the adoption of building and planning recommendations to allow for sustainable systems to be compulsory on new build property.*
- 6) *Investigate the commercial viability of installing electric car chargers across Wiltshire to encourage and enable the use of electric vehicles in Wiltshire.*
- 7) *To enhance the current air quality strategy and request that any air pollution responsibilities that are passed to Wiltshire Council are fully funded by central government.”*
- 8) *Instigate a Green Campaign to support and stimulate the generation of sustainable ideas across Wiltshire.*

Main considerations

8. The involvement **specifically requested of OS** is therefore as follows:

9. In passing the Notice of Motion proposed by Cllrs Matthews and Grant, Full Council,

Requested and supported the work of Overview and Scrutiny to set up a task group of the Environment Select Committee to develop recommendations and a plan to achieve making the County of Wiltshire carbon neutral by 2030 along with undertaking a carbon / renewables audit.

10. In passing the Notice of Motion from Cllrs Whitehead and Wickham, Full Council asked the Leader to consider the establishment of a portfolio holder or Cabinet Member with responsibility for environmental issues with a remit to,

Agree parameters with Overview and Scrutiny that represent the council impact on the environment and can be accurately reported to council on a regular period, to potentially include

- a) Carbon generation/use by the council.*
- b) Energy use year on year by the council.*
- c) Reports on the use of vehicles by the council in respect of their environmental impact.*
- d) Report on the use of the council's car share system particularly in respect of methods to increase its use.*
- e) Monitor and report on air quality across the county to inform future decision*
- f) Monitor and report on any major development and technology used for the management of waste in Wiltshire to report on any local impact.*

Proposal

11. To invite OS Management Committee to consider how to address the Motions passed by Full Council.

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

Appendices

Appendix 1 Notice of Motion: 'Acknowledging a Climate Emergency and Proposing a Way Forward'

Appendix 2 Notice of Motion: 'Environment and Global Warming'

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Notice of Motion No. 13 Acknowledging a Climate Emergency and proposing the way forward

From Councillors Dr Brian Mathew and Gavin Grant

To consider the following motion submitted in accordance with the constitution:

Full Council notes:

1. Humans have already caused serious climate change, the impacts of which are being felt around the world. Global temperatures have already increased by 1 degree Celsius from pre-industrial levels. Atmospheric CO₂ levels are above 400 parts per million (ppm)¹. This far exceeds the 350 ppm deemed to be a safe level for humanity² and will continue to rise if no action is taken.
2. In order to reduce the chance of runaway Global Warming and limit the effects of Climate Breakdown, it is imperative that we as a species reduce our CO₂eq (carbon equivalent) emissions from the current 6.5 tonnes per person per year to less than 2 tonnes by 2030.³
3. Individuals can accept responsibility for living in a more sustainable way, but cannot be expected to make all these reductions on their own. Greenhouse gas emissions primarily result from burning of fossil fuels, incineration of the products of fossil fuels (waste plastics), unsustainable agricultural practices and the production of cement. Thus, governments at all levels: national, regional and local, must change legislation, standards, infrastructure and their approach, to meet the need to reduce CO₂eq emissions and thus make low carbon living easier to achieve and the new norm, while protecting the most vulnerable in society from poverty.
4. The County of Wiltshire is already at the fore in the field of solar electricity generation, where it has the highest UK local authority area level of photovoltaic (PV) capacity at 581.1MW⁴, the second highest number of installations 9193 (large and small), and the second highest actual generation of solar electricity 530,719MW(h) per annum. Wiltshire Council has installed 5 rapid electric vehicle (ev) charging points with a further set of fast charging points being installed at 15 Wiltshire Council car parks and it operates a fleet of 3 fully electric vehicles and 10 with ultra-low emissions, it has become largely paper free with its adoption of lap top computers for all councillors and staff. It has also reduced carbon consumption by consolidating its offices into fewer more energy efficient buildings, as well as increasing the 'roll out' of LED street lighting and within its offices.

¹ <https://www.esrl.noaa.gov/gmd/news/pdfs/7074.pdf>

² <https://sustainabilityadvantage.com/2014/01/07/co2-why-450-ppm-is-dangerous-and-350-ppm-is-safe/>

³ Fossil CO₂ & GHG emissions of all world countries, 2017: <http://edgar.jrc.ec.europa.eu/overview.php?v=CO2andGHG1970-2016&dst=GHGpc>

⁴ Regen SW

5. Unfortunately, current global plans and actions are not enough. The world is on track to overshoot the Paris Agreement's 1.5°C limit well before 2050^{5 6}, with potentially catastrophic consequences for life on Earth.

6. The International Panel on Climate Change's (IPCC) Special Report on Global Warming of 1.5°C, published in October 2018, concludes that we have less than twelve years to act to avoid the worst impacts of climate change. It also describes the enormous harm that a 2°C rise is likely to cause compared to a 1.5°C rise and told us that limiting Global Warming to 1.5°C may still be possible, with ambitious action from national and sub-national authorities, civil society, the private sector, indigenous peoples and local communities. However, on our current trajectory we are heading for at least a 3°C rise⁷.

7. Local Authorities around the world are responding by declaring a 'Climate Emergency' and committing resources to address this emergency⁸ with over twenty Local Authorities signing up to a climate emergency in the UK alone over the past few months since the IPCC announcement.

Full Council believes that:

1. All governments have a duty to limit the negative impacts of Climate Breakdown, and Wiltshire Council recognises it cannot and should not wait for national governments of any political party to act where it can take action itself. Addressing climate change, habitat destruction and resource depletion are issues that we should all, regardless of political party, be taking a stand on.

2. It is important for the residents of Wiltshire that its Council commits to reducing CO₂e emissions and works towards carbon neutrality as quickly as possible.

3. While Wiltshire Council has been making efforts to reduce its carbon footprint, it still has much more to do to achieve carbon neutrality for the County, and recognises that further significant change is needed in the Council's approach to dealing with carbon emissions. For example, this could include the adoption of technology to convert waste plastic back into oil for re-use in new plastics rather than incineration, and to make the Council's transport fleet completely carbon neutral, and to encourage carbon free buses and public transport. It could also develop a policy to see all new house builds in the county are equipped with photo voltaic (pv) panels as standard and adopt a further pro renewable energy stance for suitable locations in the county. It could also promote more sustainable agricultural practices, particularly those that support soil health, thereby making farming part of the solution rather than part of the problem.

Wiltshire Council could also take a lead in campaigns to help residents reduce the production of CO₂ with 'car share' and 'meat free days' and other appropriate actions.

For progress to be monitored there is need to conduct an urgent baseline carbon & renewables audit which can be used to judge future progress.

⁵ World Resources Institute: <https://www.wri.org/blog/2018/10/8-things-you-need-know-about-ipcc-15-c-report>

⁶ The IPCC's Special Report on Global Warming of 1.5°C: <https://www.ipcc.ch/report/sr15/>

⁷ <https://climateactiontracker.org/global/temperatures/>

⁸ Including US cities Berkeley: <https://www.theclimatemobilization.org/blog/2018/6/13/berkeley-unanimously-declaresclimate-emergency> and Hoboken: <https://www.theclimatemobilization.org/blog/2018/4/25/hoboken-resolves-tomobilize>, and the C40 cities: <https://www.c40.org/other/deadline-2020> 5. Scope 1, 2 and 3 of the Greenhouse Gas Protocol explained: <https://www.carbontrust.com/resources/faqs/services/scope-3-indirect-carbon-emissions>

4. The consequences of global temperature rising above 1.5°C are so severe that preventing this from happening must be humanity's number one priority.
5. Bold climate action by Wiltshire Council will demonstrate real leadership and can deliver economic benefits in the County in terms of new jobs, economic savings and market opportunities, as well as improved well-being locally and for people worldwide.

Full Council calls on the Cabinet to:

1. Acknowledge that there is a 'Climate Emergency'.
2. Seek to make the County of Wiltshire carbon neutral by 2030.
3. Requests and supports the work of Overview and Scrutiny to set up a task group of the Environment Select Committee to develop recommendations and a plan to achieve this pledge along with undertaking a carbon / renewables audit.
4. Call on Westminster to provide the powers and resources to make the 2030 target possible.
5. Work with other local government authorities (both within the UK and internationally) to determine and implement best practice methods to limit Global Warming to less than 1.5°C.
6. Continue to work with partners in the private sector and civil society across the County and region to deliver this new goal through all relevant strategies and plans.
7. Report to Full Council on a six-monthly basis with the actions the Council is taking and will take to address this emergency and reporting these against the Carbon / Renewables Baseline audit.

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Notice of Motion No.15 – Environment and Global Warming

From Councillors Philip Whitehead and Jerry Wickham

To consider the following motion submitted in accordance with the constitution:

Wiltshire Council acknowledges the public concern in respect of the environment and global warming and proposes that Wiltshire Council implement the following this year:

To refer to the Leader to consider the establishment of a portfolio holder or cabinet member with responsibility for environmental issues with a remit to:

1. Agree parameters with Overview and Scrutiny that represent the council impact on the environment and can be accurately reported to council on a regular period, to potentially include
 - a. Carbon generation/use by the council.
 - b. Energy use year on year by the council.
 - c. Reports on the use of vehicles by the council in respect of their environmental impact.
 - d. Report on the use of the council's car share system particularly in respect of methods to increase its use.
 - e. Monitor and report on air quality across the county to inform future decision
 - f. Monitor and report on any major development and technology used for the management of waste in Wiltshire to report on any local impact.
2. Investigate and report on the viability of purchasing our power from "Green Suppliers"
3. Investigate the adoption of building and planning recommendations to allow for electric charging points on new build property to facilitate future use of electric vehicles.
4. Investigate the potential adoption of renewable energy generation for Council property
5. Investigate the adoption of building and planning recommendations to allow for sustainable systems to be compulsory on new build property.
6. Investigate the commercial viability of installing electric car chargers across Wiltshire to encourage and enable the use of electric vehicles in Wiltshire.
7. To enhance the current air quality strategy and request that any air pollution responsibilities that are passed to Wiltshire Council are fully funded by central government.
8. Instigate a Green Campaign to support and stimulate the generation of sustainable ideas across Wiltshire

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Overview and Scrutiny Management Select Forward Work Programme

Last updated 11 MARCH 2019

Overview and Scrutiny Management Committee – Current / Active Task Groups		
Task Group	Start Date	Final Report Expected
Financial Planning Task Group	October 2013	Standing
Swindon and Wiltshire Joint LEP Task Group	March 2014	
MCIP Task Group	December 2014	
Digital Strategy and Implementation Task Group	June 2017	
Third Party Advertising Policy Task Group	November 2017	
Communications with Councillors Task Group	November 2018	
Public Consultations Task Group	November 2018	

Overview and Scrutiny Management Select – Forward Work Programme			Last updated 1 MARCH 2019		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
4 Jun 2019	Task Group update	To receive an update on task group activity.	Ian Gibbons		Henry Powell
4 Jun 2019	Forward Work Programme		Ian Gibbons		Henry Powell
4 Jun 2019	Corporate Peer Challenge Update	To receive an update on progress with implementation of the action plan received by the Committee on 20 March 2018.	Robin Townsend	Cllr Baroness Scott of Bybrook OBE	David Bowater
4 Jun 2019	OS Member Remuneration 2018-19	To report on the application of the OS Remuneration scheme for 2018/19.	Ian Gibbons		Henry Powell
4 Jun 2019	Overview and Scrutiny: Annual Report 2018-19	To present the Annual Report, which outlines the key activities undertaken by Overview and Scrutiny during 2018-19. This will be presented to Full Council on 21 May 2019.	Ian Gibbons		Henry Powell
23 Jul 2019	Task Group update	To receive an update on the work of the OS Management Committee's task groups.	Ian Gibbons		Henry Powell

Overview and Scrutiny Management Select – Forward Work Programme			Last updated 1 MARCH 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
23 Jul 2019	Forward Work Programme	To consider the current Overview and Scrutiny forward work programme	Ian Gibbons		Henry Powell

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Children's Select Committee Forward Work Programme

Last updated 1 MARCH 2019

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Children's Select Committee – Current / Active Task Groups		
Task Group	Start Date	Final Report Expected
Child and Adolescent Mental Health Services (CAMHS)	October 2017	TBC
Youth Transport	April 2019	TBC
SEND School Provision	October 2017	TBC (Interim received June 2018 & March 2019)
Traded Services for Schools	December 2017	TBC

Children's Select Committee - Rapid Scrutiny		
Topic	Details	Date
Outcomes for Disadvantaged Learners		March 2019
Children's Centres Consultation		March 2019

Children's Select Committee – Forward Work Programme			Last updated 1 MARCH 2019		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
15 May 2019	Corporate Parenting Panel Bi-annual Report	To receive the bi-annual update of the Corporate Parenting Panel.	Lucy Townsend (Director - Family and Children's Services)	Cabinet Member for Children, Education and Skills	Martin Davis
15 May 2019	Nursery Places Update	To receive the annual update on nursery places.	Helen Jones	Cabinet Member for Children, Education and Skills	
15 May 2019	Executive Response to the Interim Report of the SEND School Provision Task Group			Cabinet Member for Children, Education and Skills	
15 May 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	
16 Jul 2019	Apprenticeships Update - Service Provider Contract Obligations	To receive an update from the Corporate Director for Growth, Investment & Place on the progress made towards building in obligations into service provider contracts to ensure Level 2 apprentices are included within their Wiltshire-based workforces.		Cabinet Member for Children, Education and Skills	Alistair Cunningham

Children's Select Committee – Forward Work Programme			Last updated 1 MARCH 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
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.	Joanne Pitt	Cabinet Member for Children, Education and Skills	Joanne Pitt
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
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

Environment Select Committee Forward Work Programme

Last updated 28 FEBRUARY 2019

Task Group	Start Date	Final Report Expected
Homelessness Strategy Task Group	December 2018	September 2019

Environment Select Committee – Forward Work Programme			Last updated 21 FEBRUARY 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
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 21 FEBRUARY 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
23 Apr 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
23 Apr 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

Environment Select Committee – Forward Work Programme			Last updated 21 FEBRUARY 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 21 FEBRUARY 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	Rapid Scrutiny: Plastic Waste in Wiltshire's Roads - Final Report	For the Committee to receive the final report of the rapid scrutiny exercise.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Marie Gondlach
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	Rapid Scrutiny: Plastic Waste in Wiltshire's Roads - Executive Response	For the Committee to receive the Executive response to the Rapid Scrutiny's final report.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Marie Gondlach

Environment Select Committee – Forward Work Programme			Last updated 21 FEBRUARY 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
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
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

Health Select Committee Forward Work Programme

Last updated 1 MARCH 2019

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

Health Select Committee – Forward Work Programme			Last updated 1 MARCH 2019		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
30 Apr 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	
30 Apr 2019	LGA - Green paper on care and support for older people				Marie Gondlach
30 Apr 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

Health Select Committee – Forward Work Programme			Last updated 1 MARCH 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
30 Apr 2019	Chairman's Announcement - 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
30 Apr 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
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

Health Select Committee – Forward Work Programme			Last updated 1 MARCH 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
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
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

Health Select Committee – Forward Work Programme			Last updated 1 MARCH 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
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
	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	

Health Select Committee – Forward Work Programme			Last updated 1 MARCH 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	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
	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

Health Select Committee – Forward Work Programme			Last updated 1 MARCH 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	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
	SWAST Performance in Wiltshire - annual report	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. Delayed until the December meeting (no report received for the September meeting).			

Health Select Committee – Forward Work Programme			Last updated 1 MARCH 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	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
	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

Health Select Committee – Forward Work Programme			Last updated 1 MARCH 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	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

Wiltshire Council

Overview and Scrutiny Management Committee

19 March 2019

Task Group Update

1. Communications with Councillors Task Group

Membership

Cllr Graham Wright
Cllr Ruth Hopkinson
Cllr Gavin Grant
Cllr Allison Bucknell
Cllr Trevor Carbin
Cllr Jose Green

Supporting officer: Adam Brown

Terms of Reference

1. To review Wiltshire councillors' experience and expectation of internal communications from the council across its service areas.
2. To contribute to the work already underway to develop a new online information portal for Wiltshire councillors.
3. To make recommendations to ensure that the communications received by Wiltshire councillors take into account their expectations to assist them in undertaking their role as effectively as possible.

Recent activity

The task group will meet for the first time on 25th March. The meeting will be used as an initial scoping meeting for members to consider areas of possible concern or investigation in line with the terms of reference prior to meeting with officers.

2. Digital Strategy and Implementation Task Group

Membership

Cllr Howard Greenman
Cllr Jon Hubbard (Chairman)

Cllr Bob Jones OBE
Cllr Stuart Wheeler
Cllr Gordon King

Supporting Officer: Natalie Heritage

Terms of Reference:

1. Explore the 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.

12 February meeting

The Task Group met on 12 February to consider the Council's draft ICT Strategy. They were also informed that as Windows7 is no longer going to be in use from 2020, this meant that the Council had to conduct an investigation to determine how many of its applications would not be compatible with Windows10. This process had allowed ICT to accurately record how many applications it has on its database. The Task Group were pleased to hear about this work.

However, they were concerned that this audit would only conclude at the end of 2019. They were also alarmed to hear that the Council's ICT is currently at a high-risk level and it would take two years for ICT to be in a medium-low risk category. The members were concerned at the pace of work to improve ICT.

Additionally, the Task Group agreed that an 'us versus them' culture was beginning to emerge and they were conscious of how this could be hampering the value that scrutiny could bring. The Task Group Chairman has asked to meet with the Cabinet Member for Finance, Procurement, ICT and Operational Assets to discuss these concerns and agree a way forward.

3. Financial Planning Task Group

Membership

Cllr George Jeans
Cllr Pip Ridout
Cllr Ian Thorn (Chairman)
Cllr Stuart Wheeler
Cllr Roy While
Cllr Richard Britton
Cllr Gavin Grant

Supporting officer: Henry Powell

Terms of Reference:

1. To understand and review the Medium Term Financial Strategy (4 year financial model)
2. To understand and review the approach and robustness of the financial planning regime within the Council
3. To understand and help develop the approach to the annual budget setting cycle
4. To review the specific contribution of overview and scrutiny in the annual budget setting cycle with a focus on outcomes
5. To undertake periodic budget monitoring including reviews of key midyear trends and developments and to ensure that these are taken into account when updating the Financial Plan
6. To work under the direction and guidance of the Management Committee and report regularly to the Cabinet Member, Management Committee and select

committees (as appropriate) on its work and findings and to make any necessary referrals

Recent activity

The Task Group held meetings on the following dates:

5 December 2018

- Revenue & Capital Budget Monitoring Report
- Draft Waste budgets 2019-20
- Council Tax Base 2019/2020
- Performance Management and Risk Outturn Report: Q2 2018/19

6 December 2018

- **Adult Social Care budgets - 2018/19 and 2019/20**

7 January 2019

- Draft Children's Safeguarding and SEND budgets 2019/20

8 January 2019

- Establishing a Local Housing company and local development company

29 January 2019

- Draft Wiltshire Council Financial Plan 2019-20
- Capital Strategy

The Task Group will next meet on 21 March 2019 and will consider the following:

- Approach to Disposal of Assets and Property Acquisitions
- New Performance and Risk Management Policy
- Scrutiny of Commercialism and Income generation
- Review of Budget Scrutiny process 2019-20

4. Military and Civilian Integration Partnership Task Group

Membership

Cllr Richard Britton (chairman)

Cllr Gordon King

Cllr Mollie Groom

Cllr Alan Hill

Cllr Tony Jackson

Cllr Graham Wright

Supporting officer: Toby Eliot

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

An update will be provided.

5. 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 Maureen Penny
Cllr Des Moffatt
Cllr Chris Watts
Cllr Rahul Tarar

Supporting officer: Adam Brown

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

The task group will meet next on 2 April to receive updates on the updated SWLEP governance framework and Chippenham Station Hub.

6. Public Consultations Task Group

Membership:

Cllr Gavin Grant
 Cllr Ruth Hopkinson
 Cllr Jim Lynch
 Cllr Pip Ridout
 Cllr Fred Westmoreland
 Cllr Stuart Wheeler (Chairman)

Supporting Officer: Natalie Heritage

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 had their first meeting on 21 January 2019, where they received an overview briefing on the council's consultation process and the statutory duties that the council must abide by when conducting a public consultation.

The meeting discussed the complexities involved in the decision for when/when not to consult and the Task Group will next discuss the legal framework for public consultations. The Task Group also intends to consider examples of flawed consultations, for example, where a Local Authority has been challenged in the courts for not undertaking a consultation properly.

The Task Group also reviewed the Council's Consultation Strategy and advised on how this could be updated. The main points of discussion centred on differentiating between 'engagement' and 'consultation'. The Cabinet Member for Communications, Communities, Leisure and Libraries stated that the Consultation Strategy could be updated once the Task Group has concluded their work; as their research could help to provide valuable input into an updated Strategy document.

7. Commercialism Task Group (proposed)

Membership

To be confirmed following establishment.

Background

In March 2018 Full Council adopted the [Wiltshire Council Commercial Policy and Approach document 2018-27](#). This set out an approach through which the council will be 'commercial' in order to deliver savings over the next decade. The Financial Planning Task Group assisted in the development of the Policy by considering and making [comments](#) on a draft version.

The Policy is built on four pillars:

1. **Improving our data and management information** to make intelligent decisions that enable risk to be balanced with return and our public fiduciary duties;
2. **Improving the skills of our staff** to ensure they can act and behave in ways that seek and deliver financial opportunities that benefit our financial sustainability;
3. **Using our assets and resources to make financial returns**, and disinvest where that is no longer possible;
4. **Reviewing and revising our models of delivery** that provide the best opportunity, outcome and financial return for our residents and businesses.

Since then the Financial Planning Task Group has received regular updates on the development of the council's commercial plans.

In February 2019, Full Council approved a Financial Plan 2019-20 for the council containing £3.773M of savings to be achieved through commercial activity.

Following discussion between the Chairman and Vice-chair of OS Management Committee, the Chairman of Financial Planning Task Group, the Chairman of the Third Party Advertising Task Group and the Cabinet Member for Finance and ICT, it is

proposed that the time is now right to form a task group dedicated to supporting the development of the council's commercial agenda. A dedicated task group will,

- a) Enable in-depth scrutiny work, such as engaging with other local authorities to explore lessons learned and successful commercial approaches.
- b) Create capacity within the Financial Planning Task Group's work programme to tackle other priorities, such as supporting the delivery of major savings proposals such as those within adult social care.

In November 2018 Committee received an update on the council's income generation through advertising and sponsorship. The Third Party Advertising Task Group had supported the development of this work and was scheduled to receive an update in January 2019. However, on consideration of the council's plans for 2019-20 it is suggested that the Third Party Advertising Task Group be disbanded and its work be subsumed within the broader remit of the proposed Commercialism Task Group.

The terms of reference proposed below have been discussed with the Cabinet Member for Finance and ICT and the relevant directors. If the task group is established all councillors will be invited to participate, with the Chairman and Vice-chair of OS Management Committee making the final decision regarding membership.

Terms of Reference (proposed)

- a) To support implementation of the council's commercialism agenda, by considering and making recommendations regarding,
 - Developing existing income streams
 - Developing new commercial opportunities, either through existing assets or developing or acquiring new ones
 - Councillor and officer expertise in this area
 - The experiences of other local authorities
 - Legal and commercial issues
 - The ethos, values and reputation of the council when considering opportunities.
- b) To liaise with the Financial Planning Task Group to ensure the broad financial context is considered.

Proposal

OS Management Committee to,

- 1. Note the update on Task Group activity.**
- 2. Endorse the membership of the Communications with Councillors Task Group as:**

**Cllr Graham Wright
Cllr Ruth Hopkinson
Cllr Gavin Grant
Cllr Allison Bucknell
Cllr Trevor Carbin**

Cllr Jose Green

- 3. Endorse the membership of the Public Consultations Task Group as:**

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

- 4. Establish the Commercialism Task Group with the following terms of reference, and with its membership to be determined by the Chairma and Vice-chairman:**

- a) To support implementation of the council's commercialism agenda, by considering and making recommendations regarding,**
- Developing existing income streams**
 - Developing new commercial opportunities, either through existing assets or developing or acquiring new ones**
 - Councillor and officer expertise in this area**
 - The experiences of other local authorities**
 - Legal and commercial issues**
 - The ethos, values and reputation of the council when considering opportunities.**
- b) To liaise with the Financial Planning Task Group to ensure the broad financial context is considered.**

- 5. Disband the Third Party Advertising Task Group, with its remit now covered by the Commercialism Task Group proposed above.**

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