

AGENDA

Meeting: Overview and Scrutiny Management Committee

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

Date: Tuesday 3 December 2019

Time: 10.30 am

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

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

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Membership:

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

Cllr Gordon King
Cllr Pip Ridout
Cllr John Smale
Cllr Tony Trotman
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 Gavin Grant
Cllr George Jeans
Cllr Jacqui Lay
Cllr Ricky Rogers

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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](#).

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AGENDA

PART I

Items to be considered when the meeting is open to the public

1 **Apologies**

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

2 **Minutes of the Previous Meeting** (*Pages 5 - 12*)

To approve and sign the minutes of the meeting held on 24 September 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 26 November 2019 in order to be guaranteed of a written response. In order to receive a verbal response questions must be submitted no later than 5pm on 28 November 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 **Executive Response to the Final Report of the Public Consultations Task Group** (*Pages 13 - 18*)

To receive the Executive Response to the Final Report of the Public

Consultations Task Group.

7 **Scrutiny of Contracts and Contractors** (Pages 19 - 22)

To receive an update in relation to the scrutiny of contracts and contractors.

8 **Joint Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Task Group Report on the Chippenham Station Hub Project**

To receive a report from the SWLEP Task Group

9 **Management Committee Task Group Updates** (Pages 23 - 28)

To receive updates on recent activity of Task Groups established by the Management Committee.

10 **Forward Work Programme** (Pages 29 - 54)

To receive updates from the Chairmen and Vice-Chairmen of the Select Committees in respect of the topics under scrutiny in their areas, including any recommendations for endorsement by the Management Committee.

11 **Date of Next Meeting**

To confirm the date of the next meeting as 28 January 2020.

12 **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 24 SEPTEMBER 2019 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Chuck Berry, Cllr Stewart Dobson, Cllr Alan Hill (Vice-Chairman), Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Pip Ridout, Cllr Tony Trotman, Cllr John Walsh, Cllr Stuart Wheeler, Cllr Graham Wright (Chairman) and Cllr Jacqui Lay (Substitute)

Also Present:

Cllr Richard Britton, Cllr Allison Bucknell, Cllr Richard Clewer, Cllr Simon Jacobs, Cllr Bob Jones MBE, Cllr Bridget Wayman, Cllr Robert Yuill and Cllr Tony Jackson

55 Apologies

Apologies were received from Councillors Christine Crisp, Gordon King, Howard Greenman and John Smale.

Councillor Crisp was substituted by Councillor Roy While.

56 Minutes of the Previous Meeting

The minutes of the meeting held on 16 July 2019 were presented for consideration and it was,

Resolved

To approve and sign the minutes as a true and correct record.

57 Declarations of Interest

There were no declarations.

58 Chairman's Announcements

The Chairman noted the resignation from the Council, and therefore as a Substitute of the Committee, of Councillor Roy While, Melksham Without South Division, owing to ill health. The Chairman paid tribute to Councillor While's long involvement with Overview and Scrutiny as a member or former member of the Management Committee, Children's Select Committee, Health Select Committee as well many task groups including the Financial Planning Task

Group, Commercialism Task Group, Partnerships Task Group, ICT Provision Task Group and Major Contracts Task Group.

The Chairman proposed to write to former Councillor While on behalf of the Committee to thank him for his huge contributions to the Council and Overview and Scrutiny in particular.

The Chairman then drew attention to vacancies on the Financial Planning, Housing Adaptations and Dementia Task Groups and encouraged members to put themselves forward.

59 **Public Participation**

There were no questions or statements submitted.

60 **Executive Response to the Final Report of the Military and Civilian Integration Programme (MCIP) Task Group**

The Military-Civilian Integration Partnership (MCIP) Task Group was established in 2016 to focus on the impact of Army Basing in Wiltshire and the work of Wiltshire Council to prepare for the arrival of more military personnel, and then on work to encourage integration between civilians and the military at a community level. The final report of the Task Group was endorsed by the Committee for recommendation to the relevant Cabinet Member at its meeting on 4 July 2019.

Councillor Richard Clewer, Deputy Leader and Cabinet Member for Housing, Corporate Services, Heritage and Tourism, presented a formal response on behalf of the Executive. It was stated the communication with the military had been improved, and a new workstream of 'Communities' had been added to the work programme in response to the report of the Task Group and agreed that a community conference on integration was a positive idea.

The Committee discussed the Executive response along with Councillor Richard Britton, Chairman of the MCIP Task Group. It was announced that the military would be appointing Community Champions to engage with parishes, schools and others in the area in the new future. It was also raised that the financial impacts and benefits to Wiltshire of the Army Basing Programme still required review, although it was also acknowledged there were benefits arising which might not be purely monetary

At the conclusion of discussion, it was,

Resolved:

- 1) **To welcome the Executive responses to the recommendations of the MCIP Task Group.**
- 2) **Alongside the 12-month update on Military-Civilian integration at a community level to be received in June 2020, to request an update on the tangible benefits to the county from the army rebasing programme.**

61 **Final Report of the Public Consultations Task Group**

On 20 November 2018 the Committee established the Public Consultations Task Group to examine the number, purpose and method of public consultations taking place in Wiltshire.

Councillor Stuart Wheeler, Chairman of the Public Consultations Task Group, presented its final report and thanked all its members, as well as the supporting officers and contributions from the Executive.

The Task Group had concluded that there were issues of misused terminology in relation to public consultations. A formal consultation had a specific legal meaning, but only 14% of the activities referred to as such had been true consultations, with others being surveys or engagement exercises. Among other points, a consultation must be taken at a time where a decision can be genuinely influenced and changed, if appropriate. There were also concerns that there was a lack of expertise within the Council on how to operate a consultation, and a lack of consistency in their operation. The forthcoming Business Intelligence Hub would in future oversee this, but was not currently in place.

The Committee then debated the recommendations of the Task Group. It was agreed that there should be a review within 12 months to assess the level of implementation of any recommendations accepted by the Executive. It was acknowledged there needed to be sensitivity regarding communication of what was a consultation and what was an engagement exercise, and the wording of any consultation on a proposed decision needed to be clear and carefully prepared. It was suggested the report of the Task Group be shared with towns and parishes, some of whom would have similar issues in relation to consultations. The Committee also discussed whether there were any ways to appropriately assess the problem of a silent majority not responding to any particular issue.

Councillor Allison Bucknell, Cabinet Member for Communications, Communities, Leisure and Libraries, thanked the Task Group for their work and stated she would accept the recommendations and respond formally in due course. She noted there was a lot of work being undertaken in Communications and preparing the new Business Intelligence Hub as an internal service for the Council. There was also discussion of the precise wording of recommendation eight of the Task Group report.

At the conclusion of discussion, it was,

Resolved:

- 1) To welcome and endorse the report of the Task Group and refer it to the Cabinet Member for Communications, Communities, Leisure and Libraries for response at this Committee's next meeting.**

- 2) For this Committee to receive a report in approximately 12 months' time about how any task group recommendations accepted by the Executive have been implemented.
- 3) To ask that the Executive response to the report includes reference to how the 'silent majority' is considered when the council undertakes public consultations and engagement.

(For Information - List of Task Group Recommendations)

That the Cabinet Member for Communications, Communities, Leisure and Libraries considers implementing the following recommendations:

1. *To ensure that the Council is compliant with its own guidelines and consistent in its approach to public consultations, to update the sections of the following documents which relate to public consultations:
 - a) *Wiltshire Council: The Constitution*
 - b) *Wiltshire Council: Consultation Strategy**
2. *To ensure that the proposed Business Intelligence Hub has the necessary expertise and skills to manage public consultations:
 - a) *Additional expertise and advice to be sought, before finalising arrangements for the Hub*
 - b) *The Hub to have the required specialist knowledge and skills to design effective and balanced consultation processes.**
3. *In the interim period whilst the Business Intelligence Hub is established and to minimise the risk of the Council being legally challenged on its decisions, public consultations to continue to be managed by specialists.*
4. *In order to ensure that the Council uses the appropriate process and terminology, corporate training to be rolled-out to all service areas on the difference between a public consultation and engagement/canvassing, and guidance to be provided on the internal processes for managing each of these forms of participation.*
5. *For all future public consultations to be designed so that the public can respond with feedback that is directly relevant to and can directly inform the council's subsequent decision making.*
6. *For all public consultations to clearly state:
 - a) *the purpose of consulting the public on the proposal*
 - b) *the process that the Council will follow when making its final decision and where a respondent's contribution fits into this chain of events.**
7. *The same principles as set out in recommendation six to also apply to any form of public engagement, canvassing/surveys.*
8. *For all decision-making papers to clearly set out how respondents' views have actively influenced the final decision made.*

9. *For Overview and Scrutiny Management Committee to consider receiving a report in approximately 12 months' time about how any of the above recommendations accepted by the Executive have been implemented.*

62 **Interim Report of the Digital Strategy and Implementation Task Group**

The Digital Strategy and Implementation Task Group endorsed new terms of reference on 5 June 2018 to explore the options of the Microsoft Exercise, how ICT projects were chosen and vetted, auditing of existing software and the interface between users and the council's digital systems. An interim report was received on 18 September 2018, and a further interim report was presented to the Committee by Councillor Jon Hubbard, Chairman of the Digital Strategy and Implementation Task Group.

It was stated that the 'Get Well' programme of capital investment in ICT which had been agreed by Full Council on 7 July 2019 was a positive step. There were updates on the replacement for the MyWiltshire app, which would show other reports of issues on the same matter to prevent duplication, which would increase its effectiveness, and discussed the work of the Task Group looking at the council's use of various Microsoft solutions. It was welcomed that many recommendations of the Task Group were taken on board and progressed by the Digital Board which oversaw all Digital projects as they came, and the Task Group appreciated the engagement of the Executive with it. On behalf of the Task Group the Chairman thanked Paul Day, Interim Director of Digital, Data and Technology, for his efforts overseeing a period of major changes.

The Committee discussed the report and welcomed its update. Questions were raised regarding problems with the council's planning department's ICT system, and it was stated this was being addressed but that major systems would take significant time to be implemented.

At the conclusion of discussion, it was,

Resolved:

- 1) **To support the Digital Strategy and Implementation Task Group in building and maintaining a positive working relationship with the Executive**
- 2) **To acknowledge the work of the Task Group from November 2018 to September 2019, in providing valuable input into the council's Digital Programme.**

63 **Management Committee Task Groups**

Written updates were provided on all Management Committee Task Groups. In relation to the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Task Group there was discussion of the new legal status of the SWLEP as a company limited by guarantee, and how it would now be responsible for its own scrutiny but would involve both local authorities in Wiltshire. The Committee

requested circulation of details of the new board structure of the SWLEP and for the matter to be kept under review.

At the conclusion of discussion, it was,

Resolved:

- 1) **To note the update on Task Group activity provided.**
- 2) **To note the request from the Commercialism Task Group to not consider the appointment of an additional member to fill its current vacancy until its work programme has been established.**
- 3) **To help the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) put in place appropriate scrutiny arrangements by supporting the development of a scrutiny panel, comprising members of Swindon Borough Council and Wiltshire Council to provide councillor input, plus members of the SWLEP as co-optees to provide a business perspective, with final proposals brought back to a future meeting.**

64 **Forward Work Programme**

The Forward Work Programmes of the Select Committees were presented by the Chairmen of the Children Select Committee and Health Select Committee, and the Vice-Chairman of the Environment Select Committee.

Through the Environment Select Committee it was stated the work of the Global Warming and Climate Change Emergency Task Group was ongoing, along with work on the Homelessness Strategy which was awaiting an Executive response. A Housing Adaptions Task Group had been established to identify any improvements that could be made to making use of properties which had been adapted for specific needs.

Through the Children's Select Committee it was stated that in the recent Ofsted inspection the council had received a 'good' rating across all four assessment areas, the best by any council in the south west region, and all the service was congratulated for the achievement. There would also be work undertaken on higher education strategy and young carers.

Through the Health Select Committee it was stated there was additional work being taken on enhancement services around primary care networks, there had been a rapid scrutiny on the transformation of maternity services, and planned work on Dementia.

The Committee was also updated on the report to the Cabinet on the Wiltshire Council Equality & Inclusion Annual Report 2019 and Objectives 2019-22, which had taken into account the comments of the Committee at its last meeting.

It was,

Resolved:

- 1) To note the update on the OS Forward Work Programme.
- 2) To congratulate all of the council's Children's Services teams for achieving Good ratings across all four inspection themes following the recent Ofsted inspection.

65 **Date of Next Meeting**

The date of the next meeting was confirmed as 3 December 2019.

66 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 12.10 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

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

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Wiltshire Council

Overview and Scrutiny Management Committee

3 December 2019

Executive Response to the final report of the Public Consultations Task Group

Purpose of the report

1. To present the response of the Cabinet Member for Communications, Communities, Leisure and Libraries to the final report of the Public Consultations Task Group.

Background

2. On [20 November 2018](#), Overview and Scrutiny Management Committee (OSMC) established the Public Consultations Task Group to examine the number, purpose and method of public consultations taking place in Wiltshire. This Task Group was mooted after Cabinet's consideration of the detail of from the public consultation on the future of Everleigh Household HRC.
3. OSMC agreed that the Task Group's focus should centre on the purpose for consulting the public on certain decisions, the amount of consultations conducted and public perception of how respondents could influence the final decision.

Executive response to the Task Group's recommendations

(Please note: numbers match the recommendations numbers in the [final report](#))

Recommendation	During OSMC's debate on the final report on 24 September 2019 , the Committee asked the Cabinet Member to provide detail in her 'Executive Response' about how the 'silent majority' is considered when the Council undertakes public consultations
Reason for recommendation	The Committee felt that it was important for the scrutiny review to address how the silent majority is catered for in public consultations
Cabinet Member	Cllr Allison Bucknell
Executive response	Consideration will be given in future consultations to enable those in favour of the proposal to easily indicate this rather than having to complete the entire consultation.

	When required to consult the Council will seek to consult with all those who will, or who may be, affected by a decision. Depending on the circumstances, we recognise that it may not be sufficient just to consult existing service users and will consider the full range of people, business and voluntary bodies potentially affected by a decision, and whether appropriate representative groups exist.
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Recommendation No.1	1. To ensure that the Council is compliant with its own guidelines and consistent in its approach to public consultations, to update the sections of the following documents which relate to public consultations: <ul style="list-style-type: none"> a) Wiltshire Council: The Constitution b) Wiltshire Council: Consultation Strategy
Reason for recommendation	The Task Group found that the section within the Council's Constitution that related to public consultations was outdated and required updating. The Constitution also referenced the Council's Consultation Strategy, which required updating too
Cabinet Member	Cllr Allison Bucknell
Executive response	The Constitution and Consultation Strategy will be reviewed and updated appropriately. This is a key part to revising how public engagement takes place going forward. Future training for officers and Members will need to be based on these new documents.

Recommendation No.2	2. To ensure that the proposed Business Intelligence Hub has the necessary expertise and skills to manage public consultations: <ul style="list-style-type: none"> a) Additional expertise and advice to be sought, before finalising arrangements for the Hub b) The Hub to have the required specialist knowledge and skills to design effective and balanced consultation processes
Reason for recommendation	As the Council's Census Liaison Manager had recently retired, the newly created Business Intelligence Hub would be managing the Council's consultations going forward. In light of recent media coverage around local authorities being successfully challenged in court over unlawful decisions (that had not been properly consulted on), the Task Group felt it was imperative that Wiltshire Council ensure its consultation processes remain robust and compliant.

Cabinet Member	Cllr Allison Bucknell
Executive response	<p>A new Business Intelligence Hub is currently being designed. The Hub will include qualitative research expertise to advise on consultation activity, alongside our communications and relevant service expertise.</p> <p>Revised consultation guidance will be developed and rolled out with appropriate training to all service areas.</p> <p>All consultation activity will form part of a wider coordinated engagement plan.</p>

Recommendation No.3	3. In the interim period whilst the Business Intelligence Hub is established and to minimise the risk of the Council being legally challenged on its decisions, public consultations to continue to be managed by specialists.
Reason for recommendation	As referenced above in Recommendation 2, the Task Group put forward this recommendation to help ensure that the Council's consultation processes remain robust and compliant.
Cabinet Member	Cllr Allison Bucknell
Executive response	<p>The Communications Team is being restructured to ensure that there is a business partner for each service area. Part of the communications plan for any proposed service change will be looking at how we engage with affected parties.</p> <p>Public consultations will be developed with appropriate advice and expertise from across the council – legal, corporate support (including equalities), commissioning, finance and intelligence - and signed off by relevant directors.</p>

Recommendation No.4	4. In order to ensure that the Council uses the appropriate process and terminology, corporate training to be rolled-out to all service areas on the difference between a public consultation and engagement/canvassing, and guidance to be provided on the internal processes for managing each of these forms of participation
Reason for recommendation	As the Task Group found that only approximately 14% of all the consultations that the Council had conducted between

	July 2017 and January 2019 could be accurately and legally defined as a 'public consultation', rolling-out training on terminology could help to add value. Additionally, using appropriate terminology would help to better manage the public's expectations when providing a contribution.
Cabinet Member	Cllr Allison Bucknell
Executive response	As mentioned in response 1) above, the definitions and types of "consultation" will be contained within the communications/consultations strategies/protocols. Once we have an agreed definition, training will be rolled out as appropriate. For statutory consultations, any legal processes will have to be followed.

Recommendation No.5	5. For all future public consultations to be designed so that the public can respond with feedback that is directly relevant to and can directly inform the council's subsequent decision making.
Reason for recommendation	As the Task Group's scope had partly centred on the public's perception of how their contribution can influence a final decision, ensuring all consultations are designed to elicit responses that are useful could better enable the public to influence a final decision
Cabinet Member	Cllr Allison Bucknell
Executive response	Creating a communications plan for any proposed changes will ensure that earlier engagement with the public takes place. This will need to explain the scope and purpose of the consultation/engagement.

Recommendation No.6	6. For all public consultations to clearly state: <ul style="list-style-type: none"> a) the purpose of consulting the public on the proposal b) the process that the Council will follow when making its final decision and where a respondent's contribution fits into this chain of events
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Reason for recommendation	This recommendation is intended to help ensure that the public can better see how their contribution would influence a decision.
Cabinet Member	Cllr Allison Bucknell
Executive response	<p>As previously stated, in 3) above this should form part of the communications plan for any proposals going forward.</p> <p>Guidance will ensure that there will be proper consideration by decision-maker of consultation responses, before a final decision is made. Any decision-making reports or minutes of the decision itself should explain the number and the nature of the responses that have been received from consultees and how these have informed the policy.</p> <p>Ideally, the response to the consultation (or final decision) should also be published on the same page of wiltshire.gov.uk as where the original consultation was advertised, and ensure it is clear when the council has responded to the consultation. We agree that it will also help respondents if it is made clear at the outset how consultation responses will be acknowledged and responded to and a likely timescale for decision making.</p>

Recommendation No.7	7. The same principles as set out in recommendation six to also apply to any form of public engagement, canvassing/surveys.
Reason for recommendation	As above in recommendation six – this recommendation is intended to help ensure that the public can better see how their contribution would influence a decision.
Cabinet Member	Cllr Allison Bucknell
Executive response	Agreed.

Recommendation No.8	8. For all decision-making papers to clearly set out how respondents' views have actively influenced the final decision made.
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Reason for recommendation	The Task Group found that the current practise of appending consultation results to decision-making papers could be simplified, so that members of the public can more clearly see how their views have influenced the final decision made
Cabinet Member	Cllr Allison Bucknell
Executive response	Agreed. This will be reviewed as part of our wider review of consultation and engagement.

Other Comments from the Executive

It is acknowledged that there is scope for improvement in the way that consultations/surveys/engagements are carried out. We intend to issue new consultation guidance and rollout training as appropriate to ensure good practice is embedded across the council.

We recognise that consultations should be only a part of a process of engagement and that consideration should be given to whether other forms of informal engagement are appropriate. Engagement should not just be about formal consultation documents and responses - it is an on-going process – and consideration needs to be given to increasing information provision, ongoing involvement (through partnership structures), co-production of services and devolution.

Proposal

4. To note the executive response to the **Final Report – Public Consultations Task Group**.

Cllr Allison Bucknell, Cabinet Member for Communications, Communities, Leisure and Libraries

Officer contact: Natalie Heritage, Senior Scrutiny Officer, 01225 718062,
Natalie.Heritage@wiltshire.gov.uk

Wiltshire Council

Overview and Scrutiny Management Committee

3 December 2019

Scrutiny of council contracts and contractors

Purpose

1. To present the outcomes of discussions between the Overview and Scrutiny (OS) Committee chairmen and vice-chairmen and Executive members regarding arrangements for the scrutiny of council contracts and contractors.

Background

2. In June 2019, OS Management Committee considered the new Statutory Guidance for Overview and Scrutiny (OS) published by Central Government. Overall it was agreed that the new Guidance reflected a culture and approach already well-embedded in Wiltshire. However, the new Guidance also contained a suggestion that OS have powers to hold council contractors to account for the delivery of public services:

“Scrutiny committees will often have a keen interest in ‘following the council pound’, i.e. scrutinising organisations that receive public funding to deliver goods and services.

Authorities should recognise the legitimacy of this interest and, where relevant, consider the need to provide assistance to scrutiny members and their support staff to obtain information from organisations the council has contracted to deliver services.

In particular, when agreeing contracts with these bodies, authorities should consider whether it would be appropriate to include a requirement for them to supply information to or appear before scrutiny committees.”

3. Management Committee resolved that the select committee chairmen and vice-chairmen should meet to discuss this with the relevant Executive members and officers. This meeting took place on 17 October 2019 with the following in attendance:

Cllr Graham Wright
Cllr Jon Hubbard
Cllr John Smale
Cllr Bob Jones OBE
Cllr Chuck Berry

Chairman, OS Management Committee
Chairman, Children’s Select Committee
Chairman, Environment Select Committee
Vice-chairman, Environment Select Committee
Chairman, Health Select Committee

Cllr Gordon King	Vice-chairman, Health Select Committee
Cllr Philip Whitehead Cllr Simon Jacobs	Leader of Wiltshire Council Cabinet Member for Finance
Deborah Hindson Greg Lewis Paul Kelly Henry Powell	Interim Director for Finance Acting Head of Strategic Procurement Head of Democracy Scrutiny Lead

History of contract and contractor scrutiny at Wiltshire Council

4. Until 2011 each of the four select committees had their own Major Contracts Task Group reviewing the performance of all contracts over £1m per annum (or multiple contracts with a single supplier) in their respective areas. This was built into the Corporate Procurement Strategy with contractors required to produce an annual report and to engage with the scrutiny process. At the time this approach was regarded as best practise and reflected in national publications.
5. However, thinking moved on and the dedicated contracts task groups were abolished. In 2011 a more streamlined approach was adopted, with scrutiny of procurement and commissioning dealt with by a single Procurement and Commissioning Task Group. The focus of work moved away from individual contracts to the overall procurement and commissioning programme as a component of the Business Plan. The change reflected a shift away from process towards outcomes and reduced officer resource.
6. However, the select committees retained (and retain) the ability to respond to outsourced and commissioned service issues by exception. Recent examples have included scrutiny of delivery for highways and streetscene, waste management, ICT, children and adolescent mental health services (CAHMS) and highspeed broadband. This has often included direct engagement with service deliverers, although, as the final decision-maker, the Executive has remained the principle object of scrutiny challenge. Liaison with the contractors has been facilitated through officers and the Executive in the interests of relationship management. This has also been the case when Scrutiny engages with partners, for example, on Military-Civilian Integration.

Key discussion points

Contractor engagement with OS

7. It was agreed that, historically, contracted providers had been willing to engage directly with OS on request, without a contractual requirement to do so in place. Providers were generally keen to engage in the OS process to give 'their side of the story' and perhaps considering it just another aspect of the client-provider relationship. Although the situation would be reviewed if necessary, it was agreed that at present there was no need to introduce contractual clauses explicitly requiring contractor engagement with OS.

Scrutiny engagement with the contract tendering process

8. Contracts over £1m per annum (or £4m over the life of the contract) are defined as key decisions, so generally require Cabinet approval. Typically this is initiated by the Council reviewing service policy and seeking improved delivery. Cabinet will agree the change in policy and the method of delivery following any market analysis and/or consultation, leading to a tendering exercise. Cabinet will subsequently also agree the outcome of the tendering exercise (unless it has delegated that authority to the relevant Director, typically in consultation with the Cabinet Member). OS has access to these Cabinet considerations, but is often invited by the Executive to engage early in the policy-setting process by constructively challenging the evidence to support the intended action. OS views are taken into account along the way, which gives confidence and credibility to the final decision.
9. This approach will continue and fits well with its overview responsibilities. There is no intention or evident desire for OS members to be directly involved in the tendering process.

Scrutiny of contract performance

10. The opportunities available for non-executive councillors to monitor contract performance were discussed. It was agreed that, other than by requesting ad hoc reports on specific contracts, or by receiving feedback from constituents (by which point concerns may be significant), there was limited transparency on contract performance.
11. In response it was reported that in the New Year a section on contract performance would be added to the quarterly budget, performance and risk reports brought to Cabinet. The new section would present high-level performance information for all 'platinum' contracts; the council's top fifty contracts in terms of value. This information will comprise a summary of the success of the portfolio of relevant contracts in delivering good performance, to budget and on time. Individual contract information will be produced by the relevant contract manager responsible for delivery to support a simple narrative and RAG-rating of each of the platinum contracts. This is to be derived from their assessment of the contract performance monitoring meetings held, and data received by the contract manager. In effect it will create a 'heat map' across the portfolio to highlight areas of good and poor performance.
12. The quarterly reports are already considered pre-Cabinet by the Financial Planning Task Group. It is therefore proposed that (once the contract section is introduced) Financial Planning Task Group monitors the contract performance information and, when appropriate, refers concerns to the relevant select committee for further investigation. This task group mechanism would be in addition to the other usual routes through which OS pursues issues, e.g. Select committee chairmen and vice-chairmen monitoring reports to Cabinet and raising issues with the Cabinet member; OS members raising matters with their chairmen for investigation or requesting items on the next agenda etc.

Proposal

13. To note the discussions had with officers and the Executive regarding contract and contractor scrutiny.
14. To agree that, due to a longstanding culture of providers engaging with Wiltshire OS on request, no contract clause requiring this is necessary at present, but to review this in the future if appropriate.
15. To note that, from the New Year, there is an aspiration to add a new section to the quarterly budget, performance and risk reports to Cabinet giving high-level performance information on the council's 'platinum' contracts.
16. To agree that, once performance information is included in the quarterly reports to Cabinet, Financial Planning Task Group will refer any areas of concern to the relevant select committee when appropriate.

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

Wiltshire Council

Overview and Scrutiny Management Committee

3 December 2019

Task Group Update

1. Communications with Councillors Task Group

Membership

Cllr Graham Wright
Cllr Ruth Hopkinson
Cllr Gavin Grant
Cllr Trevor Carbin (Chairman)
Cllr Jose Green

Supporting officer: Natalie Heritage

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 were due to meet on 12 November, to discuss the results of their recent survey. This looked at how the Council's internal service areas communicate with members. The survey was made available to all members and ran from 8 October to 30 October 2019 and received a total of 48 responses. Due to unforeseen last-minute apologies, the Chairman was the only member able to attend and, as a result the meeting has been rescheduled for 9 January 2020.

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

The Task Group has not met since its last update to committee on [24 September 2019](#). However, the next meeting is scheduled for next week (9 December), where members will be receiving a live demonstration of the Highways Infrastructure Asset Management System (HIAMS), as well as a briefing on the progress of ICT's 'Get-Well Programme'.

A visit has also been scheduled for the Task Group to visit Payroll on 9 January 2020 and understand how the Virtual Assistant is working.

3. Financial Planning Task Group

Membership

Cllr George Jeans
Cllr Pip Ridout
Cllr Ian Thorn (Chairman)
Cllr Stuart Wheeler
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
7. To review the council's Performance and Risk monitoring reports and the Corporate Performance Framework.

Recent activity

On 17 October 2019 the Task Group held a meeting focusing on budgets for children's social care. This covered,

- The difficulty faced by councils nationally in recruiting experienced social workers, leading to greater use of expensive agency social workers. Wiltshire's retention rates are similar to the national average. Efforts to promote the benefits of working in Wiltshire include the support offered to staff and offering a range of exciting and innovative work.
- Children and Young People with Disabilities (up to 25) forecast spend was underbudget due to staff vacancies, which unfortunately was placing pressure on the team. Some children within this service require extremely expensive care and education packages e.g. around £4,000 per week.
- Emerging pressures from areas like County Lines exploitation. Swindon is the largest County Lines area outside of London and may indicate that in approx. 18 months Wiltshire may be facing increased pressures in this area. The team is undertaking mapping activity to RAG-rate the risks of those around young people already involved in County Lines networks to help prevent the issue spreading.
- Older children are harder to place in general and their placements are often more complex. The council is now using a model that works intensively with families to avoid the need for a placement. It is also opening a pop-up residential facility for children 10+ to give families some brief respite and avoid

crisis and a permanent placement being needed. This will help keep placement numbers stable.

- Overall the birth rate in Wiltshire has declined, but the military rebasing project may have countered that trend. Overall the demand on the service is expected to increase due to the growing complexity of cases.
- For Staying Put, IFA providers can be unwilling to accept the local foster placement rates. The council arrives at a reasonable cost of placements post-18 through negotiation with the providers. An independent consultancy is helping review the council's foster care placement system. It holds more complex children in-house and pays them more in comparison with our IFAs. This helps hold foster carers in-house.
- Numbers of care leavers are increasing, 50 leaving care places, which is accommodation with some support, to be commissioned. The council is seeking to drive the cost down by supplying its own support and by stepping down to independent living through support.
- Officers have been looking at the regional picture in terms of independent care price increases and seeing if South West councils can come together as a group of to better manipulate the market.

On 13 November 2019 the Task Group considered the following items, with comments reported to Cabinet on 19 November:

Budget Monitoring, Performance & Risk Management 2019/20 Q2

- The Task Group suggested that a summary section indicating movement as compared with last year would be useful. It also noted that the overspend represented growth beyond the demand projections. Unlike last year, budgeted savings are being delivered.

Treasury Management Mid-year

- Noted.

Proposals to amend the Council Tax Reduction Scheme (Post Consultation)

- When it considered the original proposals in July the Task Group supported the reduction in the council's administrative burden (from the numerous re-calculations of people's allowances currently required) without disadvantaging those receiving benefits.
- Having received the revised proposals, the Task Group was reassured by the engagement with the voluntary sector and the liaison with other councils. It also noted a proposed review of how the revised Scheme is going in 6 months.

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: Marie Gondlach

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 hold its final meeting on Thursday 5 December to review its work to date and contribute to the development of the terms of reference and arrangements for future scrutiny of the LEP.

7. Commercialism Task Group

Membership

Cllr Richard Britton
Cllr Tony Deane
Cllr Gordon King
Cllr Ian Thorn
Cllr Stuart Wheeler (Chairman)

Supporting officer: Marie Gondlach

Terms of Reference

- 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, Audit Committee and the Traded Services for Schools Task Group to ensure that a holistic approach is taken with regards to commercialism for the council.

Recent activity

There has been no meetings of the task group since the last meeting of this committee.

Proposals

To note the update on Task Group activity provided.

Report authors:

Natalie Heritage, Senior Scrutiny Officer, T: 01225 718062, E:

Natalie.Heritage@wiltshire.gov.uk

Marie Gondlach, Senior Scrutiny Officer, T: 01225 713 597, E:

marie.gondlach@wiltshire.gov.uk

Henry Powell, Scrutiny Lead, T: 01225 718052, E: henry.powell@wiltshire.gov.uk

Overview and Scrutiny Management Select Forward Work Programme

Last updated 1 DECEMBER 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	January 2020
Digital Strategy and Implementation Task Group		
Commercialism Task Group		
Communications with Councillors Task Group		

Overview and Scrutiny Management Select – Forward Work Programme			Last updated 1 DECEMBER 2019		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
28 Jan 2020	Wiltshire Council's Financial Plan Update 2020/21	Wiltshire Council's Financial Plan Update 2020/21	Becky Hellard	Cllr Philip Whitehead	Matthew Tiller
28 Jan 2020	Scrutiny engagement with the Swindon & Wiltshire Local Enterprise Partnership (LEP)	To propose revised arrangements regarding democratic scrutiny of the Local Enterprise Partnership.	Robin Townsend	Cllr Philip Whitehead	Marie Gondlach
28 Jan 2020	Final Report of the Communications with Councillors Task Group	To consider the findings and recommendations of the task group.	Robin Townsend	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Adam Brown
28 Jan 2020	Task Group update	To receive an update on task group activity.	Ian Gibbons		Henry Powell
28 Jan 2020	Forward Work Programme		Ian Gibbons		Henry Powell
17 Mar 2020	Executive Response to the Final Report of the Communications with Councillors Task Group	To present the Cabinet Member's response to the Task Group's findings and recommendations.	Robin Townsend	Cabinet Member for Communications, Communities, Leisure and Libraries	Natalie Heritage

Health Select Committee Forward Work Programme

Last updated 1 OCTOBER 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 OCTOBER 2019		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
14 Jan 2020	00 - pre-meeting briefing - NHS long term plan	To receive a presentation on the NHS long term plan			CCG
14 Jan 2020	CCG Commissioning Intentions	(TBC)			CCG
14 Jan 2020	Citizen's panels - update	As agreed at the 3 September meeting, for the committee to receive an update from Wiltshire CCG (who is acting on behalf of BANES, Swindon and Wiltshire CCGs on this), on the outcome of its investigation of several options for procurement of a market research agency to support the development, recruitment and maintenance of the Citizen's Panel.			Wiltshire CCG
14 Jan 2020	Great Western Hospital (GWH) - update	Following consideration of the 2018 Quality Accounts at the Health Select Committee meeting on 25 June 2019 to invite GWH to provide information on the areas identified in the report considered on 25 June 2019.			GWH
14 Jan 2020	Medvivo - update	Following consideration of the 2018 Quality Accounts at the Health Select Committee meeting on 25 June 2019 to invite Medvivo to provide information on the areas identified in the report considered on 25 June 2019.			Medvivo
14 Jan 2020	Outcome of the Maternity Transformation Plan rapid scrutiny	To consider the final report following the rapid scrutiny exercise.			Marie Gondlach

Health Select Committee – Forward Work Programme			Last updated 1 OCTOBER 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
14 Jan 2020	Salisbury Foundation Trust (SFT) - update	Following consideration of the 2018 Quality Accounts at the Health Select Committee meeting on 25 June 2019 to invite SFT to provide information on the areas identified in the report considered on 25 June 2019.			SFT
14 Jan 2020	Update on model of procurement (specialist commissioning contacts)	When considering the executive response to the rapid scrutiny exercise focusing on Extension of Specialist Commissioning Contracts for Supported Living, Floating Support and Supported Housing, the committee resolved: To be provided with an update on the model for procurement that would be adopted following this review work, in terms of the “direction of travel” for the contracts, including the feedback from providers and service users and if possible highlighting the main changes from previous contracts at the earliest opportunity.	Helen Jones (Director - Joint Commissioning)	Cabinet Member for Adult Social Care, Public Health and Public Protection	
14 Jan 2020	White Paper	To consider both the government and the LGA green paper on care and support for older people. There is currently no indication of when the paper will be published and it was therefore agreed that the item would remain on the forward work programme and be deferred until the paper is published.			Marie Gondlach

Health Select Committee – Forward Work Programme			Last updated 1 OCTOBER 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
14 Jan 2020	Wiltshire Council - CQC inspection - update on actions	<p>On 14 June 2018 the CQC published its review of how local health and social care systems work together in Wiltshire. Further details can be accessed on the CQC website.</p> <p>When the committee considered the information in the CQC report at its meeting on 11 July, it agreed for the following to be added to its forward work programme:</p> <ul style="list-style-type: none"> • Developing a sustainable integrated workforce strategy • Strengthening joint commissioning across the whole system • A single overarching health and social care strategy, improving • Developing a single, integrated communications strategy • Implementing digital opportunities and information sharing • Unifying and developing whole system governance arrangements • New Wiltshire health and social care model • Improving Wiltshire’s Health and Wellbeing Board effectiveness. <p>The committee will receive information from the council on the actions it has taken, or plans it has made, to address the issues highlighted in the CQC report with a specific focus on the areas listed above.</p>			

Health Select Committee – Forward Work Programme			Last updated 1 OCTOBER 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
14 Jan 2020	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
14 Jan 2020	Wiltshire Traveller Strategy	As stated in the Chairman's Announcement on 3 September 2019, the strategy is brought to the committee for discussion.	Tracy Daszkiewicz (Director - Public Health)	Cabinet Member for Adult Social Care, Public Health and Public Protection	Steve Maddern
3 Mar 2020	00 - pre-meeting briefing - Dorothy House	To receive a presentation from representatives of Dorothy House to inform the committee of the range of services provided.			Marie Gondlach
3 Mar 2020	Avon and Wiltshire Mental Health Partnership (AWP) - update	Following consideration of the 2018 Quality Accounts at the Health Select Committee meeting on 25 June 2019 to invite AWP to provide information on the areas identified in the report considered on 25 June 2019.			AWP
3 Mar 2020	Cancer care strategies - update	(date TBC) To receive an update following the information provided at the HSC meeting in September 2017.			CCG

Health Select Committee – Forward Work Programme			Last updated 1 OCTOBER 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
3 Mar 2020	Non-emergency patient transport service in the South West	As agreed at the HSC meeting on 25 June 2019, to receive information on any changes following the change of contractor and a performance update from the new provider E-Zec Medical transport.			
3 Mar 2020	SWASFT (South West Ambulance Service Foundation Trust) performance in Wiltshire - annual report	<p>As agreed at the HSC meeting on 25 June 2019, to receive a performance report from SWASFT in a year's time. It would be hoped that it would be in the same format as the report received on 25 June 2019 but including clear targets for the different categories.</p> <p>Furthermore, following consideration of the 2018 Quality Accounts at the Health Select Committee meeting on 25 June 2019 to invite SWASFT to provide information on the areas identified in the report considered on 25 June 2019.</p>			SWASFT - Paul Birkett-Wendes
3 Mar 2020	Wiltshire Health & Care (Adult Community Health Care Service) - update following CQC report	<p>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.</p> <p>Delayed until the December meeting (no report received for the September meeting).</p>			Wiltshire Health & Care

Health Select Committee – Forward Work Programme			Last updated 1 OCTOBER 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
3 Mar 2020	Wiltshire Health and Care	Following consideration of the 2018 Quality Accounts at the Health Select Committee meeting on 25 June 2019 to invite Wiltshire Health and Care to provide information on the areas identified in the report considered on 25 June 2019.			Wiltshire Health and Care
23 Jun 2020	00 - pre-meeting briefing - Shared Lives	For the committee to receive information on the Shared Lives scheme			
23 Jun 2020	Advocacy - public visibility	To receive information from the contract holder for the Advocacy Service on its work, with a particular focus on visibility / awareness of advocacy from members of the public.		Cabinet Member for Adult Social Care, Public Health and Public Protection	
23 Jun 2020	Bath and North East Somerset, Swindon and Wiltshire Clinical Commissioning Group merger - update	As agreed at the 3 September 2019 meeting, to receive an update on the implementation of the “single” CCG for Bath and North East Somerset, Swindon and Wiltshire, including recruitment / staffing, location, etc. (after April 2020)			CCG
23 Jun 2020	Care contracts	As agreed at the HSC meeting on 25 June 2019 for the committee to receive information on the council's main care contracts and the process(es) in place to monitor efficiency / delivery / performance.		Cabinet Member for Adult Social Care, Public Health and Public Protection	

Health Select Committee – Forward Work Programme			Last updated 1 OCTOBER 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
23 Jun 2020	Carer support	As agreed at the HSC meeting on 25 June 2019, to receive an update on the current situation regarding carer support. The Carers in Wiltshire Joint Strategy 2017-22 was approved full council meeting in February 2018 following scrutiny by this Committee, discussion with the chair and vice chair of the Children’s Select Committee and approval by the Wiltshire Clinical Commissioning Group (CCG) governing body.		Cabinet Member for Adult Social Care, Public Health and Public Protection	
23 Jun 2020	Non-elected representation on the Health Select Committee	Annual consideration of Non-elected representation on the Health Select Committee (agreed in 2018 to take place at the same meeting as the election of chair and vice-chair)			Marie Gondlach
15 Sep 2020	GP and health staff recruitment and retention	As agreed at the HSC meeting on 25 June 2019, to receive information to understand the current situation (i.e. number of vacancies, known issues in recruiting or retaining staff, actions taken by the council to help, etc.)		Cabinet Member for Adult Social Care, Public Health and Public Protection	
15 Sep 2020	Home from Hospital - update	As agreed at the meeting on 3 September 2019, to receive confirmation of the decision made by Wiltshire Council and the CCG’s Joint Commissioning Board on the commissioning (or decommissioning) of all three current “Home from Hospital” services. NB after June 2020. This could be a chairman’s announcement.	Carlton Brand	Cabinet Member for Adult Social Care, Public Health and Public Protection	Sue Geary

Health Select Committee – Forward Work Programme			Last updated 1 OCTOBER 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
15 Sep 2020	Outcome of Phase 2 of the Adult Social Care transformation programme	To receive information on the implementation of Phase 2 of the Adult Social Care transformation programme towards “completion”	Claire Edgar (Director - Learning Disabilities and Mental Health)	Cabinet Member for Adult Social Care, Public Health and Public Protection	
15 Sep 2020	Update on Strategic Outline Case - consultation results	Update on the information provided at the HSC meeting in September 2017.			

Environment Select Committee Forward Work Programme

Last updated 6 NOVEMBER 2019

Task Group	Start Date	Final Report Expected
Global Warming and Climate Emergency Task Group	May 2019	TBC
Housing Aids and Adaptations Task Group	October 2019	June 2020

Environment Select Committee – Forward Work Programme			Last updated 6 NOVEMBER 2019		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
14 Jan 2020	CATGs: 10 Years On	As discussed at 24 October 2019 ESC-Executive meeting on the 'highways and transport' portfolio, a report to be provided detailing the benefit that CATGs have brought to Wiltshire's communities, following the 10 years since they were first implemented	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Allan Creedy, Peter Binley
3 Mar 2020	Environment Bill	As discussed at 24 October 2019 ESC-Executive meeting on the 'waste' portfolio, the committee to consider a high-level overview of the Government's environment bill and the implications for Wiltshire.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Tracy Carter

Environment Select Committee – Forward Work Programme			Last updated 6 NOVEMBER 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
3 Mar 2020	Rail Strategy	As discussed at 24 October 2019 ESC-Executive meeting on the 'highways & transport' portfolio, the committee to consider a report outlining the rail strategy for the region that Wiltshire's sub-national transport body encompasses	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	David Phillips

10 Nov 2020	Highways Annual Review of Service	As resolved at 5 November 2019 meeting, the committee to receive a report on the highways service and the Performance Management Framework in a year's time	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley
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Children's Select Committee Forward Work Programme

Last updated 22 NOVEMBER 2019

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
Traded Services for Schools	December 2017	March 2020

Children's Select Committee – Forward Work Programme			Last updated 22 NOVEMBER 2019		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
Standing items (received at all meetings)					
	School Ofsted Judgements	A report which includes information regarding the most recent Ofsted Inspection reports. It will provide an ongoing view of the effectiveness of schools as seen by Ofsted Inspection.	Terence Herbert	Cabinet Member for Children, Education and Skills	Louise Lewis
	Update from Wiltshire Youth Union Representative	An update including a summary of recent activities of the Wiltshire Youth Union (WYU), the Youth Safeguarding Board (YSB) and the Children in Care Council (CiCC).	Terence Herbert	Cabinet Member for Children, Education and Skills	Sarah Banks
	DfE Changes - Update from Department for Education				
21 January 2020					
21 Jan 2020	Pre-meeting information briefing: Young Carers	To receive information on the council's current and recent work regarding Young Carers.			

Children's Select Committee – Forward Work Programme			Last updated 22 NOVEMBER 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
21 Jan 2020	Final Report of the Youth Transport Task Group		Alistair Cunningham	Cabinet Member for Children, Education and Skills, Cabinet Member for Highways, Transport and Waste	Adam Brown
21 Jan 2020	Young Carers	To receive information from the council on its current strategy to support Young Carers in Wiltshire, as well as its recent (last year), current and future (next year) work with regards to Young Carers.			
21 Jan 2020	Wiltshire School Improvement Programme	As approved at CSC on 12 November 2019 (OS/executive meeting outcome) - information on progress, detailing how the Regional Leads are delivering the school improvement programme and the real-life skills as part of the PHSE programme	Helean Hughes (Director - Education and Skills)	Cabinet Member for Children, Education and Skills	

Children's Select Committee – Forward Work Programme			Last updated 22 NOVEMBER 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
10 Mar 2020	Pre-Meeting Information Briefing: Traded Services	To receive as a training session for members prior to receiving the report of the Traded Services Task Group.	Helean Hughes (Director - Education and Skills)	Cabinet Member for Children, Education and Skills	Nick Cave, Paul Redford
10 Mar 2020	Families and Children's Transformation Programme: Impact and Outcomes for Young People	To receive the item following the resolution from the 5th March 2019 Children's Select Committee: "To receive a report in 12 months on the impact of the programme on the outcomes for young people in Wiltshire" It was also agreed at the Children's Select Committee on 12 November 2019 to receive updates on the implementation of FACT (Families And Children's Transformation).	Lucy Townsend (Director - Family and Children)	Cabinet Member for Children, Education and Skills	Theresa Leavy
10 Mar 2020	Report of the Traded Services Task Group		Helean Hughes (Director - Education and Skills)	Cabinet Member for Children, Education and Skills	Marie Gondlach

Children's Select Committee – Forward Work Programme			Last updated 22 NOVEMBER 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
10 Mar 2020	Executive Response to the Final Report of the Youth Transport Task Group		Alistair Cunningham	Cabinet Member for Children, Education and Skills, Cabinet Member for Highways, Transport and Waste	Adam Brown
28 April 2020					
28 Apr 2020	Pre-Meeting Information Briefing: Children Accessing Alternative Educational Provision	To receive the topic as a pre-meeting briefing following the resolution from the 5th March 2019 Children's Select Committee meeting.	Lucy Townsend (Director - Family and Children)	Cabinet Member for Children, Education and Skills	
28 Apr 2020	Elective Home Education for Children with SEND	Item follows the resolution from the 5th March 2019 Children's Select Committee: "To receive further data and analysis in 12 months on children with SEND receiving Elective Home Education."	Lucy Townsend (Director - Family and Children)	Cabinet Member for Children, Education and Skills	Jen Salter

Children's Select Committee – Forward Work Programme			Last updated 22 NOVEMBER 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
28 Apr 2020	Health Outcomes for Wiltshire children	As approved at CSC on 12 November 2019 (OS/executive meeting outcome) - to receive a report on the current scrutiny by the council (including information on the current and planned work on this topic of the Safeguarding Vulnerable People Partnership) to explore how the council can best scrutinise what partners (and providers) are doing to provide health outcomes for Wiltshire children.		Cabinet Member for Children, Education and Skills	
30 June 2020					
30 Jun 2020	Pre-meeting briefing: real-life skills package for care leavers	As approved at CSC on 12 November 2019 (OS/executive meeting outcome) - what the council provide for care leavers in terms of "real life" skills (e.g. cooking, managing money, getting ready for employment, etc.), including the package provided by key workers.			

Children's Select Committee – Forward Work Programme			Last updated 22 NOVEMBER 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
30 Jun 2020	Safeguarding	As approved at CSC on 12 November 2019 (OS/executive meeting outcome) - that a report be brought to the committee in about 6 months, to provide information on what the council does as a whole regarding safeguarding and what it is planning to do, including input from the Safeguarding Board		Cabinet Member for Children, Education and Skills	
30 Jun 2020	Update on the implementation of FACT (Families And Children's Transformation)	As approved at CSC on 12 November 2019 (OS/executive meeting outcome). To received regular updates on the implementation of FACT (Families And Children's Transformation) during 2019-20.	Lucy Townsend (Director - Family and Children)	Cabinet Member for Children, Education and Skills	

Children's Select Committee – Forward Work Programme			Last updated 22 NOVEMBER 2019		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
30 Jun 2020	Performance monitoring report	As approved at CSC on 12 November 2019 (OS/executive meeting outcome) - that the committee receives performance monitoring reports on the overall service (following on from the pre-meeting briefing at the November meeting on the council's self-assessment process), likely to be June (to consider the year-end data from the previous year) then January meetings.		Cabinet Member for Children, Education and Skills	
22 September 2020					
22 Sep 2020	Pre-meeting briefing: Outcomes for Disadvantaged learners	As approved at CSC on 12 November 2019 (OS/executive meeting outcome) - council's current work and aspirations			
22 Sep 2020	Outcomes for Disadvantaged Learners	As approved at CSC on 12 November 2019 (OS/executive meeting outcome) - the council's current work and aspirations.		Cabinet Member for Children, Education and Skills	

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17 Nov 2020	Pre-meeting briefing: recruitment of in-house foster carers	As approved at CSC on 12 November 2019 (OS/executive meeting outcome) - a pre-meeting briefing on the recruitment of in-house foster carers, if possible including "known issues" and the numbers of in-house foster carers for both Wiltshire and comparator authorities (if these are recorded / reported) compared to demand / need.			
17 Nov 2020	Update on the implementation of FACT (Families And Children's Transformation)	As approved at CSC on 12 November 2019 (OS/executive meeting outcome). To received regular updates on the implementation of FACT (Families And Children's Transformation) during 2019-20.	Lucy Townsend (Director - Family and Children)	Cabinet Member for Children, Education and Skills	

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Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
19 Jan 2021	Performance monitoring report	As approved at CSC on 12 November 2019 (OS/executive meeting outcome) - that the committee receives performance monitoring reports on the overall service (following on from the pre-meeting briefing at the November meeting on the council's self-assessment process), likely to be June (to consider the year-end data from the previous year) then January meetings.		Cabinet Member for Children, Education and Skills	