

AGENDA

Meeting: Overview and Scrutiny Management Committee

Online Meeting: [Access the online meeting here](#)

Date: Wednesday 3 June 2020

Time: 10.00 am

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

Press enquiries to Communications on direct lines (01225) 713114/713115. This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

During the Covid-19 emergency situation the Committee is operating under revised procedures including in relation to public participation, as attached to this agenda.

The meeting will be available to view live via a Microsoft Teams Link as shown above. A public guide on how to access the meeting is included below.

[Public guidance for accessing meetings online is available here](#)

Membership:

Cllr Chuck Berry	Cllr Alan Hill (Vice-Chairman)	Cllr John Smale
Cllr Christine Crisp	Cllr Ruth Hopkinson	Cllr Jo Trigg
Cllr Stewart Dobson	Cllr Jon Hubbard	Cllr Tony Trotman
Cllr Mary Douglas	Cllr Gordon King	Cllr John Walsh
Cllr Howard Greenman	Cllr Pip Ridout	Cllr Graham Wright (Chairman)

Substitutes:

Cllr Clare Cape	Cllr Gavin Grant
Cllr Ernie Clark	Cllr George Jeans
Cllr Anna Cuthbert	Cllr Jacqui Lay
Cllr Brian Dalton	Cllr Ricky Rogers
Cllr Christopher Devine	Cllr Suzanne Wickham

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 - 10*)

To approve and sign the minutes of the meeting held on 17 March 2020.

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**

During the ongoing Covid-19 situation the Council is operating revised procedures to permit remote attendance of meetings in accordance with [Protocol 13 of the Constitution](#).

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Statements

Members of the public who wish to submit regarding an item on this agenda should submit it to the officer named on this agenda **no later than 5pm on 29 May 2020**.

Those statements in accordance with the Constitution will be included in an agenda supplement.

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 27 May 2020 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 29 May 2020. 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 **Overview and Scrutiny during Covid-19** *(Pages 11 - 14)*

To determine how Overview and Scrutiny will function the ongoing Covid-19 situation, including scrutiny of the Covid-19 response itself, scrutiny of other essential activity, and committee and task group operation.

To endorse the terms of reference and membership of the Wiltshire Covid-19 Response Task Group, as noted in [Briefing Note 20-17](#).

7 **Wiltshire Covid-19 Response Task Group Update** *(Pages 15 - 18)*

To receive a report and update from the Task Group from its initial meetings.

8 **Adoptions West Joint Scrutiny Panel** *(Pages 19 - 28)*

To receive a report on the arrangements for the Adoptions West Joint Scrutiny Panel.

9 **Overview and Scrutiny Annual Report 2019-20** *(Pages 29 - 36)*

To approve the annual report of Overview and Scrutiny.

10 **Overview and Scrutiny Member Remuneration 2019/2020** *(Pages 37 - 42)*

The Committee is required to annually approve a scheme on allocation of the Overview and Scrutiny Fund.

11 **Forward Work Programme** *(Pages 43 - 72)*

To consider the Forward Work Plan for Overview and Scrutiny.

12 **Date of Next Meeting**

To confirm the date of the next meeting as 8 July 2020.

13 **Urgent Items**

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

PART II

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

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Overview and Scrutiny Management Committee

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 17 MARCH 2020 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Chuck Berry, Cllr Christine Crisp, Cllr Alan Hill (Vice-Chairman),
Cllr Jon Hubbard, Cllr Gordon King, Cllr Pip Ridout, Cllr Jo Trigg, Cllr Tony Trotman,
Cllr John Walsh, Cllr Graham Wright (Chairman) and Cllr Suzanne Wickham
(Substitute)

Also Present:

Cllr Richard Clewer, Cllr Simon Jacobs and Cllr Philip Whitehead

12 **Apologies and Membership Changes**

Apologies were received from Councillors Stuart Dobson, Mary Douglas,
Howard Greenman, Ruth Hopkinson and John Smale.

Councillor Greenman was substituted by Councillor Suzanne Wickham.

It was also noted that following the meeting of Full Council on 25 February
2020, Councillor Stuart Wheeler had been removed from the Committee and
Councillor Jo Trigg had been added to the Committee.

The Chairman thanked Councillor Wheeler for his considerable input to the
Committee and to Overview and Scrutiny generally, which would continue. He
also welcomed Councillor Trigg to the Committee.

13 **Minutes of the Previous Meeting**

The minutes of the meeting held on 28 January 2020 were presented for
consideration and it was,

Resolved:

**That subject to a correction to Minute 6 to refer to £14.683m and £3.849m
instead of £14.683 and £3.849, to approve and sign the minutes as a true
and correct record.**

14 **Declarations of Interest**

There were no declarations.

15 **Chairman's Announcements**

With the permission of the Chairman, the Leader of the Council, Councillor Philip Whitehead, made a statement regarding the Covid-19 outbreak. He explained that public statements would be made daily and drew attention to the [Community Pack](#) of information which had been provided along with a dedicated [webpage](#). Government guidance and support was being sought and Members would be kept updated with regular briefings as the council's contingency measures were organised, for instance regarding attendance at committee meetings.

The Committee discussed the statement with the Leader and the Deputy Leader, Councillor Richard Clewer, including the need for coordination with and making best use of town and parish council infrastructures, and shared details of local community efforts to provide support to vulnerable people and signpost the public to vital services and information.

16 **Public Participation**

There were no questions or statements submitted.

17 **Final Report of the Communications with Councillors Task Group**

On 20 November 2018 the Committee established the Communications with Councillors Task Group in order to review the experience of elected Members with internal communications across the council and make recommendations to ensure that communications received take into account expectations of Members and assist them in undertaking their roles as effectively as possible.

The Task Group met with the Cabinet Member, officers as detailed in the report, reviewed relevant documentation and surveyed all Members for their views on how they accessed information, what communications they received and issues relating that information and communication.

A statement was received from Councillor Trevor Carbin, Chairman of the Communication with Councillors Task Group, presenting the Final Report of the Task Group. In particular he noted available training sessions for Members on making best use of existing digital solutions to improve their own communications skills and how they receive communications.

The Committee discussed the Final Report, noting its suggestions for information and procedural updates for various methods of or policies for communication. These were accepted as useful recommendations for improving usage of current systems and methodologies, although some members considered that the council needed to be more proactive in exploring and taking advantage of newer, more integrated digital solutions such as Microsoft Sharepoint and Teams, which allowed for enhanced access to and notification of relevant information and events for Members.

It was noted that although not all Members were as experienced utilising digital solutions for communication as others, with the ongoing Covid-19 situation there was a need for Members to personally improve their skills for the many pre-meeting, briefing and other meetings they attended with the council and with other groups and individuals.

The Committee therefore endorsed the report but wished to additionally focus on the need for adoption of new ways of working and exploration of updated methods of receiving and access communications in the future.

At the conclusion of discussion, it was,

Resolved:

- 1) **That the Cabinet Member for Communications, Communities, Leisure and Libraries considers implementing the following recommendations:**
 - a) **Updating the Council's Media Protocol 2015 via:**
 - **Including an up-to-date and accurate internal structure chart**
 - **Detailing how an individual councillor can seek assistance for media/press enquiries.**
 - b) **For emails circulated to all Wiltshire Councillors (e.g. delegated decision notices) to have the relevant division title listed first in the email's subject line.**
 - c) **For the Council's Directory to be updated by individual officers and managers to ensure accuracy.**
 - d) **For the planning notification circulated to a Parish Clerk to also be sent to the relevant division member(s) (where appropriate).**
 - e) **To encourage all members to attend the Council's Digital Hints and Tips sessions, to learn how to make the most of the technology available to them.**
 - f) **The Executive response, or an additional report, to include details about the current plans and opportunities being considered for enhancing councillor's and officers' digital communications.**
- 2) **Information and guidance on managing and joining remote meetings to be circulated to all councillors as a matter of urgency.**

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

The Joint Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Task Group was established to provide independent scrutiny of the SWLEP Board. The Chippenham Station Hub project relates to proposals to enhance the

station facilities and develop surrounding land for improved car parking, commercial and residential property.

The Task Group identified the station hub project to be evaluated and provide feedback for the SWLEP Board to consider with future projects.

Councillor Alan Hill, Chairman of the Task Group, presented the report noting the purpose of the activity to examine the process of setting up the project, how it was managed, and issues that had arisen through its development.

The Committee discussed the report and its conclusions, noting the complexity of the project and how often it had evolved, as well as the role of the SWLEP managing funding streams rather than all details of each project. The challenges for oversight of projects was discussed, and at the conclusion of discussion recommendations were endorsed as follows:

Resolved:

That the content and conclusions detailed in this report be endorsed.

To the SWLEP and its future scrutiny body:

To ensure that the SWLEP's appraisal and approval processes of projects remain robust, because this review has demonstrated that an insufficiently developed appraisal and approval process is likely to lead to delays;

To ensure that delays remain monitored and addressed at the earliest opportunity, because this review has demonstrated that early, possibly avoidable, delays can have ongoing repercussions within a project (such as funding deadlines not being met);

To review and monitor the SWLEP's capacity to ensure recommendations 2 and 3 above, in terms of resources – i.e. adequate officer capacity to take direct action when issues arise whilst monitoring

19 **Future Scrutiny of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP)**

The Joint Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Task Group was established to provide independent scrutiny of the SWLEP Board and the Joint Strategic Economic Committee (JSEC), a joint committee of Swindon Borough Council and Wiltshire Council comprising members of and delegated authority from each Executive. Initially the SWLEP Board did not meet in public, but has done so since 2015.

The SWLEP was incorporated as a company limited by guarantee in January 2019. This change of legal status changed the nature of the relationship between the SWLEP, Wiltshire Council as the Accountable Body, and Swindon Borough Council and necessitated a review of the governance framework

between these parties, which was the subject of a report to Wiltshire Council's Cabinet on 26 March 2019 and the JSEC was dissolved as reported to Council on 9 July 2019.

With the change in the status of the SWLEP, its governance and how it should be scrutinised have been reviewed.

The Chairman of the Task Group, Councillor Alan Hill, presented a report on future scrutiny of the SWLEP. He explained the SWLEP was appreciative of the work of the Task Group and was keen to establish its own scrutiny activities including involvement of non-board members.

The Committee discussed the report, noting that initial work of the Task Group had encountered some difficulty in engaging with the SWLEP, and that it was very encouraging that the value of the scrutiny process had been accepted by the Board to the extent of establishing a scrutiny process under their new governance structures. The Committee in particular thanked Councillor Hill for his work as Chairman of the Task Group in demonstrating to the SWLEP the value added by independent scrutiny. The Committee support appointed representatives to the proposed scrutiny panel.

At the conclusion of discussion,

Resolved:

- 1) To note the SWLEP current governance arrangements.**
- 2) To close down the existing joint SWLEP task group.**
- 3) To endorse the proposed future scrutiny arrangements between Wiltshire Council and the SWLEP, including the proposed Terms of Reference.**
- 4) To notify Swindon Borough Council and the SWLEP of this committee's decision with regards to the existing joint SWLEP task group and the proposed future scrutiny arrangements between Wiltshire Council and the SWLEP, including the proposed Terms of Reference.**
- 5) To delegate the appointing procedure for Wiltshire Council's representatives on the SWLEP Panel proposed to the Chairman and Vice-chairman of OS Management Committee.**

20 **Management Committee Task Groups**

The written updates from the Task Groups were received. For the Financial Planning Task Group it was noted the ongoing Covid-19 situation would likely result in changes to existing budgetary arrangements.

It was also proposed that a rapid scrutiny exercise be organised to look at proposals for community facilities funding, aiming to provide funds for projects for areas without a community campus.

Resolved:

- 1) To note the update on Task Group activity provided:
- 2) To establish a rapid scrutiny exercise to review the proposed application and assessment process for the council's Community Facilities Fund with the terms of reference included under paragraph 9.
- 3) To receive the findings of the rapid scrutiny exercise and the Executive response at the Committee's next meeting.

21 **Forward Work Programme**

The Forward Work Programmes of each Select Committee were received along with updates from the Chairman and Vice-Chairman of each Select Committee.

Details were provided on upcoming work on Highways and Transport, Bus Service Funding, the Global Warming and Climate Emergency Task Group, the Care Quality Commission suspending checks and requests for establishment of three tasks groups, including a joint Children's and Health Select Committee Task Group.

At the conclusion of discussion, it was,

Resolved:

To note the current OS forward work programme and endorse the formation of the three new Task Group's proposed, which will consider:

- In-house foster carers
- A whole-life pathway for mental health
- Area Board youth service funding

22 **Date of Next Meeting**

The date of the next scheduled meeting was confirmed as 2 June 2020.

23 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 12.00 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

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

Wiltshire Council

Overview and Scrutiny Management Committee

3 June 2020

Overview and Scrutiny (OS) during the COVID-19 pandemic

Purpose

1. To propose an effective and proportionate approach to delivering the council's statutory OS function and adding value to its decision making during the COVID-19 pandemic.
2. To propose for retrospective endorsement the formation of the Wiltshire COVID-19 Response Task Group, its membership and terms of reference.

Background

3. The statutory role of OS is set out in the Local Government Act 2000. Under the council's constitution, the role of OS is to,
 - Review and/or scrutinise decisions or actions taken in connection with any of the council's functions
 - Make reports and recommendations to Full Council, Cabinet and any relevant partner in connection with their functions
 - Foster and encourage an inclusive, structured, non-partisan and non-adversarial approach that is reliant on evidence rather than anecdote.
4. In normal circumstances, OS is integral to the good governance of the council with its four select committees and other activities reviewing all the organisation's key corporate priorities. Around 65% of matters determined by Cabinet are normally subject to some form of prior OS input.
5. Since the COVID-19 pandemic was declared a major incident in Wiltshire¹, officers have been working at pace to maintain delivery of critical services and protect residents. In this context, normal democratic engagement on decisions has not always been feasible or in the best interests of Wiltshire residents. Visibility on the COVID-19 situation and response was maintained for non-executive councillors through:
 - The dedicated council COVID-19 [webpage](#)
 - Councillor briefing notes on the council's decision making arrangements
 - Regular email updates to all councillors
 - Councillor Skype briefings from senior officers, including opportunities for Q&A.

¹ As declared by the Local Resilience Forum (LRF) on 19 March 2020

6. In early May 2020, the relevant lead councillors and senior officers agreed that it was appropriate for OS to recommence activity in some form. This was supported by:
 - The gravity of the incident and the decisions being taken
 - Changes to the council's operational context and immediate priorities
 - The council's commitment to open, transparent and inclusive decision making
 - [Guidance](#) from the Centre for Public Scrutiny (CfPS) that non-executive scrutiny should be maintained
 - Other councils also implementing OS engagement on their local response
 - The OS roles of 'acting as a voice for the public' and 'providing a "critical friend" challenge to the executive'
 - The COVID-19 response benefitting from the wider, evidence-based input derived from OS.
7. The emergency is still in progress and the council's incident response remains the priority. It is not proposed that OS returns to a business-as-usual structure at this time and its engagement on the COVID-19 response should aim to be effective but efficient in terms of witness participation and the sourcing of information.

Main considerations

8. OS Management Committee leads the OS function and manages its work programme. It is therefore well placed to lead any **public** scrutiny engagement on the council's response to covid-19.
9. To support OS Management Committee, a dedicated Wiltshire COVID-19 Response Task Group has been established (pending Committee endorsement) to provide more in-depth scrutiny, without the limitations and resource requirements of a formal committee. This now requires retrospective endorsement from OS Management Committee.
10. The proposed membership of the task group comprises:
 - Cllr Graham Wright, Chairman of OS Management Committee (Task Group Chairman)
 - Cllr Alan Hill, Vice-chairman of OS Management Committee
 - Cllr Chuck Berry, Chairman of Health Select Committee
 - Cllr Jon Hubbard, Chairman of Children's Select Committee
 - Cllr Bob Jones OBE, Vice-chairman of Environment Select Committee
 - Cllr Ian Thorn, Chairman of Financial Planning Task Group.
 - Cllr Richard Britton, Chairman of Audit Committee.
11. The proposed terms of reference of the task group are:
 - a) To support the response to, recovery from, and legacy of, COVID-19 by providing constructive scrutiny, commentary and recommendations.

- b) To consider covid-19's impact on issues and services that would normally fall under Wiltshire's four select committees and the Financial Planning Task Group.
 - c) To be efficient and proportionate in its approach to support the ongoing focus on the operational response to covid-19.
 - d) Where appropriate, to provide pre-decision OS engagement on other matters to be determined by Cabinet.
 - e) By monitoring the COVID-19 situation and response, to consider when a transition to business-as-usual or alternative OS arrangements is appropriate.
12. The task group intends to meet prior to Cabinet meetings to review items that fall under its terms of reference. Although its intention is to focus on covid-19, its terms of reference do allow it to consider any other matters coming to Cabinet. This will be more likely when a non-COVID-19 matter to Cabinet is of particular significance. In other cases, the task group may request a pre-Cabinet briefing for the chairman of the relevant select committee.
13. The task group meets virtually and in closed session (as is usual practice for OS task groups). At the time of publication, the task group has met on two occasions, with a third meeting scheduled for 2 June 2020 to consider the latest COVID-19 update report to [Cabinet](#). A full update on the task group's work is provided separately on this agenda in the Wiltshire COVID-19 Response Task Group update report.
14. With OS Management Committee and the Task Group forming a temporary, streamlined OS structure, the May-July meetings of the Children's Environment and Health Select Committees have been cancelled, following consultation with the chairmen (with the following round of meetings scheduled for September). Similarly, most task group and rapid scrutiny activity has been suspended. Priority OS task group meetings are proceeding in some cases where capacity allows.

Proposal

15. To endorse the streamlined approach to delivering the council's Overview and Scrutiny function during the COVID-19 pandemic set out in this report.
16. To endorse the establishment of the Wiltshire COVID-19 Response Task Group, its membership and terms of reference as set out in paragraphs 10 and 11.
17. To note that the Wiltshire COVID-19 Response Task Group will focus on scrutiny of the COVID-19 response, but can also consider other significant matters prior to Cabinet decision where appropriate.
18. To note the cancellation of meetings of the Children's, Environment and Health Select Committees from May to July 2020.

19. To note that these temporary arrangements for delivering the council's OS function will be reviewed after July 2020 with further proposals brought back to this Committee in September 2020 as required.

Cllr Graham Wright, Chairman of OS Management Committee

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

Appendices

None

Wiltshire Council

Overview and Scrutiny Management Committee

3 June 2020

Wiltshire COVID-19 Response Task Group update

Purpose

1. To provide an update on the activity of the Wiltshire COVID-19 Response Task Group.

Background

2. To support Overview and Scrutiny (OS) Management Committee, a dedicated Wiltshire COVID-19 Response Task Group has been proposed under a separate agenda item to provide OS engagement on the COVID-19 response.

Terms of reference

3. The following terms of reference have been proposed for endorsement under a separate item:
 - a) To support the response to, recovery from, and legacy of, COVID-19 by providing constructive scrutiny, commentary and recommendations.
 - b) To consider COVID-19's impact on issues and services that would normally fall under Wiltshire's four select committees and the Financial Planning Task Group.
 - c) To be efficient and proportionate in its approach to support the ongoing focus on the operational response to covid-19.
 - d) Where appropriate, to provide pre-decision OS engagement on other matters to be determined by Cabinet.
 - e) By monitoring the COVID-19 situation and response, to consider when a transition to business-as-usual or alternative OS arrangements is appropriate.

Membership

4. The following task group membership has been proposed for endorsement under a separate item:
 - Cllr Graham Wright, Chairman of OS Management Committee (Task Group Chairman)
 - Cllr Alan Hill, Vice-chairman of OS Management Committee
 - Cllr Chuck Berry, Chairman of Health Select Committee
 - Cllr Jon Hubbard, Chairman of Children's Select Committee

- Cllr Bob Jones OBE, Vice-chairman of Environment Select Committee
- Cllr Ian Thorn, Chairman of Financial Planning Task Group.
- Cllr Richard Britton, Chairman of Audit Committee.

Recent activity

5. On **5 May 2020**, the task group held its scoping meeting to agree its chairman, terms of reference and methodology. It was agreed it would meet prior to Cabinet meetings to review items that fall under its terms of reference. Members' intention is to focus on covid-19, but the task group's terms of reference do allow it to consider any other matters when significant.
6. On **12 May 2020**, the task group met to consider the first [report](#) to Cabinet on the COVID-19 situation and response. Members were joined by the guests below, who answered members' questions:

Cllr Philip Whitehead	Leader of the Council
Cllr Richard Clewer	Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts & Tourism, Housing and MCI
Alistair Cunningham MBE	Chief Executive Officer (Place)
Terence Herbert	Chief Executive Officer (People)
Andy Brown	Director for Finance and Section 151 Officer
Ian Gibbons	Director for Legal, Electoral and Registration Services and Monitoring Officer
Jo Pitt	Director for HR and Organisational Design

7. The task group's questioning focused on the areas listed below. A full record of the questions asked and responses provided was circulated to all councillors on 24 May 2020.
 - Supporting residential care homes during periods of low occupancy
 - Identifying and tracking vulnerable residents who need support
 - The sharing of residents' personal data for the purposes of protecting welfare
 - Ensuring some consistency of support across the county
 - Ensuring that children entitled to Free School Meals (FSM) are provided for

- The reduction in referrals to children’s social care and mitigating associated risks
 - Supporting charities who may be losing some of their usual funding
 - Filling parish council vacancies without the ability to hold elections
 - The modelling being undertaken in light of the council’s current and forecast financial position
 - Funding the costs of government-mandated local actions
 - The role of the Local Resilience Forum (LRF)
 - The council’s governance arrangements during the incident
 - Moving from incident response to recovery.
8. The task group will next meet on **2 June 2020** to consider a further update report on the COVID-19 situation, which will be considered by [Cabinet on 9 June 2020](#). A report of the task group’s discussions will follow as an Agenda Supplement on **2 June 2020**.

Proposal

9. To note the update on the activities of the Wiltshire COVID-19 Response Task Group.
10. To note that, as set out under a separate agenda item, most other task group activity is currently suspended to support the focus on the COVID-19 response.

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

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Wiltshire Council

Overview and Scrutiny Management Committee

3 June 2020

Adoption West Joint Scrutiny Panel

Purpose

1. To update Overview and Scrutiny Management Committee (OSMC) on the establishment of the Adoption West Joint Scrutiny Panel (Adoption West JSP).
2. To ask OSMC to endorse the terms of reference and membership of the Adoption West JSP, including the appointment of an additional Wiltshire Councillor while it holds the position of Panel chairman.
3. NB. This report is brought to OSMC as the only Overview and Scrutiny (OS) committee operating under the temporary arrangements in place during COVID-19. Once the normal OS structure resumes, reports from the Adoption West JSP will be presented to Children's Select Committee.

Background

4. The background to the establishment of Adoption West as a company limited by guarantee and registered with Ofsted as a Voluntary Adoption Agency is included in the draft Terms of Reference (see Appendix 1 – paragraphs 2 to 8).
5. In December 2019, Adoption West approached its six member authorities to ask them to consider approaches to its scrutiny. A meeting was arranged with the relevant OS chairmen (i.e. Those who would have led scrutiny of the authorities' own adoption arrangements) of each of the participating local authorities. Adoption West also approached the Scrutiny team at Wiltshire Council and asked them to detail and cost the support that would be required for the scrutiny activity.
6. It should be noted that the Adoption West JSP does not fall under the banner of 'Overview and Scrutiny' as defined by the Local Government Act 2000, in that it will not be a body jointly and formally constituted by the six participating councils. Although it will not have the power to call in a decision or summon officers to attend, the Panel will still provide a scrutiny function led predominantly by democratically elected non-executive councillors.
7. At its first meeting on 20 May 2020, the Adoption West JSP considered Adoption West's background, aim and purpose, current governance, and how its scrutiny

would be undertaken, including the Scrutiny Panel's terms of reference, membership, chairmanship and support costs.

Main considerations

Terms of reference

8. The terms of reference are included as Appendix 1 to this report. A few key points have been highlighted below.
9. As part of the division of scrutiny roles between Adoption West and the local authorities, each local authority has retained case management responsibility for the child until the making of the Adoption Order. The local authorities remain responsible for all statutory functions, including but not limited to: Statutory visits, management and supervision of contact between child and family members, supervision, administration and finance of foster placements and communication with foster carers (including Fostering for Adoption placements).
10. These responsibilities will be monitored by each local authority through its chosen scrutiny mechanism, although the Adoption West JSP will make every effort to notify a local authority if it identifies issues that are within the local authority's responsibility.
11. Taking into account the geographical distances between members of the Adoption West JSP, it is intended that meetings of the Panel be accessible both in person and remotely (online / telephone), although there will be one meeting a year to be attended in person by all members.
12. It is proposed that the financing of the administrative support required for the Panel (which will be delivered by Wiltshire Council's Scrutiny team) is divided among the member authorities in the same proportion as their respective contribution to Adoption West.

Membership

13. The current membership of the Panel is as follows:

Bath and North East Somerset Council	Cllr Vic Pritchard, chair of Children, Adults, Health and Wellbeing Policy Development and Scrutiny Panel
Bristol City Council	Cllr Claire Hiscott, chair of People Scrutiny Commission
Gloucestershire County Council	Cllr Dr Andrew Miller, chair of Children and Families Overview and Scrutiny Committee
North Somerset Council	Cllr Wendy Griggs, chair of Children and Young People's Services Policy and Scrutiny Panel

South Gloucestershire Council	Cllr Sarah Pomfret, chair of Health Scrutiny
Wiltshire Council	Cllr Jon Hubbard, chair of the Children’s Select Committee

14. It is hoped that, in time, membership of the Adoption West JSP will include up to 6 stakeholders within the “adoption triangle”, such as (but not limited to) adoptive parent, adopted young person, adopted adults, birth family member, etc.
15. Cllr Jon Hubbard was elected Chairman of the Adoption West JSP by its members on 20 May 2020 until May 2021. After May 2021 the chairman will be elected for a 2-year period to provide consistency and align with local election patterns as best as possible.
16. Because Wiltshire Council currently holds the position of Panel chairman, it is now invited to appoint a further non-executive member under the Panel’s terms of reference. This is to enable the chairman of the panel to act in the interest of the whole Region (i.e. the six Local Authorities within Adoption West) and focus on the role of chairman, with the second non-executive councillor from the chair’s authority representing that area and undertaking associated reporting duties.
17. It is proposed that the appointment to the Adoption West JSP of the additional Wiltshire Councillor follows the usual pattern of appointment to task group:
 - request for expressions of interest from all non-executive councillors;
 - shortlisting and appointment by the Chair and Vice-Chair of the Children’s Select Committee (“parent” committee for the Adoption West JSP).

Proposal

18. To endorse the Terms of Reference for the Adoption West JSP.
19. To endorse the membership of the Adoption West JSP for Wiltshire Council, including the appointment of an additional Wiltshire Councillor.

Cllr Jon Hubbard, Chairman of Adoption West – Joint Scrutiny Panel / Chairman of Children’s Select Committee

Report author: Marie Gondlach, Senior Scrutiny Officer, 01225 713 597
marie.gondlach@wiltshire.gov.uk

Appendices

Appendix 1 – draft Terms of Reference

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Adoption West – Joint Scrutiny Panel

Terms of Reference

General

1. These terms of reference set out the membership, remit, responsibilities and reporting arrangements of the Adoption West (AW) Joint Scrutiny Panel (also referred to as the panel in this document).

Background

2. Following the general election in May 2015 and the publication of 'Regionalising Adoption' (July 2015), in which the government set out their proposals to move to Regional Adoption Agencies (RAA) by the end of the Parliament in 2020, AW was formed and started operating on 1 March 2019.
3. AW is a RAA commissioned to deliver adoption services by six local authorities:
 - a. Bath and North East Somerset Council
 - b. Bristol City Council
 - c. Gloucestershire County Council
 - d. North Somerset Council
 - e. South Gloucestershire Council
 - f. Wiltshire Council
4. AW is a company limited by guarantee and is registered with Ofsted as a Voluntary Adoption Agency (VAA).
5. The respective Directors of Children Services for the six local authorities are the registered owners of the company with ultimate responsibility for organisational performance and appointment / dismissal of directors, which they discharge to the AW Board (see Appendix 1 - AW governance structure).
6. There are a number of documents underpinning the operating of AW, including:
 - a. A Members' Agreement, which clearly sets out the purpose of the collaboration, assigns roles and responsibilities to each of the participating authorities and deals with governance and issues such as dispute resolution;
 - b. Commissioning agreement.
7. Service delivery is defined by a contract that sets out specific performance measures and the reporting requirements of the RAA.
8. The service operates from three hub premises, each comprising a multidisciplinary team of recruitment, assessment, matching and support staff. There is one Adoption / Permanence Panel (see Appendix 2 - AW structure chart).

Effective scrutiny

9. The Centre for Public Scrutiny has previously identified four Effective Scrutiny Principles, in that it:
 - a. Provides critical friend challenge to decision-makers;
 - b. Enables the voice and concerns of the public and its communities;
 - c. Is carried out by independent minded governors who lead and own the scrutiny process; and
 - d. Drives improvement in public services.

10. Some key concepts for the panel to consider are that scrutiny should:
 - a. Be independent of the AW Board;
 - b. Be inclusive, structured, non-adversarial and cross-party;
 - c. Offer constructive challenge to prompt AW Board reflection;
 - d. Make recommendations which are evidence based;
 - e. Be part of a wider web of accountability, which may include partners and the public;
 - f. Not unnecessarily duplicate other assurance activity;
 - g. Be appropriately challenging and use effective questioning techniques;
 - h. Ensure value for money; and
 - i. Provide high levels of assurance.

Purpose of the AW Joint Scrutiny Panel

11. It should be noted that the AW Joint Scrutiny Panel does not fall under the banner of 'Overview and Scrutiny' as defined by the Local Government Act 2000 in that it will not be a body jointly formed by the six participating councils. Although it will not have the power to call in a decision or summon officers to attend, the panel will still provide a scrutiny function led predominantly by democratically elected councillors.

12. It should also be noted that as part of the division of roles between AW and the local authorities, each local authority has retained case management responsibility for the child until the making of the Adoption Order. The local authorities remain responsible for all statutory functions including but not limited to: Statutory Visits, Management and supervision of contact between child and family members, Supervision, administration and finance of foster placements and communication with foster carers (including Fostering for Adoption placements).
 These responsibilities will be monitored by each local authority through its chosen scrutiny mechanism, although the panel will make every effort to notify a local authority if issues within the local authority's responsibility are identified by the panel.

13. The panel will act as a critical friend, providing independent scrutiny of the work of AW. It is an essential element of assuring democratic accountability for the use of public funds.

14. The objective of the panel is to make constructive recommendations to ensure that AW meets its performance targets and expectations. The focus of the panel will be on the Region (not each individual local authority – *paragraph 11 refers*) and members of the panel will work in partnership to focus on performance for the Region overall.
15. The role of the panel is to enhance good decision-making process and it will be able to make recommendations for improvement and make its conclusions public but will not have the power to delay decision-making by AW.
16. Through the panel, and its annual report, each local authority will have an opportunity to demonstrate its commitment to democratically-led scrutiny of AW, without duplicating the workload for either officers or elected members for the six local authorities. It is therefore expected that each local authority would commit to engaging with the work of the panel, either as elected councillor(s) on the panel or as witnesses attending meeting of the panel to provide requested information and answer questions.

Responsibilities

17. The panel will foster and encourage an inclusive, structured, non-partisan and non-adversarial approach which is reliant on evidence rather than anecdote, to perform all scrutiny function on behalf of the Region in respect of AW.
18. The panel will produce an annual report for the AW Board, which will also be presented to the relevant Overview and Scrutiny Committee, or any other Committee the local authority has chosen to review the work of the panel, for each of the authorities by its councillor representative on the panel and, if required, its officer representative on the AW Board.

AW Joint Scrutiny Panel membership

19. Membership: The panel will have a membership of a maximum of 13, made up of:
 - a. 7 non-executive councillors: 1 from each local authority + 1 chair;
 - b. Up to 6 stakeholders within the “adoption triangle”, such as (but not limited to) adoptive parent, adopted young person, adopted adults, birth family member, etc.
 Consideration will have to be given to a balance between the different roles, as well as geographical representation of the Region

No substitutions are permitted for the panel. Members of the panel will gain an in-depth understanding over a series of meetings before reaching conclusions and it would therefore be difficult (and potentially disruptive) for a new member to enter the arena partway through the process.

20. Appointment: the relevant Overview and Scrutiny Committee (or any other committee the local authority has chosen to review the work of the panel) for each authority will appoint its respective non-executive councillor(s).

The panel will invite applications from stakeholders and appointments will be made by the Chair of the Panel in consultation with the AW Service Director.

21. Term of office: each non-executive councillor will be appointed for 2 years, and consideration should be given to local election patterns where appropriate. Stakeholders will also be appointed for an initial period of 2 years from the date of joining the panel.

22. Chair: the chair will be a non-executive councillor elected by the panel on a 2-year rotating basis, at the panel's discretion. Once a chair has been elected by the panel, the local authority the chair of the panel belongs to will be invited to appoint a further non-executive councillor to the panel. The Chair of the panel will act solely in the interest of the Region and focus on the role of chair, whereas the second non-executive councillor will represent his or her local authority and undertake associated reporting duties.

The panel will appoint a chair from its first meeting until May 2021. After May 2021 the chair will be appointed for a 2-year period. This is designed to avoid conflicts with local election patterns and to allow some continuity for membership of the panel.

23. The Chair has the following duties:

- a) To have a holistic view of performance for the whole Region and to act on behalf of the Region;
- b) To work with the AW Service Director to develop an Annual Work Programme for the panel, having regard to the advice of support officers
- c) To set the Agendas for meetings, having regard to the advice of the AW Service Director and of support officers;
- d) To ensure that the panel's annual report is presented to each relevant committee for each local authority, or delegate representation to another member of the panel where required;
- e) To facilitate the smooth running of each meeting;
- f) To ensure that Members of the Panel have an equal voice and an opportunity to discuss and debate items of interest;
- g) To ascertain the sense of the meeting and ensure realistic recommendations are developed;
- h) To resolve any dispute in meetings through the exercise of his/her powers;
- i) To lead the panel in its role as critical friend; and
- j) To be a champion for the scrutiny role.

24. Quorum: the meeting will require three members, at least two being non-executive councillors, to be attending the meeting, either physically or remotely (online or by phone), to be quorate.

25. Attendance: non-executive councillors are expected to attend, either physically or remotely, all meetings of the panel. Issues with attendance will be reported to the AW Board and the relevant Committee.

26. Voting rights: only non-executive councillors will have voting rights; however it will be at the chairman's discretion to invite all members of the panel to express their views and opinions on a decision or recommendation being put to a vote.

Meetings of the AW Joint Scrutiny Panel

27. The Joint Scrutiny Panel will meet no less than four times a year and no more than six times a year, unless an additional meeting is either requested by the AW Board to undertake a specific scrutiny exercise or under exceptional circumstances as requested by at least three members (two of which must be elected councillors) of the Joint Scrutiny Panel.
28. Meetings will be set on a pattern taking into accounts the meetings of AW Board and at a day and time to suit members of the panel and will be reviewed on a yearly basis; or following significant membership changes.
29. Meetings format: Members of the panel would be expected to attend pre-meeting briefings (usually 30minutes to 1 hour – just before the meeting), meetings (usually 1.5 to 2 hours) then “wash-up” sessions (usually 30 minutes – straight after the meeting).
30. Meetings can be attended either in person or remotely (online / telephone) to take into account the geographical distances between members of the panel. However, one meeting a year will be set to be attended in person by all members of the panel.

Witnesses

31. The panel will identify the areas it wishes to scrutinise and will request the Service Director (or any officer the Service Director delegates this role to) to identify relevant witnesses and arrange their attendance.
32. The panel can operate flexibly, taking any approach it considers necessary to inform its deliberations, including:
- a. Meeting with members and officers
 - b. Meeting with external agencies, interest groups and service users
 - c. Considering existing evidence e.g. performance reports
 - d. Gathering new evidence e.g. through surveys, site visits or research ***
 - e. Undertaking or commissioning analysis ***
 - f. Visiting relevant sites or organisations ***
 - g. Learning from other local authorities and areas

*** It should be noted that financial agreement may have to be sought from the local authorities prior to undertaking d, e or f listed above.

Agendas and minutes for the AW Joint Scrutiny Panel

33. Agendas and minutes for the AW Joint Scrutiny Panel will be supported by Wiltshire Council's Overview and Scrutiny team and accessible to all members of the Joint Scrutiny Panel.
34. Agendas and minutes will also be circulated directly to the members of the panel and any witness presenting evidence at the meeting.

Closed meeting and confidentiality

35. To ensure a full and frank discussion of the issues and evidence, the meetings of the panel will not be public meetings. On occasion, the panel may have a specific reason for holding an open meeting, for example to enable wider consultation with interested members of the public. This would have to be a decision made by the panel.
36. Members of the Panel are required to respect confidentiality of specific topics discussed at the meeting as well as the confidentiality of the agendas and minutes for the meetings of the panel.
37. However, the Annual report from the panel will be a public document and considered in public forums.

Reporting and Monitoring

38. The Joint Scrutiny Panel reports directly to the AW Board. The AW board will monitor the efficiency of the Joint Scrutiny Panel, including through its annual report.
39. The panel's annual report will also be presented to the relevant Overview and Scrutiny Committee (or any other Committee the local authority has chosen to review the work of the panel) for the six local authorities by its elected councillor representative on the Joint Scrutiny Panel and, if required, its officer representative on the AW Board.

Review of the Joint Scrutiny Panel

40. At a minimum the terms of reference will be reviewed annually to ensure that they remain aligned with government policy around accountability and transparency and OFSTED guidance.
41. These may be reviewed sooner, either at the AW Board or Panel's request, should there be significant changes to government policy, recommendations from an OFSTED inspection or if the Terms of References set are preventing the Joint Scrutiny Panel from fulfilling its purpose.
42. Any proposed changes to the Terms of Reference will also be presented to the six local authorities' relevant Overview and Scrutiny Committee, or any other Committee the local authority has chosen to review the work of the panel, for consideration.

Wiltshire Council

Overview and Scrutiny: Annual Report 2019/20



What is overview and scrutiny?

Wiltshire Council is run by councillors elected by the people of Wiltshire. A small number of them form the cabinet (also referred to as the executive) which sets the direction, determines the priorities and takes the important decisions. The councillors in the cabinet hold powerful positions and it is important that they are held to public account for their actions. This is done through a system called Overview and Scrutiny (OS) and is undertaken by the nonexecutive councillors.

This is common to most local councils. They ensure that decisions are taken based on good evidence including the views of those with an interest in the matter and are in the best interests of the people of Wiltshire. OS is selective in what it looks at so that it can add value to the most important services provided by the council, its partners and contractors. Wherever possible it helps to shape policy through early discussions as well as scrutinising proposals before they are finally agreed. A list of the matters which will be considered by OS is published in its forward work programme.

How do we do it in Wiltshire?

There is an OS management committee and three specialist select committees covering the following main service areas:

- Health (including the NHS, public health and adult social care)
- Environment (including highways, waste and transportation)
- Children (including education, vulnerable children, youth services and early years)

The management committee, as well as coordinating the work of the select committees, covers internal matters such as finance, performance and staffing. Most of the work is done by small groups of elected members from across the political parties reviewing single specific issues in detail. These groups then report to the select committees and make recommendations for improvement to the cabinet and others as necessary.

Focus

The work programme focuses on the commitments given by the council in its Business Plan 2017/27 and approaches its work in the following way:

- Better outcomes for the people of Wiltshire
- Adding value to the way decisions are reached
- Working constructively with the cabinet
- Challenging positively as a critical friend
- Basing its findings on good evidence
- Learning from others

Getting involved

OS welcomes suggestions from councillors and members of the public regarding issues that could be investigated. If you would like to suggest an issue that OS should look into, please contact us via the details at the end of this report. Members of the public can also get directly involved by attending committee meetings, submitting a question before a meeting or giving notice to make a statement on an item on the agenda.



Overview and scrutiny management committee

Councillor Graham Wright, Chairman of the Committee, said:

“ This year Overview and Scrutiny has continued to play a key role in developing council policy and holding decision-makers to account. It has scrutinised 64% of the decisions taken by the council’s Cabinet and submitted 130 recommendations to improve services. My thanks go to the councillors and co-opted members who lead the OS function, the scrutiny team that supports our work, plus all those decision-makers, expert witnesses and members of the public who have engaged with the process.

Overview and Scrutiny is now focused on contributing to the battle against covid-19 by providing robust, constructive feedback on the ongoing incident response. Input from non-executive ‘scrutineers’ will be vital in highlighting the impact of the pandemic on residents, so the council and its partners can give them maximum support through these very challenging times. ”



Cllr Graham Wright
Chairman



Cllr Alan Hill
Vice chairman

Key items we have looked at ...and what we have achieved

COVID-19

- Implemented streamlined, virtual scrutiny of the council’s emergency response to covid-19. Undertook detailed questioning of the senior leadership team, using councillors’ knowledge of the challenges being faced on the ground by residents.

Financial robustness

- Scrutinised council budget proposals in detail to ensure that they were sound and reviewed potential impacts on services.

Public consultations

- Improved the council’s approach to consulting the public on plans and changes to services. Recommended that the purpose of consultations and how they really can influence decisions are made clearer to the public.

Health select committee

Councillor Chuck Berry, the Chairman of the Committee, said:

“ Even before covid-19, the Health Select Committee had a busy year, with a great deal of change and innovation in the health and care sectors. We will now need to focus on the impact of the pandemic and the lessons we can learn in responding to it. However, we will also be exploring opportunities for joint scrutiny with the other South West councils; assessing how “dementia friendly” our county is, and we will be developing our knowledge of the fantastic work that takes place in our communities, starting with Dorothy House. ”



Cllr Chuck Berry
Chairman



Cllr Gordon King
Vice chairman

Key items we have looked at ...and what we have achieved

Adult social care

- Developed relevant statistical indicators to accurately monitor the true performance of this vital service.

Redesign of maternity services

- Ensuring that the next community maternity hub pilots are in Trowbridge and Paulton.

Scrutiny of local acute trusts

- Enhancing working relationships with the NHS trusts that serve Wiltshire and monitored the delivery of their priorities.

Children's select committee

Councillor Jon Hubbard,
Chairman of the Committee,
said:

“ This year the committee has continued to look at FACT, a wide-ranging programme to streamline and improve the way the council and partners work with children and families. Moving forward we will be assessing the impact of covid-19 on children and families and how public services can support their resilience and recovery. We will look at the ‘Whole Life Pathway’, which reduces the impact of transitioning from children’s to adult services; plus the vital recruitment and retention of foster carers. We also look forward to strengthening links with the Wiltshire Youth Union (WYU), Children in Care Council (CiCC) and the Care Leavers Forum. ”



Cllr Jon Hubbard
Chairman



Cllr Jacqui Lay
Vice chairman

Key items we have looked at ...and what we have achieved

Outdoor education

- Examined the potential impacts of closing the Braeside and Oxenwood educational centres, with both facilities now continuing to provide valuable outdoor learning opportunities for young people.

Looked After Children (LAC)

- Recommended that improvements to supporting children in care were more clearly defined and were supported by appropriate metrics.

Children's centres

Examined in-depth proposals to close some children centres and the public consultation on these. Made successful recommendations for improvement, including clarifying the rationale for the proposals and the alternative provision in place.

Environment select committee

Cllr Bob Jones MBE, Vice chairman of the Committee, said:

“The Environment Select Committee has had a busy year, notably with its dedicated task group working with the Executive and external witnesses to ensure that the council meets its carbon reduction targets. The Homelessness Strategy Task Group met with Rt Hon Andrew Murrison, MP for South West Wiltshire, to discuss preventing and reducing homelessness in Wiltshire.

In the coming year we will continue to concentrate upon the climate emergency, but we will also focus upon the impact of Covid-19 on areas such as public transport, homelessness, and the local economy.”



Cllr John Smale
Chairman



Cllr Bob Jones MBE
Vice chairman

Key items we have looked at ...and what we have achieved

Global Warming and Climate Change

- Explored how the Council could reduce carbon emissions through planning, transport policy, renewable energy, waste management and land use.

Housing Aids and Adaptations for residents with disabilities

- Recommended that the Council's planning policies encourage the development of more adaptable and affordable housing for people with disabilities.

Highways

- Reviewed how effective Community Area Transport Groups (CAT-Gs) have been in resolving highways issues for local communities.

Homelessness

- Recommended that the Council prioritise emergency accommodation and the support provided by its Rough Sleeper Outreach team.

How is overview and scrutiny supported?

The council's non-executive councillors run OS but are supported in their work by a small team of officers. They sit within the Democracy team, which supports all aspects of the council's democratic decision-making. The team ensures that the councillors have all the necessary information and evidence they need and can speak to those people that have a direct responsibility or interest in the matter. This can include making arrangements to hear from service users and going on site visits.

The team also undertakes research and writes reports on behalf of the select committees and task groups.

Looking forward

Like local authorities across the country, Wiltshire Council is playing a central role in responding to COVID-19. It is working with its partners to ensure that communities are supported, local businesses receive government funding and critical services continue to protect people during an unprecedented and rapidly changing incident. To allow staff to focus on the operational response, Overview and Scrutiny has shifted to a streamlined structure and a work programme focused on maximising Wiltshire's resilience. We have set up a dedicated Wiltshire Covid-19 Response Scrutiny Task Group, holding fully virtual meetings where members can question senior decision-makers and raise live issues from their communities. We will continue to do this throughout the pandemic, but to add maximum value we will be focusing on how Wiltshire can recover as fast as possible and what new and improved ways of working may be found.

Covid-19 has placed significant new financial pressures on local authorities, on top of existing demographic challenges and rising costs of care for vulnerable children and adults. In Wiltshire, Overview and Scrutiny will contribute to meeting this challenge by acting as a 'critical friend' to decision-makers, supporting innovation in how the council and its partners deliver services and acting as the voice of the people when important decisions are being made.



Want to know more?

Contact Henry Powell, Scrutiny Lead,
Tel: 01225 718052,
Email: henry.powell@wiltshire.gov.uk
Web: www.wiltshire.gov.uk/?

County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN

Information about Wiltshire Council services can be made available on request in other languages and formats such as large print and audio.

Please contact the council by telephone: 0300 456 0100, or email: customerservices@wiltshire.gov.uk

Wiltshire Council

Overview and Scrutiny Management Committee

3 June 2020

Overview and Scrutiny (OS) Member Remuneration 2019-20

Purpose

1. To propose the application of the OS Remuneration Fund for 2019-20.

Background

2. The Wiltshire Council Member Remuneration Scheme was adopted by Full Council in 2017, following a review by the Independent Remuneration Panel. The Scheme retained a £15,000 OS fund and defined its purpose as, "To remunerate councillors to recognise significant additional responsibilities undertaken as part of overview and scrutiny activities. A scheme on how to allocate the fund will be prepared and approved annually by the Overview and Scrutiny Management Committee."
3. The method of allocating the OS fund was revised by Committee in September 2018. The revised scheme retained the focus on remunerating leading OS positions (some select committee vice-chairmen, chairs of task groups, rapid scrutiny exercises and representatives on project boards). However, Committee agreed that the number of meetings involved in qualifying activities should be a factor in the level of remuneration received to ensure that the varying time demands of different roles is recognised.
4. It should be noted that although only full, formal meetings of each activity are counted when calculating the allocations, these meetings represent only a portion of the actual activity involved in fulfilling the qualifying roles. Other activities include less formal discussions with service officers, fellow scrutiny members and Executive members, regular liaison with scrutiny officers, ad hoc evidence gathering and attendance at committees and Cabinet to report on progress.
5. Following consultation with the OS chairman and vice-chairman, it is proposed that the Scheme be applied as set out in Appendix 1 for the 2019-20 municipal year (21 May 2019 to 15 June 2020).

Application

6. The following activities are considered eligible for remuneration within the scheme for the 2019-20 municipal year:

- Chairing active task groups, including standing task groups
- Leading rapid scrutiny exercises
- Vice-chairing select committees that do not attract an SRA
- Representation on active project boards
- Chairing active scrutiny panels.

The current standing task groups are as follows: Financial Planning Task Group

7. Applying the scheme in this way yields a total of 21 qualifying activities. The fund is £15,000 and, as in previous years, has been divided by the number of qualifying activities, with a fixed payment (1/10th or £1,500) to be allocated to 4 key positions, and the balance divided among the others. The 4 key positions are:

- Vice-chair of Children's Select Committee
- Vice-chair of Environment Select Committee
- Vice-chair of Health Select Committee
- Chairman of Financial Planning Task Group

8. Shares are allocated by the number of meetings led, capped at a total share of £1,500.

9. No more than 2 x fund shares are awarded to any one councillor. In cases where 3 or more would be allocated, the lowest share is not paid.

10. To count as a qualifying meeting, task group meetings must have been full meetings with all members invited to attend, rather than briefings, sub-groups or attendance at Cabinet etc.

11. Appendix 1 shows the detail of this allocation.

Proposal

12. To approve the allocation of the OS Remuneration fund for 2019-20 as detailed in Appendix 1.

ClIr Graham Wright, Chairman OS Management Committee

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

Appendices

Appendix 1 Schedule of OS Remuneration Fund allocations 2019-20

Appendix 1 – O&S Activity 2019-20 municipal year

	Activity	Qualifying meetings	No. of meetings attended	Parent Committee	Chair / Lead	£ Share 2019-20
1.	Global Warming and Climate Change Task Group	4 June 20 June 15 July 7 October 2 December 20 January 2 March 20 April	8	Environment Select Committee	Cllr Graham Wright	£1,500* *Capped from £1,872
2.	Financial Planning Task Group	6 June 24 June 22 July 11 September 17 October 13 November 4 December 23 January 19 March	7	OS Management Committee	Cllr Ian Thorn	£1,500 *Fixed amount for key position
3.	Wiltshire Covid-19 Response Task Group	5 May 2020 12 May 2020 2 June 2020	3	OS Management Committee	Cllr Graham Wright	£0* *Maximum of 2 x shares per member reached
4.	Homelessness Strategy Task Group	10 June 23 July 5 August	3	Environment Select Committee	Cllr Graham Wright	£702

5.	Digital Strategy & Implementation Task Group	11 June 4 September 9 December	2	OS Management Committee	Cllr Jon Hubbard	£468
6.	SW Local Enterprise Partnership (LEP) Task Group	13 June 9 September	2	OS Management Committee	Cllr Alan Hill	£468
7.	Public Consultations Task Group	17 June 2 September	2	OS Management Committee	Cllr Stuart Wheeler	£468
8.	Youth Transport Task Group	6 June 4 July 18 September 14 February	4	Children's Select Committee	Cllr Tony Jackson	£936
9.	Traded Services for Schools Task Group	11 July 18 November 30 January	3	Children's Select Committee	Mr John Hawkins (co-opted member)	£702
10.	Children and Adolescent Mental Health Services (CAMHS) Task Group	2 October 23 October 10 December 4 March 25 March	3	Children's Select Committee & Health Select Committee	Cllr Phil Alford	£702
11.	Communications with Councillors Task Group	4 July 9 January 11 March	3	OS Management Committee	Cllr Trevor Carbin	£702
12.	Housing Aids and Adaptations Task Group	31 October 19 December 22 January 17 March	4	Environment Select Committee	Cllr Pip Ridout	£936

13.	Commercialism Task Group	9 September	1	OS Management Committee	Cllr Stuart Wheeler	£234
14.	Rapid Scrutiny Exercise – Maternity transformation plan	21 October	1	Health Select Committee	Cllr Chuck Berry	£234
15.	Digital Board – OS representative	20 June 21 August 25 September	1	OS Management Committee	Cllr Jon Hubbard	£234
16.	Wiltshire Online Board – OS representative	24 July 30 October 21 January	3	Environment Select Committee	Cllr George Jeans	£702
17.	Adoptions West Joint Scrutiny Panel	20 May	1	Children's Select Committee	Cllr Jon Hubbard	£0 *Maximum of 2 x shares per member reached
TOTAL MEETINGS:			47			£10,488

	Select Committee (where the vice-chair position does not attract an SRA)	Role	Councillor	*£ share 2017-18
18.	Children's Select Committee	Vice Chair	Cllr Mary Douglas (1 committee meeting, 16 July)	£300
			Cllr Deborah Halik (1 committee meeting, 10 September)	£300

			Cllr Jacqui Lay (3 committee meetings, 12 November – current)	£900
19.	Environment Select Committee	Vice Chair	Bob Jones MBE	£1,500
20.	Health Select Committee	Vice Chair	Gordon King	£1,500

Overview and Scrutiny Management Select Forward Work Programme

Last updated 26 MAY 2020

Overview and Scrutiny Management Committee – Current / Active Task Groups		
Task Group	Start Date	Final Report Expected
Financial Planning Task Group	October 2013	Standing
Commercialism Task Group		
Wiltshire Covid-19 Response Task Group	May 2020	-

Overview and Scrutiny Management Select – Forward Work Programme			Last updated 26 May 2020		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer

8 Jul 2020	Forward Work Plan		Ian Gibbons	Cllr Richard Clewer	Henry Powell
8 Jul 2020	Task Group Update	To receive an update on task group activity.	Ian Gibbons	Cllr Richard Clewer	Henry Powell
29 September 2020	Forward Work Plan		Ian Gibbons	Cllr Richard Clewer	Henry Powell
29 September 2020	Task Group Update	To receive an update on task group activity.	Ian Gibbons	Cllr Richard Clewer	Henry Powell
24 November 2020	Forward Work Plan		Ian Gibbons	Cllr Richard Clewer	Henry Powell
24 November 2020	Task Group Update	To receive an update on task group activity.	Ian Gibbons	Cllr Richard Clewer	Henry Powell

Children's Select Committee Forward Work Programme

Last updated 23 MAY 2020

Children's Select Committee – Current / Active Task Groups		
Task Group	Start Date	Final Report Expected
Child and Adolescent Mental Health Services (CAMHS)	October 2017	5 May 2020

Children's Select Committee – Forward Work Programme			Last updated 23 MAY 2020		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
Standing items					
	DfE Changes - Update from Department for Education	A report by Terence Herbert, Corporate Director, presenting an update on developments relating to children's services arising from the Department for Education.	Terence Herbert	Cabinet Member for Children, Education and Skills	Nicola McCann
	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
22 Sep 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 - Children's Services)	Cabinet Member for Children, Education and Skills	

Children's Select Committee – Forward Work Programme			Last updated 23 MAY 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
22 Sep 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 - Children's Services)	Cabinet Member for Children, Education and Skills	Jen Salter
22 Sep 2020	Draft annual Corporate Parenting Panel Report	To consider the draft annual Corporate Parenting Panel before it is presented to Full Council on 20 October 2020.	Lucy Townsend (Director - Children's Services)	Cabinet Member for Children, Education and Skills	Lisa Pullin
22 Sep 2020	Early Years & Childcare places across Wiltshire	To receive information on places available (and demand) in Early Years and Childcare settings across Wiltshire			
22 Sep 2020	CAMHS Task Group: Final Report - Part B	For the committee to receive the final report of the task group	Helen Jones (Director - Joint Commissioning)	Cabinet Member for Children, Education and Skills	Natalie Heritage
22 Sep 2020	Executive Response to the Final Report of the Traded Services for Schools 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 23 MAY 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
22 Sep 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	Marie Gondlach
17 Nov 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.			
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 - Children's Services)	Cabinet Member for Children, Education and Skills	

Children's Select Committee – Forward Work Programme			Last updated 23 MAY 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
17 Nov 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	
17 Nov 2020	Young Carers in Wiltshire - update	As agreed at the 21 January 2020 meeting to receive information following the chair and vice-chair meeting with relevant officers to review the scope of a potential task group or rapid scrutiny with regards to Young Carers in Wiltshire.		Cabinet Member for Children, Education and Skills	Marie Gondlach
17 Nov 2020	CAMHS Task Group: Executive Response	For the task group to receive the executive response to the task group's final report	Helen Jones (Director - Joint Commissioning)	Cabinet Member for Children, Education and Skills	Natalie Heritage

Children's Select Committee – Forward Work Programme			Last updated 23 MAY 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
19 Jan 2021	Pre-meeting briefing - School Funding	Following consideration at meeting on 10 March 2020: To have a pre-meeting briefing on school funding ahead of council's budget setting next year (19 January 2021).	Helean Hughes (Director - Education and Skills)	Cabinet Member for Children, Education and Skills	Marie Taylor
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	

Children's Select Committee – Forward Work Programme			Last updated 23 MAY 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
March 2021	FACT update	<p>Following consideration of update on 10 March 2020:</p> <p>Request an update for March 2021. The Chair and Vice-chair will identify specific areas for update from the report considered today and inform officers accordingly. The update should include more figures for improved outcome for young people and also figures on savings / costs avoided to demonstrate the impact of the FACT programme.</p> <p>For example number of Five to Thrive champions trained, outcome / learning from the Multi-Agency Use of CMS, outcome of performance reviews, etc.</p>	Lucy Townsend (Director - Children's Services)	Cabinet Member for Children, Education and Skills	
	Corporate Parenting bi-annual report	To consider the mid-year annual report from Corporate Parenting	Lucy Townsend (Director - Children's Services)	Cabinet Member for Children, Education and Skills	Lisa Pullin

Children's Select Committee – Forward Work Programme			Last updated 23 MAY 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	School Improvement Programme	As agreed at the 10 March 2020 meeting (schools Ofsted judgments) to receive a report on implementation / progress of the school improvement programme. (NB with pre-meeting briefing as well)	Helean Hughes (Director - Education and Skills)	Cabinet Member for Children, Education and Skills	
	Pre-meeting Briefing - School Improvement Programme	As agreed at the 10 March 2020 meeting (schools Ofsted judgments) to organise a briefing for members on the school improvement programme.	Helean Hughes (Director - Education and Skills)	Cabinet Member for Children, Education and Skills	
	Pre-meeting Briefing: FACT programme	As agreed at the 10 March 2020 meeting (FACT update) to organise a briefing for members on the FACT programme.	Lucy Townsend (Director - Children's Services)	Cabinet Member for Children, Education and Skills	
	Pre-meeting Briefing - MASH and early support	As agreed at the 10 March 2020 meeting (FACT update) to organise a briefing for members on the MASH / early support (may include tour of the MASH)	Lucy Townsend (Director - Children's Services)	Cabinet Member for Children, Education and Skills	
	Troubled families programme - update	As agreed at the meeting on 10 March 2020 (DfE changes) to receive an update on troubled families programme.			

Children's Select Committee – Forward Work Programme			Last updated 23 MAY 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	Pre-meeting briefing - Five to Thrive	As agreed at the 10 March 2020 meeting (FACT update) to organise a briefing for members on the Five to Thrive training programme.	Lucy Townsend (Director - Children's Services)	Cabinet Member for Children, Education and Skills	
	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	
	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			
	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.			

Children's Select Committee – Forward Work Programme			Last updated 23 MAY 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	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	

Environment Select Committee Forward Work Programme

Last updated 21 MAY 2020

Environment Select Committee - Current / Active Task Groups		
Task Group	Start Date	Final Report Expected
Global Warming and Climate Emergency Task Group	May 2019	tbc
Housing Aids & Adaptations Task Group	Dec 2019	May 2020

Environment Select Committee - Rapid Scrutiny		
Topic	Details	Date

Environment Select Committee – Forward Work Programme			Last updated 21 MAY 2020		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
15 Sep 2020	'A Better Deal for Bus Users'	Following the Briefing Note circulated on 26 February 2020 on the Government's funding for 'a better deal for bus users', the committee to consider the report sent to Government detailing how Wiltshire intends to spend the £671,171 allocated to Wiltshire for improving bus services	Jessica Gibbons (Director - Communities and Neighbourhood Services)	Cabinet Member for Highways, Transport and Waste	Jason Salter
15 Sep 2020	Chairman's Announcement - Housing Board: KPIs	As resolved at committee on 4 March 2020, a Chairman's Announcement to include the KPIs that the Housing Board use	Simon Hendeley (Director - Housing and Commercial)	Cllr Richard Clewer	Ian Seeckts
15 Sep 2020	Housing Aids and Adaptations: Final Report	For the committee to receive the final report of the task group	Simon Hendeley (Director - Housing and Commercial), Sam Fox (Director - Economic Development and Planning)	Cabinet Member for Spatial Planning, Development Management and Investment, Cllr Richard Clewer	Natalie Heritage

Environment Select Committee – Forward Work Programme			Last updated 21 MAY 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
15 Sep 2020	Local Plan Review	As discussed at a briefing meeting held with the Vice-Chairman and Cabinet Member for Spatial Planning, Development Management and Investment on 4 March 2020, a Chairman's Announcement to be provided to the committee, updating on the progress of work for the Local Plan Review	Sam Fox (Director - Economic Development and Planning)	Cabinet Member for Spatial Planning, Development Management and Investment	Georgina Clampitt-Dix
15 Sep 2020	Western Gateway 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

Environment Select Committee – Forward Work Programme			Last updated 21 MAY 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
10 Nov 2020	Housing Aids and Adaptations: Executive Response	For the committee to receive the executive response to the task group's final report	Simon Hendey (Director - Housing and Commercial), Sam Fox (Director - Economic Development and Planning)	Cabinet Member for Spatial Planning, Development Management and Investment, Cllr Richard Clewer	Natalie Heritage
10 Nov 2020	Libraries Strategy & Visioning Plan	To provide members with a detailed plan of the work required to achieve a strategic vision for the council's Library provision, ensuring that the service meets the future needs of Wiltshire's communities, ahead of Cabinet's consideration of the item.	Jessica Gibbons (Director - Communities and Neighbourhood Services)	Cabinet Member for Communications, Communities, Leisure and Libraries	Louise Cary
10 Nov 2020	Waste Management Strategy: Annual Review	For the committee to receive an annual update on: - a review of changes to legislation and government policy - performance in 2019-20 - an action plan for 2020-21	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Tracy Carter

Environment Select Committee – Forward Work Programme			Last updated 21 MAY 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
13 Jan 2021	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
Not before 13 Jan 2021	Depot Strategy	As resolved at Cabinet on 7 January 2020, the Environment Select Committee to consider the Depot Strategy (Phase Two) ahead of Cabinet	Parvis Khansari, Simon Hendey (Director - Housing and Commercial)	Cabinet Member for ICT, Digitalisation and Operational Assets, Cabinet Member for Highways, Transport and Waste, Cabinet Member for Spatial Planning, Development Management and Investment	Nick Darbyshire, Mike Dawson, Bill Parks

Environment Select Committee – Forward Work Programme			Last updated 21 MAY 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
13 Jan 2021	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
3 Mar 2021	Implementation of the Waste Contracts	As resolved on 4 March 2020, the committee to receive an update on the improvement to Wiltshire's recycling, now that the enhanced recycling service has been operating for over 12 months	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Tracy Carter
3 Mar 2021	Trowbridge Bat Mitigation Strategy: 12 month review	As requested by Cllr Oldrieve (committee member) and agreed by the Chairman, the committee to review the progress of the Strategy, once it has been implemented for 12 months	Sam Fox (Director - Economic Development and Planning)	Cabinet Member for Spatial Planning, Development Management and Investment	Georgina Clampitt-Dix, Lynn Trigwell, Geoff Winslow
	Public Transport Review Update	As resolved at 23 April 2019 meeting, the Head of Passenger Transport to provide a statement updating on the progress of the Judicial Review	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Jason Salter

Environment Select Committee – Forward Work Programme			Last updated 21 MAY 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	Award of the New Highways Term Consultancy Contract	As resolved at 23 April 2019 meeting, the Committee to receive an update on the outcome of the tender assessment process, once the information can be made available to the public (received in Part One)	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Steve Cross
	Provision for Gypsy and Travellers	To consider information ahead of Cabinet	Flo Churchill (Interim Director - Economic Development and Planning)	Cabinet Member for Spatial Planning, Development Management and Investment	Georgina Clampitt-Dix
	HIAMS: Streetworks	As resolved at 12 March 2019 meeting, the Committee requested a report on the next stage of the HIAMS implementation, with regard to highways inspections and the benefits of the HIAMS mobile working capability later in 2019	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Paul Bromley

Health Select Committee Forward Work Programme

Last updated 21 MAY 2020

Task Group	Start Date	Final Report Expected
Child and Adolescent Mental Health Services (CAMHS) – Part B	October 2019	September 2020

Health Select Committee – Forward Work Programme			Last updated 1 JUNE 2020		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
15 Sep 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.			Natalie Heritage
15 Sep 2020	Adult Social Care - Quarterly scorecard	Following consideration of the scorecard at the 5 November 2019 meeting - to receive an update		Cabinet Member for Adult Social Care, Public Health and Public Protection	
15 Sep 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
15 Sep 2020	CAMHS Task Group: Final Report - Part B	For the committee to receive the task group's final report	Helen Jones (Director - Joint Commissioning)	Cabinet Member for Children, Education and Skills	Natalie Heritage
15 Sep 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 JUNE 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
15 Sep 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	
15 Sep 2020	Mental Health bed-base review	As agreed at the 5 November 2019 meeting - To bring forward an update on the Mental Health bed-base review to the next meeting in January 2020, but acknowledging that this might be delayed as there was more work to be undertaken.	Claire Edgar (Director - Learning Disabilities and Mental Health)	Cabinet Member for Adult Social Care, Public Health and Public Protection	CCG - Lucy Baker
15 Sep 2020	NHS Health Checks	As agreed at the 5 November 2019 meeting - To receive the annual update on programme performance for 2019-20 for NHS Health Checks at the 23 June 2020 meeting.	Tracy Daszkiewicz (Director - Public Health)	Cabinet Member for Adult Social Care, Public Health and Public Protection	Steve Maddern
15 Sep 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)			Natalie Heritage

Health Select Committee – Forward Work Programme			Last updated 1 JUNE 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
10 Nov 2020	00 - Pre-Meeting Briefing Intermediate Care Services Review	As per meeting 3 March 2020 - a pre-meeting briefing once the service review is nearing completion, including the definition of system flow beds.	Helen Jones (Director - Joint Commissioning)	Cabinet Member for Adult Social Care, Public Health and Public Protection	James Corrigan
10 Nov 2020	CAMHS Task Group: Executive Response	For the committee to receive the executive response to the task group's final report	Helen Jones (Director - Joint Commissioning)	Cabinet Member for Children, Education and Skills	Natalie Heritage
10 Nov 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.	Helen Jones (Director - Joint Commissioning)	Cabinet Member for Adult Social Care, Public Health and Public Protection	Gary Binstead
10 Nov 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	

Health Select Committee – Forward Work Programme			Last updated 1 JUNE 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
10 Nov 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.	Terence Herbert	Cabinet Member for Adult Social Care, Public Health and Public Protection	
10 Nov 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	
10 Nov 2020	Update on Strategic Outline Case - consultation results	Update on the information provided at the HSC meeting in September 2017.			
12 Jan 2021	00 - pre-meeting briefing - Shared Lives	For the committee to receive information on the Shared Lives scheme			
12 Jan 2021	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	

Health Select Committee – Forward Work Programme			Last updated 1 JUNE 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
12 Jan 2021	AWP - 12 months update	<p>As agreed at the 5 November 2019 meeting:</p> <p>To note the update report and to request an annual update in November 2020 with a specific interest in the following:</p> <ul style="list-style-type: none"> - The development of the roles / career pathway for AWP employees (to help retention of staff) - the associate psychologist apprenticeship pilot (being piloted from January 2020) and other apprenticeship opportunities - the Out of hours service (being piloted with Medvivo) - engagement programme with carers (and families) and overall recognition of carers (possibly with information on the Making Families Count charity and its programme of work) <p>To ask AWP to engage with the Council to ensure it is fully aware of the Single View programme.</p>			AWP - Nicola Hazle

Health Select Committee – Forward Work Programme			Last updated 1 JUNE 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
12 Jan 2021	Social Prescribing	As per meeting 3 March 2020 - To receive an update to report on: - performance; - recruitment, appointment and retention of social prescribers - models of social prescribers in Wiltshire (subcontracted as Community Connectors and other options); - partnership working between Health, the council and voluntary sector with regards to social prescribers (ensuring no gaps); - outcomes of the Wiltshire 'bees' and 'swarms' community initiative (and ongoing activities).			Neal Goodwin, CCG Helen Scott, CCG
2 Mar 2021	00 - Pre-Meeting Briefing Social Prescribing	As per 3 March 2020 meeting - to provide information on what social prescribing is and what it looks like in Wiltshire			Neal Goodwin, CCG Helen Scott, CCG

Health Select Committee – Forward Work Programme			Last updated 1 JUNE 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
2 Mar 2021	Salisbury NHS Foundation Trust quality priorities for 2021/22	As per meeting 3 March 2020 - update from Salisbury NHS Foundation Trust on its quality priorities for 2021/22 to include segmenting figures by age where possible			Lorna Wilkinson, Director of Nursing, Salisbury NHS Foundation Trust Claire Gorzanski, Head of Clinical Effectiveness, Salisbury NHS Foundation Trust
2 Mar 2021	Wiltshire Safeguarding Adult Board	As per 3 March 2020 meeting - update to include confirmation that the Board ensured the recommendations of the Safeguarding Adult Review for adult E and thematic learning from case reviews were shared and effected change across local organisations			Richard Crompton, Independent Chair of Wiltshire Safeguarding Adult Board
	Homelessness – interconnection of services	As raised by Cllr Gavin Grant, and approved by the committee, at the January 2020 meeting when reviewing the committee's forward work programme. Further details to be provided.			

Health Select Committee – Forward Work Programme			Last updated 1 JUNE 2020		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	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.			Natalie Heritage
	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.			

