

AGENDA

Meeting: Overview and Scrutiny Management Committee

Virtual meeting: [Access the online meeting](#)

Date: Wednesday 8 July 2020

Time: 12.30 pm (This start time was amended from 10.30am with agreement of the Committee, on 3 July 2020)

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

[Public Guidance on Accessing Meeting](#)

Membership:

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

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 **Election of Chairman**

To elect a Chairman for the forthcoming year,

2 **Election of Vice-Chairman**

To elect a Vice-Chairman for the forthcoming year.

3 **Apologies**

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

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

To approve and sign the minutes of the meeting held on 3 June 2020.

5 **Declarations of Interest**

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

6 **Chairman's Announcements**

To receive any announcements through the Chair.

7 **Public Participation**

[Access the online meeting](#)

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In accordance with Protocol 13 of the Constitution:

Statements

If you would like to provide a statement for this meeting on any item on this agenda, please submit it in writing to the officer listed above no later than 5pm on 3 July 2020.

Questions

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 1 July 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 3 July 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.

8 **Wiltshire Covid-19 Response Task Group Update**

To receive an update from the Task Group.

9 **Business Plan 2017-27: Climate Emergency Addendum and Update**

To receive an update on the updating of the Business Plan.

10 **Forward Work Programme (Pages 13 - 42)**

To receive and note the Forward Work Programme.

11 **Date of Next Meeting**

To confirm the date of the next scheduled meeting as 29 September 2020.

12 **Urgent Items**

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

PART II

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

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Overview and Scrutiny Management Committee

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 3 JUNE 2020 AT ONLINE MEETING.

Present:

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

Also Present:

Cllr Suzanne Wickham, Cllr Ian Blair-Pilling, Cllr Allison Bucknell, Cllr Richard Clewer and Cllr Philip Whitehead

24 **Apologies**

There were no apologies for the meeting.

25 **Minutes of the Previous Meeting**

The minutes of the meeting held on 17 March 2020 were presented for consideration, and it was,

Resolved:

To approve and sign as a correct record the minutes of the meeting held on 17 March 2020.

26 **Declarations of Interest**

There were no declarations.

27 **Chairman's Announcements**

Through the Chair it was announced the Paul Kelly, Head of Democracy, would be leaving the Council at the end of July 2020. Mr Kelly had originally joined Wiltshire County Council in the early 1980s and had worked with council decision making there and in several London Borough Councils. Mr Kelly had been instrumental in the creation of an Overview and Scrutiny Service for the County Council in 2000, and for the establishment of the Unitary Council in 2009 and headed the team for many years along with other areas.

Several committee members joined the Chairman in paying tribute to the enormous contribution of Mr Kelly in developing an Overview and Scrutiny Service which was both effective and widely respected among local authorities, along with his leadership and support.

28 **Public Participation**

There were no questions or statements submitted.

29 **Overview and Scrutiny during Covid-19**

A report was presented by the Chairman on the operation of Overview and Scrutiny during the ongoing Covid-19 pandemic, which had and was continuing to have a significant effect on council operations including democratic decision-making and scrutiny.

It was explained that officers had been working at pace to maintain delivery of critical services and protect residents. In this context, normal democratic engagement on decisions had not always been feasible or in the best interests of Wiltshire residents. Visibility on the Covid-19 situation and response had however been maintained for non-executive councillors through a dedicated council Covid-19 webpage, briefing notes on the council's decision-making arrangements, regular email updates to all councillors, and briefings from senior officers, including opportunities for questions and answers.

In May 2020 relevant lead councillors and senior officers determined Overview and Scrutiny was now appropriate to recommence activity in light of the seriousness of the situation and decisions being taken, the changes to the council's operational context and immediate priorities, guidance from the Centre for Public Scrutiny, and the council's commitment to open, transparent and inclusive decision-making and more. However, with the emergency situation being ongoing, it was agreed the form Overview and Scrutiny could appropriately take would be different than business as usual.

It had been agreed that a dedicated Covid-19 Response Task Group be formed, comprising the Chairman and Vice-Chairman of Overview and Scrutiny Management Committee, the Chairman or Vice-Chairman of the other three Select Committees, the Chairman of the Audit Committee, and Chairman of the Financial Planning Task Group. The remit of the Task Group would allow consideration of any matter, providing flexibility to review upcoming Cabinet items as well as specifically elements of the response to Covid-19. The meetings of the Select Committees would, as a result, be cancelled through to July 2020 2020.

The Committee was asked to endorse the streamlined approach to delivery of the Overview and Scrutiny function as set out in the report, and retroactively endorse the terms of reference and membership of the Covid-19 Response Task Group.

The Committee then received an update from the Leader of the Council, Councillor Philip Whitehead, who noted the large number of significant decisions which ordinarily would have been considered by Cabinet and Overview and Scrutiny, but owing to the urgency of those decisions this had not been viable. He emphasised that elected members through the Cabinet had remained directing the council's response, and the Executive had met with the

Chairman to discuss resuming Overview and Scrutiny functions as soon as was practical.

The Committee discussed the report and update, noting the efforts to ensure accountability even as urgent decisions needed to be taken, and recognising that at the present time full operation was not practical. In particular the regular briefings with elected members was noted. The importance of resuming Overview and Scrutiny functions for monitoring important day to day activities was raised, and requests that briefings for select committee chairs and vice-chairs be progressed as soon as suitable. The membership of the Covid-19 Response Task Group was discussed, along with the importance of the council's financial position and financial response to Covid-19 would be, and whether the Financial Planning Task Group might need to resume operations for looking at that specific issue at some point.

At the conclusion of discussion, it was,

Resolved:

- 1) **To endorse the streamlined approach to delivering the council's Overview and Scrutiny function during the Covid-19 pandemic set out in this report.**
- 2) **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 of the report.**
- 3) **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.**
- 4) **To note the cancellation of meetings of the Children's, Environment and Health Select Committees from May to July 2020.**
- 5) **To note that these temporary arrangements for delivering the council's Overview and Scrutiny function will be reviewed after July 2020 with further proposals brought back to this Committee in September 2020 as required, with the position regarding the Financial Planning Task Group to be reviewed before July 2020.**

30 **Wiltshire Covid-19 Response Task Group Update**

As noted and retroactively approved under Minute 29 a Wiltshire Covid-19 Response Task Group had been established to undertake scrutiny of council operations and other executive matters as part of streamlined overview and scrutiny arrangements during the ongoing Covid-19 pandemic. The Task Group met on 2 June 2020 to consider matters including a report to Cabinet on the Covid-19 situation and response, and their report was included in the Agenda Supplement for the meeting. The Task Group meeting had included discussion with the Leader and Deputy Leader of the Council, Chief Executive Officers and other Directors.

The Task Group discussed and sought details on matters including support for care homes, vulnerable residents and children, the council's financial situation, council governance arrangements, and moving from incident response to recovery.

The Leader of the Council, Councillor Philip Whitehead, supported by the Deputy Leader of the Council, Councillor Richard Clewer, then provided an update to the Committee on the response to Covid-19. He noted that even compared to other bodies local authorities had seen a significant increase in their level of operations as a result of being central to local community efforts, and wherever possible continuing day to day operations. He paid tribute to council officers for their efforts, and noted the oversight of the Executive on emergency decisions.

He emphasised the high number of urgent decisions which had needed to be taken which necessitated emergency procedures to be enacted. He detailed the operation of the Local Resilience Forum to coordinate local response to emergency situations, and how Covid-19 was very different to a usual emergency because of the continuing impacts even as recovery was also prepared for.

The Committee discussed the update from the Task Group and the Leader of the Council.

It was raised that the response to the ongoing situation had led to many procedural or technical changes, and discussed where possible and legal these might be continued once the current situation had concluded. The importance of continued cooperation to and support of voluntary groups was raised as a discussion of existing standing constitutional emergency powers, but that notwithstanding this the Cabinet had determined how the council's decision-making arrangements would proceed.

Other issues discussed included arrangements for the resumption of schooling and resources that the council was contributing. In particular the number of vulnerable children attending school presently was raised. Details were provided on contact with vulnerable children that had continued to be undertaken and risk assessments made.

The financial position of the council was discussed at length. Although central government had provided some additional funding some estimates suggested there could be a £50m shortfall taking into account loss of income. Reserves were to be utilised but would not be sufficient to balance the budget, and further funding was being sought from central government. There was discussion of the possibilities of a Section 114 notice, a legal process where a Council's Section 151 Officer responsible for Finance stated it did not appear a council could balance its budget. That process would then restrict councils spending other than statutory spending, without approval until the position was resolved. The Leader provided details of the close working relationship between the Executive and council officers including the S151 Officer, and noted that the existing

uncertainty about future income, especially from central government, even though projected costs were more clearly established, which might prevent the need for any such notice. If a notice were issued a report would be taken to Council on actions required to bring the budget back within balance. The role of the council's external and internal auditors was discussed.

At the conclusion of discussion, it was,

Resolved:

- 1) **To note the update on the activities of the Wiltshire Covid-19 Response Task Group.**
- 2) **To note that the task group will meet again on 7 July 2020 to discuss the latest report to Cabinet on the Covid-19 situation and response, with a report being brought to Overview and Scrutiny Management Committee on 8 July 2020.**

31 **Adoptions West Joint Scrutiny Panel**

Adoptions West is a regional adoption agency that Wiltshire Council was required by legislation to participate in. In December 2019 it approached its six member authorities to enquire about approaches to scrutiny of its arrangements. Although such scrutiny would not fall within the role as defined by the Local Government Act 2000, it would provide a function led predominantly by democratically elected non-executive members.

A report was received on terms of reference for a Joint Scrutiny Panel, including membership.

Councillor Jon Hubbard, Chairman of Children's Select Committee, provided additional detail to the report. Councillor Hubbard had been elected as Chairman of the Joint Scrutiny Panel, and therefore Wiltshire Council was invited to appoint a further non-executive member to the Panel, to enable the Chairman to act in the interest of the whole region covered by Adoptions West.

The Committee welcomed the report and Councillor Hubbard's appointment as Chairman of the Joint Scrutiny Panel.

Resolved:

- 1) **To endorse the Terms of Reference for the Adoption West Joint Scrutiny Panel.**
- 2) **To endorse the membership of the Adoption West Joint Scrutiny Panel for Wiltshire Council, including the appointment of an additional Wiltshire Councillor.**

32 **Overview and Scrutiny Annual Report 2019-20**

The Chairman presented the Annual Report of Overview and Scrutiny for 2018/2019, which would be presented to Full Council.

The Committee thanked all those who had participated in scrutiny activities in the past year.

Resolved:

To note the Annual Report of Overview and Scrutiny.

33 **Overview and Scrutiny Member Remuneration 2019/2020**

A report was received in accordance with Part 13 of the Constitution, Members' Allowances, on allocation of the Overview and Scrutiny Fund.

This was a £15,000 fund '*to remunerate councillors to recognise significant additional responsibilities undertaken as part of overview and scrutiny activities*', which was required to be allocated through scheme considered annually by the Committee.

The Committee had approved a revised methodology on 18 September 2018 for allocation of the Fund, focusing on remunerating leader Overview and Scrutiny positions such as committee vice-chairman, task group chairs and others. Full details were provided in the report.

The Committee received the annual report and after discussion,

Resolved:

To note the allocation of the Overview and Scrutiny Remuneration Fund for 2019-20 as detailed in Appendix 1 of the report.

34 **Forward Work Programme**

In accordance with the decision under Minute 29 to streamline Overview and Scrutiny activity during the Covid-19 situation, and for ongoing work by the Covid-19 Response Task Group to undertake necessary and appropriate scrutiny, it was:

Resolved:

To approve the revised Forward Work Programmes.

35 **Date of Next Meeting**

The date of the next meeting was confirmed as 8 July 2020.

36 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.00 - 11.55 am)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services,
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Overview and Scrutiny Management Select Forward Work Programme

Last updated 29 June 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	-
Swindon & Wiltshire Local Enterprise Partnership (LEP) Panel	March 2020	-

Overview and Scrutiny Management Select – Forward Work Programme			Last updated 29 June 2020		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
29 Sep 2020	Forward Work Plan		Robin Townsend	Cllr Richard Clewer	Henry Powell
29 Sep 2020	Task Group Update	To receive an update on task group activity.	Robin Townsend	Cllr Richard Clewer	Henry Powell
24 November 2020	Forward Work Plan	To receive an update on task group activity.	Robin Townsend	Cllr Richard Clewer	Henry Powell
24 November 2020	Task Group Update	To receive an update on task group activity.	Robin Townsend	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 Hendeby (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.			

