

AGENDA

Meeting: Overview and Scrutiny Management Committee

Place: [Access the online meeting here](#)

Date: Tuesday 21 September 2021

Time: 10.30 am

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

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

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

Membership:

Cllr Graham Wright (Chairman)	Cllr Jerry Kunkler
Cllr Christopher Williams (Vice-Chairman)	Cllr Bill Parks
Cllr Ruth Hopkinson	Cllr Tony Pickernell
Cllr Jon Hubbard	Cllr Elizabeth Threlfall
Cllr Tony Jackson	Cllr Jo Trigg
Cllr Bob Jones MBE	Cllr Tony Trotman
Cllr Johnny Kidney	Cllr Iain Wallis
Cllr Gordon King	

Substitutes:

Cllr Steve Bucknell	Cllr Dr Nick Murry
Cllr Clare Cape	Cllr Pip Ridout
Cllr Ernie Clark	Cllr Tom Rounds
Cllr Brian Dalton	Cllr Ian Thorn
Cllr Gavin Grant	

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AGENDA

PART I

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

1 **Apologies**

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

2 **Minutes of the Previous Meeting** (*Pages 7 - 10*)

To approve and sign the minutes of the meeting held on 15 July 2021.

3 **Declarations of Interest**

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

4 **Chairman's Announcements**

To receive any announcements through the Chair.

5 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so by 5pm on 17 September 2021. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm on 14 September 2021 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 16 September 2021. 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 **Wiltshire Council Draft Business Plan 2021-31**

On 19 October 2021, Full Council will discuss the adoption of a new 10-year Business Plan for Wiltshire Council. This will follow its consideration by Cabinet

on 27 September 2021.

The Business Plan sets the council's overarching strategy and its purpose is to enable Chief Officers to lead and manage the organisation to achieve the priorities and objectives set by elected members. On 20 September, the council's other three select committees will meet informally to discuss the Business Plan sections relevant to their remits, with any comments and questions being raised by the select committee Chairs at OS Management Committee.

The final Business Plan will be an influential document when OS is developing its forward work programme, with experience showing that OS is most impactful when it focuses on the council's key priorities. Alongside select committee engagement on the Business Plan, the chairs and vice-chairs will be meeting with their Executive counterparts and directors during September to gain a more informed understanding of plans and projects and to discuss how OS can engage most constructively. These two processes should lead to a well-developed OS forward work programme that reflects the key priorities of the council.

7 **Stone Circle Governance Review** *(To follow)*

A report is attached presenting the findings of a governance review into the Stone Circle companies, which was commissioned by Cabinet in February 2021 and conducted by the Corporate Director for Resources and Deputy Chief Executive, and the Director of Legal and Governance in the intervening period. The report will be considered by Cabinet on 27 September 2021.

The report sets out the recommendations of the review and their implications, including Overview and Scrutiny's role within the companies' governance arrangements.

8 **Asset Transfer Policy Update** *(To follow)*

To receive an update on implementation of the Policy, which was considered by overview and scrutiny prior to its adoption in 2017. This item follows a meeting on 1 September 2021 attended by Cllrs Hopkinson and Wright with the Corporate Director for Resources and Deputy Chief Executive (Section 151 Officer), and the Director for Housing and Commercial Development. Here the history of the policy's agreement and implementation was discussed and it was agreed that a written update would be presented to Management Committee.

9 **Financial Planning Task Group Update** *(Pages 11 - 14)*

To receive an update on the work of the task group since the Committee's previous meeting.

10 **Management Committee Task Group update** *(Pages 15 - 16)*

To receive updates on recent activity by Management Committee's task groups

and other ad hoc exercises.

11 **Forward Work Programme** (*Pages 17 - 42*)

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

12 **Date of Next Meeting**

To confirm the date of the next meeting as 19 November 2021.

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 15 JULY 2021 AT ONLINE MEETING.

Present:

Cllr Ruth Hopkinson, Cllr Tony Jackson, Cllr Bob Jones MBE, Cllr Johnny Kidney, Cllr Gordon King, Cllr Jerry Kunkler, Cllr Bill Parks, Cllr Tony Pickernell, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Iain Wallis, Cllr Christopher Williams (Vice-Chairman), Cllr Graham Wright (Chairman) and Cllr Pip Ridout (Substitute)

Also Present:

Cllr Pauline Church, Cllr Laura Mayes and Cllr Ian Blair-Pilling

14 **Apologies**

Apologies were received from Councillors Tony Trotman and Jon Hubbard. Councillor Trotman was substituted by Councillor Pip Ridout.

Apologies were also received from the Leader, Councillor Richard Clewer, and Chief Executive, Terence Herbert.

15 **Minutes of the Previous Meeting**

The minutes of the meeting held on 25 May 2021 were presented for consideration, and it was,

Resolved:

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

16 **Declarations of Interest**

There were no declarations.

17 **Chairman's Announcements**

There were no announcements.

18 **Public Participation**

There were no statements or questions submitted.

19 **Wiltshire Council Business Plan update**

The Wiltshire Council Business Plan is a policy framework document approved by Full Council outlining the priorities for elected Members and how these would be delivered over time. It has included setting of goals to enable the measuring of success in achieving those goals. The current plan covers 2017-2027 and was updated in on 21 July 2020 with a 'Climate Emergency Addendum'.

The Deputy Leader of the Council, Councillor Laura Mayes, was in attendance to update the Committee on the early stages of reviewing the Business Plan so it could be updated by Full Council in October 2021. Cabinet had been in discussion with the Corporate Leadership Team on new or updated priorities. The Cabinet was planning for Overview and Scrutiny involvement through the development of the plan, with intention to present drafts to the Select Committees in September 2021.

Once approved by Council detailed service plans would be developed from the Business Plan. It was stated the approach to corporate risk management, performance measures and partnership strategies may be looked at.

The Committee thanked the Deputy Leader for the update and sought reassurance the draft Business Plan would be in place to be considered for its next round of meetings. Details were sought on potential changes of direction or focus, with it stated there may not be fundamental change, but that details would be provided as soon as possible.

Resolved:

To note the update.

20 **Overview and Scrutiny Forward Work Programme**

The Committee received verbal updates alongside the Forward Work Programmes of the Select Committees as set out in the agenda. Further meetings were being held with officers and the Executive to discuss priorities for each committee.

In relation to the Children's Select Committee it was stated the regular briefings ahead of each committee meeting would now be recorded for later viewing for Members, engagement was ongoing with other groups such as Schools Forum and the Children in Care Council, and a further appointment to Adoption West would be made following Councillor Hubbard's appointment as Chairman of Adoption West.

In relation to the Health Select Committee a rapid scrutiny exercise would take place in relation to housing related support, with future items on the capital programme of the Royal United Hospital and how this affected Wiltshire, as well as items on carer support and reablement.

In relation to the Environment Select Committee further updated would be received on the Local Plan Review, an update had been requested from the

Cabinet Member on the insourcing of leisure services, and there would be items in relation to Community Area Transport Groups and bus strategies. The Global Warming and Climate Emergency Task Group had appointed two new members and would be meeting next on 23 July 2021.

In relation to the Management Committee it was stated that updates from the Financial Planning Task Group would receive their own agenda item in order to provide appropriate prominence.

At the conclusion of discussion, it was,

Resolved:

To note the updates and approve the Forward Work Programme.

21 **Financial Planning Task Group update**

A written and verbal update was provided by Councillor Pip Ridout, Chairman of the Financial Planning Task Group. The task group was seeking to appoint a Vice-Chairman to recognise the level of work being undertaken including work around budget flexing, latent demand, capital projects, treasury management and strategic procurement.

The Committee discussed the updates, with some raising whether the task group needed further members or a change in status, and the Cabinet Member, Councillor Pauline Church, welcoming the feedback provided by the task group.

It was then,

Resolved:

To note the update on Financial Planning Task Group activity provided.

To note that the following member have been appointed to the Financial Planning Task Group:

Cllr Gavin Grant (Vice-Chairman)
Cllr George Jeans
Cllr Gordon King
Cllr Charles McGrath
Cllr Pip Ridout (Chairman)
Cllr Elizabeth Threlfall
Cllr Derek Walters

22 **Management Committee Task Group updates**

A report was received on Task Groups and Panels established by the Management Committee. In relation to the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Scrutiny Panel, this had agreed to seek information on the evaluation of outcomes from the Growth hub as a means of

measuring value for money, to examine the governance arrangements for the Cyber Centre, a capital project driven by the LEP itself, and would be reviewing the governance arrangements in August 2021 once the draft annual report was prepared.

The Committee also considered membership of project boards.

It was therefore.

Resolved:

- 1. To note the update on task group and panel activity provided.**
- 2. To note that the following councillors have been appointed to the Swindon & Wiltshire Local Enterprise Partnership (LEP) Scrutiny Panel:
Cllr Richard Britton (Chairman)
Cllr George Jeans
Cllr Ian Thorn**
- 3. To note that the following councillors have been appointed as Overview and Scrutiny representatives on the bodies listed:
Cllr Jon Hubbard – Constitution Focus Group
Cllr George Jeans – Gigaclear Contract Board**

23 Date of Next Meeting

The date of the next meeting was confirmed as 21 September 2021.

24 Urgent Items

There were no urgent items.

(Duration of meeting: 10.30 - 11.10 am)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services, direct line (01225) 718504, e-mail kieran.elliott@wiltshire.gov.uk

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

Wiltshire Council

Overview and Scrutiny Management Committee

21 September 2021

Financial Planning Task Group Update

Purpose

1. To update Overview and Scrutiny Management Committee on the work of the Financial Planning Task Group since July 2021.

Background

2. The Financial Planning Task Group (FPTG) is a standing task group reporting to the Overview and Scrutiny Management Committee.

Membership

3. The membership of the task group is as follows:

Cllr Gavin Grant (Vice-chair)
Cllr George Jeans
Cllr Gordon King
Cllr Charles McGrath
Cllr Bill Parks (proposed)
Cllr Pip Ridout (Chair)
Cllr Elizabeth Threlfall
Cllr Derek Walters

4. The task group proposes the addition of a further member (Cllr Parks) after a call for nominations from councillors.

Terms of Reference:

5. The task group's terms of reference have been slightly amended to better reflect the role of the task group:
 1. To review the Medium-Term Financial Strategy (4-year financial model);
 2. To review the approach and robustness of the council's capital, debt and revenue financial planning regime;
 3. To help develop the approach to the annual budget setting cycle;
 4. To review the specific contribution of overview and scrutiny in the annual budget setting cycle with a focus upon outcomes;

5. To undertake periodic budget monitoring including reviews of key midyear trends and developments and to ensure that these are considered when updating the Financial Plan;
6. To, where it materially affects the council's overall financial position, to consider the council's:
 - approach to strategic procurement
 - major or financially significant contracts
 - financial investment in, and liability to, its wholly owned subsidiaries
7. To work under the direction and guidance of the Management Committee and report regularly to the Cabinet Member, Management Committee and select committees (as appropriate) on its work and findings and to make any necessary referrals.

Recent activity

9 September 2021

Financial Year 2021/22 – Quarter One Revenue Budget Monitoring

6. The task group welcomed the report and the forecasted underspend of £1.762million and noted that the position was based upon forecasted spend rather than actual spend.
7. The task group explored a number of areas in more detail. This included the £0.348m cost pressure on Finance & Procurement regarding the Monkton Park PFI related loan repayments. The balance between maintaining service provision and controlled management of staff vacancies. The impact of the proposed National Insurance Changes on the council's staffing costs. The pressures faced by local authorities nationally from costs linked to addressing ash die back.

Financial Year 2021/2022 - Quarter One Capital Programme

8. The task group welcomed the separation of the Revenue and Capital Projects into two reports. The reprofiling of £38million of funds was noted and the task group looks forward to contributing to the autumn review of capital projects being led by the Section 151 Officer.
9. Members noted that the capital budget provided detail on much of the transformational activity being undertaken by the council and the positive impacts this can have on the revenue budget in the longer term.
10. Clarification was sought about the Community Infrastructure Levy (CIL) and the task group noted that a report was to be shortly considered by Cabinet which will in turn allow more detail to be shared within the Capital Programme.
11. Members also asked for confirmation on the proposed Depot Spend and noted that this was captured in Appendix A.

Update on the Medium-Term Financial Strategy 2022/23

12. The task group noted that when the budget was agreed that there was uncertainty relating to the longer-term impacts of the pandemic. The importance of the impending comprehensive spending review was recognised which will have an impact up on the MTFS.
13. The task group discussed the level of the reserves being held by the authority and noted the commitment to continue to follow the general reserve strategy.
14. Questions were asked about the impact of contract and pay inflation and whether the pre-determined figures were accurate. Members accepted that it was prudent to follow the government's CPI index.
15. The task group noted the revised funding gap for 2022/23 and welcomed the opportunity to review the work taking place to develop next year's revenue budget.

Evolve Programme

16. The task group considered a report on the recommendation and results of a procurement exercise to provide the council with a new Enterprise Resource Planning (ERP) system.

Proposals

- 1. To note the update on Financial Planning Task Group activity provided.**
- 2. To approve the appointment of Cllr Bill Parks to the Financial Planning Task Group.**
- 3. To note the amended terms of reference as set out at paragraph 5.**

Report author: Simon Bennet, Senior Scrutiny Officer, T: 01225 718709,
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Wiltshire Council

Overview and Scrutiny Management Committee

21 September 2021

Task Group Update

1. Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Joint Scrutiny Panel

Membership

Wiltshire Councillors:

Cllr Richard Britton (Chairman)

Cllr George Jeans

Cllr Ian Thorn

Swindon Borough Councillors:

Cllr Junab Ali (Vice-Chair)

Cllr Burn-Howell

Cllr Russell Holland

Business Representative

Amanda Newbery

Craig Holmes

Andrew Hogben

Supporting officer: Ceri Williams

Terms of Reference

The terms of reference for the Joint Scrutiny Panel are quite lengthy and therefore not included in full here, however, an extract detailing the purpose of the panel is included below (*paragraph numbering from the terms of reference*):

(9.) This Panel will act as a critical friend, developing an overview of strategies and plans and providing independent scrutiny of the work of the LEP Board. It is an essential element of assuring democratic accountability for the use of public funds.

(10.) The objective is to make constructive recommendations for how future decisions of the LEP can be effectively implemented.

(11.) The Panel will not have the power to delay the SWLEP's decisions but it will be able to make recommendations for improvement to the SWLEP's decision making process and will be able to make its conclusions public.

Recent activity

The SWLEP panel met on the 9 August. The focus of the meeting was to consider the Governance Review being undertaken by the South West Local Enterprise Partnership (SWLEP) and the Cyber Business Centre development Programme. It was recognised that central government was currently undertaking a national review of LEPs and that the SWLEP governance reforms could not be finalised until the results of this were published. The panel agreed to suspend further scrutiny of SWLEP governance until that point. The Business Cyber Centre (the first business led cyber centre in the UK), a capital programme being led by SWLEP Ltd itself, generated a lot of interest because of the uniqueness of the project and the necessity to utilise the government funding by March 2022. The panel has agreed to meet again on 13th Sept where it will consider the business case for the Cyber Centre in readiness for further discussion at the panel's next meeting on 18th October.

Proposals

- 1. To note the update on task group and panel activity provided.**

Report authors:

Ceri Williams, Senior Scrutiny Officer, T: 01225 713 704,
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Overview and Scrutiny Management Select Forward Work Programme

Last updated 8 September 2021

Overview and Scrutiny Management Committee – Current / Active Task Groups		
Task Group	Start Date	Final Report Expected
Financial Planning Task Group	October 2013	Standing
Swindon and Wiltshire Joint LEP Panel	March 2014	Standing

Overview and Scrutiny Management Select – Forward Work Programme			Last updated 8 September 2021		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
16 Nov 2021	Gigaclear Contract Board update	To receive an update on the Board's work from the Overview and Scrutiny councillor representative.	Andy Brown, Ian Robinson (Director - Digital, Data and Technology)	Cllr Pauline Church	Marie Nash
16 Nov 2021	Financial Planning Task Group Update	To receive updates on the work of this task group, which leads overview and scrutiny engagement on finance.	Andy Brown	Cllr Pauline Church	Simon Bennett
25 Jan 2022	Wiltshire Council's Financial Plan Update and Medium Term Financial Strategy	To receive the report from the Chief Executive and the Director of Finance.	Terence Herbert, Andy Brown	Cllr Pauline Church	Lizzie Watkin
8 Feb 2022	Wiltshire Council Financial Plan: Amendments	To consider amendments from any political groups or individual Members on the initial draft of the executive proposed budget.	Terence Herbert, Andy Brown	Cllr Pauline Church	Lizzie Watkin
22 Mar 2022	Overview and Scrutiny Annual Report 2021-22	The Annual Report presenting the key activities and outcomes of Overview and Scrutiny during 2020-21. This will also be considered by Full Council.	Ian Gibbons	Cllr Richard Clewer	Henry Powell

Overview and Scrutiny Management Select – Forward Work Programme			Last updated 1 OCTOBER 2021		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
22 Mar 2022	Financial Planning Task Group Update	To receive an update on the work of this task group, which leads overview and scrutiny engagement on finance.	Andy Brown	Cllr Pauline Church	Simon Bennett

Children's Select Committee Forward Work Programme

Last updated 27 AUGUST 2021

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Children's Select Committee – Current / Active Task Groups		
Task Group	Start Date	Final Report Expected
<p>Disadvantaged / vulnerable Learners Whilst Wiltshire has a relatively low number of disadvantaged learners, they are largely underperforming compared to regional and national levels.</p> <p>To be informed of the council's current work and aspirations. To identify the reason(s) for the higher underperforming than regional and national levels. To explore solutions to raise performance levels, based on best practice across the country.</p>	As soon as possible – volunteers welcome	
<p>In-house foster carers To identify:</p> <ul style="list-style-type: none"> a. how the effectiveness of the Fostering Excellence project will be measured and reported; b. how the benefits to children in care being placed with in-house carers (receiving enhanced training / support as part of Fostering Excellence) will be measured and reported; c. best practice across the country for recruitment and retention of in-house foster carers, as well for anticipating demand (needs / demand modelling) 	September / October 2021 – volunteers welcome	
<p>Children and Young People's Mental Health This will follow on from the work of the CAMHS task group but the terms of reference will be reviewed to ensure a more holistic approach.</p>	tbc	
<p>Families and Children's Transformation (FACT) To scrutinise the impact and effectiveness of the FACT programme, whilst ensuring that the voice of the child is embedded in the FACT programme.</p>	After November 2021 (briefing to	

Areas to focus on (based on the debate and areas for continuing improvement that were highlighted in the report) are detailed in the minutes of the CSC meeting on 19 January 2021.	CSC in November)	
<p>Youth provision and youth service funding</p> <p>Area Board youth service funding</p> <p>To understand what the differences are (and why) in allocating youth funding and to determine whether the eligibility criteria and assessment / approval process are still relevant (where possible compare with other local authorities) and ensure clear “best practice” / guidelines.</p> <p>Youth Provision – gap analysis</p> <p>To consider the outcome of the Youth provision gap analysis undertaken (referred to in the Covid-19 update to Cabinet, 1 December 2020) and establish whether further scrutiny (e.g. task group) would be beneficial to ensure that demand / needs are met where possible and also that people are aware of the provision (effective promotion).</p> <p>NB link with Youth Voice team’s work</p> <p>To develop consistency across the 18 area boards in terms of allocating youth funding and eligibility criteria.</p>	tbc	
<p>Access to Post-16 education</p> <p>To establish a clear picture of post-16 education provision available to young people in Wiltshire and availability of / options for transport to access that provision.</p> <p>NB – may link to follow up work from the Youth Transport Task Group’s final report.</p>	Spring 2022 (tie in with academic year)	

Children’s Select Committee - Rapid Scrutiny		
Topic	Details	Date
Housing – provision of accommodation for young people at transition time	To consider how effective the council is at meeting housing needs (including availability of choice and location) for young people at transition time (e.g. Care Leavers or SEND “aging out” of existing provision).	To be completed and reporting back to November CSC
SEND provision – data set	tbc	

High needs block funding	To review the current processes and explore whether there would be value added in establishing a task group to consider options to manage pressures on high needs block budget whilst providing the most appropriate support at the earliest opportunity.	Start February 2022 onwards
Health Outcomes and meeting health needs	To explore how the council can best scrutinise what partners (and providers) are doing to provide health outcomes for Wiltshire children, this would include establishing what the current scrutiny by the council is (including information on the current and planned work on this topic of the Safeguarding Vulnerable People Partnership).	Date tbc

Children's Select Committee – Forward Work Programme			Last updated 27 AUGUST 2021		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
Standing items (at all meetings)					
	DfE Changes - Update from Department for Education	A report presenting an update on developments relating to children's services arising from the Department for Education.	Lucy Townsend (Corporate Director - People)	Cllr Laura Mayes	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.	Lucy Townsend (Corporate Director - People)	Cllr Laura Mayes	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).	Lucy Townsend (Corporate Director - People)	Cllr Laura Mayes	Gary Binstead
3 November 2021					

Children's Select Committee – Forward Work Programme			Last updated 27 AUGUST 2021		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	Corporate Parenting Panel Report	To consider the draft annual Corporate Parenting Panel before it is presented to Full Council on 20 October 2020.			Lisa Pullin
5 January 2022					
5 Jan 2022	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.		Cllr Laura Mayes	
15 March 2022					

Children's Select Committee – Forward Work Programme			Last updated 27 AUGUST 2021		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
Agenda item – date to be set					
	Child Poverty	To receive a report presenting figures / data for child poverty in Wiltshire (compared to national figures) and the services / provision in place to address this in Wiltshire, either delivered / supported by the council or third sector (that the council is aware of).			
	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)			

Children's Select Committee – Forward Work Programme			Last updated 27 AUGUST 2021		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	Youth Transport (including SEND)	<p>Update following task group's work and executive response - National Bus Strategy and any decision or progress regarding a single "Wiltshire Youth Card"</p> <p>To include input from the council's review of transport services for children and young people with SEND (commissioning team).</p> <p>NB – may link to the proposed Access to Post-16 education task group</p>			
	Outdoor education	Update following task group's work and executive response (CSC 10 March 2021)			

Children's Select Committee – Forward Work Programme			Last updated 27 AUGUST 2021		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	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 (Corporate Director - People)	Cllr Laura Mayes	
Meetings after March 2022					
	Corporate Parenting bi-annual report	To consider the mid-year annual report from Corporate Parenting	Lucy Townsend (Corporate Director - People)	Cllr Laura Mayes	Lisa Pullin

Children's Select Committee – Forward Work Programme			Last updated 27 AUGUST 2021		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
Not before 1 Jun 2022	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.		Cllr Laura Mayes	
Information briefings					
September 2021	Information briefing - MASH and early support	September / October 2021			

Children's Select Committee – Forward Work Programme			Last updated 27 AUGUST 2021		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
September 2021	Information briefing - different types of schools and their "responsibilities"	<p>To provide an overview of the different types of school in Wiltshire and the split between schools and Local Authority's responsibilities. To explain the impact of academisation and the role of governors.</p> <p>There may be further briefings to explore responsibilities (Local Authority / schools) with regards to:</p> <p>Safeguarding (support and responsibilities) Specialist Schools and Specialist Units overseen by the LA (i.e. developments in Salisbury & Exeter House, Hearing Impaired Unit Salisbury, ARK Resource Base Amesbury and others etc), and SEND provision contracted out Traded services for schools School building programme</p>	Helean Hughes (Director - Education and Skills)		

Children's Select Committee – Forward Work Programme			Last updated 27 AUGUST 2021		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
Between 30 Sep 2021 and 1 Nov 2021	Information briefing - FACT (Families and Children Transformation Programme): the journey so far	There is also a proposed task group and agenda item Timeline – late September, October for the briefing and November for agenda item.	Martin Davis (Director - Families and Children)		
between 1 Nov 2021 and 31 Dec 2021	Information briefing - Young Carers in Wiltshire	This briefing could inform the scope of a potential task group or rapid scrutiny – to consider how to best promote the service and ensure that Young Carers and their families are aware of and access the support on offer.	Helen Jones (Director - Joint Commissioning)		
November 2021	Information briefing - school improvement programme	Linked to agenda item - briefing in November	Helean Hughes (Director - Education and Skills)		
November 2021	Information briefing - SEND provision: See the person not the disability	To understand SEND and provision by the council (including awareness of funding). This briefing would underpin future scrutiny work (proposed rapid scrutiny) on SEND provision and High Needs block funding.			

Children's Select Committee – Forward Work Programme			Last updated 27 AUGUST 2021		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
January 2022	Information briefing - employment and apprenticeship	<p>To receive information on:</p> <ul style="list-style-type: none"> • NEET (not in education, employment or training) numbers in Wiltshire – including national figures for comparison (ons) • Take up / outcome of the NEET government scheme in Wiltshire and nationally • Current number of apprentices in Wiltshire and schemes in place, including Wiltshire Council • Services in place / support available in Wiltshire to help young people move towards work, education or training e.g. Wiltshire Council's Employment and Skills (Work Wiltshire), programmes such as Building Bridges, etc. 			
19 Jan 2022	Information briefing - School Funding	Yearly briefing ahead of consideration of the budget.			

Children's Select Committee – Forward Work Programme			Last updated 27 AUGUST 2021		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
Between 19 Jan 2022 and 26 Feb 2022	Information briefing - learning from Covid-19	To inform members on the lessons learnt from Covid on how some of the mitigations or new ways of working implemented to manage the pandemic could be adapted for ongoing use to improve the efficiency/productivity of the service (This potentially could be an agenda item at some point as well). NB the briefing should be linked to a presentation from Wiltshire CIL to Health Select Committee and work undertaken by Wiltshire Parent Carer Council.			
February 2022	Information briefing - Alternative Educational Provision	To receive information on processes followed and options available in Wiltshire, including information on the Service Level Agreement for funding delegated to secondary schools to support learners at risk of exclusion. Anticipated to be a shorter briefing (30 minutes).			

Children's Select Committee – Forward Work Programme			Last updated 27 AUGUST 2021		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
February 2022	Information briefing - Family Learning Service	To raise awareness of the service and the support it offers to families. Anticipated to be a shorter 30 minutes briefing.			
February 2022	Information briefing - Demand modelling for children services	To develop some awareness of the work undertaken, common factors that drive demand, how to anticipate impact and volume – informing members of the complexities of managing and anticipating demand. Once this briefing has been delivered there may be further updates on specific demand analysis.			Tamsin Stone
Items for consideration by the standing task group (reports preview)					
	Corporate Parenting bi-annual report	March (brief update) October / November (annual report)			

Children's Select Committee – Forward Work Programme			Last updated 27 AUGUST 2021		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	Performance monitoring reports	To receive performance monitoring reports on the overall service, likely to be June (to consider the year-end data from the previous year) then January meetings.			
	Early Years and Childcare Standards Annual Report	To receive a report detailing local authority standards for early years and pre-school provision including sufficiency (which is a statutory duty), pupil outcomes and Ofsted grades.			
	Elective Home Education (including 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."	Helean Hughes (Director - Education and Skills)	Cllr Laura Mayes	Jen Salter

Children's Select Committee – Forward Work Programme			Last updated 27 AUGUST 2021		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	Children missing education / children missing out on education	To receive dataset and policy on Children Missing Out on Education / Children Missing Education NB – may be timely to link to information briefing on Alternative Educational Provision			
	Pupil Performance in Public Tests and Examinations	Provides an annual overview of pupil performance at the end of each key stage and compares Wiltshire's attainment with national, south west and statistical neighbours.			
	Safeguarding Vulnerable People Partnership	To receive annual report from the partnership presenting work in the past year and priorities / objectives for the year ahead.			

Children's Select Committee – Forward Work Programme			Last updated 27 AUGUST 2021		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	Adoption	<p>Annual item.</p> <p>To receive information on adoption from the following sources:</p> <p>Local authority's performance report with regards to adoption (statutory requirement that regular assurance reports are provided regarding the Council's responsibility for the adoption of children); Adoption West joint scrutiny panel's annual report.</p>			
	Traded Services	<p>Update following task group's work and executive response (CSC 10 March 2021):</p> <ol style="list-style-type: none"> a. Progress and development for Traded Services b. Development of the Traded Services team c. The establishment of a project / governance board 			

Environment Select Committee Forward Work Programme

Last updated 27 August 2021

Environment Select Committee - Current / Active Task Groups		
Task Group	Start Date	Final Report Expected
Global Warming and Climate Emergency Task Group	June 2019	TBC

Environment Select Committee - Rapid Scrutiny		
Topic	Details	Date

Environment Select Committee – Forward Work Programme			Last updated 27 August 2021		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
9 Nov 2021	Leisure Services Insourcing	To update the committee on progress after the transition of leisure services to the Council 1 October 2021.	Jessica Gibbons (Director - Neighbourhood and Community Services)	Cllr Ian Blair-Pilling	Louise Cary
tbc	Local Plan Review	As agreed at the Select Committee meeting 14 July 2021, the committee to be updated on the progress of work for the Local Plan Review.	Sam Fox (Corporate Director - Place)	Cllr Nick Botterill	Georgina Clampitt-Dix

Health Select Committee Forward Work Programme

Last updated 10 SEPTEMBER 2021

Health Select Committee – Current / Active Task Groups			
Task Group	Details of Task Group	Start Date	Final Report Expected
N/A			

Health Select Committee – Forward Work Programme			Last updated 10 SEPTEMBER 2021		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
2 Nov 2021	Housing Related Support – rapid scrutiny exercise in advance of final delegated decision.	Health Select Committee to consider the findings of the rapid scrutiny exercise	Helen Jones (Director - Joint Commissioning)	Cllr Jane Davies	Ceri Williams
2 Nov 2021	Royal United Hospitals Bath (RUH) - Shaping a Healthier Future – Health and Care Model development	Update on the health and care vision/support model being developed and how this will shape any potential business case bids to invest in the RUH infrastructure.	Lucy Townsend (Corporate Director - People)	Cllr Richard Clewer	Simon Cook/Geoff Underwood
11 Jan 2022	Update on the Shared Lives Programme	HSC to be updated on the programme which helps people live as a part of a family, within the carers home, where they receive the support or care that they need.	Lucy Townsend (Corporate Director - People)	Cllr Jane Davies	
2 Nov 2021	Update on the ICS governance framework for Wiltshire	Draft Cabinet report to be considered by HSC in advance of decision. This report will be detail the governance arrangements being developed in Wiltshire in response to proposed health and care legislative changes.	Lucy Townsend (Corporate Director - People)	Cllr Richard Clewer	David Bowater Elizabeth Disney CCG
2 Nov 2021	Wiltshire Carers – impact of the pandemic	HSC in its legacy report and at its recent committee has expressed an interest in considering the impact of pandemic on Wiltshire Carers. Invitation to be extended to Carer Support Wiltshire.	Lucy Townsend (Corporate Director - People)	Cllr Jane Davies	