Wiltshire Council

Overview and Scrutiny Management Committee

5 June 2018

Task Group Update

1. Digital Strategy and Implementation Task Group

Membership

Cllr Howard Greenman
Cllr Jon Hubbard (Chairman)
Cllr Bob Jones OBE
Cllr Stuart Wheeler
Cllr Gordon King

Terms of Reference:

- To meet at least 4 times a year and more frequently as required, when key milestones of the Strategy are identified
- For the Task Group's Chairman to hold a position on the Digital Programme Board

Culture Transformation:
- To investigate how the Council is engaging different user groups to support the re-design of Council services
- To help shape and implement the engagement of staff and members, as services are progressively automated

Technology and Platform:
- To provide an additional dimension of quality assurance on projects that emerge as a part of the Strategy
- To help shape and implement how the Council is maximising digital compatibility across all platforms, including legacy and partner systems

Service Re-Design
- To help shape how the Council prioritises its services for automation and the subsequent customer take-up of these services
- To monitor and review how the Council can make effective efficiencies through increased automated services and the cost and the implications of the technology to do so.

Recent Activity

The Digital Strategy & Implementation Task Group met on 23 May 2018 to discuss and agree some new Terms of Reference and to discuss the Cabinet report on the

'Digital Strategy' listed for 3 July Cabinet. There was agreement that a new set of Terms of Reference be drafted, to help ensure that the task group was adding value in the right areas.

The members agreed their new Terms of Reference and the Cabinet Member outlined how he felt that the task group could work through each item. It was agreed that a Forward Work Programme (FWP) would be drafted until September 2018 and that it was important that the FWP remained fluid with this particular task group, due to the nature of the subject area.

In regard to the Cabinet paper, the Cabinet Member outlined the advantages to the Council of working with Microsoft and how the proposed contract between Microsoft and Wiltshire Council would benefit the Council going forwards.

There was discussion around the due diligence practises being carried out by officers at present, in relation to the proposals being put forward by Microsoft and the task group were supportive of this work. The task group also favoured ensuring that the local community feels the benefit of the Council's work with Microsoft.

2. Financial Planning Task Group

Membership

Cllr George Jeans
Cllr Pip Ridout
Cllr Ian Thorn (Chairman)
Cllr Stuart Wheeler
Cllr Roy While

Recent activity

On 2 May 2018 the following councillors and officers met to discuss the task group's approach in the current financial year:

Cllr Ian Thorn	Chairman, Financial Planning Task Group
Cllr Graham Wright	Chairman, OS Management Committee
Cllr Alan Hill	Vice-chairman, OS Management Committee
Cllr Philip Whitehead	Cabinet Member, Finance
Carlton Brand	Corporate Director
Ian Duncan	Interim Service Director, Finance
Paul Kelly	Head of Democracy and Performance

Subject to its members agreement on 6 June, it was agreed that the task group will:

- Make maximum use of the evidence available, e.g. Business Plan 2017-21, Medium Term Financial Strategy, Annual Financial Plan and regular budget monitoring reports.

- Focus on the key areas of savings and investments, e.g. adult social care.

- Speak to highlighted services between formal meetings to explore budgets and impacts in more detail.

- Further strengthen the budget scrutiny process by supporting the introduction of a councillor session alongside the public consultation events held in September.

- Discuss the availability of monthly budget data with the relevant officers.

- Monitor the key corporate savings agreed in the budget (and associated risks).

The task group will next meet on 6 June 2018 and the agenda includes the following items:
- Draft Statement of Accounts and Revenue Outturn 2017/2018
- Performance Management and Risk Outturn Report: Q3 2017/18
- Adult Social Care – monitoring savings and investments 2018/19
- Salisbury recovery – financial implications

3. Military and Civilian Integration Partnership Task Group

Membership
Cllr Ian Blair-Pilling
Cllr Richard Britton (chairman)
Cllr Gordon King
Cllr Mollie Groom
Cllr Alan Hil
Cllr Tony Jackson
Cllr Graham Wright

Terms of Reference
1. To identify any risks and opportunities presented by the MCIP that are relevant to Wiltshire Council services and priorities, focusing on the following themes:

- Housing
- Health
- Infrastructure
- Budget
- Schools
- Employment (leavers and dependents)

2. To make workable recommendations on how any identified risks could be mitigated and opportunities exploited to support delivery of the MCIP and of relevant priorities within the Council's Business Plan.

Recent activity

The group met in April and had the opportunity to question the MCIP programme manager. They discussed the current state of Army Rebasing and the wider issue of impacts on the community.

In addition the group has been developing a definition of successful Military/Civilian integration. A number of others including MCIP programme manager, military personnel involved in integration projects and representatives from area boards have had an input into this process.

The group are considering an approach to all area boards and affected town and parish councils to ask about their experience and hopes for the future in order to understand what the current state of integration and the work to encourage integration is. The group may well work with the Armed Forces Covenant Training and Awareness Project to deliver this.

4. Swindon and Wiltshire Local Enterprise Partnership (LEP) Task Group

Membership

Wiltshire Councillors:
Cllr Trevor Carbin
Cllr Christine Crisp
Cllr Alan Hill (Chairman)
Cllr Nick Murry

Swindon Borough Councillors:
Cllr Cathy Martyn
Cllr Des Moffatt
Cllr Chris Watts
Cllr Steve Weisinger

Terms of Reference

1. Develop an overview and scrutiny framework and operational protocols which meet the requirements of democratic accountability for the use of public funds by a partnership body which is led by the business community under a mandate from the Secretary of State for Business, Innovation and Skills.

2. Whilst developing the framework, the Task Group will carry out trial activities to scrutinise the outcomes and work of the SWLEP. In fulfilling this role the task group will:
   a) Perform all overview and scrutiny functions on behalf of both Councils in respect of the SWLEP and JSEC
   b) Appoint such sub-groups as it consider appropriate to fulfil those functions.
   c) Review and/or scrutinise decisions made or actions taken in connection with the discharge or any of the SWLEP and JSEC functions.
   d) Make reports and recommendations to the Councils relevant partner in connection with the discharge of any functions.
   e) Approve a forward work programme, including the programme of any sub-groups it appoints so as to ensure that the Task Group and sub-groups' time is effectively and efficiently utilised.

f) Foster and encourage an inclusive, structured, non-partisan and non-adversarial approach to overview and scrutiny which is reliant on evidence rather than anecdote.

Recent activity

On 28 March the Chairman of the SWLEP Joint Task Group, Cllr Alan Hill, attended a CfPS conference on the scrutiny of LEPs along with the task group's supporting scrutiny officer. The event provided an opportunity for overview and scrutiny councillors and scrutiny officers from across the country to receive a briefing on the operation of LEPs and share experiences of LEP scrutiny.

The next meeting of the task group is scheduled for 21st June. Included on the agenda, amongst other items, is a scrutiny exercise on the Chippenham Station Hub project which follows a briefing on the project previously received by the task group members.

Proposal

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

2. **To note the reported developments to the Financial Planning Task Group's approach.**

3. **To endorse the new Terms of Reference of the Digital Strategy and Implementation Task Group as follows:**
   a) **Explore their options of the Microsoft Exercise and look at learning from other councils on how to potentially use those solutions**
   b) **Look at the list of projects and how things become projects - explore how these can be better vetted in future to ensure project meet best needs**
   c) **Look at audit of existing software and how much we are/are not duplicating systems and costs**
   d) **How we interface between service users/residents and the council and its digital systems.**

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