

Wiltshire Council

Overview and Scrutiny Management Committee

22 January 2019

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:

1. Explore their options of the Microsoft Exercise and look at learning from other councils on how to potentially use those solutions
2. Look at the list of projects and how things become projects - explore how these can be better vetted in future to ensure project meet best needs
3. Look at audit of existing software and how much we are/are not duplicating systems and costs
4. How we interface between service users/residents and the council and its digital systems

Recent Activity

13 November meeting

The task group met on 13 November to discuss the 'Value Added' initiative associated with the Microsoft Navigator contract. The Cabinet Member for Finance, Procurement, ICT and Operational Assets stressed that he wanted the task group to be one of the driving forces behind how the 'Value Added' initiative functions.

The task group were concerned that they had not been involved in the initial three 'Focus Group' meetings; where priorities for 'Value Added' had been discussed. However, a separate briefing was subsequently arranged to bring members up to speed and there was agreement that the task group would become more involved in the detail of this initiative going forwards.

The task group also learnt that a 'Microsoft Operational Board' had been created to sit under the Digital Board. The Operational Board sits at Head of Service level and is intended to highlight whether there is duplication of business application functionality across the organisation. The task group were pleased to hear about the establishment of the Operational Board, as they had previously questioned whether savings could be achieved if business application functionality was no longer duplicated.

4 December meeting

The task group also met on 4 December 2018 to agree a way forward with their scrutiny engagement into the Value Added initiative and to receive a briefing on the Council's draft ICT Strategy.

The task group highlighted that in the Value Added initiative focus groups, frontline service users should be included going forwards in the Children and Veteran groups and local level charities ought to be included in the Voluntary Sector focus group; as these would be the charities without the support of an ICT department.

It was agreed that the task group's work in this area should focus on two distinct layers. The first layer would centre on those already aware of and working with Wiltshire's community groups and this layer would be about up-skilling community groups on the Microsoft tools available to them. The second layer would consist of an individual working with the community group, to help them implement the tools which would support them in their day-to-day operations.

In regard to the ICT Strategy, the task group were supportive of the Council's outline work and look forward to reviewing the Strategy when it has been written up. The next meeting of the task group is due to take place on 29 January and the task group will be delving deeper into the ICT Strategy; focusing on scrutinising the Council's business application audit process, which is to be covered within the Strategy.

2. Public Consultations Task Group

Membership:

Cllr Gavin Grant
Cllr Ruth Hopkinson
Cllr Jim Lynch
Cllr Pip Ridout
Cllr Fred Westmoreland

Terms of Reference

1. To investigate:
 - a. The quantity and scope of council consultations and the level of response

- b. How the council determines when, and when not, to consult the public on proposals or potential service changes
 - c. How the council determines the best design and format for each consultation
 - d. The public's perception and experience of council consultations
2. To make constructive recommendations for improvement if appropriate.

Recent Activity

The task group are due to have their first meeting on 21 January 2019, where they will be receiving a briefing on the Council's consultation process and the statutory duties that the Council must abide by.

Proposal

For Overview and Scrutiny Management Committee to endorse the following membership of the Task Group as:

- **Cllr Gavin Grant**
- **Cllr Ruth Hopkinson**
- **Cllr Jim Lynch**
- **Cllr Pip Ridout**
- **Cllr Fred Westmoreland**

3. Youth Transport (Proposed – Children's Select Committee)

Membership

tbc

Terms of Reference (draft)

1. To investigate the current range of transportation options available to young people in Wiltshire
2. To identify any gaps in service provision and potential routes for improvement.
3. To provide constructive recommendations for the improvement of Wiltshire's transport services for young people.

Background

After being identified by the committee as a priority of the Wiltshire Assembly of Youth the Chairman and Vice-Chairman requested a briefing document which outlines the current situation for youth transport across Wiltshire.

The committee agreed to establish a task group to investigate the transportation options available for young people in Wiltshire and to identify any potential areas for improvement or investigation and provide recommendations as necessary. It was

agreed by the committee that the task group should also include a young person representative on their membership.