

Wiltshire Council

Overview and Scrutiny Management Committee

17 March 2020

Task Group Update

1. Communications with Councillors Task Group

Membership

Cllr Graham Wright
Cllr Ruth Hopkinson
Cllr Gavin Grant
Cllr Trevor Carbin (Chairman)
Cllr Jose Green

Supporting officer: Natalie Heritage

Terms of Reference

1. To review Wiltshire councillors' experience and expectation of internal communications from the council across its service areas.
2. To contribute to the work already underway to develop a new online information portal for Wiltshire councillors.
3. To make recommendations to ensure that the communications received by Wiltshire councillors take into account their expectations to assist them in undertaking their role as effectively as possible.

Recent activity

The Task Group had a session on Digital Hints and Tips with Tulip Tipper, Senior OD Trainer, on 4 February 2020. The members learnt about how to use Skype, specifically, how to make calls, check someone's availability and add someone to a contact list. Also, the members learnt about viewing calendars in outlook, as well as using this tool to check whether someone else is available and how to schedule a meeting.

The Task Group supported all members attending these sessions, to ensure that Councillors capitalise on making the most of the technology available to them. Additionally, they favoured 'how to' guides accompanying the training sessions, so that individuals could refer back to this information outside of the training session.

The Task Group's final report is being finalised at their meeting on 11 March and will subsequently be added as a supplement to the committee's agenda.

2. Financial Planning Task Group

Membership

Cllr George Jeans
Cllr Pip Ridout
Cllr Ian Thorn (Chairman)
Cllr Stuart Wheeler
Cllr Richard Britton
Cllr Gavin Grant

Supporting officer: Henry Powell

Terms of Reference:

1. To understand and review the Medium Term Financial Strategy (4 year financial model)
2. To understand and review the approach and robustness of the financial planning regime within the Council
3. To understand and 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 on outcomes
5. To undertake periodic budget monitoring including reviews of key midyear trends and developments and to ensure that these are taken into account when updating the Financial Plan
6. 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
7. To review the council's Performance and Risk monitoring reports and the Corporate Performance Framework.

Recent activity

The Task Group has not met since the Committee's last meeting. It will meet again on 19 March 2020, in part to consider its forward work programme for the 2020-21 financial year.

3. 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 Maureen Penny

Cllr Des Moffatt

Cllr Chris Watts

Cllr Rahul Tarar

Supporting officer: Marie Gondlach

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

The committee is invited to consider future overview and scrutiny arrangement for the SWLEP in another item on this agenda.

4. Commercialism Task Group

Membership

Cllr Richard Britton

Cllr Tony Deane

Cllr Gordon King

Cllr Ian Thorn

Cllr Stuart Wheeler (Chairman)

Supporting officer: Marie Gondlach

Terms of Reference

- a) To support implementation of the council's commercialism agenda, by considering and making recommendations regarding,
- Developing existing income streams
 - Developing new commercial opportunities, either through existing assets or developing or acquiring new ones
 - Councillor and officer expertise in this area
 - The experiences of other local authorities
 - Legal and commercial issues
 - The ethos, values and reputation of the council when considering opportunities.
- b) To liaise with the Financial Planning Task Group, Audit Committee and the Traded Services for Schools Task Group to ensure that a holistic approach is taken with regards to commercialism for the council.

Recent activity

There has been no meetings of the task group since the last meeting of this committee.

Proposals

To note the update on Task Group activity provided.

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