

AGENDA

Meeting: Overview and Scrutiny Management Committee

Place: Council Chamber - Council Offices, Monkton Park, Chippenham,
SN15 1ER

Date: Tuesday 22 March 2022

Time: 10.30 am

Please direct any enquiries on this Agenda to Ben Fielding, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line (01225) 718221 or email benjamin.fielding@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 Christopher Williams (Vice-Chairman)
Cllr Ruth Hopkinson
Cllr Jon Hubbard
Cllr Tony Jackson
Cllr Bob Jones MBE
Cllr Johnny Kidney

Cllr Jerry Kunkler
Cllr Bill Parks
Cllr Tony Pickernell
Cllr Elizabeth Threlfall
Cllr Jo Trigg
Cllr Tony Trotman
Cllr Iain Wallis
Cllr Gordon King

Substitutes:

Cllr Steve Bucknell
Cllr Clare Cape
Cllr Ernie Clark
Cllr Brian Dalton
Cllr Gavin Grant

Cllr Dr Nick Murry
Cllr Pip Ridout
Cllr Tom Rounds
Cllr Ian Thorn

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Public Participation

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

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 5 - 14*)

To approve and sign the minutes of the meeting held on 8 February 2022.

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 at least 10 minutes prior to the meeting. 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 **Wednesday 16 March 2022** 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 Friday 18 March 2022**. 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 **Final Report of the Area Boards Task Group**

To receive the final report of the Area Boards Task Group. – Please note that this report will be published as an agenda supplement.

7 **Financial Planning Task Group Update** *(Pages 15 - 20)*

To receive an update on the work of the Financial Planning Task Group since the last update on 25 January 2022.

8 **Management Committee Task Groups** *(Pages 21 - 24)*

To receive updates on recent activity on the following Task Groups:

- Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Task Group
- Evolve Programme Task Group
- Asset Transfer Policy Rapid Scrutiny

9 **Forward Work Programmes** *(Pages 25 - 48)*

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.

10 **Overview and Scrutiny Annual Report 2021-2022**

To receive the Overview and Scrutiny Annual Report 2021-2022. – Please note that this report will be published as an agenda supplement.

11 **Date of Next Meeting**

To confirm the date of the next meeting as 24 May 2022.

12 **Urgent Items**

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

Overview and Scrutiny Management Committee

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 8 FEBRUARY 2022 AT COUNCIL CHAMBER - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Graham Wright (Chairman), Cllr Christopher Williams (Vice-Chairman),
Cllr Ruth Hopkinson, 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 Tony Trotman and Cllr Iain Wallis

Also Present:

Cllr Gavin Grant, Cllr Pip Ridout, Cllr Ian Thorn, Cllr Richard Clewer, Cllr Jane
Davies, Cllr Dr Brian Mathew, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Nick
Botterill, Cllr Ashley O'Neill and Cllr Tamara Reay

61 **Apologies**

Apologies for absence were received from Councillor Tony Jackson and
Councillor Jon Hubbard.

62 **Minutes of the Previous Meeting**

The minutes of the meeting held on 25 January 2022 were presented for
consideration, and it was;

Resolved:

**To approve and sign as a true and correct record of the minutes of the
meeting held on 25 January 2022.**

63 **Declarations of Interest**

There were no Declarations of Interest.

64 **Chairman's Announcements**

There were no Chairman's Announcements.

65 **Public Participation**

There were no questions or statements submitted.

66 **Procedure of Meeting**

The procedure for the meeting was noted.

67 **Wiltshire Council Financial Plan 2022-2023: Amendments**

A budget proposal was agreed by Cabinet on 1 February 2022 for discussion at Full Council on 15 February 2022, following its consideration by the Committee at its meeting on 8 February 2022.

On 8 February 2022 proposed amendments to that budget were received from Cllrs Ian Thorn and Gavin Grant.

The amendments were presented as detailed in the agenda supplement.

Amendment A - Car Parking Saving

Regarding car parking saving, the proposals sought to remove the following Car Parking savings to introduce parking charges for Blue Badge Holders, introduce Sunday charges in all car parks, remove free event parking from Town Councils and increase car parking charges by 10p per hour on every tariff.

Comments from statutory officers including the Section 151 Officer and Monitoring Officer were set out in the agenda supplement.

Amendment B - Lunch and Friendships Clubs

Regarding Lunch and Friendship Clubs saving, the proposals sought to remove the following savings: to reduce funding for lunch clubs for older adults and to reduce funding for Friendship Clubs for adults with learning disabilities.

Comments from statutory officers including the Section 151 Officer and Monitoring Officer were set out in the agenda supplement.

Amendment C - Area Board Capital Grants

Regarding Area Board Capital Grants, the proposal sought to increase the Area Board Capital Grants to the previous level of funding of £0.800m prior to the re-allocation of £0.400m to Local Highways and Footpath Improvement Groups (LHFIG), an increase of the budget of £0.400m. It is proposed that this increase in the Capital Programme was funded by borrowing.

There is a revenue impact of undertaking additional borrowing to fund an increase in the Capital Programme, made up of interest and Minimum Revenue Provision (MRP). This impact would not affect the 2022/23 budget as any borrowing would be assumed to be undertaken at the end of the financial year and therefore no interest cost would be assumed and the MRP is charged the year following the expenditure.

The revenue impact of this proposal is £0.020m every year from 2023/24 and would have the impact of increasing the draw from the Budget Equalisation Reserve in 2023/24 to £9.122m and increase the budget gap in 2024/25.

Comments from statutory officers including the Section 151 Officer and Monitoring Officer were set out in the agenda supplement.

The Committee discussed the proposed amendments as detailed fully in the report appended to these minutes, seeking details of the status and extent of the council's reserves, any service impacts arising from the proposals, and the level of financial or other risks to the council should the amendment be approved by Full Council.

At the conclusion of discussion, it was,

Resolved:

- 1. To thank Cllrs Ian Thorn and Gavin Grant for submitting their budget proposals to the Committee and to note that they have been scrutinised**
- 2. To ask Full Council to take note of the comments of the Committee, which will be presented in a report**
- 3. Regarding the proposed amendments to the budget for lunch clubs for older people, and friendship clubs for adults with learning disabilities, to:**
 - a) Note the request for a rapid scrutiny exercise reviewing payments made under the club schemes and the impact of the proposed savings from 2023/24**
 - b) To ask the Chair and Vice-chair to make any necessary arrangements following consideration the request for referral to scrutiny by Full Council.**

68 **Date of Next Meeting**

The date of the next meeting was confirmed as 22 March 2022.

69 **Urgent Items**

There were no Urgent Items.

(Duration of meeting: 10.30am – 11.55am)

The Officer who has produced these minutes is Ben Fielding of Democratic Services, direct line 01225 718656, e-mail Benjamin.Fielding@wiltshire.gov.uk
Press enquiries to Communications, direct line (01225) 713114/713115

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**APPENDIX to the Overview and Scrutiny Management Committee Minutes of 8
February 2022
Wiltshire Council**

Full Council

15 February 2021

**Report of the Overview and Scrutiny Management Committee on the Wiltshire
Council Financial Plan 2022/23 - Amendments**

Purpose of report

1. To report to Full Council a summary of the main issues discussed at the meeting of the Overview and Scrutiny Management Committee held on 8 February 2022.

Background

2. The meeting of the Overview and Scrutiny Management Committee provided an opportunity to scrutinise amendments to the budget that were proposed after the committee meeting on 25 January 2022, which considered the initial proposals from the Executive which were subsequently agreed at Cabinet on 1 February 2022.
3. Three proposed amendments were received for the meeting from Councillors Ian Thorn and Gavin Grant on behalf of the Liberal Democrat Group.
4. The proposals were as follows:

a. To remove the following Car Parking Savings:

- *Introduce Parking charges for Blue Badge holders*
- *Introduce Sunday charges in all car parks*
- *Remove free event parking from Town Councils*
- *Increase car parking charges by 10p per hour on every tariff.*

The listed savings would total £0.710m in 2022/23 and an additional £0.120m in 2023/24.

b. To remove the following savings:

- *Reduce funding for Lunch Clubs for older adults*
- *Reduce funding for Friendship Clubs for adults with learning disabilities.*

The listed savings above would total £0.106m in 2022/23 and an additional £0.106m in 2023/24. Council is additionally asked to request that the Overview & Scrutiny Management Committee add a Rapid Scrutiny process to their work programme to review the payments made under the schemes included in the proposed savings above and consider the impact of the proposed savings from 2023/24, with the terms of reference to be agreed.

- c. To increase the Area Board Capital Grants to the previous level of funding of £0.800m prior to the re-allocation of £0.400m to Local Highways and Footpath Improvement Groups (LHFIG), an increase of the budget of £0.400m. It is proposed that this increase in the Capital Programme is funded by borrowing.*

APPENDIX to the Overview and Scrutiny Management Committee Minutes of 8 February 2022

5. The above proposals have the following impact on the 2022/23 financial year:

Amendment A

Proposal	Impact 2022/23 £m
Removal of Car Parking savings listed above	0.710
CPI increase to Season Tickets	(0.024)
Reduction in High Street Budget	(0.686)
Total Revenue Impact	0

Amendment B

Proposal	Impact 2022/23£m
Removal of saving to reduce funding for lunch clubs for older adults	0.060
Removal of saving to reduce funding for Friendship Clubs for adults with learning disabilities	0.046
Total pressure of proposals	0.106
Draw from Business Plan Priority Reserve	(0.106)
Total Revenue Impact	0

Amendment C

This impact will not affect the 2022/23 budget as any borrowing is assumed to be undertaken at the end of the financial year and therefore no interest cost is assumed and the MRP is charged the year following the expenditure.

6. The proposals have the effect of reducing the amount set aside in the High Street Budget as well as drawing from the Business Plan Priority Reserve as shown in the above tables.
7. The proposals had been commented upon by the Section 151 Officer, Head of Paid Service and the Monitoring Officer, and confirmed as financially and legally sound, with comments regarding the increased risks of reducing allocated reserves.

Main issues raised during questioning and debate

8. Councillors Thorn and Grant introduced the proposals, noting that they were intended to protect marginalised members of society, support the economic recovery of towns as well as supporting the work of Area Boards.
9. The Chairman then gave the opportunity for Members of the Executive to respond to the proposed amendment, before seeking any queries or comments from the Committee. The Section 151 Officer, Andy Brown, provided clarification where appropriate.

Amendment A

APPENDIX to the Overview and Scrutiny Management Committee Minutes of 8 February 2022

10. Queries were raised about the provision of high street regeneration funding if the proposed amendment was to draw from such reserves and what would be done to help market towns in the future. It was suggested that the amendment would be an opportunity to make an impact on market towns by not increasing car park charges, with further evaluation and understanding needed regarding regeneration funding as it is a function of the Council to distribute such funding. It was suggested in response that an increase in tariff and season ticket charges would impact directly on the finances of either employers or individual workers, which could cause a knock-on effect if they were to choose to park in residential areas rather than car parks, potentially causing complaints.
11. The notion of balance risk and harm was discussed, with the point raised as to whether the Council should be aiming to discourage driving given the climate emergency and net-zero carbon emissions aim.
12. It was suggested that though the amendment would potentially help Blue Badge holders, those using public transport rather than cars would need to be treated the same. In response it was stated that the amendment wouldn't be seeking to subsidise public transport through Blue Badges and that if charges were to increase, this would encourage residents to travel to free car parks rather than the ones servicing individual traders. It was also noted that there had recently been a presentation from the Cabinet Member for Transport, which outlined how improvements could be made to rural bus services.
13. It was suggested that as Blue Badge holders have the ability to park within waiting restriction areas for two-hour periods, this could potentially cause an increase in parking within sensitive areas of town centres. Clarification was also provided in regard to the health and community benefits of being able to use appropriate car parking facilities, with the response noting declines to church congregations due to Sunday parking charges. An additional response was provided, that noted how free weekend parking provision had previously been used to facilitate carnivals, which provided a positive impact to both community revenue streams and social fabric.
14. It was confirmed that the budget amendment did not incorporate a response to the proposal to remove current windows of free parking, such as in Culver Street car park – Salisbury.

Amendment B

15. It was queried whether the proposed future commissioning model had potentially been dismissed by the amendment. It was clarified that one element of the proposed scrutiny would be to scrutinise the appropriateness of small voluntary groups as well as procurement processes in order to examine what the correct route could be for funding, including potential other sources for funding such as Area Board Health and Wellbeing Funds.

APPENDIX to the Overview and Scrutiny Management Committee Minutes of 8 February 2022

16. It was discussed that positive overview and scrutiny should enable understanding to be spread by engaging with the clubs as well as voluntary organisations; enabling them to through understanding to consider other ways of working.
17. Regarding the role of the proposed scrutiny exercise itself, it was clarified by the Monitoring Officer that though it would be difficult to discuss the role of broader scrutiny, the Terms of Reference for the potential rapid scrutiny exercise could be defined with the advice of officers. Therefore ensuring the amendment could proceed based on financial advice.
18. The potential long-term financial implications of the amendment on the Council were discussed, with further reference given to the need for the rapid scrutiny exercise in order to fully assess the amendment.

Amendment C

19. Details were sought on what potential reductions would be proposed to fund the potential amendment, to which it was clarified that there would be no impact on the budget debated and that it would cost £20,000 a year per the lifetime of the amendment to source the proposed £400,000. It was discussed whether the amendment would amount future costs that would have to be dealt with.
20. In response to queries about potentially putting money into funding of the current Community Area Transport Groups (CATG), it was clarified that the amendment would not impact on such funding.
21. It was noted that a Rapid Scrutiny Task Group had been set up to scrutinise the way that Area Boards operate, which would not provide feedback until after Council.

Conclusion

22. Cllrs Ian Thorn and Gavin Grant were thanked for submitting their budget proposals to the Committee and it was noted that they have been scrutinised.
23. To ask Full Council to take note of the comments of the Committee, as presented in this report.
24. Regarding the proposed amendments to the budget for lunch clubs for older people, and friendship clubs for adults with learning disabilities, to:
 - a) The request for a rapid scrutiny exercise reviewing payments made under the club schemes and the impact of the proposed savings from 2023/24 was noted.
 - b) The Chair and Vice-chair were asked to make any necessary arrangements following consideration the request for referral to scrutiny by Full Council.

Councillor Graham Wright Chairman of the Overview and Scrutiny Management Committee

APPENDIX to the Overview and Scrutiny Management Committee Minutes of 8 February 2022

Report Author: Ben Fielding, Democratic Services Officer, 01225 718504 or Benjamin.fielding@wiltshire.gov.uk

Report Date: 9 February 2022

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Wiltshire Council

Overview and Scrutiny Management Committee

22 March 2022

Financial Planning Task Group Update

Purpose

1. To update Overview and Scrutiny Management Committee on the work of the Financial Planning Task Group since the last update on 25 January 2022.

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
Cllr Pip Ridout (Chair)
Cllr Elizabeth Threlfall

4. Cllr Derek Walters stepped down from the task group in February 2022. The task group has paused the recruitment process until after its next meeting, when it will look at its role and responsibilities.

Terms of Reference:

5. The task group's terms of reference are below:

- 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:
 - a) approach to strategic procurement
 - b) major or financially significant contracts
 - c) 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

11 February 2022

Treasury Management Strategy Statement 2022/23

6. This report had been considered by Cabinet on 1 February 2022.
7. Treasury Management Strategy Statement sets out the investment strategy for the council over the coming financial year. The investment market has been difficult with low returns so in future the risk will be spread, and investments diversified.
8. The task group looked at the current portfolio position and the split between borrowing and investment. It discussed forecasting cash balances and looked at the changes to the investment strategy. It also considered the inclusion of environment, social and government metrics into credit rating agency assessments. There was also a brief discussion about the list of approved countries for investment.

Financial Year 2021/2022 – Quarter Three Revenue Budget Monitoring

9. This report had been considered by Cabinet on 1 February 2022.
10. The latest position is that the budget revenue trajectory is still the same as at Quarter 2. Some of the earmarked reserves have been consolidated and set aside for other purposes such as the staff pay award and £1.4m transferred into general reserves.

Financial Year 2021/2022 – Quarter Three Capital Budget Monitoring

11. This report had been considered by Cabinet on 1 February 2022.

12. There is some slippage of the budget into next year (£2.5m) but there are no other significant changes. It was agreed that the next capital budget report will contain separate breakdowns of CIL (Community Infrastructure Levy) and S106 funds and 'other' contributions.
13. There are a lot of inflationary pressures on this budget. This is difficult to forecast with confidence, but slippage is being constantly being monitored. Budgets have been set on the most up to date intelligence and the council is as confident as it can be in terms of budget 2022/23.
14. Any future significant issues with the budget will be reported through Cabinet and the Financial Planning Task Group.

Forward Work Plan

15. The draft forward work plan is attached at Appendix 1.

Proposals

- 1. To note the update on Financial Planning Task Group activity provided.**
 - 2. To note the task group's forward work plan, Appendix 1.**
-

Cllr Pip Ridout, Chairman of the Financial Planning Task Group

Report author: Simon Bennet, Senior Scrutiny Officer, T: 01225 718709,
E: simon.bennett@wiltshire.gov.uk

Appendix 1 – FPTG Forward Work Plan

Date	Item	Details	Officers	Members
25 March 2022	Review of Budget process 2022 Review the role and responsibilities of FPTG			
22 April 2022	tbc			
6 May 2022	tbc			
24 June 2022	Financial Year 2021/22 – Provisional Outturn Position (tbc)		Andy Brown	
8 July 2022	Financial Year 2021/22 – Final Outturn Position (tbc) Treasury Management Outturn 2021/22 (tbc)		Andy Brown Andy Brown	
2 September 2022	Financial Year 2022/23 Q1 Revenue Budget Monitoring (tbc) Financial Year 2022/23 Q1 Capital Budget Monitoring (tbc) Update on Medium Term Financial Strategy 2023/24 (tbc)		Andy Brown Andy Brown Andy Brown	
7 October 2022	tbc			

Date	Item	Details	Officers	Members
18 November 2022	Financial Year 2022/23 Q2 Revenue Budget Monitoring (tbc) Financial Year 2022/23 Q2 Capital Budget Monitoring (tbc)		Andy Brown Andy Brown	
Nov/Dec 2022	Possible meetings regarding specific service budgets post-Q2 (tbc)			
9 December 2022	tbc			

Future Briefings

24 March 2022 – Public Health Nursing (PHN) Services – future commissioning model

5 April 2022 – Home Care (Adults) - recommissioning

28 April 2022 - Block and framework contracts for care homes beds on the Wiltshire Care Homes Alliance (WCHA)

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Wiltshire Council

Overview and Scrutiny Management Committee

22 March 2022

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 Oladapo Ibitoye

Business Representatives

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 Panel met on 14th February, where the focus of the meeting was the Levelling-Up White Paper and the implications for the Local Enterprise Partnership (LEP). The White Paper outlined that for those areas seeking devolution deals, the LEP would be incorporated into the respective local authority.
- For areas not seeking devolution deals, the LEP would continue. However, at the time of meeting letters outlining the financial settlements from government had not been received; these were anticipated by the end of February.
- The budget settlement would determine how the LEP covering Swindon and Wiltshire would function going forward. Government revenue funding was currently £0.5m per annum. The expectation was that this would be reduced.
- The LEP had extended staff contracts until July 2022, with the intention to revisit this area on receipt of the settlement information.
- The settlement from government would have potential implications for the ongoing work of the Panel. If the operating model for LEP was to change, with a greater focus towards commercial opportunities and self-sufficiency rather than being centrally funded, this would necessitate a review of governance.
- The next meeting of the panel will consider the central funding for the LEP and the implications this has going forward, including the ongoing role of scrutiny.

2. Evolve Programme Task Group

Supporting officer: Ceri Williams

Membership

Cllr Joh Hubbard (Chair)
Cllr Dr Monica Devendran
Cllr Ruth Hopkinson
Cllr Horace Prickett
Cllr Mark Verbinnen
Cllr Mary Webb

Purpose

The Overview and Scrutiny Management Committee (OSMC) is asked to approve the establishment of a new task group to consider the council's Evolve programme.

Background

The Evolve programme will involve the procurement and implementation of a new Cloud-based Enterprise Resource Planning (ERP) system for the council. The programme will impact on the work of all staff at the council in respect of HR, finance, procurement and payroll processes. It will look to modernise technology and standardise business processes, improving efficiencies for core activities that are undertaken across the council, supporting their adoption through a comprehensive

in-house business change and training effort, and will deliver improved data, insights and reporting capabilities.

Terms of Reference (TOR)

1. The following TOR are proposed to underpin the work of the new task group:
 - a) To provide efficient, effective scrutiny engagement on the council's Evolve programme under the direction of OS Management Committee.
 - b) To receive periodic updates on the Evolve programme and scrutinise delivery of its key three objectives for the council, covering:
 - Organisational insight
 - Developing a flexible high-performance culture
 - Transforming business processes and digital technology
 - c) To meet quarterly as standard, unless there is a temporary need to meet more frequently or at a specific project milestone
 - d) To report findings and recommendations as appropriate to OS Management Committee following each task group meeting.

Recent activity

The task group's next quarterly meeting is scheduled for 8 April, where the emphasis will be on the change management aspect of the programme.

3. Asset Transfer Rapid Scrutiny Exercise

Supporting officer: TBC

Membership

TBC

Background

In September 2021, then Committee received an update on implementation of the Policy, which was considered by overview and scrutiny prior to its adoption in 2017. It was resolved:

1. To note the update on the Asset Transfer Policy, which will now be reviewed, and ask Cabinet to note the points raised by the Committee.
2. To note the reported intention for a consultation on the Policy in November 2021 and a report to Cabinet in early 2022 to reset the policy and programme, taking into account resource requirements and town/parish council appetite.

3. To establish a rapid scrutiny exercise to provide Overview and Scrutiny input on the Policy review process following completion of the Consultation process, with arrangements to be agreed by the Chairman, Vice-Chairman and Cabinet Member and reported back to Committee.

In November 2021, an update was requested by members of Management Committee and it was reported that the planned consultation with town/parish councils on the Policy would now be replaced with a town/parish council conference to be held in January 2022.

A further, verbal update will be provided at the meeting.

Proposals

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

Report authors:

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Henry Powell, Democracy and Complaints Manager, 01225 718052,
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Overview and Scrutiny Management Select Forward Work Programme

Last updated 14 March 2022

Overview and Scrutiny Management Committee – Current / Active Task Groups		
Task Group	Start Date	Final Report Expected
Financial Planning Task Group	October 2013	N/a
Swindon and Wiltshire Joint LEP Panel	March 2014	N/a
Area Boards Task Group	January 2022	March 2022
Asset Transfer Policy Rapid Scrutiny Exercise	September 2021	

Overview and Scrutiny Management Select – Forward Work Programme			Last updated 14 March 2022		
Meeting Date	Item	Details / Purpose of Report	Corporate Director and / or Director	Responsible Cabinet Member	Report Author / Lead Officer
24 May 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 Richard Clewer	Simon Bennett
24 May 2022	Management Committee Task Group update	To note the activity of task groups, rapid scrutiny exercises, panels and other ad hoc exercises under the Management Committee since the previous meeting.	Perry Holmes	-	Henry Powell
24 May 2022	Forward Work Programme	To approve the single Overview and Scrutiny forward work programme.	Perry Holmes	-	Henry Powell

Health Select Committee Forward Work Programme

Last updated 1 APRIL 2022

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 1 APRIL 2022		
Meeting Date	Item	Details / Purpose of Report	Corporate Director and / or Director	Responsible Cabinet Member	Report Author / Lead Officer
7 Jun 2022	Adult Social Care System Review	Health Select Committee to consider the outcomes of a system review of Adult Social Care.	Lucy Townsend (Corporate Director - People)	Cllr Jane Davies	Lucy Townsend
7 Jun 2022	AWP Transformation Programme	Overview of AWP's Transformation Programme and associated opportunities for Wiltshire.	Lucy Townsend (Corporate Director - People)	Cllr Jane Davies	Dominic Hardisty
7 Jun 2022	Long Covid Support Service	Wiltshire Health and Care to outline the long covid support available to Wiltshire residents, outlining associated challenges and opportunities.	Lucy Townsend (Corporate Director - People)	Cllr Jane Davies	Douglas Blair
7 Jun 2022	Integrated Care Alliance	Update report on the development of an Integrated Care Alliance within Wiltshire as part of the Integrated Care System proposals.	Lucy Townsend (Corporate Director - People)	Cllr Richard Clewer	David Bowater Elizabeth Disney
7 Jun 2022	South West Ambulance Service update	Performance update and overview of transformation proposals.			Nicola Ash

Environment Select Committee Forward Work Programme

Last updated 8 MARCH 2022

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

Environment Select Committee - Rapid Scrutiny		
Topic	Details	Date

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Environment Select Committee – Forward Work Programme			Last updated 8 March 2022		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
14 Jun 2022	Waste Management Strategy: Annual Review	For the committee to receive an annual update on: <ul style="list-style-type: none"> a review of changes to legislation and government policy performance in 2020-21 an action plan for 2022-23 	Parvis Khansari (Director of Highways and Transport)	Cllr Dr Mark McClelland	Martin Litherland
14 Jun 2022	Bus Strategy / Bus Improvement Plan	As discussed at the ESC-Executive meeting on 21 September 2021 on the transport and highways portfolio a report to be provided detailing the development of plans.	Parvis Khansari (Director of Highways and Transport)	Cllr Dr Mark McClelland	Jason Salter
14 Jun 2022	Active travel	As discussed at the ESC-Executive meeting on 21 September 2021 on the transport and highways portfolio to a report on programmes identified for potential Government funding	Parvis Khansari (Director of Highways and Transport)	Cllr Dr Mark McClelland	
14 Jun 2022	'Heritage' app; 'What's on in Wiltshire' app	September 2021 on the arts, heritage and tourism portfolio a report to be provided detailing the development of two tourism apps.	David Redfern (Assistant Director Leisure Culture and Communities)	Cllr Richard Clewer	

Environment Select Committee – Forward Work Programme			Last updated 8 March 2022		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
14 Jun 2022	Global Warming & Climate Emergency task group	To receive an update from the task group regarding activity and its forward work plan			Simon Bennett
13 Jul 2022	Libraries Development	As discussed at the ESC-Executive meeting on 24 September 2021 on the leisure and libraries portfolio to provide a update on the development of the council's library service.	David Redfern (Assistant Director Leisure Culture and Communities)	Cllr Ian Blair Pilling	
13 Jul 2022	Leisure Services Insourcing	As resolved at the select committee meeting on 9 November 2021, the committee will receive a further update be that includes financial information and membership trends. It will also review operating leisure facilities on public holidays.	David Redfern (Assistant Director Leisure Culture and Communities)	Cllr Ian Blair Pilling	

Environment Select Committee – Forward Work Programme			Last updated 8 March 2022		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
13 Jul 2022	Retrofitting of energy improvement works of current council housing	As discussed at the ESC Executive meeting on 9 September 2021 on the housing portfolio to provide a report on the scheme to make council homes more carbon neutral	Simon Hendey (Director - Housing and Commercial)	Cllr Phil Alford	
13 Jul 2022	Construction of zero carbon homes	As discussed at the ESC-Executive meeting on 9 September 2021 on the housing portfolio to provide a report on the construction of zero carbon homes.	Simon Hendey (Director - Housing and Commercial)	Cllr Phil Alford	
13 Jul 2022	Global Warming & Climate Emergency task group	To receive an update from the task group regarding activity and its forward work plan			Simon Bennett
13 Sep 2022	Homes 4 Wiltshire	As discussed at the ESC-Executive meeting on 9 September 2021 on the housing portfolio to provide an update on Homes for Wiltshire.	Emma Legg (Director – Ageing & Living Well)		Nicole Smith

Environment Select Committee – Forward Work Programme			Last updated 8 March 2022		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
13 Sep 2022	Local Plan	As discussed at the ESC-Executive meeting on 14 September 2021 on the spatial planning portfolio to receive updates when appropriate.		Cllr Nick Botterill	Georgina Clampitt-Dix, Jean Marshall
13 Sep 2022	Global Warming & Climate Emergency task group	To receive an update from the task group regarding activity and its forward work plan			Simon Bennett
8 Nov 2022	Private sector renewal strategy	As discussed at the ESC-Executive meeting on 9 September 2021 on the housing portfolio to provide a report on the strategy.	Emma Legg (Director – Ageing & Living Well)		Nicole Smith
8 Nov 2022	Review of registered housing providers	As discussed at the ESC-Executive meeting on 7 September 2021 on the housing portfolio. To receive a report on registered providers of affordable housing, shared ownership and rental housing.		Cllr Phil Alford	Richard Walters

Environment Select Committee – Forward Work Programme			Last updated 8 March 2022		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
8 Nov 2022	Streetscene contract	As resolved at the ESC meeting on 12 January 2022 the select committee will receive an update report on the Streetscene contract	Parvis Khansari (Director of Highways and Transport)	Cllr Dr Mark McClelland	Adrian Hampton
tbc	Gypsy & Traveller Plan	To receive the Gypsy and Traveller plan.		Cllr Nick Botterill	Georgina Clampitt-Dix
tbc	Update on the Homeless Strategy 2019-2024	As resolved by at the ESC meeting on 3 September 2019 the select committee to receive an update on the Homeless Strategy (delayed due to the pandemic)	Emma Legg (Director – Ageing & Living Well)		Nicole Smith
tbc	CATGs: 10 Years On	As resolved at the ESC meeting on 7 September 2021 the committee to receive an up-to-date report on Community Area Transport Group (CATG)	Parvis Khansari (Director of Highways and Transport)	Cllr Dr Mark McClelland	Dave Thomas

Children's Select Committee - FWP - March 2022

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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>	31 November 2021	
<p>Fostering Excellence To identify:</p> <ol 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) 	18 January 2022	19 May 2022
<p>Business Plan Metrics Task Group As agreed at the Children's Select Committee on 19 January 2022 – to review the metrics to be included in the Business Plan for measures linked to the remit of the committee</p>		8 June 2022
<p>Business Plan – service plans As agreed at the Children's Select Committee on 19 January 2022 – to review the service plans supporting the Business Plan linked to the remit of the committee</p>	After the Business Plan metrics tg	
Children and Young People's Mental Health	tbc	

<p>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>		
<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> <p>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.</p> <p>May link to the Getting to Outstanding items to committee and briefing.</p>	<p>After briefing to CSC</p>	
<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>	<p>tbc</p>	
<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>	<p>Spring 2022 (tie in with academic year)</p>	

Children's Select Committee - Rapid Scrutiny			
Topic	Details		Date
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 - FWP - March 2022			Last updated 7 MARCH 2022		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
For consideration by the Standing Task Group.					
	Corporate Parenting bi-annual report	March (brief update) October / November (annual report)			
	Adoption	Annual item. To receive information on adoption from the following sources: 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.			
	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 - FWP - March 2022			Last updated 7 MARCH 2022		
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.			
	Traded Services - annual report (November 2022)	To receive the second traded services annual report - this should be linked with the Standing Task Group meeting on 4 January 2022	Helean Hughes (Director - Education and Skills)	Cllr Laura Mayes	Paul Redford
Information briefings					

Children's Select Committee - FWP - March 2022			Last updated 7 MARCH 2022		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	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. 			

Children's Select Committee - FWP - March 2022			Last updated 7 MARCH 2022		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	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).			
	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
	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)		

Children's Select Committee - FWP - March 2022			Last updated 7 MARCH 2022		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	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.			
	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.			
	Information briefing - MASH and early support	September / October 2021			
	Information briefing - School Funding	Yearly briefing ahead of consideration of the budget.			
	Information briefing - school improvement programme	Linked to agenda item - briefing in November	Helean Hughes (Director - Education and Skills)		

Children's Select Committee - FWP - March 2022			Last updated 7 MARCH 2022		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	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.			
	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)		
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

Children's Select Committee - FWP - March 2022			Last updated 7 MARCH 2022		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	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 Voice 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
8 June 2022					
8 Jun 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 - FWP - March 2022			Last updated 7 MARCH 2022		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
8 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	
06 July 2022					
6 Jul 2022	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			

Children's Select Committee - FWP - March 2022			Last updated 7 MARCH 2022		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
6 Jul 2022	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
Agenda item – date to be set					
	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.			
	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).			

Children's Select Committee - FWP - March 2022			Last updated 7 MARCH 2022		
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)			
	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>.</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 - FWP - March 2022			Last updated 7 MARCH 2022		
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	
	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.			