

## Wiltshire Council

### Overview and Scrutiny Management Committee

19 May 2022

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#### Task Group Update

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

##### Membership

##### **Wiltshire Councillors:**

Cllr George Jeans  
Cllr Ian Thorn

##### **Swindon Borough Councillors:**

Cllr Junab Ali (Vice-Chair)  
Cllr Burn-Howell  
Cllr Oladapo Ibitoye

##### **Business Representatives**

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 was scheduled to meet on the 11 April. This meeting was cancelled in agreement with the Chief Executive of the LEP. The LEP at that stage had not received its letter from Government confirming its ongoing role. With that in mind it was felt appropriate to delay meeting until that correspondence had been received.
- From a membership perspective, Councillor Richard Britton, the current chair, has resigned from the panel. Based on its current terms of reference, the panel now has a vacancy for one Wiltshire councillor, in addition the panel currently has two vacancies for industry representatives.
- On confirmation of the future role of the LEP from Government, the LEP will consider its ongoing scrutiny arrangements and any amendments to the terms of reference will be communicated to the Chairman and Vice Chairman of the Management Committee.

## **Proposal**

The OSMC, on behalf of Wiltshire Council, is asked to nominate a representative to join the LEP scrutiny panel.

## **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 second meeting took place on 8 April, where it was agreed that for future meetings the task group would be given access to the programme's risk register, board papers and board minutes.
- The project status was currently amber, based on there being limited contingency for any delays over the next 12 months, in the build-up to go-live in April 2023.
- The programme was now moving into the Design Phase, emerging from the Business Preparation Phase. Design workshops were now a key focus for the team.
- The task group explored the resilience of the future system, questioning whether availability would be impacted if the council's physical data centres were ever out of action, due to flooding for example. In response, a briefing to the Chair took place on 27 April, where reassurance was given that the system would be predominantly cloud based, mitigating this risk.
- The members were also given an overview of the change management approaches being utilised by the programme team. Members felt it was important to secure buy-in from frontline staff and suggested the creation of a user group to act as a forum for staff input. This recommendation was accepted, and the programme team have confirmed that a user group will be operational shortly.
- The task group meets next on 1 July 2022.

## **3. Asset Transfer Rapid Scrutiny Exercise**

*Supporting officer: Simon Bennett*

## Membership

Cllr Ruth Hopkinson (Lead Member)

Cllr Bob Jones MBE  
Cllr Gordon King  
Cllr Bill Parks  
Cllr Pip Ridout  
Cllr Iain Wallis  
Cllr Graham Wright

### 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.

### Recent activity

The rapid scrutiny group's report will be presented at the meeting.

## **4. Financial Planning Task Group (FPTG)**

*Supporting Officer: Simon Bennett*

### Membership

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

### Background

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

### Terms of reference

- 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

The task group last met on 11 February 2022, see report to OSMC dated 22 March 2022.

A report regarding finance and resource scrutiny will be tabled at the OSMC meeting on 19 May 2022.

### Proposals

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

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