

Wiltshire Council

Overview and Scrutiny Management Committee

14 July 2022

Task Group Update

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

Membership

Wiltshire Councillors:

Cllr George Jeans

Cllr Ian Thorn

Vacancy

Swindon Borough Councillors:

Cllr Steve Heyes

Cllr Dan Smith

Cllr Junab Ali

Business Representatives

Andrew Hogben

Vacancy

Vacancy

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 Task Group has not met since the last meeting of the OSMC.
- The LEP is currently considering the future type of scrutiny it wishes to commission. When the LEP incorporated as a limited company in January 2019, government funding constituted 90% of total income; this year (22-23) the figure is circa 30%. It is anticipated that any future government funding will reduce further.
- The LEP has committed to provide an update on its future scrutiny plans in the next few weeks. Any proposed changes to arrangements will be communicated to the Chair/Vice Chair of the OSMC and brought back to Committee, as appropriate.

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

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)

- 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 met most recently on 1 July 2022.
- In response to a Task Group recommendation, the programme team had created a 'grass roots' service user group. This body will provide key feedback on software developments from a regular user perspective.
- The Task Group received a programme update, where it was confirmed that the programme was on target but there was very limited contingency for any future slippage.
- Members were given an overview of the management of risk. Key immediate risks being managed included staff resourcing and data migration.
- The Task Group also considered programme governance. The programme team highlighted that implementation decisions were fully evidenced based, with the deputy chief executive filling the role of senior responsible officer (SRO). This enabled senior corporate input towards balancing the Evolve Programme with other council change programmes/business as usual activities (BAU).
- The Task Group meets again in late Sept/ early Oct, when the programme is scheduled to transition into a new implementation phase.

3. Asset Transfer Rapid Scrutiny Exercise

Supporting officer: Simon Bennett

The rapid scrutiny group's report appears elsewhere on this meeting agenda.

4. Financial Planning Task Group

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 resources scrutiny appears elsewhere on this agenda.

Proposals

- 1. With the commencement of the 2021-22 Council year, to re-appoint the OS Management Committee task groups, rapid scrutiny exercises and panels listed above.**
- 2. To note the update on activity provided.**

- 3. To delegate authority to the Chairman and Vice-chairman to fill the Wiltshire Council vacancy on the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Joint Scrutiny Panel.**
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