

AGENDA SUPPLEMENT (1)

Meeting: Overview and Scrutiny Management Committee
Place: Committee Rooms A-C, Monkton Park, Chippenham
Date: Thursday 23 May 2013
Time: 10.30 am

The Agenda for the above meeting was published on Wednesday 15 May 2013 and indicated that the reports detailed below would be to follow. These are now available and are attached to this Agenda Supplement.

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This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

- 9 **The Work of Overview and Scrutiny in the Previous Council** *(Pages 1 - 6)*
 - 10 **Scrutiny Induction Event - 16 May 2013** *(Pages 7 - 10)*
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DATE OF PUBLICATION: Tuesday 21 May 2013
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Wiltshire Council

Overview and Scrutiny Management Committee

23 May 2013

The Work of Overview and Scrutiny in the Previous Council

– Supplementary Report

Appointments to Task Groups

- 1 The Management Committee is receiving a report on its agenda for 23 May 2013 on ongoing work recommended by the former Committee as part of the development of a work programme for the new Council.
- 2 Should the Committee decide to adopt the recommendations then it may wish to take the opportunity to re-appoint councillors to task groups established for those topics which are the direct responsibility of the Management Committee. These currently relate to Budget Scrutiny, Campus and Operational Delivery, and Members Support in the Locality. A number of the members are no longer Wiltshire councillors following the election and therefore this creates vacancies on most of the task groups.
- 3 In addition Overview and Scrutiny does from time to time receive an invitation to appoint a representative to specific activities or projects. Currently those which are the direct responsibility of the Management Committee are Wiltshire Online Project, Staff Management Board and the Constitution Focus Group. The Committee may therefore also want to take the opportunity to re-appoint a representative to each.
- 4 Further details on the above are given in the attached table. This also includes all ongoing task groups appointed by the select committees in recognition of the overall responsibility for the function and co-ordination of the single work programme by the Management Committee. It may therefore wish to take the opportunity to give some direction to the select committees prior to their forthcoming meetings.
- 5 The membership of the Management Committee itself has changed significantly following appointments at Council. Its chairman and vice-chairman will only be elected at today's meeting. It will therefore need to decide whether it feels it is sufficiently well-informed at its first meeting to make all/some of these appointments. At this stage, one option might be to simply re-appoint those members who remain councillors subject to their wish to continue and delegate the chairman and vice-chairman to fill vacancies as necessary. However the appointments could be regarded as not vital at the

moment although there may be a view that some are more pressing than others. The Management Committee meets again on 25 June.

- 6 As mentioned in the main report once chairmen and vice-chairmen of the Management Committee and the select committees have been elected efforts will be made to meet with relevant Cabinet members, portfolio-holders and service directors to discuss future activity which may also cover this ongoing work.
- 7 The Management Committee may want to give instruction that all non-executive councillors are canvassed over their desire to be involved in the Overview and Scrutiny function and to establish their specific interests.

Proposal

- 8 Following consideration of the recommendations in the main report and a decision to endorse the ongoing topics listed in Appendix B to the main report being included in the work programme, a way forward might be to:
 - (1) appoint those councillors who previously served on Budget Scrutiny, Campus and Operational Delivery, and Members in the Locality Task Groups to continue subject to their agreement;
 - (2) authorise the chairman and vice-chairman of the Management Committee to name councillors to fill vacancies on these task groups as appropriate;
 - (3) as a general exercise, ask the Scrutiny Team to canvass all non-executive councillors over their desire to be involved in the Overview and Scrutiny function and to establish their specific interests; and,
 - (4) advise the select committees of the Management Committee's endorsement to inclusion of the ongoing work in the work programme and its approach to filling vacancies.

Paul Kelly

Scrutiny Manager (and Designated Scrutiny Officer)

Recommended Legacy Task Groups

* Cllr not returning ** Cllr now in Cabinet

Task Group	Terms of Reference	Membership	Timescale
OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE			
Budget Scrutiny	<p>Review and scrutinise revenue and capital budgets</p> <p>Manage the arrangements for the annual overview of budget proposals</p> <p>Report periodically to the Management Committee as necessary</p> <p><i>Membership to be drawn from the Management Committee</i></p>	<p><u>Councillors</u></p> <p>Pip Ridout Mike Hewitt Mark Packard Trevor Carbin Nigel Carter*</p>	Standing
Campus and Operational Delivery	<p>Review and support the delivery of the Workplace Transformation Programme, ensuring it achieves the efficiencies and savings in the running cost of Council offices whilst enabling business transformation to improve provision of services to customers.</p>	<p><u>Councillors</u></p> <p>Tony Deane Charles Howard George Jeans Nigel Carter* Judy Rooke* Jonathon Seed**</p>	Stood down until required
Member Support in the Locality	<p>To consider the level of local support provided to Councillors with the outcomes of investigations submitted to the Committee once concluded.”</p>	<p><u>Councillors</u></p> <p>Desna Allen Richard Britton Bridget Wayman Ian West Fred Westmoreland Jeff Ody* Jonathon Seed**</p>	Stood down until required
CHILDRENS SELECT COMMITTEE			
Further Education in Salisbury Area	<p>To identify the number of young people from the Salisbury area who travel out of county and for long distances to access 16-19 education provision.</p> <p>To identify why those young people travelling long distances to access provision do so, the quality of life implications, and the financial and environmental impact.</p>	<p><u>Councillors</u></p> <p>Richard Britton Mary Douglas Jon Hubbard Jacqui Lay Bill Moss Pip Ridout Dr Mike Thompson (co-opted rep)</p>	Reconvening in June for a 12 month review

	<p>To seek young people's perception of the 16-19 education provision available in the Salisbury area, both in and out of county.</p> <p>To identify and make recommendations as to where there may be viable opportunities for expanding or improving provision of 16-19 education in the Salisbury area.</p>		
Major Contracts	<p>To hold contractors to account for the delivery of public services – in relation to those contracts which fall within the remit of the Children's Services Select Committee</p> <p>To carry out mid-year and annual reviews of major contracts</p> <p>To investigate areas of poor performance and concerns arising from contract reviews and to make recommendations for improvement as appropriate</p> <p>To establish links with the relevant procurement boards so as to ensure appropriate involvement in the build up to contract renewal</p> <p>To periodically report into the Children's Select Committee on matters arising from the task group's activities during the year</p> <p>To produce an annual report for the Children's Services Select Committee on the main findings and recommendations arising from the work of the task group.</p>	<p><u>Councillors</u></p> <p>Jon Hubbard Jacqui Lay Bill Moss Carole Soden*</p>	Standing
Safeguarding Children and Young People	<p>To monitor the implementation of any recommendations made by the Safeguarding Children and Young People Task Group that are endorsed by the Children's Select Committee and accepted by the executive.</p>	<p><u>Councillors</u></p> <p>Andrew Davis Jon Hubbard Bill Moss Bridget Wayman Rev. A Kemp (co-opted rep)</p>	Long term- minimum 18 months

	<p>To scrutinise Wiltshire Council's delivery of improvements to safeguarding children and young people as set out in the Safeguarding and Adoptions Improvement Plan.</p> <p>To receive a twice-annual report from the Council's Lead Member for Safeguarding Children and Young People providing details of their safeguarding activity.</p> <p>To continue/conduct ongoing scrutiny of services for Looked After Children (LAC).</p> <p>To work in collaboration with the Safeguarding Children and Young People Panel to clarify future joint-working arrangements [the establishment of which is proposed under Recommendation 35]</p>	Carole Soden*	
Special Schools and Post-16 SEN	<p>To establish the strengths and weaknesses of current special school and post-16 SEN provision in Wiltshire, taking into account the views of service users, parents and other stakeholder groups;</p> <p>To consider examples of best practice in special school and post-16 provision in Wiltshire and other authority areas;</p> <p>To make recommendations with respect to how special schools and post-16 SEN provision can be developed to ensure improved outcomes for Wiltshire residents with SEN.</p>	<p><u>Councillors</u></p> <p>Rev. A Kemp (co-opted rep) Graham Payne Anthony Trotman Carole Soden*</p>	
ENVIRONMENT SELECT COMMITTEE			
Developmental Control – Adaptable Estates	New – yet to be formed	N/A	N/A
Community Infrastructure Levy	The CIL Task Group was asked to test out the charging proposals for CIL and report on recommendations on the future implementation of CIL.	<p><u>Councillors</u></p> <p>Jon Hubbard George Jeans Ian McLennan Anthony Trotman Chris Humphries*</p>	April 2014

Waste	<p>To consider the review of services and strategy and ensuing proposals for countywide waste disposal options.</p> <p>To ensure the Council's future service enables us to meet both national and local targets</p> <p>To periodically report to the Environment Select Committee progress, with a final report in February 2013.</p>	<u>Councillors</u> Rosemary Brown Brian Dalton Jose Green Alan Hill Nigel Carter*	18 months from April 2013
HEALTH SELECT COMMITTEE			
Transfer to Care	(to be agreed following the elections)	<u>Councillors</u> Peter Hutton Pip Ridout Nigel Carter* Mr Brian Warwick (co-opted rep)	April 2014
Clinical Commissioning Group	(to be agreed following the elections)	<u>Councillors</u> Chris Caswill Jose Green Peter Hutton Nigel Carter* Peter Colmer*	June 2014
Continence Services	(yet to be defined following a rapid scrutiny exercise)	N/A	N/A
Review of AWP	To review care provided by AWP to people with dementia in Wiltshire	N/A	N/A
JOINT HEALTH AND ENVIRONMENT SELECT COMMITTEES			
Air Quality	<p>To review and scrutinise the implementation of the Air Quality strategic objectives and actions plan;</p> <p>To scrutinise the effectiveness of Services working together holistically to ensure that respective service contributions are embedded within delivery plans;</p> <p>To jointly report to the Health and Environment Select Committees, from which membership of the Task Group has been sourced.</p>	<u>Councillors</u> Rosemary Brown Nigel Carter* Chris Cochrane* Alan Hill David Jenkins Bill Roberts*	TBC

Wiltshire Council

Overview and Scrutiny Management Committee 23 May 2013

Overview and Scrutiny Councillor Induction Event – 16 May 2013

Purpose

1. To report the outcomes of the Overview and Scrutiny (O&S) councillor induction event held on 16 May 2013 at the Civic Centre, Trowbridge. This was part of the 2013 Councillor Induction Programme.

Background

2. Following the local elections on 2 May 2013, Wiltshire councillors are undertaking several weeks of induction events providing information and training on aspects of their role and of Council business. In addition to sessions on Council governance more generally, a full morning event was provided specifically on Overview and Scrutiny.

Summary

3. The session was well-attended, with 27 elected councillors plus one co-opted member taking part. It was facilitated by Charles Jack from Gateway Training, an external facilitator with experience of O&S who has been used successfully by the Council for previous training events. Speakers included:

Cllr Jane Scott, Leader of the Council

Dr Carlton Brand, Corporate Director

Kelly Hearne, Systems Thinking Review Lead, and

Paul Kelly, Scrutiny Manager

Cllr Allison Bucknell, Chairman of the Councillor Development Group

4. There were also many contributions from the floor and constructive open discussion amongst attendees. Support was provided by the Democratic Services team.
5. The purpose of the event was to:

- Consider different definitions of O&S, its purpose, benefits and how it can support the Council's priorities;
- Hear the perspectives of the Leader and the Corporate Leadership Team (CLT) on O&S, including their aspirations for O&S in the new Council;
- Recap on the current style and approach of O&S, recent key pieces of work, and how Systems Thinking approaches can enhance O&S;
- Discuss what the priorities should be for O&S in the new Council;
- Learn about the current O&S committee structure, how it operates and its constitutional powers.

Key messages

6. Cllr Jane Scott, Leader of the Council, emphasised the importance of O&S to the good governance of the Council, particularly the 'Overview' element i.e. non-executive members helping to develop Council policy. She highlighted the work of the Safeguarding Children and Young People Task Group as an example of executive and non-executive members working together effectively to address an important issue. There was general agreement that O&S's value lies in it being an evidence-based and therefore non-political process.
7. The Leader reported that, in future, she expected all key proposals to Cabinet to be submitted for consideration by O&S prior to a decision being taken. She emphasised that recommendations from O&S will continue to be taken seriously by the Cabinet. She was aware that many recommendations from O&S are considered by the relevant Cabinet member in the first instance, but expected a greater number of policy development recommendations to come to Cabinet in the future.
8. Dr Carlton Brand, Corporate Director, stated that O&S forms a crucial part of the Council's political leadership. He reported that the Corporate Leadership Team would continue to view engaging with O&S as a priority, describing it as an essential forum through which officers can understand the concerns and priorities of councillors.
9. There was general agreement that O&S committees can be a daunting arena for some officers when attending as witnesses. More junior officers may require a different approach, but can be very valuable witnesses in O&S reviews due to their understanding of frontline services.
10. Kelly Hearne, Systems Thinking Review Lead, provided a briefing on how Systems Thinking principles are being applied to services across the Council to improve efficiency and enhance the customer's experience. Attendees

were advised that a three-day Systems Thinking course is available (subject to agreement by the Councillor Development Group) and this came highly recommended by those who had completed it.

11. Cllr Allison Bucknell provided a briefing on the Councillor Development Group, a member-led body that coordinates a programme of development opportunities for councillors throughout the year. She encouraged attendees to take advantage of these events as much as possible. She also invited councillors to submit their own ideas for courses that they feel could address their development needs.

Suggested topics for future Overview and Scrutiny

12. A number of workshops were held during the morning and as an outcome from one of these attendees were asked to suggest key issues that would benefit most from overview and scrutiny in the new Council. These included the following:

Health

- Reductions in local healthcare facilities, such as minor injury units
- The amount of day-care provision for vulnerable adults
- The amount of adult social care provision for a growing elderly population
- Cost of transport for those needing multiple hospital visits

Children and Education

- Improving provision and choice for post-16 young people with SEN
- Improving support for children with complex healthcare needs in schools

Planning and Housing

- Availability of affordable housing and allocation of social housing
- The amount of green and recreational spaces, particularly sports pitches
- The impact of large developments on infrastructure e.g. highways and ground drainage

Transport, highways and street-scene

- Parking – charges in town centre car parks and lack of residential parking
- Public transport in rural areas – cost to the Council and the public
- Affordable transport for post-16 students and the elderly
- Improving traffic-calming and the enforcement of speed limits
- More consistency across the county in the setting of speed limits
- Improving and maintaining roads and pavements
- Improving dog-fouling enforcement, litter clearance and green space maintenance

Corporate and Councillors

- Increasing the public's trust in politicians and public engagement with local democracy
- Improving the experience of customers making complaints to the Council.

13. Initial feedback from the event from both councillors and organisers indicate that the event was very valuable, enjoyable and successfully delivered its objectives. Further training and understanding is planned both in terms of subject awareness within the individual select committees and key O&S chairmanship, questioning and listening skills.

Proposal

1. To note the outcomes of the Overview and Scrutiny Councillor Induction Event held on 16 May 2013;
2. To consider the topics suggested for consideration by Overview and Scrutiny in the new Council and direct as appropriate to the individual select committees for initial investigation. To receive reports back on any that are subsequently recommended for review and inclusion in the O&S work programme.

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