

AGENDA

Meeting: Overview and Scrutiny Management Committee
Place: The Kennet Room - County Hall, Trowbridge BA14 8JN
Date: Tuesday 28 November 2017
Time: 9.30 am

Please direct any enquiries on this Agenda to Democratic Services, County Hall, Bythesea Road, Trowbridge, committee@wiltshire.gov.uk

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Membership:

Cllr Ian Blair-Pilling	Cllr Jon Hubbard
Cllr Christine Crisp	Cllr Simon Jacobs
Cllr Matthew Dean	Cllr Gordon King
Cllr Stewart Dobson	Cllr Jacqui Lay
Cllr Howard Greenman	Cllr Andy Phillips
Cllr David Halik	Cllr John Walsh
Cllr Alan Hill (Vice-Chairman)	Cllr Graham Wright (Chairman)
Cllr Ruth Hopkinson	

Substitutes:

Cllr Clare Cape	Cllr Gavin Grant
Cllr Ernie Clark	Cllr George Jeans
Cllr Anna Cuthbert	Cllr David Jenkins
Cllr Brian Dalton	Cllr Pip Ridout
Cllr Christopher Devine	Cllr Ricky Rogers
Cllr Peter Fuller	Cllr Roy While

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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 7 - 12*)

To approve and sign the minutes of the meeting held on 26 September 2017.

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 22 November 2017 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 24 November 2017. 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 **Forward Work Programme** *(Pages 13 - 34)*

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.

7 **Management Committee Task Groups** *(Pages 35 - 40)*

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

- Digital Strategy and Implementation Task Group
- Financial Planning Task Group
- Military-Civilian Integration Task Group
- Planning Committee System Task Group
- Swindon and Wiltshire Local Enterprise Partnership Task Group

And to endorse the establishment of the Third Party Advertising Policy Task Group.

8 **Wiltshire Online Project Update** *(Pages 41 - 44)*

To receive an update on the rollout of the Wiltshire Online Project.

Cllr George Jeans, Overview and Scrutiny representative on the Wiltshire Online Project Board, will be in attendance.

9 **Report of the Rapid Scrutiny Exercise: Asset and Service Devolution and Community Asset Transfer Policy** *(Pages 45 - 50)*

To report on the outcome of the rapid scrutiny exercise established by the Committee on 26 September 2017 and held on 01 November 2017 to consider the revised Asset and Service Devolution and Community Asset Transfer Policy.

This report was received by Cabinet on 7 November 2017.

10 **Overview and Scrutiny Learning and Development Programme**

A report will be provided seeking councillors' views on an effective Overview and Scrutiny learning and development programme in the 2017-21 council.

11 **Communities and Local Government (CLG) Committee Review of Overview and Scrutiny in Local Government**

To receive the following note on the CLG Committee's Review of Overview and Scrutiny.

The Communities and Local Government Committee recently concluded its review on 'Overview and Scrutiny in Local Government'. This review was established prior to the General Election 2017 and was reinstated in September 2017, following the General Election.

Written evidence was received, some being from local authorities such as

Birmingham City Council and North Lincolnshire Council. Oral evidence was heard from Suffolk County Council, Croydon Council, Birmingham City Council, London Assembly, Greater Manchester Combined Authority and West Midlands Combined Authority.

The Committee will soon publish the report of its finding, complete with its recommendations. The Minister for Local Government, Marcus Jones MP, has not committed to act on any of the recommendations.

From the oral evidence considered, it was seen that effective O&S ought to be founded upon positive relationships with the Executive and a culture of openness and transparency; where O&S Cllrs are able to access information easily, in order to conduct appropriate reviews. Primarily, O&S ought to concentrate on holding the Executive to account, developing policy in particular areas and reviewing service areas. O&S was deemed to add most value when its recommendations were evidence-led and not politically motivated.

Consensus among the evidence presented was that O&S should not be used as a political weapon, indeed, O&S works most effectively when politics is removed from the equation. Ensuring that the customer is kept at the heart of the decision-making process, will help to enable O&S to add as much benefit as possible to the democratic process.

It was detailed among LAs how O&S can sometimes be under resourced. In response to this challenge, if O&S is outcome focussed when allocating resources, then it can ensure that it can still deliver.

12 **Date of Next Meeting**

To confirm the date of the next meeting as 30 January 2017. This meeting will be for consideration of the administration's budget proposals.

13 **Urgent Items**

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

PART II

Items during consideration of which it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed.

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OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 26 SEPTEMBER 2017 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Ian Blair-Pilling, Cllr Stewart Dobson, Cllr David Halik, Cllr Alan Hill (Vice Chairman - in the Chair), Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Simon Jacobs, Cllr Gordon King, Cllr Jacqui Lay, Cllr Andy Phillips, Cllr Pip Ridout, Cllr Peter Fuller (Substitute) and Cllr Roy While (Substitute)

Also Present:

Cllr Richard Clewer, Cllr Matthew Dean, Cllr David Jenkins, Cllr John Thomson, Cllr Stuart Wheller and Cllr Philip Whitehead.

62 Apologies

Apologies for absence were received from:-

Cllr Graham Wright (Chairman)
Cllr Christine Crisp, who was substituted by Cllr Peter Fuller
Cllr Howard Greenman, who was substituted by Cllr Roy While
Cllr John Walsh

63 Minutes of Previous Meetings

Resolved:

To approve and sign the minutes of the meetings held on 6 and 21 June 2017.

64 Declarations of Interest

There were no declarations of interest made at the meeting.

65 Chairman's Announcements

The Chairman made the following announcements:-

- (1) **Message from Cllr Graham Wright** The Chairman reported that the Cllr Graham Wright was away on leave on a holiday he booked prior to being elected to the post of Chairman and read out a message from him sending his sincere apologies and thanking both Members and officers for the support he had received since his appointment to this post.
- (2) **DCLG Enquiry** The Chairman announced that in January 2017 the Department for Communities & Central Government launched an enquiry looking at whether overview and scrutiny arrangements in England were working effectively and whether local communities were able to contribute to and monitor the work of their councils. The Management Committee received Wiltshire Council's response to the call for evidence in March.

Following pauses from all parliamentary select committee work during the General Election period, the Committee had now been reconstituted and its Members had agreed that the enquiry should be resumed and would be considering oral evidence in October.

This Committee would be updated in due course.

66 **Public Participation**

There were no statements or questions submitted.

67 **Forward Work Programme**

The Forward Work Programmes for the Select Committees and updates on previous work was received. Additional updates were received as follows:

Children's Select Committee

Cllr Jon Hubbard Chairman of the Select Committee informed Members of recent activity, including the provision of SEND in schools. There had not been complete agreement between the Local Authority and the schools involved but the Committee had agreed to recommend to the Overview & Scrutiny Management Committee that a task and finish group be formed to consider the future provision of education for SEND children and young people, specifically working with Officers, Schools and Parents to identify and consider the challenges outlined in the Wood Report and other associated documents. In order to proceed with this task and finish group without delay, permission to start had been sought and obtained from the Chairman of this Committee and approval was now being sought retrospectively.

The Committee also received a report by Cllr Anna Cuthbert, Chairman of the Rapid Scrutiny – Traded Services for Schools in which she set out their findings.

Environment Select Committee

Cllr Matthew Dean, Chairman of the Select Committee, gave an update of work undertaken so far by that Committee. In particular he drew attention to the Resident Engagement Strategy for which a draft report was likely to be presented to the Select Committee in early 2018.

Cllr Dean also highlighted work which was continuing on the Municipal Waste Management Strategy and proposed changes to the Council's Housing Allocations Policy.

Members noted that the Select Committee at its next meeting would receive a report on the joint working between the Council and train operating companies to consider the transport outcomes for Wiltshire residents and to assess the economic benefits of Wiltshire train stations.

Health Select Committee

Cllr Gordon King, Vice-Chairman of the Select Committee provided an update on the work of the Select Committee. He highlighted the impact of the Adult Care Charging Policy, a further report on which was likely to be presented to the January 2018 meeting of the Select Committee.

A report on Wiltshire CCG's commissioning intentions would be considered at the next meeting of the Select Committee. In particular, proposals would be presented about care proposals in Chippenham, Melksham and Trowbridge.

O & S Management Committee

The Chairman reported that the previous week he and Cllr Graham Wright had received a briefing from the Head of the Programme Office on the Council's key corporate programmes. It was pleasing to note that all of the most significant six programmes were already receiving some form of scrutiny engagement.

In consideration of the Council's new Business Plan, at the meeting of this Committee on 21 June 2017, mention was made of the Council's Community Asset Transfer Policy, it being noted that the Leader had expressed a wish that the Policy be revised in order that the process of transferring assets could become faster and more cost effective. The Committee had resolved that the new Policy be scrutinised before being presented to Cabinet, which had now been scheduled for 7 November 2017.

It was also noted that the Management Committee would receive an update on the Council's Highspeed Broadband Programme at its next meeting in November.

After some discussion,

Resolved:

1. To note the Overview and Scrutiny forward work programme and the updates on recent Overview and Scrutiny activity provided.
2. To endorse the establishment of the S.E.N.D. Provision in Schools Task Group by Children's Select Committee.
3. To endorse in principle the establishment and commencement of a task group looking at Traded Services for Schools to complete its work within 9 months, noting that the task group's establishment will also be considered by Children's Select Committee at its next meeting on 31 October.
4. To agree that the Chairman of Health Select Committee will sit on the Adult Social Care Transformation Programme Board as the Overview and Scrutiny councillor representative.
5. To establish a rapid scrutiny exercise to consider the revised "Asset and Service Devolution and Community Asset Transfer Policy" prior to its approval by Cabinet in November.
6. To congratulate Alistair Cunningham and Terence Herbert on their appointment as Corporate Directors and to thank Carolyn Godfrey for all her work during her tenure since the formation of Wiltshire Council in 2009.

68 Management Committee Task Groups

The Committee received an update on the activity of the following Task Groups:-

- Financial Planning Task Group
- Digital Strategy and Implementation Task Group
- Military and Civilian Integration Project Task Group
- Swindon and Wiltshire Local Enterprise Partnership Task Group
- Planning Committee System Task Group – The Chairman suggested that the terms of reference of this Task Group should be widened to include a review of the planning committee system. Cllr Jon Hubbard did not support this addition as he was concerned that members of the public might find it difficult to attend meetings should the Task Group recommend a reduction in planning committees.

Resolved:

1. To note the memberships of OS Management Committee's task groups, as appointed by the Chairman and Vice-chairman following Committee's request in June.
2. To note the updates on Task Group activity provided.
3. To endorse the terms of reference for the Planning Committee System Task Group as follows:
 - a. To explore the extent to which the Council's current development control processes meet the needs and objectives of Wiltshire's residents and communities, to potentially including consideration of:
 - The public's and applicant's experience, including digital access
 - Communications and liaison with local councillors and their role
 - b. To investigate whether the present planning committee structure is best suited to delivering an efficient, effective and sustainable service; with particular reference to the number of and geographical areas covered by the existing area committees, their agendas and meetings.
 - c. To suggest any recommendations for improvement of the planning committee system as appropriate.

(Note: Cllr Jon Hubbard requested that his vote against the Motion be recorded.)

69 **Emergency Planning and Management**

Consideration was given to a report by the interim Director, Public Health which provided a synopsis of recent actions and testing of the Council's preparedness to the response and recovery of an emergency, paying special attention to actions and lessons identified in the wake of the Grenfell Tower fire.

Attention was drawn to Exercise Concido which took place on 6 July 2017 at the Dorset & Wiltshire Fire Training Centre in Devizes. This exercise tested the recovery processes in the aftermath of the structural collapse of a four story block of residential flats and it was found that Wiltshire Council's plans were robust. However, lessons identified from both the Grenfell tower fire and Exercise Concido would be reviewed closely and changes would be made to Wiltshire's plans as necessary.

During discussion, whilst Members applauded action taken, it was considered that buildings lower than four stories, particularly three story buildings, should be investigated in due course.

Resolved:

- 1. To note the contents of the report.**
- 2. To support a continuing programme of training and exercising for emergency response and recovery across the organisation and increased engagement with partners in the voluntary sector.**
- 3. To receive a progress report on the council's emergency planning and management arrangements in six month's time.**

70 Date of Next Meeting

Resolved:

To note that the next meeting was scheduled to be held on Tuesday 28 November 2017 in the Kennet Room at County Hall, Trowbridge, starting at 10.30am.

71 Urgent Items

There were no urgent items of business.

(Duration of meeting: 10.30 - 11.55 am)

The Officer who has produced these minutes is Roger Bishton (Senior Democratic Officer), of Democratic Services, direct line (01225) 713035, e-mail roger.bishton@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115

Overview and Scrutiny Management Select Forward Work Programme

Last updated 19 November 2017

Overview and Scrutiny Management Committee – Current / Active Task Groups		
Task Group	Start Date	Final Report Expected
Financial Planning Task Group	October 2013	standing
Swindon and Wiltshire Joint LEP Task Group	March 2014	
MCIP Task Group	December 2014	March 2018
Planning Committee System Task Group	September 2017	
Digital Strategy and Implementation Task Group	June 2017	
Third Party Advertising Policy Task Group (proposed)	October 2017	Jan 2018

Overview and Scrutiny Management Select – Forward Work Programme			Last updated 19 NOVEMBER 2017		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
30 Jan 2018	Final Report of the Third Party Advertising Policy Task Group	To consider its findings and recommendations. These will then be considered by Cabinet, alongside the Policy itself.	Laurie Bell	Deputy Leader and Cabinet Member for Communications, Communities, Leisure and Libraries	Henry Powell
30 Jan 2018	Management Committee Task Group Updates	A report is attached presenting an update on recent activity.	Ian Gibbons	Cabinet Member for Corporate Services, Heritage, Arts and Tourism	Henry Powell
30 Jan 2018	Forward Work Programme	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.	Ian Gibbons	Cabinet Member for Corporate Services, Heritage, Arts and Tourism	Henry Powell
30 Jan 2018	Draft Financial Plan 2018-19	To consider the Administration's proposed budget for 2018-19.	Michael Hudson	Cabinet Member for Finance and ICT	

Overview and Scrutiny Management Select – Forward Work Programme			Last updated 3 NOVEMBER 2017		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
30 Jan 2018	Centre for Public Scrutiny Annual Conference 2017	To receive a report from the Chairman and other Wiltshire attendees on the Conference held on 6 December 2017, which will focus on 'The Governance of Complexity'.	Ian Gibbons	Cabinet Member for Corporate Services, Heritage, Arts and Tourism	Henry Powell
13 Feb 2018	Opposition Amendments to the Administration's proposed Financial Plan 2018/19		Michael Hudson	Cabinet Member for Finance and Procurement	
27 Mar 2018	Forward Work Programme	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.	Ian Gibbons	Cabinet Member for Corporate Services, Heritage, Arts and Tourism	Henry Powell
27 Mar 2018	Management Committee Task Group Updates	A report is attached presenting an update on recent activity.	Ian Gibbons	Cabinet Member for Corporate Services, Heritage, Arts and Tourism	Henry Powell

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Children's Select Committee Forward Work Programme

Last updated 1 NOVEMBER 2017

Children's Select Committee – Current / Active Task Groups			
Task Group	Details of Task Group	Start Date	Final Report Expected
Child and Adolescent Mental Health Services	Link	October 2017	TBC
SEND Passenger Transport	TBC	TBC	TBC
SEND School Provision	Link	October 2017	February 2018
Traded Services for Schools	TBC	November 2017	TBC

Children's Select Committee - Rapid Scrutiny		
Topic	Details	Date
Child Care Leavers	TBC	November

Children's Select Committee – Forward Work Programme			Last updated 1 NOVEMBER 2017		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
19 Dec 2017	Corporate Parenting Panel Six-Month Update	To receive the update from the Corporate Parenting Panel	Terence Herbert	Cabinet Member for Children, Education and Skills	
19 Dec 2017	Children's Services Case Management System	To receive an update on the procurement and implementation of a replacement for the Children's Services support solutions.		Cabinet Member for Children, Education and Skills	Lynda Cox, Jason Salter
6 Feb 2018	Pupil Performance in Public Tests and Examinations	To consider the pupil attainment figures for the 2016/17 academic year.	(Director - Children's Care Commissioning)	Cabinet Member for Children, Education and Skills	David Clarke
6 Feb 2018	Home Schooled Children	To receive a report detailing the regulation and monitoring of home schooled children's education and welfare.		Cabinet Member for Children, Education and Skills	
6 Feb 2018	Population Growth	To receive a report detailing preparations for population growth in Wiltshire, including SEND and those brought in through the MCIP.		Cabinet Member for Children, Education and Skills	
6 Feb 2018	Nursery Places – 30hours Free Entitlement for Working Parents	Update report as agreed by committee in January 2017 to report on the impact of the increased childcare entitlement from September 2017.	(Director - Children's Care Commissioning)	Cabinet Member for Children, Education and Skills	Julia Cramp

Children's Select Committee – Forward Work Programme			Last updated 1 NOVEMBER 2017		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
6 Feb 2018	Obesity and Child Poverty Update	To receive an annual update on the progress with Child Poverty and Child Obesity.	Director - Public Health and Public Protection	Cabinet Member for Adult Social Care, Public Health and Public Protection	Sarah Heathcote
6 Feb 2018	Final Report of the SEND School Provision Task Group	To receive the final report.		Cabinet Member for Children, Education and Skills	Adam Brown
17 Apr 2018	Wiltshire Council Apprenticeship Strategy	To receive a report on the performance in the first year of the apprenticeship levy, with details of the future plans for maximising the levy against our own workforce strategies, including how this can support care leavers and other disadvantaged groups of young people.		Cabinet Member for Children, Education and Skills	Ariane Crampton
17 Apr 2018	Care Leavers Strategy	To receive an update on the success of the Care Leavers Strategy, included housing and apprenticeships.		Cabinet Member for Children, Education and Skills	
17 Apr 2018	Children's Service Integration Project - Phase One Assessment	To receive an assessment of phase one of the project.	Lucy Townsend (Director - Family and Children's Services)	Cabinet Member for Children, Education and Skills	Lucy Townsend

Children's Select Committee – Forward Work Programme			Last updated 1 NOVEMBER 2017		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
17 Apr 2018	Corporate Parenting Panel Annual Report	To receive the annual report.		Cabinet Member for Children, Education and Skills	

Environment Select Committee Forward Work Programme

Last updated 20 NOVEMBER 2017

Environment Select Committee - Current / Active Task Groups			
Task Group	Details of Task Group	Start Date	Final Report Expected
Highways And Streetscene Contract Task Group	website	10 December 2013	21 November 2017

Environment Select Committee – Forward Work Programme			Last updated 1 NOVEMBER 2017		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
21 Nov 2017	Highways and Street Scene Task Group - Final Report	<p>To support the service in developing a framework for the whole service (as per peer review) and ensure that the performance framework includes measures of members of the public's satisfaction / wishes;</p> <p>To consider the proposed Key Performance Indicators and monitoring of the new contract to ensure that the experience of members of the public is taken into account;</p> <p>To monitor the implementation of the contract whilst considering how the monitoring of the delivery of the contract should be reported to the Environment Select Committee once the task group has completed its work.</p>	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Adam Brown

Environment Select Committee – Forward Work Programme			Last updated 1 NOVEMBER 2017		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
21 Nov 2017	Public Transport Review Update	At 19 September 2017 ESC, the Committee received the Public Transport Review Task Group's final report and agreed to receive an update in 12 months regarding the implementation of the bus service changes, following the consultation results where Cabinet resolved to reduce £500,000 from the public transport budget.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Jason Salter
21 Nov 2017	Executive Response to the Public Transport Review Task Group	At 19 September 2017 meeting, the Committee received the final report from the Public Transport Review Task Group. The report is now referred to the Cabinet Member for Highways, Transport and Waste for a reponse	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Adam Brown
21 Nov 2017	Highways Annual Review of Service	For the Committee to receive the annual report.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley

Environment Select Committee – Forward Work Programme			Last updated 1 NOVEMBER 2017		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
21 Nov 2017	Highways Infrastructure Asset Management System	At 11 October Briefing meeting it was agreed for the Committee to receive a presentation on this item detailing the following: the procurement exercise; how the new system will inform the capital programme; the IT support required to drive this project forward	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Paul Bromley
21 Nov 2017	Local Highways Investment Fund	At 11 October briefing meeting on the Highways Infrastructure Asset Management System, it was agreed for the ESC to receive an update report on the Local Highways Investment Fund. This report to detail the following: what has been delivered in the last 4 years; what is expected to be delivered in the final 2 years of the Fund. This item would feed into the Committee's discussion on 2018/19 Council Budget.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley

Environment Select Committee – Forward Work Programme			Last updated 1 NOVEMBER 2017		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
21 Nov 2017	Amendments to the Wiltshire Local Transport Plan (LTP) 2011-2026 - Car Parking Strategy	For the Committee to receive a short briefing note on the consultation and to provide Members with the opportunity to ask any questions on the process of the consultation.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Adrian Hampton, Robert Murphy
16 Jan 2018	Local Provision on Public Transport	To explore the joint working between the Council and train operating companies; to consider the transport outcomes for Wiltshire residents and to assess the economic benefits of Wiltshire's train stations.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Robert Murphy

Environment Select Committee – Forward Work Programme			Last updated 1 NOVEMBER 2017		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
16 Jan 2018	Wiltshire Council Waste Management Strategy	As agreed at 19 September 2017 ESC, the Committee to receive an update on the output from the waste consultation. This report would also include information on: why individuals choose not to recycle in Wiltshire and clearly defined, strategic goals for the Strategy, similar to those found in the 'Zero Waste Scotland' Strategy. All of this information would be used to help draft the Council's new waste management strategy.	Tracy Carter	Cabinet Member for Highways, Transport and Waste	Vicki Harris, Amy Williams
16 Jan 2018	Amendments to the Wiltshire Local Transport Plan (LTP) 2011-2026 – Car Parking Strategy	To present Cabinet with the outcome of the public consultation and to make recommendations on the implementation of charging options.	Parvis Khansari	Cllr Bridget Wayman	Robert Murphy
16 Jan 2018	Highways and Streetscene task group - Executive Response	For the Committee to receive the Executive's response to the Task Group's final report.	Parvis Khansari	Cllr Philip Whitehead	Adam Brown

Environment Select Committee – Forward Work Programme			Last updated 1 NOVEMBER 2017		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
16 Jan 2018	Wiltshire Playing Pitch Strategy	The existence of a robust, evidence based and up-to-date Playing Pitch Strategy covering the entire local authority area will help to influence a variety of local authority functions, policy development and decision making in respect of the community playing pitch stock, including planning policy and planning applications, educational provision, funding, facility and asset management, development of pitch based sports, public health and the management and maintenance of provision.	Tracy Daszkiewicz (Interim Director - Public Health and Protection)	Cabinet Member for Adult Social Care, Public Health and Public Protection	Louise Cary
16 Jan 2018	Re-commissioning of Housing Service Support Contracts Rapid Scrutiny Final Report	Following the consideration of the Rapid Scrutiny report on the item at June 2017 ESC, the Committee resolved that the Committee continues scrutiny engagement in some form with the recommission of the Housing Service Support contracts process up to 1st April 2018. The Committee to receive information on the review of the outcome of the tendering process.	(Director - Adult Care Commissioning)	Cabinet Member for Economic Development and Housing	Janet O'Brien

Environment Select Committee – Forward Work Programme			Last updated 1 NOVEMBER 2017		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
13 Mar 2018	Streetworks and Utilities Management	As resolved at 15 November ESC-Executive Annual Meeting on the 'Highways and Transport' portfolio, a report to be provided to the Committee detailing: how streetworks are managed in Wiltshire in comparison to other Local Authorities. Information provided will relate to: signage; pedestrian access; the added value to the Council.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Allan Creedy
13 Mar 2018	Reduced Road Casualties	As resolved at 15 November, ESC-Executive Annual Meeting on the 'Highways and Transport' portfolio, a report to be received by the Committee detailing: data from 2016 road casualties and accidents; possible ways of improvement going forward.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Allan Creedy
13 Mar 2018	A303 Amesbury to Berwick Down Road Scheme	Update Members on outcome of public consultation and scheme progress. Authorise delegated decision making to Cabinet Member, where appropriate.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Allan Creedy, Karen Jones

Environment Select Committee – Forward Work Programme			Last updated 1 NOVEMBER 2017		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
13 Jun 2017	TBC Enforcement update	To review the impact of the reduction of enforcement officers across the services.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	
26 Jun 2018	Resident Engagement Strategy	For the Committee to receive an annual update, in the form of a report.	(Director - Adult Care Commissioning)	Cabinet Member for Economic Development and Housing	Janet O'Brien
26 Jun 2018	More affordable homes to rent and buy	As resolved at 15 November ESC-Executive Annual Meeting on the 'Housing' portfolio, a report to be received by the Committee on the Council's partner Housing Associations' criteria for affordable homes. The report will detail: evidence of the individual policies for all the Council's partner Housing Associations.	(Director - Housing and Commercial Development)	Cabinet Member for Economic Development and Housing	Nicole Smith

Environment Select Committee – Forward Work Programme			Last updated 1 NOVEMBER 2017		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
26 Jun 2018	Future Development	As resolved at 15 November ESC-Executive meeting on the 'Housing' portfolio, the Committee to receive a report on 'Future Development'. Detail to be included around: where proposed future development opportunities on public owned land could take place and the rationale behind this decision; and the process of public engagement into developing proposals for these sites, in order to help ensure that development is provided where it is beneficial	Alistair Cunningham	Cabinet Member for Economic Development and Housing	Mike Wilmott
	TBC Emissions	To investigate possible scrutiny involvement in Wiltshire's emissions.	Tracy Carter	Cabinet Member for Highways, Transport and Waste	

Health Select Committee Forward Work Programme

Last updated 30 OCTOBER 2017

Health Select Committee – Current / Active Task Groups			
Task Group	Details of Task Group	Start Date	Final Report Expected
N/A			
N/A			

Health Select Committee – Forward Work Programme			Last updated 30 OCTOBER 2017		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
16 Jan 2018	Avon & Wiltshire Mental Health Partnership Trust - performance update	To receive an update on AWP's improvement programme following the CQC inspection report (2015) and the update on improvement provided in July 2016.		Cabinet Member for Adult Social Care, Public Health and Public Protection	AWP
16 Jan 2018	Adult Care Charging Policy update	To receive a further progress report on the Adult Care Charging Policy, including how lessons have been learnt, as agreed at 5 September meeting of Health Select Committee.		Cabinet Member for Adult Social Care, Public Health and Public Protection	Sue Geary
16 Jan 2018	Age UK Contracts - 2016 and Beyond	When considered by the HSC on 19 April 2016 it was agreed to receive an update on implementation of the decision.		Cabinet Member for Adult Social Care, Public Health and Public Protection	Olly Spence
16 Jan 2018	CCG Strategic Outline Case	As agreed at the HSC meeting on 5 September 2017 to receive a further report outlining a preferred option (expected early 2018) following a period of public consultation.			CCG
16 Jan 2018	Maternity and Cancer care strategies	(TBC)			CCG

Health Select Committee – Forward Work Programme			Last updated 30 OCTOBER 2017		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
16 Jan 2018	NHS Health Checks Programme - update and further analysis	To receive an update on the implementation of the program, including any significant impact on levels of diagnoses and procedures.		Cabinet Member for Adult Social Care, Public Health and Public Protection	John Goodall, Steve Maddern
16 Jan 2018	Outcome of the "Better Outcomes for Adult Care" peer review	The peer review was scheduled to take place on 21 June 2017. The Health Select Committee received information on the peer review at its meetings on 21 June and 15 November 2016.		Cabinet Member for Adult Social Care, Public Health and Public Protection	Sue Geary
16 Jan 2018	User Engagement with Adult Care	A number of contracts with user Led organisations come to an end in 2018 and so over the next few months we will be reviewing our commissioning intentions, our procurement model and our total budget for user engagement and coproduction within adult care.		Cabinet Member for Adult Social Care, Public Health and Public Protection	Jessica Chapman
16 Jan 2018	Wiltshire Health & Care (Adult Community Health Care Service)	To receive the report of the CQC inspection undertaken in June 2017 as agreed at the meeting of the HSC on 5 September 2017.		Cabinet Member for Adult Social Care, Public Health and Public Protection	
6 Mar 2018	AWP Transformation Programme	(TBC)			TBC

Health Select Committee – Forward Work Programme			Last updated 30 OCTOBER 2017		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
6 Mar 2018	Obesity and Child Poverty Task Group - Update on recommendations	At its meeting on 14 March 2017 the committee noted the update provided on the implementation of Wiltshire's Reducing Child Poverty Strategy and requested a progress report in 12 months' time.		Cabinet Member for Adult Social Care, Public Health and Public Protection	Jackie Keevan
6 Mar 2018	Recommissioning of the Wiltshire Substance Misuse Service - Update	To seek Cabinet approval to begin the commissioning process to retender the Wiltshire Substance Misuse Service (over 18's drugs and alcohol service)		Cabinet Member for Adult Social Care, Public Health and Public Protection	Ceri Williams
6 Mar 2018	Update on Strategic Outline Case consultation results				

Wiltshire Council

Overview and Scrutiny Management Committee

28 November 2017

Task Group Update

1. Digital Strategy and Implementation Task Group

Membership

Cllr Howard Greenman
Cllr Jon Hubbard (Chairman)
Cllr Bob Jones OBE
Cllr Stuart Wheeler
Cllr Gordon King

Terms of Reference:

- To meet at least 4 times a year and more frequently as required, when key milestones of the Strategy are identified
- For the Task Group's Chairman to hold a position on the Digital Programme Board

Culture Transformation:

- To investigate how the Council is engaging different user groups to support the re-design of Council services
- To help shape and implement the engagement of staff and members, as services are progressively automated

Technology and Platform:

- To provide an additional dimension of quality assurance on projects that emerge as a part of the Strategy
- To help shape and implement how the Council is maximising digital compatibility across all platforms, including legacy and partner systems

Service Re-Design

- To help shape how the Council prioritises its services for automation and the subsequent customer take-up of these services
- To monitor and review how the Council can make effective efficiencies through increased automated services and the cost and the implications of the technology to do so

Recent Activity

The task group met with the Executive and Senior Officers on 31 October 2017 and were presented with the updated version of the Digital Strategy and how the group's previous recommendations had been incorporated into this. The group's Terms of Reference were also discussed and agreed.

The group discussed the ambition of end-to-end processes and how O&S could add value by exploring how service areas can successfully engage customers digitally. In this sense, it would be important that all could access the digital provision; either directly or through a third party. However, it was recognised that it would not be appropriate for certain services to wholly rely on digital for their delivery.

The group also considered adding 'feedback systems' into the digital process; to help ensure that as services become progressively automated, the customer continues to feel valued and receives a high-level of customer service.

The task group supported the fact that, at present, no end date for the Digital Strategy could be identified and that when the first wave of the Strategy concludes in 2021, the legislation around technology and the technology itself would have greatly diversified.

It was agreed that the group would reconvene on 13 December and this meeting would be used to agree a Forward Work Programme for the task group.

2. Financial Planning Task Group

Membership

Cllr George Jeans
Cllr Pip Ridout
Cllr Ian Thorn (Chairman)
Cllr Stuart Wheeler
Cllr Roy While

Recent activity

The task group has not held a full meeting since the Committee's last meeting.

However, the task group chairman joined the Committee chairman and vice-chairman for the annual meeting with the Executive to discuss priorities within the 'Finance and Procurement' portfolio. Here the Cabinet Member for Finance and ICT invited the task group to help develop the council's Commercial Strategy, which will come to Cabinet for approval in the new year. This now being incorporated within the Task Group's forward work programme, subject to Committee's endorsement. The task group's findings and recommendations on the Strategy will come to Committee for endorsement prior to referral to Cabinet.

3. Military and Civilian Integration Partnership Task Group

Membership

Cllr Richard Britton
Cllr Gordon King
Cllr Mollie Groom
Cllr Alan Hill
Cllr Graham Wright
Cllr Tony Jackson

Terms of Reference

1. To explore the extent to which the council's current development control processes meet the needs and objectives of Wiltshire's residents and communities, to potentially including consideration of:
 - The public's and applicant's experience, including digital access
 - Communications and liaison with local councillors and their role
2. To investigate whether the present planning committee structure is best suited to delivering an efficient, effective and sustainable service; with particular reference to the number of and geographical areas covered by the existing area committees, their agendas and meetings.
3. To suggest any recommendations for improvement of the planning committee system as appropriate.

Recent activity

No recent activity

4. Planning Committee System Task Group

Membership

Cllr Ernie Clark
Cllr Peter Fuller
Cllr Sarah Gibson
Cllr Jose Green
Cllr Ruth Hopkinson
Cllr Ian McLennan (Chairman)
Cllr Paul Oatway

Terms of Reference

1. To explore the extent to which the council's current development control processes meet the needs and objectives of Wiltshire's residents and communities, to potentially include consideration of:
 - a. The public's and applicant's experience, including digital access
 - b. Communications and liaison with local councillors and their role

- c. The planning committee structure, agendas, meetings and decision making;
2. To investigate whether the present planning committee structure is best suited to delivering an efficient, effective and sustainable service; with particular reference to the number of and geographical areas covered by the existing area committees, their agendas and meetings.
3. To suggest any recommendations for improvement of the planning committee system as appropriate.

Recent activity

The task group met on 9th November to consider a draft survey of planning applicants in order to assess their experiences of the planning process. The survey is now being finalised.

The task group will meet again on 21st November and will discuss:

- The background to the current area planning committee structure
- Data relating to area planning committee meetings over the past 4 years
- Planning function performance indicators
- Info re planning officer liaison with councillors and current and future digital access to the planning process.

5. Swindon and Wiltshire Local Enterprise Partnership (LEP) Task Group

Membership

Wiltshire Councillors:

Cllr Trevor Carbin
Cllr Christine Crisp
Cllr Alan Hill
Cllr Nick Murry

Swindon Borough Councillors:

Cllr Cathy Martyn
Cllr Des Moffatt
Cllr Chris Watts
Cllr Steve Weisinger

Recent activity

The task group last met in April 2017 and reported its legacy report to this committee following the meeting.

Third Party Advertising Policy Task Group (proposed)

Membership (proposed)

Cllr Alan Hill
Cllr George Jeans
Cllr Nick Murry
Cllr Ricky Rogers
Cllr Ian Thorn
Cllr Stuart Wheeler (Chairman)
Cllr Graham Wright

Terms of Reference (proposed)

1. To support the development of the council's Third Party Advertising Policy, by considering,
 - Legal and commercial issues
 - The ethos, values and reputation of the council
 - Supporting local businesses and economic development
 - Opportunities for income generation
2. To submit findings and recommendations to the Cabinet Member prior to the Policy's consideration by Cabinet in 2018.

Background and recent activity

On 31 October 2017 the Chairman and Vice-Chairman of OS Management Committee met with the Cabinet Member for Communications, Communities, Leisure and Libraries to discuss OS engagement on key projects within the 'Communities and Communications' portfolio over the next 12 months. The Cabinet Member invited OS to help develop the council's Third Party Advertising Policy, which was then scheduled for Cabinet approval in December 2017. A robust advertising policy is needed so that the council can make consistent decisions with regards to the provision of advertising opportunities on council-owned property, space or media etc. This reflects the greater emphasis on 'commercialism' going forward, as set out in the council's Business Plan 2017-27.

Due to the short timescale, the Chairman of OS Management Committee decided to form a task group to undertake this role. Following a request for expressions of interest members were appointed and the task group's first meeting was held on 15th November. At this members met with the Cabinet Member and Associate Director, agreed their key questions and scoped the review.

The task group will now hold telephone meetings with other councils with developed advertising profiles in order to learn from their experiences.

The final advertising policy will now come to Cabinet for approval in the new year and the task group's findings and recommendations will come to Committee for endorsement, prior to referral to Cabinet.

Proposal

- 1. To note the updates on task group activity provided;**
- 2. To approve the Digital Strategy and Implementation Task Group's terms of reference, as set out above;**
- 3. To approve development of the Commercialism Strategy within the Financial Planning Task Group's work programme, with findings and recommendations brought to Management Committee for endorsement prior to referral to Cabinet;**
- 4. To approve the establishment of the Third Party Advertising Task Group with the membership and terms of reference set out above, with findings and recommendations brought to Management Committee prior to referral to Cabinet.**

Report authors:

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Wiltshire Council

Overview and Scrutiny Management Committee

28 November 2017

Report to Overview and Scrutiny Management Committee – Wiltshire Online Project

Background

1. The Wiltshire Online programme was designed to provide a fibre broadband service to those premises that commercial providers considered to be financially non-viable. Without Wiltshire Council's investment, approximately 40% of Wiltshire would not have access to superfast broadband. The Council's approach is designed to deliver fibre broadband to the greatest number of premises for the budget available.
2. To date over 85,000 homes and businesses have access to fibre broadband due to Wiltshire Council's Wiltshire Online investment.

Where we are in November 2017

3. I have sat with the broadband project board since its inception. In 2011 40% of the Wiltshire Council area was in need of broadband or improved broadband, when our project is finished in 2019 this will be down to 4%, having used the combined efforts of our intervention scheme and commercial roll out. This 4% may still benefit from payback Wiltshire Council will receive from the project. Those presently with less than 2Mb/s can use £300 to £350 government vouchers to club together forming a self-help scheme. Our small team has worked to win LEP (Commercial development Finance) and BDUK (Government Broadband Finance) funding plus satisfying European directives regarding the spending of public money.
4. The programme has been delivered within budget. We have had our problems for instance when BT has projected a number of premises to be completed by a certain date then fell short. We cannot totally satisfy the final 4%, however if we look at this project as a whole, it is something Wiltshire Council and others can say this is a success story. The government at present appear to be pursuing a universal provision by 2020; this should help address the last 4%.

Contract 1 - update on progress

5. **Deployment update:** Contract 1 build is complete. The contract 1 total homes passed target was exceeded at the end of quarter 1. Following detailed analysis of the speeds delivered it became clear the speed target of over 24Mbps was not met with a reported shortfall of 3% of the overall superfast target. Following discussions

with BT and BDUK the programme signed a contract change to remove the shortfall from contract 1 and add into contract 2. This approach facilitated a timely delivery of the speed shortfall build and allowed the formal closure of contract 1 to begin to crystallise the actual spend.

Achievement: 80,321 total premises passed with fibre broadband.

Spend: The contract closure process is underway; the programme team has received the end of life claim and completed the robust contact closure process with central government and BT. It is anticipated this process will be complete by November 2017 and will confirm the programme has been delivered within budget.

Contract 2 / Gainshare build – update on progress

6. **Deployment Update:** The delivery of contract 2 has not been without its challenges. The overall delivery target is significantly lower than the original contract 1 (as is the value) but the challenge is arguably greater as we work further into our more rural areas. The rural build goes hand in hand with increasing challenges such as land ownership (wayleaves), road closures, complex traffic management and significant lengths of ducting and fibre needing to be installed.

Currently the build trajectory is as expected.

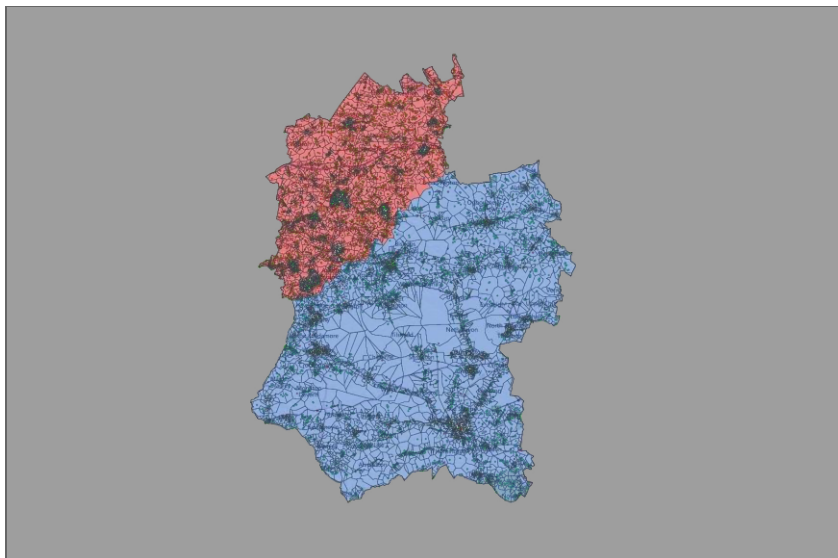
Achievement: Cumulative total premises reached with superfast broadband 5,709.

Spend: The contract is managed on a quarterly basis via the Milestone to Cash (M2C) process. This involves two levels of assurance, the first to allow the team to assure the milestone has been achieved and the second to assess the costs associated with that milestone. The team continue to robustly carry out the M2C process. When assuring the Quarter 3 and Quarter 4 achievements there was a pause in payments as the team worked with BT on outstanding issues. The area of concern has not been the achievement as the team are comfortable with what has been built, the concern has been the quality of evidence BT has provided. Further detail was requested and reviewed and payment was made in October 2017. The M2C process continues as normal for Quarter 2.

Ultrafast

7. Wiltshire Council has been working on procuring an Ultrafast Broadband solution after successfully securing £2m from central government and £1m for the Swindon and Wiltshire Local Enterprise Partnership. As per previous phases of our broadband deployment the intervention area for Ultrafast was defined as per EU State Aid Law to ensure that currently unserved premises not in any future build plans were considered.

8. In order to adhere to comply with EU State Aid Law, the intervention was defined and the county was split into two areas for the procurement, North and South. The decision to conduct an open procurement was taken at the Wiltshire Council Procurement Board on 19 July 2016. The Invitation to Tender (ITT) was published on 28 November 2016.



9. Following a robust evaluation process the contract in the North was awarded to Gigaclear Plc and in the South was awarded to British Telecommunications Plc.

Contract 3. North Lot 1 - Gigaclear

10. 5,774 premises to be served, build begins late 2017 and will be complete December 2019.

11. We are currently in the mobilisation phase of the contract. The contract will mirror both the assurance and governance of the existing contracts with BDUK overseeing the activities.

Contract 3. South Lot 2 - BT

12. 2,964 premises to be served, build begins early 2018 and will be complete March 2019. The BT Plc build model reaches all the strategically important business sites in Lot 2.

13. We are currently in the mobilisation phase of the contract. The contract will mirror both the assurance and governance of the existing contracts with BDUK overseeing the activities.

14. All contracts continue to be closely monitored by both the GWB Board and central government.

Cllr George Jeans
November 2017

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Wiltshire Council

**Cabinet
7 November 2017**

**Overview and Scrutiny Management Select Committee
28 November 2017**

Rapid Scrutiny Exercise: Asset and Service Devolution and Community Asset Transfer Policy

Purpose

1. To report to Cabinet and the Overview and Scrutiny Management Select Committee (OSMC) the outcome of the rapid scrutiny exercise established by the OSMC on 26 September 2017 and held on 01 November 2017 to consider the revised Asset and Service Devolution and Community Asset Transfer Policy (which will be referred to as “policy” in this report) prior to its consideration by Cabinet on 7 November 2017.
2. To make recommendations to the Cabinet Member for Finance, Procurement, ICT and Operational Assets with regards to this policy.

Background

3. When the OSMC considered the Council’s new Business Plan, at its meeting on 21 June 2017, it was noted that the Leader had expressed a wish that the policy be revised in order that the process of transferring assets could become faster and more cost effective. The OSMC resolved to contribute to the review of the policy.
4. At its 26 September 2017 meeting the OSMC resolved to establish a rapid scrutiny exercise to consider the revised policy prior to its approval by Cabinet on 7 November 2017.

Membership

5. The opportunity to take part in the rapid scrutiny was offered to all non-executive members of the council and the following Councillors were appointed:
Matthew Dean
Stewart Dobson
David Halik, subsequently unable to attend the meeting
Ruth Hopkinson, elected as lead member for the rapid scrutiny exercise
Andy Phillips
Pip Ridout

Evidence

6. The following papers were made available prior to the meeting:
[Modelling devolution – Working together to deliver local services](#) (LGA and NALC report)
[Community Asset Transfer policy](#) ([Appendix 1](#), [Appendix 2](#) and [Appendix 3](#)) - Cabinet – 15 December 2009
[Policy for the Transfer of Community Assets](#) - Cabinet Capital Asset - 26 July 2011
Community area Asset Transfer and Service Delegation to Salisbury City Council – Cabinet – 21 July 2015
[Salisbury City Council Asset Transfer](#) – Cabinet
Approval of Transfer from Wiltshire Council – Cabinet – 19 April 2016
Signed officer decision by Dr Carlton Brand, *Approval for the pausing of any further package community asset transfers to allow time to develop a community asset transfer and service delegation policy*, 15 March 2017
[Asset and Service Devolution and Community Asset Transfer](#) - Cabinet – 7 November 2017
[Asset and Service Devolution and Community Asset Transfer Policy](#) - Cabinet – 7 November 2017

Witnesses

7. Members of the rapid scrutiny would like to thank the following councillor and officers for attending the meeting and providing evidence:
Cllr Philip Whitehead, Cabinet Member for Finance, Procurement, ICT and Operational Assets
Mike Dawson, Asset Manager (Estates and Asset Use)
Ian Gibbons, Associate Director Legal and Governance
Emma Licciardi, Senior Solicitor (Commercial)
Joanna Madeley, Team Leader Property and Planning, Legal Services
Robin Townsend, Associate Director, Corporate Services and Procurement

Deliberations

8. The Cabinet Member introduced the revised policy. During the ensuing discussion, a number of questions were asked and aspects of the policy further explored, including the following.
9. Establishing ownership. It was noted that, in paragraph 3.2.3 of the policy, “historic and / or complex land issues” was listed as one of the exceptions in considering a freehold transfer as it would become prohibitive to both Wiltshire Council and Town or Parish Council (which will be referred to as “T&P Council” in this report). Although understanding the view not to establish ownership for all land and assets, the scrutiny members felt that consideration should be given to establishing ownership for assets where service devolution is considered and that the threshold for “prohibitive” should be set as high as reasonable in those cases. This would support the rapid scrutiny’s view that “assets should follow services” and, wherever practicable, preference should

be given to freehold transfer, if requested by the T&P Councils, or at least to allow for freehold transfer in future by having established ownership.

10. Service delegation. Reassurance was sought regarding the reputational and legal risks, and potential future costs, associated with service delegation, especially with regards to statutory duties. It was explained that where Wiltshire Council has a statutory duty to carry out the service in question, delegation will not remove Wiltshire Council's underlying statutory obligations. However, it was confirmed that service delegation agreements offered legal protection, including an indemnity from the T&P Council to cover any losses to Wiltshire Council as a result of the T&P Council carrying out a service. In terms of cost, these services were currently provided by Wiltshire Council. Therefore, even if delivery reverted to the council, this would not be a new / additional cost.
11. Raising awareness. Although there may already be interest expressed by T&P Councils in engaging with devolution and transfers as per the policy, there should be a programme of communication to T&P Councils to ensure that all T&P Councils are aware of the opportunity. It was noted that T&P Councils would be informed of the policy at a T&P Councils Training and Networking Day on 17 November 2017.
12. Support to T&P Councils. The issue of support to T&P Councils was raised with regards to advice, information provided (including costs of services, maintenance, etc.) and dedicated officer time. It was acknowledged that there could be no legal advice offered by Wiltshire Council as this would present a conflict of interest. It was also noted that, as per appendix 5 of the policy, identifying revenue / cost and value for money for each asset was identified at an early stage in the process of considering community asset transfers, in response to identified issues in previous cases.
13. Further devolution. Scrutiny members reported that other local authorities were considering "further devolution" such as non-statutory signage, parking, fly tipping enforcement, etc. It was recognised that the policy had been written to be as non-prescriptive as possible but consideration was given to additional wording to ensure that all T&P Councils would be aware that all and every possible devolution and transfer would be considered.
14. Savings and / or cost. It was confirmed that this was not designed as a short-term savings exercise but as a long-term enablement of service provision.
15. Potential scale of the programme. It was acknowledged that the revised policy aimed to ease the process and therefore facilitate take up by T&P Councils. This raised concerns about the potential scale of the programme if there was a high demand from T&P Councils and the amount of resources (mostly officers time and associated costs) that would be required to maintain an accurate and timely delivery of the programme. It was noted that the level of resources required would only be identified once a draft programme of package transfers had been developed and that staffing capacity had been identified as a risk in the Cabinet report (paragraphs 22 and 31 respectively).

The issue of “selection” was also identified (i.e. which requests would be considered if the demands exceeded capacity to deliver the programme).

Recommendations

16. The rapid scrutiny group recommends:

17. That the Cabinet Member for Finance, Procurement, ICT and Operational Assets notes the following recommendations and comments and makes representations as such to Cabinet at its meeting on 7 November 2017:

- a. Scrutiny members welcomed the opportunity to be involved before the policy was considered by Cabinet;
- b. To consider establishing ownership, to enable freehold transfers, for assets where service devolution is considered, as detailed in paragraph 9 of this report;

Executive response: Not all T&P Councils want both service and assets, to be left on a case by case and risk based basis.

- c. To consider indicating a high threshold for costs that are considered “prohibitive” as in paragraph 3.2.3, third bullet point, of the policy;

Executive response: To be considered on a case by case basis.

- d. To consider the following amendment to paragraph 4 of the Cabinet report to ensure that T&P Councils are aware of the non-prescriptive nature of services and assets to be considered for devolution or transfer:
(add at the end of paragraph 4) Town and parish councils are invited to submit all and any services and associated assets within their boundaries that they wish to be considered as part of their request(s) for the transfer of packages of services and assets;

Executive response: Amendment accepted. Additionally to inform T&P Councils of the new policy and draw their attention to paragraph 4 of the Cabinet report.

- e. To allocate appropriate staffing resources to ensure that the programme can be delivered in an accurate and timely manner, once the scoping exercise has been completed and the size of the programme is known; this would include the capacity to provide information about the services and assets (including related costs) in a timely manner as well as the ability to provide advice and information to T&P Councils about the overall process to support a smooth and efficient programme;

Executive response: Accepted, subject to financial limitations within any financial year.

- f. To develop and implement a programme of communication to ensure that all T&P Councils are aware of the policy and the opportunities it presents. This

could include advertising in the T&P Council newsletter and inviting Wiltshire Councillor to raise awareness through their Area Boards and through their involvement with their T&P Councils;

Executive response: Confirmed there would be a programme of communication.

18. That the Overview and Scrutiny Management Select Committee, following consultation with the Cabinet Member for Finance, Procurement, ICT and Operational Assets regarding timing(s), considers the following further scrutiny activities:
- a. To review the programme for the transfer of packages of services and assets to T&P councils, once established. A “selection” process to determine whether packages are considered could be required, should there be such a high demand from T&P Councils as to exceed capacity to deliver the programme. If a “selection” process is required OSMC may wish to review this as well;
 - b. To monitor the implementation of the programme for the transfer of packages of services and assets to T&P councils. This should enable the OSMC to identify the need, if any, to scrutinise specific packages of transfer, such as those considered of strategic importance, before they are considered by Cabinet;
 - c. To consider the appropriateness of overview and scrutiny involvement closer to the policy being reviewed in 2020.

Executive response: There were no issues raised with the proposed future scrutiny.

19. That Cabinet take into account the outcome of the rapid scrutiny exercise as detailed in this report and the recommendations and comments detailed in paragraphs 17 and 18 above when considering the revised policy on 7 November 2017.

The report from the rapid scrutiny exercise was fully considered at the 7 November 2017 Cabinet meeting.

Cllr Ruth Hopkinson, lead member for the rapid scrutiny exercise

Report author: Marie Gondlach, Senior Scrutiny Officer, 01225 713 597,
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Date of report: 06 November 2017

Background documents None

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