

# AGENDA

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**Meeting:** Overview and Scrutiny Management Committee  
**Place:** The Kennet Room - County Hall, Trowbridge BA14 8JN  
**Date:** Tuesday 18 September 2018  
**Time:** 10.30 am

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## Membership:

Cllr Chuck Berry	Cllr Ruth Hopkinson
Cllr Christine Crisp	Cllr Jon Hubbard
Cllr Matthew Dean	Cllr Gordon King
Cllr Stewart Dobson	Cllr Pip Ridout
Cllr Mary Douglas	Cllr John Walsh
Cllr Howard Greenman	Cllr Stuart Wheeler
Cllr David Halik	Cllr Graham Wright (Chairman)
Cllr Alan Hill (Vice-Chairman)	

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## Substitutes:

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

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## **Public Participation**

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

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

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

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

# AGENDA

## PART I

Items to be considered when the meeting is open to the public

1 **Apologies**

To receive details of any apologies or substitutions for the meeting.

2 **Minutes of the Previous Meeting** (*Pages 5 - 14*)

To approve and sign the minutes of the meeting held on 5 June 2018

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 11 September 2018 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 13 September 2018. 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 15 - 38*)

To consider the draft Forward Work Programme, and 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 **Executive Response to the Final Report of the Planning Committee System Task Group**

To receive the written response of the Cabinet Member for Spatial Planning, Development Management and Property to the report of the Planning Committee System Task Group. The Task Group's report was considered by OS Management Committee on [5 June 2018](#).

8 **Task Group and Programme Board representative update** (*Pages 39 - 50*)

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

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

9 **Review of OS Councillor Remuneration Allocation Scheme** (*Pages 51 - 56*)

To consider alternative options regarding how the OS councillor remuneration fund is allocated. The fund forms part of Wiltshire Council's Members' Allowance Scheme.

10 **Date of Next Meeting**

To confirm the date of the next meeting as 20 November 2018.

11 **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.

## OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

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### MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 5 JUNE 2018 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

#### **Present:**

Cllr Chuck Berry, Cllr Matthew Dean, Cllr Stewart Dobson, Cllr Howard Greenman, Cllr Alan Hill (Vice-Chairman), Cllr Jon Hubbard, Cllr Gordon King, Cllr Jacqui Lay, Cllr John Walsh, Cllr Graham Wright (Chairman), Cllr David Jenkins (Substitute) and Cllr Roy While (Substitute)

#### **Also Present:**

Cllr Ian Blair-Pilling, Cllr Richard Clewer, Cllr Tony Jackson, Cllr Brian Mathew, Cllr Ian McLennan, Cllr Ian Thorn, Cllr Bridget Wayman and Cllr Jerry Wickham

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#### **38 Election of Chairman 2018/19**

Nominations were sought for a Chairman and following a proposal from Councillor Chuck Berry, seconded by Councillor Stewart Dobson, it was,

#### **Resolved:**

**To appoint Councillor Graham Wright as Chairman for the forthcoming year.**

#### **39 Election of Vice-Chairman 2018/19**

Nominations were sought for a Vice-Chairman for the forthcoming year. Councillor Alan Hill was proposed by Councillor Jacqui Lay, seconded by Councillor Howard Greenman. Councillor Gordon King was nominated by Councillor Jon Hubbard, seconded by Councillor John Walsh.

#### **Resolved:**

**To appoint Councillor Alan Hill as Vice-Chairman for the forthcoming year.**

*A recorded vote having been requested by the required number of councillors, the votes cast were as follows:*

*For Councillor Alan Hill (7)*

*Councillor Chuck Berry  
Councillor Matthew Dean*

*Councillor Stewart Dobson  
Councillor Howard Greenman  
Councillor Alan Hill  
Councillor Jacqui Lay  
Councillor Roy While*

*For Councillor Gordon King (4)*

*Councillor Jon Hubbard  
Councillor David Jenkins  
Councillor Gordon King  
Councillor John Walsh*

*Abstentions (1)*

*Councillor Graham Wright*

40 **Apologies and Membership Changes**

Apologies for absence were received from Councillors Christine Crisp, David Halik, Ruth Hopkinson, Stuart Wheeler and Pip Ridout.

Councillor Crisp was substituted by Councillor Roy While.

It was noted that following Full Council on 22 May 2018 Councillors Ian Blair-Pilling, Simon Jacobs and Andy Phillips were no longer members of the Committee. Councillors Chuck Berry, Pip Ridout and Stuart Wheeler were added to the Committee.

The Committee expressed its thanks to those who had served in the past year.

41 **Minutes of the Previous Meeting**

The minutes of the meetings held on 20 March and 10 April 2018 were presented and it was,

**Resolved:**

**To approve and sign the minutes as a true and correct record.**

42 **Declarations of Interest**

There were no declarations.

43 **Chairman's Announcements**

Attention was drawn to the Annual Report of the Committee which had been approved by Full Council on 22 May 2018.

44 **Public Participation**

Statements would be taken by the public under any relevant item.

45 **Planning Committee System Task Group: Update following discussions with the Cabinet Member**

At its meeting on 20 March 2018 the Committee debate a report of the Planning Committee System Task Group, which had been established in June 2017. It was requested that the Task Group discuss its report with the Cabinet Member for Planning and Strategic Asset Management prior to final consideration by the Committee.

Councillor Ian McLennan, Chairman of the Task Group, presented the Final Report which detailed the 12 recommendations that had been resolved. Details of those discussions were detailed in the updated report. Some specific points noted included:

It was stated that the Task Group and the Cabinet Member had agreed that in relation recommendation 6 regarding the area planning committee structure, further scrutiny work was not appropriate at the present time until the outcome of the ongoing Electoral Review of Wiltshire Council by the Local Boundary Commission for England was concluded in respect of the overall Council size that would be in place in future.

In relation to recommendation 9, regarding councillors 'calling-in' applications providing detailed reasons at committee meetings, revised wording had been agreed with the Cabinet Member to recognise that it was not practical or fair to applicants to delay determination where such reasons were absent.

In relation to recommendation 11 the Task Group continued to recommend that pre-meeting briefings for all committee members as took place in some areas should cease in the interests of openness and transparency. However, the Cabinet Member believed that such briefings played a valuable role in updating committee members and did not support this recommendation.

The Committee then heard from Councillor Toby Sturgis, Cabinet Member for Planning and Strategic Asset Management, who thanked the Task Group for their work and confirmed he supported the recommendations proposed with the exception of recommendation 11.

The Committee discussed the report and the recommendations that had emerged, in particular debating the nature, extent and purpose of pre-meeting briefings at planning committees and whether these added to the quality of debate or gave the appearance of decisions being taken prior to the meetings, even though this was not the case. It was also raised whether such briefings could be public or whether there were situations where confidentiality was necessary.

A motion was moved not to endorse recommendation 11 by Councillor Matthew Dean, seconded by Councillor Jacqui Lay, with the details shown under the resolution.

At the conclusion of discussion, it was then,

**Resolved**

**That the Committee:**

- a) Notes the discussions held between the Task Group and the Cabinet Member for Planning and Strategic Property on 17 May 2018.**
- b) With the exception of Recommendations 9 and 10(b) and 11, endorses the original recommendations presented in the Task Group's Final Report (attached at Appendix 1) and refers them to the Cabinet Member where appropriate.**
- c) Endorses Recommendations 9 and 10 b) as amended in the update report above and refers them to the Cabinet Member.**
- d) Endorses a further recommendation that periodic training and briefings for planning committee members (accessible online and via Skype) be investigated, and refers this to the Cabinet Member.**
- e) Resolves that the Planning Committee System Task Group has now concluded its work.**

A recorded vote having been requested by the required number of councillors regarding the endorsement of recommendation 11, the votes cast were as follows:

**For – not to endorse recommendation 11 (8)**

*Councillor Chuck Berry  
Councillor Matthew Dean  
Councillor Stewart Dobson  
Councillor Howard Greenman  
Councillor Alan Hill  
Councillor David Jenkins  
Councillor Jacqui Lay  
Councillor Roy While*

**Against – to endorse recommendation 11 (3)**

*Councillor Jon Hubbard  
Councillor Gordon King  
Councillor John Walsh*

**Abstentions (1)**

*Councillor Graham Wright*



46 **Public Request for Overview and Scrutiny Review: Westbury Advanced Thermal Treatment Plant**

On 20 March 2018 members of the public from the Westbury Gasification Action Group (WGAG) presented a petition to OS Management Committee regarding the Advanced Thermal Treatment(ATT) plant proposed in Westbury. The Committee resolved that the Chairman and Vice-Chairman of the Committee should discuss the potential for scrutiny work in this area with the relevant cabinet members, officers and select committee chairmen and vice-chairmen before making a decision. That meeting took place on 16 May 2018, with full details as provided in the agenda papers.

During debate the Committee heard from Margaret Cavanna, Maggy Daniell and Harriet James from WGAG.

The Committee discussed the report from the Chairman, which concluded that it was not felt that scrutiny could add additional value at the present time, but thanked the members of the public for their engagement in the process, as many useful points had been looked into as a result. Other points raised during debate included further discussion of the issues of waste processing in Westbury, Calne and other sites; the ongoing planning process; improving communication on waste reduction; the need for more work regarding air quality and how to assess health impacts in local areas.

On the motion of Councillor Matthew Dean, seconded by Councillor Gordon King, it was,

**Resolved:**

**In light of the information presented above and the discussions held with officers, cabinet members and scrutiny chairmen and vice-chairmen on 16 May 2018, it is proposed that the Committee:**

**Does not consider that scrutiny can add value on this matter at present, given:**

- **The new application's status in the planning process and confirmation that all relevant changes to circumstances since the original application will be considered;**
- **The Cabinet Member has requested a comprehensive report from the Public Health and Environmental Protection teams in commenting on the public health and environmental impacts of the planning application;**
- **The role of the Environment Agency in prescribing ATT plants' maximum emissions and emission monitoring arrangements and the requirement for public and local authority consultation on the award of the permit;**
- ***The council's plan to locate an Osiris indicative particulate monitor in Westbury following service and calibration.***

Notes its thanks to the members of the public for their engagement in the overview and scrutiny process and for putting this matter forward for the committee's consideration.

Notes that Overview and Scrutiny at Wiltshire Council welcomes all public engagement on this matter and any further suggestions of topics for inclusion on its forward work programme.

47 **Executive Request for Overview and Scrutiny Review: Hackney Carriage Late-night Tariffs**

Councillor Jerry Wickham, Cabinet Member for Adult Social Care, Public Health and Public Protection, presented his request for a scrutiny review of the current schedule of late night tariffs for Hackney Carriages as adopted by the Licensing Committee in 2014. It was reported that complaints had been received regarding the charging of high late-night fares in the Salisbury area, with alleged detrimental effect on the night time economy. Concerns had been raised as to whether Wiltshire's tariffs were competitive with other nearby night time centres such as Andover and Swindon. Following the March 2018 incident in Salisbury and the ongoing recovery effort a review was felt to be appropriate.

The Committee discussed the request, noting the reports that military personnel returning to their bases from Salisbury were often impacted by the tariffs, and the terms of reference for a review were debated.

On the motion of Councillor Alan Hill, seconded by Councillor Graham Wright, it was,

**Resolved:**

**Following the Executive request for overview and scrutiny input, a task group with the terms of reference listed under paragraph 5 to be established under the auspices of Environment Select Committee.**

**Task group membership to be sought and the review to commence in anticipation of endorsement by Environment Select Committee on 26 June 2018.**

**The Chairman of Environment Select Committee be given authority to determine the task group's membership pending Committee approval on 26 June 2018.**

48 **Referral from Full Council: The Use of Plastic Waste in Road Repairs, Re-Surfacing and Construction**

On 22 May 2018 Full Council received but did not debate a Notice of Motion submitted by Cllrs Brian Mathew and Steve Oldrieve regarding The Use of Plastic Waste in Road Repairs, Re-Surfacing and Construction. Full Council

resolved to refer the matter to Overview and Scrutiny for appropriate further action.

The Cabinet Member for Highways, Transport and Waste, Councillor Bridget Wayman, stated the need to ensure any new materials used were proven to be long lasting, among other factors, given limited budgets available.

On the motion of Councillor Graham Wright, seconded by Councillor Matthew Dean, it was,

**Resolved:**

**To refer the motion to the Environment Select Committee, who would receive a briefing note at their next meeting.**

49 **Overview and Scrutiny Councillor Learning and Development Programme 2017-21**

A report was received as detailed in the agenda supplement on an updated learning and development programme for councillors for the period 2017-2021, to include a programme of workshops, some external input where appropriate, in order to develop key scrutiny skills.

**Resolved:**

**To approve the proposed Overview and Scrutiny councillor learning and development programme.**

**To note that the programme will be periodically reviewed by the Chairman and Vice-Chairman, with further activities to be added when agreed by the Committee.**

50 **Forward Work Programme**

The Forward Work Programme as detailed in the agenda pack was considered.

Additional points raised included but were not limited to the progress of phase one of the Families and Children's service transformation programme, receiving the report of the Outdoor Education Task Group, and with further task groups considered including regarding the renewal of the disadvantaged learner's strategy and a report on home schooled children. It was also stated that a number of young people from the Wiltshire Youth Parliament had agreed to serve as youth representatives to the Children's Select Committee.

There was also a proposal from the Health Select Committee for a Task and Finish Group looking at NHS Health Check provision, and that the Committee will consider the report of the Local Government Ombudsman on a case of malpractice in relation to respite care by the Council at its meeting in July.

**Resolved:**

**To note the Forward Work Programme, including the proposed Health Select Committee Task Group.**

51 **Management Committee Task Group Updates**

A report on Task Group activity was received as detailed in the agenda papers.

In relation to the Digital Strategy and Implementation Task Group it was stated the group had agreed with the relevant Cabinet Member and Director that it should amend its terms of reference, and it was requested the Committee approve this.

In relation to the Military Civilian Integration Partnership Task Group it was stated that three communities in the Amesbury Area were cooperating in further investigating issues regarding military civilian integration, with the increase in military presence in those areas.

In relation to the Local Enterprise Partnership Task Group it was stated a ministerial paper on changes to the LEPs was due for publication shortly.

**Resolved:**

1. **To note the update on task group activity provided.**
2. **To note the reported developments to the Financial Planning Task Group's approach.**
3. **To endorse the new Terms of Reference of the Digital Strategy and Implementation Task Group as follows:**
  - a) **Explore their options of the Microsoft Exercise and look at learning from other councils on how to potentially use those solutions**
  - b) **Look at the list of projects and how things become projects - explore how these can be better vetted in future to ensure project meet best needs**
  - c) **Look at audit of existing software and how much we are/are not duplicating systems and costs**
  - d) **How we interface between service users/residents and the council and its digital systems.**

52 **Overview and Scrutiny Councillor Remuneration 2017-18**

In accordance with Part 13 of the Constitution – Members Allowances Scheme – a Scrutiny Fund of £15,000 per annum is available to reward councillors

serving specific scrutiny functions such as chairing task groups and serving on project boards.

The Fund is required to be allocated by the Committee in accordance with a scheme to be approved annually. A report was presented setting out proposed allocations for the year 2017/18.

On the motion of Councillor Graham Wright, seconded by Councillor Alan Hill, it was,

**Resolved:**

**To approve the allocation of the Overview and Scrutiny Remuneration Fund for 2017/18 as detailed in Appendix 1 to the report.**

53 **Date of Next Meeting**

The date of the next meeting was confirmed as 17 July 2018.

54 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 1.20 pm)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services, direct line (01225) 718504, e-mail [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

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## Overview and Scrutiny Management Select Forward Work Programme

Last updated 10 SEPTEMBER 2018

<b>Overview and Scrutiny Management Committee – Current / Active Task Groups</b>		
<b>Task Group</b>	<b>Start Date</b>	<b>Final Report Expected</b>
Financial Planning Task Group	October 2013	Standing
Swindon and Wiltshire Joint LEP Task Group	March 2014	Standing
MCIP Task Group	December 2014	-
Planning Committee System Task Group	September 2017	March 2018
Digital Strategy and Implementation Task Group		-
Third Party Advertising Policy Task Group	November 2017	March 2018

<b>Overview and Scrutiny Management Select – Forward Work Programme</b>			Last updated 10 September 2018		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / Purpose of Report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
20 Nov 2018	Corporate Peer Challenge - update	To receive a 6-month update on progress with implementation of the action plan received by Committee on 20 March 2018.	Robin Townsend	Cllr Baroness Scott of Bybrook OBE	David Bowater
20 Nov 2018	Third Party Advertising Task Group - update	To receive an update on implementation of the council's Advertising Policy and Function, as requested by Committee on 20 March 2018. The task group was asked to meet with the Cabinet Member and directors to receive this and bring an update back to Committee.	Laurie Bell	Deputy Leader and Cabinet Member for Communications, Communities, Leisure and Libraries	Henry Powell
20 Nov 2018	Task Group update	To receive an update on the work of the OS Management Committee's task groups.	Ian Gibbons	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Henry Powell
20 Nov 2018	Forward Work Programme	To consider the current Overview and Scrutiny forward work programme	Ian Gibbons	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Henry Powell



## Children's Select Committee Forward Work Programme

Last updated 1 OCTOBER 2018

Page 17

<b>Children's Select Committee – Current / Active Task Groups</b>			
<b>Task Group</b>	<b>Details of Task Group</b>	<b>Start Date</b>	<b>Final Report Expected</b>
Child and Adolescent Mental Health Services (CAMHS)	<a href="#">Link</a>	October 2017	TBC
SEND Passenger Transport	TBC	TBC	TBC
SEND School Provision	<a href="#">Link</a>	October 2017	TBC
Strategy and Support Programme for Disadvantaged Learners	TBC	Early 2018	TBC
Traded Services for Schools	TBC	December 2017r	TBC

<b>Children's Select Committee - Rapid Scrutiny</b>		
<b>Topic</b>	<b>Details</b>	<b>Date</b>
Child Care Leavers	TBC	October

<b>Children's Select Committee – Forward Work Programme</b>			Last updated 1 OCTOBER 2018		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / Purpose of Report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
6 Nov 2018	Wiltshire Council Apprenticeship Growth Target	To receive details on Wiltshire Council's submission to central government on how we are fulfilling our apprenticeship target.	Barry Pirie	Cabinet Member for Children, Education and Skills	Joanne Pitt
6 Nov 2018	Family and Children's Transformation (FACT) - Year One Assessment	To receive an update regarding the progress made 1 year following the launch of the new service.	Lucy Townsend (Director - Family and Children's Services)	Cabinet Member for Children, Education and Skills	Tamsin Stone
6 Nov 2018	Provisional School Outcomes 2017/18	To receive the provisional outcomes for pupil performance in public tests and examinations.	Alan Stubbersfield (Interim Director - Education and Skills)	Cabinet Member for Children, Education and Skills	David Clarke
6 Nov 2018	Annual Early Years Standards Report 2017-18	To report to children's select committee local authority standards for early years and pre-school provision including sufficiency, pupil outcomes and Ofsted grades.	Alan Stubbersfield (Interim Director - Education and Skills)	Cabinet Member for Children, Education and Skills	Natalia Reyner
6 Nov 2018	School Ofsted Judgements	To receive a report detailing school Ofsted judgements since the last school term.	Alan Stubbersfield (Interim Director - Education and Skills)	Cabinet Member for Children, Education and Skills	

<b>Children's Select Committee – Forward Work Programme</b>			<b>Last updated 1 OCTOBER 2018</b>		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / purpose of report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
15 Jan 2019	Family and Children's Transformation (FACT) Update	To receive an update on the progress of Family and Children's Transformation (FACT).	Lucy Townsend (Director - Family and Children's Services)	Cabinet Member for Children, Education and Skills	
15 Jan 2019	Nursery Places Update	To receive the annual update on nursery places.	Alan Stubbersfield (Interim Director - Education and Skills)	Cabinet Member for Children, Education and Skills	Susan Tanner
15 Jan 2019	School Ofsted Judgements	To receive a report detailing school Ofsted judgements since the last school term.	Alan Stubbersfield (Interim Director - Education and Skills)	Cabinet Member for Children, Education and Skills	
5 Mar 2019	Family and Children's Transformation (FACT) Update	To receive an update on the progression of Family and Children's Transformation (FACT).	Lucy Townsend (Director - Family and Children's Services)	Cabinet Member for Children, Education and Skills	

<b>Children's Select Committee – Forward Work Programme</b>			<b>Last updated 1 OCTOBER 2018</b>		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / purpose of report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
5 Mar 2019	Educational Outcomes for Disadvantaged Learners	To provide an overview of the attainment and progress of pupils eligible for the pupil premium in Wiltshire compared with similar outcomes in England, the south west and local authority statistical neighbours. The report will include an outline of the activity carried out to improve outcomes across the County.	Alan Stubbersfield (Interim Director - Education and Skills)	Cabinet Member for Children, Education and Skills	Jayne Hartnell
5 Mar 2019	School Ofsted Judgements	To receive a report detailing school Ofsted judgements since the last school term.	Alan Stubbersfield (Interim Director - Education and Skills)	Cabinet Member for Children, Education and Skills	
16 Jul 2019	Performance & Outcomes for Families & Children's Services	To receive an overview of the performance and outcomes of children's social care.	Lucy Townsend (Director - Family and Children's Services)	Cabinet Member for Children, Education and Skills	Lynda Cox

## Environment Select Committee Forward Work Programme

Last updated 10 SEPTEMBER 2018

<b>Task Group</b>	<b>Start Date</b>	<b>Final Report Expected</b>
Waste Contracts Task Group	February 2018	September 2019

<b>Environment Select Committee – Forward Work Programme</b>			Last updated 5 SEPTEMBER 2018		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / Purpose of Report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
6 Nov 2018	Resident Engagement Plan	For the Committee to receive an annual update, in the form of a report.	Simon Hendey (Director - Housing and Commercial)	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Nicole Smith, Ian Seeckts
6 Nov 2018	Highways Annual Review of Service	As resolved at 21 November 2017 ESC, the Committee agreed to continue to review the performance of the 'Highways' service area through the review of service annual report. At 16 January 2018 ESC, the Committee resolved that the development of the public satisfaction survey - for street scene key performance indicators - be part of the highways annual report. This public satisfaction survey to be included, as part of the annual report.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley

<b>Environment Select Committee – Forward Work Programme</b>			<b>Last updated 5 SEPTEMBER 2018</b>		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / purpose of report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
6 Nov 2018	Emissions	To investigate possible scrutiny involvement in Wiltshire’s emissions – as resolved at 13 March 2018 ESC, information to be provided relating to: air quality and the emissions issues around waste management processes; an explanation on air quality management plans; the process when areas of Wiltshire exceed air quality limits; lessons learned from one part of the County to the other in regard to minimising poor air quality.	Tracy Daszkiewicz (Director - Public Health and Protection)	Cabinet Member for Adult Social Care, Public Health and Public Protection	John Carter
6 Nov 2018	Public Transport Review Update	As resolved at 4 September 2018 meeting, the Committee to receive an update on the results of the Section 19 consultation	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Jason Salter

Environment Select Committee – Forward Work Programme			Last updated 5 SEPTEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
6 Nov 2018	Traveller Reference Group - Update	As resolved at 4 September 2018 meeting, the Committee to receive a brief update regarding a proposed way forward for 'Action 22', as set out in the Group's strategic action plan and clarification to be given on the methodology for measuring the Gypsy and Traveller community in Wiltshire.	Tracy Daszkiewicz (Director - Public Health and Protection)	Cabinet Member for Spatial Planning, Development Management and Property	Steve Maddern
6 Nov 2018	Section 106 Funding	As resolved at 4 September meeting and following a briefing note on Section 106 funding, confirmation to be provided on whether the Council holds any s106 money, which cannot be used due to time elapsed, but which are not returned - unless re-claimed by the developer.	Tim Martienssen	Cabinet Member for Spatial Planning, Development Management and Property	Mike Wilmott
6 Nov 2018	Ragwort	As resolved at 4 September 2018 meeting, the Committee to receive a brief update on the Council's policies surrounding ragwort	Tracy Daszkiewicz (Director - Public Health and Protection)	Cabinet Member for Adult Social Care, Public Health and Public Protection	John Carter, Natalie Heritage



<b>Environment Select Committee – Forward Work Programme</b>			<b>Last updated 5 SEPTEMBER 2018</b>		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / purpose of report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
15 Jan 2019	Wiltshire Council's Housing Board Annual Report	For Committee to receive the annual report from the Housing Board, ahead of Cabinet's consideration.	Simon Hendey (Director - Housing and Commercial)	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Ian Seeckts
12 Mar 2019	HIAMS: Streetworks	As resolved at 13 March ESC following the consideration of a report on 'Streetworks and Utilities Management', the Chairman to raise with the Committee from March 2019 whether they would wish to review how HIAMS has impacted on streetworks and, if so, information on such an item to be brought to Committee.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley
12 Mar 2019	Plastic Waste Management	As resolved at 26 June 2018 ESC, the Committee to reconsider potential scrutiny of the Council's plastic waste policy.	Tracy Carter	Cabinet Member for Highways, Transport and Waste	
12 Mar 2019	ECO Board - Annual Update	As resolved at 26 June 2018 ESC, the Committee to receive an annual update from the ECO Board on their progress and future plans going forward	Tim Martienssen	Cabinet Member for Spatial Planning, Development Management and Property	

<b>Environment Select Committee – Forward Work Programme</b>			<b>Last updated 5 SEPTEMBER 2018</b>		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / purpose of report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
12 Mar 2019	Waste Management Strategy	At resolved at 26 June 2018 meeting, Cllrs Oldrieve and Jones to update the Committee on the 6-month progress report of the Strategy, following their meeting with the Director for Waste and Environment, the Cabinet Member for Highways, Transport and Waste and the Environment Select Committee Chairman.	Tracy Carter	Cabinet Member for Highways, Transport and Waste	
Not before 2nd Sep 2019	Highways Consultancy Contract	As resolved at 21 Nov 2017 ESC, for the Committee to receive a further update on the Highways Consultancy contract and the procurement process	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley

## Health Select Committee Forward Work Programme

Last updated 3 SEPTEMBER 2018

<b>Health Select Committee – Current / Active Task Groups</b>			
<b>Task Group</b>	<b>Details of Task Group</b>	<b>Start Date</b>	<b>Final Report Expected</b>
Child and Adolescent Mental Health Services (CAMHS)			
N/A			

Health Select Committee – Forward Work Programme			Last updated 3 SEPTEMBER 2018		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
11 Sep 2018	Adult Social Care - update on the implementation of the transformation programme	Following the presentation to the committee prior to the meeting on 9 January 2018 it was agreed that an update would be presented to the committee.	Emma Legg (Director of Access and Reablement, Adult Care)	Cabinet Member for Adult Social Care, Public Health and Public Protection	Catherine Dixon, Helen Mullinger
11 Sep 2018	Briefing (pre-meeting) - Single View	Presentation on the Single View project.			Sarah Consentino Sarah Consentino
11 Sep 2018	CQC - action plan update	Following decision at Health Select Committee on 11 July, the committee will receive updates on the CQC action plan to monitor implementation.		Cabinet Member for Adult Social Care, Public Health and Public Protection	
11 Sep 2018	Maternity Transformation – Communications and Engagement plan				CCG
11 Sep 2018	Rapid Scrutiny - NHS Health Checks - executive response	To receive the executive response to the rapid scrutiny's report on NHS Health Checks	Tracy Daszkiewicz (Director - Public Health and Protection)	Cabinet Member for Adult Social Care, Public Health and Public Protection	

Health Select Committee – Forward Work Programme			Last updated 3 SEPTEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
11 Sep 2018	Relocation of Head and Neck Cancer Rehabilitation Services from Oxford to Swindon - update	Following consideration at its meeting on 11 July the committee welcomed the offer within the report of an update at its September meeting.			Anya Sitaram Communications and Engagement Manager NHS England South (South Central)
18 Dec 2018	Pre-meeting briefing: STP				Kate Blackburn
18 Dec 2018	CQC - action plan update	Following decision at Health Select Committee on 11 July, the committee will receive updates on the CQC action plan to monitor implementation.		Cabinet Member for Adult Social Care, Public Health and Public Protection	
18 Dec 2018	Integrated urgent care mobilisation programme - update	As agreed at 11 July 2018 - to receive an update 6 months on.			Jo Cullen, Director of Primary and Urgent Care, Group Director West Wiltshire, Wiltshire CCG
18 Dec 2018	LGA - Green paper on care and support for older people				Marie Gondlach

Health Select Committee – Forward Work Programme			Last updated 3 SEPTEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
18 Dec 2018	Local Government and Social Care Ombudsman report (Ref 16 015 946) - 6 months update	It was agreed at the HSC meeting on 11 July 2018 to receive an update after 6 months on the progress made on the action plan.		Cabinet Member for Adult Social Care, Public Health and Public Protection	
18 Dec 2018	Outcome of the Maternity Transformation Plan Rapid Scrutiny	It was agreed at the HSC meeting on 11 July 2018 that a Rapid Scrutiny (joint with Swindon and BANES) would be held to consider the outcome and proposals for the Maternity Transformation Plan.			Marie Gondlach
18 Dec 2018	Places of Safety - evaluation of service	Following recommendation at the Health Select Committee on 6 March 2018 to receive the evaluation of the service, led by the CCG and involving service users, in December 2018. This should include the outcome / analysis of the feedback that will be collected by providers, commissioners and Healthwatch to consider the impact the temporary closure is having on the populations of Swindon and Wiltshire and individuals using the service.			Sarah MacLennan, CCG

Health Select Committee – Forward Work Programme			Last updated 3 SEPTEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
18 Dec 2018	Public Health - Annual report to Secretary of State	Likely to be chairman's announcement. Usually published in September.	Tracy Daszkiewicz (Director - Public Health and Protection)	Cabinet Member for Adult Social Care, Public Health and Public Protection	
18 Dec 2018	SWAST Performance in Wiltshire - annual report	Since September 2016, SWAST Performance in Wiltshire have been presented to the Health Select Committee in the form of annual reports to the Committee on the performance of the ambulance service in Wiltshire. The first edition was presented at the Health Select Committee on 27 September 2016.  Delayed until the December meeting (no report received for the September meeting).			
18 Dec 2018	Update on implementation of recommendations from the Better Care Plan task group			Cabinet Member for Adult Social Care, Public Health and Public Protection	

Health Select Committee – Forward Work Programme			Last updated 3 SEPTEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
18 Dec 2018	Wiltshire Health & Care (Adult Community Health Care Service) - update following CQC report	At its meeting on 9 January 2018, the Committee resolved to receive a further update, possibly in July 2018, providing further information regarding the implementation of actions, and the development of the trust. The trust subsequently requested that this be brought to the September meeting.  Delayed until the December meeting (no report received for the September meeting).			Wiltshire Health & Care
18 Dec 2018	Wiltshire Safeguarding Adult Board - update	To update the committee on the outcome of the safeguarding adults reviews considered at the Health Select Committee on 24 April 2018.		Cabinet Member for Adult Social Care, Public Health and Public Protection	Mr Richard Crampton, Chairman of the Board
5 Mar 2019	Age UK - Home from Hospital scheme - one year update	Following resolution at the Health Select Committee on 6 March 2018 to receive a one-year-on update on the Age UK Home from Hospital scheme, including performance indicators / confirmation that the specification and performance outcomes are being met.		Cabinet Member for Adult Social Care, Public Health and Public Protection	Sue Geary



Health Select Committee – Forward Work Programme			Last updated 3 SEPTEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
5 Mar 2019	Better Care Plan and Delayed Transfers of Care - post winter update	An update on the Better Care Plan and Delayed Transfers of Care after winter 2018, including Allocation of better care fund. As agreed at the 24 April 2018 meeting.		Cabinet Member for Adult Social Care, Public Health and Public Protection	
5 Mar 2019	CQC - action plan update	Following decision at Health Select Committee on 11 July, the committee will receive updates on the CQC action plan to monitor implementation.		Cabinet Member for Adult Social Care, Public Health and Public Protection	
5 Mar 2019	Integrated urgent care mobilisation programme - update	At its 11 July 2018 meeting the committee resolved to receive an update in 6 months time.			Jo Cullen Director of Primary and Urgent Care, Group Director West Wiltshire Wiltshire CCG
5 Mar 2019	Local Government and Social Care Ombudsman report (Ref 16 015 946) - update	At its meeting on 11 July 2018 the committee accepted the offer an update 6 months on to present progress on the action plan.		Cabinet Member for Adult Social Care, Public Health and Public Protection	
5 Mar 2019	NO PRE MEETING BRIEFING	Afternoon meeting			
5 Mar 2019	Quality Accounts	To ask the committee to consider how it wishes to respond to the draft Quality Accounts			Marie Gondlach

Health Select Committee – Forward Work Programme			Last updated 3 SEPTEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
5 Mar 2019	Sexual Health and Blood Borne Virus Strategy 2017-2020 - update	Following resolution at the Health Select Committee on 6 March 2018 to receive a one-year-on update on the implementation of the strategy, especially progress achieved on the Strategic Aims (Prevention, Diagnosis and Treatment) and the measuring of their stated outcomes. The committee had recommended that the actions in the Strategy follow the SMART principles.		Cabinet Member for Adult Social Care, Public Health and Public Protection	Steve Maddern
May 2019	Non-elected representation on the Health Select Committee	As agreed at the Health Select Committee meeting on 11 July 2018, the committee will review its appointments of non-elected representative on a yearly basis.			Marie Gondlach
11 Jun 2019	AWP Transformation Programme - 12 months update	It was agreed at the 11 July 2018 HSC meeting to receive an update in 12 months' time on the AWP transformation programme.			Nicola Hazle, Clinical Director for BANES, Swindon and Wiltshire, Avon and Wiltshire Mental Health Partnership NHS Trust

Health Select Committee – Forward Work Programme			Last updated 3 SEPTEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
Not before 1st Jul 2019	AWP Transformation Programme - update	At its meeting on 11 July 2018 the committee resolved to receive an update in a year's time.			Nicola Hazle Clinical Director for BaNES, Swindon and Wiltshire Avon and Wiltshire Mental Health Partnership NHS Trust
	Unifying and developing whole system governance arrangements	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach
	New Wiltshire health and social care model	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach
	Implementing digital opportunities and information sharing across	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach

Health Select Committee – Forward Work Programme			Last updated 3 SEPTEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	Improving Wiltshire's Health and Wellbeing Board effectiveness	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach
	A single overarching health and social care strategy, improving	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach
	Developing a single, integrated communications strategy	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach
	Strengthening joint commissioning across the whole system	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach

Health Select Committee – Forward Work Programme			Last updated 3 SEPTEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	Developing a sustainable integrated workforce strategy	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach
	Cancer care strategies - update	(date TBC) To receive an update following the information provided at the HSC meeting in September 2017.			CCG
	Update on Strategic Outline Case - consultation results	Update on the information provided at the HSC meeting in September 2017.			
	CCG Commissioning Intentions	(TBC)			CCG
	Wiltshire Safeguarding Adult Board - three-year strategy	To receive the Wiltshire Safeguarding Adult Board's next three-year strategy in 2019		Cabinet Member for Adult Social Care, Public Health and Public Protection	Emily Kavanagh Mr Richard Crampton, Chairman of the Board

Health Select Committee – Forward Work Programme			Last updated 3 SEPTEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	Re-commissioning of the residential rehabilitation (drugs and alcohol) framework for 2019-2022	To re-commission the providers who will form the framework of residential rehabilitation for Wiltshire’s drug and alcohol support service users, who wish to be detoxed and rehabilitated from their addictions. The contract will be 3 years with the option of extending this by 2 years.	Tracy Daszkiewicz (Director - Public Health and Protection)	Cllr Jerry Wickham	Laura Schell, Ceri Williams

**Wiltshire Council**

**Overview and Scrutiny Management Committee**

**18 September 2018**

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## **Task Group and Programme Board OS Representative 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:

1. Explore their options of the Microsoft Exercise and look at learning from other councils on how to potentially use those solutions
2. Look at the list of projects and how things become projects - explore how these can be better vetted in future to ensure project meet best needs
3. Look at audit of existing software and how much we are/are not duplicating systems and costs
4. How we interface between service users/residents and the council and its digital systems

#### Recent Activity

The Digital Strategy & Implementation Task Group met on 23 July 2018.

The task group received evidence from the Head of ICT, Steve Vercella, on how the Council's ICT system operates as a whole. It was explained that the Council's connections and partnership with Wiltshire Police and the National Cyber-Security Centre provided opportunities for added security of the Council's systems.

The meeting also discussed the ICT Project Prioritisation List. It was detailed that there is a matrix system for how projects are prioritised and, in pursuit of avoiding duplication of systems, this List is set to become a corporate list in due course. Therefore, a paper will shortly be submitted to CLT and the task group are keen to be involved in this process.

The Microsoft Navigator Programme was also raised and Cllr Wheeler will be reviewing the contract and highlighting any potential lines of enquiry to the task group, who may decide to meet independently at their next meeting to discuss these points.

The group also discussed contingency plans and business continuity plans, should the Council's cloud server fail. The task group agreed that, going forwards, they will focus on monitoring of the Value Added aspect of the Microsoft Navigator Programme, as part of their overview and scrutiny role.

The task group are due to meet again on 11 September and will either be discussing Cllr Wheeler's points from the Microsoft contract, or the paper around the corporate list to be created from the ICT Project Prioritisation List.

The task group also agreed with the Executive to amend their Terms of Reference, as there was agreement that the task group was not adding maximum value; as its work programme could be better focused (see Proposal below).

Please also see the separate interim report provided.

## **2. Financial Planning Task Group**

### Membership

Cllr George Jeans  
Cllr Pip Ridout  
Cllr Ian Thorn (Chairman)  
Cllr Stuart Wheeler  
Cllr Roy While  
Cllr Richard Britton (proposed)  
Cllr Gavin Grant (proposed)

### Recent activity

The task group met on 16 July to discuss the Adult Social Care budget 2018/19. Members received a comprehensive briefing from officers and Executive members on how the budget was developed and the main changes and challenges for this financial year. Key discussion points included:

- The need to save £16.524 over the next 3 years and the importance of constantly looking ahead to identify future savings to ensure they are full-year.
- Thanks to having analysed ASC budgets from the ground up the council can now form an accurate picture of both service and financial demand.
- Reablement can make significant changes to how the council supports people to avoid longer term care needs, producing a mixture of savings from current care costs and future cost avoidance. The team is still embedding, but is already making significant differences to the care people are receiving.
- Phase 1 of the ASC transformation programme showed that clients were coming with very complex needs and there was a need for more highly qualified staff who could accurately assess needs from the outset. Transformation Phase



2 we will look at the longer term picture i.e. the lifetime costs of poor outcomes early in life and what preventive work we can do.

- The market is currently complex with variability in the resilience and flexibility of different providers. The domiciliary care demand should reduce, but having only two providers still carries risk. The council has therefore sought to engage with more contractors and to have more of a partnership relationship than a client-contractor relationship. It has also been discussing the re-profiling of some residential beds with the providers to address areas of greater demand. In general we are seeking to shape the market and build positive relationships with providers, rather than a more old-fashioned command and control approach. Our historic commissioning practices were too adversarial and outdated.
- For this year we set a 2% inflationary increase to spot purchase prices (instead of 1%) because historically the increases have been too low. It is better to give a reasonable increase than have a provider slip into financial difficulties and ultimately cease operating.
- There is potentially a wider piece of work to be done addressing how area boards and voluntary groups can play a greater role in supporting vulnerable adults in our communities. We should have 18 health & wellbeing boards under the area boards and they need to be supported to share best practice.
- The task group will receive an update in December 2018.

The task group also met on 26 July to discuss the delivery of actions under the Commercial Policy. Key discussion points included:

- The council is developing structures and 'vehicles' so that it is ready and able to take up commercial opportunities when they arrive.
- The council needs to 'know what it knows' so that it can exploit where appropriate the value of that knowledge.
- Although councils have access to cheap money they also have to be careful how they account for that debt. The council may also need to take risks to a greater degree than previously to make anything more than marginal profits from investments.
- Some form of board would need to be set up to take commercial decisions with the council setting parameters, but acting as a shareholder. Sometimes the council itself can take the decisions, but these can be delegated to a small group of councillors or officers for speed and efficiency.
- The council is already very effective at making income from certain commercial areas, e.g. renting commercial property and housing developments. It could make better use of these skills by ensuring there is spare officer capacity to take commercial initiatives forward.
- The council is looking at a broad variety of sites and developments and there is a decent degree of confidence in generating a return.
- The task group will continue to monitor the topic.

The task group will next meet on 19 September 2018 and the agenda includes the following items:

1. Revenue budget monitoring
2. Budget process for 2019/20
3. Performance and risk monitoring
4. Salisbury Museum – Request for Support
5. Commercial investments update

### **3. High-speed Broadband**

Programme Board representative

Cllr George Jeans

Recent activity

Please see the separate report.

### **4. Military and Civilian Integration Partnership Task Group**

Membership

Cllr Ian Blair-Pilling  
Cllr Richard Britton (chairman)  
Cllr Gordon King  
Cllr Mollie Groom  
Cllr Alan Hill  
Cllr Tony Jackson  
Cllr Graham Wright

Terms of Reference

1. To identify any risks and opportunities presented by the MCIP that are relevant to Wiltshire Council services and priorities, focusing on the following themes:
  - Housing
  - Health
  - Infrastructure
  - Budget
  - Schools
  - Employment (leavers and dependents)
2. To make workable recommendations on how any identified risks could be mitigated and opportunities exploited to support delivery of the MCIP and of relevant priorities within the Council's Business Plan.

Recent activity

A verbal update will be provided.

#### **4. Swindon and Wiltshire Local Enterprise Partnership (LEP) Task Group**

##### Membership

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

Cllr Trevor Carbin  
Cllr Christine Crisp  
Cllr Alan Hill (Chairman)  
Cllr Nick Murry

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

Cllr Maureen Penny  
Cllr Des Moffatt  
Cllr Chris Watts  
Cllr Rahul Tarar

##### Terms of Reference

1. Develop an overview and scrutiny framework and operational protocols which meet the requirements of democratic accountability for the use of public funds by a partnership body which is led by the business community under a mandate from the Secretary of State for Business, Innovation and Skills.
2. Whilst developing the framework, the Task Group will carry out trial activities to scrutinise the outcomes and work of the SWLEP. In fulfilling this role the task group will:
  - a) Perform all overview and scrutiny functions on behalf of both Councils in respect of the SWLEP and JSEC
  - b) Appoint such sub-groups as it consider appropriate to fulfil those functions.
  - c) Review and/or scrutinise decisions made or actions taken in connection with the discharge or any of the SWLEP and JSEC functions.
  - d) Make reports and recommendations to the Councils relevant partner in connection with the discharge of any functions.
  - e) Approve a forward work programme, including the programme of any sub-groups it appoints so as to ensure that the Task Group and sub-groups' time is effectively and efficiently utilised.
  - f) Foster and encourage an inclusive, structured, non-partisan and non-adversarial approach to overview and scrutiny which is reliant on evidence rather than anecdote.

##### Recent activity

The task group last met on 31<sup>st</sup> July to receive the Annual Report of the SWLEP 2018 and begin their scrutiny work on the Chippenham Station Hub. Key discussion points on the annual report included:

- It would be beneficial for the annual reports to include reference to the work and involvement of the Joint SWLEP task group within the “Accountability and Transparency” section.

Key discussion points on the Chippenham Station Hub included:

- The 5400m<sup>2</sup> of commercial space to be made available. It was heard that one business had expressed interest in setting up an office. More interest is to be expected as the project continues.
- Clarification on the revenue from the car park charges was sought and this was still yet to be determined as part of the contract between Network Rail and Great Western Rail.
- Business relations with Great Western Railway and Network Rail had improved to a much better level than before. The process had been a learning experience for officers in the mechanics of working with such companies.
- The deadline for 2023 was also confirmed as still realistic, with residential developments taking place in the later parts of the project.

The task group will next meet on 2<sup>nd</sup> October to continue work on the Chippenham Station Hub, and to receive a report on the Better Business for All Partnership. A meeting between the Chair of the task group and the lead officer for the SWLEP has been organised to discuss further topics of interest to add to the task group’s forward plan.

## Proposal

- 1. To note the update on OS task group and programme board representative activity provided.**
- 2. To add Cllrs Britton and Grant to the membership of the Financial Planning Task Group.**
- 3. To endorse the Digital Strategy and Implementation Task Group’s amended Terms of Reference of:**
  - a) Look at audit of existing software and how much we are/are not duplicating systems and costs**
  - b) Look at the list of projects and how things become projects - explore how these can be better vetted in future to ensure project meet best needs**
  - c) Explore their options of the Microsoft Exercise and look at learning from other councils on how to potentially use those solutions**
  - d) How we interface between service users/residents and the council and its digital systems.**

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**Digital Strategy & Implementation Task Group**

***Interim Report***

**Purpose of the report**

1. To present the report of the Digital Strategy and Implementation Task Group following its first year of meetings from 17 June 2017 to 11 September 2018, so that the Overview and Scrutiny Management Committee (OSMC) can assess whether the task group is helping to add value to the Executive's work within this area.

**Background and Terms of Reference**

2. OSMC received a presentation on [5 January 2016](#) on the development of the MyWiltshire system. Following this, the Committee established the MyWiltshire System Task Group with terms of reference to consider and contribute to the development of the system, focusing on customer experience; system scope; development and resourcing; and councillor interface.
3. On [3 January 2017](#) OSMC agreed to a proposal from the task group; which saw the task group have their focus widened to review the Council's Digital Strategy. On [6 June 2017](#) OSMC re-established the MyWiltshire System Task Group as the Digital Strategy and Implementation Task Group (hereafter referred to as 'the task group'). This re-establishment also coincided with membership change, which was in part due to the 2017 Wiltshire Council local government election.
4. In light of the task group's wider remit of work and amended membership, on [28 November 2017](#) the task group had their new Terms of Reference endorsed by OSMC; which focused on the key areas of: 1) culture transformation 2) technology and platform and 3) service re-design. Each area would be covered during 12 months and would take the task group up to May 2021 (the next municipal elections).
5. At [5 June 2018](#) OSMC, the task group presented further amended Terms of Reference for endorsement, as the task group Chairman felt that the group were not helping to add value by progressing through the three distinct areas outlined above. OSMC endorsed the following Terms of Reference at their June 2018 meeting:

- a) Explore their options of the Microsoft Exercise and look at learning from other councils on how to potentially use those solutions
- b) Look at the list of projects and how things become projects - explore how these can be better vetted in future to ensure project meet best needs
- c) Look at audit of existing software and how much we are/are not duplicating systems and costs
- d) How we interface between service users/residents and the council and its digital systems

## **Membership**

6. The task group is comprised of the following membership (as at August 2018):
  - Cllr Howard Greenman
  - Cllr Jon Hubbard (Chairman)
  - Cllr Bob Jones OBE
  - Cllr Stuart Wheeler
  - Cllr Gordon King

## **Evidence**

7. Since the start of this municipal cycle (2017-2021), the task group have met six times (including 11 September 2018). Apart from the meetings identified above, where the group were re-established and agreed their first set of new Terms of Reference and Forward Work Programme, the group have met four times in February, May, July and September of 2018.
8. In February, the task group looked at how other local authorities have progressed their digital strategies and whether Wiltshire could take anything away from these Councils' experiences. BANES, Wigan, North Somerset and Enfield were considered in this exercise and the task group received oral evidence from the Cabinet Member for Finance, Procurement, ICT and Operational Assets, Cllr Philip Whitehead, and the previous Portfolio Holder for ICT and Digitalisation, Cllr Ashley O'Neill. The Director for Corporate Services and Digital and the Programme Office also provided evidence.
9. February's meeting provided an opportunity for the task group to engage in how the framework for Wiltshire Council's Digital Strategy had been designed and the culture transformation elements associated with this Strategy. However, as the Digital Strategy was already being implemented across the organisation, it was felt that insight into other local authorities was not helping the task group to add value. Secondly, as the culture transformation element was still in its foetal stage, scrutiny input was being provided too early in the process.
10. As it was agreed between the members that the task group's programme of work was not adding value in the most appropriate places, in May the task



group discussed their proposed amended Terms of Reference with the Executive, the Director for Corporate Services and Digital, the Head of ICT and the Head of the Programme Office. An update on the Cabinet paper, which detailed the contract that the Council were looking to enter into with Microsoft as part of the Navigator Programme was also discussed. As referenced earlier, OSMC subsequently endorsed the change to the task group's Terms of Reference.

11. In July 2018, the meeting centred on a both a progress update on the Microsoft Navigator Programme and the Council's list of ICT projects. Following Full Council on 22 May 2018, Cllr Ian Blair-Pilling had now taken up the position of Portfolio Holder for ICT and Digitisation. The Executive, the Head of the Programme Office and a Programme Office Portfolio Manager, as well as the Head of ICT provided the task group with evidence. Although fruitful discussion was had at the meeting, the task group Chairman felt that the evidence presented was not what had originally been requested or agreed upon; the task group were expecting evidence on how the Council's software is audited and, instead, they received evidence on how ICT's programme of work fits into the Council's Digital Strategy. In response to this, it was confirmed that an auditing system is not yet in place and therefore, scrutiny engagement at this point would not be appropriate.
12. September's meeting is for the task group to understand how the list of ICT projects is prioritised for the benefit of the entire organisation. The Chairman also feels that the task group can help to add value to the 'Value Added' section of the Microsoft contract. For example, as part of the Microsoft Navigator Programme, Microsoft have committed to working with Wiltshire's community, alongside their work with Wiltshire Council and the Chairman is confident that this presents an area where overview and scrutiny engagement would be beneficial for all parties.

## **Conclusions**

13. The task group's aim is to act as a "critical friend" to the Executive and to help provide a quality assurance check on projects that arise as part of the Digital Strategy. Much work has been undertaken to ensure that this objective can be realised, such as, through the amendments to the task group's Terms of Reference, or via the Chairman and Scrutiny Officer attending briefing meetings with key officers and the Cabinet Member, to discuss the task group's Forward Work Programme.
14. The Digital Strategy is a vast piece of work which will enable the Council to fully embody an 'innovative and effective Council', as outlined in the Business Plan 2017-27. The Strategy is composed of an array of projects and work streams, which all share this same over-arching aim. In this sense, it could be argued that there are many avenues where overview and scrutiny

engagement could be beneficial, however, it is not practical for the entire Strategy to be scrutinised in-depth. Therefore, the task group have identified specific, targeted areas to consider such as, software licensing and the 'Value Added' part of the Microsoft Navigator Programme.

### **Proposal**

1. That Overview and Scrutiny Management Committee:
  - a) Accept and support that the task group have sought to ensure that they can add value to the work of the Executive and to work complementary to the Executive, as a critical friend
  - b) Recognise that the best value of scrutiny input from this task group can be achieved by focusing on specific aspects of the Digital Strategy, such as software licensing and the 'Value Added' part of the Microsoft Navigator Programme; which is what the task group will focus on in the near future.

### **Cllr Jon Hubbard, Chairman of the Digital Strategy & Implementation Task Group**

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### **Appendices**

None

**Wiltshire Council**

**Overview and Scrutiny Management Committee**

**18 September 2019**

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## **Overview and Scrutiny (OS) Councillor Remuneration Fund:**

### **Reviewing the Method of Allocation**

#### **Purpose**

1. To propose a new system for allocating the £15,000 Overview and Scrutiny (OS) fund currently included in the council's [Member Remuneration Scheme](#).

#### **Background**

2. A fund for remunerating non-executive councillors participating in overview and scrutiny activities has been in place since 2009. Originally it was used to remunerate all councillors taking part in OS task groups or rapid scrutiny exercises. It was subsequently amended to remunerate only those occupying the leading scrutiny positions i.e. those chairing task groups/rapid scrutiny exercises, vice-chairing select committees that do not attract a Special Responsibility Allowance (SRA) and councillors acting as OS representatives on programme boards. The rationale for this change was that the leading positions often require significantly more responsibility and time commitment than acting as a regular scrutiny member.
3. The current Wiltshire Council Member Remuneration Scheme was adopted by Full Council in 2017. This followed a review by the Independent Remuneration Panel, which included discussion with leading OS councillors. The Scheme retained the £15,000 OS fund and defined its purpose as, "To remunerate councillors to recognise significant additional responsibilities undertaken as part of overview and scrutiny activities. A scheme on how to allocate the fund will be prepared and approved annually by the Overview and Scrutiny Management Committee."
4. It is important that the OS Fund is allocated in a way that
  - Reflects its purpose as defined in the council's Member Allowance Scheme
  - Is fair given the demands of various OS activities
  - Would not be perceived as encouraging OS activities that are lengthier than necessary.

## **Current allocation method**

5. For the past few years the OS Fund has been allocated by OS Management Committee as follows:
  - a) The following activities are eligible for remuneration:
    - Chairing active task groups (including standing task groups)
    - Leading rapid scrutiny exercises
    - Vice-chairing select committees that do not attract an SRA
    - Representation on active project boards
  - b) The OS Fund of £15,000 is divided by the number of qualifying activities, with a fixed payment (1/10<sup>th</sup>) to be allocated to 4 key positions, and the balance divided equally among the others. The 4 key positions are:
    - Vice-chair of Children's Select Committee
    - Vice-chair of Environment Select Committee
    - Vice-chair of Health Select Committee
    - Chairman of Financial Planning Task Group
  - c) No more than 2 x fund shares be awarded to any one councillor.

## **Main considerations**

6. The method above was applied for the 2017/18 municipal year (approved by Committee in June 2018) and the resultant amounts are shown under Option A in Appendix 1 below. Appendix 1 illustrates that Option A leads to qualifying councillors (excepting those in the defined 'key positions') all receiving the same share of the fund, regardless of the time demands of the activity. For example, a councillor who chaired a task group or rapid scrutiny exercise that required only 1 meeting (or acted as OS representative on a programme board that only met once) receives the same share as one chairing a task group or rapid scrutiny exercise that requires 10 meetings.
7. A number of alternative allocation systems are therefore presented in which the allocation is more reflective of the time demands of different activities. To demonstrate their affect, the methods have been applied to scrutiny activity in the 2017-18 municipal year by way of illustration. The four options presented are:

### **Option A: Retain current system**

Considerations: This remunerates all members equally despite large discrepancies in the time demands of different OS activities.

**Option B: Retain current system, but with a 2-meeting minimum i.e. 2 meetings must be led to qualify for a share**

Considerations: This excludes only those leading activities involving 1 meeting e.g. many rapid scrutiny exercises. Those leading activities involving 2+ meetings would still all receive an equal share.

### **Option C: Shares allocated by number of meetings led**

Considerations: This leads to fairly large sums being awarded to those who have led activities requiring a large number of meetings. For example, in 2017-18 the largest sum awarded under this system would have been £2,291.

### **Option D: Shares allocated by number of meetings led, capped at a total share of £1,500**

Considerations: To a degree this system reflects the varying time demands of different activities, but prevents any one member from receiving more than the £1,500 allocated to the four defined key positions.

8. For Options where the sums awarded are determined by the number of meetings held it will be important to define what constitutes a qualifying meeting. It is proposed that this be defined as a formal meeting of the relevant OS activity to which all activity members are invited, thereby excluding chairman's briefings etc.

### **Proposal**

9. To adopt Option D (see Appendix A) from the 2018-19 municipal years onwards as the method of allocating the £15,000 Overview and Scrutiny (OS) fund to better reflect the varying demands of leading different OS activities.

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### **Cllr Graham Wright, Chairman OS Management Committee**

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### **Appendices**

Appendix 1: Illustration of four options using 2017-18 meeting data – OS Remuneration fund

**Appendix 1: OS Remuneration fund allocation systems – Illustration of four options using 2017-18 OS activity**

		<b>Option A</b>	<b>Option B</b>	<b>Option C</b>	<b>Option D</b>
	<b>No. of meetings</b>	<b>Share under current system</b>	<b>Share under current system, with 2 meeting minimum</b>	<b>Payment by meeting (no cap)</b>	<b>Payment by meeting, capped at £1,500</b>
South West Local Enterprise Partnership (LEP) Task Group	3	£600	£692	£491	£563
Children and Adolescents Mental Health (CAHMS) Task Group	4	£600	£692	£655	£751
Planning Committee System Task Group	9	£600	£692	£1,473	<b>£1,500</b>
Digital Strategy & Implementation Task Group	2	£600	£692	£327	£375
Special Educational Needs and/or Disabilities (SEND) School Provision Task Group	14	£600	£692	£2,291	<b>£1,500</b>
Rapid Scrutiny Traded Services for Schools	2	£600	£692	£327	£375
Traded Services for Schools Task Group	2	£600	£692	£327	£375
Rapid Scrutiny Service Devolution & Asset Transfer	1	£600	<b>£0</b>	£164	£188
Third Party Advertising Task Group	5	£600	£692	£818	£938
Military and Civilian Integration Task Group	2	£600	£692	£327	£375
Rapid Scrutiny Child Care Leavers	2	£600	£692	£327	£375
Waste Contracts Task Group	2	£600	£692	£327	£375
Wilts Online Project Board	1	£600	<b>£0</b>	£164	£188
Adult Social Care Transformation Board (1)	4	£600	£692	£655	£751
Adult Social Care Transformation Board (2)	2	£600	£692	£327	£375
<i>Key positions receive flat share of 10% (£1,500):</i>					
Vice-chair Children's Select Committee	-	£1,500	£1,500	£1,500	£1,500

Vice-chair Environment Select Committee	-	£1,500	£1,500	£1,500	£1,500
Vice-chair Health Select Committee	-	£1,500	£1,500	£1,500	£1,500
Financial Planning Task Group	-	£1,500	£1,500	£1,500	£1,500

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