

AGENDA

Meeting: Overview & Scrutiny Resources Select Committee
Place: Committee Room III, County Hall, Trowbridge
Date: Thursday 25 March 2010
Time: 10.30 am

Please direct any enquiries on this Agenda to Sharon Smith, of Democratic and Members' Services, County Hall, Trowbridge, direct line (01249) 718378 or email sharonl.smith@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225)713114/713115.

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

Membership:

Cllr Nigel Carter	Cllr Jacqui Lay
Cllr Chris Caswill	Cllr Jeff Osborn (Chairman)
Cllr Tony Deane (Vice Chairman)	Cllr Bill Roberts
Cllr Christopher Devine	Cllr Ricky Rogers
Cllr Peter Doyle	Cllr Judy Rooke
Cllr Nick Fogg	Cllr Jonathon Seed
Cllr Charles Howard	

Substitutes:

Cllr Chuck Berry	Cllr David Jenkins
Cllr Trevor Carbin	Cllr Christopher Newbury
Cllr Ernie Clark	Cllr Pip Ridout
Cllr Mary Douglas	Cllr Graham Wright
Cllr Russell Hawker	

PART I

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

1. **Apologies and Substitutions**

2. **Minutes of the Previous Meeting** *(Pages 1 - 8)*

To approve as a correct record and sign the minutes of the last meeting of the Overview and Scrutiny Management and Resources Select Committee held on **21 January 2010**.

3. **Declarations of Interest**

To receive any declarations of personal or prejudicial interests or dispensations granted by the Standards Committee.

4. **Chairman's Announcements**

5. **Public Participation**

The Council welcomes contributions from members of the public.

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. The Chairman will, however, exercise his discretion in order to ensure that members of the public have the opportunity to contribute.

Members of the public wishing to ask a question should give written notice (including details of any question) to the officer named above by **12:00 noon on 23 March 2010**.

6. **Task Group update**

a. (**Partnerships**

Membership: Cllr Roy While (Chairman)
Cllr Jonathon Seed
Cllr Chris Caswill
Cllr Desna Allen
Cllr Jane Burton
Cllr Chris Humphries
Cllr Peter Colmer

The Partnerships Task Group met on Tuesday 16 March to scope its work programme. Following the election of Cllr Roy While to the Chair, the group held a detailed discussion about which partnership area to review first, using the Local Agreement for Wiltshire and the February Key Performance update report to facilitate this discussion.

The topic identified by the group to 'kick-off' the review was the Community Safety Delivery Partnership, which is one of the 8 thematic delivery partnerships charged with ensuring the 'Family of Partners' realises its 6 key ambitions.

The Task Group will meet again on April where it will receive an overview of the work taking place within community safety, with special attention towards the governance arrangements and effectiveness of joint working.

b. (**Budget & Performance** (Pages 9 - 18)

Membership: Cllr Tony Deane (Chairman)
Cllr Jeff Osborn
Cllr Mollie Groom
Cllr Rosemary Brown
Cllr Carole Soden
Cllr Jon Hubbard
Cllr Mike Hewitt
Cllr Pip Ridout

At the last meeting held on 9 February the Task Group received the Capital and Revenue Budget Monitoring updates (covering the period up to 30 November) along with updates on the second round of Fact Finding meetings.

As requested the Chief Finance Officer presented a report and options were discussed for presenting budget monitoring data in graphical form in the new financial year.

The Task Group was informed that a health check audit report on certain accountancy elements of SAP would be submitted to the Audit Committee on 24 March and would also be available for scrutiny's consideration at a future meeting.

A report on the creation of the O&S Management and Coordination Liaison Board and dissolution of the Budget & Performance Task Group (as agreed at the last Committee meeting) was considered. This gave rise to a number of concerns.

A report outlining the representations of the Budget & Performance Task Group following the decisions on restructuring is attached for the Committee's consideration.

(

c. (**Major Contracts**

Membership: Cllr Richard Britton (Chairman)
Cllr Ricky Rogers
Cllr Nigel Carter
Cllr Judy Rooke
Cllr Roy While

The Task Group met on 1 February to review the Logica Contract which provides the SAP system for Wiltshire Council. Councillors were reassured by the robustness and security of the system and contract which limits the amount of risk to the authority. In addition to this members of the task group were satisfied of the savings made through the implementation of SAP and how this contributes to the long term sustainability and development of services.

Councillors considered that monitoring and auditing is key to any development of SAP, for which a recommendation to the Audit Committee would be made. This would suggest that information is provided on the technical overview of SAP abilities and the plan for development along with any proposed savings.

The contracts register incorporating ex-district information has been revised and key information requested by the Scrutiny Team for consideration by the relevant task groups.

This Task Group will review the contract performance in 12 months time. The next meeting is scheduled for the 28 April to review Jarvis who are responsible for office accommodation at the Monkton Park hub in Chippenham.

d. (**Workplace Transformation Programme**

Membership: Cllr Philip Brown (Chairman)
Cllr Nigel Carter
Cllr Charles Howard
Cllr Judy Rooke
Cllr Jonathan Seed
Cllr Jeff Osborn

At the last meeting held on 17 February the Task Group received a presentation on the Workplace Transformation Programme Management Structure and a brief overview of the various work streams within the programme.

The Task Group was also invited to consider and comment on the Programme Risk Register which outlined a scope of the main strategic risks identified within the programme, current control measures and risk rating scores. The Task Group agreed to receive an updated Risk Register at every future meeting.

At the next meeting on 22 March the Service Director for Business Transformation and ICT will provide the Task Group with an introduction to the Business Transformation work stream and the services that have so far undergone lean/systems thinking transformation or are currently in the process.

A presentation on the Melksham Campus work stream will also be received from the Workplace Transformation Programme Director.

e. (**Local Service Review** (Pages 19 - 50)

Membership: Cllr Desna Allen (Chairman)

Cllr Roy While

Cllr Bill Roberts

Cllr Bill Douglas

Cllr Howard Marshall

On 16 March the Task Group met to consider the Area Boards – Leader’s Review Report. The Task Group will have one further meeting in May to agree its final report before it is submitted to this Committee for approval.

The Chairman of the Task Group will present a summary report on the views expressed at the 16 March meeting to Cabinet at its meeting on 23 March. The report will also be circulated for the Committee’s consideration (to follow).

At the last Committee meeting councillors raised concerns about the consultation arrangements for the review and how the views expressed would be reflected in the final report. On that basis the Committee asked to receive the report along with the views of the Task Group to its next meeting and to invite representation from the Executive (copy attached).

The Leader, Deputy Leader and Service Director will be present from 11.00am to respond to questions from the Committee.

7. **Corporate Plan** (Pages 51 - 78)

A copy of the draft Corporate Plan for report to Cabinet on 23 March is attached. The decision of Cabinet will be reported. The Plan will be approved by Council in May following consultation.

The Leader, Chief Executive and Director Policy and Communications will attend the meeting to answer any questions arising from the Plan.

The Committee is asked to consider the content of the Plan and submit it’s views to Council.

8. **Framework Contract for the Provision of Agency Staff** (Pages 79 - 84)

In order to comply with Council Financial and Contract Regulations relating to contracts with a value greater than £1m, a competitive tender exercise under the European Union 'Restricted Tender' provisions for the future supply of Temporary Agency Staff was required.

To ensure a prompt retendering of this complex service, a Project Board was established to consider the framework required. The Board, at its meeting in December 2009, approved a preferred option for the provision of Agency Staff and a report was subsequently considered by Cabinet at its meeting on 23 February 2010. A copy of the Cabinet report is attached for consideration.

Cllr Jonathan Seed was appointed by this Committee as the Scrutiny representative on the Board and will provide an update on the outcome of the Cabinet report.

The Committee is asked to note the update and comment as appropriate.

9. **Committee Name**

As councillors will recall at the last meeting, the Committee took a decision to create an (informal) Management and Co-ordination Liaison Board. This meant that the management of the overview and scrutiny function would move from this Committee to the new Liaison Board leaving a Resources only function for the Committee. The suggestion in the report was that the Committee would be referred to as the "Resources Select Committee". During discussion it was recognised that resources was more than the scrutiny of the executive activities associated with the Resources Department eg. Finance, HR, SST, ICT, Business Transformation, Performance, Governance etc. It would also retain and cover scrutiny of corporate and organisational affairs such as the Corporate Plan, Workplace Transformation, Area Boards development, Customer Focus Programme, Corporate Communications, One Council benefits etc.

The Committee was keen to see these responsibilities reflected in its title in order to give greater visibility and clarity to its work. The Service Director for Legal and Democratic Services was asked to consider the views of councillors and recommend an appropriate title for approval at this meeting. The options put forward are:

- (i) Corporate and Resources Select Committee
- (ii) Organisational Management and Resources Select Committee

Councillors are asked to decide on the preferred name for the Committee either from the above options or from any other suggests that might emerge from debate. The Chairman and Vice-Chairman have been consulted and have expressed a preference for the first option of 'Corporate Resources Select Committee'. Any decision would be implemented immediately (as there are no significant constitutional implications) and be reported to Council at its next meeting in May.

10. **Meeting with Resources Service Directors - Ian Gibbons**

As the Committee is aware, the Chairman, Vice-Chairman and Scrutiny Manager have been meeting with the Resources services directors on an individual basis in order to get a better understanding of the way in which the services are delivered and funded, and the priorities, developments and pressures that exist. Previously meetings have been held with Deborah Farrow (Business Transformation, ICT and Information Management), Barry Pirrie (HR and Organisational Development) and Jacqui White (Shared Services and Customer Care). The outcome of these were previously reported to the Committee and where appropriate topics added to the work programme.

A similar meeting was held with Ian Gibbons (Legal and Democratic Services) on 11 March. The following issues were cover in discussion:

Legal

- The extent of involvement of Legal Services during the transition to One Council
- The initial difficulty in populating the new Legal Services staffing structure – linked to the number of staff transferring from the districts, job evaluation process, grades and location
- Market supplements for lawyers
- Internal trading account arrangements
- Section 106 process
- Degree of involvement in major contracts
- Desire to undertake a lean systems review of Child Care legal services

Democratic Services

- Working relationship with the Community Area Managers
- Level of members support being given in the locality
- Constitutional review (via the Standards Committee)

Governance

- Targets now set for complaints including a traffic light system
- Inherited a districts and parishes backlog
- High number of cases allowed for investigation
- Possible change in arrangements after the general election
- Cultural Programme – leading on code of conduct including member/officer protocol

At the end of the discussion the Chairman and Vice-Chairman asked for staffing structures to be supplied, further details on the market supplements scheme, and reviews of Section 106 agreements and members support in the locality to be added to the Committee's future work programme.

The Chairman and Vice-Chairman now plan to meet with Laurie Bell in respect of Policy and Communications and will report on the outcome to the next meeting of the Committee.

11. **Forward Work Programme** *(Pages 85 - 90)*

A copy of the draft Forward Work Plan is attached for consideration, together with items of interest from the draft Cabinet Forward Work Plan from April to July 2010 inclusive.

The Committee is asked to note the Plans and comment as appropriate.

12. **Date of Next Meeting**

27 May 2010.

13. **Urgent Items**

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

PART II

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

NONE