

AGENDA

Meeting: Overview & Scrutiny Organisation and Resources Select Committee
Place: Committee Room III, County Hall, Trowbridge
Date: Thursday 18 November 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 (01225) 718378 or email sharonl.smith@wiltshire.gov.uk

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Membership:

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

Substitutes:

Cllr Chuck Berry	Cllr David Jenkins
Cllr Jane Burton	Cllr Christopher Newbury
Cllr Trevor Carbin	Cllr Jeffrey Ody
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**

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

To approve and sign as a correct record the minutes of the last meeting of the Organisation and Resources Select Committee held on 16 September 2010.

3. **Chairman's Announcement**

4. **Members' Interests**

To remind members to declare any personal or prejudicial interests or dispensations granted by the Standards Committee at the relevant time.

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. Please contact the officer named above for any further clarification.

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 Tuesday 16 November 2010.

6. **Human Resources (HR) Matters (reports to follow)**

The Committee at its last meeting in September requested that an update on HR related matters was presented to the Committee in November 2010.

A report from the Service Director, HR and Organisational Development will follow.

A report outlining the process of implementing the Workforce Planning Framework and respective timescales will also follow.

Recommendation:

The Committee will be asked to consider the reports provided and comment as appropriate.

7. **SAP Post Implementation Review (reports to follow)**

a) **SAP Post Implementation Review**

The Audit Committee at its meeting on 30 June requested that a post implementation review of the SAP system should be undertaken and its findings reported to its Committee in December. The Budget & Performance Task Group also expressed an interest in this review following consideration of the SAP 'health check' report in March of this year.

Following the disbandment of this Task Group, the KPMG paper and covering report will now be considered by the Organisation & Resources Select Committee.

Recommendation:

The Committee will be asked to consider the reports and provide comment as appropriate.

b) **Business Management Programme (SAP)**

The Committee is reminded that the update report on the Shared Services Team developments, including the HR and Procurement elements of SAP will be considered by the Committee at its next meeting in January 2011.

8. **Central Government Announcements in Relation to Performance Indicators** (Pages 9 - 10)

A copy of the letter circulated by the Rt Hon Eric Pickles MP in October is attached. The letter provides clarification that all designations of local improvement targets in Local Area Agreements have been revoked.

The Service Director, Performance will be in attendance to provide the Committee with an update on the implications of this reform on Performance Indicators.

Recommendation:

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

9. **Future Scrutiny of Procurement and Commissioning** *(Pages 11 - 18)*

A Rapid Scrutiny Exercise was undertaken to consider the Corporate Procurement Strategy on 20 July 2010. The findings of the Exercise were reported to the Organisation & Resources Select Committee at its meeting held on 16 September 2010 where a presentation was also made by the Corporate Director, Resources on the proposed strategy and approach to future procurement and commissioning.

Taking into consideration the need for £9m cost savings to be achieved by April 2011 on goods and services purchase as part of the overall £40m savings for the Council, the Select Committee requested that a paper be submitted to the next meeting providing details of the options available.

A report is now attached which provides several options to the way Select Committees carry out scrutiny of contracts and procurement.

Recommendation:

The Committee is asked to consider the report and agree a preferred approach.

10. **Budget & Performance**

At the Committee's last meeting on 16 September members approved the new arrangements for the Select Committees to undertake individual scrutiny of budget and performance matters. With regard to corporate and resources matters, the Chairman and Vice-Chairman reviewed the budget monitoring report submitted to Cabinet on 19 October and posed questions to the Interim Director of Finance regarding redundancy provision and the savings arising from the closure of some WAN and VPN lines. A satisfactory response was received. In addition a general comment was made by the Chairman about the proposed use of corporate reserves as a one-off to fund service pressures would in itself not address the issue beyond the immediate. As indicated in the report he hoped that the business plan would provide for longer term effective management of these pressures.

Cabinet met again on 9 November but no updated budget monitoring report was taken.

Recommendation:

Members are asked to note the action taken by the Chairman and Vice-Chairman on behalf of the Committee.

11. **Delegation of Executive Functions - Cabinet (Capital Assets) Committee**
(Pages 19 - 30)

Council at its meeting held on 9 November 2010 considered an item on Scheme of Delegation on Executive Functions (previously entitled 'Scheme of Delegation to Cabinet members').

As part of the review of the Council's Constitution the scheme of delegation has been updated to reflect more accurately arrangements for the discharge of executive functions, to include the delegation of executive functions to Cabinet Committees.

To date two Cabinet Committees had been established. One of which, the Cabinet (Capital Assets) Committee, will have the primary role to increase the political leadership of and accountability for the co-ordination of the Council's capital assets.

A copy of the report submitted to Council is attached which includes details of the membership and terms of reference for the Committee. Members will note that the terms of reference include to 'Receive and monitor reporting information from the Workplace Transformation Programme Board regarding the delivery of that programme' and 'strategic overview of the Council's policy on Section 106 funding and the use of the funds'.

Both areas are detailed in the Forward Work Programme and are currently the focus of two Task Groups under this Select Committee.

Recommendation:

The Committee is asked to consider the attached and comment as appropriate.

12. **Task Group/Rapid Scrutiny Update** (Pages 31 - 34)

Updates from the various Task Group and Rapid Scrutiny Exercises are attached.

Recommendation:

The Committee is asked to note updates provided and comment as appropriate.

13. **Scrutiny Representation on Project Boards - Update** *(Pages 35 - 36)*

This item has been included in the agenda to allow members to provide the Committee with updates where appropriate on scrutiny representation on Project Boards.

Recommendation:

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

14. **Forward Work Programme** *(Pages 37 - 44)*

A copy of the draft Forward Work Programme is attached for consideration.

Recommendation:

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

15. **Urgent Items**

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

16. **Date of next Meeting**

20 January 2011.

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