

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

OVERVIEW & SCRUTINY ORGANISATION AND RESOURCES SELECT COMMITTEE

DRAFT MINUTES OF THE OVERVIEW & SCRUTINY ORGANISATION AND RESOURCES SELECT COMMITTEE MEETING HELD ON 16 SEPTEMBER 2010 AT COMMITTEE ROOM III, COUNTY HALL, TROWBRIDGE.

Present:

Cllr Nigel Carter, Cllr Tony Deane (Vice Chairman), Cllr Christopher Devine, Cllr Peter Doyle, Cllr Nick Fogg, Cllr Charles Howard, Cllr Jon Hubbard, Cllr Jeff Osborn (Chairman), Cllr Judy Rooke and Cllr Jonathon Seed

Also Present:

Cllr Allison Bucknell and Cllr Christopher Cochrane

87. Apologies and Substitutions

Apologies were received from Cllr Bill Roberts, Cllr Ricky Rogers and Cllr Jacqui Lay.

88. Minutes of the Previous Meeting

The minutes of the meeting held on 15 July 2010 were approved and signed as a correct record.

89. Chairman's Announcement

As the national changes would impact on local authorities scrutiny would need to ensure a corporate focus was taken on all scrutiny work.

90. Declarations of Interest

No declarations of interest were received.

91. Public Participation

There was no public participation.

92. **Human Resources (HR)**

The Service Director for HR and Organisational Development attended the meeting to present the update on HR related matters as requested at the Committee's previous meeting on 15 July 2010.

The Corporate Director for Resources and Portfolio Holder for Customer Care were also in attendance to answer questions arising.

The following information was received:

a) **Pay Harmonisation and associated matters**

At the Committee's meeting in May it was clarified that school support staff were now required to be included in the harmonisation process. This increased employee numbers from approximately 6k to 12k. As a result, the potential cost implications also doubled. Due to the financial constraints and pressures now faced by the council and cost implications to incorporate the additional employees, pay harmonisation was now to be achieved through implementation of Wiltshire Council pay and conditions with protection for TUPED staff.

It was expected that the council would reach pay harmonisation within 18 months as the number of staff who transferred to Wiltshire Council on 1 October 2009 on TUPED conditions was now less than 1100. The reorganisation of the Council was also likely to affect the numbers remaining as staff transferred onto standard terms and conditions. A review would take place in the latter half of 2011 to ascertain the number of staff remaining on TUPED conditions.

Discussions were underway with Union representatives regarding future changes within the authority taking into consideration the financial constraints ahead.

Although the results of the comprehensive spending review were still to be announced it was expected that the proposed 25% reduction in funding would result in a loss of £122m to the local authority. Therefore scrutiny would need to ensure a corporate focus of its work for example on commissioning and procurement to ensure it delivered on efficiency targets.

The Council would look to achieve cost savings of £40m in 2011/12 against four key areas: procurement, people management, service review and improvement and income generation. These would be formally documented within a business plan to be delivered to Cabinet before the end of December and Full Council in February 2011.

As part of the proposed people management cost savings, LGR terms relating to appointment and severance were being reviewed. These would be the subject of report to the Staffing Policy Committee in October.

b) **People Strategy**

The Leadership Development Programme

Clarification was provided that the Programme budget had been agreed prior to the government's announcements on proposed budgetary reductions to local authorities and had been funded through reallocation of existing budgets for 2009/10.

Of the current £851k budget, £236k had already been committed to year end from the combined Leadership and Management Development funding and applied to approximately 800 managers across the organisation; £174k had been allocated against HR on line systems training, the management trainee scheme and employee survey; £25k had been allocated for occupational health to provide staff support and a further £30k had been agreed for an employee systems programme.

The Service Director confirmed that a meeting was scheduled to take place with the Shaping the Future business management team later this month where the budget allocations within the Leadership Development Programme would be further discussed.

Following concerns raised on the funding allocated to management development, clarity was provided that the £236k cost applied to a one year development programmes that had already commenced and was the total funding available that applied to approximately 800 managers. The Committee was reminded that improved management leadership was vital to the progression of the organisation as a whole. The outcome of the management programmes would not be seen initially but would be demonstrated through higher performance and the ability to manage changes ahead.

The Chairman concluded that the committee would continue to monitor the processes involved both through the business plan and also through regular updates from officer and the scrutiny representative on the Pay Harmonisation Board (now renamed Staffing Management Executive Board).

Resolved:

- 1) **To thank Officers and the Portfolio holder for reporting on recent developments and responding to questions.**

- 2) That the committee would receive a further update on HR matters at it's meeting in November 2010 and track the resulting implications through the new Corporate Business Plan.**

93. **Library Services Review**

The committee was asked to consider the update provided in relation to the Library Services Review.

The Cabinet member for community services, Project Manager - Business Change and new Head of Libraries (from 1 October) were in attendance to present the update and answer questions arising.

Clarification was provided by the Cabinet member that the consultation process was being carried out to understand the needs of the customer to ensure libraries were sustainable for the future.

Following the consultation process, which was still underway, a report would be prepared for consideration by Cabinet. It was expected that the report would be completed by the end of October and submitted to Cabinet at it's next meeting on 16 November.

Libraries should be recognised as a valuable resource for shared service provision with both the health service and police authority accessible through some facilities. Discussions were taking place to further expand on this to continue to meet the needs of the community as well as providing value for money. Neighbouring councils had also been approached to investigate ways of working together to further reduce costs, i.e combined book purchases.

The committee proposed that clarity on core opening hours (to include Saturday opening) would ensure the service was used to its maximum and that the mobile library service was vital for rural locations.

The committee also acknowledged that presentations on the Library Services Review were being made to the Area Boards across Wiltshire but some councillors felt that the information provided and the purpose of the review where cost savings of £500k were required (£250k per year) could have been made clearer.

Clarification was provided that savings of £250k would be reached by the end of the current financial year through natural staff wastage.

The Chairman proposed that a scrutiny exercise should be undertaken to consider the report prior to its submission to Cabinet in November and called for scrutiny representatives accordingly.

Resolved:

- 1) To thank the Officers and the Cabinet member for the update.**
- 2) To undertake a rapid scrutiny exercise to consider the Library Services Review report prior to it's consideration by Cabinet in November. Membership of the Group to consist of Cllr Christopher Devine, Cllr Nigel Carter, Cllr Jonathon Seed and Cllr Jon Hubbard. A further member would be added in due course.**

94. Task Group/Rapid Scrutiny Update

The Committee was asked to consider the updates provided on the current Task Groups and Rapid Scrutiny Exercises under the responsibility of the Committee. The updates provided included the annual report from the Budget and Performance Task Group and final report of the Member Support in the Locality Task Group.

Further information was provided as follows:

Budget and Performance

The Chairman of the Task Group thanked the Senior Scrutiny Officer for the preparation of the report and requested that the Committee adopt the recommendations contained therein.

The recommendations made included that the Task Group should be abolished with the Organisation and Resources Select Committee responsible for monitoring corporate financial issues and Resources department spend. The other Select Committees would take responsibility for relevant service budgetary issues. Formal reporting would be by exception.

Ensuing discussion included that the Overview & Scrutiny Liaison Board, whose membership included the Chairman and Vice Chairman from each of the Select Committees, would ensure that an open dialogue remained across all committees to address any issues arising.

Officers were congratulated on ensuring that overall spend did not exceed the budget at year end taking into consideration the departure of the S151 Officer and additional cost pressures (which included the growth in the winter gritting programme and additional resources required for the climate change programme).

Clarification was provided that a new Interim Director of Finance had now been appointed and was expected to be in post for between 6 to 12 months whilst a structure review was undertaken.

Resolved:

To endorse the recommendations made by the Task Group and that the revised scrutiny arrangements for budget and performance monitoring be reviewed in 12 months time.

Member Support in the Locality

The Member Support in the Locality Task Group had been established to consider the level of support provided to Councillors.

The final report provided details of the recommendations made by the Group and summary of Councillor responses to the survey circulated on support available to resolve casework and community area issues.

Clarification was provided that area boards now had a dedicated press officer within the Communications team to assist with their casework.

Issues raised included that the potential blurring of roles between Community Area Managers and Democratic Services Officers had been addressed through a managers meeting between the two teams and that the paper contacts directory was now unlikely to be available to Councillors by 1 November as recommended.

Resolved:

- 1) That the committee endorsed the recommendations made noting that the paper contacts directory may not be available for 1 November 2010.**
- 2) That a review on member support in the locality would be undertaken by the Committee in 12 months.**

Workplace Transformation Programme

The Corporate Director – Resources confirmed that the Workplace Transformation Programme had been reviewed in the light of financial pressures but reported that the programme would remain unchanged with expected savings to the council of £4.5m per year. Clarification was also provided that discussions continued regarding the PFI project with Jarvis in relation to the Monkton Park premises.

Section 106

The comments of the Task Group, as outlined in the interim report previously submitted to the committee, were sent to the Portfolio Holder for consideration. The comments were noted. A report was expected to be submitted to Cabinet later in the year when the Task Group would reconvene to consider it's content.

Corporate Procurement Strategy

Clarification was provided that the rapid scrutiny exercise focused on the structure and process within corporate procurement and that the recommendations made reflected this focus.

The committee understood that the structure and scale of responsibility within procurement was being reviewed in addition to the current corporate contracts in place to ensure value for money was being provided.

A presentation was made by the Corporate Director for Resources on the proposed strategy and approach to future procurement and commissioning. This outlined the actions intended to address the significant savings required over the next 4 years.

The Committee also noted the impact the transfer of procurement responsibility from the PCT to the council could have once the council adopted the responsibility in two years.

Resolved:

- 1) To note the report and endorse the recommendations contained within.**
- 2) That the appointed scrutiny representatives (Cllrs Tony Deane and Nigel Carter) would ensure the Committee was kept informed of developments including proposals for future scrutiny of the procurement and commissioning programme.**

95. Scrutiny Representation on Project Boards - Updates

The following Project Board updates were provided:

Pay Harmonisation

Cllr Ricky Rogers was the Committee's representative on this Project Board and had been advised of the developments reported earlier under minute 92 a).

Agency Contract

A copy of the recent Cabinet Member delegated decision was circulated. Clarification was provided that the cost of employing temporary consultancy and agency staff was £8-9m per year. The council was expected to reduce the number of agency staff employed by 50% by March 2011 as part of its budget savings. This would need to be monitored in the future through an appropriate scrutiny mechanism.

Resolved:

That scrutiny representatives on the Project Boards would be requested to provide written updates to the Committee where appropriate.

96. **Forward Work Programme**

The Committee was requested to consider the Forward Work Programme provided.

Resolved:

To note the Forward Work Plan

97. **Date of next Meeting**

18 November 2010.

98. **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 1.10 pm)

The Officer who has produced these minutes is Sharon Smith, of Democratic & Members' Services, direct line (01225) 718378, e-mail sharonl.smith@wiltshire.gov.uk

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The Rt Hon Eric Pickles MP
Secretary of State for Communities and Local
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Leaders of all Councils
cc. Chief Executives of all Councils

Dear Colleagues,

13 OCT 2010

Changes to Local Authority Performance Arrangements

I am writing to you today to announce important changes to Local Area Agreements. Back in June we scrapped the Comprehensive Area Assessment, saving councils up to £39 million per year. I want to go further. Luton and Central Bedfordshire, for example, have told us that the annual cost to each authority of the National Indicator Set and statutory data returns is nearly half a million pounds. We are committed to relieving you of the bureaucracy that diverts money away from the frontline. So today I am announcing the end of other burdensome aspects of the old command-and-control regime, linked to Local Area Agreements and the National Indicator Set.

I am therefore giving you notice under section 109 of the Local Government and Public Involvement in Health Act 2007 that I am revoking all designations of local improvement targets in your Local Area Agreement from the date of this letter. What this means is that I am handing over full control of all current Local Agreements to you - if you wish to amend or drop any targets you are now free to do so, without needing my approval. Where you choose to keep any of your targets, we will no longer monitor your performance. I will also not be requiring you to prepare a new agreement from April 2011. In addition, I will not be making any payments for Performance Reward Grant against the 2008-11 LAA targets. Deficit reduction and ensuring economic recovery are the most pressing issues facing Britain today, and of course local government has to take its share of the cuts.

I am also announcing today the replacement of the National Indicator Set with a single, comprehensive list of all the data we expect local government to provide to central government. My aim is to make the data requirements we place on local government transparent and to review and reduce this for April 2011 and I will involve local government in this review, to help us ensure the list contains only the minimum of central government data needs. My pledge to you is that in future, if it's not on the list you won't have to provide it.

My aim is to give you the flexibility you need to protect key services, by removing ring-fences around your money, scrapping CAA and getting rid of unnecessary top-down targets and their related bureaucracy. Where central Government can help you do more to collaborate and redesign better services at reduced cost I continue to welcome suggestions.

A handwritten signature in black ink that reads "Eric Pickles".

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Wiltshire Council

Overview and Scrutiny Organisation and Resources Select Committee

18th November 2010

Commissioning and Procurement Task Group

Purpose of report

1. The purpose of this report is to recommend a change to the way Select Committees carry out scrutiny of contracts and procurement.

Background

2. In July 2009, the Select Committees formed four task groups to review major contracts within each of their remits. The rationale for these task groups was to increase the accountability of those who provide services to/on behalf of the authority.
3. The work of the Major Contracts Task Groups cover 12 contracts, each valued at over £1 million per annum. These Task Groups not only receive annual or mid year reports but also pursue areas of poor performance or concern and are involved in the run up to contract renewal.
4. In addition to the work of the Major Contracts Task Groups, the Organisation and Resources Select Committee has been involved in the development of the Corporate Procurement Strategy (CPS) and more recently this has included a rapid scrutiny exercise by Cllrs Tony Deane and Nigel Carter.
5. Details of the current memberships and activity is set out in appendix 1
6. At the last meeting of the Select Committee the Director for Resources gave a confidential presentation on the 'Procurement and Commissioning Programme – Proposed Strategy and Approach'. The delivery of this 4 year programme will be led by the Corporate Procurement and Commissioning Board. A copy of the Terms of Reference and membership of the board is attached at appendix 2. As members are aware the recent communication from CLT the need to make cost reductions equivalent to a reduction of £9m by April 2011 on how we purchase goods and services as part of the overall £40m savings in the Business Plan and next years budget. At the conclusion of the presentation, the Select Committee asked for a paper to the next meeting on the options available for scrutiny to revise its current approach to procurement in light of the intended arrangements to meet the challenges ahead.

Rationale for Change

7. As the organisation has matured, Scrutiny has demonstrated good practice through reviewing contracts, strategies and building effective relationships with the executive, officers and suppliers. However, the scope of the current arrangements is considered relatively narrow when looking at the work covered by procurement and commissioning. In addition, the four different Task Groups

covering contract scrutiny could be viewed as resource and time intensive compared with the value added, due in part to the robust specifications and monitoring arrangements that exist with this level of contract.

8. A number of service metrics have been set within the Corporate Procurement Strategy including the implementation of Supplier Relationship Management (SRM). Category Management, which is part of SRM, groups similar types of purchasing spend into categories and captures spend against products or service type. This information is then used to optimise monitoring of the level of spend within each category and to develop proposals to secure contracts which reflect optimum value.
9. In light of the challenges referred to above, it is proposed that the current scrutiny activity should be streamlined to focus on the key priorities within the programme, without losing the knowledge and achievements already gained.

Options

10. Three options emerge for consideration by the Select Committees, all of which would involve the abolition of the current four Major Contracts Task Groups:
 - a. New Single Task Group – this would act as a non-executive policy development body. However, it would also hold the Board (and cabinet member) to account for the delivery of the programme. Part of the programme will involve driving savings from the current major contracts. On that basis, membership might be drawn from among the existing members of the current Major Contracts Task Groups. Possible Terms of Reference and reporting diagram are circulated at appendix 3.
 - b. Representative on the Corporate Procurement and Commissioning Board – appointment of a Scrutiny representative to serve as a 'lay' member on the board. It is suggested that perhaps a member who gained experience during the rapid scrutiny of the CPS, or a Chairman of one of the Task Groups, would be potential candidates.
 - c. Reports to Select Committee – the Committee could ask for progress reports at key milestones in the programme to undertake questioning and challenge of the Cabinet Member and Corporate Director of Resources at the main committee meetings. This could be supplemented with rapid scrutiny exercises as necessary.

Conclusion

11. The proposal to change the current scrutiny arrangement in this area is driven by a more focussed and professional approach to future commissioning and procurement. This approach is intended to secure efficiencies and savings in the overall spend for the authority. The Select Committee needs to think about how it should respond within the capacity it has available to ensure effective influence and challenge.
12. The options offered for change have been applied successfully in other areas and members are aware of the advantages and disadvantages of each.

Following the decision of this Select Committee, the other three committees will need to be consulted along with the Scrutiny Liaison Board.

Proposal

13. The Select Committee is asked to:
 - a. Determine a favoured approach for future scrutiny of the procurement and commissioning programme.
 - b. Add this proposal to the next available agenda of the Select Committees for endorsement (and nomination of members).

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Current Arrangements for Scrutiny of Contracts and Procurement

Appendix 1

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Service Area	Process	Membership	Activity
Overview and Scrutiny Organisation and Resources Select Committee	Major Contracts Task Group	Cllr Richard Britton (Chairman) Cllr Nigel Carter Cllr Judy Rook Cllr Roy While Cllr Helen Osborn Cllr Ricky Rogers	Monkton Park Facilities Management Contract Energy Sodexo (Building Cleaning Services, Grounds Maintenance Services, County Hall Facilities Management) Logica
	Corporate Procurement Strategy Rapid Scrutiny Exercises	Cllr Tony Deane Cllr Nigel Carter	
Health and Adult Social Care Select Committee	Major Contracts Task Group	Cllr Peter Hutton (Chairman) Cllr Tom James Cllr Peter Hutton Cllr Nina Phillips Cllr Peter Davis Dr Peter Biggs (Stakeholder)	Order of St John Care Trust Medequip Assistive Technologies Retendering of the Integrated Community Equipment Services Contract
Children's Services Select Committee	Major Contracts Task Group	Cllr Bill Moss (Chairman) Cllr Carole Soden Cllr Jon Hubbard Cllr Jacqui Lay Cllr Peter Colmer	Quarriers Sodexo (School Catering) Sure Start Children's Centres White Horse Education Partnership
Environment Select Committee	Major Contracts Task Group	Cllr Peter Doyle (Chairman) Cllr Tom James Cllr Nigel Carter Cllr Peter Colmer Cllr Mark Packard	Mouchel and Ringway Hills Waste Retendering of the Salisbury and Amesbury Area Bus Contracts DC Leisure (although this was cancelled in light of the wider leisure review)

Terms of Reference

Purpose of the Board

The Board will champion and communicate initiatives, to improve procurement and commissioning policy and practices within the Council to ensure modern, whole life, best value and sustainable outcomes and support for the customer.

Specific responsibilities will be to:

- Steer corporate initiatives to improve procurement and commissioning policy and practice;
- Ensure organisation and service restructuring are implemented with customer and individual choice in mind;
- Design and implement a strategy to achieve cost reduction, efficiency targets, simplifying supply chain and commissioning arrangements and performance management indicators;
- Establish and monitor a single corporate register of all procurement, commissioning, partnership and grant funded activities;
- Direct procurement and commissioning policy and practices in all departments;
- To act as the Project Board for significant procurement and commissioning exercises and undertake 'Gateway Reviews' for significant or high risk procurement or commissioning projects;
- Emphasise more engagement with service users and providers at all stages of the commissioning process and linking procurement issues with community development strategies;
- Develop the understanding and opportunities for the 'third sector', the existing Compact with the Voluntary Sector and the role and benefits of Small and Medium Enterprises;
- Identify the opportunities for synergy and collaboration within projects across different services ensuring links to other Corporate Programme Boards;
- Development of toolkits for improving procurement and commissioning;
- Review existing arrangements and encourage development of decommissioning strategies, where appropriate.

How the Board will Work

- The Board will monitor compliance with Finance and Contract Regulations;
- The Board will be responsible for agreeing business cases and timetables for significant or high risk procurement and commissioning projects;
- The Board will be responsible to CLT and Cabinet for the establish of a 3-year procurement and commissioning plan with indicative resource implications;
- The Board will negotiate within CLT for the release (allocation) of resources required to deliver projects;
- Where decisions have a significant impact on other areas, or are of a strategic importance, they will be referred up to CLT.
- The Board will ensure that Procurement and Commissioning policies and practices achieve maximum benefit from the use of resources;
- The Board will be supported by resources from the Corporate Procurement Unit;
- The Board will develop clear links to the other Corporate Work Boards, particularly the Partnership Board.

Frequencies of Meeting

The Board will meet at least once a month with the minutes of the meeting published on the Intranet. Work programme may determine the meetings are held more frequently.

Policy Issues

Due regard to the Finance & Contract Regulations;
Support the Corporate Budget Process;
Recognise developments in Joint Commissioning and the development of client direct payments;
Engagement with a developing Corporate Initiatives, such as BMP, Shared Services, One Council for Wiltshire, etc.

Membership

Carlton Brand, Corporate Director, Resources - DoR
John Noeken, Cabinet Member for Resources
James Cawley, Service Director Adult Care, Strategy & Commissioning – DCS
Julia Cramp (JCr), Service Director, Commissioning & Performance – DCE
Caroline Bee (CBee), Head of Procurement & Contract Management - DoR
Sandie Lewis, Head of Strategy – DCS
Stella Udell, Head of Business & Operational Support, Public Health & Wellbeing
Tracy Carter, Service Director, Waste Management Services – DNP
Parvis Khansari, Service Director, Strategic Services - DNP
Mike Swabey, Head of Procurement & Contract Management – DoR
Estelle Sherry, Principal Auditor - DoR
Mary Higgins, Head of Supplier Relationships – DoR
Nick Darbyshire, Policy Officer – CE
Kerry Chisholm, Principal Auditor – DoR
Ian Gibbons, Service Director, Legal & Democratic Services – DoR
Jacqui White, Service Director, Shared Services – DoR
Darren Law, Acting Head of Finance – DoR
Tony Brett, Head of Procurement – DoR
Tom Smith, Contracts Manager – DCE
Simon Jeffery, Contracts Manager – DCS
Paula Tucker, Secretary (Minutes) – DoR

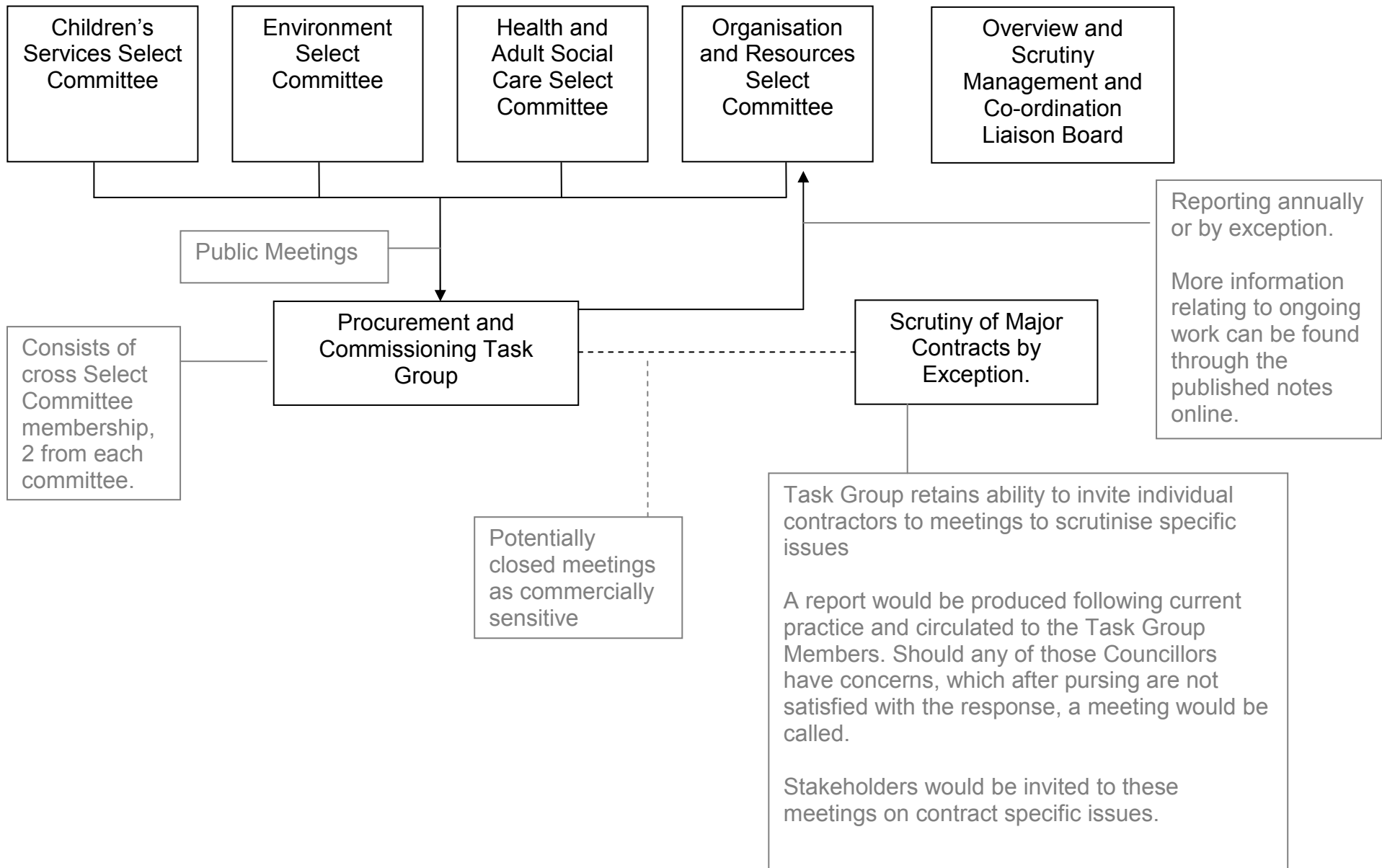
To encompass the key areas of procurement and commissioning, it is advised the task group should focus on six main elements (see below). These would form the basis for the terms of reference, yet be broad enough to give the task group flexibility to pursue enquiries as they feel appropriate.

- a) Monitoring and influence performance of procurement metrics and cost reduction savings.
- b) Monitoring and influence performance of the development of Category Management .
- c) Monitor delivery of the Procurement Strategy
- d) Receive reports of procurement/commissioning from departments linked to the departmental procurement plans.
- e) Establish links with the Joint Commissioning Board, Corporate Commissioning Board and any others to ensure appropriate involvement in tendering activities.
- f) Receive annual major contract performance reports and meet by exception.
- g) Contribute to the development of Procurement and Commissioning policy and strategies.
- h) To report to the Organisation and Resources Select Committee annually and by exception at key milestones.

A diagram of the proposed structure is detailed on the next page.

Proposed Structure for Procurement and Commissioning Task Group

Appendix 3



Wiltshire Council

Council

09 November 2010

Report of the Leader of the Council
Part 3A of the Constitution
Revised Scheme of Delegation on Executive Functions

1. As part of the review of the Council's Constitution, I have taken the opportunity to revise the Scheme of Delegation of Executive Functions. The current arrangements in Parts 3A of the Constitution provide a scheme of delegation to only Cabinet Members. There are no changes to the areas of responsibility of individual members of Cabinet. This scheme of delegation need to be updated to reflect more accurately arrangements for the discharge of Executive functions.
2. I have amended the scheme to reflect the decision making structures that are required for successful delivery of the Council's functions. The delegation of Executive functions to different bodies and individuals within the Council is essential to ensure the smooth running of the Council. The changes should demonstrate the Council's commitment to open and transparent decision making.
3. The Executive will be responsible for implementing the Council's policy and budgetary framework and all other functions of the authority that are not the responsibility of any other part of the authority.
4. Two Cabinet Committees have been established. The Cabinet (Capital Assets) Committee will have responsibility for the management of capital assets. The Cabinet (Business Rates Relief) Committee will be responsible for determining applications for business rates relief above a certain threshold.
5. Area Boards may exercise Executive functions within their geographical areas of responsibility in accordance with Part 3 of the Constitution. Specifically, Area Boards are responsible for the approval of applications for grants under the Area Boards grant scheme and the approval of applications under the Council's Community Asset Transfer Policy for the disposal of non-strategic assets with a value below £250,000. These specific areas have been reflected within the Scheme of Delegation on Executive Functions.

6. In appropriate circumstances Executive functions may be discharged under joint arrangements with one or more local authorities and the delegation of Executive functions may be delegated to another local authority in accordance with Articles 12.2 and 12.4 of Part 2 of the Constitution.
7. Attached to this report is the revised Part 3A of the Constitution.

Councillor Jane Scott
Leader of the Council

PART 3A

DELEGATION OF EXECUTIVE FUNCTIONS

1. The Leader will decide how arrangements for the discharge of Cabinet functions are to be exercised except insofar as they are already set out in the Cabinet arrangements adopted by the council.

This scheme of delegation records the arrangements made by the Leader or Cabinet for the discharge of executive functions by:

- The Cabinet as a whole
- a committee of the Cabinet
- an individual member of the Cabinet
- an area board
- an officer
- joint arrangements or
- another local authority.

Cabinet as a whole

In accordance with the terms of reference of Cabinet as set out at paragraph 3 of Part 3 of this constitution, the Leader either directly or through Cabinet will carry out within the council's policy and budget framework all of the local authority's functions which are not the responsibility of any other part of the local authority whether by law or under this constitution.

Cabinet is defined at Article 7 of Part 2 of this constitution. The procedure rules governing meetings of Cabinet are set out at Part 7 of this constitution.

A Committee of the Cabinet

The Leader may appoint a committee of the Cabinet for the discharge of executive functions.

To date the following Cabinet committees have been appointed:

- **Cabinet (Capital Assets) Committee**

Membership and terms of reference details as set out in Appendix 1

- **Cabinet (Business Rates Relief) Committee**

Membership and terms of reference details as set out in Appendix 1

An individual member of the Cabinet

Cabinet members may exercise any executive functions within their allocated areas of responsibility, as set out in Appendix 2.

2. This does not include executive functions which are specifically reserved to the council, the leader and/or Cabinet, or officers.
3. In exercising delegated functions Cabinet members must have regard to the Leader's Protocol for individual decision making, Protocol ? of this constitution which promotes good practice and ensures transparency and consistency in the decision making process.
4. Cabinet members may in consultation with the leader refer matters to the Cabinet for decision if they consider that it is more appropriate to do so.
5. Where a Cabinet member is unable to act because of absence, a conflict of interest or any other reason, the leader may nominate another member of the Cabinet to exercise the function on their behalf.

An Area Board

This scheme of delegation records the arrangements made by the leader for the discharge of executive functions by each of the 18 Area Boards constituted in accordance with paragraph 4 of Part 3 of this constitution

Area Boards may exercise the following executive functions within their geographical areas of responsibility subject to compliance with paragraph 4.17 – 4.24 of Part 3 of this constitution and specifically:

- The approval of applications from community and voluntary groups and town and parish councils for grant funding through the Area Boards grant scheme.
- The approval of applications for the disposal of non-strategic assets with a value below £250,000 provided that each application is supported by robust and appropriate business cases that benefit local communities in accordance with the Council's Community Asset Transfer Policy.

Officers

The discharge of executive functions as delegated by the Leader having regard to the Scheme of Delegation to Officers as set out at Part 3B of this constitution.

Joint Arrangements

The discharge of executive functions under joint arrangements with one or more local authority as described at Article 12.2 of Part 2 of this constitution.

Another local authority

Cabinet may delegate Cabinet functions to another local authority or the Cabinet of another local authority in certain circumstances as described at Article 12.4 of Part 2 of this constitution.

Those delegated to take decisions within this scheme of delegation must:

- act within the Council's budget and policy framework;
 - comply with the Council's constitution, including particularly its financial regulations and procedure rules and contract regulations, and all relevant legislation, guidance and codes of practice;
 - follow the principles of decision making in Article 14.2 of Part 2 of this constitution.
 - consider the implication of any council policy, initiative, strategy or procedure
 - consider the staffing, financial, legal and environmental implications of any proposal
 - consider the assessment of any risks associated with a proposal in accordance with the council's risk management strategy.
6. This scheme may be varied at any time in accordance with paragraph 9 of the Cabinet Procedure Rules.

PART 3A
Delegation of Executive Functions

Appendix 1

Cabinet Committees

Cabinet (Capital Assets) Committee

Membership:

Cllr Jane Scott OBE – Leader of the Council
Cllr John Thomson – Cabinet Member for Adult Care, Communities and Libraries
Cllr Fleur de Rhe-Philippe – Cabinet Member for Finance, Performance and Risk
Cllr Toby Sturgis – Cabinet Member for Waste, Property and Environment
Cllr John Noeken – Cabinet Member for Resources

Other Cabinet members will be invited to attend in a non-decision-making capacity as relevant to the subject matter.

Quorum:

The Quorum is three members.

Purpose:

The Board will increase the political visibility of and accountability for the coordination and use of all capital assets. This will include and serve to develop a wide range of mechanisms for delivering the financial strategy, including partnership work.

Authority:

To discharge the executive functions of the Council with regard to the management of capital assets.

Draft Terms of Reference:

1. The Capital Assets Committee, in respect of all assets owned funded or occupied by Wiltshire Council, will be responsible for:
 - 1.1 Developing the corporate strategy;
 - 1.2 Delivering the Council's business plan insofar as it relates to or requires the acquisition, management and disposal of capital assets;
 - 1.3 Authorising the acquisition and disposal of real property assets by any means, including – but not restricted to – freehold property; and
 - 1.4 Preparing the Council's capital programme for consideration by the Cabinet and monitoring and ensuring the delivery of that programme,

Within the existing executive functions of the Cabinet and, for the avoidance of doubt, without rescinding any existing delegations.

2. In order to achieve this the Committee will
 - 2.1 Receive and monitor reporting information from the Workplace Transformation Programme Board regarding the delivery of that programme;
 - 2.2 Support the delivery of the economic development strategy, and take a strategic overview of the town 'vision' statements for Chippenham, Salisbury and Trowbridge;
 - 2.3 Strategic overview of the Council's policy on Section 106 funding and the use of the funds;
 - 2.4 Work within the framework set by the Council's financial strategy and Constitution;
 - 2.5 Ensure enhanced visibility of all capital asset transactions and budget monitoring for capital spend by Wiltshire Council;
 - 2.6 Advise the Cabinet as necessary on future capital projects and their impacts on the Council's revenue budget; and
 - 2.7 Investigate other mechanisms for the delivery and coordination of Council capital assets.

Frequency of meetings:

Every two months, with authority to hold additional ad hoc formal meetings as merited.

Cabinet Committees

Cabinet (Business Rates Relief) Committee

Membership:

Any three members of Cabinet appointed by the Head of Democratic Services.

Quorum:

The quorum is three members.

Purpose and Authority:

To determine applications for business rates relief where the rate relief applied for is in excess of £10,000 in accordance with the council's Hardship Rate Relief Application and Assessment Protocol.

Note: An Appeals Panel of the Appeals Committee will determine cases where an application has been rejected and an appeal by the ratepayer is lodged.

Frequency of meetings:

As and when required

**PART 3A
Delegation of Executive Functions**

Individual members of Cabinet

APPENDIX 2

CABINET MEMBER	RESPONSIBILITIES	CABINET MEMBER(S)
Leader	<ul style="list-style-type: none"> ○ setting strategic direction ○ ensuring the needs and aspirations of Wiltshire people are known ○ management initiatives ○ identifying priorities and setting targets ○ setting priorities ○ probity and financial monitoring and risk management ○ communication policy ○ monitoring performance of Cabinet members ○ promoting the council ○ relationships with other political group leaders and the chairman of the council 	Mrs J A Scott
Adult care, communities and libraries and deputy leader	<ul style="list-style-type: none"> ○ performance of adult care services including services for people with learning disability, mental health problems or a physical impairment and for older people ○ relations with other organisations, especially the health service and voluntary organisations regarding social care services ○ listening to people: community planning including consultation ○ community development in local areas ○ the Supporting People Programme ○ performance of libraries and heritage 	Mr J Thomson

	services	
Economic development, planning and housing	<ul style="list-style-type: none"> ○ strategic planning including the Local Development Framework ○ development control/management service including planning enforcement and conservation ○ building control and local land charges ○ Wiltshire and Swindon minerals and waste local plans ○ economic development ○ tourism ○ housing and all matters relating to the housing revenue account and housing revenue subsidy ○ housing PFI and all bidding for funds for social housing 	Mr J Brady
Finance, performance and risk	<ul style="list-style-type: none"> ○ finance ○ performance ○ risk 	Miss F de Rhe-Philippe
Children's services	<ul style="list-style-type: none"> ○ performance of children's social services including child protection, fostering and adoption, children's homes and special educational needs ○ relations with other organisations, especially the health service and voluntary organisations regarding children's services ○ partnership with Wiltshire's school governors and head teachers on education matters including school performance and funding, curriculum, buildings and admissions ○ Performance of the youth development service and early years provision and youth justice 	Mr L Grundy
Health and wellbeing	<ul style="list-style-type: none"> ○ health ○ community safety ○ environmental health 	Mr K Humphries

	<ul style="list-style-type: none"> ○ trading standards ○ licensing ○ emergency planning 	
Resources	<ul style="list-style-type: none"> ○ human resources and organisational development ○ ICT ○ procurement and commissioning ○ customer services ○ shared services team ○ business management programme ○ business transformation (systems thinking/lean) ○ legal and democratic services ○ councillor development ○ registration service and coroners 	Mr J Noeken
Waste, property and environment	<ul style="list-style-type: none"> ○ performance of waste management including collection, disposal and recycling, and property management including county farms ○ performance of countryside management and the provision of gypsy and traveller services ○ climate change and carbon trading 	Mr T Sturgis
Highways and transport	<ul style="list-style-type: none"> ○ performance and strategy for transport (including the Local Transport Plan and related strategies and policies. ○ highways maintenance and improvements ○ traffic management including car parking, road safety and passenger transport ○ litter and cleansing activities and environmental enforcement including abandoned vehicles, fly tipping etc) ○ rights of way ○ public conveniences ○ grounds and open space management including allotments ○ cemeteries and markets 	Mr R Tonge

Leisure, sport and culture	<ul style="list-style-type: none">○ cultural development including heritage, museums and arts○ leisure and sports.	Mr S Wheeler
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Agenda Item 12

Organisation and Resources Update 18th November 2010

Task Groups Updates

Task Group	Membership	Last Mtg	Next Mtg	Update
Major Contracts	Cllr Britton Cllr Rogers Cllr Rook Cllr Carter Cllr While Cllr H. Osborn	21 st Oct 2010	1 st Dec 2010	<ul style="list-style-type: none"> - The Task Group heard that the contract is performing satisfactorily with the grounds maintenance part of the contract now brought in house. - Negotiations are underway with Sodexo to consider the future of the provision as the current contract expired in March 2010. - The Task Group will meet in December to receive a report on the future arrangements. - The next meeting is scheduled to review the energy contract.
ICT	Cllr Carter Cllr Hill Cllr Hubbard Cllr Seed Cllr While	3 rd Sept 2010	12 th Nov 2010	<ul style="list-style-type: none"> - The ICT Task Group had a meeting scheduled for the 1st October had to be cancelled. - Following the announcement of Deborah Farrow's departure, an informal meeting was set up on 20 October to give members of the task group a chance to discuss the handover and ask Deborah Farrow any questions. - The next meeting of the task group is scheduled for the 12th November to consider the proposed structures and services, the proposed performance measures, the budget and the risks to delivering the service.
Partnerships	Cllr While Cllr Allen Cllr Burton Cllr Caswill Cllr Colmer Cllr Humphries Cllr Seed	28 th Oct 2010		<ul style="list-style-type: none"> - At the last meeting, the Task Group welcomed the Assistant Chief Constable - Pat Geenty as a witness. The group was given an overview of the Police's perspective of how the Community Safety Partnership was working. - Tackling anti-social behaviour was sited as the key priority for

				<p>Wiltshire Police but overall the Police were pleased with the work of the Partnership.</p> <ul style="list-style-type: none"> - The need to ensure that senior management attend and support the partnership was once again reinforced and the new commitment in this area was one of the reasons for improvement. - Challenges for the Police included the need to work with 2 Community Safety Partnership Boards and there was a desire to have one Partnership for Swindon and Wiltshire. - The Task Group now wishes to speak to Maggie Rae, the Chairman of the Community Safety Executive Board and then representation from the Task Group will attend the Community Safety Board on Dec 10th. Following this meeting the priority will be to produce a final Task Group report to submit to the committee.
Workplace Transformation	<p>Cllr Osborn Cllr Carter Cllr Rooke Cllr Seed Cllr Howard Cllr Deane</p>	7 th Oct 2010		<ul style="list-style-type: none"> - At the last meeting Task Group members considered the WTP progress report which was presented to Cabinet on 19 October. - A presentation was also received on the Finance and Data work stream. This updated the Task Grp on the basic capital and revenue financials behind the whole programme and a summary of the latest position was provided. - Councillors heard that regular monitoring and appraisal is undertaken on a frequent basis with any exceptional reporting made to the board and through normal council's budget

				<p>monitoring processes.</p> <ul style="list-style-type: none"> - A site visit to the Olympiad is currently being arranged for the end of November. A meeting will also take place to consider the campus and operational estate paper due for submission to Cabinet in December. - As Cllr Philip Brown has resigned, a new chairman will be elected at the next meeting.
Section 106	<p>Cllr Trotman Cllr Douglas Cllr Fuller Cllr Jeans Cllr Marshall</p>	<p>8th Nov 2010</p>		<ul style="list-style-type: none"> - The S106 Task Group met on the 8 November, where Cllr John Brady - Cabinet Member for Economic Development Planning and Housing, Brad Fleet - Service Director Development Control and Debbie Evans - S106 Officer were welcomed. The Cabinet Member thanked the Group for the work it had undertaken and confirmed that positive steps were being taken to address the concerns raised. - An update on the progress made against the management and monitoring of Section 106 agreements was provided by the S106 Officer and Service Director which included that the database was now being updated with information received and that work continued to ensure that details of agreements were accessible on the council's website. 14 agreements had been identified as significant (approximately £300k planning gain per agreement). The S106 officer expected that this exercise alone would take one month to complete. As there were an approximate 820 agreements identified, the Task Group expressed

				<p>concern over the resources available and the subsequent impact this could have on the organisation.</p> <ul style="list-style-type: none"> - The Group also understood that discussions on a future 'roof tax' were taking place and that a meeting to further develop these discussions was expected to be held in December with key service area involvement. - The next meeting of the Task Group will be arranged for January 2011 where an update on progress made against the management and monitoring of S106 agreements is expected, together with further details on future arrangements.
Member Support in the Locality	<p>Cllr Allen Cllr Britton Cllr Ody Cllr Seed Cllr Wayman Cllr West Cllr Westmoreland</p>			<ul style="list-style-type: none"> - Executive Response Attached
Library Review	<p>Cllr Osborne Cllr Hubbard Cllr Britton Cllr Trotman</p>	<p>9th Dec 2010</p>		<ul style="list-style-type: none"> - This Rapid Scrutiny will report to the Select Committee in January 2011.

Organisation and Resources Select Committee

Scrutiny Representatives Updates – November 2010

Revenue and Benefits Project Board

Scrutiny Rep: Cllr Pip Ridout

Cllr Ridout met with the Dermot Tully, Project Manager, to discuss the project brief, evaluation process and results for the procurement of a fully integrated revenue and benefits IT system, which will go live in November 2011.

Following this she was reassured that a scrupulous procurement process has been undertaken with Northgate as the preferred supplier for the 5-year contract (with the option to extend by a further 2 years) and that final amendment to the contract schedules are currently being made, with signatures expected imminently.

The Project team has been involved with the evaluations to date, and, with many having been through similar implementations, are aware of the work that will be required to successfully complete this project. Cllr Ridout will continue to act as a Scrutiny Representative and report back as appropriate.

Much of the information concerning this process is subject to confidentiality as it is commercially sensitive, however, should Councillors have queries, Cllr Ridout is happy to discuss them.

Customer Focus Board

Scrutiny Rep: Cllr Peggy Dow

A meeting was held on the 13th September 2010, for which this was the first Cllr Dow had attended. It was heard that generally the Delivering Customer Focus programme is broadly making progress in line with their plan. It was highlighted that over the next three or four month's, changes associated with the Workplace Transformation programme would be of particular focus as Bourne Hill goes live.

A number of achievements were identified since they had last met on the 9th July. These included the continued development of the Highways/road repairs service redesign, the decant of Customer Services Staff from County Hall (which took place between the 8th-10th October'10), the continued progress with face-to-face arrangements in the south of the County and the development of a draft delivery plan for the Customer Priority. This plan will include priorities for the next nine months with delivery dates allocated to specific teams.

Some of the key issues that were raised include the in year cost savings, budgeting for 2011/12 and the October CSR. In addition, central governments requirement to publish spend information of over £500 may have a resource

implication for the Information Management Team, affecting their capacity to deliver on several of their outcomes.

It was of reassurance that the Board are very aware that they must provide a service standard, which improves access to services for the communities in Wiltshire.

Agency Contract Project Board

Scrutiny Rep: Cllr Jonathan Seed

As reported to the Committee in September a decision has been made in regard to the provision of agency staff. Following this decision, the Board is likely to continue until the contract is implemented.

The next meeting of the board is on the 18th November after the Select Committee.

Staffing Management Executive Board (formerly Pay Harmonisation Project Board)

Scrutiny Rep: Cllr Ricky Rogers

This update has been covered under Agenda Item 7 - 'HR Matters '

Overview & Scrutiny Organisation and Resources Select Committee

Rolling Work Plan from November 2010

SUBJECTS	COMMITTEE/ TASK GROUP	NEXT DATE TO O & S COMMITTEE	SPECIFIC ISSUES FOR DISCUSSION	REPORT AUTHOR	CABINET MEMBER/ PORTFOLIO HOLDER
Major Contracts (Standing)	Task Group	Ongoing	To receive updates on major contracts when appropriate.	Ashley Matthews	Cllr John Noeken
Workplace Transformation Programme (inc. Business Transformation Programme)/ICT	Task Group	Ongoing	To consider updates on progress of the Workplace Transformation Programme (to include ICT) Four year programme	Mark Stone	Cllr John Noeken
S106 Agreements	Task Group	Ongoing	To receive an update on progress.	Ceri Williams/ Sharon Smith	Cllr John Brady/ Cllr Richard Beattie
Partnerships (Standing)	Task Group	Ongoing November 2010	To receive an update on progress.	Ceri Williams	Cllr John Noeken
Scrutiny Representation on Project Boards	Committee	Ongoing	Scrutiny representatives to provide written updates where applicable	Cllr Ricky Rogers Cllr Jonathon Seed Cllr Peggy Dow Cllr Pip Ridout	

SUBJECTS	COMMITTEE/ TASK GROUP	NEXT DATE TO O & S COMMITTEE	SPECIFIC ISSUES FOR DISCUSSION	REPORT AUTHOR	CABINET MEMBER/ PORTFOLIO HOLDER
Wiltshire Council's Business Plan	Committee	January 2011	To receive details of the Council's business plan expected in December 2010.	Andrew Kerr	Cllr Jane Scott
Business Management Programme (SAP)	Committee	January 2011	To receive an update report on the Shared Services Team developments, including the HR and Procurement aspects of SAP	Jacqui White	Cllr John Noeken/ Cllr Chris Cochrane
Area Boards - Update	Committee	March 2011	To receive an update following the review of Area Boards. To include details on progress made on the Handbook.	Sue Remond/ Niki Lewis/ Steve Milton	Cllr John Thomson
Council Funding Framework for the Voluntary Community Sector	Committee	March/May 2011	To receive an update on the implementation of the VCS framework.	Niki Lewis	Cllr John Thomson
Member Support in the Locality	Task Group	September 2011	To undertake a review on member support in September 2011	Henry Powell	Cllr Laura Mayes

SUBJECTS	COMMITTEE/ TASK GROUP	NEXT DATE TO O & S COMMITTEE	SPECIFIC ISSUES FOR DISCUSSION	REPORT AUTHOR	CABINET MEMBER/ PORTFOLIO HOLDER
Budget and Performance	Committee	September 2011	To review budget and performance monitoring arrangements	Matthew Tiller	Cllr Fleur de Rhe-Philippe
Service Transformation (HR)	Committee	tbc	To receive an update on service transformation	Barry Pirie	Cllr Laura Mayes

DRAFT

Cabinet Forward Work Plan
October 2010 – February 2011

Items that may be of interest to the
Organisation and Resources Select Committee

SUBJECTS	DATE TO CABINET	SPECIFIC ISSUES FOR DISCUSSION	RESPONSIBLE CABINET MEMBER	OFFICER CONTACT
Budget Monitoring	19 October 16 November 14 December 25 January 2011 8 February 2011	To receive a regular update on the capital and revenue budget.	Cllr Fleur de Rhe-Philipe	Matthew Tiller
Funding Delegated Services	19 October 2010	To seek Cabinet approval of funding arrangements for services delegated to Town Councils, Parish Councils or Community Groups.	Cllr Dick Tonge	Mark Smith
Quarterly Progress Update - Workplace Transformation Programme	19 October 2010 25 January 2010	Regular update on progress of Workplace Transformation Programme.	Cllr John Noeken	Mark Stone
Wiltshire Council Browfort Hub, Devizes TUPE Building Cleaning	19 October 2010 (did not appear on Cabinet Agenda)	To consider the transfer of Wiltshire Council building cleaning staff to the Corporate Facilities Management Contract provider, currently Sodexo	Cllr John Noeken	Mike Swabey

SUBJECTS	DATE TO CABINET	SPECIFIC ISSUES FOR DISCUSSION	RESPONSIBLE CABINET MEMBER	OFFICER CONTACT
Library Services Review	14 December 2010 (Originally scheduled for 19 October 2010 – deferred in October)	Re-design and modernisation of Library Services, including £500,000 savings target achievement.	Cllr John Thomson	Niki Lewis
Review of Constitution	19 October 2010	To consider the outcome of the review of the constitution and to recommend any changes to the constitution as a result of the review to Council. This will include the review of development control, overview and scrutiny arrangements and other elements of the constitution.	Cllr Jane Scott OBE	Yamina Rhouati
Contribution of Council Staff to Wiltshire Communities: 'Wiltshire's Community Action Scheme'	19 October 2010 (did not appear on Cabinet agenda)	For Cabinet to consider the implementation of a Council staff employee volunteering scheme	Cllr John Thomson	Sandie Lewis
Visit Wiltshire Partnership – Business Plan	19 October 2010 (Originally scheduled for 14 September 2010 – deferred in October)	To consider proposals regarding the future business plan of Visit Wiltshire Partnership.	Cllr John Brady	Alistair Cunningham

SUBJECTS	DATE TO CABINET	SPECIFIC ISSUES FOR DISCUSSION	RESPONSIBLE CABINET MEMBER	OFFICER CONTACT
Progress Report – Delivering Customer Focus Programme	19 October 2010 (did not appear on Cabinet agenda)	To provide a progress report to Cabinet as requested.	Cllr John Noeken	John Rogers
Update on Performance	16 November 2010	To inform Cabinet about progress against the Council's priorities, including those in the Local Agreement for Wiltshire.	Cllr Fleur de Rhe-Philippe	Sharon Britton
Visit Wiltshire Partnership	14 December 2010	To present options following the review of the cost base of the TIC's after exploration with local stakeholders as to the feasibility of securing greater control.	Cllr John Brady	Alistair Cunningham
Approval of the Councils Health and Safety Enforcement Service Provision	14 December 2010	The Health and Safety Executive requires each local authority to provide a service to enforce the Health and Safety at Work Act. This report details Wiltshire Council's response to this requirement by bringing the details before members.	Cllr Keith Humphries	David Bardwell
Wiltshire Council's Business Plan	14 December 2010 (Originally scheduled for 16 November 2010 – deferred in October)	The Council's Business Plan will set out how the Council organises itself to deliver the Corporate Plan priorities and the Council's part of the Community Plan.	Cllr Jane Scott OBE	Andrew Kerr

SUBJECTS	DATE TO CABINET	SPECIFIC ISSUES FOR DISCUSSION	RESPONSIBLE CABINET MEMBER	OFFICER CONTACT
Interim Report on Treasury Management Strategy 2010-11	14 December 2010	To provide an update on the interim treasury management position to the end of September 2010 for the financial year 2010/11	Cllr Fleur de Rhe-Philipe	Matthew Tiller
Council Tax Base 2011/2012	14 December 2010	To provide an update on the interim treasury management position to the end of September 2010 for the financial year 2010/11	Cllr Fleur de Rhe-Philipe	Andrew J Brown
WTP: Campus and Operational Estate	14 December 2010	Details required?	?	Mark Stone
Street Naming and Numbering Policy	14 December 2010	To confirm changes to the Street Naming and Numbering (SNN) Policy and SNN process after consultation with Town and Parish Councils.	Cllr John Noeken	Julie Seddon
Quarterly Progress Update – Workplace Transformation Programme	25 January 2011	Regular update on progress of Workplace Transformation Programme.	Cllr John Noeken	Mark Stone
Proposals for Remodelled Roles within Waste Collection	25 January 2011	To seek endorsement of proposals to remodel the Waste Collector role(s) across the county to inform the corporate Harmonisation of Terms and Conditions project	Cllr Toby Sturgis	Tracy Carter
Update on Performance	8 February 2011	To inform Cabinet about progress against the Council's priorities, including those in the Local Agreement for Wiltshire.	Cllr Fleur de Rhe-Philipe	Sharon Britton

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