

AGENDA

Meeting: Overview & Scrutiny Organisation and Resources Select Committee
Place: Council Chamber, Monkton Park, Chippenham
Date: Thursday 26 May 2011
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

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

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Membership:

Cllr Nigel Carter
Cllr Tony Deane
Cllr Christopher Devine
Cllr Peter Doyle
Cllr Nick Fogg
Cllr Charles Howard
Cllr Jacqui Lay

Cllr Jeff Osborn
Cllr Mark Packard
Cllr Bill Roberts
Cllr Ricky Rogers
Cllr Judy Rooke
Cllr Jonathon Seed

Substitutes:

Cllr Desna Allen
Cllr Chuck Berry
Cllr Jane Burton
Cllr Ernie Clark
Cllr Peter Colmer
Cllr Mary Douglas

Cllr Russell Hawker
Cllr Jon Hubbard
Cllr Christopher Newbury
Cllr Jeffrey Ody
Cllr Pip Ridout

PART I

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

1. **Election of Chairman**

To elect a Chairman of the Select Committee for 2011/2012.

Nominations will be sought orally from those present at the meeting. Voting will be by way of a show of hands.

2. **Election of Vice-Chairman**

To elect a Vice-Chairman of the Select Committee for 2011/2012.

Nominations will be sought orally from those present at the meeting. Voting will be by way of a show of hands.

3. **Apologies and Substitutions**

Apologies have been received from Cllr Nigel Carter.

4. **Minutes of the Previous Meeting** *(Pages 1 - 12)*

To approve as a correct record and sign the minutes of the last meeting of the Overview and Scrutiny Organisation and Resources Select Committee held on 24 March 2011.

5. **Declarations of Interest**

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

6. **Chairman's Announcement**

7. **Public Participation and Councillors Questions**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named above for any further clarification.

Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named above (acting on behalf of the Director of Resources) no later than **5pm on Thursday 19 May 2011**. Please contact the officer named on the first page of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

8. **Library Services Review**

The Committee will recall that at its meeting of 20 January 2011 it endorsed the findings to emerge from the rapid scrutiny exercise (held on 18 January) on the Library Services Review. Two of the recommendations to result from this scrutiny activity related to the communications/consultation plan i.e.:-

- i) Overview & Scrutiny is invited to review this document before it is actioned, and
- ii) the plan includes consultation with Area Boards, Town/Parish Councils and GROW and clearly demonstrates how the authority will ensure recruitment of sufficient and suitable volunteer numbers;

In response a copy of the Library Review Communications Plan has been forwarded to the Chairman and Vice-Chairman of the Committee which illustrates how the Project Team has successfully responded to the scrutiny recommendations. The Chairman is now minded to invite an update report in 12 months to monitor whether the Library Service Review aims have been successfully implemented.

9. **SAP Post Implementation Review** *(Pages 13 - 14)*

The Select Committee considered the SAP Post Implementation Review report commissioned by the Audit Committee and prepared by KPMG at its meeting last November. It resolved to make a number of comments which were reported to the Audit Committee (copy attached for ease of reference). The Audit Committee resolved to hold a seminar and receive periodic updates on the 13 point action plan.

As part of its consideration the Select Committee noted for possible future scrutiny that the SAP Strategy scheduled for March 2011 would form an integral part of the overall ICT Strategy which was being developed to align with the Council's Business Plan (page 32 of the report referred).

A report was submitted to the Audit Committee on 13 May on SAP Development PID. The report set out in 3 sections outstanding implementation improvements, essential business developments and future projects. The Committee welcomed the document and the intention to further improve and develop SAP. However in order to provide effective monitoring of its delivery it was recognised that additional information in respect of timescale and resources were required regarding future projects.

The Select Committee received the draft Technology Plan at the last meeting and referred it to its ICT Task Group for more detailed consideration. The roadmap which accompanies the Plan incorporates SAP developments. The Task Group also met on 13 May and its update is reported elsewhere on the agenda.

The Select Committee is asked to note:

- (i) the actions of the Audit Committee on this matter; and
- (ii) the work of the ICT Task Group on the overall Technology Plan which incorporates SAP developments.

10. **Scrutiny of Procurement and Commissioning** *(Pages 15 - 18)*

The Committee at its meeting held in November 2010 considered a report on the challenges faced by the Council in driving a more focused and professional approach into the Council's procurement and commissioning activities and outlined options on how best to scrutinise this area of work in the future.

Following the decision taken by the Committee the Liaison Board considered a report which provided details of the proposed approach to future scrutiny of procurement and commissioning.

The Board resolved that future scrutiny would be dealt with by way of a dedicated Procurement and Commissioning Task Group which would report directly to the Organisation and Resources Select Committee and replace the Major Contract Task Groups.

The Committee is now asked to consider and approve the recommendations provided within the attached report.

11. **Response to Partnership Task Group Final Report** *(Pages 19 - 20)*

The Committee at its previous meeting held in March 2011 received an interim report on the work of the Partnerships Task Group. It endorsed the findings and recommendations which were sent to both the Community Safety Partnership's Chairman and Cabinet Member for consideration.

A response from the Cabinet Member is now provided and the Committee is asked to note that the findings and recommendations were accepted.

The Chairman requested at the last meeting to ask the members to confirm their interest and commitment to further work on the Partnership Task Group. As a consequence there has been one membership change; Cllr Chris Caswill has been replaced by Cllr Helen Osborn.

The Task Group will meet again on 1 June where it will begin a short review looking at the work of the Housing Partnership Board.

12. **S106 Task Group**

The Section 106 Task Group met on 18 May to receive a 6 month update on progress made in relation to the introduction of a corporate database for S106 agreements following recommendations made at the last meeting.

A report will follow providing details of the key issues arising and resulting recommendations for consideration.

13. **Task Group Update** *(Pages 21 - 22)*

An update on Committee Task Group activity is attached.

14. **Scrutiny Representation on Project Boards**

As the Committee has scrutiny representation on several Project Boards this item has been included to allow members to provide an update where appropriate.

Project Boards with scrutiny presentation include:

Staffing Management Executive Board – Cllr Ricky Rogers
Revenue and Benefits Project Board – Cllr Pip Ridout

15. **Business Plan - Implementation Programme** *(Pages 23 - 24)*

At the last meeting a report was considered highlighting the themes and individual projects from the 4 year Business Plan relevant to the work of the Select Committee (see attached list). The intention was that discussion would then be held with the appropriate Cabinet member/portfolio-holder(s) and corporate director/ service director(s) to develop a complimentary future scrutiny work programme focused on the Council's priorities and matched to available capacity and resources.

The delivery of the content and commitments given Business Plan is to be supported through an implementation programme co-ordinated through the Council's Programme Office. This requires discussion and approval by CLT and Cabinet Liaison. This process has not yet been fully completed (partly due to the review of the senior management structure) and therefore is not yet

available for use by scrutiny.

The Committee is asked to note the current position and that work to progress a revised scrutiny work programme will continue once CLT and Cabinet Liaison have agreed the implementation programme. Some projects in the Resources arena are already well underway such as Procurement and Commissioning, ICT and Campus and Operational delivery and scrutiny has responded to these with appropriate arrangements.

It is hoped that the position will have moved forward including the submission of a draft revised work programme by the next meeting of the Select Committee.

16. **Forward Work Programme** *(Pages 25 - 28)*

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

This includes a list of relevant items from the Cabinet's published Forward Work Plan.

17. **Date of next Meeting**

14 July 2011

18. **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