Wiltshire Council
Where everybody matters

AGENDA

Meeting:	Overview & Scrutiny Organisation and Resources Select Committee
Place:	Council Chamber, Monkton Park, Chippenham
Date:	Thursday 14 July 2011
Time:	**2.00 pm**

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 Jeff Osborn (Chairman)
Cllr Tony Deane (Vice Chairman)	Cllr Mark Packard
Cllr Christopher Devine	Cllr Pip Ridout
Cllr Peter Doyle	Cllr Bill Roberts
Cllr Nick Fogg	Cllr Ricky Rogers
Cllr Charles Howard	Cllr Judy Rooke
Cllr Jacqui Lay	Cllr Jonathon Seed

Substitutes:

Cllr Desna Allen	Cllr Mary Douglas
Cllr Chuck Berry	Cllr Russell Hawker
Cllr Jane Burton	Cllr Jon Hubbard
Cllr Ernie Clark	Cllr Christopher Newbury
Cllr Peter Colmer	Cllr Jeffrey Ody

PART I

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

1. **Apologies and Substitutions**

   Apologies were received from Carlton Brand, Service Director Resources.

2. **Minutes of the Previous Meeting** *(Pages 1 - 10)*

   To approve and sign as a correct record the minutes of the previous meeting of the Overview and Scrutiny Management and Resources Select Committee held on 26 May 2011.

3. **Declarations of Interest**

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

4. **Chairman's Announcement**

5. **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 7 July 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.

6. **Service Realignment and Associated Matters** *(Pages 11 - 14)*

As discussed at the last meeting, the Chief Executive has responded to an invitation and will be attending to present details on the realignment of services intended to better deliver the Business Plan. The restructure was communicated to councillors in a special Elected Wire on 8 June 2011 – copy <u>attached</u> for ease of reference. As a consequence, the Chief Executive will be assuming direct responsibility for Finance (including procurement) and Legal and Democratic Services (including scrutiny).

Scrutiny members will be aware that details on the corporate Business Plan implementation programme are awaited. However the 12 main projects forming the programme are known and are shown in the <u>attached</u> list. The detail will be reported to the select committees following approval by CLT and Cabinet Liaison. This will then enable discussions to take place between directors, executive members and leading scrutiny members on revised scrutiny forward work plans to ensure a focus on priorities and best use of resources.

It is also hoped that discussions will include the way in which the executive would wish to engage with scrutiny for mutual benefit. The draft executive/scrutiny relationship protocol approved by the OS Liaison Board (and discussed at the Standards Committee's Constitution Focus Group) back in March is awaiting adoption. It is hoped that this will define future positive engagement.

The need for a major review of overview and scrutiny arrangements was highlighted at the last meeting. The outcome of discussions on the above will influence the review which will be initiated in the form of a discussion paper to the next Liaison Board on 28 July. Contributions from all interested parties will be encouraged to ensure future arrangements are supported and fit for purpose.

The Committee is asked to note the views of the Chief Executive in respect of the service realignment, corporate implementation programme and review of overview and scrutiny arrangements.

7. **People Strategy** *(Pages 15 - 20)*

The Committee has received several updates on the People Strategy 2008-2012 which was developed and implemented to support the transition to Wiltshire Council in 2009.

With this in mind an update report is now provided by the Service Director, HR and Organisational Development which provides details on a proposed revised Strategy which will set out the Council's aims and objectives for reshaping and developing its workforce through to 2015.

The Committee is asked to note its content and comment as appropriate.

8. **Benefit Service Inspection** *(Pages 21 - 32)*

Following the in-depth audit inspection of the Councils benefit service the Committee is asked at the request of the Chairman to consider the attached report which provides details of the Audit Commission's key findings and recommendations and improvement plan which outlines the actions to be taken to address the recommendations made.

The Committee is asked to consider the content of the report and respond accordingly.

9. **Revenue Outturn Report** *(Pages 33 - 50)*

The Committee is asked to consider the report provided which was submitted to Cabinet on 14 June 2011 and comment as appropriate.

10. **Capital Outturn Report** *(Pages 51 - 62)*

The Committee is asked to consider the report provided which was submitted to Cabinet (Capital Assets) Committee on 14 June 2011 and comment as appropriate.

11. **Procurement & Commissioning Task Group**

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.

With this in mind a report was considered by the Liaison Board which provided details of the proposed approach to future scrutiny where it was resolved that each select committee would be requested to approve the formation of a dedicated Procurement and Commissioning Task Group to report directly to the Organisation and Resources Select Committee and replace the Major Contracts Task Groups.

All select committees have now considered the proposals made and have resolved that a new Procurement and Commissioning Task Group be established in line with the recommendations made by the Liaison Board. The first meeting is expected to take place on 28 July 2011 with the following membership:

Councillor	Appointed by
Cllr Tony Deane/ Cllr Nigel Carter	Appointed due to previous scrutiny of Corporate Procurement Strategy
Cllr Mark Packard	Organisation & Resources Select Committee
Cllr Peter Doyle	Environment Select Committee
Cllr Jon Hubbard/ Cllr Bill Moss	Children's Services Select Committee
Cllr Peter Hutton	Health & Adult Social Care Select Committee

Although the Children's Services Select Committee supported the creation of the new task group (and named 2 members) it also decided to retain its existing major contracts task group. This may have resource implications for the future but will be discussed further at the next OS Liaison Board on 28 July.

The Committee is asked to note the outcome of the consideration given to the Liaison Board's recommendation and that the first meeting of the new task group will be held at the end of the month.

12. **Member Support in the Locality Task Group**

The Councillor Development Group, chaired by Allison Bucknell, is currently re-drafting the Councillor's Handbook and has requested that the Member Support in the Locality Task Group meet to consider the draft version, once ready, and make suggestions for improvement.

The Member Support in the Locality Task Group was established in March 2010 to consider the Council's councillor support arrangements and submitted its final report to the Committee in September 2010. The Councillor Development Group feel that the experience of the Task Group members make them a good choice for considering and improving the new Councillor Handbook. The Task Group members were: Cllrs Desna Allen, Richard Britton, Jeff Ody, Jonathon Seed (Chairman), Bridget Wayman, Ian West and Fred Westmoreland.

The Councillor's Handbook is currently being reviewed by various departments and will be ready for the Task Group to consider in late-July at the earliest.

Proposal:

That the Member Support in the Locality Task Group meet to consider the draft version of the Councillor's Handbook and refer any suggestions for improvement back to the Councillor Development Group.

13. **Task Group Update** *(Pages 63 - 66)*

The Committee is asked to note the update on Task Group activity 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 representation include:

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

15. **Forward Work Programme** *(Pages 67 - 72)*

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

16. **Date of next Meeting**

15 September 2011.

17. **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