

AGENDA

Meeting: Overview & Scrutiny Organisation and Resources Select Committee
Place: Council Chamber, Monkton Park, Chippenham
Date: Thursday 17 November 2011
Time: 10.30 am

Please direct any enquiries on this Agenda to Sharon Smith, of Democratic Services, County Hall, Trowbridge, direct line (01225) 718378 or email sharonl.smith@wiltshire.gov.uk

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Membership:

Cllr Nigel Carter	Cllr Jeff Osborn (Chairman)
Cllr Tony Deane (Vice Chairman)	Cllr Mark Packard
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 Jacqui Lay	

Substitutes:

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

PART I

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

1. **Apologies and Substitutions**

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

To approve as a correct record and sign the minutes of the last meeting of the Overview and Scrutiny Management and Resources Select Committee held on 15 September 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**

To allow for any Chairman's Announcements that may arise.

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 no later than **5pm on Thursday 10 November 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. **Budget Monitoring** (Pages 9 - 46)

- i) A copy of the latest bi-monthly budget monitoring report as considered by Cabinet on Tuesday 18 October is attached for consideration.
- ii) The Committee at its last meeting considered the budget monitoring report submitted to Cabinet on 13 September which provided progress in delivering savings identified in the 2011-15 Financial Plan in relation to the 2011/12 base budget. Members noted that there were significant cost pressures faced within Community Services and resolved to request that the Health & Adult Social Care Select Committee consider this at its next meeting to be held on 6 October 2011.

An extract of the minute arising from the meeting is attached for consideration.

- iii) A copy of the Capital Programme Monitoring Report to be considered by the Cabinet Capital Assets Committee on 15 November 2011 is attached for consideration.

7. **Business Plan Scorecard** (Pages 47 - 90)

A report is attached which is to be considered by Cabinet on 15 November 2011 and provides a summary of progress against the Council's Business Plan to include:

- Performance indicators for Community Results and Council Performance for the period April to September 2011.
- The status of the Council's main programmes.
- The Workforce Report from Human Resources.

In addition to the overall status of the Council's main programmes, an appendix is also attached providing a further status breakdown for each of the 13 programmes.

The Committee is asked to comment as appropriate.

8. **Behavioural Framework** (Pages 91 - 104)

A report is attached which provides an overview of the context and objectives of Wiltshire Council's behaviours framework and introduces the project to embed the framework into the Councillor Development Group initiatives, in preparation for the 2013 induction.

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

9. **S106 Task Group** *(Pages 105 - 108)*

The Committee created a Task Group in March 2010 to review the way the authority manages its Section 106 agreements. Over the ensuing months a number of updates have been presented to the Committee.

Following an update in May the Committee asked the Task Group to meet in the Autumn to establish if the database to monitor S106 agreements had been completed and to confirm how the Cabinet member intended to ensure a coordinated approach towards monitoring in the future.

The Task Group met on 31 October 2011 and the findings are provided within the final report attached.

10. **Library Services Review** *(Pages 109 - 114)*

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 which were incorporated by the Project Team within the Plan as acknowledged by the Committee at its meeting held on 26 May 2011. With this in mind the Committee invited a further update report on the Library Review to monitor whether the service review aims were being successfully implemented at its meeting in November 2011. A copy of which is now attached for the Committee's consideration and comment.

11. **Task Group Update** *(Pages 115 - 118)*

The Committee is asked to note the update on Task Group activity attached.

12. **Area Board Performance Indicators** *(Pages 119 - 128)*

The Committee at its meeting held on 24 March 2011 received an update on the implementation of recommendations arising following a review of Area Boards.

During discussion the Committee requested that further detail be provided in relation to the Council's benchmarking of Area Boards, including the performance measures in place.

With this in mind, the following documentation is now attached for the Committee's consideration:

Area Board Good Practice document
Area Board Review – Summary of Results
Area Board Review – example of summary results for Amesbury Area Board

Each of the 18 Area Boards is now in receipt of the Good Practice document and each has been asked to review the results of the review for their respective Area Board in order to improve in any areas of local concern.

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

13. **Scrutiny Representation on Project Boards** *(Pages 129 - 130)*

Revenue and Benefits Project Board

The Committee will recall that the Revenue and Benefits Project Board were to meet on 15 September 2011 where a decision to 'lock in' the 'go live' date of the revenue and benefits system was expected.

Clarity has now been provided that the 'go live' date will remain as 28 November 2011. This was agreed unanimously by the Board who felt that further details were unnecessary due to approximately 2% of records requiring amendment. With this in mind 98% of records will be transferred and the remaining 2% input manually where required.

Training on the new system is expected to take place in October with messages communicated to all customers, councillors, etc as per the agreed Communications Strategy.

The Auditor has almost completed all checks and balances and has documented all decisions and audit trails for KPMG.

Cllr Pip Ridout, scrutiny representative on the Board, is satisfied that the Chief Finance Officer and Head of Revenue and Benefits are effectively monitoring the implementation and that staff are working hard to implement the system on time which will ensure that the expected savings are achieved.

Should the Committee so require, the Project Manager would be happy to provide a brief on the technical information should a more detailed perusal of the system be required.

A copy of the Councillor's Briefing note circulated on 19 October is also attached for information.

Staffing Management Executive Board

Cllr Ricky Rogers will provide an update where appropriate.

14. **Forward Work Programme** *(Pages 131 - 132)*

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

15. **Date of next Meeting**

19 January 2012.

16. **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