

## AGENDA

---

**Meeting:** Overview and Scrutiny Management Committee  
**Place:** Council Chamber, Browfort, Devizes  
**Date:** Wednesday 30 May 2012  
**Time:** 2.00 pm

---

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

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

This Agenda and all the documents referred to within it are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

---

### Membership:

Cllr Trevor Carbin  
Cllr Nigel Carter  
Cllr Tony Deane  
Cllr Peter Doyle  
Cllr Mike Hewitt  
Cllr Alan Hill  
Cllr Jon Hubbard

Cllr Peter Hutton  
Cllr Christopher Newbury  
Cllr Ricky Rogers  
Cllr Judy Rooke  
Cllr Jonathon Seed  
Cllr Carole Soden

---

### Substitutes:

Cllr Desna Allen  
Cllr Chuck Berry  
Cllr Richard Britton  
Cllr Jane Burton  
Cllr Ernie Clark  
Cllr Brian Dalton

Cllr Nick Fogg  
Cllr Russell Hawker  
Cllr Ian McLennan  
Cllr Jeffrey Ody  
Cllr Mark Packard  
Cllr Pip Ridout

---

# PART I

## Items to be considered while the meeting is open to the public

1 **Membership**

To report the membership appointed by Council (as printed on the front page).

2 **Apologies**

3 **Election of Chairman**

To elect a Chairman for the ensuing year.

4 **Election of Vice-Chairman**

To elect a Vice-Chairman for the ensuing year.

5 **Declarations of Interest**

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

6 **Chairman's Announcements**

7 **Public Participation**

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 Wednesday 23 May 2012**. 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 **Terms of Reference** (*Pages 1 - 4*)

- i) To note the terms of reference for the Management Committee as agreed by Council on 15 May as follows:
  - Overall management of the OS function in line with the articles and overview and scrutiny procedure rules set out in the Constitution (including call-in of Executive decisions and councillor requests for reviews)
  - Co-ordination of the overall work programme (aligned to Council priorities)
  - Lead the working relationship with the Executive (based on agreed core values)
  - Establish sub-committees/endorse the formation of task groups/appoint representatives to project boards and delegate responsibility as appropriate
  - Assign dedicated OS resources (officer team and budget)
  - Overview / policy development and scrutiny of policy framework and corporate/organisational matters
  - Overview / policy development and scrutiny of Business Plan-annual review & periodic performance monitoring
  - Membership should include the chairmen of any standing committees
- ii) To receive details of the new arrangements agreed by Council on 15 May in the form of a revised structure chart and summary of improvements and developments. These will also be circulated to the new select committees at their first meetings.

## 9 **Establishment of Budget Task Group**

To agree the establishment and appoint the membership of a standing Budget Task Group, the Chairman of which will be elected at its first meeting. Its terms of reference are set out in the structure chart circulated at 8(ii) above.

## 10 **Legacy Issues and Future Work Programme** (*Pages 5 - 8*)

- i) To discuss and agree an approach to:
  - Dealing with any priority legacy issues from the previous arrangements; and
  - The development of a future work programme.

A discussion document is circulated. The outcome will be reported to each of the new select committees at their first meeting.
- ii) To review the outline work programme of the previous Organisation & Resources Select Committee as attached. Further information will follow.

11 **Urgent Items**

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

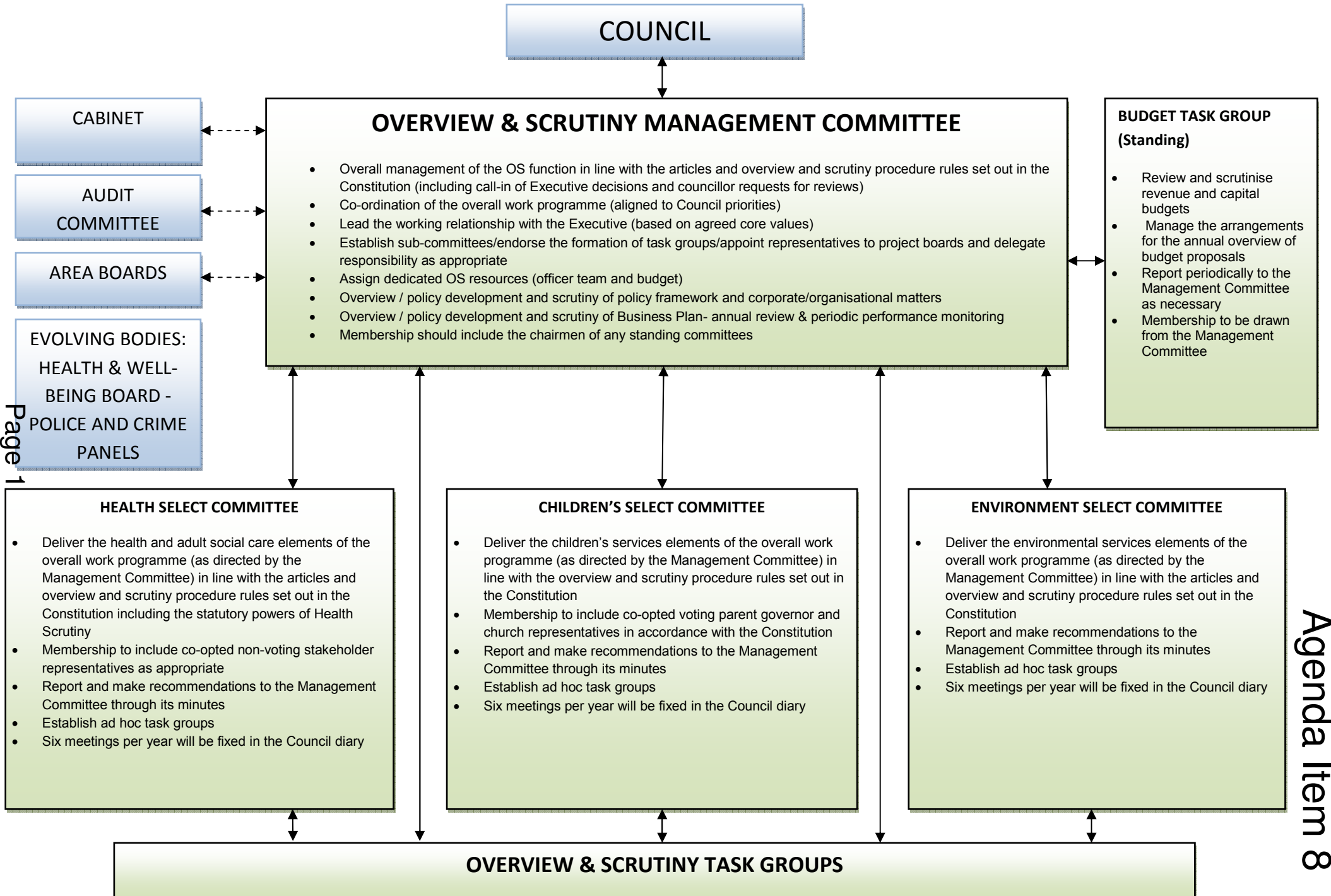
12 **Date of next meeting**

To be agreed.

**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



This page is intentionally left blank

Council's decision on the review of overview and scrutiny arrangements included the following improvements/developments:

**Core Values** in the working relationship between the Executive and OS functions:

- Mature and harmonious working relationships to provide for open and constructive challenge in the style of a critical friend.
- OS should be an integral part of decision-making in order to minimise delays and frustrations.
- OS should add value to decision-making and focus on the big, important matters to the Council and communities identified in the Business Plan.
- A “two-way street” for communication to enable OS to develop a complementary work programme to that of the Executive.
- Responsible behaviour and sound practices with OS reviews based on evidence (not anecdote or political bias) fairness, respect and courtesy.
- All members and officers should work together to ensure the efficient transaction of OS business.

**Policy and Budget Framework** - OS to be consulted in good time prior to submission for formal adoption in accordance with the Constitution.

**OS Work Programme** to be relevant, balanced, proportionate, timely and outcome focused. Higher proportion of policy development work including cross-cutting themes linked to the Council's priorities in the Business Plan. Overall responsibility of the Management Committee.

**Task Groups** recognised as being both effective and rewarding and therefore to feature prominently in the new arrangements.

**Added Value** to be achieved through concentrating on less topics, more in-depth reviews particularly on matters agreed as priorities with Cabinet.

**Budget Scrutiny** to be dealt with through a dedicated standing task group of the Management Committee.

**Legacy business** - the approach to ongoing legacy business from the old arrangements to be determined by the Management Committee.

**ELT Working Party** to support the implementation of the revised arrangements.

**Further review** in 18 months of the effectiveness of the revised arrangements.

This page is intentionally left blank



## REVISED OVERVIEW AND SCRUTINY ARRANGEMENTS

### Approach to Legacy Issues from the previous arrangements

- New select committees to review individual work programmes from the previous arrangements as soon as possible and recommend legacy topics to the Management Committee - justifying priority linked to the Business Plan
- Review to be undertaken in consultation with relevant Cabinet Member and corporate/service director(s)
- Any priority items that cannot wait for the above review to be dealt with by the select committee at its first meeting

### Approach to development of future Work Programme

- Single work programme for the function overall controlled by the Management Committee – style/layout to be determined
- To be developed in consultation with the Cabinet and CLT/ELT linked to the Business Plan (focusing on policy development and outcomes – what's not how's)
- Select committees to recommend content subject to endorsement by the Management Committee
- Relevant Chairman and Vice-Chairman to set agendas for select committees based on agreed work programme (other communication sources to be used for information/progress items)
- Limit to be placed on the number of task groups to be running at any one time matched to resources and councillor capacity
- Use of “evidence” to develop work programme:
  - Business and Financial Plans
  - “Fishbone” Programme list
  - Performance scorecards (to Cabinet)
  - Cabinet Forward Work Plan
  - Operating Model and Cross-Cutting Themes
  - CLT 90 Day Objectives
  - Invitations by Executive
  - Member requests (including CCfA and Call-in)
  - Audit Committee Work Plan

This page is intentionally left blank

## Overview & Scrutiny

### Organisation & Resources Select Committee – Work Programme

SUBJECTS	COMMITTEE	COMMITTEE/ TASK GROUP	NEXT DATE TO O & S COMMITTEE	SPECIFIC ISSUES FOR DISCUSSION	REPORT AUTHOR	CABINET MEMBER/ PORTFOLIO HOLDER
Campus and Operational Development (previously known as Workplace Transformation) Programme	Organisation & Resources	Task Group (to follow 4 year programme)	Ongoing	To consider updates on progress	Mark Stone	Cllr Stuart Wheeler
ICT	Organisation & Resources	Task Group	Ongoing	To consider updates on progress	Glen Holmes	Cllr John Noeken
Procurement & Commissioning	Organisation & Resources	Task Group (ongoing)	Ongoing	To consider updates on progress	Julian Ingram	Cllr John Noeken
Member Support in the Locality	Organisation & Resources	Task Group (ad hoc)	Ongoing	The Councillor Development Group are considering the draft Councillors Handbook and induction programme.	Marie Todd	Cllr Allison Bucknell
The Role of the Council as a provider and/or Commissioner of services	Organisation & Resources	Task Group	September 2012	To consider the role of the Council as a provider and/or commissioner of services including the current traded services in education	Jackie White	Cllr John Noeken Cllr Lionel Grundy

SUBJECTS	COMMITTEE	COMMITTEE/ TASK GROUP	NEXT DATE TO O & S COMMITTEE	SPECIFIC ISSUES FOR DISCUSSION	REPORT AUTHOR	CABINET MEMBER/ PORTFOLIO HOLDER
Scrutiny Representation on Project Boards	Organisation & Resources	Committee	Ongoing	Scrutiny representatives to provide written updates where applicable on: <ul style="list-style-type: none"> <li>• Staffing Management Executive Board</li> <li>• Wiltshire Online Project Board</li> </ul>	Cllr Ricky Rogers Cllr George Jeans Cllr Jose Green	
Corporate Management Restructure	Organisation & Resources	Committee	Various	To receive regular progress updates on the Corporate Management Restructure	Carlton Brand	Cllr John Noeken