

AGENDA

Meeting: Overview and Scrutiny Management Committee
Place: Council Chamber, Monkton Park, Chippenham, SN15 1ER
Date: Thursday 13 December 2012
Time: 10.30 am

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

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

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Membership:

Cllr Trevor Carbin (Chairman)	Cllr Peter Hutton
Cllr Nigel Carter	Cllr Christopher Newbury
Cllr Tony Deane (Vice Chairman)	Cllr Ricky Rogers
Cllr Peter Doyle	Cllr Judy Rooke
Cllr Mike Hewitt	Cllr Jonathon Seed
Cllr Alan Hill	Cllr Carole Soden
Cllr Jon Hubbard	

Substitutes:

Cllr Desna Allen	Cllr Nick Fogg
Cllr Chuck Berry	Cllr Russell Hawker
Cllr Richard Britton	Cllr Ian McLennan
Cllr Jane Burton	Cllr Jeffrey Ody
Cllr Ernie Clark	Cllr Mark Packard
Cllr Brian Dalton	Cllr Pip Ridout

PART I

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

1 **Apologies**

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

To approve and sign the minutes of the meeting held on 18 October 2012.

3 **Declarations of Interest**

To receive any declarations of pecuniary and non-pecuniary interests or dispensations granted by the Standards Committee.

4 **Chairman's Announcements**

5 **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 Thursday 6 December 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.

6 **Optimising the Procurement Service Report** (*Pages 11 - 34*)

A report from the Interim Head of Procurement on the work of the new Procurement Board in implementing the Procurement Strategy is attached. This follows an update report on procurement generally received at the previous meeting. The Committee is asked to consider its content, comment as appropriate and decide on what future involvement is required by overview and scrutiny. The responsible Cabinet member is Cllr John Noeken.

7 **SAP report** (Pages 35 - 56)

The Committee at its previous meeting held on 18 October noted that a report on SAP, an area identified from the ICT Technology Plan would be presented for further scrutiny.

A report by the Service Director Business Services on progress made on SAP development since April 2011 is now attached for the Committees consideration. The responsible Cabinet member is Cllr John Noeken.

8 **Sharepoint Report** (Pages 57 - 62)

The Committee at its previous meeting held on 18 October noted that a report on Sharepoint, an area identified from the ICT Technology Plan, would be presented for further scrutiny.

An update report by the Transformation Director is now attached on the progress that has been made in the development of the Corporate Programme and Projects Portal solution built on the SharePoint 2010 platform for Wiltshire Council.

The Committee is asked to provide comment as appropriate. The responsible Cabinet member is Cllr John Noeken.

9 **Task Group Update** (Pages 63 - 64)

Written updates on O&S Management Committee Task Group activity are attached as follows:

Budget Task Group
Campus and Operational Delivery Programme Task Group
Traded Services Task Group
Member Support in the Locality Task Group

10 **Scrutiny Representation on Project Boards and Groups** (Pages 65 - 68)

Updates on activity will be provided as follows:

Wiltshire Online Project Board – Cllr George Jeans
Constitution Focus Group – Cllr Jonathon Seed

Staffing Management Executive Board - Cllr Ricky Rogers has confirmation that no further update is available since that provided at the previous meeting in October.

11 **Task Group Protocol Refresh**

The Committee at its previous meeting held on 18 October resolved to undertake a refresh of the Task Group Protocol in consultation with the Constitution Focus Group.

A revised version will be circulated to the Chairman and Vice Chairman of the

Committee for comment prior to seeking the views of the Constitution Focus Group. Although a date has yet to be agreed the Group is expected to meet in the near future.

A copy of the ensuing revised Protocol will be submitted to the Committee for consideration and endorsement at its next meeting to be held on 21 February 2013. It will then be available for use at the induction of new members following the election in May 2013.

12 **Forward Work Programme** (*Pages 69 - 72*)

- i) The Chairmen of Select Committees to be invited to provide updates on Committee activity.
- ii) The Committee is asked to consider the single work programme and give direction on future overview and scrutiny activity.

13 **Urgent Items**

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

14 **Date of next meeting**

28 February 2013.

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