

## AGENDA

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**Meeting:** Overview and Scrutiny Management Committee  
**Place:** Council Chamber, Monkton Park Office, Chippenham SN15 1ER  
**Date:** Thursday 28 February 2013  
**Time:** 10.30 am

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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.

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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                |                          |

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### Substitutes:

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|----------------------|---------------------|
| 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     |

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## **PART I**

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

1 **Apologies**

2 **Minutes of the Previous Meeting** (*Pages 1 - 16*)

To approve and sign the minutes of the meeting held on 13 December 2012 and special budget meeting held on 7 February 2013.

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 21 February 2013**. 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 **Review of Housing Allocations Policy** (*Pages 17 - 34*)

The Committee has expressed an interest in the Housing Allocations Policy which is currently out for consultation and due to end on 26 April 2013.

A copy of the consultation paper is enclosed and Nicole Smith, Head of Strategic Housing, will be in attendance to provide a presentation on the current situation.

The Committee is asked to consider the information provided, noting that a more detailed report following completion of the consultation will be presented at the Committee's meeting on 20 June 2013.

**7 Procurement Half-Day Briefing Session (Pages 35 - 38)**

The Committee at its meeting held on 13 December received a report on the work of the Procurement Board where clarification was made of the considerable work undertaken to ensure the Corporate Procurement Unit (CPU) remained fit for purpose.

To aid the Committee further in its understandings of the Category Management approach, a half-day session was arranged the findings of which are included within the attached report.

The Committee is asked to consider its content and respond as appropriate.

**8 Business Plan Scorecard (Pages 39 - 58)**

The Committee is asked to consider the attached report which provides a summary of progress against Wiltshire Council's Business Plan for the third quarter of 2012/13. The report was considered by Cabinet on 12 February. A copy of the minute arising from the meeting can also be found attached.

**9 Overview & Scrutiny Members Induction**

A councillor induction programme for post-May 2013 elections has been drafted under the guidance of the Councillor Development Group chaired by Cllr Alison Bucknell. Group Leaders, CLT, Communications etc. have been consulted and will be considered by [full Council](#) on 26 February. Assuming it gains approval, the programme provides for short 30 minute dedicated sessions for overview and scrutiny on Wednesday 8 May in Chippenham and Thursday 9 May in Salisbury within a wider session on governance.

The main event for overview and scrutiny is on Thursday 16 May in Trowbridge involving a full day. Councillors will have been appointed to the management committee and select committees at Council on Tuesday 14 May but the event will be extended to all councillors as most will engage in scrutiny in some form or another. An outline programme has been developed which will include areas such as current understanding and knowledge, the principles of good scrutiny, national and academic thinking, Wiltshire's structure and approach and member views on priorities. Experienced current members will be asked to help deliver some aspects of the day. It is hoped that the Leader of the Council and a representative of CLT will attend at the beginning of the event to emphasise the benefits to the Council of constructive overview and scrutiny especially when focused on helping to develop policy.

There will be plenty of opportunities for small group work, feedback and discussion. The overarching theme to the day will be on adding value to the organisation's decision-making through taking a systems-thinking approach

focused on customer requirements and prevention. The event will be facilitated by a local external trainer. It is intended that the induction event will lead to further dedicated scrutiny training including essential skills and topic specific activities as part of a wider member development programme.

The Management Committee are asked to note that the Member Support in the Locality Task Group has been consulted on the induction programme overall and to authorise the Chairman and Vice-Chairman of the Committee to work with the Scrutiny Manager and the Programme Lead Officer to ensure effective delivery of the overview and scrutiny elements.

10 **Overview & Scrutiny Constitutional Changes** (*Pages 59 - 92*)

Following extensive consultation, a report on the constitutional changes proposed in relation to Overview and Scrutiny is attached for the Committees endorsement.

11 **Task Group Update** (*Pages 93 - 94*)

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

12 **Scrutiny Representation on Project Boards and Groups**

The Project Board representatives will be invited to give updates where available for the following:

Wiltshire Online Project Board – Cllr George Jeans  
Constitution Focus Group – Cllr Jonathon Seed  
Staffing Management Project Board – Cllr Ricky Rogers

13 **Forward Work Programme** (*Pages 95 - 98*)

- 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.

14 **Urgent Items**

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

15 **Date and purpose of next meeting**

The last meeting of the current Management Committee before the elections will be held on 11 April 2013.

Members are asked to note that the focus of this meeting will be to consider legacy items. On that basis, each of the select committees are asked to produce a short final report on their work for inclusion within an overall legacy report to be considered by the newly appointed Management Committee.

## **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