

AGENDA

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

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

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 - 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

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OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

DRAFT MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 13 DECEMBER 2012 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.

Present:

Cllr Chuck Berry (Substitute), Cllr Trevor Carbin (Chairman), Cllr Nigel Carter, Cllr Tony Deane (Vice Chairman), Cllr Mike Hewitt, Cllr Alan Hill, Cllr Jon Hubbard, Cllr Peter Hutton, Cllr Ricky Rogers and Cllr Judy Rooke

Also Present:

Cllr Allison Bucknell and Cllr John Noeken

42 Apologies

Apologies were received by Cllr Jonathon Seed, Cllr Peter Doyle, Cllr Christopher Newbury, Cllr Carole Soden and Cllr Pip Ridout as Lead member of the Budget Task Group.

Cllr Chuck Berry substituted for Cllr Jonathon Seed.

43 Minutes of the Previous Meeting

The minutes of the previous meeting held on 18 October 2012 were approved and signed as a correct record.

44 Declarations of Interest

No declarations of interest were received.

45 Chairman's Announcements

There were no Chairman's Announcements.

46 Public Participation

There was no public participation.

47 **Optimising the Procurement Service Report**

A report on the work of the new Procurement Board was circulated with the agenda. The Interim Head of Procurement, Julian Ingram, and responsible Cabinet member, Cllr John Noeken, were in attendance to present the report and answer questions arising.

In presenting the report clarification was made that its content reflected the considerable work that had taken place to ensure the Corporate Procurement Unit (CPU) remained fit for purpose. Although the Category Management approach to future procurement was agreed by the Corporate Leadership Team (CLT) in October it was understood that support from all services would be required to ensure this approach remained effective.

Ensuing discussions included recognition of the positive work already undertaken and the benefits of the Category Management. However it was felt that further scrutiny as the transformation process was implemented would be beneficial, noting that in some other local authorities (such as Hull and Birmingham) Category Management had initially failed to deliver the benefits expected upon implementation.

It was proposed that to aid the Committee further in its understanding of the risks, that the structure and implementation of the new approach undertaken by other local authorities should be investigated further, including those where Category Management had been implemented successfully, such as Leicester Council. The Committee, also proposed that further reporting on how the benefits were being realised and risks overcome would be required.

The Director of Finance confirmed that discussions with several authorities had taken place prior to submitting the proposals for consideration and suggested that members would benefit more from visiting the CPU as the system was progressing.

The Cabinet member commented that this would need to be time specific to ensure effective scrutiny was undertaken noting that the approach was already being piloted. This would ensure potential risks would be identified and remedied before full roll-out across the authority.

The Committee proposed that Procurement Strategy remain an item on the forward work programme, noting that local elections would be taking place during its implementation.

The Chairman thanked the Cabinet member and officers for attending and the Committee resolved as follows:

Resolved:

- 1) That Procurement Strategy would remain on the Forward Work Programme of the Committee to ensure regular scrutiny at time-specific dates to be identified by the Cabinet member;**
- 2) That a half-day session with the Procurement leads would be arranged in January 2013 to allow Committee members the opportunity to further their understanding of potential risks of the structure, to include details of other authorities where category management had been implemented; and**
- 3) The collective views expressed at the above session would be reported to CLT and at the next meeting of the Committee on 28 February.**

48 SAP report

A report on progress made on SAP development since April 2011 was circulated with the agenda. The Service Director Business Services, Jacqui White, and responsible Cabinet member, Cllr John Noeken, were in attendance to present the report and to answer questions arising.

In presenting the report the Service Director confirmed that progress on the usage of SAP had been and continued to be made to ensure the system remained effective for the authority.

It was acknowledged that significant progress had been made, specifically within the last 12 months, although concern was raised in relation to legacy systems, such as Payroll. Confirmation was made that all data from the system had been worked into a database accessible by the Payroll team and to be accessible for archive purposes. The old pre-unitary systems had now been decommissioned and there was therefore no costs assigned for these systems within the financial year.

Upon receiving questions in relation to why only a small proportion of contracts were loaded onto the SAP system, clarification was made that the system was capable of receiving all contract information as long as it was configured correctly. Work was being undertaken with the Interim Head of Procurement to ensure the system worked with the procurement structure and would fit the future business need. Appropriate category coding was being rationalised to ensure compatibility for future loading of procurement contracts.

Clarification was provided that work concluded, as identified within the initial Project Initiation Document (PID) was highlighted within Appendices A-C and projects in progress highlighted within Appendix D. The development projects currently being investigated were detailed within Appendix F and were being

developed to ensure the software continued to meet the needs of future business use.

The Chairman thanked the Cabinet member and officers for attending and the Committee resolved as follows:

Resolved:

To note the improvements and developments made to date and the work that is currently planned and under development by the Business Services team.

49 Sharepoint Report

A report on progress on the development of the Corporate Programme and Projects Portal solution built on the SharePoint 2010 platform for Wiltshire Council was circulated with the agenda. Karen Perrett, ICT Programme Manager, and responsible Cabinet member, Cllr John Noeken, were in attendance to present the report and to answer questions arising.

In presenting the report the ICT Programme Manager confirmed that Sharepoint was the system to enable Project Managers to manage projects based around the Prince2 principles. Although accessibility of the system was limited to project management staff, clarification was provided that information would be made available at any point for members as required.

Resolved:

To thank officers and the Cabinet member for the report.

50 Task Group Update

The Committee noted the written updates on Task Group activity as circulated with the agenda and the following additional information:

Budget Task Group

Apologies were provided by the lead member of the Task Group who was unable to attend the meeting. However, the Scrutiny Manager confirmed that the annual Joint Budget Scrutiny meeting would be held on 7 February 2013 at the Civic Hall, Trowbridge and that all members were encouraged to attend.

Campus and Operational Delivery Programme (CAOD) Task Group

Clarification was made that the position paper, as mentioned within the Update in relation to car parking, had been circulated to Task Group members by the Scrutiny Officer on 6 December.

A brief summary of the views received from the Group included:

- That there were insufficient spaces for members at County Hall, often taken by non members.
- Whether communities and businesses had been consulted on the availability of public spaces to council staff and the impact on local trade that could transpire as a result.
- Complaints from customers about the lack of parking for the new library.
- The untenable situation at County Hall due to excessive pressure on the accommodation. A clear transport policy was needed.
- Once the outcomes of the data-gathering exercise (due to conclude in March) were known and options for consideration on the table further scrutiny should be undertaken

Ensuing debate included the need for a cultural change across the council and that, should policing be required, that this would need to apply to all.

51 Scrutiny Representation on Project Boards and Groups

Updates on activity were presented with the agenda. This included a Councillor Briefing Note for the Wiltshire Online Programme.

52 Task Group Protocol Refresh

The Committee resolved at its meeting held in October 2012 to undertake a refresh of the Task Group Protocol in consultation with members and the Constitution Focus Group.

As outlined on the agenda, following consultation a copy of the revised Protocol is expected to be presented to the Committee for consideration and endorsement at its next meeting on 28 February 2013.

53 Forward Work Programme

- i) The Chairman of each Select Committee, where present, provided updates on activity as follows:

Health Select Committee

A request was made and endorsement given to the establishment of two Task Groups and a Rapid Scrutiny Exercise as follows:

Public Health Task Group
Transfer of Care Task Group

Contenance Services Rapid Scrutiny

Environment Select Committee

No further updates were provided although clarification made that it would be proposed that the Committee, at its meeting to be held in April, would review work undertaken to date and look to propose a programme of work for consideration by the re-appointed Environment Select Committee post election.

Children's Select Committee

The Chairman was unable to attend the meeting. The Senior Scrutiny Officer with responsibility for this Committee circulated an update from the meeting held on 29 November covering Review of the Young People's Support Service, Adoption Agency Annual Report 2011-12 and Task Groups.

- ii) The Committee noted the Forward Work Programme and additional information provided as detailed below:

The Vice-Chairman of the Committee proposed that the allocation of social housing should be a subject for further scrutiny and be added to the Forward Work Programme. As Cllr Mike Hewitt was a member of the Housing Tenants Panel, it was proposed that he should liaise with officers as the scrutiny representative whilst the Committee undertake further investigations on developments in Housing Services.

The Committee should also request that Cllr Mike Hewitt be allowed an observer place on the Housing Allocations Board.

Resolved:

To pursue the above requests.

54 **Urgent Items**

There were no urgent items considered.

55 **Date of next meeting**

28 February 2013.

(Duration of meeting: 10.30 am - 12.35 pm)

The Officer who has produced these minutes is Sharon Smith, of Democratic Services, direct line (01225) 718378, e-mail sharonl.smith@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115

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OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

DRAFT MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 7 FEBRUARY 2013 AT THE LANSDOWN HALL, TROWBRIDGE CIVIC CENTRE, TROWBRIDGE BA14 8AH.

Present:

Cllr Trevor Carbin (Chairman), Cllr Nigel Carter, Cllr Tony Deane (Vice Chairman), Cllr Peter Doyle, Cllr Mike Hewitt, Cllr Jon Hubbard, Cllr Peter Hutton, Cllr Christopher Newbury, Cllr Judy Rooke and Cllr Jonathon Seed

Also Present:

Cllr John Brady, Cllr Richard Britton, Cllr Rosemary Brown, Cllr Allison Bucknell, Cllr Chris Caswill, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Christopher Cochrane, Cllr Peter Colmer, Cllr Linda Conley, Cllr Mark Connolly, Cllr Christine Crisp, Cllr Michael Cuthbert-Murray, Cllr Paul Darby, Cllr Andrew Davis, Cllr Peter Davis, Cllr Mary Douglas, Cllr Peter Fuller, Cllr Richard Gamble, Linda Griffiths, Cllr Mollie Groom, Cllr Lionel Grundy OBE, Cllr Brigadier Robert Hall, Cllr Charles Howard, Cllr Chris Humphries, Cllr Keith Humphries, Cllr Tom James MBE, Cllr George Jeans, Cllr David Jenkins, Cllr Julian Johnson, Cllr John Knight, Cllr Jacqui Lay, Cllr Alan MacRae, Cllr Howard Marshall, Cllr Laura Mayes, Cllr Jemima Milton, Cllr Francis Morland, Cllr John Noeken, Cllr Helen Osborn, Cllr Jeff Osborn, Cllr Mark Packard, Cllr Sheila Parker, Cllr Nina Phillips, Cllr Fleur de Rhé-Philippe, Cllr Pip Ridout, Cllr William Roberts, Cllr Jane Scott OBE, Sharon L Smith, Cllr Toby Sturgis, Cllr John Thomson, Brian Warwick, Cllr Bridget Wayman, Cllr Fred Westmoreland, Cllr Stuart Wheeler, Cllr Roy While and Cllr Christopher Williams

56 **Apologies**

Apologies for absence were received as follows:

Cllr Carole Soden
Cllr Desna Allen
Cllr Chuck Berry
Cllr Peggy Dow
Cllr Dick Tonge (Cabinet member for Highways and Transport)
Mr Neil Owen (Governor Representative)
Dr Mike Thomson (Diocesan RC Representative)
Linda Griffiths (Wiltshire and Swindon Users Network)
Parvis Khansari (Service Director Highways and Transport)

57 **Declarations of Interest**

There were no declarations of interest received.

58 **Chairman's Announcements**

The Chairman welcomed all to the meeting. Upon request the Democratic Services Officer confirmed the paperwork to be considered as part of the Committee's deliberations. This included the Budget Task Group minutes arising from the meeting held on 25 January 2013 and circulated as part of Appendix 3 to the Wiltshire Council's Financial Plan 2013/14 Update report as a supplementary paper.

59 **Public Participation**

There was no public participation.

60 **Explanation of Proceedings**

The Chairman drew the members' attention to the report attached to the agenda which outlined the background, purpose and proceedings of the meeting.

61 **Wiltshire Council's Financial Plan Update 2013/14**

The following were in attendance to present the report on the Council's proposed budget for 2013/14 which included, as an appendix, the draft Financial Plan to be considered by Cabinet on 12 February and Full Council on 26 February.

Carolyn Godfrey (Corporate Director)
Michael Hudson (Director of Finance)
Cllr Jane Scott (Leader of the Council)
Cllr John Brady (Cabinet member Finance, Performance and Risk)

Upon receiving the presentations the Chairman invited questions from members. Details of the main issues raised can be found within the attached report.

Resolved:

To recommend that Council take into account the main points made by the special meeting of the Overview and Scrutiny Management Committee as outlined within the attached report when determining the 2013/14 budget.

62 **Urgent Items**

There were no urgent items for discussion.

63 Date of next meeting

The next meeting would take place on 28 February 2013.

(Duration of meeting: 10:30am to 12:45pm)

The Officer who has produced these minutes is Sharon Smith, of Democratic Services, direct line (01225) 718378, e-mail sharonl.smith@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115

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**Special Meeting of the Overview and Scrutiny Management Committee
Report on the Draft 2013-14 Budget**

Purpose of report

1. To feed back to Cabinet and Full Council a summary of the main issues discussed at the special meeting of the Overview & Scrutiny Management Committee held on 7 February 2013.

Background

2. This special meeting of the Overview and Scrutiny Management Committee provided an opportunity for non-executive councillors to question the Leader and Cabinet on the draft 2013/14 budget before it is considered at Cabinet on 12 February 2013 and Full Council on 26 February 2013.
3. The Director of Finance gave a presentation covering the key components and influences on setting this year's budget. He explained that the Budget Task Group has previously been through the technical aspects and the minutes of that meeting have been circulated. Messages in his presentation included:
 - Council tax has been frozen again for a 4th year and there is a commitment there for the same in 2014/15 even with a continued reduction in funding from central government.
 - Balancing the budget is dependent on procurement savings, some of which have already been achieved.
 - Central government funding has been adjusted and has had a negative impact in Wiltshire, despite lobbying undertaken by Group Leaders.
 - Better analysis of the movement in the budget for Safeguarding children has resulted in an investment to meet anticipated demand, part of which will be managed through earmarked reserves.
4. Carolyn Godfrey spoke on behalf of the Corporate Leadership Team describing how the 2013/14 budget was formulated and the challenges faced in achieving a balanced budget, but also the positive things that will be delivered.
5. The Leader of the Council gave her thanks to Michael Hudson and his team, and reiterated the information around procurement and commissioning, which

has meant that less severe measures have had to be applied than was first anticipated in the business plan. Listening to communities and the Transformation Programme were delivering significant benefits.

6. Councillor John Brady spoke on the format and production of the reports, and in particular:
 - That it has been redesigned to be much more 'user-friendly'.
 - Thanks were given to Overview and Scrutiny and in particular the Budget Task Group for their challenge throughout the year.
 - A new, more scientific way of looking at the budget has been developed by Michael Hudson and his team, including the management of reserves to minimise the need for mid-year virements.

Main issues raised during questioning and debate

7. The rural grant lobby had been announced on the evening of 5th February 2013. Wiltshire has secured an additional grant with the 4th highest award available due to lobbying and our rural position.
8. Welfare reform is reflected in the base of all budgets including children's services. There are joint projects in place with the voluntary sector and other agencies, and most Wiltshire families that could be effected by these changes have been identified by the Council. Investment in economic development and the job market are key to encouraging people to be less dependent on welfare.
9. A key public priority is highways maintenance, which is seeing an increase in capital spending from £18.7 million to £21.4 million in order to maintain and keep the infrastructure together.
10. It was confirmed that the Budget Monitoring Report to Cabinet will see extra spend in 2012/13 due to pressures faced and this £300,000 is grant for flooding and is additional money.
11. Amendments were made to the savings figures for libraries, heritage and arts on page 10 of the appendices to the report:
 - Staff restructures and savings (Libraries): £135,000
 - Stop performing arts service (Libraries): £9,000
 - Reduce stock fund: £185,000

It was explained that performing arts are being moved to the arts service, resulting in a reduction in funding. The University College London is responsible for the future funding of Victoria County History. Resources remain to complete the Warminster volume. Discussions are being held on potential models of funding for the future.
12. Appendix G on Development Services welcomes improved provision and enforcement of Section 106 agreements. An acknowledgement was made of

the work done to improve this to the benefit of the authority and local communities.

13. It was highlighted that the savings information provided for many of the services in the budget book (appendix C) does not reflect how and where the savings will be achieved. Rather, there are generalised references to reviews or restructuring. Cabinet Members confirmed these would not impact on frontline services.
14. Some reductions in funding within the savings in the budget book (appendix C) will result from improved partnership working and there was a request for this to be more transparent in future reporting.
15. It was confirmed that the proposed budget does not require a reduction in the number of open access youth centres, and again the focus needs to be on effective partnership working.
16. Some of the Disabled Facilities Grant has been transferred to the housing associations by central government.
17. Details of the £4.5 million procurement savings are to be made available to members, showing what has been delivered and any potential areas of risk.
18. The car parking investment stated in the 'washing line' diagram was clarified as a reduction in income due to policy decisions around free day allocations, rather than a direct investment into development of car parking services.
19. It was requested that future reporting avoids excessive abbreviations.

Conclusion

20. Cabinet and Full Council are asked to take this summary of the issues raised at the special scrutiny meeting into account when finalising the budget and council tax for 2013/14.

Cllr Trevor Carbin
Chairman –Overview & Scrutiny Management Committee

Report Author: Teresa Goddard, Scrutiny Officer, 01225 713548.

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Wiltshire's Allocation Policy January 2013 Consultation questionnaire

1. Please tick the box or boxes that describes you.

I am responding to this questionnaire as:

- a resident of Wiltshire
- a service provider
- a member of staff at Wiltshire Council
- an existing housing tenant
- a Local Authority councillor
- a town or parish councillor
- a voluntary/charitable organisation
- I am on the housing register
- other,

Please specify

1.ii If you are responding on the behalf of an organisation or service provider, please give the name of the organisation below:

The current allocation policy is being reviewed to address opportunities under the Localism Act for greater freedoms for councils to adopt local policies and procedures on eligibility criteria and the allocation of social housing. The following questions seek your views on allocation policies in Wiltshire. See appendix 1 on the recommended exclusion criteria to assist with Q2-Q7.

2. Do you agree that applicants who have exhibited unacceptable behaviour, as outlined in the appendices be restricted from joining the register?

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

If you said disagree why is this?

3. Do you agree that applicants with no local connection to Wiltshire, as outlined in the appendices be restricted from joining the register?

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

If you said disagree why is this?

4. Do you agree with the following criteria that, allows certain households to be included on the register even though they have no local connection?

	Yes	No
A person who is being accommodated through witness protection	<input type="checkbox"/>	<input type="checkbox"/>
A person who has been confirmed as fleeing domestic violence from another area	<input type="checkbox"/>	<input type="checkbox"/>
A person from the transient community who has no local connection to any other area	<input type="checkbox"/>	<input type="checkbox"/>
Any applicant who has been accommodated outside the area by Wiltshire Council in exercising its statutory duty to accommodate	<input type="checkbox"/>	<input type="checkbox"/>
Other, please specify		

5. Do you agree that applicants who have assets or income above the financial resource limit be restricted from joining the register?

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

If you said disagree why is this?

6. Do you agree that applicants who have no identified housing need be restricted from joining the register?

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

If you said disagree why is this?

7. Do you agree that applicants who have deliberately worsened their circumstances be restricted from joining the register?

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

If you said disagree why is this?

8. Do you agree that applicants are generally only eligible to apply for properties that meet their assessed bedroom allowance as outlined in the Department of Work and Pensions Housing Allowance Standards? See appendix 2 on the recommended bedroom eligibility to assist.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

If you said disagree why is this?

See appendix 3 on the recommended banding criteria to assist with Questions 9 and onwards.

9. Are there any other groups that should be awarded additional preference? Please comment with reasons in the box below.

10. Do you agree with the local parish and town allocation criteria as set out below?

	Yes	No
A person who is resident in the parish or town. The residency will need to be permanent and the person will need to have lived in the area for six months out of the last 12, or three years out of the last five years	<input type="checkbox"/>	<input type="checkbox"/>
A person who has permanent paid employment or has a permanent job offer within the parish or town	<input type="checkbox"/>	<input type="checkbox"/>
A person with close family (grand-parents, parents, legal guardian, adult children or brothers and sisters) who have lived in the parish or town for five years or more	<input type="checkbox"/>	<input type="checkbox"/>
If a property has major adaptations the local connection criteria would not apply as the need for the adaptations in the property would override any local connection to the area. Where an adapted property cannot be matched to an applicant with specific needs it will be allocated in accordance with the policy	<input type="checkbox"/>	<input type="checkbox"/>

If you have said 'No' to any of the above, please state why:

11. If you have any further comments you would like to make about the revised allocation policy, please use the box below:

**Thank you for taking the time to fill in this questionnaire.
Please press the submit button to send in your response or print and post to:**

**Nicole Smith
Housing Strategy Team
Wiltshire Council
Monkton Park
Chippenham
Wiltshire
SN15 1ER**

Please ensure you return your questionnaire by 26 April 2013 for your comments to be considered in the development of the final allocation policy for Wiltshire.

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Appendix 1

Exclusion Criteria

Any allocations scheme must ensure that the register is not open to the following applicants:

- People under 16 years of age
- People from abroad who are subject to immigration control as defined in s.13(2) of the Asylum and Immigration Act 1996
- People who are not habitually resident in the Common Travel Area, subject to certain exceptions as defined in section 3.14 of the allocation of accommodation guidance
- People whose only right to reside in the UK is derived from their status as a jobseeker. For this purpose, 'jobseeker' has the same meaning as for the purpose of regulation 6 (1) (a) of the Immigration (European Economic Area) Regulation 2006 (SI 2006/1003)
- People whose only right to reside in the UK is an initial right to reside for a period not exceeding three months under regulations 13 of the EEA Regulations
- People whose only right to reside in the Common Travel Area is a right equivalent to one of the rights mentioned above and which is derived from EU Treaty rights.
- People who have rights of residence in the UK as a result of regulation 15A(1) and (4A) of the Immigration (European Economic Area) (Amendment) (No 2) Regulations 2012 (the EEA Amendment Regulations)
- People who have a right derived from Article 20 of the Treaty on the Functioning of the European Union, in a case where rights of residence arise because a British citizen would otherwise be deprived of the genuine enjoyment of the substance of their rights as a European Union citizen

In addition to the above restrictions, the council, using powers in the Localism Act, can determine local qualifying criteria. The council has identified the following qualifying criteria for consideration:

- Unacceptable behaviour including, Anti Social Behaviour, Rent Arrears, those serving a Prison sentence and Fraud
- No local connection to Wiltshire
- Applicants who have assets or income above the financial resource limit
- Applicants with no identified housing need
- Applicants who have deliberately worsened their circumstances.

Applicants who could be excluded from the register

They include:

1. **Unacceptable behaviour** - People who have caused unacceptable behaviour serious enough to make them unsuitable as a prospective tenant – see section 1 for further detail
2. **Agreed connection to live in Wiltshire** - People who do not meet the agreed criteria or connection to live in the County of Wiltshire – see section 2 for further detail
3. **Financial resource limit** - People who have assets or income above the financial resource limit – see section 3 for further detail
4. **People who have no identified housing need** – see section 4 for further detail
5. **Those who have deliberately worsened their circumstances** – see section 5 for further detail

Wiltshire Council will only accept applicants over the age of 16. Applicants aged 16 and 17 will require a tenancy in trust and where necessary a guarantor. The guarantor will be liable for the tenancy, such as rent payments in the event of a tenant defaulting.

Section 1 Unacceptable behaviour

Anti Social Behaviour

If an applicant or a member of his/her household has been evicted or legal action has been taken as a result of anti social behaviour, they will be excluded from the register until a tenancy or licence has been successfully held for a period of 12 months with no reported incidents of any anti social behaviour.

Anti Social Behaviour would include incidents of domestic abuse, harassment on the grounds of race, ethnicity, gender, age, disability, religion, transgender or sexual orientation or any other violent offence

Rent arrears

If an applicant or a member of his/her households has any housing related debt, including any tenancy recharge or rent arrears they will be excluded or suspended from the housing register until they have maintained a repayment plan for 6 consecutive months and or made a reasonable attempt to clear the majority of the debt. If the applicant owes multiple debts to different landlords we will expect them to have maintained a repayment plan for them all.

If an applicant stops paying the repayment plan before the arrears are clear they will be excluded from the register until they have maintained payments for a further 6 consecutive months. The repayment plan will be reduced to 3 months for applicants in the platinum band to reflect their acute housing need, even following a break clause.

If it can be confirmed that the rent arrears occurred through no fault of the applicant they would not be excluded from the register but housing providers may still not offer them accommodation while the arrears are outstanding.

Prison

Any applicant who is currently serving a prison sentence will be suspended until a confirmed discharge date has been provided and is with 28 days

Fraud

Following the outcome of any housing investigation if evidence is obtained that identifies that fraud has taken place the applicant will be excluded from the register for a period of 12 months and appropriate legal action will be taken by the local authority.

Refusal of a notification of nomination

Any applicant who has unreasonably refused two properties following a notification of nomination that is deemed suitable for the household will be suspended from the register for a period of 12 months from the date of the second notification.

This will be reduced to one refusal for any applicant within the Platinum band. Any applicant where an auto-bid has been used would not be excluded for refusals made.

Section 2 Agreed connection to live in Wiltshire

Wiltshire's allocation policy aims to help people who have a connection to the County of Wiltshire as defined below. This is in order to ensure that wherever possible, affordable housing goes to local people. If an applicant does not meet the connection criteria to live in Wiltshire they will not qualify to register.

Consideration will be given to the applicant's individual circumstances when deciding if a person meets the connection requirement to live in Wiltshire, and will comply with any appropriate statutory guidance. This includes the statutory guidance regarding members of the armed forces. The policy will comply with this guidance and will ensure that those in the Armed Forces will not be disadvantaged when this criteria is applied.

A connection to live in the County of Wiltshire is defined as:

- A person who is currently resident in the county of Wiltshire as defined within the Homeless Act 2002 as amended. The residency will need to be permanent and have lived in the area 6 months out of the last 12 or 3 years out of the last 5, or
- A person who is in permanent paid employment in the county, or
- A person with close family (grand-parents, parents, legal guardian, adult children or brothers and sisters) who have lived in the county for 5 years or longer, or
- A person who has a connection with the county through special circumstances, such as they need to receive specialist medical or support from a close family member or services within the county which cannot be provided elsewhere

If an applicant meets any of the definitions below, a local connection to Wiltshire will not be required and they are households who will be considered as being in the local connection exclusion group:

Local connection exclusion criteria group

- A person who was provided with accommodation in the county under section 95 of the Immigration and Asylum Act 1999, or
- A person who is serving in the Armed Forces,
- A person who has left the Armed Forces within the last 5 years.
- A bereaved spouse or civil partners of members of the Armed Forces leaving services family accommodation following the death of their spouse or partner.
- Serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service
- A person who is being accommodated through witness protection
- A person who has been confirmed as fleeing domestic violence from another area
- A person from the transient community who has no local connection to any other area
- A person who has been accommodated outside the area by Wiltshire Council in exercising its statutory duty to accommodate

Section 3 Financial resource limit

This section is waived for those applicants in receipt of an income based benefit.

Applicants with sufficient financial resources available to meet their housing needs will not qualify to join the register. Any income, savings and investments will be taken into account

when calculating the financial resources available. Capital money raised as a result of a previous disposal of assets such as property will be considered when calculating the financial resources available.

Applicants will be asked to provide evidence of their income, savings and capital assets, which will be assessed against an affordability matrix. The affordability matrix based on government's affordability criteria will assess the families' current income and the average house price within the chosen area to ascertain whether the applicant is financially capable.

Applicants who own a property will not normally qualify to join the register. A person in financial difficulty, such as their home is being repossessed or they are in significant and long standing mortgage arrears may qualify, subject to the financial resource limit. People who need supported housing, (excluding bungalows) because of their age, disability or medical condition will also qualify; for people in this situation the financial resource limit does not apply.

Section 4 People who have no housing need

Any applicant who has no identified housing need will be excluded from the register. This would be any applicant who does not meet any of the banding criteria as specified within the policy.

Section 5 Deliberately Worsening Circumstances

Where there is evidence that an applicant has deliberately worsened their circumstances in order to qualify for higher banding on the register, the application will be suspended from the register for a period of 12 months.

Examples of (but not limited to) where someone may have deliberately worsened their circumstances would include:

- Selling a property that is affordable and suitable for the applicant's needs in order to qualify for higher bands on the register.
- Moving from an assured/assured shorthold tenancy to insecure, overcrowded accommodation with family or friends in order to qualify for higher band.
- Moving family, friend and/or any other household into the property in order to qualify for higher band.

For an applicant to have deliberately worsened their circumstances there must be evidence that it would have been reasonable for the applicant to have remained in their original accommodation.

APPENDIX TWO

Bedroom eligibility

The Welfare Reform Act has required the council and its partners to assess the impact of reduced income arising from families under-occupying their home.

As a result, it has been considered that bedroom eligibility should reflect the current Department of Work and Pensions Local Housing Allowance Standards, ensuring that applicants are housed in accommodation where they will not be subject to the 'bedroom tax'.

Below confirms the size of property a household can bid for, however on occasion an opportunity may apply when a household could under occupy, but this will be specified on any advert and would form part of a lettings plan.

Household make-up	Bedroom requirement
Single person	1 bed
Couple	1 bed
Two people not in a relationship but being accommodated together	2 bed
Parent or couple with one Child	2 bed
Parent or couple with two children (both under ten years, regardless of gender)	2 bed
Parent or couple with two children (both under sixteen years and same gender)	2 bed
Parent or couple with two children (one of which over ten years but of a different gender)	3 bed
Parent or couple with three children (all under sixteen years)	3 bed
Parent or couple with three children (one of which is over sixteen years and the other two are of different gender and over ten years)	4 bed
Parent or couple with four children (all under ten years)	3 bed
Parent or couple with four children (one of which is over sixteen years and the other three are of different gender and over ten years)	4 bed
Parent or couple with five children	4 bed
Parent or couple with six or more children	5 bed

An additional bedroom will be allocated to:-

- applicants who receive support from carers who do not reside with them but are required to stay overnight for at least one night a week.
- a disabled member of the household, if following an occupational therapist's report they confirm they require a separate bedroom and based on the 'bedroom matrix' they would not otherwise be allocated their own room.
- to enable children services to meet their s22G duty any approved prospective foster carer or adopter should be allocated the required bedroom size as recommended by children services to ensure the family are allocated the correct size property to enable the family to foster or adopt a child.

However there may be restrictions on the amount of housing benefit such applicants are eligible for. In these circumstances an additional bedroom/s will be allocated but individual landlords may apply a test of affordability before making an offer of accommodation.

APPENDIX THREE

Banding structure

The banding structure sets out how the allocation policy will be framed. There are four bands within the proposed policy; Platinum, Gold plus, Gold and Silver. A further band called Bronze will not form part of the housing register as this will be for households who would like to express an interest in a certain type of product such as low cost shared ownership or Home-buy.

The policy must ensure that the assessment of need gives 'reasonable preference' to the statutory categories, which are as follows:

- People who are owed a homeless duty under the following sections of Part 7 of the Housing Act 1996 : 190(2), 192(2 & 3), 193(2), 195(2),193(2)
- People occupying insanitary or overcrowded housing, or otherwise living in unsatisfactory housing conditions
- People with a need to move on medical or welfare grounds, including grounds relating to disability
- People who need to move to a particular area to avoid hardship to themselves or others.

The majority of vacant houses will be matched to the person who has a local connection to the town or parish and is in the highest band with the earliest effective date. No applicant from the local connection exclusion criteria will be over looked for not having a local connection to a particular area as this group has no local connection to anywhere in Wiltshire. If no applicant can be found who has a local connection to the town or parish the property will be awarded to the applicant with the highest band and earliest date of application. The property must be both affordable and suitable for the applicant's needs before an offer is made. This will be assessed by the landlord of the property.

If a property has major adaptations it will be matched to applicants with specific needs for the type of property advertised. Local connection would not apply as the need for the adaptations in the property would override any local connection to the area. Where an adapted property cannot be matched to an applicant with specific needs it will be allocated in accordance with the policy.

The proposed bands for Wiltshire's revised allocation policy and which determine an applicant's needs can be found on the next page.

Band	Eligible to bid for all properties
Platinum (Urgent need)	Statutory requirement Move on Urgent medical or welfare need ADHAC referrals
Gold plus (High need)	Under occupying and suffering financial hardship – transfers only Social care
Gold (Medium need)	No Fixed Abode & Insecurity of tenure Temporary accommodation Supported accommodation Seriously overcrowded Medical and welfare need Under occupying in social housing Other statutory requirements
Silver (Low Need)	Lacking facilities Overcrowded Armed Forces & Reserve Forces Intentionally homeless
Expression of interest	Eligible to bid on selected properties
Bronze	Low cost home ownership Home buy Shared ownership Market rented properties Older people accommodation Extra care

Platinum

Platinum band is for households who need to be housed urgently. This would include households who have a specific statutory requirement or there is a serious risk to health, safety or wellbeing.

Statutory Requirement

A household who is owed a duty by Wiltshire Council under the Housing Act 1996 Part 7 s 193(2). These are households who have been accepted as homeless. A household who has been assessed as being statutory overcrowded or are lacking more than 3 bedrooms. The bedroom standard will be applied to assess overcrowding

Move on from supported accommodation

This applies to applicants in shared or supported accommodation where there is a move on protocol in place with the housing options team. The applicant must have been assessed as being in priority need and ready to move into independent living accommodation by the housing options link worker.

Urgent medical or Welfare need

An applicant's health is so severely affected by their accommodation that it is likely to become life threatening, or an applicant's mobility is severely compromised and therefore requires a property which meets their needs if their current property can not be suitably adapted.

An applicant's safety and / or wellbeing is seriously affected by their social circumstances and moving home is vital. The only way to resolve the problem; such as a prohibition notice has been served or witness protection, as well as awaiting discharge from a hospital or residential placement in Wiltshire with no suitable accommodation to move into.

ADHAC referrals

Any applicant who has been referred to the authority by the Agricultural Dwelling House Advisory Committee (ADHAC)

Gold Plus

Under-Occupying and suffering financial hardship

This applies to Wiltshire resident transfer applicants of working age who are under-occupying by two or more bedrooms and who would suffer financial hardship if they remained in their existing home

Social Care

For an applicant to be able to provide or receive support in suitable accommodation. This would include foster carers, those approved to adopt, or those being assessed for approval to foster or adopt, who need to move to a larger home in order to accommodate a looked after child or a child who was previously looked after by a local authority. It would also include special guardians, holders of a residence order and family and friends carers who are not foster carers but who have taken on the care of a child because the parents are unable to provide care.

Gold

No fixed accommodation & Insecurity of Tenure

These are applicants who have been confirmed as being homeless with no fixed accommodation or have been confirmed by housing options as being threatened with homelessness.

Temporary accommodation

Those applicants currently residing in temporary accommodation provided by the housing options team and who are awaiting a homelessness decision

Supported accommodation

Those households currently residing in supported accommodation who have been assessed as ready to move on but do not meet the move on protocol

Seriously overcrowded

Applicants living in overcrowded accommodation (in need of at least two additional bedrooms), the bedroom standard will be applied to assess overcrowding

Under occupying in social housing

Applicants who are currently in social housing and under occupying by 1 bedroom and willing to move into a smaller home

Medical and welfare grounds

Applicants who are suffering from serious harassment, violence, or threat of violence at their current property, providing evidence exists to substantiate their claim.

Medium risk to physical safety and functional ability. Re-housing is required to prevent deterioration in functional ability. Current accommodation has a significant contribution to social isolation (including episode of illness requiring significant intervention of mental health professionals during the past six months or evidence that the housing environment is causing the applicant emotional distress.

Other Statutory duties

Any applicant who is owed a full housing duty by any housing authority under section 192(2), 193(2) or 195(2) of the 1996 Act or who are occupying accommodation secured by any housing authority under s.192(3)

Silver

Silver band would include households with a low need for accommodation.

Lacking facilities

Any households who is lacking either a bathroom, kitchen or inside WC.

Overcrowded

Applicants living in overcrowded accommodation (in need of one additional bedroom).

Armed Forces and Reserve Forces

Applicants from armed forces currently or previously stationed in the Wiltshire Council area, due to be discharged within the next 12 months, or have left the armed forces within the last 5 years and in need of affordable housing.

And serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service

Intentionally homeless

Any households who has been found intentionally homeless by Wiltshire's housing option team.

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Member Briefing Category Management

25 January 2013

East Wing, County Hall, Trowbridge

1. Present

Cllr John Noeken, Cabinet Member

Julian Ingram, Interim Head of Procurement

Michael Hudson, Director of Finance

Scrutiny Members

Cllr Peter Doyle

Cllr Tony Deane

Cllr Nigel Carter

Cllr Mark Packard

Cllr Mike Hewitt

Teresa Goddard, Scrutiny Officer

2. Background

A progress report on optimising the procurement service was presented to the Overview and Scrutiny Management committee on 13 December 2012.

At this meeting it was proposed that to aid the Committee further in its understanding of the risks, that the structure and implementation of the new approach undertaken by other local authorities should be investigated further, including those where Category Management had been implemented successfully, such as Leicester Council. As a consequence, the committee agreed to hold a half-day briefing session to be delivered by the procurement leads.

The Committee also proposed that further reporting on how the benefits were being realised and risks overcome would be required and therefore decided that the

Procurement Strategy would remain on the Forward Work Programme of the Committee to ensure regular scrutiny at time-specific dates to be identified by the Cabinet Member.

3. Category Management

An explanation and update on Category Management within Wiltshire Council was presented to the members by Julian Ingram. This covered the basics of Category Management, what it meant for Wiltshire Council including some cultural shift challenges that may occur. He also presented some alternative procurement models and information on other authorities benefitting from implementing Category Management.

Following the presentation, general discussion took place which included the following points:

- Category Management will involve a mini culture change through strategic procurement using modern tools and detailed supply and demand analysis. The two big contracts (Elior and Highways) offer significantly greater savings and more efficiency through using this process.
- The strategic level of activity is not currently in the existing scope. We are pushing for a wider scope, with Category Management becoming a part of that process.
- Category strategy includes the agenda for employing local people, there has been few changes to the workforce for the Elior contract. This is a co-operative approach and is not about procurement exercising control.
- The objective of Category Management is to provide a better service and add value through more options, rather than just monitor compliance. Through use of better controls, you have better options.
- There is currently much disaggregation within large projects, through service by service procurement rather than by category and has resulted in paying over threshold to one supplier which should have gone to tender.
- Contract management should be monitored. As a local authority we do not have a standard for the overview of contracts and it is the responsibility of the individual service to do so (excluding the four contracts currently in procurement).
- Category Management also focuses on the skills of officers, and it was noted that with the right skills in position to carry out the research and market

analysis – including what the market is developing into – then there is more chance for efficiency.

- The Hills waste contract is a good example of a challenging contract that would lend itself to Category Management. It is a 20 year contract, where the technology and approach to waste (including a dependency on Fleet strategy) changes regularly, making this a challenge for the local authority to maximise its return.
- It will be necessary to shape policy and strategy at a high level for category management to deliver maximum benefit. Scrutiny will be there to challenge on a regular basis.

The Management Committee requested feedback from this briefing session and an update on the future report to CLT at its next meeting on 28 February 2013.

Teresa Goddard, Scrutiny Officer

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Wiltshire Council

Cabinet

12 February 2013

Subject: Business Plan Scorecard Report

Cabinet Member: Councillor John Brady - Finance, Performance and Risk

Key decision: No

Purpose of the report

1. This report provides a summary of progress against Wiltshire Council's Business Plan for the third quarter of 2012/13. It includes:
 - Community results and performance scorecards for the period April to December 2012.
 - The status of the council's main work/project programmes.
2. The first year of the council's four year Business Plan ended on 31st March. Cabinet members were presented with the first annual update on 19th June, which outlined the progress on each of the council's priorities.
3. Following feedback on the annual update, reports now include additional information to provide a balanced overview of performance. This report provides the overview for the third quarter, of the second year of the Plan. The scorecards at Annex 1 include a 'comments' column which provides narrative about the majority of the indicators and a column to specify whether indicators are designated as 'priority'.
4. The policy, performance and partnerships team is currently undertaking a review of the way performance information is presented and the nature of the indicators and targets which are currently used to measure progress. Options for presenting this key information will be discussed and developed with the corporate leadership team, cabinet and overview and scrutiny.

Background

5. In February 2011 Wiltshire Council published its four year Business Plan, which set out what the council would deliver by 2015 and how it would make the savings required whilst continuing to invest in key front line services.
6. The Business Plan set out the priorities, targets and actions for the council. The performance indicators provide one measure to determine progress in delivering the targets and actions. The targets are challenging and in some areas apply to the four year plan period. A range of external factors can influence the achievement of the targets in any one year, including for example severe weather affecting the condition of the roads, and the economic downturn impacting on business growth and job creation. It is, therefore,

unrealistic to deliver on all targets in any one year, but to review targets over the four years.

7. As well as showing results against targets, the performance scorecards also show performance indicators that are reported later in the year as these indicators are annual.
8. The status of the council's main projects and programmes is provided by the programme office and shows whether each programme is on track.

Main considerations for the council

9. Progress against the Business Plan is summarised below.
10. **Community and council scorecards**
There are 53 indicators being measured, of which 12 are priority indicators included as targets in the Business Plan.
11. Of these, 22 are measures with results available later. These are mainly annual measures, but some are new indicators that are still being defined nationally. Once results are available these indicators will be moved into the main scorecard tables.

At the end of the second quarter, 20 of the remaining 31 indicators were on target, another five were within 5 per cent, and three have no targets set. Only three indicators were not on target, none of these is a priority target.

Full details of all the results including comments and narrative are included in the Business Plan Scorecards (Cabinet report – Annex 1). The highlights include;

- In Q3 a total of 174 new affordable homes were completed bringing the total completions so far this year to 559 (71 of those delivered through the PFI project). The target for around 450 new affordable homes per year has therefore already been achieved and exceeded for 2012/13.
- £10m secured from the Regional Growth Fund to create a Science Park at Porton Down. This will create more than 2,000 jobs over a 10-year period and bring national and international investment into the area.
- Recently released obesity figures show that Wiltshire has a statistically significantly lower percentage of obese children than England.
- We continue to achieve significant improvement over last year and remain comfortably above our target result for both recycling and waste sent to landfill.
- Energy Efficiency: The investment programme as a whole is currently estimated to be saving 2,200 tCO₂ and annual savings of around £440k.

Areas for improvement and attention (see full comments in Annex 1 for action being taken)

- The Family Placement Team continues work to achieve an increase in the percentage of children in care accommodated in house, but this remains below target.
- Timely Adoptions: Wiltshire's small cohort will mean individual cases have a major impact on outturn. The adoption team now has in place a dedicated home finder post with specific responsibility to address delay issues in historical cases and ensure earlier links and matches are made with prospective adopters, this will lead to improvements in meeting timescale targets.

Environmental Impact of the Proposal

12. This is a scorecard so the proposal has no direct environmental impact, although there are measures on Recycling, Waste Management and Energy Efficiency.

Equalities Impact of the Proposal

13. As this is a progress report the proposal has no direct impact on equalities.

Risk Assessment

14. The council's risk management arrangements apply across all services and risk is overseen by the Corporate Risk Management Group (CRMG), which reports on significant risks to the corporate management team and Audit Committee. No risks arise as a result of this report, but it does highlight any actions required relating to achieving targets and delivering the council's main programmes.

Financial Implications

15. This is a scorecard report so has no direct financial implications. Actions to address developments and savings arising from improved delivery are accounted for in other Council reports and decisions.

Legal Implications

16. As this is a scorecard report there are no direct legal implications.

Options Considered

17. As this is a scorecard report there are no 'options to consider'.

Proposal

18. Cabinet is asked to note progress against the Business Plan.

Paul Mountford
Head of Policy, Performance and Corporate Business Management

Report Author: Karen Spence, Principal Performance Officer
karen.spence@wiltshire.gov.uk

Date of report: 21 January 2013

Appendices

Annex 1: Business Plan Scorecards

Annex 2: Transformation Programme Paper

Annex 3: Highways Service – Road Defects Capability Chart

Business Plan Scorecard Results to December 2012

Index

- Community Results Scorecard
- Council Performance Scorecard
- Measures to be added later

Scorecard Key:

H = High (good performance if actual is higher than target); **L** = Low (good performance if actual is lower than target)

3 yr trend: **I** = Improving; **W** = Worsening

On target: **Y** = Yes; **N** = No; **A** = Almost

Community Results Scorecard to December 2012

MEASURES TO DECEMBER														
Share Point 2010 Ref	Wiltshire's Business Plan 2011-15 COMMUNITY RESULTS SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2012/13 Target to Dec	2012/13 Actual to Dec	On target?	2014/15 target	Lead officer	Comments
Protect and Safeguard Vulnerable Children														
1005	5% increase in children in care receiving high quality local placements: use of in-house foster carers (proportion nights)	Y	H	60.9	62.8	59.2	W	68	68	54.3	A	68	Fiona Fitzpatrick	<p>The number of children in care continues to rise which has significantly impacted on this target. Family placement Team have been unable to achieve the expected increase in the percentage of children accommodated in house as increase in carers/bed availability has been counteracted by increase in number of children coming into care.</p> <p>In addition since the inspection there has been an increase in the number of young children (babies) and younger sibling groups coming into care which had not been predicted. This change in service demand has identified a gap in house provision of carers able to meet demand. Family placement team have modified their recruitment strategy accordingly and are prioritising potential carers offering this resource - but it will take some time for carers recruited to come on line.</p> <p>The investment that has been made in agency and contract workers to undertake assessments will ensure that all potential in relation to new carers is brought on line without delay.</p>
Protect and Safeguard Vulnerable adults														
1015	14% increase in the number of older people receiving our services - advice and services for the rising number of older people	Y	H		8,720	9,283	-	9,405	8,139	8,125	Y	9,939	James Cawley	<p>Wiltshire Council's services for older people are defined in two large programmes of change that both began in 2008. They are (1) the "Accommodation Strategy," a seven-year programme that is preparing specialist housing and residential care homes for older people for the needs of Wiltshire's residents in the 2020s; and (2) Wiltshire's care and support service for older people who need help to live independently in their own home. In 2010 Wiltshire Council invested in</p>

MEASURES TO DECEMBER

Share Point 2010 Ref	Wiltshire's Business Plan 2011-15 COMMUNITY RESULTS SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2012/13 Target to Dec	2012/13 Actual to Dec	On target?	2014/15 target	Lead officer	Comments
														Adult Care to ensure that new services created by these two programmes were funded to meet the growing demand for care and support as Wiltshire's population ages. This indicator measures the number of people whom we have helped in any way, from an assessment with some advice and information to intensive services for people who need a great deal of help. It also helps us understand of the number of people in Wiltshire who need help. Our result for October to December 2012 is very close to the number of people we forecast would need help during this period when prepared the Adult Care Investment Plan in 2010. The plan was not merely to spend more as the number of people needing help increased. Our intention was to help more people without increasing our spending at the rate of growing demand. So the Accommodation Strategy and Help to Live at Home always work to help people are helped to regain their independence when illness or injury threaten it and then to stay independent for as long as possible. In quarter "Initial Support," where people begin the Help to Live at Home service, help 60% of people to manage without long term services after an average of five weeks' support.
	Invest in: Housing													
1018	1,800 new affordable homes by Mar 2015 (ave 450 pa)	Y	H	554	648	626	I	450		559	Y	450	James Cawley	In Q3 a total of 174 new affordable homes were completed including 18 homes delivered through the Housing PFI project. This brings the total completions to 559 to date with 71 of those delivered through the PFI project. The target for around 450 new affordable homes per year has therefore already been achieved and exceeded for 2012/13. The corporate plan target is to achieve 1800 new affordable homes between 2011 and 2015. To date (including 2011/12 completions of 626) the total completions are 1185 which is ahead of target.
1019	Affordable homes include 250-350 for rent from PFI	Y	H				-	-	-	71	-		James Cawley	

MEASURES TO DECEMBER

Share Point 2010 Ref	Wiltshire's Business Plan 2011-15 COMMUNITY RESULTS SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2012/13 Target to Dec	2012/13 Actual to Dec	On target?	2014/15 target	Lead officer	Comments
Economy and Unemployment														
1023	Help create 6,000 additional jobs by Mar 2015	Y	H		455	991	-	2,000	1,500	1,904	Y	1,000	Alistair Cunningham	A significant success this quarter (Q3) has been the securing of £10m from the Regional Growth Fund to create a Science Park at Porton Down. Wiltshire Council and a joint development consortium, comprising Trebor Developments LLP and Wrenbridge Land Limited, were successful in a joint bid which will create more than 2,000 jobs over a 10-year period and bring national and international investment into the area. It will provide facilities for science and research-based industries and could attract £70 million of private sector investment in the next 10 years. The development is expected to attract high levels of investment from both the UK and foreign bioscience and healthcare.
1024	Help safeguard 8,000 existing jobs by Mar 2015 [The target/actual figures for this for this indicator are now being reported on a cumulative basis to provide a more accurate picture of performance.]	Y	H		370	2814	-	4,500	3,750	3,059 (draft)	A	8,000	Alistair Cunningham	Figures still awaiting confirmation from a number of sources. There are over a thousand jobs which are in the process of being safeguarded but projects have not yet completed.
Invest in: Waste Management														
1026	Recycle 50% of our waste by Mar 2015 (Figures are monthly cumulative figures rather than actual)	Y	H	40.5%	41.4%	42.8%	I	45%		48.9%	Y	50%	Tracy Carter	We are continuing to achieve significant improvement on last year (an increase of 5.5%). This is due to the positive tonnage returns from the new service changes.
1027	Reduce waste being landfilled to 25% by Mar 2015 (Figures are monthly cumulative figures rather than actual)	Y	L	47.2%	37.5%	36.6%	I	35%		31.6%	Y	25%	Tracy Carter	We are continuing to achieve significant improvement on last year (a decrease of 4.2%). This is due to the positive tonnage returns from the new service changes.

Invest in: Energy Efficiency														
1028	Lower our carbon emissions from April 2010 to Mar 2015 by 11,823 tCO2	Y	H	baseline	742 reduction	1,118 reduction	-	-		2,201	Y	11, 823 tCO2 reduction	Alistair Cunningham	<p>In December 2012 Government announced changes to the CRC (carbon trading) scheme. Detailed guidance on the implementation of the changes is still awaited, but the overall impact of the changes is to reduce the extent of our emissions covered by the CRC and therefore our financial liability under the CRC over the long term.</p> <p>With our CRC emissions coverage reduced and the rate of increase in allowances reduced, our CRC cost projections are considerably lower than previously anticipated. For example, we were projecting that in 2020 our CRC liability could be £1.75m, whereas it is now projected to be £405k. Costs for 2013/14 were projected at £735k, whereas they are now projected at £386k.</p> <p>A shortfall in performance against our carbon reduction target has been projected (and previously reported on) and a review of our Carbon Management Plan has begun and will be reported on when completed.</p> <p>With regards to energy efficiency projects, in this financial year, we have spent £318k of our internal invest to save fund to date and £124k of Salix financed loans on energy efficiency measures. These projects include a gas conversion project at Kings Park Primary, the Oxenwood biomass conversion, CHP at Malmesbury leisure centre and CHP at Devizes leisure centre boilers and CHP will be completed in February.</p> <p>The investment programme as a whole is currently estimated to be saving 2,200 tCO2 and annual savings of around £440k.</p> <p>Other areas of work that are underway include investigating the options on low-carbon new school builds and a sustainable procurement policy.</p>

Council Performance Scorecard to December 2012

MEASURES TO DECEMBER														
Share Point 2010 Ref	Wiltshire's Business Plan 2011-15 COUNCIL PERFORMANCE SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2012/13 Target to Dec	2012/13 Actual to Dec	On target?	2014/15 target	Lead officer	Comments
Protect and Safeguard Vulnerable Children														
1009	More children in care get 5 A*-C GCSEs (or equivalent)	N	H	14.3%	16%	4%	W	25%		17.1%	N	32%	Fiona Fitzpatrick	See detailed comment below
1010	Care leavers in suitable accommodation	N	H	76.5%	97.1%	94.7%	I	95%	95%	94%	Y	95%	Fiona Fitzpatrick	The return of 94% (32 out of 34 young people) although lower than previous returns and lower than our own target, remains significantly higher than the National average of 90% and statistical neighbours where the return is 91.1%. The high percentage of young people in suitable accommodation evidences Wiltshire's commitment to supporting young people through ensuring that there is a range of housing options available. Children and Family services are currently developing a 16+ Accommodation Options Strategy; this initiative will inform future resource requirements.
1011	Care leavers in suitable education, jobs or training	N	H	41.2%	65.7%	39.5%	W	72%	72%	59%	N	72%	Fiona Fitzpatrick	See detailed comment below
1012	Timely adoptions	N	H	92.9%	100%	68%	W	90%	90%	81.8%	A	90%	Fiona Fitzpatrick	The small cohort will mean individual cases have a major impact on outturn. Learning from recent complex cases is leading to improved processes and timeliness. Adoption figures are always a measure of historical rather than current practice, but current figures suggest a small improvement. The adoption team now has in place a dedicated home finder post with specific responsibility to address delay issues in historical cases and ensure earlier links and matches are made with prospective adopters, this will lead to improvements in meeting timescale targets. At the end of Q3, 9 out of 11 adopted children were placed within 12 months of the decision to adopt.
1013	Safeguarding: initial assessments done in 10 days	N	H	65.1%	73.0%	88.0%	I	80%	80%	27.6%	N	80%	Fiona Fitzpatrick	See detailed comment below

MEASURES TO DECEMBER

Share Point 2010 Ref	Wiltshire's Business Plan 2011-15 COUNCIL PERFORMANCE SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2012/13 Target to Dec	2012/13 Actual to Dec	On target?	2014/15 target	Lead officer	Comments
1014	Safeguarding: child protection plan reviewed on time	N	H	97.9%	100%	100%	I	100%	100%	96%	A	100%	Fiona Fitzpatrick	There has been a significant increase (from 168 to 287 – a 72% rise) in the number of initial child protection conferences held in the first three quarters of 2012/13 as a result of the Ofsted Safeguarding/LAC inspection. This increase in initial CPCs has had a small impact on the timeliness of review CPCs. To address this issue we have recruited an additional Agency IRO/CP Chair and 172 out of 180 reviews were completed within time
Invest in: Our Communities														
1021	Number of volunteers in the library service	N	H	new	new	670	-	325	325	684	Y	325	Niki Lewis	Community Library Volunteers = 318; Added Value volunteer roles (Home Library, Summer Reading Challenge, Computer Supporter, Rhyme time) = 366
1081	Opening hours (per week) supported by volunteers at Level 2 libraries	N	H	new	new	135	-	94	94	134	Y	94	Niki Lewis	A total of 22.5 hours unplanned closures at Box, Lyneham and Ramsbury libraries in December despite the best efforts of the Volunteer Coordinators and library staff to find replacement volunteers.
1082	Opening hours (per week) supported by volunteers at Level 3 libraries	N	H	new	new	45.5	-	34	34	46	Y	34	Niki Lewis	A total of 4 hours unplanned closures at Mere library in December despite the best efforts of the Volunteer Coordinator and library staff to find replacement volunteers.
Economy and Unemployment														
1029	Helping business: sites brought forward	N	H			0	-	2		2	Y	5	Alistair Cunningham	A significant success this quarter (Q3) has been the securing of £10m from the Regional Growth Fund to create a Science Park at Porton Down.
1030	Helping business: incubation centre facilities created	N	H			0	-	2	1	1	Y	4	Alistair Cunningham	The development of 40 incubation spaces at Castledown, Ludgershall is currently underway and will be completed by end March 2013. North Bradley development and Salt Lane development have been initiated and will complete by September 2013. Negotiations are ongoing with private sector partners for the delivery of three further sites.
1031	Number of businesses assisted	N	H			768	-	625		466 (draft)	Y	625	Alistair Cunningham	The Wiltshire Business Support Service is starting to provide the majority of the services. As the new incubation centres are established across the county over the next year this will increase the

MEASURES TO DECEMBER

Share Point 2010 Ref	Wiltshire's Business Plan 2011-15 COUNCIL PERFORMANCE SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2012/13 Target to Dec	2012/13 Actual to Dec	On target?	2014/15 target	Lead officer	Comments
														number of support opportunities. The Wiltshire 100 programme continues to develop. Support has included provision of information on energy efficient investment, liaison on rates relief/planning applications, brokering to UKTI to explore new export markets, help with enforcement action and participation in networking events and other core initiatives e.g. the apprenticeships programme.
1083	Number of people helped with skills (T)	N	H	669	1046	2299	I	tbc		181 (Q2)	-	tbc	Alistair Cunningham	Figures for Q3 are not yet available. As at the end September 2012 we have 31 active apprenticeships; 10 within council, and 20 with local SMEs for whom we provide the training programme. This was launched by Wiltshire Council in July 2011 - there are now considerable opportunities in the pipeline for 2012/13.
1084	Number of people placed into work (W)	N	H		435	310	-	tbc		102 (Q2)	-	tbc	Alistair Cunningham	
Invest in: Highways														
1033	The average days taken to repair a pothole	N	L	13	5.2	8.6	I	10	10	6.7	Y	10	Mark Smith	This indicator reflects the average time taken to repair a pothole. As the defect reports have been run immediately after the end of the quarter these figures are only an early indicator of performance. (There are often time delays in adding details of completed defects meaning that a different figure will be calculated at a later date for the same period).
Invest in: Leisure Services														
1034	The number of visits to our leisure centres (000)	N	H	3,431	3,364	3,163	W	3,320	1,653	1,628	A	3,660	Mark Smith	At the time of production of this scorecard, the results were not yet available from all leisure centres. This figure will be revised upward once the full set of data is available.

Other														
1004	The percentage of budgeted savings achieved	N	H			100%	-	100%	90%	95%	Y	100%	Michael Hudson	The current forecast suggests that savings are being applied per council decisions. Where corporate targets were set for facilities and procurement work is underway and significant steps taken to deliver the target.
1041	Customer telephone call connection rates of 90%+	N	H		92.6%	88.3%		90%+	90%+	92.9%	Y	90%+	Jacqui White	Above target for December
Public Health measures														
1042	Hospital admissions - alcohol related (/100,000)	N	L	1,390	1,621	1,615	W	1,615		1,588	Y		Maggie Rae	Actual figure is based on Dec 2011 to Nov 2012 (inclusive) data. Proxy data indicates a downward trend seen in recent quarters and these figures are using the new census 2011 populations (an increase in the population of 15,000)
1043	Proportion of children aged 4-5 classified as obese	N	L	7.8%	8.8%	8.0%	-	7.8%		7.4%	Y		Maggie Rae	Wiltshire had a statistically significantly lower percentage of obese children than England
1044	Proportion of children aged 4-5 classified as obese	N	L	14.7%	15.7%	16.4%	-	16.2%		15.9%	Y		Maggie Rae	Wiltshire had a statistically significantly lower percentage of obese children than England
1046	Drug users in effective treatment (rolling 12 months ave.) OCUS = Opiate and Crack users Number of successful completions for opiate and crack users not returning within a 12 month period	N	H		All Drug Users as of Q4 723 (OCUs 661)	All Drug Users as of Q4 744 (OCUs 627)		To maintain current performance		As of Q2 2012/13 All Drug Users 744 (OCUs 614)	Y	No target	Maggie Rae	This indicator has been aligned to the national performance management processes. This shows all drug users in treatment and Opiate and/ or Crack users (OCU). Funding is determined by a combination of successful completions, effective treatment and the York formula, which is then compared to National performance and allocated accordingly. The most recent data shows an increase in all drug users when compared to the 2011-12 result, and a similar number of OCU.

Comments on Council Performance Scorecard

Results that are not on target (No)

Ref 1009 – More children in care get 5 A*-C GCSEs (or equivalent)

Target: 25%, Actual: 17.1%

Reason not on target and what we are doing:

Those young people in the cohort who were identified as being able to achieve 5 A*-C GCSEs or equivalent, including English and Maths, did so. They were supported prior to and throughout the exam period by the Virtual School. Whilst this is still below our target, this is still an improvement on last year's figure of 4%.

Ref 1011 – Care leavers in suitable education, jobs or training

Target: 72%, Actual: 59%

Reason not on target and what we are doing:

Of those young people not in education, employment and training in this cohort (20 out of 34 at the end of quarter 3). Of those 20, 4 young people have physical or mental health issues preventing them from engaging in education, employment or training. 2 are young mothers and 7 are actively seeking work with the support of their Personal Advisers. However 7 young people are currently not engaging with the local authority therefore the frequency of contact with them has been increased in order to remind them of the support to which they are entitled. We have dedicated Personal Adviser support in place for Care Leavers. Key initiatives in place to support young people are as follows:

- Project Inspire which supports vulnerable young people who are not in education, employment or training, or are at risk of becoming so.
- A Care2Work work plan has been developed for submission to the National Care Advisory Service, at the end of January 2013 in pursuit of the NCAS Quality Mark.
- The Council is identifying what additional action it can take as an employer (e.g. Positive Action) to improve access to apprenticeship and job opportunities for Looked After Children and Care Leavers.
- Councillors from the Corporate Parenting Panel have been trained as mentors for Care leavers who are not in education, employment or training and the Director of Children's Services is taking on another Care Leaver in the forthcoming weeks.
- A Care Leavers' Work Experience Working Party has been set up to enable Care Leavers to experience a work placement within the Council. This working party includes young people.
- The Virtual School Headteacher is now responsible for the education of Care Leavers from 16 years of age and Virtual School Officers will start to work proactively with this cohort from January 2013.

Ref 1013 – Safeguarding: initial assessments done in 10 days

Target: 80%, Actual: 27.6%

Reason not on target and what we are doing:

The Assessment Team is required to authorise out of date Initial Assessments to complete the work. The 2012 to 2013 year indicator will continue to look poor due to these data cleansing processes. Most of the historical out of date assessments have been completed. This process of cleansing the data has run alongside completing current 'in date' CA's and IA's, and completing the day to day business of the team (resulting in reduction of case loads). The monthly statistics for IA's completed in 10 days and in 15 days has dipped slightly in December 2012 due to the proportion of historical work being completed being greater than the current work but will improve and this will be sustained as we continue to strengthen management oversight and reduce caseloads.







Community Results Scorecard – results available later








































































MEASURES - results available later											
Share Point 2010 Ref	Wiltshire's Business Plan 2011-15 COMMUNITY RESULTS SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2014/15 target	Lead officer	Data available
	Living in Wiltshire										
1001	Percentage of people satisfied with their local area	N	H	86.4%	no survey	90%	I			Maggie Rae	Local survey
	Invest in: Broadband										
1002	85% premises able to access superfast broadband by Dec 2015	Y	H				-	contract starts	85% Dec 2015	Carolyn Godfrey	2012/13
	Protect and Safeguard Vulnerable Children										
1006	Children with non-accidental injuries/10,000 children	N	L	109.5	109.3	102.2	I			Fiona Fitzpatrick	May 2013
	Invest in: Children's Attainment										
1007	5% more 11 year olds will get Key Stage 2 L4+ by 2015 (Maths and English)	Y	H	71%	75%	75%	-	76.2%	79.2%	Stephanie Denovan	Annual
1008	5% more young people will get 5 A*-C at GCSE by 2015 (including English and Maths)	Y	H	55.4%	55.8%	60.0%	I	61%	63%	Stephanie Denovan	Annual
	Protect and Safeguard Vulnerable adults										
1016	Good quality of life of people who use social services	N	H		19.4 (best in IPF group)	18.8	-	tbc		James Cawley	Year End
	Invest in: Our Communities										
1017	Level of participation in regular volunteering	N	H	29.9%		28.4%	W			Niki Lewis	Local survey
	Invest in: Highways										
1025	Reduce the roads maintenance backlog by 10% by Mar 2015 (£)	Y	L		£59.1m	£53.8m	-	£56.2m	£53.2m	Parvis Khansari	March 2013
	Public Health measures										
1045	Hospital admissions of older people due to falls	N	L	3,276	3,129	3,077	I	3,077		Maggie Rae	Annual
1077	Life expectancy – males (yrs)	N	H	79.3	79.5	79.6	I	79.6		Maggie Rae	December 2013
1078	Life expectancy – females (yrs)	N	H	83.3	83.5	83.7	I	83.7		Maggie Rae	December 2013
1079	Reduce health inequalities – males (yrs between most and least deprived)	N	L	5.1	5.8	6.6	W	6.6	4.47	Maggie Rae	-
1080	Reduce health inequalities – female (yrs between most and least deprived)	N	L	3.4	3.9	3.8	W	3.8	2.84	Maggie Rae	-

Council Performance Scorecard – results available later



MEASURES - results available later											
Share Point 2010 Ref	Wiltshire's Business Plan 2011-15 COUNCIL PERFORMANCE SCORECARD	Priority Indicator	high/low	2009/10 Actual	2010/11 Actual	2011/12 Actual	3 yr trend	2012/13 target	2014/15 target	Lead officer	Data Available
	Overall										
1003	Percentage of people satisfied with the council	N	H	37.9%	No survey	55.9%	I			Maggie Rae	Local survey
	Invest in: Our Communities										
1020	Environmental and youth spend by area board	N	H					Due mid 2013		Michael Hudson	Mid 2013
1022	Satisfaction with area boards	N	H	n/a	45%	51.7%	-	55%	65%	Niki Lewis	Annual
	Invest in: Energy Efficiency										
1035	Units of energy used by the council: Electricity	N	L	60,603,250 kwh	57,705,401 kwh	56,667,040 kWhs				Alistair Cunningham	Year End
1036	Units of energy used by the council: Natural Gas	N	L	67,115,842 kwh	61,132,670 kwh	56,590,159.24 kWhs				Alistair Cunningham	Year End
1037	Units of energy used by the council: LPG	N	L	81,659 litres	156,012 litres	124,033 litres				Alistair Cunningham	Year End
1038	Units of energy used by the council: Oil.	N	L	1,343,856 litres	1,829,806 litres	1,572,442 litres				Alistair Cunningham	Year End
1039	CRC (carbon tax) costs avoided	N	H							Alistair Cunningham	Year End
1040	Reduce carbon emissions by 40% (WTP estate)	N	L							Mark Stone	Year End

Annex 2: Programme Status

Key	
	Red - major issue for escalation
	Amber - major issue, mitigation plan in place
	Green - on time, to quality and budget
	Blue - Project complete
	Grey - Suspended
	White - Project not started

Programme	On Time	On Quality/ Performance	On Budget	Resource in place	Overall Status
Economy & Employment (Investment - Action for Wiltshire)					
Local Development Framework (LDF) (Investment)					
Wiltshire Online (Super-fast broadband) (Investment)					
Campus (Transformation)					
Capital Maintenance (Transformation)					
Cloud Programme (Transformation)					
Development Services Transformation Programme					
Education Capital (Transformation)					
Housing Management Programme (Transformation)					
Hubs and Depots (Transformation)					
Information Services (Transformation)					
Knowledge Management (Transformation)					
Localism (Transformation)					
Procurement (Transformation)					
SAP Development (Transformation)					
Service Reviews and Systems Thinking (Transformation)					
Strategic Partner and Employee Engagement (Transformation)					
Waste Transformation (Transformation)					

Summary of red issues

	Programme	Project	Issue
	Cloud	O365	This project has currently become red as the legal department have asked not to be moved into the Cloud. Until Legal change their business processes or move over to GCSX email to securely transmit sensitive data, this project cannot continue to completion.
	Wiltshire Online	Superfast broadband connectivity	This project is red this is because the completion date to sign the contract has had to move back to January.

Karen Perrett - Head of Corporate Programme Transformation
Status: December 2012

Minute Extract
Arising from
Cabinet
12 February 2013

[.....

Business Plan Scorecard Update

Councillor John Brady, Cabinet member for Finance, Performance and Risk, introduced the report which provided a summary of progress against Wiltshire Council's Business Plan for the third quarter of 2012/13. It was noted that the plan was currently in its second year out of four, and that though external factors such as recent severe weather and the economic downturn might impact on achievement of targets in any one year, the overall four year targets were expected to be achieved.

At the end of the third quarter, 20 of the remaining 31 indicators were on target, another five were within 5 per cent, and three have no targets set. Only three indicators were not on target, with none being a priority target. In relation to targets not yet met, it was stated that the last transfer of staff to the Cloud service be completed shortly, and that the Wiltshire Online programme to deliver superfast broadband had been delayed at the time of the report to sign the contract, which had now been achieved, and that further information would follow to the Area Boards when available.

It was also highlighted that the results not on target in relation to Children in Care GCSE results and Care Leavers in suitable education, employment or training, were higher than both the national average and statistical neighbours.

After discussion, it was,

Resolved:

That the progress against the Business Plan be noted.

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Wiltshire Council

Overview and Scrutiny Management Committee

28 February 2013

Overview and Scrutiny Constitutional Changes

Purpose

- 1 To report back to the Management Committee on the views of the Constitution Focus Group and subsequent discussion at Group Leaders regarding
 - (1) the changes to the Constitution including Call-in resulting from the new Overview and Scrutiny arrangements agreed by Council last May; and
 - (2) a refresh of the Task Group Protocol.

Background

- 2 These issues have previously been raised at the Management Committee and were brought together by the Scrutiny Manager in his report to the Constitution Focus Group (copy attached).
- 3 In summary, the Management Committee had determined its position on Call-in of executive decisions at its meeting on 13 December 2012 (ie that it was the responsibility of the Management Committee as demonstrated in the structure chart to full Council) but wished the reasonableness of its decision to be tested through the Constitution Focus Group. This, along with other associated matters, had implications for the amendments to be made to the Constitution which were originally delegated to the Solicitor to the Council.
- 4 The Task Group Protocol required updating to better reflect a number of recent experiences and a refresh generally.

Constitution Focus Group

- 5 It met on 24 January and the Chairman and Vice-Chairman of the Management Committee were in attendance to contribute to discussion. In respect of the scrutiny items the following outcome is recorded in its (draft) minutes:
 - (1) *That the Call-in Procedure detailed in Appendix A to the report be agreed*
 - (2) *That Overview and Scrutiny Management Committee has the power of direction and control over the select committees and, as such, requests for*

call-in and for matters to be considered by scrutiny should be referred to the Management Committee.

(3) That the revised protocol, setting out principles for the operation of task groups, including dealings with third parties, issues of confidentiality and publication of reports be agreed.

(4) That Article 6 – Overview and Scrutiny Committees and Part 8 – Overview and Scrutiny Procedure Rules be agreed subject to adding the words ‘Overview and Scrutiny’ before the word ‘Management’ on lines 2, 3, 4 and 5 of Article 6.

Group Leaders

- 6 The Solicitor to the Council brought an item to Group Leaders on 29 January providing an update on the work of Constitution Focus Group. The following is recorded in the notes of the meeting:

Group Leaders had reservations regarding some of the proposals [including those relating to overview and scrutiny] and suggested that the Standards Committee should be asked to defer these issues both for the new council and the new standards committee to consider.

What now?

- 7 The Solicitor to the Council recommends that in response to the suggestion of Group Leaders that the matter of Call-in and other Constitutional matters should now be held in abeyance until after the new Council is formed. Although not reflected in the notes, he further advises that comments made in discussion warranted a review of potential options for expanding Call-in so that the new Council could determine the way forward from an informed position. This should involve considering the originating legislation, review of how effectively it has been applied in Wiltshire, looking at the approach of other authorities and consulting the relevant national body/academic advice.
- 8 It is understood that the refreshed Task Group Protocol is not caught by this suggestion as it is a stand-alone operational document. The Constitution Focus Group had no negative observations to make on its content and therefore can be agreed with the approval of the Management Committee.

Recommendations

- 9 In response to the suggestion of Group Leaders, to agree to leave final decision on the Constitutional changes including Call-in until the new Council (and Standards Committee is constituted) but in the meantime to ask for a further review to be undertaken on other options including the possible expansion beyond the Management Committee.

- 10 To agree to the refreshed Task Group Protocol as circulated with the report to the Constitution Focus Group.

Paul Kelly

Scrutiny Manager (and Designated Scrutiny Officer)

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24 January 2013

Overview and Scrutiny Changes

Purpose

1. To seek the views of the Constitution Focus Group on:
 - (a) the operation of the Call-in procedures;
 - (b) a revised task group protocol; and
 - (c) the consequential amendments proposed to the Constitution in the light of the revised Overview and Scrutiny (OS) arrangements determined by full Council in May 2012 and minor changes resulting from the Localism Act 2011.

Background

2. Members will be aware of the comprehensive review undertaken during 2011/12 of the OS arrangements following experience of operating overview and scrutiny in the new unitary council. The review demonstrated that there was no single model or approach that suited everyone but all recognised that change was necessary in order to provide a more consistent, focused and respected function. The Focus Group (and Standards Committee) received information and commented on the review last April.
3. Although a revised structure was adopted following amendment at Council (as set out in [Appendix A](#)), it was clear that a fresh approach in support of the structure was needed in which both the Executive and Non-Executive had responsibility and an interest in making it work.
4. In approving the revised structure, Council authorised the Solicitor to the Council to make the consequential administrative changes to the Constitution (Part 8).
6. The report presented to Council proposed to give responsibility to the new Management Committee (something supported by all during the review) for the overall management of the OS function, including the co-ordination of a single work programme, member requests and Call-in. This was evident throughout the documentation. The Management Committee was to be supported by a number of service-based sub-committees. However the proposed sub-committees were elevated back to select committees through amendment at Council - in effect retaining elements of the previous arrangements.

7. Unfortunately there was not time to explore the operational relationship between these select committees and the new Management Committee. This included how Call-in was to work within the new structure, bearing in mind it was left in the documentation as the responsibility of the Management Committee.
8. The Solicitor to the Council gave early advice that the Management Committee had the power of direction over the select committees to reflect the intention behind the decision of Council.
9. In the main, the revised arrangements, including the operational relationship between the Management Committee and select committees, have been working well due to it finding its own level through pragmatic discussion by the experienced leading members who are keen to make the new arrangements effective.

Call-in (and member requests)

10. Call-in, however, is one area that has caused concern and some disagreement. The issue is explained in the report at item 3a on the agenda. The Management Committee has taken a majority view on how this should operate, but in doing so felt that the Focus Group could usefully give an independent airing on the reasonableness of this position, bearing in mind the objections by some at the Management Committee and the subsequent press coverage.
11. In giving a view on Call-in, it would also be helpful if the Focus Group could comment on the responsibility for dealing with Member requests. This is where any member of a scrutiny committee or any 5 members of the Council can request that a matter is considered by a scrutiny committee. An item can also be requested under the Councillor Call for Action procedure (see Constitution). The area for clarification is whether all these should, in the first instance, be considered by the new Management Committee, as was the intention in the proposals reported to Council in May or whether now, with retention of the select committees, requests should go direct to the relevant committee? It is important to remember that a member request is simply to have an item on the agenda of the relevant scrutiny committee to ask whether it would be prepared to undertake a review on a particular matter. It will be for the Committee itself to decide whether to agree to the review or not. This is documented in sections 11-15 of Part 8 of the Constitution.

Task Group Protocol - Refresh

12. The Task Group Protocol is a document setting out some general principles and giving practical guidance on how OS task groups should operate. It covers evidence gathering techniques, the role of members and officers, approach to task group meetings and guidance on the production of final reports. The Protocol is received at the first meeting of every task group in order that these principles are adopted and guidance understood at the start of every review.

13. Some recent task group reviews in the Children's Services Select Committee arena have highlighted issues that are not adequately addressed within the current Protocol. The issues that need clarifying relate to working with outside agencies and the use of evidence from witnesses including:
- the differing roles of Scrutiny, the Executive and the Council;
 - whether an outside agency has the opportunity to view or influence the final report;
 - arrangements for circulating/publishing the final report;
 - guidance on the checking of evidence prior to publication of the final report; and
 - the treatment of confidential evidence given by witnesses.
14. As well as these issues, the current Protocol was written pre-unitary and no longer fully reflects the corporate style, culture or review outcomes. Officers have, therefore, drafted a refresh of the Protocol, including the specific issues raised above for consideration. The opportunity has also been taken to remove repetition in the text and generally sharpen its content. Although the protocol is very much an operational guide and does not form an appendix to the Constitution, the Management Committee felt it important that the Focus Group be given the opportunity to comment prior to the revised version being submitted to the meeting of the OS Management Committee on 28 February for adoption. The refreshed protocol is circulated under item 3b of the Focus Group's agenda.

Amendments to the Constitution – Articles and Part 8

15. As mentioned in paragraph 4, the revised OS arrangements agreed by Council in May 2012 need to be reflected in amendments to the Constitution. Given the subsequent discussions that took place on the practical operation of the new arrangements, and in particular the Call-in procedure, the Solicitor to the Council felt that it would be sensible to take these back through the Focus Group (and Standards Committee).
16. The proposed changes are highlighted in red in the extracts (Article 6 and Part 8) circulated under item 3c of the agenda and may need further refinement depending on the view taken on Call-in and member requests.
17. Schedule 2 of the Localism Act 2011, consolidates existing scrutiny legislation by the insertion of a new part in the Local Government Act 2000 under which the requirements relating to overview and scrutiny were first introduced. This has necessitated some tidying up of some of the sections.
18. We are also waiting for regulations and guidance from Central Government on Health Scrutiny functions following the Health and Social Care Act 2012, which are also likely to require some changes to the Constitution. These are promised by 1 April 2013 and will be picked up in the report to the new Council in May.

Matters for Consideration

19. At the request of the Overview and Scrutiny Management Committee, the Focus Group is asked to give its views on:
 - (i) the reasonableness of the Management Committee's interpretation of the Council's intention regarding the operation of the Call-in procedure (item 3a);
 - (ii) the revised Task Group Protocol (item 3b); and
 - (iii) amendments to the Constitution (item 3c).

20. The views of the Focus Group will be taken back through the OS Management Committee and on to the Standards Committee and Council as appropriate.

Paul Kelly
Scrutiny Manager (and Designated Scrutiny Officer)
Law and Governance

COUNCIL

OVERVIEW & SCRUTINY MANAGEMENT COMMITTEE

- 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

CABINET

AUDIT COMMITTEE

AREA BOARDS

**EVOLVING BODIES:
HEALTH & WELL-BEING BOARD -
POLICE AND CRIME
PANELS**

BUDGET TASK GROUP (Standing)

- Review and scrutinise revenue and capital budgets
- Manage the arrangements for the annual overview of budget proposals
- Report periodically to the Management Committee as necessary
- Membership to be drawn from the Management Committee

HEALTH SELECT COMMITTEE

- Deliver the health and adult social care elements of the overall work programme (as directed by the Management Committee) in line with the articles and overview and scrutiny procedure rules set out in the Constitution including the statutory powers of Health Scrutiny
- Membership to include co-opted non-voting stakeholder representatives as appropriate
- Report and make recommendations to the Management Committee through its minutes
- Establish ad hoc task groups
- Six meetings per year will be fixed in the Council diary

CHILDREN'S SELECT COMMITTEE

- Deliver the children's services elements of the overall work programme (as directed by the Management Committee) in line with the overview and scrutiny procedure rules set out in the Constitution
- Membership to include co-opted voting parent governor and church representatives in accordance with the Constitution
- Report and make recommendations to the Management Committee through its minutes
- Establish ad hoc task groups
- Six meetings per year will be fixed in the Council diary

ENVIRONMENT SELECT COMMITTEE

- Deliver the environmental services elements of the overall work programme (as directed by the Management Committee) in line with the articles and overview and scrutiny procedure rules set out in the Constitution
- Report and make recommendations to the Management Committee through its minutes
- Establish ad hoc task groups
- Six meetings per year will be fixed in the Council diary

OVERVIEW & SCRUTINY TASK GROUPS

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WILTSHIRE COUNCIL**CONSTITUTION FOCUS GROUP****24 January 2013**

Overview and Scrutiny – Call-in Procedure**Background**

1. Call-in is a statutory power of the OS function to be exercised only in exceptional circumstances where evidence exists that the Cabinet (or exercised through delegated decision) did not act in accordance with the principles of decision making set out in the Constitution.
2. As the covering report mentions, the review report presented to Council gave responsibility to the new Management Committee for the overall management of the OS function including Call-in. This made sense as the Management Committee was to be supported by a number of service based sub-committees. However the sub-committees were elevated back to select committees through amendment at Council and therefore the function retained many structural similarities as before.
3. Unfortunately there was not time to explore the operational relationship between these select committees and the new Management Committee including how Call-in was to work.

Implications for Call-in

4. Prior to the administrative amendments being made to the Constitution resulting from Council's decision, a Call-in request was made by the Chairman of the Environment Select Committee following representations to him by a local member in respect of a footpath order. A process was then put in place which meant that the Call-in was considered by the Environment Select Committee. This was the process that would have applied under the previous arrangements (ie. that Call-ins were the responsibility of the relevant select committee).
5. Recognising that clarity was needed, the Scrutiny Manager took a report to the OS Management Committee on 6 September (attached as Appendix A – this also contained the relevant extract from the Constitution pre-amendment).
6. Debate at the meeting showed that there were differing views – the majority in support of reflecting the intention behind Council's revised arrangement to give the responsibility to the new Management Committee (Chairman or 3 members) whilst others preferred to retain

Call-in at select committee level on the basis that this maintained a greater democratic input. An extract from the minutes is attached at Appendix B.

7. This decision became the subject of local press coverage and was discussed at a subsequent Group Leaders' meeting during which the Solicitor of the Council gave his views.

What now?

8. As can be seen from the minute, the Management Committee, in determining that it should be responsible for operating Call-in, decided to seek the views of the Constitution Focus Group on the reasonableness of this approach bearing in mind the dissenting voices by some of its members.
9. The Solicitor of the Council has held back making the administrative changes to the Constitution in the light of the Management Committee's wish to seek the views of the Constitution Focus Group on its decision.
10. The Solicitor to the Council and the Scrutiny Manager are keen to see the matter resolved in advance of any further Call-in requests. A number have been muted but as yet not materialised.

Wiltshire Council**Overview & Scrutiny Management Committee****6 September 2012**

Future Call-in Procedures

The overview and scrutiny procedures includes the ability to call-in executive decisions. This is a statutory power and the relevant extract from the constitution is set out below. The revised overview and scrutiny arrangements agreed by Council in May show the responsibility for call-in rests with the new Management Committee as part of its overarching role. Council also authorised the Solicitor to the Council to make consequential changes to the Constitution arising from the new arrangements. The extract currently indicates that responsibility for call-in is with the “appropriate overview and scrutiny committee”.

[....

Call-in

- 1. Call-in should only be used in exceptional circumstances. This is where members of the appropriate overview and scrutiny committee have evidence which suggests that the Cabinet did not take the decision in accordance with the principles of decision making in the constitution.*
- 2. When a decision is made by the cabinet, an individual member of the cabinet or a committee of the cabinet, or a key decision is made by an officer with delegated authority from the cabinet, or an area committee or under joint arrangements, the decision shall be published, including where possible by electronic means, and shall be available at the main offices of the Council normally within two days of being made. The chair of the overview and scrutiny committee will be sent copies of the records of all such decisions within the same timescale, by the person responsible for publishing the decision.*
- 3. That notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of five working days after the publication of the decision, unless an overview and scrutiny committee objects to it and calls it in.*
- 4. During that period, the designated scrutiny officer shall call-in a decision for scrutiny by the committee if so requested by the chair or any three members of the committee, and shall then notify the decision-maker of the call-in. He/she shall call a meeting of the committee on such date as he/she may determine, where possible after consultation with the chair of the committee, and in any case within five days of the decision to call-in.*
- 5. If, having considered the decision, the overview and scrutiny committee is still concerned about it, then it may refer it back to the decision-making person or body for reconsideration, setting out in writing the nature of its concerns, or refer the matter to Full Council. If referred to the decision-maker they shall then*

reconsider within a further five working days, amending the decision or not, before adopting a final decision.

6. *If, following an objection to the decision, the overview and scrutiny committee does not meet in the period set out above, or does meet but does not refer the matter back to the decision-making person or body, the decision shall take effect on the date of the overview and scrutiny meeting, or the expiry of that further five working day period, whichever is the earlier.*
7. *If the matter was referred to Full Council and the council does not object to a decision which has been made, then no further action is necessary and the decision will be effective in accordance with the provision below. The council will refer any decision to which it objects back to the decision-making person or body, together with the council's views on the decision. That decision-making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the cabinet as a whole or a committee of it, a meeting will be convened to reconsider within five working days of the council request. Where the decision was made by an individual, the individual will reconsider within five working days of the council request. The council cannot make decisions in respect of a cabinet decision unless it is contrary to the policy framework, or contrary to or not wholly consistent with the budget.*
8. *If the council does not meet, or if it does, but does not refer the decision back to the decision making body or person, the decision will become effective on the date of the council meeting or expiry of the period in which the council meeting should have been held, whichever is the earlier.*
9. *Where a cabinet decision has been taken by an area committee then the right of call-in shall extend to any other area committee which resolves to refer a decision which has been made but not implemented to a relevant overview and scrutiny committee for consideration in accordance with these provisions. An area committee may request the designated scrutiny officer to call-in the decision only if it is of the opinion that the decision will have an adverse effect on the area to which it relates. All other provisions relating to call-in shall apply as if the call-in had been exercised by members of a relevant overview and scrutiny committee.*

Call-in and urgency

10. *The call-in procedure set out above shall not apply where the decision being taken by Cabinet is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the council's or the public's interests. The record of the decision, and notice by which it is made public, shall state whether in the opinion of the decision-making person or body, the decision is an urgent one, and therefore not subject to call-in. The Chairman of the Council must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Chairman the vice-chair's consent shall be required. In the absence of both, the head of paid service or his/her nominee's consent shall be required. Decisions taken as a matter of urgency must be reported to the next available meeting of the council, together with the reasons for urgency.*

11. *The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to council with proposals for review if necessary.*

....]

The Management Committee is asked to consider how it wishes to operate the call-in provision in future bearing in mind it's exceptional nature and tight prescribed timescales. Options include:

- (1) Exercise full responsibility over all call-ins
- (2) Delegate responsibility to the select committees (corporate matters being the responsibility of the Management Committee) similar to before
- (3) The Chairman and Vice-Chairman of the Management Committee to be authorised to apply some flexibility over the appropriate route depending on the subject

A call-in has recently been exercised by the Chairman of the Environment Select Committee in respect of a stopping up order of a public footpath following representation to him by the local member. In this instance (and in the absence of clear guidance on any revised procedure at the time) this was taken through the Environment Select Committee route with the agreement of the Chairman and Vice-Chairman of the Management Committee. It is therefore opportune to define the procedure for the future.

Report Author:

Paul Kelly
Scrutiny Manager and Designated Scrutiny Officer

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3a – Appendix B

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

DRAFT MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 6 SEPTEMBER 2012 AT COUNCIL CHAMBER, MONKTON PARK, CHIPPENHAM.

Present:

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

Also Present:

Cllr John Brady, Cllr Allison Bucknell, Cllr George Jeans, Cllr John Noeken, Cllr Pip Ridout, Cllr Jane Scott OBE and Cllr John Thomson

11 Future Call-In Procedures

Following extensive consultation revised overview and scrutiny arrangements were agreed at Full Council in May 2012 and included that responsibility for call-in decisions would rest with the Management Committee as part of its overarching role.

A report, which included an extract of the current call-in arrangements, was circulated with the agenda papers. Members of the Committee were asked to consider how the call-in provision should be operated in future, noting the exceptional nature and tight prescribed timescales and the recent case considered by the Environment Select Committee.

In opening discussion the Chairman was of the view that the authority for call-in remain with the appropriate overview and scrutiny committee on receipt of a request from the Chairman or 3 members of the appropriate committee, subject to consultation with the Chairman and Vice-Chairman of the Overview and Scrutiny Management Committee.

The Committee debated the proposal made and the other options provided within the report. It was then proposed and seconded that the Management Committee exercise full responsibility over all call-ins.

Ensuing debate included retention of the previous arrangements by delegating responsibility to the select committees as this had not caused difficulties or been particularly abused in the past.

The proposal was put to the vote and it was:

Resolved:

- 1) That the Overview & Scrutiny Management Committee exercise full responsibility over all call-ins; and**
- 2) That the decision of the Overview & Scrutiny Management Committee in relation to the call in procedure be considered by the Constitution Focus Group.**

(NB: Cllr Jon Hubbard and Cllr Judy Rooke requested that their vote against the proposal be noted. Cllr Jon Hubbard also requested that the Council Solicitor confirm the constitutional issues arising from the decision).

Overview & Scrutiny

Task Group Protocol

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Introduction

What is the Task Group Protocol?

1. The Task Group Protocol offers guidance on the function and operation of scrutiny task groups at Wiltshire Council. The Protocol is not intended as an exhaustive list of instructions, but offers general principles on how task groups can be most effective.
2. The Council's Constitution formally sets out the powers of the overview and scrutiny function and should therefore be referred to in conjunction with this document where necessary.

What are scrutiny task groups?

3. Scrutiny task groups are small working groups of non-executive members. They are established by overview and scrutiny committees to review specific issues and service areas and submit recommendations to the executive on how they could be improved. The committee agrees the task group's terms of reference, membership and arrangements for reporting back to the committee. Task groups can undertake a monitoring role by ensuring that an existing service or project is performing to expectations, but they can also play a key role in developing local policy.

First principles

4. Task groups should follow the principles set out in the Constitution, which fosters and encourages an approach to overview and scrutiny that is:
 - Inclusive
 - Structured
 - Non-adversarial
 - Reliant on evidence rather than anecdote
 - Cross-party
5. Task group members should aim to take a positive and constructive approach, engage in developing policy where possible, be mindful of agreed priorities in the Council's Business Plan and ensure that the needs of the customer is the focus of any review.

How do scrutiny task groups work?

6. Task group meetings tend to be less formal than those of committees and enable a more extended dialogue with officers and cabinet members. They also

allow close engagement with external agencies and witnesses, which can provide a balanced and informed perspective by placing the issue or service in a wider context. Task Group meetings are an effective arena for looking at evidence in detail and therefore arriving at informed findings and recommendations. Task groups can operate flexibly, taking any approach they consider necessary to inform their deliberations, including:

- Meeting with members and officers
- Meeting with external agencies, interest groups and service users
- Considering existing evidence e.g. performance reports
- Gathering new evidence e.g. through surveys, site visits or research
- Undertaking or commissioning analysis
- Visiting relevant sites or organisations
- Learning from other local authorities and areas

The role of members

7. Task groups are member-led. Members set the meeting agendas and the work programme and own any findings and recommendations presented in the final report. Crucial to a task group's effectiveness is the relationship between the scrutiny function and the executive, including the nature of the personal contact between leading individuals of the two. Those assisting or giving evidence should be treated with respect and courtesy.
8. Task group chairmen have a key role to play in ensuring that the exercise leads to a valuable outcome. As well as chairing the meetings and ensuring that all members are clear about their purpose, the chairman acts as the overall lead for the review, reporting back to the committee on the task group's work and taking a leading role in shaping its final report.

The role of officers

9. The scrutiny officer's role is to provide project support for the task group. This includes advising on the process, undertaking research and analysis and helping to produce the task group's final report.
10. Other officers will be invited to attend task group meetings as witnesses on the basis of their experience of, and involvement in, the issues being considered. These will usually be first and second tier officers, but on occasion there may also be benefits in talking to 'front-line' staff to gain a detailed insight into an area of service delivery. This should be done in agreement with the relevant director.

External advisors and co-optees

11. External advisers can provide task groups with expert knowledge and an independent perspective on the area under review. Their role can include:

- Helping the panel to identify appropriate officers and witnesses
- Assisting the panel in developing lines of enquiry
- Commenting on the evidence presented
- Contributing to member training
- Providing advice regarding the final report

Scrutiny officers will be able to advise on the sourcing of external advisors.

12. Co-optees sit alongside other members of the task group and are able to hear evidence, ask questions and contribute to the findings. They are appointed because of their specialist knowledge and/or expertise. Co-optees do not have voting rights.

Scoping

13. The task group's first meeting is an opportunity to 'scope' the review and can be crucial in laying the foundations for an effective scrutiny exercise. It should be used to agree the following:

- Chairman - elected by the task group from its membership
- Terms of reference - changes must be ratified by committee
- Scoping - what are members hoping to achieve?
what evidence is needed?
how will it be obtained?
setting a timescale helps to keep the activity focused

Task group meetings

Meeting protocol

14. Prior to the task group meeting, witnesses should be advised of the issue to be considered and what will be required of them. The scrutiny officer should ensure that witnesses (particularly those from outside of the Council) understand overview and scrutiny's powers and processes and provide them with a copy of the Task Group Protocol.

15. Witnesses should also be advised whether notes of the meeting will be available and whether they will have the opportunity to view or comment on the task group's final report before it is published. The task group may need to

make a judgement on the confidentiality of any evidence provided on advice from the Solicitor to the Council.

16. Witnesses are asked to present their evidence in a clear, concise and jargon-free manner.

Public or closed meetings

17. To ensure a full and frank discussion of the issues and evidence, task group meetings are not generally open to the public. However, the task group's final report, plus the executive response, are considered in a public forum (except where they contain confidential or exempt information). On occasion, a task group may have a specific reason for holding an open meeting, for example, to enable wider consultation with interested members of the public.

Substitutions

18. No member substitutions are permitted for task groups. Overview and scrutiny committees appoint members to task groups on the basis of their experience, interest and availability, rather than their political affiliation. Additionally, members gain an in-depth understanding of the chosen topic over a series of meetings before reaching conclusions and it would therefore be difficult (and potentially disruptive) for a new member to enter the arena partway through the process.

The final report

19. At the conclusion of its work a task group will prepare a final report clearly setting out its findings and recommendations. This may include whether the task group or committee needs to undertake further work and how the implementation of recommendations should be monitored.
20. It is important that the final report presents the task group's findings and recommendations **with evidence** in a clear and understandable form. The evidence cited should be checked with relevant witnesses to ensure that it is accurate.. Any resource implications arising from the recommendations must be properly costed and should show how they would be funded, following consultation with the Director of Finance. It will normally be prudent to discuss provisional conclusions and recommendations with key witnesses before the report is published.
21. Whenever possible, all members of a task group will unanimously agree the content of its final report. However, if there is not unanimity amongst the task group, members are able to submit a minority report stating clearly, with evidence, why they are unable to agree with the majority view.

22. Witnesses should be informed when the task group's final report is published and provided with a link or electronic copy.
23. The final report is submitted to the appropriate overview and scrutiny committee for endorsement, who then refer it to the relevant executive accountable body for a formal response within 2 months.

6. Article 6 – Overview and scrutiny committees

6.1 Appointment

The council will annually constitute and appoint an overview and scrutiny management committee and select committees in accordance with the current structure, each comprising at least seven councillors, to discharge the functions conferred by the Local Government Act 2000, as subsequently amended, and associated regulations (as consolidated in the Localism Act 2011).

6.2 Terms of reference

The Overview and Scrutiny management committee will be responsible for:

- 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)
- Leading the working relationship with the Executive (based on agreed core values)
- Establishing any 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
- develop appropriate overview and scrutiny operational protocols

The management committee has the power of direction over the standing select committees. Its membership should include the chairmen of the standing select committees.

The select committees will deliver that part of the overall work programme relevant to their service areas under the direction of the management committee and will report back to the management committee on its work and make recommendations as necessary. The management committee and select committees will therefore collectively:

- perform all overview and scrutiny functions on behalf of the council
- review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the council's functions
- make reports and recommendations to the Full Council and the Cabinet or relevant Cabinet member and any relevant partner in connection with the discharge of any functions
- foster and encourage an inclusive, structured, non-partisan and non-adversarial approach to overview and scrutiny which is reliant on evidence rather than anecdote

In addition to the above, the committee responsible for health scrutiny will:

- review and scrutinise any matter relating to the planning, provision and operation of health services in Wiltshire, including significant change to service provision and those jointly commissioned or delivered by the council
- require the attendance of an officer of a local NHS body to answer questions and provide explanations about the planning, provision and operation of health services in Wiltshire
- require a local NHS body to provide information about the planning, provision and operation of health services in Wiltshire, subject to the exemptions outlined in the Health and Social Care Act 2001
- participate in cross-boundary overview and scrutiny of health services with other local authorities; including the establishment of joint committees; or the delegation of functions to another local authority
- report to the secretary of state for health:
 - (i) where the committee is concerned that consultation on substantial variation or development of services has been inadequate
 - (ii) where the committee considers that the proposal is not in the interest of the local health service.
- maintain an overview of the council's responsibilities and role in relation to health and wellbeing

6.3 **Finance**

The overview and scrutiny **management** committee will exercise overall responsibility for the finances made available to it.

6.4 **Proceedings of overview and scrutiny committees**

The overview and scrutiny **management** committee **and select committees** will conduct their proceedings in accordance with the overview and scrutiny procedure rules set out in Part 8 of this constitution.

Part 8

Overview and Scrutiny Procedure Rules

Numbers of and arrangements for overview and scrutiny committees

1. The Council will appoint such overview and scrutiny committees in accordance with Article 6 of this constitution.
2. The terms of reference of the overview and scrutiny committees are as set out in Article 6 of this constitution.

Limit on membership of overview and scrutiny committees

3. No member may scrutinise a decision in which he/she has been directly involved.

Co-optees

4. The overview and scrutiny committees shall be entitled to appoint people as non-voting co-optees.

Education representatives

5. The overview and scrutiny committee dealing with education matters shall include in its membership the following voting representatives:
 - one Church of England diocese representative
 - one Roman Catholic diocese representative
 - three parent governor representatives

The overview and scrutiny committee in this paragraph is an overview and scrutiny committee of a local education authority, where the committee's functions relate wholly or in part to any education functions which are the responsibility of the authority's cabinet. If the overview and scrutiny committee deals with other matters, these representatives shall not vote on those other matters, though they may stay in the meeting and speak.

Meetings of the overview and scrutiny committees

6. There shall be at least six ordinary meetings of each of the overview and scrutiny committees scheduled in the Council's diary in each year. In addition, extraordinary meetings may be called from time to time as and when appropriate. An overview and scrutiny committee meeting may be called by the chair of the relevant overview and scrutiny committee, by any two members of that committee or by the director of **law and governance** if he/she considers it necessary or appropriate.
7. **However the frequency and timing of meetings should reflect the demands placed on the committees from the overall work programme agreed by the management committee.**

Quorum

8. The quorum for a meeting of an overview and scrutiny committee shall be one quarter of the whole number of members of that committee.

Chair of overview and scrutiny committees

9. Chairs of overview and scrutiny committees will be drawn from among the councillors sitting on the committee, and subject to this requirement the committee may appoint such a person as it considers appropriate as chair.

Work programme

10. The overview and scrutiny **management** committee will be responsible for setting the **overall work** programme and in doing so it shall take into account wishes of members on that committee who are not members of the largest political group on the council. However the committee will be mindful of the council's priorities set out in the **Council's Business Plan** and the benefit of establishing an effective working relationship with the **Cabinet and Council's Audit Committee**. The overview and scrutiny **management** committee will have regard to the Protocol on Governance Reporting Arrangements.

Scrutiny role

11. The overview and scrutiny committees may:
 - review and scrutinise the decisions made by, and the performance of, the cabinet and officers both in relation to individual decisions and over time;
 - review and scrutinise the performance of the council in relation to its policy objectives, performance targets and/or particular service areas;
 - question members of the Cabinet and first and second tier officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
 - make recommendations to the Cabinet and/or Council arising from the outcome of the scrutiny process;
 - For the avoidance of doubt, the scrutiny role does not extend to individual regulatory decisions such as development control and licensing, although reviews of general regulatory policy and service performance can be undertaken if felt necessary or invited to do so;
 - review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the **relevant** overview and scrutiny **body** and local people about their activities and performance.

Policy review and development role

12. The overview and scrutiny committees may:
 - assist the Council and the Cabinet in the development of the Council's budget and policy framework by in-depth analysis of policy issues;
 - hold enquiries, conduct research, undertake consultation and encourage community participation in the development options;

- liaise with other external organisations operating in the County to ensure that the interests of local people are enhanced by collaborative working;
- In relation to the development of the council's approach to other matters not forming part of its policy and budget framework, overview and scrutiny committees may make proposals to the Cabinet for developments in so far as they relate to matters within their terms of reference as set out in Article 6 of this constitution.

Agenda items

13. Any member of an overview and scrutiny committee shall be entitled to give notice to the designated scrutiny officer that he/she wishes an item relevant to the functions of the committee to be included on the agenda for the next available meeting of the committee. On receipt of such a request the designated scrutiny officer will ensure that it is included on the next available agenda, **subject to agreement by the overview and scrutiny management committee.**
14. The leader of the opposition may on up to four occasions per year require the designated scrutiny officer to include an item on the agenda of the overview and scrutiny **management** committee for consideration. The designated scrutiny officer shall inform the chair of the overview and scrutiny **management** committee of the request at the earliest opportunity, and make arrangements for the matter to be included on the agenda at the next available meeting of **the** overview and scrutiny **management** committee.
15. Any five members of the council may give written notice to the designated scrutiny officer that they wish an item to be included on the agenda of the overview and scrutiny **management** committee. If the designated scrutiny officer receives such a notification, then he/she will include the item on the first available agenda of the overview and scrutiny **management** committee for consideration by the committee.
16. The overview and scrutiny **management** committee shall include on its agenda any referral from an area board and a formal councillor call for action which has followed the proper process.
17. The overview and scrutiny **management** committee shall also respond, as soon as its work programme permits, to requests from the Council and, if it considers it appropriate, the Cabinet to review particular areas of council activity. Where it does so, the overview and scrutiny **management** committee shall report its findings and any recommendations back to the Council and/or Cabinet.

Councillor Call for Action (CCfA)

18. Any elected member may submit a CCfA using the appropriate form. The CCfA is intended to be a process of last resort and therefore a member must demonstrate that reasonable steps have been taken to resolve the matter including a response from the relevant cabinet member and service director. In the first instance the relevant area board will consider the CCfA and will then be placed on the agenda of the overview and scrutiny **management** committee should the member remain dissatisfied. It is for the overview and scrutiny **management** committee to determine how it wishes to respond to the CCfA and in the case of refusal to undertake a review then reasons must be provided. (Further guidance on the operation of CCfA is available **on the intranet** and from the designated scrutiny officer.)

Area boards

19. The overview and scrutiny **management** committee will consider referrals from area boards on issues which have been the subject of local review or are multi-boundary or have budget, policy or contractual implications for the council which have first been debated at an area board. The overview and scrutiny **management** committee will have full discretion in how it wishes to respond to such referrals. Further information on local challenge referrals is contained in the area boards' handbook. This does not preclude overview and scrutiny initiating its own review of a local issue.

Scrutiny of crime and disorder reduction partnerships

20. The overview and scrutiny **management** committee **will facilitate scrutiny of** performance of the partnerships under the provisions of the Police and Criminal Justice Act 2006.

Reports from overview and scrutiny committees

21. Once recommendations have been formed, the overview and scrutiny committee will submit a formal report for consideration by the cabinet or cabinet member (if the proposals relate to an executive function and are consistent with the existing budgetary and policy framework), or to the council as appropriate (if the recommendation would require a departure from or a change to the agreed budget and policy framework).
22. If an overview and scrutiny committee cannot agree on one single final report to the council or cabinet as appropriate, one minority report may be prepared and submitted for consideration by the council or cabinet with the majority report.
23. The council or cabinet shall consider the report of the overview and scrutiny committee within **two** months (or next available meeting in the case of council) of it being submitted.
24. Where the overview and scrutiny committee **submit** a report for consideration by the cabinet in relation to a matter where the Leader has delegated decision-making power to another individual member of the **Cabinet**, the **report will be submitted** to him/her for consideration. The member with delegated decision making power must consider the report and respond in writing to the overview and scrutiny **management** committee within **two months** of receiving it. The Cabinet member will also attend a future meeting of the **relevant** overview and scrutiny committee to present their response.

Rights of overview and scrutiny committee members to documents

25. In addition to their rights as councillors, members **performing** overview and scrutiny **duties** have the additional right to documents and to notice of meetings as set out in the Access to Information Procedure Rules in Part 5 of this constitution.
26. Nothing in this paragraph prevents more detailed liaison between the cabinet and overview and scrutiny committees as appropriate depending on the particular matter under consideration.

Councillors and officers giving account

27. Overview and scrutiny committees may scrutinise and review decisions made or actions taken in connection with the discharge of any council functions. As well as reviewing documentation they may require any cabinet member, the head of the paid

service or any corporate and/or service director to attend a meeting to explain in relation to any decision in their remit.

28. Where a specific request has been made it is the duty of those persons to attend if so required. This requirement extends to task groups and rapid scrutiny exercises established by an overview and scrutiny committee. In addition a standing invitation exists for cabinet members to attend overview and scrutiny committees.
29. Where any cabinet member or officer is required to attend an overview and scrutiny **body** under this provision, the designated scrutiny officer shall inform the member or officer in writing giving at least 10 working days notice. The notice will state the nature of the topic on which he/she is required to give an account and whether any written evidence needs to be produced for the meeting. Sufficient notice should be given to allow reasonable time to produce the written evidence.
30. The Chairman of the relevant overview and scrutiny committee shall determine the reasonableness of the notice if disputed.

Attendance by others and evidence gathering

31. Overview and scrutiny committees may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may appoint advisers to assist them in this process and ask witnesses to attend to address them on any matter under consideration and may pay a reasonable fee and expenses for doing so. They may invite any person to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders and members and officers in other parts of the public sector and shall invite such people to attend. Where witnesses have been called then the meeting should be conducted in accordance with the following principles:
 - the investigation be conducted fairly and all members of the committee be given the opportunity to ask questions of attendees, and to contribute and speak;
 - those assisting the committee by giving evidence be treated with respect and courtesy;
 - the investigation be conducted so as to maximise the efficiency of the investigation or analysis; and
 - the committee to make its report and findings public, subject to the requirements of confidentiality and exempt information provisions.

Call-in

32. Call-in should only be used in exceptional circumstances. This is where members of the overview and scrutiny **management** committee have evidence which suggests that the Cabinet did not take the decision in accordance with the principles of decision making in the constitution.
33. When a decision is made by the cabinet, an individual member of the cabinet or a committee of the cabinet, or a key decision is made by an officer with delegated authority from the cabinet, or an area committee or under joint arrangements, the decision shall be published, including where possible by electronic means, and shall be available at the main offices of the Council normally within two days of being made. The chair of the overview and scrutiny **management** committee will be sent copies of the records of all such decisions within the same timescale, by the person responsible for publishing the decision.

34. That notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of five working days after the publication of the decision, unless the overview and scrutiny management committee objects to it and calls it in.
35. During that period, the designated scrutiny officer shall call-in a decision for scrutiny by the management committee if so requested by the chair or any three members of the management committee, and shall then notify the decision-maker of the call-in. He/she shall call a meeting of the management committee on such date as he/she may determine, where possible after consultation with the chair of the management committee, and in any case within five days of the decision to call-in.
36. If, having considered the decision, the overview and scrutiny management committee is still concerned about it, then it may refer it back to the decision-making person or body for reconsideration, setting out in writing the nature of its concerns, or refer the matter to Full Council. If referred to the decision-maker they shall then reconsider within a further five working days, amending the decision or not, before adopting a final decision.
37. If, following an objection to the decision, the overview and scrutiny management committee does not meet in the period set out above, or does meet but does not refer the matter back to the decision-making person or body, the decision shall take effect on the date of the overview and scrutiny meeting, or the expiry of that further five working day period, whichever is the earlier.
38. If the matter was referred to Full Council and the council does not object to a decision which has been made, then no further action is necessary and the decision will be effective in accordance with the provision below. The council will refer any decision to which it objects back to the decision-making person or body, together with the council's views on the decision. That decision-making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the cabinet as a whole or a committee of it, a meeting will be convened to reconsider within five working days of the council request. Where the decision was made by an individual, the individual will reconsider within five working days of the council request. The council cannot make decisions in respect of a cabinet decision unless it is contrary to the policy framework, or contrary to or not wholly consistent with the budget.
39. If the council does not meet, or if it does, but does not refer the decision back to the decision making body or person, the decision will become effective on the date of the council meeting or expiry of the period in which the council meeting should have been held, whichever is the earlier.
40. Where a cabinet decision has been taken by an area committee then the right of call-in shall extend to any other area committee which resolves to refer a decision which has been made but not implemented to the overview and scrutiny management committee for consideration in accordance with these provisions. An area committee may request the designated scrutiny officer to call-in the decision only if it is of the opinion that the decision will have an adverse effect on the area to which it relates. All other provisions relating to call-in shall apply as if the call-in had been exercised by members of the overview and scrutiny management committee.

Call-in and urgency

41. The call-in procedure set out above shall not apply where the decision being taken by Cabinet is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the council's or the public's interests. The record of the decision, and notice by which it is made public, shall state whether in the opinion

of the decision-making person or body, the decision is an urgent one, and therefore not subject to call-in. The Chairman of the Council must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Chair, the vice-chair's consent shall be required. In the absence of both, the head of paid service or his/her nominee's consent shall be required. Decisions taken as a matter of urgency must be reported to the next available meeting of the council, together with the reasons for urgency.

42. The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to council with proposals for review if necessary.

Procedure at overview and scrutiny committee meetings

43. Overview and scrutiny committees shall consider the following business:
- minutes of the last meeting
 - declarations of interest
 - consideration of any matter referred to the Committee for a review in relation to call in of a decision
 - responses of the cabinet to reports of the overview and scrutiny committee and
 - the business otherwise set out on the agenda for the meeting.

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Wiltshire Council

Overview & Scrutiny Management Committee

28 February 2013

Task Group Update

Budget Task Group			
Membership:	Cllr Pip Ridout (Chr) Cllr Mike Hewitt Cllr Mark Packard Cllr Nigel Carter Cllr Trevor Carbin	Last Meeting:	25 January 2013
		Next Meeting:	
<p>This task group has met and discussed the Budget Monitoring Report Period 9.</p> <p>It also discussed the investment proposals and reserves for the 2013/14 Budget, of which recommendations were presented to the Special Budget Scrutiny Meeting on 7 February 2013.</p>			

Campus and Operational Delivery Programme (CAOD) Task Group			
Membership:	Cllr Tony Deane Cllr Charles Howard Cllr George Jeans Cllr Jonathon Seed Cllr Judy Rooke Cllr Nigel Carter (Chr)	Last Meeting:	11 October 2012
		Next Meeting:	TBA when appropriate
<p>This Task Group has not met since the last O&S Management Committee meeting.</p> <p>In December, the Committee agreed that further scrutiny should take place once the outcomes of a data-gathering exercise into of Council car parking and travel had concluded (due in March).</p>			

Traded Services Task Group			
Membership:	Cllr Christopher Newbury Cllr Peter Doyle (Chr) Cllr Jacqui Lay Cllr Jon Hubbard Cllr Nigel Carter Cllr Pip Ridout	First Meeting:	23 January 2013
		Next Meeting:	TBA
<p>This Task Group has met and discussed further the business case and guidance, along with the legal implications of trading services. Recommendations have been drafted.</p> <p>Will be due to meet again to finalise the recommendations of the Task Group prior to the next meeting of the Management Committee.</p>			

Member Support in the Locality Task Group			
Membership:	Cllr Jonathon Seed (Chr) Cllr Jeff Ody Cllr Bridget Wayman Cllr Fred Westmoreland Cllr Ian West Cllr Richard Britton Cllr Desna Allen	Last Meeting:	15 October 2012
		Next Meeting:	TBA as appropriate
<p>This Task Group has not met since the last O&S Management Committee meeting.</p>			

Overview Scrutiny Work Plan

(last updated 25/10/12)

Committee	Review / Task Group	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Scrutiny Officer	STATUS (incl. date)	
		Cabinet 23rd Oct	Cabinet 6th Nov	Cabinet 18th Dec	Cabinet 22nd Jan	Cabinet 12th Feb	Cabinet 19th Mar	Cabinet 16th Apr	Cabinet 21st May	Cabinet 18th June	Cabinet 23rd Jul			
O & S MANAGEMENT	Budget Task Group	Ongoing										TLG	Regular reports provided to Committee	
	Campus & Operational Delivery Programme Task Group	Ongoing - currently dormant										HP	Task Group will meet at key milestones in the relevant projects	
	Member Support in the Locality Task Group	Ongoing - currently dormant										TLG	Task Group will meet when appropriate to consider councillor support and Standards arrangements	
	Procurement & Commissioning Task Group	Review in Progress		O & S Mang Dec 2012									PK/SS	Task Group stood down. Committee monitoring procurement and commissioning
	Traded Services Task Group	Review in Progress				O & S Mang Feb 2012							TLG	
	Information Services Technology Plan 2011-15	O & S Mang Oct 2012			O & S Mang Dec 2012							PK/SS	Possible annual update	
	Job Creation and Economic Development	O & S Mang Oct 2012							O & S Mang Apr 2012				PK/SS	
	Housing Allocations Policy						O & S Mang Feb 2012				O & S Mang Jun 2012	PK/SS	Outcomes of the consultation to be reported in June	
	Scrutiny Representation on Project Boards and Focus Groups	Ongoing										PK/SS	Regular updates provided to Committee	
CHILDREN'S	Further Education in the Salisbury Area Task Group	Review to reconvene in Spring 2013								Children's June 2013	HP	Task Group report endorsed May 2012. Exec response received July 2012		
	Major Contracts Task Group	Review in Progress								Children's June 2013	HP/RB	Task Group to re		
	Safeguarding Children & Young People Task Group	Review in Progress					Children's Mar 2013						HP	Established May 2012. Interim report rcv'd July 2012.
	Special Schools and Post-16 SEN Task Group	Review in Progress										HP	Task Group report endorsed July 2012. Exec response received Sept 2012	
	Children's Attainment							Children's Mar 2013					HP/RB	Deferred from the cancelled January meeting.
	Family Information Service Update									Children's June 2013	HP/RB	Rapid Scrutiny undertaken May 2012. Exec response received July 2012 (update requested).		
	Services for Disabled Children							Children's Mar 2013					HP/RB	Report received Sept 2012 (update requested).
	Educational provision for excluded children			Children's Nov 2012										HP

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ENVIRONMENT	Air Quality Joint Task Group (Env / Hlth)	Review in Progress				Environment Feb 2013						TLG/MM	Report to be submitted to Environment Select Cttee on 4 April	
	Community Infrastructure Levy (CIL) Task Group	Review in Progress				Environment Feb 2013						MM/KE	Task Group has considered latest Government guidance on CIL and is due to review officers response to it.	
	Waste - Future Service Delivery Project Task Group	Review in Progress				Environment Feb 2013						MM/KE	Report prepared for submission to Environment Select Cttee on 4 April	
	Energy Efficient Homes Rapid Scrutiny				Environment Dec 2012						MM/KE	Rapid scrutiny will no longer take place as guidance expected from service area is now not being produced.		
	Street Lighting Savings Rapid Scrutiny				Environment Dec 2012						MM/KE	Report to Cabinet Dec 2012. Exec response Dec 2012.		
	Community Teams (highways) Rapid Scrutiny			Environment Nov 2012						MM/KE	No committee members volunteered to do rapid scrutiny. Environment Select Cttee received report from service on community teams.			
	Low Carbon and Renewable Energy Plans Rapid Scrutiny			Environment Nov 2012						MM/KE	Low response for rapid scrutiny, agreed to roll over into new Council.			
HEALTH	Air Quality Joint Task Group (Env / Hlth)	Review in Progress							Health March 2013				TLG/MM	Report to be submitted to Health Select Cttee on 14 March
	Public Health Task Group	Review in Progress							Health March 2013				MM/TLG	Report to be submitted to Health Select Cttee on 14 March
	Transfer to Care Task Group	Review in Progress							Health March 2013				MM/TLG	Report to be submitted to Health Select Cttee on 14 March
	Clinical Commissioning Group (CCG) Task Group	Review in Progress							Health March 2013				MM/TLG	Report to be submitted to Health Select Cttee on 14 March
	Continuing Healthcare (CHC) Update					Health January 2013							Update on action plan to be submitted to Health Select Cttee on 14 March.	
	Contenance Services Rapid Scrutiny Exercise					Health January 2013	Review in Progress	Health March 2013				MM/TLG	Report to be submitted to Health Select Cttee on 14 March	
	Local Safeguarding Adults Board Annual Report											Health July 2013	MM/SS	Annual Report

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KEY/CONTACTS			
PK	Paul Kelly	Scrutiny Manager	01225 713049
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MM	Maggie McDonald	Senior Scrutiny Officer	01225 713679
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KE	Kieran Elliott	Democratic Services Officer	01225 718504
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