

AGENDA

Meeting: Overview and Scrutiny Management Committee
Place: Council Chamber - Council Offices, Monkton Park, Chippenham,
SN15 1ER
Date: Tuesday 25 June 2013
Time: 10.30 am

Please direct any enquiries on this Agenda to Stuart Figini, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line (01225) 718376 or email stuart.figini@wiltshire.gov.uk

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

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Membership:

Cllr Alan Hill	Cllr Jeff Osborn
Cllr Jon Hubbard	Cllr Mark Packard
Cllr Peter Hutton	Cllr Pip Ridout
Cllr Simon Killane (Chairman)	Cllr John Walsh
Cllr Gordon King	Cllr Bridget Wayman
Cllr Jacqui Lay	Cllr Roy While (Vice-Chairman)
Cllr Paul Oatway	

Substitutes:

Cllr Glenis Ansell	Cllr Helena McKeown
Cllr Ernie Clark	Cllr John Noeken
Cllr Brian Dalton	Cllr Helen Osborn
Cllr Stewart Dobson	Cllr Ricky Rogers
Cllr Mary Douglas	Cllr Ian Thorn
Cllr Russell Hawker	Cllr Philip Whalley
Cllr George Jeans	

PART I

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

1 **Apologies**

2 **Minutes of the Previous Meeting** (*Pages 1 - 12*)

To approve and sign the minutes of the meeting held on 23 May 2013.

3 **Declarations of Interest**

To receive any declarations of disclosable 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 18 June 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 **Business Plan Scorecard Year End Report** (*Pages 13 - 36*)

The Management Committee receive the quarterly report, prepared for Cabinet, on progress against the targets set for the delivery of the Business Plan. This is the final quarter report for 2012/13.

The report will have gone to Cabinet on 18 June and the outcome of discussion will be reported to the Management Committee. Although after the event, the Committee still has the opportunity to comment on key areas for consideration

by the Cabinet Member for Finance, Performance, Risk, Procurement and Welfare Reform.

7 Review of the Business Plan (Pages 37 - 40)

Members will be aware of the significance of the development of the Council's new Business Plan which forms the major policy framework document for the next 4 years. It contains the draft priorities of the Executive for adoption by full Council in September. As such, Overview and Scrutiny is consulted prior to submission to Cabinet on 23 July.

A copy of the draft Business Plan and a covering report from the Corporate Leadership Team is attached. The Leader of the Council has been invited to attend.

The Management Committee is asked to review the Plan's content and report its views to Cabinet. In discussing the process for review, the Children's Services Select Committee from its meeting on 6 June recommended the Management Committee to request each of the select committees to establish a rapid scrutiny exercise to review relevant sections of the draft Plan for report to Cabinet.

8 Appointment to the Focus Group on the Review of the Constitution (Pages 41 - 42)

The Standards Committee at its meeting held on 30 July, 2012 resolved to re-establish the Focus Group on the Constitution with the following membership:

A member from each political group on the Council
Chairman of the Standards Committee
2 co-opted non-voting members of the Standards Committee (to include one town and parish representative)
A member of the Overview and Scrutiny Management Committee
A member of the Audit Committee

A copy of the Terms of Reference can be found attached.

The work of the Focus Group is on-going and noting that the membership is to include representation from the Overview and Scrutiny Management Committee, the Committee is asked to appoint a member accordingly.

The Committee may wish to note that the previous scrutiny representative on the Task Group was Cllr Jonathon Seed.

9 Forward Work Programme (Pages 43 - 48)

The Management Committee is responsible for the co-ordination of the single work programme. It agreed the continuation of the legacy topics for scrutiny from the last Council as reported to the new Management Committee at its first meeting. These were also formally adopted by the select committees at

their recent round of meetings and will now be added to the work programme.

Action is underway to hold a series of meetings involving the chairs and vice-chairs of select committees with relevant Cabinet members, portfolio-holders and service directors to discuss service priorities and overview and scrutiny engagement. The outcome of these will recommend topics for the work programme.

The new Business Plan (see early item) will provide the main focus for future overview and scrutiny activities and it is clear from early discussion between leading councillors and seniors officers that an increased expectation will be placed on the overview and scrutiny function to undertake significant work at policy development and pre-decision stages, much of which will be co-ordinated through the new Executive Office and Transformation.

All Councillors have been consulted about providing information on their work and professional experience, areas of interest and availability to undertake overview and scrutiny activities. This also included expressions of interest to join the legacy task groups. This will then form a “database” from which chairs and vice-chairs of select committees can consult when making appointments.

Potential topics for scrutiny review identified from councillor induction as reported to the last meeting are being investigated at select committee level. Those that were seen as the direct responsibility of the Management Committee are the subject of the report attached.

Overview and Scrutiny Councillor Development

Centre for Public Scrutiny Annual Conference

A brief report is attached from the recent national conference. The Chairman and Vice-Chairman who attended will comment on the key messages.

Ongoing Development

Feedback has been positive from the overview and scrutiny induction events. The next step identified was to deliver a session on the specific skills needed to operate effectively as a scrutiny member. Following initial discussion with an external provider, it is proposed to target the first session at the newly appointed chairs and vice-chairs of the select committees to help build “the team”. This would then be followed-up with roll-out targeted at the wider non-executive membership.

This proposal is currently being developed for consultation with the Chairman and Vice-Chairman of the Management Committee before submission to the Councillor Development Group with a delivery target of September (after the August recess).

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

11 **Date of next meeting**

The next meeting will take place at 10:30am on 23 September 2013 and will be held in the Council Chamber at Monkton Park, Chippenham.