

AGENDA

Meeting: Overview and Scrutiny Management Committee
Place: Council Chamber - Council Offices, Monkton Park, Chippenham, SN15 1ER
Date: Tuesday 8 October 2013
Time: 10.30 am

Please direct any enquiries on this Agenda to Roger Bishton, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line (01225) 7183763035 or email roger.bishton@wiltshire.gov.uk

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

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Membership:

Cllr Christine Crisp	Cllr Jeff Osborn
Cllr Stewart Dobson	Cllr Mark Packard
Cllr Alan Hill	Cllr Pip Ridout
Cllr Jon Hubbard	Cllr John Walsh
Cllr Simon Killane	Cllr Bridget Wayman
Cllr Gordon King	Cllr Roy While (Vice-Chairman)
Cllr Jacqui Lay	

Substitutes:

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

PART I

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

1 **Apologies**

2 **Minutes of Previous Meetings** (*Pages 1 - 12*)

To approve and sign the minutes of the meetings held on 25 June 2013 and 5 July 2013. (Copies attached)

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 Tuesday, 1 October 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 **Approval of the Business Plan 2013-2017**

Members will recall that the Overview & Scrutiny Management Committee in receiving the first draft of the Draft Business Plan 2013 – 2017 at its meeting on 25 June 2013 agreed that the task of scrutinising it would be undertaken by the individual select committees and the Management Committee (for corporate services). These meetings took place between 2 July and 5 July.

The views of each committee were then considered collectively by the Chairmen and Vice-Chairmen of the Management Committee and the three select committees on 8 July and incorporated into one report for Cabinet on 23 July. A written response to the views and recommendations made by overview and scrutiny was tabled at the Cabinet meeting on 23 July 2013. Many of the recommendations were accepted in one form or another during a positive debate.

The Cabinet recommended that the Draft Business Plan as revised be presented to Council for adoption at its extraordinary meeting on 3 September 2013 together with any further comments from Scrutiny.

A further meeting of Chairmen and Vice-Chairmen of the Management Committee and the three Select Committees was held on 13 August to consider the revised Business Plan and additional comments were passed to Council for consideration.

The revised Business Plan was subsequently adopted by Council on 3 September. The public version of the Plan was launched at Cabinet on 24 September including a “keepsake” summary and a young people’s version. A detailed communications plan has also been developed to support the publication and distribution.

The arrangements and timetable proposed for implementation of the plan through the development of service plans is recognised as important information for overview and scrutiny as reported to Council. It will have a significant bearing on the development of overview and scrutiny’s own work programme and ultimately on how it effectively contributes to the Council delivering its vision, goals, outcomes and objectives over the next 4 years. The Committee may wish to discuss this further at the meeting.

The Committee is asked to note the positive contribution made by overview and scrutiny to the development of the Business Plan and its recent public launch, and to move forward with engagement in the development of the service plans when further information is known.

7 Developing the Overview and Scrutiny Forward Work Programme (Pages 13 - 18)

Members will recall that a series of meetings involving the chairs and vice-chairs of select committees with relevant Cabinet members, portfolio-holders and service directors were held recently to discuss service priorities and overview and scrutiny engagement. The outcome of these meetings was intended to recommend topics for overview and scrutiny’s work programme.

A report by the Scrutiny Manager, in consultation with the Chairman and Vice-Chairman, is circulated.

8 **Overview and Scrutiny of Financial Planning and Budget Setting in the Council** (Pages 19 - 22)

A report by the Scrutiny Manager, following consultation led by the Vice-Chairman with those with direct responsibilities for financial planning in the Council, is circulated.

9 **Member Request - Staff Morale**

The following request for a scrutiny review has been received from Cllr Jeff Osborn on 24 September. As a member of the Management Committee he is entitled to do so under the overview and scrutiny procedure rules in the Council's Constitution.

"An objective investigation into the state of morale amongst the non senior staff of Wiltshire Council, in light of recent management restructuring, legal cap on salaries, extra work load and loss of job security".

Cllr Osborn states that his reasons for wishing this is as a consequence of off the record chats with staff, their families, friends and neighbours, especially in his division. He further adds that as all management books tell you – staff are your best asset, lose their commitment and the organisation suffers. He also referred to the following draft resolution of the Audit Committee from its meeting of 17 September:

To note the latest position regarding the Council's risks that are identified in the current Corporate Risk Register as detailed in Appendix A of the report, with the inclusion of risks regarding the Voluntary Redundancy and Staff Reorganization, confirming the status of the high level risks being reported from service areas and that the Risk Management Strategy and the processes associated are to be reviewed to ensure that arrangements are fit for purpose to monitor progress against the new Business Plan.

Cllr Osborn's request was forwarded to Cllrs Stuart Wheeler and Allison Bucknell as the relevant Cabinet Member and Portfolioholder for staffing and Barry Pirie as Service Director for HR for initial comment to help inform the Committee about the issue.

The Committee is asked to decide whether to agree to the request (and add it to the work programme) or not in the light of any further comments received.

10 **Urgent Items**

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 5 November 2013 and will be held in the Council Chamber at Monkton Park, Chippenham.

It will include development of the Council's new Housing Allocation Policy which was subject to scrutiny prior to public consultation and due for report to Cabinet on 21 November and the draft work programme (referred to in item 7).

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