

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.

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

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

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

DRAFT MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 25 JUNE 2013 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.

Present:

Cllr Stewart Dobson (Substitute), Cllr Alan Hill, Cllr Jon Hubbard, Cllr Simon Killane (Chairman), Cllr Gordon King, Cllr Jacqui Lay, Cllr Paul Oatway, Cllr Jeff Osborn, Cllr Pip Ridout, Cllr Bridget Wayman and Cllr Roy While (Vice Chairman)

Also Present:

Cllr Richard Gamble, Cllr Nina Phillips, Cllr Jane Scott OBE, Cllr John Thomson, Cllr Dick Tonge and Cllr Stuart Wheeler

103 **Apologies**

Apologies were received from Councillors Peter Hutton, Mark Packard, John Walsh.

Councillor Stewart Dobson replaced Councillor Peter Hutton for this meeting only.

104 **Minutes of the Previous Meeting**

The Minutes for the meeting held on 23 May were approved and signed as a correct record.

105 **Declarations of Interest**

There were no declarations of interest received.

106 **Chairman's Announcements**

There were no Chairman's announcements.

107 **Public Participation**

There was no public participation.

108 **Business Plan Scorecard Year End Report**

The Management Committee considered the Business Plan Scorecard end of year report, prepared for Cabinet, on progress against the targets set for the delivery of the Business Plan.

The Chairman explained that the report had been considered by the Cabinet on 18 June 2013 and the outcome of the discussion at that meeting was reported to the Management Committee. The Committee had the opportunity to comment on key areas for consideration by the Cabinet Member for Finance, Performance, Risk, Procurement and Welfare Reform.

Councillor Dick Tonge, Cabinet Member for Finance, Performance, Risk and Welfare Reform spoke to the report and in particular mentioned that indicator 1005 'use of in-house foster carers (proportion nights)' had been amended from amber in the original report to red as it was considered to be outside of the 5% target. It was noted that the format of future reports would be amended to reflect the new Business Plan once adopted by the Council.

Members expressed concern that they were unable to scrutinise some areas of performance and that this was an important area especially in the role of policy formation. It was suggested that an on-going Task Group of the Management Committee be set up to look at future targets against performance data. The Leader of the Council, who advised caution at the speed of establishing the Task Group especially as the new performance framework would evolve out of the adopted Business Plan 2013-17 from September 2013. However discussions around developing the new performance framework should involve Overview and Scrutiny.

Resolved:

1. That the progress for the year end 2012/13 be noted
2. That an on-going Task Group be established to look at performance data derived from the new performance framework.

109 **Review of the Business Plan**

The Management Committee considered the draft Business Plan for 2013-2017 which contained the draft priorities of the Executive for adoption by full Council in September 2013 and a covering report from the Corporate Leadership Team.

The Chairman reminded Members of the significance of the development of the Council's new Business Plan which formed the major policy framework document for the next 4 years. He also explained that the Management

Committee was asked to review the Plan's content and report its views to Cabinet at its meeting on 23 July 2013.

The Management Committee heard from the Leader of the Council, who highlighted the main issues detailed in the draft Business Plan and explained that it was, at this stage, a very draft document mainly due to the timing of the local elections. However Cabinet were very keen to have a Business Plan in place early on in their administration and welcomed the views of Overview and Scrutiny in its formation. It was noted that the business plan would be supported by detailed service plans from which a performance structure would be developed.

It was reported that the Children's Services Select Committee at its meeting on 6 June 2013 recommended that the Management Committee request each of the select committees to establish a rapid scrutiny exercise to review relevant sections of the draft Plan for report to Cabinet. Members generally welcomed the proposal for involvement of the Select Committees and felt that this was a vital piece of work to be undertaken. However the Management Committee would need to collate a final report to Cabinet on 23 July 2013. Councillor Hubbard was very concerned at the timescales which he felt were impossibly short for such a piece of scrutiny work to be undertaken in.

Members were reminded that they did not have to scrutinise the detail of the draft Business Plan, as that would be their task over the next 4 years, but to take a high level approach. The Leader referred to the existence of a list of 12 priorities/deliverables arising from the Business Plan and asked that these be made available to Overview and Scrutiny to help in the above process.

Resolved:

That the Select Committees and Management Committee be asked to urgently consider the draft Business Plan 2013-17, based on the 12 priorities/deliverables of the Council, with comments being considered collectively by the Chairs and Vice-Chairs of the Select Committees and Management Committee in order to produce a final report for consideration by the Cabinet on 23 July 2013.

110 Appointment to the Focus Group on the Review of the Constitution

Resolved:

That Councillor Jeff Osborn be nominated as the Committee's representative on the Focus Group on the Review of the Constitution.

111 Forward Work Programme

a) Forward Plan

The Management Committee were reminded that it was responsible for the co-ordination of the single work programme, and had 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 would now be added to the work programme.

Action was 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 meetings would recommend topics for the work programme.

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

The Chairman reported that all Councillors had 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 would then form a “database” from which chairs and vice-chairs of select committees could be consulted when making appointments.

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

In considering the two topics (i) Improving the experience of customers making complaints to the Council and (ii) Increasing the public’s trust in politicians and public engagement with local democracy, arising from the Councillor Induction event relevant for this Committee, Members felt that in relation to (i) above, as there were a number of changes taking place in the service a review at this stage would not add value. In relation to (ii) above Members generally felt

that this was not an appropriate area for the Management Committee to look at and that no action be taken on this suggestion.

Resolved:

To note the above report and that no action be taken on the proposed topics arising from the Scrutiny Councillor Induction event.

b) Overview and Scrutiny Councillor Development

Centre for Public Scrutiny Annual Conference

The Management Committee received a report on the Centre for Public Scrutiny national conference. The report highlighted the key messages coming out of the conference and summarised the workshops attended by the Chairman and Vice-Chairman.

Ongoing Development

The Management Committee were informed that feedback had 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 was 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.

It was noted that this proposal was 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 date of September 2013.

Resolved

That the comments on (i) members attendance at the Centre for Public Scrutiny National Conference, and (ii) members ongoing development be noted.

112 **Urgent Items**

There were no urgent items.

113 Date of next meeting

The next meeting of the Overview and Scrutiny Management Committee would take place at 10:30am on Monday 23 September 2013 in the Council Chamber at Monkton Park, Chippenham.

(Duration of meeting: 10.30 am - 12.55 pm)

The Officer who has produced these minutes is Stuart Figini, of Democratic Services, direct line (01225) 718376, e-mail stuart.figini@wiltshire.gov.uk

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

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

DRAFT MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 5 JULY 2013 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.

Present:

Cllr Stewart Dobson (Substitute), Cllr Alan Hill, Cllr Simon Killane (Chairman), Cllr Gordon King, Cllr Jacqui Lay, Cllr Jeff Osborn, Cllr Pip Ridout, Cllr John Walsh, Cllr Bridget Wayman and Cllr Roy While (Vice Chairman)

Also Present:

Cllr Mike Hewitt, Cllr David Jenkins, Cllr Sheila Parker and Cllr Dick Tonge

114 **Apologies**

Apologies were received from Councillors Jon Hubbard, Peter Hutton, Paul Oatway, and Mark Packard.

Councillor Stewart Dobson replaced Councillor Paul Oatway for this meeting only.

115 **Declarations of Interest**

There were no declarations of interest received.

116 **Chairman's Announcements**

There were no Chairman's announcements.

117 **Public Participation**

There was no public participation.

118 **Review of Business Plan Priorities**

The Chairman reminded members that at the Overview & Scrutiny Management Committee on 25 June 2013, it was agreed that the task of scrutinising the Draft Business Plan 2013 – 2017 would be undertaken by the individual select

committees and the Management Committee each looking at topics of specific interest to their committee.

The views of each committee would then be considered by the Chairmen and Vice-Chairmen of the Overview & Scrutiny Management Committee and the three select committees on Monday 8 July 2013 and incorporated into one report to go to the Cabinet meeting on 23 July.

It was noted that this meeting was called at short notice in order to meet this very short timescale.

At the meeting of the Overview and Scrutiny Management Committee on 25 June, the Executive indicated that it had identified 12 priorities or 'deliverables' for the Council and provided the list for each select committee and the Management Committee to consider and comment upon along with the draft business plan.

In considering the draft Business Plan and the 12 key deliverables the Management Committee made the following comments:

Section 1

- Concern about the layout of the Business Plan – needed to be more user friendly
- Support for the emphasis on vulnerable people, which included Adult Social Care, Looked After Children and Children in Poverty. However, it would also be important to focus on other area in addition to Adult Social Care.
- Need to communicate to the public the case for raising parish precepts in order to devolve responsibility and services to town and parish councils.
- Need to focus on risk and finance, but money should not be the only factor in making decisions. The Business Plan was an aspirational document.

Section 2

- Page 13/14 of the draft Plan: It was important to focus on reaching hard-to-reach communities as they tended to be more vulnerable
- Procurement: When a service was outsourced the community must understand who was accountable and the focus should be on quality and a user-friendly service, not just the price of the contract.

Section 3

- Environment Select Committee: There was a need to look at the governance of Local Enterprise Partnerships and how they were held to account.
- Environment Select Committee: Need to ensure there was transport infrastructure so people could access employment opportunities.
- Environment Select Committee: Strong support that Overview and Scrutiny become involved in holding partnerships to account, particularly those that received funding from the Council.
- Environment Select Committee: Need to look at how Areas of Outstanding Natural Beauty (AONBs) are managed.

Section 4

- Suggestion to establish a dedicated task group to look at performance.
- Environment Select Committee: Need to look at where other Councils have performed well in a service area and learn from this (and learn from our own mistakes).
- Strong support for Overview and Scrutiny Management Committee to have a role in helping develop the Council's performance framework to enable meaningful monitoring and scrutiny.

General

- Possible need for a dedicated scrutiny task group looking at Housing.
- A need for better communication of good news stories.
- Need to focus on the smaller pockets of deprivation as well as more populated areas.
- Promotion of tourism should be mentioned.

Key deliverables

- More emphasise on the need to lobby for Wiltshire at a national level.
1. Highways maintenance:
Should this aspiration be broadened to include pavements?
 2. Area Boards and Campuses:
Important not give a disproportionate voice to vocal local interest groups.

Importance of having a structured approach to problem-solving at a local level.

3. Agreed
4. Agreed
5. The word “support” needed to be defined more here
6. A need to work closely with providers of social housing and to investigate all kinds of affordable housing.
7. Military: Possible question about whether this was a key priority or not.
8. Agreed
9. Agreed
10. Public health: The Council needs to be more involved in decisions about local healthcare.
11. Agreed
12. Councillors should be included in this. Performance management also important.
13. Need an additional Key Deliverable on the promotion of Tourism

The Chairman thanked members for their valuable input and explained that the Chairmen and Vice- Chairmen of the Select Committees and Management Committee would be meeting on 8 July 2013 to consider all the views and comments for submission of a final Overview and Scrutiny report to the Cabinet on 23 July 2013.

Resolved:

That the comments, detailed above, be considered by the Chairmen and Vice-Chairmen of the Select Committees and Management Committee prior to submission of a final Overview and Scrutiny report to the Cabinet on 23 July 2013.

119 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.00 - 11.45 am)

The Officer who has produced these minutes is Stuart Figini, of Democratic Services,
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Wiltshire Council

Overview and Scrutiny Management Committee

8 October 2013

Developing the Overview and Scrutiny Forward Work Programme

Purpose

- 1 To report on the outcome of initial discussions between select committee chairs and vice-chairs with the relevant Executive members and directors.
2. To propose next steps for developing the O&S work programme further.

Background

- 2 As part of developing a new work programme for overview and scrutiny the Management Committee agreed for arrangements to be made to hold these meetings. As many of the attendees were new to their roles, the meetings naturally provided an opportunity to establish positive working relationships, as well to discuss all parties' views on the Council's priorities and those of overview and scrutiny. A mixture of Executive members, corporate directors and service directors attended depending on diaries and the needs of each select committee.
- 3 The table on the following page shows the detail of the meetings held with potential priorities and topics highlighted where covered. These need to be viewed in the context of the Business Plan agreed by Council on 3 September, legacy items recommended by the previous Committee (and endorsed by this Committee on 23 May) and the current Cabinet forward work plan [[link to the Forward Plan](#)].

Date	Select Committee	Cabinet Member/Portfolio Holder	Comments/Priorities
15/08/13	Children's Select Committee	Cllr Laura Mayes (Cabinet Member for Children's Services)	<p>A report will be taken to Committee on 1 Oct proposing the following priorities:</p> <ol style="list-style-type: none"> 1. Safeguarding 2. Family Placements 3. Special Educational Needs (SEN) and Learners with Learning Difficulties and/or Disabilities (LLDD) 4. Further education in Wiltshire 5. Educational provision for gifted and talented young people 6. Engaging young people in local decision-making and developing the leaders of the future 7. Early intervention
		Cllr Alan MacRae (Portfolio Holder for Safeguarding)	
		Cllr Richard Gamble (Portfolio Holder for Schools, Skills and Youth)	
06/08/13	Environment Select - Economy & Regeneration	Cllr Fleur de Rhe Philipe (Cabinet Member for Economy, Skills and Transport)	Suggested: Scrutiny of the Wiltshire and Swindon Local Enterprise Partnership
	Environment Select - Waste	Cllr Toby Sturgis (Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property, Waste)	Waste Task Group already in existence
	Environment Select - Development Services	Cllr Toby Sturgis (Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property, Waste)	Awaiting development of service plans
Cllr Fred Westmoreland (Portfolio Holder for Planning)			
10/10/13	Environment Select - Strategic Services & Neighbourhood Services	Cllr John Thomson (Deputy Leader and Cabinet Member for Highways and Streetscene and Broadband)	<i>Meeting to be held*</i>
		Cllr Philip Whitehead (Portfolio Holder for Highways Contract)	
17/09/13	Health Select Committee	Cllr Keith Humphries (Cabinet Member for Public Health, Protection Services, Adult Care and Housing - exc strategic housing)	<p>Suggested: Development of 'Help to Live at Home'; Review of mental health strategy; Community Transformation;</p> <p><i>Additional meetings were held with key health partners</i></p>

02/09/13	O & S Management Committee - Transformation(CAOD), Business Services HR/Governance	Cllr Jonathon Seed (Cabinet Member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding)	Review of Area Boards Future Governance of Campuses (RSA)
		Cllr Stuart Wheeler (Cabinet Member for Hubs, Heritage & Arts, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services))	
09/09/13	O & S Management - Communications/Executive Office	Cllr Jane Scott (Leader of the Council)	Developing OS
		Cllr John Thomson (Deputy Leader and Cabinet Member for Highways and Streetscene and Broadband)	Roll out of Broadband *for ESC - Investing in Highways Parking Review 2014 Delegation to CATGs 20mph Policy Local Railway Stations Personal Travel Planning
09/09/13	O & S Management - Finance and Procurement	Cllr Dick Tonge (Cabinet Member for Finance, Performance, Risk, Procurement and Welfare Reform)	Managing costs, demands and risks Procurement Restructuring Local impact of Welfare Reform

- 4 The experience was regarded as a positive one by all those involved and the value of follow-up discussions were supported. Obviously further meetings will include relevant directors (following senior management restructuring) and will begin to cover the information coming through from the service plans as these are developed.

Next Steps

- 5 The individual select committees will be considering the outcome of relevant discussions and making recommendations to the O&S Management Committee over potential topics and priority areas. Consideration is intended as follows:

Children's Select Committee – 1 October [\[link to the report\]](#)

Environment Select Committee – 29 October

Health Select Committee – 19 November

- 6 The Chairman has indicated that he now wishes to meet, along with his vice-chair, the chairs and vice-chairs of the individual select committees to discuss priorities, approaches, options, capacity, resources etc. with a view to reporting back to the O&S Management Committee on 5 November with an initial draft single overview and scrutiny work programme. He is particularly

mindful of making strong linkages to the Business Plan and identifying topics where real value can be added through the overview and scrutiny process, but also leaving space for additional committee/individual member requests as new issues arise and priorities potentially change.

7 However the Chairman is happy for the Management Committee to consider any priority recommendations from the select committee chairs that cannot wait for this timetable. Within the O&S Management Committee responsibilities for the scrutiny of corporate matters, then this includes advance proposals for task groups on financial planning (see separate item on the agenda) and a review of area boards. In consultation with the Cabinet Member, the following terms of reference and topics to be covered are proposed for the review of area boards:

- The current role and remit of the Area Boards
- Area Board budgets and grants
- Local service devolution and management
- JSA and community planning/community priorities.
- Contract and commissioning decisions affecting the community area.
- The consultative role of the Boards in local development
- The role of the Area Boards in future campus governance.
- Community area partnership arrangements.
- Area Board meeting management.
- Area Board support, promotion and publicity.
- Area Board staffing and management
- Future service delivery through Area Boards

Recommendations

- 8 To note the positive outcome of the meetings held between the chairs and vice-chairs of each O&S committee with the relevant Executive members and directors.
- 9 To endorse further such meetings being held as appropriate.
- 10 To agree that the chair and vice-chair of the Management Committee meets with the chairs and vice-chairs of the individual select committees to discuss priorities, approaches, options, capacity and resources with a view to reporting back to the O&S Management Committee on 5 November with an initial draft single overview and scrutiny work programme.
- 11 To note that the establishment of a task group on the Council's financial planning and budget setting arrangements is the subject of a separate paper.

- 12 To establish a task group to review area board arrangements with the terms of reference of topics to be covered as set out in paragraph 7 above.
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Paul Kelly
Overview and Scrutiny Manager (and designated Scrutiny Officer)
Democratic Services

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WILTSHIRE COUNCIL

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

8 OCTOBER 2013

Overview and Scrutiny of Financial Planning and Budget Setting in the Council

Purpose

- 1 To report on proposals for the overview and scrutiny of the financial planning arrangements in the Council including budget scrutiny.

Background

- 2 The Management Committee will be aware from the legacy report it endorsed from the previous Council that budget scrutiny and the dedicated task group would continue. Its primary task was to review the revenue budget and capital programme monitoring reports prepared for Cabinet on a bi-monthly basis along with organising the annual budget scrutiny event ahead of full Council setting the budget.
- 3 It was clear that there was little benefit of pushing ahead with meetings of the Budget Task Group whilst the Council's new Business Plan was being developed which would provide an outline of the financial position over the 4 year plan period. The Plan was adopted by full Council on 3 September. The first budget monitoring report was scheduled for Cabinet on 24 September.
- 4 As part of its early induction, the Management Committee asked its chair and vice- chair and the chairs and vice-chairs of the select committees to meet with relevant Cabinet members and portfolio-holders in "get to know you" sessions. As part of these discussions the opportunity was given for Cabinet members to comment on OS engagement, where value can be added and give initial indication of potential priorities for the Overview and Scrutiny's work programme. One of those sessions on 9 September was for the chair and vice-chair of the Management Committee to meet with Cllr Dick Tonge as Cabinet Member for Finance, Performance, Risk, Procurement and Welfare Reform. The views of the Service Director for Finance were also sought through discussion with the vice-chair.
- 5 These discussions, along with direction taken from the Business Plan, implied that a revised approach was needed, not just for scrutiny of the revenue budget, but encompassing broader and longer-term financial planning. It was also clear from the responsibilities of the Cabinet member that the impact of major external factors such as welfare reform and central government policy implications needed covering.

Moving Forward

- 6 On that basis a new task group is needed with the following proposed terms of reference. These have the support of the Cabinet Member and Service Director for Finance:
 - To understand and review the Medium Term Financial Strategy (4 year financial model)
 - To understand and review the approach and robustness of the financial planning regime within the Council
 - To understand and help develop the approach to the annual budget setting cycle
 - To review the specific contribution of overview and scrutiny in the annual budget setting cycle with a focus on outcomes
 - To undertake periodic budget monitoring including reviews of key mid-year trends and developments and to ensure that these are taken into account when updating the Financial Plan
 - To work under the direction and guidance of the Management Committee and report regularly to the Cabinet Member, Management Committee and select committees (as appropriate) on its work and findings and to make any necessary referrals

- 7 The detail of these terms of reference will be scoped at the first meeting of the task group again with input of the Cabinet Member and the Service Director. The first meeting should also allow an opportunity for the Service Director to provide a presentation on “understanding the financial model”. This will help in shaping future business for the task group covering areas such as:
 - National updates to the Financial Plan – eg RSG announcements; Chancellor Statement implications, etc...
 - Local decisions updates to the plan
 - Reviewing and developing policy on income, charges and assets
 - Risk appraisal of the financial viability of the council and reserves position
 - National initiatives in finance – eg Dilnot and adult care
 - Referrals to Cabinet and or select committees (as necessary)

- 8 It is proposed that the task group meet on a quarterly basis but it should also consider the scheduling of its meetings (and referrals) in order to achieve maximum benefit. Timely access to budget information will also be key to delivering effective support and constructive challenge.

- 9 With the first budget monitoring report taken to Cabinet on 24 September and work being done on delivering the Business Plan objectives, an early meeting of the new task group is now a priority. With that in mind, the chairman and vice-chairman of the Management Committee have canvassed suitable

candidates to form a five-member task group. These will be named at the meeting for appointment.

- 10 The Management Committee will need to stay close to the new task group in order to give it guidance and direction in respect of Business Plan implications, service and thematic plan developments, measuring success (performance monitoring), risk assessments etc. The task group will also need to be aware of work of the Council's Audit Committee which has responsibility for final accounts.

Conclusion

- 11 Hopefully this new task group, possibly named Financial Planning Scrutiny Task Group, with its more strategic role, endorsed by the Cabinet Member and Service Director for Finance through consultation with the Vice-Chair of the Management Committee, will be a valuable addition to the financial planning and management arrangements of the Council. It is also understood that a dedicated non-executive member group focused on the budget is seen as important by the Leader of the Council.
- 12 As it replaces the old Budget Scrutiny Task Group, again on a standing basis and as a priority topic within the Work Programme, it will be supported by the Council's Scrutiny Team, the Service Director for Finance and other officers of the Council as necessary. The input of overview and scrutiny via the task group (and select committees) will remain as a prominent feature of the budget setting cycle through improved arrangements.

Recommendations

- 13 To establish a new standing Financial Planning Scrutiny Task Group of the Management Committee (to replace the legacy Budget Scrutiny Task Group) with the terms of reference set out in paragraph 6 and within the framework described in this report.
- 14 To appoint the five members named at the meeting to serve on the Task Group (until the usual annual review of places) and to note that the Task Group will elect a chairman at its first meeting.
- 15 To hold the first meeting as soon as is practically possible.

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