OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 23 MAY 2013 AT COMMITTEE ROOMS A-C, MONKTON PARK, CHIPPENHAM.

Present:

Cllr Alan Hill, Cllr Jon Hubbard, Cllr Simon Killane (Chairman), Cllr Gordon King, Cllr Jacqui Lay, Cllr Mark Packard, Cllr Pip Ridout, Cllr Bridget Wayman, Cllr Philip Whalley (Substitute) and Cllr Roy While (Vice Chairman)

90   Apologies

Apologies were received from Councillors Peter Hutton, Paul Oatway and John Walsh.

Councillor Phillip Whalley replaced Councillor Peter Hutton for this meeting only.

91   Election of Chairman

Councillor Simon Killane was elected Chairman for the ensuing year.

92   Election of Vice-Chairman

Councillor Roy While was elected Vice-Chairman for the ensuing year.

93   Minutes of the Previous Meeting

The minutes of the previous meeting held on 11 April 2013 were approved and signed as a correct record.

94   Declarations of Interest

There were no declarations of interest received.

95   Chairman's Announcements

The Chairman welcomed everyone to the first meeting of the Management Committee since the Local Elections in May 2013.

96   **Public Participation**

There was no public participation.

97   **The Work of Overview and Scrutiny in the Previous Council**

The Management Committee considered the report of the Scrutiny Manager about the ongoing work recommended by the former Management Committee as part of the development of a work programme for the current Committee.

In addition the Committee were asked to reappoint councillors to Task Groups established for those topics listed in the report that were the direct responsibility of the Management Committee.

Members felt that it was essential for Chairman and Vice-Chairman of the Management Committee and Select Committees, along with support from the relevant Scrutiny Officer to undertake informal discussion meetings with Cabinet members, portfolio holders and Service Directors in order to gain common understanding and support over priorities in the work programme.

Resolved:

1) That the legacy topics listed in Appendix A to these minutes be agreed for inclusion in the Committee's work programme and the Select Committees be advised accordingly.
2) That those councillors who previously served on Budget Scrutiny, Campus and Operational Delivery, and Members in the Locality Task Groups continue to serve subject to their agreement;
3) That the chairman and vice-chairman of the Management Committee be authorised to name councillors to fill vacancies on the task groups detailed in the supplement to the report as appropriate;
4) That as a general exercise, to ask the Scrutiny Team to canvass all non-executive councillors over their desire to be involved in the Overview and Scrutiny function and to establish their specific interests;
5) That the select committees be advised of the Management Committee's endorsement to the inclusion of the ongoing work in the work programme and its approach to filling vacancies
6) That all Select Committees be directed to support early discussion with Cabinet members, portfolio-holders and service directors to gain a more informed understanding about Executive priorities and report back on findings.

7) That the intention of the Council to review its Business Plan and the potential implications for Overview and Scrutiny's work programme be noted.

8) That any topics that may arise from the induction event on 16 May be considered under minute number 98 below.

98   **Scrutiny Induction Event - 16 May 2013**

The Committee received the report of the Scrutiny Manager about the recent Councillor Induction Event. The report summarised (i) those topics discussed; and (ii) those suggested for discussion and inclusion in the future Overview and Scrutiny work programme.

The Scrutiny Manager explained that the list of topics suggested at the Induction Event and detailed in the report would, if agreed by the Committee, be directed to the appropriate Select Committee/Management Committee for further investigation with a report back to the Management Committee recommending topics for review and inclusion in the O & S work programme.

Members noted that with the large number of topics suggested, it was very important for the Select Committees to consider a small number of topics to undertake in depth reviews on so that objectives could be achieved, value added and further involvement of backbench members.

The Committee heard from Dr Carlton Brand, Corporate Director, who encouraged members to consider including 'Increasing the public's trust in politicians and public engagement with local democracy' in the Management Committee's list of topics in the work programme. Generally the members were receptive to this suggestion however, it was noted that any review undertaken should be carried out at fairly promptly, not stray into the political environment, and carefully scoped.

Resolved:

1) That the outcomes of the Overview and Scrutiny Councillor Induction Event, detailed in the report, be noted.

2) That the topics suggested for consideration by Overview and Scrutiny in the new Council be considered and directed as appropriate to the individual Select Committees for initial investigation.

3) That the Select Committees be asked to report back to this Committee on any topics recommended for review and inclusion in the O&S work programme.

4) That Area Boards be informed of the Overview and Scrutiny Work Programme once it has been agreed.

99 **Centre for Public Scrutiny - Annual Conference 2013**

The Scrutiny Manager reported that the Centre for Public Scrutiny was holding its annual conference at Local Government House, Westminster on 11 and 12 June 2013. A place had been booked for a Wiltshire Council representative to attend and additional places were currently still available. In the past Wiltshire Council had had both member and officer representation generally from those holding leading positions on the Management Committee. The Chairman explained that if he and the Vice-Chairman were nominated as representatives then they could attend on different days so that benefit of the conference could be maximised.

It was noted that the Centre for Public Scrutiny Conference 2013 would be the largest event dedicated to the latest developments in public policy, transparency, scrutiny and accountability, and this year was titled, 'Decide, Design, Deliver: accountable policies, services and outcomes'.

The Management Committee was asked to agree one officer place and consider nominating two member representatives to attend the conference either for one or both days.

Resolved:
That the Chairman, Councillor Simon Killane and the Vice-Chairman, Councillor Roy While be asked to represent the Council at the Centre for Public Scrutiny annual conference on 11-12 June 2013, along with the Scrutiny Manager or his representative, with a report back to the next meeting of the Committee.

100 **Corporate Peer Challenge**

The Committee were informed that as a part of the Council's commitment to sector-led improvement, arrangements were currently being made to host a peer challenge. A familiarisation visit would take place over two days in July 2013 with the peer challenge taking place for a week in September 2013.

It was noted that the Peer Challenge was an offer by the Local Government Association to bring a team of senior officers and members from around the country to Wiltshire Council and hear their views on how well prepared they consider the Council to be for the challenges ahead around an agreed theme. It was recognised that this was an ideal opportunity to learn from others and make improvements where they may be required.

The team would be invited to attend as many relevant meetings, committees and partnerships as possible as a part of the visit and the Overview and Scrutiny Management Committee was considered to be a key committee for inclusion in the timetable.

Members were asked to re-schedule the Management Committee meeting from 3 September 2013 to the week beginning 23 September 2013 in order to coincide with the peer challenge week.

Resolved :
That the Overview and Scrutiny Management Committee meeting scheduled for 3 September 2013 be moved to Monday 23 September 2013 to coincide with the Peer Challenge Week.

101   **Urgent Items**

102   **Date of next meeting**

The next meeting of the Overview and Scrutiny Management Committee would take place at 10:30am on Tuesday 25 June 2013 and would be held in the Council Chamber, Monkton Park Offices, Chippenham.

(Duration of meeting: 10.30 - 11.30 am)

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

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The Work of Overview and Scrutiny

Recommended Ongoing Work

Management Committee

Activity	Date	Brief Explanation	Reason for Inclusion
Business Plan	Throughout 2012/13	Review performance against the targets set to show delivery of the Council's business plan	Provides effective challenge and assurance to the Cabinet Member and CLT
Budget Scrutiny	Throughout 2012/13	Established as a standing task group to provide non-executive challenge to budget setting and periodic monitoring	Has executive and cross-party support as an important step in the financial management and governance process of the Council
Job Creation and Economic Development	October 2012 and April 2013	To review progress in the various projects	Provides mechanism for non-executive member engagement/influence in a high-profile priority area for the Council
Housing Allocation Policy	February 2012	Major review following Localism Act and Welfare Reform	Provides mechanism for contributing to the development of policy
Scrutiny representation on Project Boards	Throughout 2012/13	Staff Management Wiltshire Online Constitution Focus Group	Ensures ongoing direct scrutiny contribution at project board level on some of the Council's major projects and activities
Member Support in the Locality Task Group	Throughout 2012/13	To consider developments in the support to elected members including ICT and induction	Provide a consultative forum for early discussion on the detail of potential developments at policy and service level

Children's Services Select Committee

Activity	Date	Brief Explanation	Reason for Inclusion
Safeguarding Children and Young People Task Group	May 2012 -	Established following the 2012 Ofsted inspection of safeguarding and services for LAC. The final report recommends the continuance of a task group focusing on this area.	An important element of the Council's efforts to improve the safeguarding of children following the 'Inadequate' Ofsted grade in April 2012. Has executive and cross-party support. Recommendations awaiting executive response.
Further Education in the Salisbury Area Task Group	May 2012 -	Established to review the post-16 education available in the Salisbury area. Compiled a detailed report and submitted 12 recommendations.	Committee resolved to reconvene the Task Group in Summer 2013 to review progress. A number of key developments in FE in the Salisbury area are underway and would benefit from further scrutiny.
Major Contracts Task Group	Standing	Work programme includes the following contracts: 1. White Horse Education Partnership – providers of serviced accommodation for Wiltshire's 3 PFI schools 2. Children's Centre cluster contracts	Provides mechanism for non-executive members to scrutinise contracts of significant financial value.
Special Schools and Post-16 SEN Task Group	May 2011 -	Submitted a report in July 2012 containing recommendations on: • Future demand for SEN provision • Healthcare in special schools	The Task Group has continued evidence gathering into a number of new areas following a request by Committee. Due to submit its final report in June 2013.

Activity	Date	Brief Explanation	Reason for Inclusion
		• Capacities, facilities and accessibility at special schools • Post-16 education for pupils with SEN	
Rapid Scrutiny Exercise: Wiltshire's Adoptions Service	March 2013	The Safeguarding Children & Young People Task Group cannot accommodate adoptions within its FWP. Committee therefore feel it should be addressed through a rapid scrutiny exercise.	Adoptions forms part of the 'Notice to Improve' issued by the DfE following Ofsted's inspection of Wiltshire in March 2012. It has also been individually inspected by Ofsted in recent weeks.
Pupil Performance in Public Tests and Examinations	Annual item	Provides an annual overview of pupil performance and compares Wiltshire's attainment with national, south west and statistical neighbours.	Enables member scrutiny of the success of the Council's various pupil performance improvement programmes.
Education for excluded pupils	March 2012 -	The Committee has monitored the implementation of new arrangements for educating permanently excluded pupils following the closure of the YPSS centres.	The YPSS had received some poor Ofsted reviews so its replacement was a member priority. Update on its implementation expected in Nov 2013 (12 months in to the project).
Family Information Service and Parent Partnership Service Review	March 2012	Established a rapid scrutiny exercise following significant changes being proposed to these family and parenting support services.	Members were concerned about some elements of the service reconfiguration and requested the outcomes of a 6-month review taking place in Spring 2013.

Activity	Date	Brief Explanation	Reason for Inclusion
School Organisation Plan and school governance arrangements .	May 2013	The School Organisation Plan details the population projections across Wiltshire and the implications for new schools.	The academies programme has changed the process for determining governance arrangements for new schools and members consider understanding this a priority.

Health Select Committee

Activity	Date	Brief Explanation	Reason for Inclusion
Clinical Commissioning Group (CCG) Task Group	Feb 2013	Review performance of CCG and local groups against priorities in Strategic Plan, including effectiveness of public engagement and mechanisms to deal with conflicts of interest during commissioning.	Member priority Provides effective challenge and assurance to commissioning authority.
Transfer to Care Task Group		Review proposed protocol, policy documents and project results, and consider any resulting financial challenges.	Corporate priority Provides mechanism for contributing to development of policy.
Avon and Wiltshire Mental Health Partnership (AWP) Task Group	n/a	Consider review of services to Wiltshire residents	Member priority Provides mechanism for contributing to development of services.
Air Quality Task Group (joint with Environment Select Committee)	Jan 2013	Review the implementation of the Air Quality strategic objectives and actions plan, and the effectiveness of Council Services working together to ensure that respective service	Member priority Provides effective challenge on the robustness of the plans and proposed benefits.

Activity	Date	Brief Explanation	Reason for Inclusion
		contributions are embedded within service delivery plans. Joint Task Group with Environment Select Committee to consider 'cause and effect'.	
Service 111 Rapid Scrutiny		Investigate impact of implementation of 111 service	Member priority Provides challenge to private service provider.
Receive reports/updates on:	annually	Adults Safeguarding Annual Report	
	annually	Joint Strategic Assessment	
	Sept 2013	Continuing Health Care (CHC)	
	Nov 2013	Cardiovascular Services	

Environment Select Committee *

Activity	Date	Brief Explanation	Reason for Inclusion
Community Infrastructure Levy (CIL) Task Group	Oct 2012	Established to consider and test the charging proposals for CIL and report on recommendations on the future implementation of CIL.	Provides challenge and assurance for an item which is a corporate priority.
Waste Task Group	Oct 2012	Established to consider, and comment on, the options for service delivery for waste and recycling collection and management in the light of several contracts coming to a close in 2014 and 2016.	Allows non-executive member engagement/influence in a priority area for the Council.

Activity	Date	Brief Explanation	Reason for Inclusion
Air Quality Task Group (joint with Health Select Committee)	Jan 2013	To review the implementation of the Air Quality strategic objectives and actions plan, and the effectiveness of Council Services working together to ensure that respective service contributions are embedded within service delivery plans. Joint Task Group with Health Select Committee to consider 'cause and effect'.	Provides effective challenge on the robustness of the plans and proposed benefits.
Development Control – Adoptable Estates	April 2013	To consider concern expressed about the process of between developers and the Council over adopting infrastructure on new housing estates	Member request supported by the select committee