

## AGENDA

---

**Meeting:** Overview and Scrutiny Management Committee  
**Place:** Committee Rooms A-C, Monkton Park, Chippenham  
**Date:** Thursday 23 May 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](mailto:stuart.figini@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](http://www.wiltshire.gov.uk)

---

### Membership:

Cllr Alan Hill	Cllr Jeff Osborn
Cllr Jon Hubbard	Cllr Mark Packard
Cllr Peter Hutton	Cllr Pip Ridout
Cllr Simon Killane	Cllr John Walsh
Cllr Gordon King	Cllr Bridget Wayman
Cllr Jacqui Lay	Cllr Roy While
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 **Membership**

3 **Election of Chairman**

To elect a Chairman for the ensuing year.

4 **Election of Vice-Chairman**

Election of Vice-Chairman for the ensuing year.

5 **Minutes of the Previous Meeting** (*Pages 1 - 6*)

To approve and sign the minutes of the meeting held on 11 April 2013.

6 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

7 **Chairman's Announcements**

8 **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 Wednesday 15 May 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.

**9 The Work of Overview and Scrutiny in the Previous Council (Pages 7 - 18)**

To report to the new Overview and Scrutiny Management Committee on ongoing work recommended by the former Management Committee as part of the development of a work programme for the function in the new Council.

A report by the Scrutiny Manager is attached and the Management Committee is asked to approve the recommendations including considering the legacy topics.

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

Members will receive a report summarising the induction day in general, the turn-out, key messages from speakers, key approaches for going forward and the results of the exercise where attendees were asked what topics they think Overview & Scrutiny should be focusing on for this council. A report will be circulated.

**11 Centre for Public Scrutiny - Annual Conference 2013 (Pages 19 - 22)**

On 11 and 12 June 2013 the Centre for Public Scrutiny will hold its annual conference at Local Government House, Westminster. A place has been booked for a Wiltshire Council representative to attend and additional places are currently still available. In the past Wiltshire Council has had both member and officer representation generally from those holding leading positions in the function.

CfPS 2013 is the largest event dedicated to the latest developments in public policy, transparency, scrutiny and accountability, and this year is titled, 'Decide, Design, Deliver: accountable policies, services and outcomes'. Further details including the programme and costs are attached.

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

**12 Corporate Peer Challenge**

As a part of the Council's commitment to sector-led improvement, arrangements are currently being made to host a peer challenge later this year. Peer challenge is 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. The theme is not currently finalised, however it is recognised that this is an ideal opportunity to learn from others and make improvements where they may be required.

The team will 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 is considered to be a key committee for inclusion in the timetable.

The committee is currently scheduled for 3 September 2013, three weeks before the visit. It is therefore suggested that Members agree to moving the date to coincide with the challenge between 23 and 26 September 2013.

13 **Urgent Items**

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

14 **Date of next meeting**

The next meeting of the Overview & Scrutiny Management Committee will take place at 10:30am on Tuesday 25 June 2013 and will be held in Committee Rooms A-C, Monkton Park Offices, Chippenham.

## OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

---

### **DRAFT MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 11 APRIL 2013 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.**

#### **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, Cllr Jonathon Seed and Cllr Carole Soden

#### **Also Present:**

Cllr Fleur de Rhé-Philippe and Cllr Jane Scott OBE

---

#### **79 Apologies**

Apologies were received from Councillor Christopher Newbury

#### **80 Minutes of the Previous Meeting**

The minutes of the previous meeting held on 28 February 2013 were approved and signed as a correct record.

#### **81 Declarations of Interest**

There were no declarations of interest received.

#### **82 Chairman's Announcements**

The Chairman made the following announcements:

1. That there had been no call-ins requested since the last meeting.
2. Thanked the Scrutiny Team for all their support and advice over the last twelve months, as this was the last meeting before the elections and reported that Stuart Figini was replacing Sharon Smith as the Committee's Democratic Services Officer following her recent promotion.

### 83 **Public Participation**

There was no public participation.

### 84 **Job Creation and Economic Development**

The Cabinet member for Economic Development and Strategic Planning was in attendance to present an update report on Job Creation and Economic Development. The report provided details on the work being undertaken by the Economy and Regeneration Service, including the broad range of initiatives and projects underway. Further information was circulated following the briefing showing the targets against the performance figures in the table in paragraph 2.1.

The Cabinet Member explained that the report contained some very positive updates, and she was pleased to report that significant new investment had been attracted into Wiltshire to provide the right infrastructure, employment and skills provision, and planning to support the Council's vision to create stronger and more resilient communities. In particular, reference was made to the Swindon and Wiltshire Local Enterprise Partnership and the growing Places Fund for the delivery of the Castledown Phase 2, which would support the growth of the local economy through the provision of business facilities.

In supporting the comments made by the Cabinet Member and thanking the Economy and Regeneration Service for a very positive report, the Committee commented on a number of issues, including:

- the positive change over the last few years in the approach and culture of departments towards the way they work with partners, members and other departments.
- The successful Regional Funding bid for £10m to enable the development of Porton Science Park, bringing forward an innovation centre and infrastructure to enable serviced laboratory and office space to be delivered.
- Concerns at the length of time that Pre-Application Discussions took and the costs involved
- concern that small established companies were struggling and some were not in a position to take on apprentices. However it was noted that of the 139 business employers supported by the Wiltshire Apprenticeships Campaign 47 had taken on their first apprentice.
- A suggestion that the adoption of the Core Strategy would be a major step forward in helping to alleviate many of the issues being experienced by planning officers within the current planning framework.

The Chairman thanked both officers and the Cabinet Member for the update.

**Resolved:**

- 1. That the update on the Job Creation and Economic Development report previously considered by the Overview and Scrutiny Management Committee on 18 October 2012 be noted.**
- 2. That the Overview and Scrutiny Management Committee would receive further update reports at future meetings.**

**85 Traded Services Task Group - Final Report**

The Committee considered the conclusions and recommendations report of the Traded Services Scrutiny Task Group. The figure in paragraph 4 was corrected to £0.100m.

Councillor Doyle, Chairman of the Task Group explained that the Group had prepared a very comprehensive report. He confirmed that the Group had now completed its work on Traded Services and that the report before the Management Committee was the final report. It was noted that the Group decided from the outset of their work not to scrutinise a particular traded service, but to undertake an overarching approach in order to develop an appropriate policy and sound guidance criteria for future Council Traded Services.

Councillor Doyle thanked officers, in particular Jacqui white, Service Director, Business Services who gave their time, energy and helpful advice to facilitate background discussions which fed into the development of guidance for going forward with traded services. Councillor Doyle commended the report to the Management Committee and asked for the recommendations to be supported.

Officers explained the process for new traded services, which included how an initial concept would be evaluated and the help available to services considering a traded service, through to the business case pro-forma. Members spoke about the importance of retaining existing skills, experience and knowledge within the Council when consideration was given to a new traded service.

It was noted that there were restrictions in the Council's ability to make a profit as this was outside the scope of the Council's powers, however full cost recovery was allowed. Officers reported that there could be circumstances where full cost recovery was not achievable due to the costs involved. Members input was required to make decisions in relation to a traded service being subsidised from other service areas. Free swimming during school holidays was quoted as an example of this.

**Resolved:**

**That the recommendations of the Traded Services Scrutiny Task Group be endorsed, and that the report be forwarded to the Cabinet Member for Finance, Performance and Risk for consideration and response.**

## 86 Legacy Items

The Management Committee considered the report of the Scrutiny Manager, Paul Kelly about the topics recommended by the Select Committees for inclusion in a legacy report for consideration by the new Council post May 2013 elections.

It was noted that the report not only highlighted the good work undertaken by the Select Committee's but also contained information about ongoing pieces of work recommended for inclusion in the overview and scrutiny work programme of the new Council. In reviewing the ongoing pieces of work detailed in Appendix B to the report, members made the following comments:

- Councillor Seed indicated that the Member Support in the Locality Task Group was still active and asked for it to be recorded as an existing Task Group and added to Appendix B.
- Councillor Hutton asked for a Review of Continence Services to be included in Appendix B
- Councillor Hubbard explained that the Environment Select Committee met on 4 April 2013 and confirmed that the following three existing Task Groups should be included in the proposed work programme for the new Council and asked for an additional item detailed at 4 below:
  1. Waste
  2. Community Infrastructure Levy (CIL)
  3. Air Quality (jointly with Health Select Committee)
  4. A new topic to look at issues around Development Control and the timely delivery of adoptable estates.

The Chairmen of the Select Committees and some Chairmen of Task Groups expressed their thanks to the commitment, dedication, support and help throughout the year from members, partners, witnesses and officers including the excellent work of the Scrutiny Team.

The members also took the opportunity to thank the Chairman for the way he had supported and guided the Committee over the years.

### **Resolved:**

- 1. That the members, partner organisations and officers who had positively contributed to the work of the select committees and in the effective delivery of the overview and scrutiny work programme be thanked.**
- 2. That the significant contribution that overview and scrutiny was now making to open and honest decision-making and to the overall good governance of the authority, be acknowledged.**



- 3. That the topics listed in the Appendix, attached to these minutes, be included in the Management Committee's legacy report for the overview and scrutiny work programme of the new Council, subject to the following:**
  - a. Add Waste Task Group**
  - b. Add Community Infrastructure Levy (CIL) Task Group**
  - c. Add Air Quality (jointly with Health Select Committee) Task Group**
  - d. Include a new topic for the Environment Select Committee to look at issues around Development Control and the timely delivery of adoptable estates**
  - e. To add the Member Support in the Locality Task Group as member support was continually developing**
  
- 4. That the next steps described in paragraph 10 of the report be noted.**

#### **87 Overview and Scrutiny Member Remuneration**

The Chairman reminded the Committee that the remuneration scheme agreed by the Independent Remuneration Panel applied to duties undertaken by councillors in the overview and scrutiny arena. The current amount of £10,000 was allocated at the discretion of the Chairman of the Management Committee.

In noting that the Chairman wished to be transparent in his dealings with the payments, he indicated his intention was to apply the principles detailed in the agenda sheet to the allocation of payments, identical to last year.

Members were informed that the principles were based on the original scheme devised in 2007 and refined over time in the light of experience and representations. It was clarified that bullet point 4 on the agenda sheet referred to the Special Responsibility Allowance for the Scrutiny arena only.

Members in supporting the principles for the allocation of payments made observations about the commitment of some Councillors once they had been appointed to a Task Group and the detailed work commenced.

It was suggested that there was a need to reward genuine commitment and this could be an issue to look at over the next twelve months. However, a number of members were not convinced that the current remuneration scheme made an impact on commitment and that it was more to do with having an interest in the topic and a feeling of making a difference that were the main factors. Other comments made included the length taken to conduct a review, an opportunity for back benchers to become involved in Task Groups, the use of a pro-forma for the setting up of Task Groups and the level of understanding by the membership of the Independent Remuneration Panel.

**Resolved:**

- 1. That the arrangements for the allocation of scrutiny payments for 2012/13 as set out on the agenda sheet be agreed.**
- 2. That the Scrutiny remuneration scheme be reviewed over the next twelve months so that genuine commitment to Task Groups is rewarded in the most appropriate way.**

**88 Urgent Items**

There were no urgent items for consideration.

**89 Date of next meeting**

That the next meeting of the Overview and Scrutiny Management Committee would take place at 10:30am on Thursday 23 May 2013 and would be held in Committee Rooms A-C, Monkton Park Offices, Chippenham.

(Duration of meeting: 10.30 - 11.50 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](mailto:stuart.figini@wiltshire.gov.uk)

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

## Wiltshire Council

### Overview and Scrutiny Management Committee

23 May 2013

---

#### The Work of Overview and Scrutiny in the Previous Council

##### Purpose

- 1 To report to the new Overview and Scrutiny Management Committee on ongoing work recommended by the former Management Committee as part of the development of a work programme for the function in the new Council.

##### Background

- 2 A comprehensive review of the function took place with a report to Council in May last year. The outcome was little change to the structure (see [Appendix A](#)) apart from the creation of a new management committee to take overall responsibility for the function and its working relationship with the Cabinet. However, most significantly, a new style and approach was adopted based on constructive early engagement, a focus on supporting the development of policy linked to the business plan, and seeking positive outcomes for customers. A revised overview and scrutiny work programme following discussions with the Council's Executive and partners reflected this approach which resulted in a more effective and worthwhile function for all those involved. Scrutiny officer resources within democratic services were also aligned to support delivery of the programme.
- 3 In the run up to Council elections in May, the Management Committee asked that each of the select committees produce a brief "end of term" style report in order to highlight some of the good work done. The report also provided the opportunity for the select committees to review their respective parts of the then current work programme and recommend ongoing pieces of work for possible inclusion in the overview and scrutiny work programme of the new Council.
- 4 The select committees had been planning for this situation and had sought final reports from many of their task groups for consideration at the last meetings of the select committees. As a number of these were focused on major change and improvement projects aligned to the long term business and financial plans of the Council then it is no surprise that there are recommendations for overview and scrutiny work to continue in these areas as much spanned the election period.

- 5 Following consideration by the Management Committee, Appendix B now lists the topics recommended to continue.

### **Work Programme**

- 6 The work programme should in the main be aligned to Council priorities. These are in response to the wishes of the people of Wiltshire and partners following consultation and reflected in the main corporate documents including Business Plan, Financial Plan and Joint Strategic Assessment. The transformation programme covers delivery of a number of significant projects from these plans.
- 7 Performance monitoring of delivery of the Business Plan targets are reported periodically to Cabinet and Overview and Scrutiny as is spend against the budget. The Executive must consult with Overview and Scrutiny on budget setting and policy framework items prior to decision by Council. The Cabinet is also required to publish a forward work plan of key decisions and other matters it intends to consider. Early discussion between leading representatives of the two functions is vital to deliver a focused, relevant and effective work programme that adds value to policy development and decision-making in the Council.
- 8 The work programme should also provide space for topics raised by the Management Committee, select committees and non-executive councillor requests. It is also important that Overview and Scrutiny is outward facing in the work it does in terms of seeking and understanding the views of customers, partners and stakeholders. Getting to the cause of issues and encouraging improvements in processes are important components.
- 9 The work programme should be viewed as a live document which is constantly reviewed and updated. It will be reported to every meeting of the Management Committee and relevant parts to the respective select committees. The Management Committee will need to be mindful of the capacity of councillors and resources within the scrutiny team when determining its work programme.
- 10 These matters have been explored to a degree during the councillor induction programme and the new Council may decide to give further direction or review how Overview and Scrutiny undertakes its responsibilities.

### **Next Steps**

- 11 The Management Committee will have appointed its chairman and vice-chairman at today's meeting as will the select committees in the forthcoming weeks. This will provide leadership of the function and allow for informal discussion meetings to be arranged with Cabinet members, portfolio-holders

and service directors in order to gain common understanding and support over priorities in the work programme.

- 12 It is understood that a review of the current Business Plan will be conducted in the near future which will provide an opportunity for Overview and Scrutiny to review where it focuses its attention. Overview and Scrutiny brings a real strength when it engages in developing policy on the big themes being highlighted and pursued by the Council and its partners.
- 13 As part of the councillor induction programme, a half-day event is scheduled for Overview and Scrutiny on 16 May. A report will be made to the Management Committee on the outcome of this event elsewhere on today's agenda which may raise a number of topics for possible inclusion in the work programme.

### **Financial and Environmental Implications**

- 14 There are no direct implications although the scrutiny reviews of service policy and delivery will cover such implications as part of the process. Officers providing information to the overview and scrutiny function do so as part of their wider corporate responsibilities to governance and decision-making of the Council. As already mentioned the new Management Committee will be mindful in developing its work programme of the member and officer capacity to delivery it.

### **Recommendations**

- 15 To give consideration to the legacy topics listed in Appendix B for inclusion in the Committee's work programme and to advise the select committees accordingly.
- 16 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.
- 17 To note the intention of the Council to review its Business Plan and the potential implications for Overview and Scrutiny's work programme.
- 18 To consider any topics that may arise from the induction event on 16 May.

**Paul Kelly**  
**Scrutiny Manager (and Designated Scrutiny Officer)**

Contact details: 01225 713049 [paul.kelly@wiltshire.gov.uk](mailto:paul.kelly@wiltshire.gov.uk)

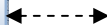
This page is intentionally left blank

# New Arrangements - May 2012

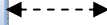
**COUNCIL**



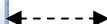
**CABINET**



**AUDIT COMMITTEE**



**AREA BOARDS**



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

Page 11

**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

**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**

This page is intentionally left blank



## The Work of Overview and Scrutiny

## Recommended Ongoing Work

Management Committee

<b>Activity</b>	<b>Date</b>	<b>Brief Explanation</b>	<b>Reason for Inclusion</b>
<b>Business Plan</b>	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
<b>Budget Scrutiny</b>	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
<b>Job Creation and Economic Development</b>	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
<b>Housing Allocation Policy</b>	February 2012	Major review following Localism Act and Welfare Reform	Provides mechanism for contributing to the development of policy
<b>Scrutiny representation on Project Boards</b>	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
<b>Member Support in the Locality Task Group</b>	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
<b>Safeguarding Children and Young People Task Group</b>	May 2012 -	<p>Established following the 2012 Ofsted inspection of safeguarding and services for LAC.</p> <p>The final report recommends the continuance of a task group focusing on this area.</p>	<p>An important element of the Council's efforts to improve the safeguarding of children following the 'Inadequate' Ofsted grade in April 2012.</p> <p>Has executive and cross-party support. Recommendations awaiting executive response.</p>
<b>Further Education in the Salisbury Area Task Group</b>	May 2012 -	<p>Established to review the post-16 education available in the Salisbury area.</p> <p>Compiled a detailed report and submitted 12 recommendations.</p>	<p>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.</p>
<b>Major Contracts Task Group</b>	Standing	<p>Work programme includes the following contracts:</p> <ol style="list-style-type: none"> <li>1. White Horse Education Partnership – providers of serviced accommodation for Wiltshire's 3 PFI schools</li> <li>2. Children's Centre cluster contracts</li> </ol>	<p>Provides mechanism for non-executive members to scrutinise contracts of significant financial value.</p>
<b>Special Schools and Post-16 SEN Task Group</b>	May 2011 -	<p>Submitted a report in July 2012 containing recommendations on:</p> <ul style="list-style-type: none"> <li>• Future demand for SEN provision</li> <li>• Healthcare in special schools</li> </ul>	<p>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.</p>

Activity	Date	Brief Explanation	Reason for Inclusion
		<ul style="list-style-type: none"> <li>• Capacities, facilities and accessibility at special schools</li> <li>• Post-16 education for pupils with SEN</li> </ul>	
<b>Rapid Scrutiny Exercise: Wiltshire's Adoptions Service</b>	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.
<b>Pupil Performance in Public Tests and Examinations</b>	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.
<b>Education for excluded pupils</b>	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).
<b>Family Information Service and Parent Partnership Service Review</b>	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
<b>School Organisation Plan and school governance arrangements</b>	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
<b>Clinical Commissioning Group (CCG) Task Group</b>	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.
<b>Transfer to Care Task Group</b>		Review proposed protocol, policy documents and project results, and consider any resulting financial challenges.	Corporate priority Provides mechanism for contributing to development of policy.
<b>Avon and Wiltshire Mental Health Partnership (AWP) Task Group</b>	n/a	Consider review of services to Wiltshire residents	Member priority Provides mechanism for contributing to development of services.
<b>Air Quality Task Group (joint with Environment Select Committee)</b>	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'.	
<b>Service 111 Rapid Scrutiny</b>		Investigate impact of implementation of 111 service	Member priority Provides challenge to private service provider.
<b>Receive reports/updates on:</b>	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
<b>Community Infrastructure Levy (CIL) Task Group</b>	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.
<b>Waste Task Group</b>	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
<b>Air Quality Task Group (joint with Health Select Committee)</b>	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.
<b>Development Control – Adoptable Estates</b>	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

## CFPS Annual Conference 2013

### **Decide, Design, Deliver – accountable policies, services and outcomes**

**Date: 11-12 June 2013 Venue: Local Government House, Westminster**

*'Great Britain is known for quality, scrutiny and standards. They are not barriers to delivery, they help delivery'* - Lord Coe's speech to Conservative Party Conference, 10 October 2012

April 2013 is significant for everyone who plans, delivers or uses public services. The spectrum of reforms are now fully in place and emphasis shifts from transition to delivery. In the Centre's 10th anniversary year, CfPS 2013 will focus on how checks and balances need not be seen as 'red tape' and openness and credibility add value to democracy.

Lord Coe summed it up perfectly. Reflecting on the fantastic London Olympics, he said: "Great Britain is known for quality, scrutiny and standards. They are not barriers to delivery, they help delivery". At CfPS we couldn't agree more! So, at CfPS 2013 we will explore how scrutiny and accountability can help the delivery of effective and responsive public services.

At a time of major resource constraints, the temptation will be to cut back on governance and accountability to focus on the front-line. CfPS 2013 will emphasise that this is a false economy, and good governance is needed now more than ever to ensure the right decisions are taken for the right reasons and for the benefit of the right people. If you only go to one event this year, make sure it is CfPS 2013 – meet up with colleagues, share experiences and find out how others are navigating the perfect storm of public service reform, rising public demand and expectations and major financial restrictions.

#### **Programme highlights:**

- Robert Francis QC, Mid Staffordshire Trust Inquiry (confirmed)
- Sharon Shoesmith, PhD student, University of London, former Director of Children's Services, Haringey, and former HMI (confirmed)
- Good Scrutiny Awards 2013
- FREE Scrutiny Camp Unconference
- Members Scrutiny Leadership Academy

#### **What's new for 2013?**

- Don't just get talked at – our plenary sessions will have speakers discussing the objectives and impacts of the reforms from various perspectives. The conference provides a platform for dialogue between not only the speakers – decision-makers and those holding them to account – but you, our delegates.
- Enhanced audience participation through voting pads – instantly sharing your views with your peers.
- Collaborative workshops which focus in-depth on a single reform area. Run by expert facilitators, these will offer concise introductions and allow plenty of time for delegates to share views, experiences and challenges.
- FREE Scrutiny Camp 'Unconference' – set the agenda, be challenged and think differently.

## Conference Programme Day One 11 June 2013

09:15 - 09:45	Registration and morning refreshments
09:45 - 09:55	Welcome from Chair <b>Rt Hon Nick Raynsford</b> , Chair of CfPS
09:55 - 10:30	Opening keynote: successful delivery depends on quality, scrutiny and standards <b>Brian Cathcart, Founder, Hacked Off</b> (invited)
10:30 - 11:30	Plenary: The power of individual and collective voices <b>Robert Francis QC, Mid Staffordshire Trust Inquiry</b> (confirmed) <b>Tim Kelsey, National Director of Patients &amp; Information, NHS Commissioning Board</b> (confirmed)
11:30 - 11:55	Morning refreshments
11:55 - 12:35	Good Scrutiny Awards Videos and voting
12:35 - 13:25	Lunch and networking
13:25 - 13:30	Welcome back from afternoon chair
13:30 - 14:30	Plenary: Are Police & Crime Commissioners delivering public accountability in policing? <b>Cllr Trevor Egleton, Chair, Thames Valley Police and Crime Panel</b> <b>Mark Burns-Williamson, Police &amp; Crime Commissioner, West Yorkshire</b>
14:30 - 14:50	Good Scrutiny Awards Videos and voting
14:55 - 15:45	<b>WORKSHOP ONE: Crime and Policing</b> How PCP's can both scrutinise and support PCCs: early experiences - <b>Katie Smith, Head of Scrutiny and Investigations, and Joanne McCartney, Chair of the Police and Crime Committee, London Assembly</b>  <b>WORKSHOP TWO: Welfare Reforms</b> Anticipating impact and assessing resilience  <b>WORKSHOP THREE: Jobs and Prosperity</b> Why scrutiny and accountability don't stifle growth  <b>WORKSHOP FOUR: England and Wales</b> Sharing learning from CfPS programmes - <b>Rebecca David-Knight, Wales Scrutiny Programme Manager and Su Turner, Principal Consultant, CfPS</b>  <b>WORKSHOP FIVE: Education</b> Improving schools through effective local accountability - <b>Ian Hickman, Associate Controller, Information and Analysis, Audit Commission and Avril Davies, Health Scrutiny Adviser, CfPS</b>  <b>WORKSHOP SIX: Health</b> Value and Quality – how scrutiny can improve strategy and experience
15:50 - 16:40	<b>WORKSHOPS ONE TO FIVE REPEATED.</b>  <b>WORKSHOP SIX WILL FOCUS ON PUBLIC HEALTH: moving beyond transition to tackle inequalities - Cath Saltis, Expert Adviser, CfPS and Simon Evans, Scrutiny Officer, Lincolnshire County Council</b>
16:50 - 17:15	Closing keynote: Public accountability - opportunities and pitfalls <b>Sharon Shoemith, PhD student, University of London, former Director of Children's Services, Haringey, and former HMI</b>
17:15 - 17:40	Summing up and voting for 'scrutineers' choice' award <b>Jessica Crowe, Executive Director, CfPS</b>



<b>18:30 - 21:00</b>	Good Scrutiny Awards welcome drinks, followed by the awards ceremony
----------------------	--

## Members Scrutiny Leadership Academy

### Conference Programme Day Two

**12 June 2013**

<b>09:30 - 10:00</b>	Registration and morning refreshments
<b>10:00 - 10:15</b>	Welcome and outline of the day <b>Jessica Crowe, Executive Director, CfPS</b>
<b>10:15 - 11:45</b>	Understanding your personal leadership style - using stakeholder mapping to chose who to involve and how to maximise the impact of your scrutiny review <b>Pascoe Sawyer, Principal Adviser (Leadership), Leadership and &amp; Localism, Local Government Association</b>
<b>11:45 - 12:45</b>	A problem shared is a problem halved... Space for delegates to discuss the real pressing issues facing them and get help and ideas from others (incorporating a coffee break) <b>with CfPS experts on hand to assist</b>
<b>12:45 - 13:30</b>	Lunch and networking
<b>13:30 - 14:15</b>	Getting re-energised - creative approaches and networked councillors  <b>Catherine Howe, Chief Executive, Public I and Jocelyn Cunningham (invited), Arts and Society on Peterborough and Wiltshire Projects and Creative Practice</b>
<b>14:15 - 15:15</b>	3 Skills streams - delegates choose from:
	<ol style="list-style-type: none"> <li>1. Leadership in scrutiny – skills for scrutiny chairs Jessica Crowe, Executive Director and Avril Davies, Health Scrutiny Adviser, CfPS</li> <li>2. Being an effective critical friend – questioning skills</li> <li>3. Practical skills for using social media and digital tools to open up scrutiny Emma Daniel, Public-i project for East of England on The Networked Councillor</li> </ol>
<b>15:15 - 16:00</b>	Maximising impact - prioritising effectively and demonstrating how scrutiny makes a difference
<b>16:00 - 16:30</b>	Closing keynote – tbc

### Delegate rates

<b>CONFERENCE PACKAGES</b>	<b>FULL RATE</b>
Conference & Good Scrutiny Awards	£239
Conference, awards and Scrutiny Camp	£239
Conference, awards and members scrutiny academy	£375
Members scrutiny academy only	£149
Good Scrutiny Awards only	£35

This page is intentionally left blank