

AGENDA

Meeting: Overview and Scrutiny Management Committee
Place: Kennet Room - County Hall, Trowbridge BA14 8JN
Date: Tuesday 29 April 2014
Time: 10.30 am

Please direct any enquiries on this Agenda to Kieran Elliott, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line (01225) 718504 or email kieran.elliott@wiltshire.gov.uk

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

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Membership:

Cllr Christine Crisp	Cllr Jeff Osborn
Cllr Stewart Dobson	Cllr Mark Packard
Cllr Alan Hill	Cllr Pip Ridout
Cllr Jon Hubbard	Cllr John Walsh
Cllr Simon Killane	Cllr Bridget Wayman
Cllr Gordon King	Cllr Roy While
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**

To receive any apologies or substitutions for the meeting.

2 **Minutes of the Previous Meeting** (*Pages 1 - 10*)

To approve and sign the minutes of the meeting held on 4 March 2014.

3 **Declarations of Interest**

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

4 **Chairman's Announcements**

To receive any announcements through the Chair.

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 22 April 2014**. 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 **Overview and Scrutiny Member Remuneration - Revised Scheme** (*Pages 11 - 14*)

The Management Committee considered a report by the Scrutiny Manager at the last meeting on the views expressed by the Independent Remuneration Panel about the scrutiny members fund and the decision of full Council.

The Management Committee was provided with the opportunity to give guidance to the Chairman in drafting a revised scheme in the light of the views expressed. However it was decided to reserve comment until a draft had been produced.

The Chairman and Vice-Chairman have now given some direction over how the fund might be allocated in future and this is set out in the [attached](#) report.

7 **Project Board Membership** (*Pages 15 - 16*)

The Management Committee has been approached on a couple of occasions recently to appoint a scrutiny member to (executive) project boards on major reviews of service. The issue of what the role is and the potential for conflict of interest has been raised for those that might be appointed.

The Chairman asked the Scrutiny Manager to provide guidance for the Management Committee. A short briefing note is [attached](#).

8 **Local Enterprise Partnership (LEP)** (*Pages 17 - 22*)

A report on the proposed methods of undertaking joint scrutiny of the Local Enterprise Partnership with Swindon Borough Council for the Committee to consider and agree the preferred method.

9 **Scrutiny Training Update**

A scrutiny skills training event was held on 24 March organised by the Council's Learning and Development team. The event was delivered by a prominent and well-respected regional adviser on overview and scrutiny. Initial feedback was positive although not all evaluation forms have been received yet.

There were a maximum of 12 places for the event and all were filled. There was a suggestion that as it was held in County Hall would it be worth repeating perhaps at a different location in the County? All non-executive members whether serving on select committees or not will be targeted.

The views of those that attended from the Management Committee are sought along with ideas about future possible events.

10 **Attendance at the CfPS Annual Conference - 10 and 11 June 2014**

As agreed at the last meeting, 3 places have been booked for Wiltshire Council delegates (2 members and 1 officer) to attend the 2 day conference. This

enabled an early bird rate to be secured.

Cllrs Simon Killane and Roy While have confirmed that they will be attending a day each of the conference alongside Emma Dove, Scrutiny Officer. The Committee is asked to nominate another member representative to attend. Day one will be the traditional conference format whereas day two is a scrutiny camp where delegates are able to set the agenda, be more interactive and be challenged to think differently. To find out more about the programme please see [here](#).

11 **Overview and Scrutiny Annual Report 2013/14**

The Constitution provides for an annual report to be made to full Council about the work of overview and scrutiny.

This had been done periodically in the past but more recently the standing Council summons item on overview and scrutiny has allowed more regular reporting and therefore to a degree negated the need for an annual report.

This Chairman and Vice-Chairman are keen for this to be resurrected as part of a drive to improve communications and promotion of the good work taking place in overview and scrutiny. However in doing so they felt the annual report should be contained on 2 pages (4 sides) and only be in electronic form whilst in draft. The intention would be having made the report to Council in May to add it to the Council's website and perhaps make it available in leaflet form for councillors and the wider public.

The Chairman and Vice-Chairman are keen for the annual report to be owned and promoted by all members of the Management Committee including making contributions to the presentation at full Council. The chairmen and vice-chairmen of the select committees have been consulted about their dedicated parts in the draft report.

The text of the draft annual report can be accessed [here](#) and will also be projected electronically at the meeting with appropriate branding and images. A final version will be produced to reflect the contributions of the Management Committee after the meeting and any views expressed about distribution.

If you have any comments or feedback before the meeting, please contact Emma Dove, Scrutiny Officer by email emma.dove@wiltshire.gov.uk or by telephone 01225 718071.

12 **Scrutiny of Major Contracts**

The Management Committee requested a report on options for future scrutiny of major contracts in the light of the experience regarding the early delivery of Highways and Street Scene contract by Balfour Beatty Living Places.

The report was considered at the last meeting and it was decided to leave it to

each of the select committees to determine how they might want to approach the issue for themselves. In support of this approach it was agreed to ascertain some more detailed information about the Council's top 50 vendors listed in the appendix to the report.

The Management Committee is asked to note that this has now been done and circulated to the chairmen and vice-chairmen of the select committees.

The Management Committee is also reminded that it will be involved in the corporate review of the Council's approach to procurement and commissioning (see [work programme](#)) which is now underway and also through its Financial Planning Task Group in terms of delivering on the procurement savings identified in the 2014/15 budget.

13 **Task Group Updates**

Financial Planning Task Group - It met on 2 April and received updates and presentations on the following:

- current year's revenue budget position which continues to be projected to balance at year end
- evaluation of the budget scrutiny event held on 5 February and suggested improvements for next year
- progress with alignment of business planning, finance, performance and risk as to what it will look like and the timeline for implementation. This included a demonstration of the website that is being designed to inform the public of our successes in Wiltshire across the six outcomes in the business plan, known as the 'Citizen's Dashboard'
- the Finance Improvement and Integration Programme (FIT) to connect and streamline multiple data systems. The Chairman will update further at the meeting

The Chairman of the Task Group will seek the endorsement of the Management Committee for some key actions arising from the meeting.

Local Enterprise Partnership – This is the subject of separate report on the agenda.

Area Boards Review – It's final report was presented to the last meeting and views incorporated in a report to Cabinet on 22 April (link <http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=141&MId=8125&Ver=4>)
The outcome of Cabinet's consideration will be reported to the Committee.

Select Committee Task Groups

The Chairman of each Select Committee will also be given the opportunity to provide brief updates in relation to activity undertaken by the Task Groups overseen by each Committee including endorsement of the following:

- The Health Select Committee had a task group ready to review the success of the plans put in place to deal with the winter pressures. However the mild weather, coupled with additional funding made available from central Government, has meant that the pressures on services over the winter period, both nationally and within Wiltshire, have not been excessive and that services have coped well. Therefore it was agreed that there would be little value in the Task Group undertaking the proposed review and it has been stood down.
- The Environment Select Committee has formed a Highways and Streetscene Contract Task Group focused around reviewing annual performance, arising from the initial review done by the rapid scrutiny exercise under the Management Committee.

14 **Forward Work Programme** (*Pages 23 - 24*)

The Committee is asked to consider the single work programme and give direction on future overview and scrutiny activity.

15 **Date of Next Meeting**

To note the date of the next scheduled meeting as 8 July 2014.

16 **Urgent Items**

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

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