

AGENDA

Meeting: Overview and Scrutiny Management Committee
Place: Kennet Room - County Hall, Trowbridge BA14 8JN
Date: Tuesday 9 September 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 John Noeken
Cllr Stewart Dobson	Cllr Jeff Osborn
Cllr Peter Edge	Cllr Pip Ridout
Cllr Alan Hill (Vice-Chairman)	Cllr Ian Thorn
Cllr Jon Hubbard	Cllr John Walsh
Cllr Simon Killane (Chairman)	Cllr Bridget Wayman
Cllr Gordon King	Cllr Philip Whalley
Cllr Jacqui Lay	

Substitutes:

Cllr Glenis Ansell	Cllr David Jenkins
Cllr Chuck Berry	Cllr Paul Oatway QPM
Cllr Ernie Clark	Cllr Helen Osborn
Cllr Mary Douglas	Cllr Mark Packard
Cllr Howard Greenman	Cllr Ricky Rogers
Cllr George Jeans	Cllr Nick Watts

PART I

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

1 **Apologies and Membership Changes**

To receive any apologies, substitutions or notices of changes of membership of the Committee.

2 **Minutes of the Previous Meeting** (*Pages 1 - 8*)

To approve and sign the minutes of the meeting held on 8 July 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 Tuesday 2 September 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 **Military Civilian Integration Partnership (MCIP)** (*Pages 9 - 30*)

A report from Kevin Ladner, Army Basing Programme Manager, Economic Planning and Development, is attached.

7 **Scrutiny Communication**

Work has already taken place to enhance the intranet page on the website.

- 1) The Chair and Vice-Chair met recently with the Corporate and Associate Directors responsible for Overview and Scrutiny. Discussion included improved communication and promotion of the function with a quarterly newsletter proposed.
- 2) The need to review the function in terms of how it best responds to developments in the organisation was also proposed. This will also be relevant as a response to the findings in the peer challenge review reported to the Management Committee in March 2014. The Committee will be informed once the thinking has been further developed.

The Chair and Vice-Chair will update further at the meeting and seek endorsement for this work.

8 **Scrutiny Training**

A re-run of the scrutiny skills training event that was originally held on 24 March 2014 took place on 15 July 2014 as 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 as before.

The Committee is asked to consider whether additional overview and scrutiny training is sought for non-executive councillors and the themes that it may be set around. However, in light of the proposed review this may feature as one of the outcomes.

9 **Procurement Update**

The review has now been concluded and a report presented to CLT on the approach and supporting structure. This will be implemented from September 2014 – April 2015 and will involve a number of changes around the council in order to fully embed and resource a sound category management approach. Appointment to the Head of Service roles will commence during September and other posts will follow once all staff impacted have been identified, agreed, consulted with and provided opportunities to apply for appropriate posts. There is a significant amount of work that needs to be done this year in order for the new approach to be operational from April 2015 and this is currently being developed into a project timeline. A more detailed report will be made to the Management Committee at its next meeting on 4 November 2014.

10 **Performance and Risk Update**

An outward facing performance framework has been developed which is about to be published. This is integrated within the website, is ipad and smartphone enabled and takes the council forwards significantly in the way we are

presenting information and engaging with residents on our performance in a much more user friendly manner. This format uses tiered reporting focused around the business plan outcomes. Alongside this there is an integrated outcome focused performance and risk management framework that provides a much more structured view on performance linked to delivering the council's priorities. Discussion has already taken place at the Financial Planning Task Group in respect of this new approach.

The Management Committee will need to determine how it wishes to utilise the performance information in the work of overview and scrutiny when more is known.

11 **Task Group Updates**

- 1) Written updates on Management Committee Task Group activity are detailed as follows:

LEP Task Group

Briefings for the Wiltshire Council and Swindon Borough Council members respectively have been held, with the inclusion of key officers of each authority and representation from the LEP secretariat. The first joint meeting of the Task Group is scheduled to take place on 30 September.

Financial Planning Task Group

The Task Group met on 27 May, the outcomes of which were reported to the last Management Committee. The next meeting is due on 11 September to discuss the Budget Outturn Report that will be presented to Cabinet on 16 September and the first quarterly update.

- 2) The Chairman of each Select Committee will be given the opportunity to provide brief updates in relation to activity undertaken by existing task groups, and endorsement of any proposed new Task Groups.

12 **Forward Work Programme (Pages 31 - 32)**

- 1) The Committee is asked to consider the single work programme and give direction on future overview and scrutiny activity. Select Committee chairs will lead on issues in their area.
- 2) The meetings between chairs and vice-chairs of select committees and Cabinet members/portfolio-holders and Associate Directors are underway. These will be focusing on priorities over the next 12-18 months and where early engagement with overview and scrutiny can add value. The outcome will inform revision of the work programme. Progress and the need for endorsement will be reported as appropriate.
- 3) The arrangements for overview and scrutiny engagement in major projects were agreed at the last meeting. The first of the regular meetings

with the chair and vice-chair of the Management Committee and Head of Programme Office to consider potential projects in the pipeline has been arranged for 22 September. Select Committees will be advised on any recommended projects.

13 **Date of Next Meeting**

To confirm the date of the next meeting as 4 November 2014.

14 **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.