Wiltshire Council
Where everybody matters

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.

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 Stewart Dobson
Cllr Peter Edge
Cllr Alan Hill (Vice-Chairman)
Cllr Jon Hubbard
Cllr Simon Killane (Chairman)
Cllr Gordon King
Cllr Jacqui Lay
Cllr John Noeken
Cllr Jeff Osborn
Cllr Pip Ridout
Cllr Ian Thorn
Cllr John Walsh
Cllr Bridget Wayman
Cllr Philip Whalley

Substitutes:

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

This page is intentionally left blank

Wiltshire Council
Where everybody matters

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

DRAFT MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 8 JULY 2014 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Trevor Carbin (Substitute), Christine Crisp, Cllr Stewart Dobson, Alan Hill (Vice Chairman), Cllr Simon Killane (Chairman), Cllr Gordon King, Cllr Jacqui Lay, Cllr John Noeken, Cllr Paul Oatway (Substitute), Cllr Jeff Osborn, Cllr Mark Packard, Cllr Pip Ridout, Cllr Ian Thorn, Cllr John Walsh and Cllr Bridget Wayman

Also Present:

Cllr George Jeans, Cllr John Thomson, Cllr Roy While, Cllr Philip Whitehead and Cllr Jerry Wickham

57 **Election of Chairman**

Resolved:

To appoint Councillor Simon Killane as Chairman of the Overview and Scrutiny Management Committee for the forthcoming year.

58 **Election of Vice-Chairman**

Resolved:

To appoint Councillor Alan Hill as Vice-Chairman of the Overview and Scrutiny Management Committee for the forthcoming year.

59 **Membership Changes**

Resolved:

To note the changes to membership of the Committee, with the revision that Councillor John Noeken had been removed as a Substitute Member and added as Full Member of the Committee.

60 **Apologies**

Apologies were received from Councillors Jon Hubbard and Phillip Whalley.

Councillor Hubbard was substituted by Councillor Trevor Carbin.

Councillor Whalley was substituted by Councillor Paul Oatway QPM.

61 **Minutes of the Previous Meeting**

The minutes of the meeting held on 29 April 2014 were presented for consideration, and it was,

Resolved:

That subject to amending Minute 53 - Task Group Updates - under the heading 'Environment Select Committee' to refer to the Officer of the Police and Crime Commissioner, not the Officer of the Police and Crime Commissioner, to APPROVE as a true and correct record and have the Chairman sign the minutes.

62 **Declarations of Interest**

There were no declarations.

63 **Chairman's Announcements**

Through the Chair it was announced the Scrutiny Training scheduled for 1400 on Tuesday 15 July 2014 at County Hall still had one open slot, and that a reminder notice would be sent out to all members should anyone wish to attend.

64 **Public Participation**

There were no public statements or questions submitted.

65 **Project Board Membership**

At its meeting on 29 April 2014 the Management Committee considered a report from the Scrutiny Manager on recent requests to appoint a scrutiny member to executive project boards, and requested a set of recommendations on a suitable approach to such requests, addressing the need for clear remits for any appointee, a focus on outcomes and a clear report process.

A report from the Scrutiny Manager and the Head of the Programme Office, setting out criteria for the role of any appointee to a Project Board, and an engagement process as detailed in the agenda papers, including ensuring

alignment with key criteria to ensure any involvement was appropriate and adding value to the council and regular meetings with the Programme Office to review new projects that could benefit from Scrutiny involvement.

The Committee discussed the report as well as receiving updates from Cllrs John Walsh and George Jeans on their experiences from working on Project Boards, including the need for a certain amount of confidentiality and constructive analysis, with the Cabinet Member for Highways and Streetscene and Broadband commenting on the useful involvement of scrutiny members on a Project Board.

The need for officer support from the Programme Office as well as Scrutiny for any member appointed to a Project Board was emphasised, and it was also felt appropriate that where a Cabinet Member or Portfolio Holder was a member of a Board, there was a likelihood some form of Scrutiny engagement would follow given the clear significance of any such project.

Some concerns were raised about a focus on projects overshadowing the need to scrutinise the council more broadly, such as with corporate governance issues, although achieving early scrutiny involvement to shape policy and project development was seen as a positive step, rather than seeking involvement, or being requested to scrutinize, complex topics at too short a notice to add much to the process. The need for any appointee to take a strategic, not local, view was raised, with discussion of how realistic it could be for a single member to adopt a county-wide strategic approach, although it was felt local interest in a topic could assist in the informing of a strategic approach.

Members felt that the requirement that any Scrutiny involvement on a Board aligned with delivery of the council's business plan should be mandatory, and that a list of which Boards Cabinet Members and Portfolio Holder's were members of, as well as more detail on lead officer's and categories of projects and a template for members to create reports to the relevant Committee, would assist Scrutiny in its considerations of where it could add value to the process.

At the conclusion of debate, it was,

Resolved:
That:

(1) Involvement of Overview and Scrutiny needs to align with delivery of the council's business plan, and one or more of the following criteria;

- **Must be transformational in nature with a direct impact on communities or people**
- **Has significant financial implications for the Council**
- **Involves thematic and/or partnership working**
- **Engagement adds value**

(2) The Head of Programme Office will meet with the Chair and Vice-Chair of Overview and Scrutiny Management Committee once a

month to review new projects that could benefit from Overview and Scrutiny membership. Soundings will also be taken from the political and corporate leadership as appropriate.

(3) The Chair of Overview and Scrutiny will advise the Head of Programme about any engagement and whether an alternative approach from Overview and Scrutiny would be more suitable involving one or a phased combination of:

- **Select Committee**
- **Task Group**
- **Rapid Scrutiny Exercise**
- **Representation on Project Board**

66 **Broadband Rollout**

Cllr George Jeans provided a written update on the Wiltshire Online rollout of Broadband in the county, in his position as a scrutiny representative on the Project Board, along with the Head of the Programme Office.

Details were provided on the delivery of broadband for all of Wiltshire, as well as the intended minimum of 91% coverage of areas with superfast broadband provision, with officers working with Community Area Managers to put together a rota to provide updates to each Area Board as the rollout progresses across the county. The Committee was informed there were currently no significant problems for the project moving forward.

The Committee discussed the update along with contributions from the Cabinet Member for Highways and Streetscene and Broadband. There were some concerns raised about whether the provision of superfast broadband of 24Mbts for specific areas being prioritised above the goal of providing a minimum average of 2Mbts for the entire county, including isolated communities. It was stated the rollout was being progressed in the most efficient manner possible, with a need to benefit the most people as fast as possible, and also that technology to provide broadband and superfast broadband to isolated communities and farmsteads was evolving quickly, and options were being examined to provide this in a cheaper and more effective manner than the laying of fibre optic cables.

With regards the laying of fibre optic cabling, it was stated that the emerging Core Strategy contained guidance new sites to be compatible, and that there should be no disruption to existing broadband provision during the rollout as it was an entirely new infrastructure than the existing network.

There was discussion of securing additional funding allocations from the Government for phase 2 of project, which was currently dependent on Wiltshire Council providing match funding which had not been identified, and it was stated that the Council had significantly overmatched the funding allocation for phase 1 of the project given the priority for businesses and homes in the county, and believed this should be taken into account for phase 2 and was awaiting a response from the Government.

The Committee also emphasised the need for continued communication to residents on the outcomes of the project, with some concerns that expectations may be higher than what would be achieved, despite considerable improvement being the result.

Resolved:

To note the update.

67 **Update from the Centre for Public Scrutiny (CfPS) Conference**

On 10 June 2014 Cllrs Simon Killane and Gordon King attended the Annual Centre for Public Scrutiny (CfPS) Conference entitled "*You have reached your destination: scrutiny's role on the road to better places"* alongside Emma Dove, Scrutiny Officer, to network and learn from scrutiny colleagues and evaluate the national position of scrutiny. The second day to the Conference was a Scrutiny Camp which Cllrs Gordon King and Alan Hill attended alongside Emma Dove, Scrutiny Officer. This involved a pitching session with all delegates to suggest topics for discussion based on what colleagues felt they would benefit from seeking the view of others and sharing ideas.

Cllrs Killane, King and Hill presented the written report from the conference, and commented on their experiences. It was stated that there had been a lot of confusion of government policy, and also a focus on scrutiny outcomes, though they felt the role of overview and scrutiny in policy development had not been emphasised as much as it could have been.

The Council's work on the Local Enterprise Partnership's (LEP) was detailed at the conference, and it was stated that many council's had not been able to positively engage with the LEPs in their areas, highlighting the need to be proactive in approach but also develop constructive relationships with partners and external bodies in a sensitive manner, particular where there is no obligation for those partners and bodies to co-operate with a scrutiny body of a local authority.

It was concluded that the conference had been a worthwhile experience in showcasing and examining scrutiny techniques and developments that Wiltshire could learn from and add to, and attendance at future conferences was encouraged.

Resolved:

To note the update.

68 **Task Group Update**

1) Financial Planning Task Group
The written update from the Financial Planning Task Group was noted, with further details on upcoming meetings of the group and work including on the

Corporate Performance Regime, with plans for a 'Citizen's Dashboard' to monitor the council's performance, detailed.

LEP Task Group
The written update on the preparations for the LEP Task Group was noted.

2) Children's Select Committee
The Committee endorsed the Children's Select Committee's creation of an Early Help Strategy Task Group.

Health Select Committee
The Continence Task Group had completed its work, with its conclusions presented to the Clinical Commissioning Group.

An update from the Dementia Task Group was provided, as follows:

A series of meetings for the Task Group have been arranged over the next six weeks to bring together Task Group members, and at the same time, Wiltshire Council and the Clinical Commissioning Group finished in May 2014, a three month public consultation on the draft Wiltshire Dementia strategy; the Task Group is intending to influence the final strategy document once it is available.

In addition, the Health Select Committee and Dementia Task Group had received a request from the Corporate Director to consider a review of advanced dementia care, to report by November 2014.

Environment Select Committee
The Committee endorsed the continued existence of the Community Infrastructure Levy (CIL) Task Group, and it was reported the Adoptable Estates Task Group would be reporting on its work at the next meeting of the Environment Select Committee.

69 **Forward Work Programme**

The Forward Work Programme was noted, along with the written update on the plans to arrange meetings between the Executive and Associate Directors and the Chairs and Vice-Chairs of the Scrutiny Committees in order to refresh and develop the Forward Work Plan further.

The written update on the Supermarket Levy was received, with the suggestion that the council should await the outcome of the 11 authorities submitting their proposals for a levy to the Government, before, if deemed appropriate, addressing the matter again.

It was also raised that the Chairman of the Environment Select Committee was not a member of the Management Committee, as was intended under the Committee's Terms of Reference. It was stated this was a result of the Environment Select Committee electing its Chairman after the latest appointment by Council of members of the Management Committee, and that

Group Leaders would have the opportunity to address the matter at the next meeting of Council on 29 July.

70 **Date of Next Meeting**

The date of the next meeting was confirmed as 9 September 2014.

71 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 - 12.55)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services, direct line (01225) 718504, e-mail kieran.elliott@wiltshire.gov.uk

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

This page is intentionally left blank

Wiltshire Council

Overview and Scrutiny Management Committee

9 September 2014

Report to the Overview and Scrutiny Management Committee

Introduction

1. Following a review of the 12 key deliverable actions in the Council's Business Plan, Councillors Simon Killane and Alan Hill, in their capacity as chair and vice-chair of the Overview and Scrutiny Management Committee, met with Alistair Cunningham, Associate Director (Economic Development & Planning), on 14 July 2014. They discussed the potential scrutiny engagement in the MCI programme as it was an area yet to be covered and agreed that a report should be provided to the meeting of the Management Committee on Tuesday 9 September 2014. This report seeks to fulfil that remit.

Background

2. In recognition of a number of Ministry of Defence (MOD) Change Programmes that were underway and recent legislation, the MCIP was inaugurated in 2007. Around this time major MOD change programmes and projects were initiated and in some cases implemented. These have a bearing on both the military and civilian communities in Wiltshire and include:

   - circa 2008 Development of Britain's first 'Super Garrison' in the Salisbury Plain area
   - 2010 Strategic Defence and Security Review
   - 2010 Defence Transformation Programme - Details can be found at Appendix 1
   - 2011 Armed Forces Act, which established the armed forces covenant (itself is not a legal document but its key principles have been enshrined in law in the Act). The legislation obliges the Defence Secretary to report annually on progress made by the government in honouring the covenant.
   - 2012 Opening of the Personnel Recovery and Assessment Centre at Tedworth House
   - 2012 Defence Technical Training Change Programme - Details can be found at Appendix 2
   - July 2012 Army 2020 Review and March 2013 the Army Basing Plan - Details can be found at Appendix 3

3. The above changes have far reaching implications for local communities across Wiltshire for the foreseeable future. Accordingly it was deemed necessary for

Wiltshire Council and its partners to engage with the MOD prior to the changes being implemented. This would allow the significant impacts throughout Wiltshire to be recognised by MOD, so that plans took account of them and MOD and Wiltshire Council could work in partnership to achieve mutual aims. MOD welcomed this approach and saw the need to better integrate military and civilian communities as MOD change programmes were being introduced.

4. The aim of the MCI Partnership in Wiltshire is to optimise the economic and social benefits of the military presence in the county. In turn, such integration will benefit Armed Forces personnel, their families, veterans, and local communities. The objectives of the MCIP were defined as:

   - To identify and respond to the changing military 'footprint' in Wiltshire
   - To quantify and maximise the economic contribution of the military to the county
   - To enable the realignment of service provision by the Council and its partners to meet the changing needs of the military, their families and veterans
   - To capitalise on opportunities for regeneration and building sustainable communities in areas with a military presence
   - To ensure the county continues to remain an attractive location for our Armed Forces and long-term investment by the MoD
   - To encourage local communities to support the Armed Forces through the Wiltshire Community Covenant
   - To assist Service leavers, and redundees in particular, in career transition and into employment in Wiltshire, helping soldiers back into society

5. The governance arrangements are described below, but it should be noted that this programme is supported by the Leader of Wiltshire Council, who welcomes the engagement by non-executive councillors through the scrutiny function to review the progress and achievements of the MCI Partnership.

Dependencies

Governance and Management Arrangements

6. The present MCIP structure can be found at Appendix 4. It shows the committees that regularly meet and the workstreams that have been set up to take forward implementation of its aims. The programme until recently was managed by an external adviser, but having set up the committee structure and helped bring about many changes, his services were no longer required. Accordingly his role has temporarily ben passed to the Leader's personal assistant, prior to the undersigned (Army Basing Programme Manager) taking on the task from her in mid-September 2014.

7. The particular workstreams are to be reviewed at that point, to ensure they remain fully relevant to the principles and aims of the MCIP. This will enable

the Board to consider any new workstreams and release from its oversight existing workstreams that have little MCI relevance.

Relevance to the Council's Business Plan

8. The Wiltshire Council Business Plan (2013 to 2017) states:

"*In the next four years we will focus on 12 key actions:*

7. Build on the work of the Military Civilian Integration Partnership and maximise the benefits of the Army Rebasing Plan."

9. The plan acknowledges: "*By 2020 there will be more Army personnel based in Wiltshire than any other county in the UK*" and "*The growing military footprint and changing nature of the Army as it becomes more static and UK based will present opportunities for economic growth and increase demand for education, employment, healthcare and housing. The council, MoD and Army will need to work together to make sure areas with high levels of military growth continue to have balanced, communities with opportunities for veterans, military personnel and their families*."

Implications, Challenges and Risks for the Council

Implications

10. There are a number of implications for Wiltshire Council arising from the MCI Programme. Key items are dealt with in turn in the following sub-paragraphs.

a. Traffic Concerns - The two large MOD build programmes at Lyneham and Salisbury Plain will undoubtedly affect military travel patterns. However, in respect of Lyneham, it must be borne in mind that this was a former busy operational RAF base before being selected as the site for the Defence College of Technical Training (DCTT). Overall traffic levels are unlikely to exceed the former levels when the base was under RAF operation. There will be additional heavy construction traffic during the early phases of the build programme, but MOD and Wiltshire Council are working together to minimise impact on the local community.

The army is implementing a comprehensive Framework Transport Plan (FTP) for the whole of the Salisbury Plain Training Area (SPTA), which aims to reduce reliance on the use of cars. In addition the heavy transport movements (tanks and armoured vehicles) should be reduced by the provision of a secondary access to the ranges from Bulford. Accordingly impacts from the additional troops should be marginal and DIO's Outline Traffic Assessment (which has not taken account of the FTP) indicates up to eight junction improvements should be sufficient to cope with the additional army units relocating to Wiltshire.

b. Impact of additional personnel - Army Basing will give rise to an additional (net) 7,600 personnel to south Wiltshire. This is a significant increase to the garrison settlements in the region, and needs careful planning to ensure that the right level of council provided services are available to both the additional moil personnel, their families and existing communities.

Wiltshire Council has appointed a Programme Manager, the under-signed, to oversee the uplift in facilities and services needed. Good relationships have been built with the MOD, members, statutory authorities, the NHS Clinical Commissioning Group, the general public and other stakeholders. A number of regular meetings (including a Steering Group, Councillor Reference group, Planning Sub-group) and communications plan is in place to keep all stakeholders informed. As part of this plan monthly newsletters are issued to all affected town and parish councils, local Wiltshire Councillors and schools, with regular updates provided at the Amesbury, Pewsey, Tidworth and Warminster Area Boards. Public meetings have been arranged in concert with DIO when key events are planned.

Regular liaison with the MOD has provided advanced notice of the personnel implications so that all council teams can plan the increased levels of facilities and services needed.

c. Employment - The increased number of troops spouses and a significant reduction in the regular Army (leading to some 13,00 redundancies nationally)throughout Wiltshire requires additional jobs to be found. Under one of the MCI workstreams (Employment & Enterprise) Wiltshire Council has established already four incubation centres to enable start-up enterprises to be supported by the Wiltshire Business Support Services and low-cost modern IT enabled offices. These are located at Castledown, Salisbury, Trowbridge and Royal Wootton Bassett. The MOD is also looking at the prospect of releasing land to establish and additional two centres as part of the Army Basing Programme. Wiltshire Council is also targeting enterprise opportunities for military wives, and with the Swindon and Wiltshire Local Enterprise Partnership seeking European Structure Infrastructure Funds to assist this aim through its “Routes to Employment – partners and dependents” funding bid. This of course, could also be classified as a challenge, as a lot more work needs to be completed to achieve the aims of providing good employment prospects for military leavers and spouses.

Challenges

11. Wiltshire Council faces a number of challenges under the MCI Programme. Under all workstreams stakeholder engagement is important. Key partners are kept fully informed through the MCI Boards and Delivery Groups. Paragraph 10b. above demonstrates how this is managed for the Army

Basing Programme. For DCTT Lyneham, during project development a Local Stakeholder Group was formed involving DIO, Wiltshire Council and local town and parish councils. These were viewed as being very successful, though one parish was missed from the group, which lead to some issues immediately before the planning permission was granted. Lessons have been learned from this.

12. The Army Basing programme raises a number of challenges for the council, many of which are detailed in broad terms in paragraph 10b. above. However, specific challenges also include:

    a. Ensuring that development does not adversely affect the ecology (e.g. the setting of Stonehenge World Heritage Site, impact on protected species, water abstraction and foul water discharge)

    b. Managing the impact on highways (covered by 10a. above)

    c. Ensuring that additional school classrooms and teachers, as well as other facilities (leisure, retail, parking, libraries, village halls, etc.) are provided in good time for the arrival of the additional personnel.

    d. Ensuring additional services are provided in good time for the arrival of the additional personnel.

13. The above challenges are being met through engagement of teams across the council to ensure that there is clarity on the numbers of personnel, their residential locations, timing of arrival and any special needs they may have. This is being coordinated with the MOD and formally addressed by the Army Basing Steering Group (terms of reference for which can be found at Appendix 5). The Army Basing Programme Manager regularly progresses the necessary activity to ensure this is achieved.

14. The other workstream which currently poses challenges to the council is the Armed Forces Covenant / Community Integration. Wiltshire Council was one of the earliest adopters of a formal covenant which was renewed in December 2013 at the Wiltshire Assembly. It can be found at: http://www.wiltshire.gov.uk/wilts-armed-forces-community-covenant.pdf. Under this workstream the council needs to continue to demonstrate its commitment to the armed forces and to strive to achieve its aims and measures which include encouraging all parties to offer support to the local Armed Forces community making it easier for Service personnel, families and veterans to access the help and support available from the MOD, from statutory providers and from the Charitable and Voluntary Sector. The scheme is a two-way arrangement and the Armed Forces community are encouraged to do as much as they can to support their community and promote activity which integrates the Service community into civilian life. In addition

Wiltshire Council is looking to agree a Corporate Covenant with the Armed forces, which is being progressed through the Delivery Group.

15. Wiltshire has an established history in working closely with its Armed Forces community. Since 2007 the Military Civilian Integration (MCI) Programme has been in place delivering initiatives under the strategic leadership of the MCI Partnership. It enables all parties, to work together to co-ordinate and implement measures which benefit our communities. The Partnership continues to provide leadership, decision making, and oversight for initiatives and measures to support our Armed Forced Community in Wiltshire.

16. Wiltshire Council has worked closely with voluntary organisations to obtain a number of grants. Since the covenant was signed in 2011, Wiltshire charities / community groups have been awarded approximately £700,000 to fund local projects.

17. In addition Wiltshire Council has provided assistance to veterans through its research programme which identified the number of veterans within Wiltshire and established the social conditions which apply to then (e.g. number of benefit claimants, homelessness, and those suffering from combat stress). It also supports military charities such as the Soldiers', Sailors' and Airmen's Families Association (SSAFA), as is evidence by providing presentations and a key note speaker (Jane Scott, MBE) to a training day for its case officers on 6th November 2014.

Risks

18. Risks are managed through the regular meeting of the MCI Partnership Board. Risks are chiefly reputational risks which relate to Wiltshire Council failing to live up to the commitments it has made through the Armed Forces Covenant. In addition to achieving these commitments it needs to ensure that the public is aware of what is being done. An MCI Communications Plan is maintained by the Communications Team within the council, which is regularly reviewed by the Partnership Board.

19. Each of the above challenges carry risk in terms of satisfactory achievement and these ae managed by the individual projects or workstreams. By way of illustration the review of the Army Basing Risk Register is standing agenda item at the monthly Steering Group meetings.

Areas in Programme Benefiting from Non-executive Councillors Engagement

20. The Associate Director (EDP) welcomes the Overview and Scrutiny involvement in the MCI Partnership. While the foregoing serves to illustrate that the programme is being well managed, there is no place for complacency. The non-executive councillors are requested to review the activity underway and using their experience in other programmes, to provide

assurance that all reasonable actions are being carried out and make any recommendations for improvement.

21. It will be noted that this report provides little activity within the following workstreams:

- Porton Science Park.
- City Deal
- University Technical College (UTC)
- Troops to Teachers

There is a view that they now have much less relevance to the aims of the Partnership, but just happen to be projects that are occurring in Wiltshire with some military / defence involvement. For example, the leader of the Employment and Enterprise workstream has suggested that it be split into two separate Skills and Enterprise workstreams, with City Deal incorporated into new Skills workstream. There may be a proposal to bring The UTC and Troops to Teachers within this workstream too.

22. The non-executive councillors are requested to review with the workstream leaders whether there is any continuing merit in retaining these workstreams within the management of the MCI Partnership. The Corporate Director for MCI (Carolyn Godfrey), Associate Director (EDP) and the MCI Manager are due to meet on 3rd September 2014, to review the future management of the MCI programme. Any advice to inform the final outcome would be welcomed.

Conclusion

23. The MCI Partnership has been running since 2007 to take account of numerous MOD change programmes and has helped deliver a number of successful outcomes in assisting the military and civilian communities in Wiltshire to live and work in closer harmony. It is considered that sound management and governance procedures have been developed to ensure the Partnership aims are being fulfilled.

24. The involvement of the non-executive councillors from the Overview and Scrutiny Committee in reviewing the management and operation of the MCI Partnership is welcomed.

Report Author: Kevin Ladner, Army Basing Programme Manager, Economic Planning and Development

01225 713220, kevin.ladner@wiltshire.gov.uk

Background Papers: None

List of Appendices

No	Title
1	Extracts from Hansard 18 July 2011 on the Defence Transformation Programme
2	Defence Technical Training Change Programme (DTTCP)
3	Army 2020 Review (July 2012)
4	MCI Partnership - Governance Arrangements and Structure
5	Army Basing Steering Group Terms of Reference

Appendix 1

Extracts from Hansard 18 July 2011 on the Defence Transformation Programme

The Secretary of State for Defence (Dr Liam Fox): The strategic defence and security review (SDSR), announced last October, marked the start of the process of transforming defence to meet the challenges of the future. It set out a path to a coherent and affordable defence capability in 2020 and beyond; and some of the key building blocks—such as the return of the Army from Germany, and a Royal Air Force (RAF) structured around fewer, more capable fast jets.

This statement provides detail of our intent on future armed forces basing and rationalisation of the defence estate.

This has been a complex piece of work. It addressed the decision to accelerate the return of the 20,000 personnel still in Germany, plus their dependants, to the UK and the formation of the Army into five multi-role brigades. It took into account the footprint of the armed forces around the UK and the planned changes to the RAF force structure. A number of other initiatives, such as the future location for defence technical training and the restructuring of the Army's non-deployable regional footprint, have also had significant estate implications. Finally, it has also taken account of the need to realise receipts from high-value sites defence no longer required to help address the black hole in the defence budget left by the previous Government.

We looked at what was best for those serving in our armed forces, and their families. We also recognised that defence decisions have broader regional, economic, and social consequences.

The starting point for the review of basing has been the military requirement. Units which are part of larger formations have to be close enough together geographically to be able to work and train effectively and to create the formation coherence necessary for successful combat operations. To do so, they need access to suitable training areas of the right size, and with the right terrain, so they can prepare for deployment.

We have considered the impact of the proposed changes on service personnel and their families. Under the armed forces' new employment model, the Army aim to base personnel close to a number of units so they can change post without their family needing to move home, and close enough to an urban centre for their families to have access to jobs and education and to the housing market. This will allow greater stability, which is important for the welfare of our armed forces and their families, and to continuing the Government's commitment to rebuilding the armed forces' covenant.

We have taken into account the need to make the maximum use of existing defence estate and to dispose of that which is not required.

Much detailed planning remains to be done, both to identify the most effective draw-down plan for the forces currently in Germany and to determine which units are the best match for which sites. We will also need to take into account the potential changes in the balance between the regular and reserve forces. And there will be a need for the appropriate level of engagement with local authorities, including the preparation of sustainability assessments and the other work needed to meet our obligations. This means that some uncertainties remain, particularly about the time scales in which the necessary moves will take place.

There is already a concentration of the Army in the south-west of England, around Salisbury and around Catterick in Yorkshire. These will make up three of the five multi-role brigades (MRBs).

One of the two remaining MRBs to be formed from the units returning from Germany will be based in Scotland, …… with the long-term plan being to bring the bulk of the Royal Marines together in the south-west of England.

The other MRB will be based in the east of England centred on the former RAF base at Cottesmore (in Rutland).

Defence must also continue to look to make the most efficient use of the defence estate and the process will continue to identify and dispose of sites that are no longer needed.

….. In accordance with SDSR direction it is proposed that the Army's four regional divisional headquarters will be replaced by a single UK support command. The new formation, commanded by a major general, will be known as headquarters support command and it will be based in Aldershot.

RAF Lyneham is the preferred location for future defence technical training. This confirms that the Department will withdraw from Arborfield in Berkshire and Bordon in Hampshire, releasing the sites for sale by 2014-15 at the latest. This announcement in no way threatens the existing defence presence at St Athan. There are no plans to move or reduce the 300 technical training posts as part of the rationalisation to Lyneham. Indeed plans to relocate additional defence units to St Athan are being developed, and if those plans come to fruition, they will bring a major uplift in employment at that base. We intend to make an announcement before the end of the year.

Finally, even with the decisions to use the former RAF bases to the greatest extent possible, the demand for civilian workforce at RAF Kinloss, Cottesmore and Lyneham will be reduced.

The detailed planning work, including the investment required to adapt sites, will now get under way based on this strategic direction. The Ministry of Defence will now begin the process of detailed planning and the appropriate and necessary engagement with the devolved Administrations and local authorities concerned around the country.

Further work will be done to draw up individual project plans and determine the timing and sequencing of the Army moves, and this may affect some of the indicative time scales set out here. Once completed, this will deliver the military requirement for basing and estate, which will facilitate our work to maximise the effectiveness of our armed forces under the adaptable posture set out in the SDSR. It will rebalance the defence footprint across the UK, offer stability to our armed forces, and deliver better value for money for the taxpayer.

Appendix 2

Defence Technical Training Change Programme (DTTCP)

The Defence Technical Training Change Programme will transform Defence Technical Training. This will involve: rationalisation of the training estate in line with Defence objectives; reducing the military manpower involved in the delivery of training; transforming the time taken for trainees to be trained; and, maintaining training to the standards required by the Front Line Commands.

Progress

This Change Programme replaced the previous PFI-based approach of Defence Training Rationalisation (DTR) in October 2010. The Change Programme Team has worked with others in Defence to undertake a comprehensive Estates Options Analysis, the results of which were considered by the S of S for Defence in July this year. On 18 July 2011, S of S made an oral statement in the House and laid a Written Ministerial Statement, in which he confirmed that "The Defence Technical training Programme will move to Lyneham, guaranteeing its future."

The written Ministerial Statement included:

'RAF Lyneham is the preferred location for future Defence Technical Training. This confirms that the Department will withdraw from Arborfield, in Berkshire and Bordon, in Hampshire, releasing the sites for sale by 2014-15 at the latest. This announcement in no way threatens the existing Defence presence at St Athan.'

Lyneham, which was not available for consideration during the DTR process, was chosen as offering the best overall benefit against cost from 24 single, dual and multi-site options considered as potentially being suitable. Work has now begun on options for the most effective and efficient phased moves of Defence Technical Training to Lyneham, rationalising the estate whilst ensuring continuity of training. It is envisaged that an incremental approach will be adopted, delivering DTTCP in successive tranches of discrete, affordable projects, and in conjunction with industry where this delivers clear benefits. It should not be assumed that the approach envisaged under DTR would be adopted.

Each option and tranche will be subject to the usual detailed Departmental scrutiny and investment appraisal.

For now, training will continue to be delivered at current training locations, including Blandford, Cosford and HMS Sultan.

Appendix 3

Army 2020 Review (July 2012)

Army 2020 is the transformation of the British Army for the 2020s and beyond, in response to the strategic challenges it is likely to face in the future.

The background

Army 2020 is the Army's response to the Strategic Defence and Security Review (SDSR), published by the Government in October 2010, which laid out the commitments expected of the UK Armed Forces.

A study, **completed in July 2012**, developed from first principles a proposition for delivering required levels of military capability within given manpower constraints and taking account of other changes such as the return of Army from Germany to the UK. The outcome is a design for the future British Army that will be more adaptable and flexible to undertake a broader range of military tasks at home and overseas.

The integrated Army

This future Army will, for the first time, fully integrate Regulars and Reserves within a whole force, consisting of some 82,000 Regular personnel and 30,000 trained Reserves – i.e. an integrated Army of around 112,000.

Reserves will be used routinely, rather than in extreme circumstances, for defined tasks including providing troops for lengthy stabilisation operations and Defence Engagement overseas.

The future structure

The future Army will be made up of a Reaction Force and an Adaptable Force, supported by Force Troops:

- **Reaction Force**. The Reaction Force will provide a force that will undertake short notice contingency tasks and provide the Army's conventional deterrence for Defence. It will be trained and equipped to undertake the full spectrum of intervention tasks and will provide the initial basis for any future lengthy operation.
- **Adaptable Force**. The Adaptable Force will be used for a wide range of tasks, including providing headquarters and units for lengthy operations, standing commitments (e.g. Cyprus and the Falkland Islands), overseas Defence Engagement (working with partner nations) and UK civil engagement.
- **Force Troops.** Supporting the Reaction Force and Adaptable Force will be specialist Force Troops, which will provide a wide range of capabilities from a centralised pool of Regular and Reserve resources, such as artillery, logistics, military intelligence and signals.

Transition to Army 2020 structures

The main changes at Divisional, Brigade and Unit level will occur largely within the mid-2014 to mid-2015 window. Unit moves back from Germany will take place over the course of this decade, dictated partly by when accommodation in the UK is ready for occupation.

Army Basing Plan

Delivery

On 5 March 2013 the Regular Army Basing Plan was announced and this will support the full implementation of the Army 2020 plan. The Basing Plan set out the location changes for the Army and also confirmed the drawdown of all units from Germany by 2020.

The Army Basing Plan has transitioned into a delivery Programme and this will affect most areas of the Army as more than 100 units will either relocate, re-role, convert or disband over the next six years. This is a massive undertaking and the **Army Basing Team** and Headquarters Support Command have the Army lead for implementation of the plan, working jointly with the Defence Infrastructure Organisation within the Army Basing Programme.

They are also working very closely with Army functional leads and the chain of command to refine units' requirements at the new locations, enabling agreement of the most appropriate laydown of facilities to meet those requirements.

Accommodation

A budget of £1.6Bn has been set aside to implement the Regular Army Basing Plan, of which over £800M will be invested in Army living accommodation, providing nearly 1900 new Service Families' Accommodation and 4,800 additional Single Living Accommodation bed spaces.

Assessment Studies are being undertaken to identify potential infrastructure options to deliver the Army laydown and analysis of these options will take full account of what is affordable.

Where additional capacity is required this will be provided but in the majority of cases existing facilities and infrastructure will be used, with future improvements to these facilities targeted as funding allows.

Changes to British Forces Germany

In Germany Celle Station, Münster Station and the Rheindahlen Military Complex have closed and that estate has been handed back to the German Federal authorities. The rebasing of Headquarters British Forces Germany from Rheindahlen to Bielefeld in summer 2013 has placed it at the centre of the remaining military population in Germany, from where it will be better able to provide key services to the remaining troops, their families and support staff.

In 2014 a number of units will disband or amalgamate, allowing the closure of Hameln Station on the disbandment of 28 Engineer Regiment. Major rebasing moves from Germany will occur in 2015 when 7th Armoured Brigade units will move from Bergen-Hohne and Fallingbostel, Headquarters 1 (United Kingdom) Armoured Division will move from Herford, and 16 Signal Regiment and 1 Armoured Division Signal Regiment will rebase from Elmpt and Herford to Stafford, enabling the closure and release to the German Federal authorities of Bergen-Hohne Garrison and Elmpt and Herford Stations.

We are closely engaged with local authorities where the unit moves will necessitate new infrastructure and the additional provision of Service Families' Accommodation, and to ensure that there are sufficient school places and medical and dental provision for dependants at the new locations.

The Regional Brigades are the first point of contact within the Army for engagement with the local authorities. Once all moves to and within the United Kingdom are complete there will be greater stability for Service personnel and their families allowing better integration into local communities, greater potential for spousal employment and continuity in education for Service children.

ARMY BASING PROGRAMME - PLANNED UNIT MOVE DATES[1]

Year	Unit	Current Location	Destination	Lead
2014	1 WG	Hounslow	Pirbright	Sp Comd
2014	1 Regt AAC	Gütersloh	Yeovilton	WINFRA
2014	BKA Coy, 5 SCOTS	Canterbury	Edinburgh (Redford Bks)	Sp Comd
2014	42 Geo Regt	Hermitage	Wyton	PRIDE
2014	DCSU[2]	Henlow	Hermitage	ABT
2014	15 POG[3]	Chicksands	Hermitage	ABT
2014	MSSG	Larkhill/Minley	Hermitage	ABT
2014	241 Sig Sqn	Colerne	Bicester	Sp Comd
2014	215 Sig Sqn	Tidworth	Colerne	Sp Comd
2014	2 RIFLES	Ballykinler (Abercorn Bks)	Lisburn (Thiepval Bks)	Sp Comd
2014	27 TLR	Aldershot	Abingdon	Sp Comd
2014	3 Log Sp Regt RLC	Abingdon	Aldershot	Sp Comd
2014	3 Med Regt	Catterick (Gaza Bks)	Preston (Fulwood Bks)	Sp Comd
2014	2 MERCIAN	Belfast (Palace Bks)	Chester (Dale Bks)	Sp Comd
2014	1 SCOTS	Edinburgh (Dreghorn Bks)	Belfast (palace Bks)	Sp Comd
2014	3 RIFLES	Edinburgh (Redford Bks)	Edinburgh (Dreghorn Bks)	Sp Comd
2014	1 R ANGLIAN	Bulford	Woolwich	Sp Comd
2014	1 MERCIAN	Catterick	Bulford	ABT
2014	16 Regt RA	N Luffenham	Thorney Island	ABT
2014	2 PWRR	Woolwich	Cyprus	LONDIST/JFC
2014	65 Fd Sp Sqn RE	Hameln	Kinloss	Sp Comd
2015	LIFC	Bulford	Hermitage	ABT
2015	4 RIFLES	Bulford	Aldershot (Lille Bks)	ABT
2015	LD	Swanton Morley	Catterick (Mame Bks)	ABT
2015	1 IG	Aldershot (Mons Bks)	Hounslow	Sp Comd
2015	1 SG	Catterick (Bourlon Bks)	Aldershot (Mons Bks)	ABT
2015	HQ 1 (UK) Div	Herford	York	ABT
2015	HQ 51 Bde and HQ Scot	Stirling	Edinburgh (Redford Bks)	ABT
2015	9 AAC[4]	Dishforth	Yeovilton	WINFRA

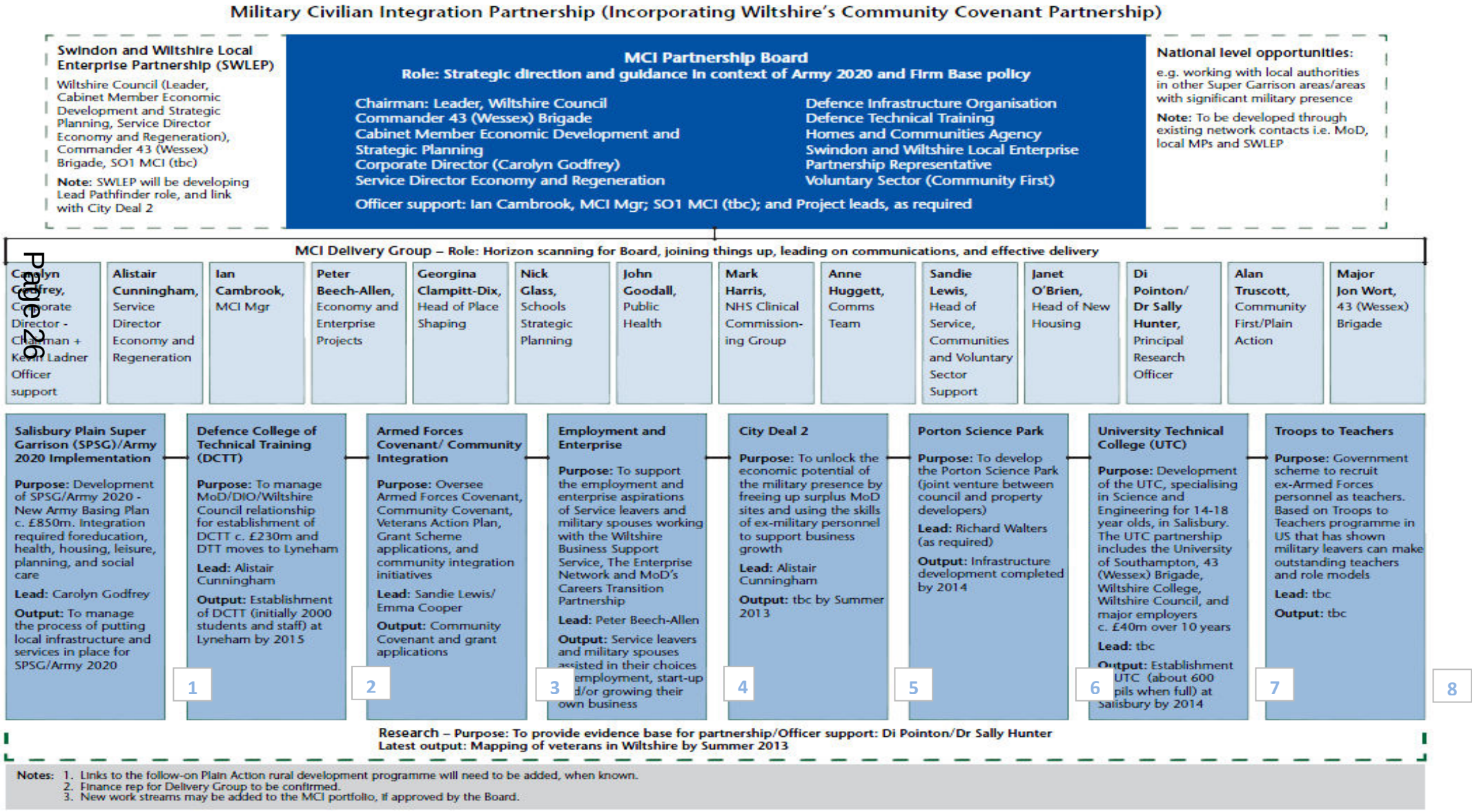
[1] This does not include units that will disband, re-role in situ, convert in situ or that are created as an outcome of Army 2020 restructuring.
[2] Subject to final confirmation
[3] Subject to final confirmation
[4] To merge with 1 AAC

Year	Unit	Current Location	Destination	Lead
2015	HQ 102 Log Bde	Gütersloh	Grantham	ABT
2015	RHQ 1 RMP	Herford	Catterick	ABT
2015	3 RHA	Hohne	Albemarle	ABT
2015	4 SCOTS	Fallingbostel	Catterick (Bourlon Bks)	ABT
2015	2 Med Regt	Hohne	N Luffenham	ABT
2015	32 Engr Regt	Hohne	Catterick (Gaza Bks)	ABT
2015	2 CS Bn REME	Fallingbostel	Leuchars	ABT
2015	SCOTS DG	Fallingbostel	Leuchars	ABT
2015	110 Pro Coy	Sennelager	Leuchars	ABT
2015	QDG	Sennelager	Swanton Morley	Sp Comd
2015	1 MWD	Sennelager	N Luffenham	ABT
2015	1 MI Bn	Elmpt	Catterick/ Colchester[5]	ABT
2015	1 Sig Regt (aka 1 ADSR)	Herford	Stafford	ABT
2015	16 Sig Regt	Elmpt	Stafford	ABT
2015	1 Med Regt	Hohne	Sennelager	BFG
2016	521 EOD Sqn	Edinburgh (Craigiehall)	Edinburgh (Dreghorn Bks)	Sp Comd
2016	5 FS Bn REME	Tidworth/Bielefeld	Cottesmore	ABT
2016	1 LSR	Gütersloh	Bicester	Sp Comd
2016	5 RIFLES	Paderborn	Bulford	ABT
2016	6 FLR	Gütersloh	Dishforth	ABT
2017	99 PC & MC Sqn	Gütersloh	South Cerney	ABT
2017	69 PC & MC Sqn	Bielefeld	South Cerney	ABT
2017+	1 RHA	Tidworth	Larkhill	ABT
2017+	19 Regt RA	Tidworth	Larkhill	ABT
2017+	5 Med Regt	Catterick	Tidworth	ABT
2017+	21 Engr Regt	Ripon	Catterick	ABT
2017+	1 Med Regt	Sennelager	Tidworth	ABT
2017+	HQ 20 Armd Inf Bde	Sennelager	Bulford	ABT
2017+	1 PWRR	Paderborn	Bulford	ABT
2017+	QRH	Sennelager	Tidworth	ABT
2017+	35 Engr Regt	Paderborn	Perham Down	ABT
2017+	26 Regt RA	Gütersloh	Larkhill	ABT
2017+	3 Bn REME	Paderborn	Tidworth	ABT
2018+	14 Sig Regt (EW)	Brawdy	St Athan	ABT

Key:
SP Comd – HQ Support Command; ABT – Army Basing Team
WINFRA – Wildcat Infrastructure Programme; LONDIST – HQ London District
PRIDE - Programme to Rationalise and Integrate the Defence Intelligence Estate
JFC – Joint Force Command BFG – British Forces Germany

Appendix 4

MCI Partnership - Governance Arrangements and Structure



Army Basing Steering Group (ABSG) Terms of Reference

Purpose of Steering Group:

1. The main purpose of the Group is to ensure that Wiltshire Council can respond to the impact of the British Army's rebasing plans announced in March 2013, which will enable effective military integration with civilian communities throughout Wiltshire. It will limit business to strategic matters, with more detailed issues being discussed at its subordinate sub-groups (See Note 1).

2. In particular it will:

a. Enable Wiltshire Council to plan and implement its response to the British Army's re-basing plans
b. Ensure that infrastructure as well as health, education, leisure and social services meets the needs of additional military personnel, their dependents and existing Wiltshire communities
c. Ensure that the implementation of Army rebasing complies with the principles underpinning Wiltshire's Armed Forces Community Covenant
d. Realise the benefits that relocation may deliver in terms of:
    development of surplus MOD estate
    strengthening of the Defence supply chain
    exploitation of MOD skills for Wiltshire's economic enhancement
e. Assist development of MOD's requirements
f. Ensure communication with identified audiences (primarily local communities, both civilian and Armed Forces, and other key stakeholders) is appropriate and timely
g. Liaise with other workstream leaders and cooperate with neighbouring local authorities to plan for the impact of Army rebasing, identifying holistic responses and approaches
h. Oversee key project documentation (PID / Project Plan / Risk Management Plan)
i. Harness the contribution of partnering organisations, health authorities and other stakeholders to aid successful workstream outcomes
j. Review progress against project milestone plans
k. Review Risk
l. Task and monitor sub-groups activity required to undertake more detailed activities.

Membership

3. The standing members of the group will include the following:

Alistair Cunningham	ACu	Wiltshire Council - Director Economic Development &Planning
John Goodall	JG	Wiltshire Council - Consultants Public Health (CVD)Designate
Georgina Clampitt-dix	GCD	Wiltshire Council - Hd Spatial Planning Economy & Regeneration
Allan Creedy	ACr	Wiltshire Council - Hd of Sustainable Transport
Tom Lindsay	TLi	Wiltshire Council - School Place Planning

		Manager
Leanne Sykes	LS	Wiltshire Council - Principal Accountant for EDP
Andrew Guest	AG	Wiltshire Council - Area Development Manager South
Simon Smith	SS	Wiltshire Council - Army Rebasing Planning Manager
Kevin Ladner	KL	Wiltshire Council - Programme Manager Economy & Regeneration
Stephen Harness	SH	MOD - DIO - Town & Country Planning Lead
Paul Mannering	PM	MOD - DIO - Requirements Manager Infra Ops (South)
Jeremy Parker	JP	MOD - DIO - Requirements Manager (Bases - Internal)
Martin Herbert	MHe	URS (seconded to DIO)
Maj Chris Donoghue	CD	HQ 43 (Wx) Brigade - DCOS
Lt Col Jon Fox	JF	MOD - Army Basing Team
Katy Hamilton-Jennings	KHJ	NHS Clinical Commissioning Group
Ian Parker	IP	Hampshire County Council - Chief Exec Office
Graham Smith	GS	Test Valley Borough Council
Peter Jones	PJ	HCA

4. Additional members will be co-opted for specific matters, should they arise. They may include:

Sue Ellison	SE	Wiltshire Council - Communications
Mark Gwynne	MG	Wiltshire Council - Hd of Corporate Support
Janet O'Brien	JB	Wiltshire Council - Hd New Housing
Diana Pointon	DP	Wiltshire Council - Senior Research Officer
Jacqueline Chipping	JC	Wiltshire Council - Children's Services
Mark Limbrick	ML	MOD -DIO
David Underhill	DU	MOD - DIO - Rebasing Programme Manager
Colin Bush	CB	URS (supporting DIO)
Tim Lamacraft	TL	WYG (supporting DIO)
Maj Jon Wort	JW	MOD - HQ 43 (Wessex) Brigade

Reporting

5. The group will report to the MCI Delivery Group, and will assist the programme manager in providing regular highlight reports to the workstream owner (Corporate Director Carolyn Godfrey).

Review of Terms of Reference

6. These terms reference will be reviewed every six months. Accordingly they should next be reviewed in December 2014.

Date

7. These terms of reference were reviewed at the Steering Group held on 12 June 2014, and will be reviewed in December 2014.

Note 1 - Sub-groups

The following sub-groups have been formed which will report to the ABSG:

Planning Sub-group Chaired by Wiltshire Council Hd Spatial Planning Economy & Regeneration. Membership of this group is being reviewed following the appointment of [Simon Smith - use correct title] to manage the planning applications to be submitted by MOD once the Masterplan has been endorsed by Wiltshire Council's Strategic Planning Committee.

Military Education Sub Group - Chaired by Wiltshire Council's School Effectiveness team

This page is intentionally left blank

Overview and Scrutiny Work Plan

Committee	Review / Task Group	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Scrutiny Officer	STATUS (incl. date)
		Cabinet 18th Mar	Cabinet 22nd April	Cabinet 20th May	Cabinet 17th Jun	Cabinet 22nd Jul		Cabinet 16nd Sep	Cabinet 7th Oct	Cabinet 11th Nov		
				Council 13th May		Council 29th Jul			Council 21st Oct			
O & S MANAGEMENT	Financial Planning Task Group	Ongoing									PK/ED	Next meeting to be arranged to co-incide with first budget monitoring report to Cabinet in September
	Review of Area Boards Task Group	Management 4 March									HP	Possible further scrutiny on implemtation of recommendations
	Swindon & Wiltshire Local Enterprise Partnership (LEP) Task Group		Management 29 April	Review in progress							ED	Joint with Swindon BC. Member briefing held 22 July and first joint task group meeting to take place 30 September.
	Campus Governance										HP	Timing and details to be decided
	Broadband Rollout					Update report					PK	Appointed scrutiny rep on project board to report periodically
	Development of the Procurement Service							Report expected			PK	Outcome of the consultant's report expected to be available for September meeting
	Housing AllocationPolicy Implementaion	Update									PK	To review implementaion effectiveness at appropriate time
	Member Renumeration		Management 29 April								PK	New Scheme agreed for 2014/15
	Scrutiny Representation on Project Boards		Management 29 April			Development report					PK	Process reviewed / Regular updates provided to Committee by appointed representatives
	OS Annual Report 2013/14		Management 29 April								PK/ED	Online version approved and available
	Scrutiny Training		Management 29 April	Review in progress							PK/ED	Events held on 15 October and 24 March, and 15 July. Further training being considered.
CHILDREN'S	Apprenticeships in Wiltshire	Children's March 2013									HP	Covering council facilitation of apprenticeships and the council's use of apprentices as an employer
	Early Help Strategy - update				Children's June 2013						HP	Draft Strategy recv'd Dec 2013. Update on final version and imp' plan requested. CSC to monitor success indicators.
	Final Report of the Positive Leisure Activities for Young People Task Group			Children's May 2013 (extraordinary)							HP	This task group was established to respond to the consultation on a Cabinet review of youth activities.
	Executive response to the 18 month review of the FE in the Salisbury Area Task Group	Children's March 2013									HP	
	Safeguarding Children & Young People Task Group	Review in progress									HP	Next meeting 12 September.
	Education for 16-19s Task Group	Review on hold									HP	On hold due to singificant changes in relevant council departments.
	SEND Task Group	Review in progress									HP	Next meeting 10 September.
	Early Help Strategy Task Group	Review in progress									ED	To look at how to monitor delivery of the Early Help Strategy.
	Schools and the Local Authority Task Group	Review in progress									HP	Currently meeting with schools to discuss their persepctives on the LA's educational services.

Date printed 28/08/14

Overview and Scrutiny Work Plan

Committee	Review / Task Group	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Scrutiny Officer	STATUS (incl. date)
		Cabinet 18th Mar	Cabinet 22nd April	Cabinet 20th May	Cabinet 17th Jun	Cabinet 22nd Jul		Cabinet 16nd Sep	Cabinet 7th Oct	Cabinet 11th Nov		
ENVIRONMENT	Community Infrastructure Levy (CIL) Task Group										MM	Task Group presented proposed rate of CIL to ESC and Cabinet Dec 13. Work to continue pending adoption of Core Strategy.
	Waste Task Group										MM	Task Group presented final report to ESC and Cabinet Dec 13. Awaiting report on Affordable Plan
	Adoptable Estates Task Group	Review in progress						Environment Sept 2014			MM	Task Group reviewing systems and communications around planning processes Report to Committee Sept 2014
	Investing in Highways										MM	Task Group due to scrutinise involvement of Area Boards and how money to be allocated.
	Car Parking Review	Review in progress									MM	Task Group to visit 3 LAs in July to view/discuss cashless technologies.
	20 mph Policy	Review in progress									ED	Next meeting to draw conclussion with teh Executive and key Officers scheduled 23 Sept. Final report to Committee Oct 2014.
	Highways and Streetscene Contract BBLP		Environment April 2014					Environment Sept 2014			MM	Task Group to review BBLP performamnce after 1 year; report to Committee Sept 14.
	Flood Plan Annual Report		Environment April 2014					Environment Sept 2014			MM	Update report received April. Revised flood plan to Committee Sept 2014.
HEALTH	Tranfers to Care Task Group	Review in progress									ED	Task Group reviewing impact of measures to reduce DtoC figures. Next meeting Oct 2014.
	Continence Services Task Group	Review in progress		Health May 2014							MM	Final report to Committee May 2014. Following up recommendations with CCG.
	Review of AWP/Dementia Services	Review in progress						Health Sept 2014			MM	Task Group reviewing provision of revised dementia services.
	Help to Live at Home										MM	Task Group to commence July 2014 to consider Peer Review on HTLAH.
	Local Safeguarding Adults Board Annual Report							Health Sept 2014			MM	Annual Report to Committee Sept 14
	Public Health Annual Report							Health Sept 2014			MM	Annual Report to Committee Sept 2014