

# AGENDA

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**Meeting:** Overview and Scrutiny Management Committee  
**Place:** Kennet Room - County Hall, Trowbridge BA14 8JN  
**Date:** Tuesday 1 March 2016  
**Time:** 10.30 am

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

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

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## Membership:

Cllr Simon Killane (Chairman)	Cllr Gordon King
Cllr Alan Hill (Vice Chairman)	Cllr Jacqui Lay
Cllr Glenis Ansell	Cllr Stephen Oldrieve
Cllr Chuck Berry	Cllr Jeff Osborn
Cllr Christine Crisp	Cllr Tony Trotman
Cllr Stewart Dobson	Cllr John Walsh
Cllr Howard Greenman	Cllr Bridget Wayman
Cllr Jon Hubbard	

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## Substitutes:

Cllr Ernie Clark	Cllr Helen Osborn
Cllr Mary Douglas	Cllr Mark Packard
Cllr Peter Edge	Cllr Ricky Rogers
Cllr George Jeans	Cllr James Sheppard
Cllr David Jenkins	Cllr Ian Thorn
Cllr Paul Oatway	Cllr Philip Whalley

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# AGENDA

1 **Apologies**

To receive any apologies or substitutions for the meeting.

2 **Minutes of the Previous Meeting** (*Pages 7 - 26*)

To approve the minutes of the ordinary meeting held on 5 January 2016, and the extraordinary meetings held on 3 February and 12 February 2016(to follow).

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 Tuesday 23 February 2016. 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 **Forward Work Programme** (*Pages 27 - 46*)

To receive updates from the Chairmen and/or Vice-Chairmen of the Select Committees in respect of the topics under scrutiny in their areas, including any recommendations for endorsement by the Management Committee.

The Chairman will first provide an update on development of the terms of reference of the Digitisation Task Group proposed at the meeting held on 5 January 2016.

The Management Committee is asked to endorse the reports of the Chairmen of the Select Committee and the updated work programme.

**7 Management Committee Task Group Updates (Pages 47 - 50)**

To receive any available updates on the following Management Committee Task Groups:

- Financial Planning Task Group
- Military-Civilian Integration Task Group
- Local Enterprise Partnership Task Group

**8 Executive Reponse to the Report of the Campus Governance Task Group**

A written response will be circulated before the meeting.

**9 Scrutiny Councillors Learning and Development Programme Update**

“Role clarity and working together workshop”  
2 March 2.00-5.00pm Salisbury Room, County Hall, Trowbridge

This workshop forms part of the agreed learning and development programme for Overview and Scrutiny and will be delivered by Ann Reeder of Frontline Consulting, the region’s recognised expert in this field. The objectives for the session are to:

- Further develop understanding of the scrutiny function and its working relationship with the Executive and major partners
- Exploring the challenges faced by the executive and non-executive member in planning, undertaking and evaluating effective scrutiny work
- Hearing experiences of the overview and scrutiny process, from the executive and non-executive, from commencement to final product
- Discussing current approaches and developing new ones to enhance the outcomes from scrutiny work

The event will benefit from good attendance and members are encouraged to confirm attendance with the Scrutiny team. Councillor Stuart Wheeler, as the Cabinet Member responsible for Governance, is co-ordinating the attendance of representatives from the Executive

10 **Date of Next Meeting**

To confirm the date of the next meeting as 24 May 2016.

11 **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**

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## **OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE**

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### **MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 5 JANUARY 2016 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Simon Killane (Chairman), Cllr Alan Hill (Vice Chairman), Cllr Glenis Ansell, Cllr Chuck Berry, Cllr Christine Crisp, Cllr Howard Greenman, Cllr Gordon King, Cllr Jacqui Lay, Cllr Stephen Oldrieve, Cllr Jeff Osborn, Cllr Tony Trotman, Cllr John Walsh, Cllr Bridget Wayman and Cllr Ian Thorn (Substitute)

#### **Also Present:**

Cllr David Jenkins, Cllr Baroness Scott of Bybrook O.B.E, Cllr Bob Jones MBE, Cllr John Thomson and Cllr Philip Whitehead

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#### **1 Apologies**

Apologies were received from Councillors Jon Hubbard and Stewart Dobson.

Councillor Hubbard was substituted by Councillor Ian Thorn.

#### **2 Minutes of the Previous Meeting**

The minutes of the meeting held on 3 November 2015 were presented for consideration, and it was,

#### **Resolved:**

**To APPROVE and sign as a true and correct record.**

#### **3 Declarations of Interest**

There were no declarations.

#### **4 Chairman's Announcements**

Through the Chair there were the following announcements:

- 1) Following the meeting of Council held on 24 November 2015 it was announced that Councillor John Noeken had been removed as a

member of the Committee, with Councillor Tony Trotman added as a member of the Committee.

On behalf of the Committee the Chairman expressed thanks to Councillor Noeken for his extensive contributions to the Committee and extended Overview and Scrutiny work.

- 2) The latest learning and development workshop for councillors had been arranged for 2 March 2016 on clarifying the roles and working relationships between executive and scrutiny functions.

## 5 **Public Participation**

There were no questions or statements submitted.

## 6 **MyWiltshire App**

On 27 October 2015 the Environment Select Committee received a report from the Highways and Streetscene Task Group on the early termination of the highways contract with Balfour Beatty. Recommendation 8 of the Task Group was endorsed as follows:

*O&S Management Committee to determine overview and scrutiny's involvement in the development of the My Wiltshire app as it becomes an increasingly important conduit through which residents can report a range of issues to the council.*

The Management Committee therefore received a presentation from Ian Baker, Head of the Programme Office, on the development of the MyWiltshireApp ("the app"), an application for members of the public to report a range of issues directly to council officers including the reporting of instances of potholes, flytipping, abandoned vehicles, rights of way issues and other matters.

The Committee was provided with a demonstration of how the app operates, with the public able to fill out details of specific issues, upload photos, tag the issue to a specific location, and then receive notifications as officers assess and progress through resolution of the issue.

It was emphasised that although the app had first been utilised in respect of Highways issues, it formed part of a broader digitisation strategy within the council to make reporting on issues in relation to an increasingly wider series of council services and therefore public engagement simpler and more accessible, while simultaneously utilising the technology to automate processes to increase efficiency in logging and responding to the reports.

The Committee then discussed the most appropriate method for scrutiny to add value to the ongoing development of the use of the MyWiltshireApp, and providing comment on its current use, potential future uses and how to maximise its effectiveness, and other points including the following:



- Members discussed the current services which the public could report on using the app, and where there was potential to increase this to other council services. It was noted that some public facing services might not be suitable for such a reporting mechanism, and that any rollout would need to be carefully managed, in particular the order in which services were added to ensure that services were prepared to meet what would be hoped to be an increased level of reporting and engagement.
- Some members, while welcoming efforts to increase engagement with the public on service issues, queried whether service areas would face resourcing concerns should the level of reporting of issues increase as a result. In response the Cabinet Member for Highways and Transport, Councillor Philip Whitehead, and the Leader of the Council, Baroness Scott of Bybrook OBE, emphasised that the public were increasingly expectant about council's offering such digital based servicing of their needs, and that any increase in reporting would not impact on resource levels, as the number of issues remained the same even if they were unreported, they were simply harder to identify and resolve.
- It was also stated that although the logging, tracking and resolving of reported issues through the app was also significantly more cost effective than other reporting methods, the digitisation project was focused on improved customer engagement and process efficiency, and those unable or unwilling to utilise the app, would continue to be able to report service issues using current methods.
- The Committee also discussed whether other services or partners operated or were planning to operate similar reporting systems. It was stated that Wiltshire Police in partnership with Wiltshire Council were to make use of the app, and other councils contacted to share ideas. Where other commercial apps might offer an appropriate platform for specific services this would be assessed, although the Committee supported the intention to minimise the number of separate reporting systems to maintain a simple interface for customers.
- In response to queries it was reported that the app also offered features for mobile working opportunities, allowing officers to access and update the status of issues while out in the field.
- A key aspect of the development of the app would be dependent on determining its current usage and effectiveness, with analysis of feedback on the functioning of the app itself and the processes and operations behind it in order to measure its success, and identifying which aspects were most utilised and whether specific areas were utilising it more, and therefore how to replicate that increased awareness in other community areas.
- Specific issues raised during discussion of current operation of the app included the need for guidelines or protocols on how issue statuses were assigned, in particular whether a matter was referred or scheduled for further work, or officially resolved and closed, and when the reporter would receive that notification. It was noted this was largely a cultural rather than technical

concern, regarding individual officers and teams not labelling an issue as closed when it was passed to another service for final resolution.

- Another issue raised included whether it would be possible and useful for local members to be provided with access to community specific updates on reported issues in the same manner as an officer assigned to a specific area, as the public for an area could expect that their local representative would be kept informed of such issues and then attempt to raise it with the member. Whether it would be possible for someone reporting an issue to be made aware of whether the matter had already been reported by another person, and how many, was also raised.
- Finally, the Committee discussed the most appropriate method of assisting with the assessing of potential complications, risks and opportunities with increased utilisation of the app across current and other services. It was strongly considered that although the current use had largely focused on highways issues, given the broader digitisation strategy, any future scrutiny should report back to the Management Committee itself.

At the conclusion of debate, it was,

**Resolved:**

- 1) To establish a Digitisation (including MyWiltshireApp) Task Group to review the current and future development of the MyWiltshireApp and other opportunities to digitise service engagement with the public;**
- 2) To delegate to the Chairman and Vice-Chairman to prepare Terms of Reference for the Task Group in consultation with the Project Lead, and seek expressions of interest from members to serve on the Task Group.**
- 3) To report back to the next meeting on progress.**

**7 Forward Work Programme**

The Committee received updates from the Chairman or Vice-Chairman of each Select Committee as follows:

Children's Select Committee (CSC)

The Committee was informed of the recent and forthcoming work of the CSC, including assessing case management systems for child social care, adoption services and positive leisure time activities.

The Committee also received updates on the task groups of the CSC, including the ongoing Child Sexual Exploitation Task Group, including that feedback was being requested from all Area Boards on recent presentations on Child Sexual Exploitation, and the Committee endorsed efforts to encourage all community areas to consider what they could do to further publicity and action on the topic.

### Environment Select Committee (ESC)

The Committee was informed of the recent and forthcoming work of the ESC, including approving terms of reference for the Waste Services Task Group following changes to household recycling centre opening times.

It was also noted an extraordinary meeting had been arranged for 12 January 2016 to consider the new Highways contract following the early termination of the contract with Balfour Beatty.

### Health Select Committee (HSC)

The Committee was informed of the recent and forthcoming work of the HSC, including a creation of an outcome assessment system to evaluate the work of the committee, and items on pressures within Acute Hospitals, NHS Health Checks and the executive response to the Final Report of the Avon and Wiltshire Partnership Joint Health Scrutiny Working Group.

The current forward plan of the HSC was circulated as detailed [here](#).

## **8 Final Report of the Campus Governance Task Group**

Following the final report of the Review of Area Boards Task Group in 2014, the Committee received a presentation on 7 July 2015 from the Cabinet Member for Communities, Campuses, Area Boards and Broadband, Councillor John Thomson, and the Associate Director (Communities and Communication), Laurie Bell, on the status of the Campus Programme, its challenges and future proposals, and how scrutiny could add value to the continued progressed of the programme.

It was determined that a Task Group be formed to consider the future governance arrangements for the campuses, and terms of reference and membership of the Task Group was confirmed by the Committee on 8 September 2015. The Task Group met on seven occasions between 7 October and 18 November 2015.

The Chairman of the Task Group, Councillor Christine Crisp, stated it had been challenging to assess the issues surrounding governance of campuses, currently referred to as Health and Wellbeing Centres (HWCs) due to the varied nature and composition of each area board and its community area, and that an attempt had been made to establish a suitable framework which could form the basis of adaptable local governance arrangements. Councillor Crisp expressed thanks to all seven members of the Task Group for their efforts, and also to the officer support particularly from the scrutiny team. The recommendation of the Task Group was to refer a series of questions and a proposed framework for campus governance to the Cabinet Member for a response.

The Committee discussed the report, and thanked the Task Group for a comprehensive report from such a relatively short period of examination.

The key issues raised by the Committee were about the proposed Community Area Health And Wellbeing Governance Body Terms Of Reference (Appendix) and included chairmanship of the campus governance body, whether the meetings of any governance body should be held in public or private, the level of information that would be provided to the governance body and the role of the governance body. The Cabinet Member in response stated campus governance bodies would not be party to normally exempt information, and supported a model which met publicly.

As had been explained by the Chairman of the Task Group it was appreciated by the Committee that these would not be issues that could be easily resolved and that further work would be required by the Task Group, in consultation with the Cabinet Member, to review the proposed Terms of Reference and further evidence the benefits and reasons for some of the Terms of Reference, including chairmanship, private or public meetings, and role of the Governance Body.

At the conclusion of debate, it was,

**Resolved:**

- 1) To thank the Task Group for their report on Campus Governance and refer the recommendations within the report to the Cabinet Member for response, excluding the proposed Community Area Health And Wellbeing Governance Body Terms Of Reference (Appendix), therefore:**

**That the Cabinet Member for Cabinet Member for Communities, Campuses, Area Boards and Broadband;**

- a) Ensures there is clear delineation of the roles of area board, governance body and Health and Wellbeing team with regards to the HWC and delivering the community area's priorities as this would be crucial in maintaining supportive and harmonious working relationships between the three;**
- b) Considers a review of the role and delegated powers of the area boards, as defined in the council's constitution, if it is necessary to ensure that these would enable the area boards to fulfil its role with regards to the governance of campuses;**
- c) Considers offering some administrative support for the Governance Body;**
- d) Considers if, and if appropriate when, the Task Group should be reconvened in 2016 to provide constructive input to the development of "A communications strategy for keeping communities informed about progress with revised campus developments".**

- 2) **To ask the Task Group to continue its work and review the proposed Community Area Health And Wellbeing Governance Body Terms Of Reference, taking into account the comments made by the Committee as well as the official response to the Committee from the Cabinet Member, as per 1 above, once received.**

## 9 **Management Committee Task Group Updates**

The Management Committee received the written updates and further verbal updates on its Task Groups as follows:

### **Military Civilian Integration Partnership Task Group**

The report of the Task Group was received, and the Leader of the Council, Baroness Scott of Bybrook OBE, confirmed she had assisted the Chairman of the Task Group, Councillor Alan Hill, with further connections to military partners to further enable its future work.

### **Resolved**

- 1) **To confirm the continuation of the task group in order to receive additional evidence from the Executive and partners about the progress of MCIP and its relationship with Wiltshire Council's other priorities and plans.**
- 2) **To refocus the task group to concentrate on the work around the impact of Army Basing as the single largest work stream in the MCIP.**
- 3) **To expect an update report later in the year to include details of communication of the advantages of Army Basing, the financing of the programme as a whole and the chairman of the task group's involvement in the upcoming peer review.**

### **Swindon and Wiltshire Local Enterprise Task Group**

The Chairman of the Task Group, Councillor Alan Hill, presented the written update as detailed in the agenda.

### **Financial Planning Task Group**

In addition to the written update, the Chairman of the Task Group, Councillor Glenis Ansell, stated that the council overspend for the financial year had been reduced since the last meeting, and a balanced budget would it was hoped be achieved by the end of the financial year.

## 10 **Urgent Items**

There were no urgent items.

11 **Date of Next Meeting**

The date of the next meeting was confirmed as Wednesday 3 February 2016 for consideration of the executive proposals for the council's budget. A briefing for all councillors would be held on Tuesday 2 February 2016.

An additional meeting would be held on Friday 12 February 2016 to consider any amendments to the executive budget proposals from other political groups and councillors.

The next ordinary meeting was confirmed as Tuesday 1 March 2016.

(Duration of meeting: 10.30 am - 1.15 pm)

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

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## OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

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### MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 3 FEBRUARY 2016 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

#### **Present:**

Cllr Simon Killane (Chairman), Cllr Alan Hill (Vice Chairman), Cllr Glenis Ansell, Cllr Chuck Berry, Cllr Christine Crisp, Cllr Stewart Dobson, Cllr Jon Hubbard, Cllr Gordon King, Cllr Jacqui Lay, Cllr Stephen Oldrieve, Cllr Jeff Osborn, Cllr Tony Trotman, Cllr John Walsh and Cllr Bridget Wayman

#### **Also Present:**

Cllr David Jenkins, Cllr Baroness Scott of Bybrook O.B.E, Cllr Allison Bucknell, Cllr Fleur de Rhé-Philipe, Cllr Dick Tonge, Cllr Stuart Wheeler, Cllr Christopher Williams, Cllr Keith Humphries, Cllr Alan MacRae, Cllr Toby Sturgis, Cllr John Thomson, Cllr Roy While and Cllr Philip Whitehead

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#### 12 **Apologies**

Apologies were received from Councillor Howard Greenman.

#### 13 **Declarations of Interest**

There were no declarations.

#### 14 **Chairman's Announcements**

There were no announcements.

#### 15 **Public Participation**

There were no statements or questions submitted.

#### 16 **Date of Next Meeting**

The date of the next meeting was confirmed as the extraordinary meeting to consider opposition budget amendments on 12 February 2016.

The next ordinary meeting was confirmed as 1 March 2016.

17 **Procedure of Meeting**

Members noted the proposed meeting structure.

18 **Wiltshire Council's Financial Plan Update 2016/17**

The draft Wiltshire Council Financial Plan Update for 2016/17 was presented by Councillor Dick Tonge, Cabinet Member for Finance and Michael Hudson, Associate Director of Finance, ahead of its submission to Cabinet on 9 February and Full Council on 23 February 2016.

Details of proposed investments and savings were outlined within the context of continued reductions in the government revenue support grant to the council, increases in service costs particularly in relation to vulnerable people, as well as the impact of the savings implemented through previous budgets.

The Committee, along with other members in attendance including the Chairman of the Financial Planning Task Group and members of the Executive, discussed the proposed budget, and clarification was sought on several issues from the attending Cabinet Members and Corporate Leadership Team, with full details contained in the report as appended to these minutes. Particular focus was given to service budget proposals, in particular how savings would be achieved, clarification over grant funding for area boards and priority areas for further investment, along with other topics as detailed in the appended report.

At the conclusion of debate, it was,

**Resolved:**

**For the comments of the Committee be reported to and considered by Cabinet and Council.**

19 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 - 11.55 am)

The Officer who has produced these minutes is Kieran Elliott (Senior Democratic Services Officer), of Democratic & Members' Services, direct line (01225) 718504, e-mail [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

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**Wiltshire Council**

**APPENDIX**

**Cabinet  
9 February 2016**

**Council  
23 February 2016**

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## **Special Meeting of the Overview and Scrutiny Management Committee Report on the Draft 2016/17 Budget**

### **Purpose of report**

1. To report to Cabinet and Full Council a summary of the main issues discussed at the special meeting of the Overview and Scrutiny Management Committee held on 3 February 2016.

### **Background**

2. This special meeting of the Overview and Scrutiny Management Committee provided an opportunity for non-executive councillors to question the Cabinet Member for Finance and the Associate Director for Finance on the draft 2016/17 budget before it is considered at Cabinet on 9 February 2016 and Full Council on 23 February 2016.
3. The Cabinet Member for Finance, supported by the Associate Director of Finance, were in attendance along with the Leader of the Council and members of the Executive and Corporate Leadership Team to provide clarification and answer queries raised by the Committee.
4. In addition to the Budget Papers as available on the website, a briefing from the Cabinet Member open to all members was held on 2 February to provide key details on the Financial Plan. The same briefing was provided as public events held in Trowbridge, Salisbury, Chippenham and Devizes.
5. Details had included:
  - Council Tax to be increased by 1.99%, plus a 2% Social Care Levy.
  - The continuing reductions in grant funding from central government, being 16.3% for the next financial year.
  - Increases in investment for the most vulnerable, older and young people.
  - Details of service changes required to achieve the £25.254m savings proposed.

### **Main issues raised during questioning and debate**

6. The Chairman invited the Chairman of the Financial Planning Task Group and the Select Committee Chairmen to lead off discussion, with a focus on budget proposals and their implications for services, before opening up to general queries.

### **Financial Planning Task Group**

7. The Chairman of the Financial Planning Task Group noted the work of the Task Group in tracking key spends for the council over the course of the financial year,

and detailed the comments from the Task Group following their meeting with the Cabinet Member for Finance on 29 January, as included as an annex to this report. The Cabinet Member thanked the Task Group for their work across the year.

8. The Committee also discussed the proposed rise in Council Tax and introduction of a Social Care Levy, noting that the levels of debt due to non-payment of these should be periodically reviewed by the Financial Planning Task Group.

#### Health Select Committee

9. The Committee noted the high proportion of older Wiltshire residents and the focus therefore given to health services and social care in the budget.
10. The level of savings required of 'Other Public Health and Public Protection' were raised, in respect of delivering prevention schemes.
11. The need for continued close working with partners such as the Wiltshire Clinical Commissioning Group (CCG) to drive integration and identify efficiencies and improvements was noted.
12. In response to queries on whether potential procurement savings within the health budget had been investigated, it was stated it had, but that many contracts had seven year terms and were currently in the middle of their operational periods.
13. The Committee sought expanded details of the proposed savings under 'Adult Social Care Operations' as outlined in the budget book. The Cabinet Member for Health and Adult Social Care, Councillor Keith Humphries, stated he would circulate a detailed breakdown of the proposed savings to the Health Select Committee.

#### Children's Select Committee

14. The Committee discussed the increased pressures upon Children's Services, such as the impact of Special Guardianship Orders, which offer an option for children needing permanent care, increasing to just over 200 young people. It was recognised that taking into account the totality of the service there was an increase in funding, although around £3.6M in savings had been identified.
15. It was noted that in the past the Children's Select Committee and Safeguarding Children and Young People Task Group had expressed concern at the level of dependency upon agency workers, and that significant savings had been identified with the reduction in that dependency.
16. A commitment to reducing the numbers of Looked After Children in residential or out of county placements was detailed. Increasing the proportion of placements within Wiltshire and with foster carers would provide savings as well as typically being beneficial for the young people.
17. In response to queries arising from the report, it was stated that there would be further updates to clarify the separation between Area Boards' locally held young people's funds and Local Youth Network (LYN) grants, as requested by the Financial

Planning Task Group. Further clarification on this matter would be presented to Cabinet and Council.

18. The Cabinet Member for Communities, Campuses, Area Boards and Broadband also confirmed that all Area Board grants would face a reduction of 10% in the proposed budget, but that any unspent LYN grant funds would be carried over to the next financial year. The Committee welcomed the clarification, as this would enable those in receipt of grants to plan accordingly for future years.
19. Other topics discussed included pressures on Special Education Needs and Early Years Grant Funding, and how the council would manage the market to ensure the level of provision of free child care as set out by central government.

#### Environment Select Committee

20. The Committee assessed details of the Highways and Waste budgets, and in particular the need to monitor both closely given the new contracts that had been put in place for both service areas. The Cabinet Member also clarified new wording in respect of the report of the Financial Planning Task Group's report comment on Highways. The amended wording is reflected in the appended Task Group report.
21. Details were sought on economic development in respect of the Local Enterprise Partnership and associated planned capital programme expenditure. It was stated there had been no reduction, but that some funding had been spread over several years to match when the projects would be delivered,.
22. The Committee sought details of the impact of the proposed budget on housing and rents and other associated issues. It was stated these issues had been raised and answered at the meeting of the Wiltshire Council Housing Board on 25 January and the minutes would be circulated to the Committee.
23. The level of public health grant allocated for leisure services was discussed, and it was confirmed that those areas currently without a bricks and mortar health and wellbeing centre (formerly campus) would not be excluded from those funds.
24. The predicted increase in income from Planning was noted as well as the need to ensure that any savings through efficiencies and restructuring would not affect the council's capacity to achieve the predicted increase in income.
25. Other topics raised included details of service savings and potential staff reductions in Enforcement. It was clarified these were vacant posts that would not be filled, and not therefore a further reduction in the current level of enforcement activity.

#### General Enquiries and Observations

26. The Committee noted that a schedule of all amendments to the budget papers would be presented to Cabinet and Council to track any alterations before and after its own deliberations.
27. The Committee encouraged the Select Committees to continue to monitor the progress of service areas within their remits.

28. Other topics raised included reiterating the requirement for all proposals and amendments to take into account the key priorities of the council's Business Plan, and the progression of negotiations in respect of delegation of council assets and services to Salisbury City Council, and it was stated that any delays to this process would not have an impact on the predicted budget for the next financial year.

## **Conclusion**

29. That Cabinet and Council take into account the comments from the Overview and Scrutiny Management Committee and the Financial Planning Task Group in considering the update to the Financial Plan 2016/17.

**Councillor Simon Killane**  
**Chairman of the Overview and Scrutiny Management Committee**

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Annex 1- Report of the Financial Planning Task Group

## Overview and Scrutiny Management Committee

3 February 2016

**Report of the Financial Planning Task Group – 29 January 2016:  
Financial Plan Update 2016/17**

<b>Issue</b>	<b>Response / Comments</b>
(page and paragraphs numbers refer to the <a href="#">Budget report</a> )	
<b>Budget Setting Process</b>	
<b>Budget setting process for 2016/17</b> <ul style="list-style-type: none"> <li>• Public consultation</li> <li>• Financial Planning Task Group 29 Jan</li> <li>• Councillor briefing 2 Feb</li> <li>• OSMC meeting 3 Feb</li> <li>• OSMC meeting 12 Feb (opposition budget)</li> </ul>	<p>A robust approach over several months involving the political and corporate leadership.</p> <p>The outcome from three stages of scrutiny should mean that full Council is informed when it comes to the debate.</p>
<b>Revenue Budget 2015/16</b>	
<p>(Page 7)</p> <p>The 2015/16 revised revenue budget of £314.983 million is forecast to be balanced (para 3.2)</p> <p>The capital, Housing Revenue Account (HRA) and schools budgets are also on target to be balanced (para 3.3)</p>	<p>The Task Group will scrutinise the final outturn figures once available.</p>
<b>Specific budget areas 2016/17</b>	
<p>(Page 8)</p> <p><b>Action 2 - Stimulate economic growth:</b> “The budget continues the commitment to invest in growing and protecting our economy, with £0.582 million in 2016/17 invested in continuing the support for Action Wiltshire.”</p>	<p>It was noted that the Economy and Planning budget line (page 48) shows a reduction of £0.590M from 2015/16.</p> <p>This breaks down into £0.316M savings from ‘Employees’ and ‘Supplies and Services’ and a £0.263 increase in Gross Income.</p>

<p>(page 9)</p> <p><b>Action 3 – Area Boards and working with communities</b></p>	<p>The cabinet member confirmed that the one-off young people’s funds held by Area Boards (sometimes known as Locally Held Funds) will not be touched. For unspent annual Local Youth Network (LYN) grants only funding for specific projects can be carried over to the new financial year.</p> <p>Further clarity will be provided at OS Management Committee on 3 February.</p> <p>Members requested greater accounting separation between these two funding streams.</p>
<p>(page 15)</p> <p><b>Better Care Plan</b>  “Locally Wiltshire’s Better Care Fund has been uplifted by £0.9 million, however the budget for the £28 million is still being finalised. We have thus assumed £10.277 million allocated in 2015/16 will continue to be allocated to Wiltshire Council in 2016-17.”</p>	<p>It was noted that the final Better Care Fund allocation would be discussed at the Joint Commissioning Board on 4<sup>th</sup> February.</p>
<p>(page 15-17)</p> <p><b>Social Care Levy</b>  “this report proposes that the Council implement this new Levy for 2016/17 at 2%.”  (para 6.12)</p> <p><b>Council tax</b>  “this report recommend a 1.99% increase in the Council Tax for 2016/17. (para 6.13)</p>	<p>No increase in debt due to non-payment of council tax has been assumed against the proposed 1.99% council tax rise and 2% social care levy. The council has good protection systems in place, a very high proportion of direct debits for council tax and one of the highest collection rates in the country (over 18 months). In addition currently no local economic factors point to a significant downturn in residents’ ability to pay. For example, Wiltshire has a high employment rate.</p>
<p>(page 18)</p> <p><b>Government Funding – Future Years’ negotiation</b>  “the Secretary of State invited councils to approach DCLG to negotiate settlements with the potential for greater retention locally of business rates (NNDR), although on the understanding of greater responsibilities... Regular updates will be given to Council.” (para 6.17)</p>	<p>Further announcements on the final DCLG settlements are expected on 4<sup>th</sup> February.</p> <p>The Financial Planning Task Group requests to be kept informed on the outcomes of negotiations and will report back to the OS Management Committee.</p>

<p>(page 19)</p> <p>“Overall the pressures of £24.965 million will be funded in part by the additional £11.559 million raised by Council Tax and £4.322 million from the 2% Social Care Levy. That leaves a gap of £9.084 million.” (para 17.3)</p>	<p>It was clarified that the £11.559M refers to additional council tax income, and a further £4.322M from the 2% Social Care Levy.</p>
<p>(page 20)</p> <p><b>Adult Social Care</b> See table</p> <p><b>Savings summary table</b> £3.837M saving are to be found from ‘Older People’</p>	<p>The £1.4M increase in the cost of ‘forensic mental health’ cases is due to an increase in the number of cases and a greater onus on providing care services.</p> <p>It was reported the proposed savings were realistic with delivery of initiatives to reduce the use of expensive residential care, including HomeFirst, Help To Live At Home and Extra Care.</p>
<p>(page 22)</p> <p><b>Highways</b> “The county highways network and street scene services are a priority. The ability to attract inward investment for a thriving economy and to ensure citizens and residents live and work in well maintained private and public space means that we will increase expenditure by £3.350m.” (para 7.9)</p>	<p>“the growth in the Highways budget is to reverse some of the reductions that have been made over last few years and to enable previously reported increase in future costs following the introduction of the new contract for Highways and Streetscene.</p>
<p>(page 22)</p> <p><b>Waste</b> “The County has seen on average a growth in its residential properties by 2% each year for the last three years. It forecasts that this will continue into 2016/17. Whilst individual houses can be added to rounds, where whole estates are being developed and sold this creates added pressures and needs for new bins and rounds, as well as costs of disposal. As such the Council has estimated it needs to divert £0.900m of monies raised from Council Tax to Waste services to fund this growth, so that there is a direct link between income raised and costs incurred.” (para 7.10)</p>	<p>It was reported that reviews to waste collection rounds, extra income from garden waste fees and other income streams such as third party subsidies would contribute to the proposed net savings of £0.505M (see Service Budget Summary page 48).</p>

<p>(page 23)</p> <p><b>Housing</b></p> <p>“An extra £250,000 has been identified to assist with the funding of deposits and offers to private landlords to secure suitable alternative accommodation as well as with our homeless prevention work to better manage the increased workloads and support that housing officers will need to provide to those households impacted by Welfare Reform.” (para 7.14)</p>	<p>The £0.250M has been included to reflect an increasing risk of homelessness due to the impacts of Welfare Reform.</p> <p>Further details of how these funds would be used and managed were requested for the OS Management Committee meeting.</p>
<p>(page 25)</p> <p><b>Other pressures</b></p> <p>“Increased demand has an impact on ‘back office’ services through increased costs, for example additional legal / advocacy for child protection... As a result additional funding has been directed to Legal (£0.4m)” (para 7.17)</p>	<p>Previous years have seen increased demand for legal services due to rising numbers of court cases and reduced income due to a national challenge to the charging of land search fees.</p> <p>The proposed investment will provide a prudent level of in-house legal advice and reduce the need to pay for external legal advice.</p>
<p>(page 25)</p> <p><b>Fees and Charges</b></p> <p>“Exceptions to this are for Garden Waste where a 5% increase is proposed.” (para 8.2)</p>	<p>The Waste Service Changes Task Group is looking at the impact of the introduction of fees for garden waste collections and will now need to consider the 5% increase if agreed.</p>
<p>(page 26)</p> <p><b>Capital Programme borrowing</b></p> <p>“The total 4 year [capital] programme thus requires circa £100.164 million of borrowing ... borrowing in 2016/17 has been reduced to just £1 million. There is an assumed £99.164 million over the following three years at this stage (2017-20)...</p> <p>...The total capital financing budget in 2017/18 is anticipated to be around £26m or circa 8% of the Councils net budget, up from 5% in 2014/2015.” (para 8.7)</p>	<p>The levels of borrowing projected are included as a cost pressure under future years’ calculations.</p> <p>Interest rates will continue to be monitored to determine the appropriate times to borrow.</p> <p>The task group will continue to monitor the council’s levels of borrowing.</p>
<p>(page 32)</p> <p><b>Savings</b></p> <p><b>Voluntary Sector grants</b></p>	<p>As was already agreed in 2014, Voluntary and Community Sector (VCS) grants will be reduced by 10% for the second year running. All funded VCS groups were written to and advised of this 2-year reduction.</p>



<p>(page 38)</p> <p><b>General Fund Reserve</b>  “...the current forecast outturn is circa £10 million. This means the General Fund Reserve is in line with the revised recommended level, and future use of these funds are seen as a matter of last recourse given the low levels compared to other councils.”</p>	<p>The task group noted that the council has low levels of reserves compared to other councils and will continue to monitor this as a risk.</p>
<p>(page 38)</p> <p><b>11. Assessment of Reserves</b>  See table</p>	<p>The task group noted that proposal to add £1M to the General Fund Reserve (GFR) in 2018.</p> <p>It was reported that at present the council carries the risk for any potential decrease in the collection of Business Rates and until the future position is known it has been considered prudent to plan an increase in the funds held in reserve.</p>
<p>(page 48)</p> <p><b>Service Budget summary</b>  See table</p> <p><b>Other Public Health &amp; Public Protection in Public Health and Protection:</b>  2016/17 £2.904M budget reduced by £0.398M.</p> <p><b>Early Help in Operational Children’s Services</b> are asked to save £0.504M</p> <p><b>Library Heritage and Arts</b> shows a reduced budget from £3.671M to £2.912M = £0.759M reduction.</p>	<p>These proposed reductions to 2016/17 budgets would be achieved mostly through staff restructuring.</p> <p>These proposed reductions to 2016/17 budgets would be achieved mostly through staff restructuring.</p> <p>Of the £0.842M proposed savings from Libraries, Heritage and Arts, £0.547M would be from ‘Supplies and Services’.</p>

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**Cllr Glenis Ansell, Chairman of the Financial Planning Task Group**

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## Overview and Scrutiny Management Select Forward Work Programme

Last updated 19 FEBRUARY 2016

Overview and Scrutiny Management Committee – Current / Active Task Groups			
Task Group	Details of Task Group	Start Date	Final Report Expected
Financial Planning Task Group	<a href="#">Website</a>	October 2013	
-campus Governance Task Group	<a href="#">Website</a>	September 2015	
Swindon and Wiltshire Joint LEP Task Group	<a href="#">Website</a>	March 2014	
MCIP Task Group	<a href="#">Website</a>	December 2014	

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<b>Overview and Scrutiny Management Select – Forward Work Programme</b>			Last updated 19 FEBRUARY 2016		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / Purpose of Report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
1 Mar 2016	Campus Governance Task Group	To receive the executive response to the final report of the task group (presented on 5 January)	Laurie Bell	Cllr John Thomson	Marie Gondlach, Steve Milton
1 Mar 2016	Financial Planning Task Group	To receive an update from Cllr Glenis Ansell (following budget setting). Next meeting of the task group 26 April 2016.	Michael Hudson	Cllr Dick Tonge	Henry Powell
1 Mar 2016	MCIP Task Group	To receive an update from Cllr Alan Hill. Next meeting yet to be scheduled.	Alistair Cunningham	Cllr Baroness Scott of Bybrook O.B.E	Toby Eliot, Kevin Ladner
Mar 2016	MyWiltshire App Review	To consider proposed terms of reference and scope for the new task group (including the digitalisation programme)	Laurie Bell	Cllr Dick Tonge	John Rogers
1 Mar 2016	Scrutiny Councillors Learning & Development Programme	To receive an update (ahead of event on 2 March)	Barry Pirie	Cllr Allison Bucknell	Paul Kelly, Joanne Pitt
1 Mar 2016	Swindon and Wiltshire LEP Joint Task Group	To receive an update from Cllr Alan Hill (following meeting on 4 February)	Alistair Cunningham	Cllr Baroness Scott of Bybrook O.B.E	Marie Gondlach
24 May 2016	Election	To elect the chair and vice-chair of the Management Committee for the municipal year following appointment of members to the committee by Full Council	Robin Townsend	Cllr Stuart Wheeler	Kieran Elliott

<b>Overview and Scrutiny Management Select – Forward Work Programme</b>			Last updated 19 FEBRUARY 2016		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / purpose of report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
24 May 2016	Overview & Scrutiny Annual Report 2015/16	To report on the work over the past year (following receipt at annual council on 10 May 2016)	Robin Townsend		Paul Kelly
24 May 2016	Scrutiny Member Remuneration Scheme	To report on remuneration for lead members in overview and scrutiny	Robin Townsend		Paul Kelly
24 May 2016	Wiltshire Online - Phase 2	To review the roll out of Phase 2 of the Wiltshire Online Project (Cllr George Jeans)	Carlton Brand	Cllr John Thomson	Ian Baker
	TBC - Refresh of Business Plan	To review early proposals	Carlton Brand, Carolyn Godfrey, Maggie Rae	Cllr Baroness Scott of Bybrook O.B.E	Laurie Bell
	TBC - Systems Thinking Programme	To receive details of the programme for 2016/17	Robin Townsend	Cllr Allison Bucknell	John Rogers

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## Children's Select Committee Forward Work Programme

Last updated 1 FEBRUARY 2016

Children's Select Committee – Current / Active Task Groups				
Task Group	Details of Task Group	Start Date	Interim Report Expected	Final Report Expected
Child Sexual Exploitation (CSE)	<a href="#">Website</a>	April 2015	Jan 2016	TBC
Obesity & Child Poverty	<a href="#">Website</a>	April 2015		Mar 2016
Positive Leisure Time Activities for Young People – 12 month review	<a href="#">Website</a>	Sep 2015 (12 month review)		Mar 2016
Safeguarding Children & Young People	<a href="#">Website</a>	April 2014	Jan 2016	2017
School Improvement Strategy 2015-17	<a href="#">Website</a>	Feb 2016		Late 2016

Children's Select Committee - Rapid Scrutiny		
Topic	Details	Date
Children's Community Services Re-tender	To help develop the performance monitoring framework within the awarded contract and hear about how the services will be delivered.  Contract recommendation made by Cabinet in Dec 2015.	Jan 2016

<b>Children's Select Committee – Forward Work Programme</b>			Last updated 1 FEBRUARY 2016		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / Purpose of Report</b>	<b>Corporate and / or Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author</b>
22 Mar 2016	Annual Report of Corporate Parenting Panel	To receive this prior to Full Council	Carolyn Godfrey, Terence Herbert	Cllr Laura Mayes	
22 Mar 2016	Final Report of the Positive Leisure Time Activities for Young People Task Group – 12 month review	To consider the report of the task group established in June 2015 to review the impact of changes made to the youth service model that were implemented in 2014.	Carolyn Godfrey, Terence Herbert	Cllr Laura Mayes	Paul Kelly
22 Mar 2016	Pre-meeting information briefing: Phonics	David Clarke – briefing on the delivery of phonics decoding within Wiltshire Council schools.  Also include phonics test for members.	Terence Herbert		David Clarke
22 Mar 2016	TBC Final Report of the Obesity and Child Poverty Task Group	To consider the report of the task group established in April to consider the links between obesity and child poverty.  This is a joint task group with Health Select Committee.	Carolyn Godfrey, Maggie Rae	Cllr Keith Humphries, Cllr Laura Mayes	Paul Kelly
22 Mar 2016	TBC Report of the Children's Community Health Services Rapid Scrutiny Exercise	To consider the outcomes from the rapid scrutiny exercise scheduled to take place in January 2016.	Julia Cramp	Cllr Laura Mayes	Paul Kelly



<b>Children's Select Committee – Forward Work Programme</b>			Last updated 1 FEBRUARY 2016		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / purpose of report</b>	<b>Corporate and / or Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author</b>
31 May 2016	Children's Services Case Management Systems	To receive an update following on from the briefing received by the Committee on 08 December 2015.	Carolyn Godfrey, Julia Cramp	Cllr Laura Mayes	Lynda Cox
31 May 2016	Executive Response to the Final Report of the Obesity and Child Poverty Task Group		Carolyn Godfrey, Maggie Rae	Cllr Keith Humphries, Cllr Laura Mayes	
31 May 2016	Executive Response to the Final Report of the Positive Leisure Time Activities for Young People Task Group – 12 month review		Carolyn Godfrey, Terence Herbert	Cllr Laura Mayes	Steve Milton, Mal Munday
31 May 2016	Pre-meeting information briefing: Special Guardianship Orders	To receive a briefing on the Special Guardianship Orders.	Terence Herbert	Cllr Laura Mayes	
31 May 2016	Report of the Early Help Strategy Task Group	The task group to meet and review the data set again in 12 months to understand the developments that have taken place and assure itself that that data set is still fit for purpose (recommendation 18).	Carolyn Godfrey, Julia Cramp	Cllr Laura Mayes	Paul Kelly
26 Jul 2016	Outcomes from chair/vice-chair/exec discussions regarding the OS forward work programme	Chair/vice-chair/exec discussions meeting to be held immediately after the May meeting.			Paul Kelly

<b>Children's Select Committee – Forward Work Programme</b>			Last updated 1 FEBRUARY 2016		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / purpose of report</b>	<b>Corporate and / or Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author</b>
11 Oct 2016	Final Report of the School Improvement Strategy Task Group	To receive and consider the final report and recommendations of the Task Group.	Carolyn Godfrey, Julia Cramp	Cllr Laura Mayes	Paul Kelly
11 Oct 2016	Troubled Families Programme	12 months update including data on the areas discussed in October 2015.	Carolyn Godfrey, Julia Cramp	Cllr Laura Mayes	

## Health Select Committee Forward Work Programme

Last updated 1 FEBRUARY 2016

Health Select Committee – Current / Active Task Groups				
Task Group	Details of Task Group	Start Date	Interim Report Expected	Final Report Expected
Better Care Plan Task Group	<a href="#">website</a>	29 June 2015	tbc	27 September 2016
Obesity & Child Poverty Task Group	<a href="#">Website</a>	April 2015		Mar 2016

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Health Select Committee – Forward Work Programme			Last updated 1 FEBRUARY 2016		
Meeting Date	Item	Details / Purpose of Report	Corporate and / or Associate Director	Responsible Cabinet Member	Report Author
8 Mar 2016	Executive response to the Final Report of the Help to Live at Home Task Group	The task group's report was endorsed and referred for response in November 2015.  The four main care providers will be invited to attend and contribute to the discussion.	Maggie Rae James Cawley	Cllr Keith Humphries	James Cawley
8 Mar 2016	Final Report of the Obesity and Child Poverty Task Group	A joint task group with Children's Select Committee.	Carolyn Godfrey, Maggie Rae Frances Chinemana	Cllr Keith Humphries, Cllr Laura Mayes	Paul Kelly
8 Mar 2016	Interim report from the Better Care Plan Task Group	Requested by the committee on 12 January 2016.	Maggie Rae Robin Townsend	Cllr Keith Humphries	Paul Kelly
8 Mar 2016	Pre-meeting information briefing: Mental Health Awareness	To brief the committee on the initiatives in place to raise awareness about mental health and the challenges that people with mental health issues can face.	Maggie Rae Frances Chinemana	Cllr Keith Humphries	Karen Spence

Health Select Committee – Forward Work Programme			Last updated 1 FEBRUARY 2016		
Meeting Date	Item	Details / purpose of report	Corporate and / or Associate Director	Responsible Cabinet Member	Report Author
8 Mar 2016	Transforming Care Partnership – Service Model	<p>To provide an update on the Transforming Care Partnership and progress in delivering Wiltshire’s commitments relating to Winterbourne View.</p> <p>In January the Health &amp; Wellbeing Board signed off the draft, which enabled the plan to be submitted to NHSE.</p> <p>The final plan will come back to the Governing body for final sign off and final submission to NHSE in March 2016. The plan will then be implemented in April 2016 and will be reviewed in 2019/20.</p>	Maggie Rae James Cawley	Cllr Keith Humphries	Iain Kirby
8 Mar 2016	Update on the South West Ambulance Service Trust (SWAST) Joint Scrutiny Committee	In November 2015 the committee endorsed a proposal from Gloucestershire to disband the joint committee in November and requested an update on other council’s views.	Maggie Rae Robin Townsend	Cllr Keith Humphries	Paul Kelly
8 Mar 2016	Wiltshire Obesity Strategy 2015-20	To comment on the draft Strategy during the consultation period.	Maggie Rae Frances Chinemana	Cllr Keith Humphries	Sarah Heathcote

Health Select Committee – Forward Work Programme			Last updated 1 FEBRUARY 2016		
Meeting Date	Item	Details / purpose of report	Corporate and / or Associate Director	Responsible Cabinet Member	Report Author
3 May 2016	Executive Response to the Final Report of the Obesity and Child Poverty Task Group		Carolyn Godfrey, Maggie Rae, Frances Chinemana	Cllr Keith Humphries, Cllr Laura Mayes	Paul Kelly
3 May 2016	Mental Health and Wellbeing Strategy and Implementation Plan Update	To provide the committee with an update on the implementation plan for the Mental Health and Wellbeing Strategy.	Maggie Rae, Frances Chinemana	Cllr Keith Humphries	Karen Spence
May 2016	New charges for care at home	Item to be considered by Cabinet on 19 January 2016.	Maggie Rae, James Cawley	Cllr Keith Humphries	Andrew Osborn

Health Select Committee – Forward Work Programme			Last updated 1 FEBRUARY 2016		
Meeting Date	Item	Details / purpose of report	Corporate and / or Associate Director	Responsible Cabinet Member	Report Author
3 May 2016	Pre-meeting information briefing: Care Quality Commission (CQC) and Health Scrutiny	<p>In January the committee requested an information briefing on this topic, covering:</p> <ul style="list-style-type: none"> <li>- how members can provide the CQC with relevant information to assist inspections along with other contributors.</li> <li>- the local information provided to members re CQC inspections.</li> <li>- how the CQC inspection model is applied to outcomes-based care models such as that adopted in Wiltshire.</li> <li>- an overview of the full range of the CQC's inspection responsibilities.</li> </ul>	Robin Townsend	Cllr Keith Humphries	Paul Kelly
21 Jun 2016	Healthwatch Wiltshire Annual Report			Cllr Keith Humphries	Emma Cooper
21 Jun 2016	Targeting local healthcare needs	In January the committee requested an item to consider how Joint Strategic Needs Assessment data is used to target locally identified healthcare needs.	Frances Chinemana	Cllr Keith Humphries	

<b>Health Select Committee – Forward Work Programme</b>			Last updated 1 FEBRUARY 2016		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / purpose of report</b>	<b>Corporate and / or Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author</b>
27 Sep 2016	NHS Health Checks - update	To receive an update on the implementation of the program, including any significant impact on levels of diagnoses and procedures.	Maggie Rae, Frances Chinemana	Cllr Keith Humphries	John Goodall
27 Sep 2016	Pre-meeting information briefing: Dementia Friends Initiative				
27 Sep 2016	Preparedness for Winter Pressures	To assure preparedness for forthcoming winter pressures including how previously identified issues have been addressed.		Cllr Keith Humphries	



## Environment Select Committee Forward Work Programme

Last Updated 1 FEBRUARY 2016

Environment Select Committee - Current / Active Task Groups				
Task Group	Details of Task Group	Start Date	Interim Report Expected	Final Report Expected
Highways And Streetscene Contract Task Group	<a href="#">website</a>	10 December 2013	tbc	tbc
Public Transport Review Task Group	<a href="#">website</a>	10 June 2015	16 February 2016	7 June 2016
Residents Engagement Task Group	tbc	16 November 2015	tbc	tbc
Waste Service Changes Task Group	<a href="#">website</a>	25 November 2015	tbc	tbc

Environment Select Committee - Rapid Scrutiny		
Topic	Details	Date
<b>Wholly Owned Subsidiary (WOS)</b>	Another rapid scrutiny of the WOS (following meeting on 8 September 2015) to enable scrutiny members to consider the details of the proposed WOS	Date to be confirmed – will be prior to formal procurement process
<b>Housing Bill</b>  NB could be a task group depending on the scale of the work to be undertaken	To consider the impact of the Housing Bill for Wiltshire Council and its residents and housing tenants (to include communication, management of changes and support to tenants).	After publication of the Housing Bill (The provisional date for the first day of remaining stages on the bill is Tuesday 5 January 2016.)

Environment Select Committee – Forward Work Programme			Last updated 1 FEBRUARY 2016		
Meeting Date	Item	Details / Purpose of Report	Corporate and / or Associate Director	Responsible Cabinet Member	Report Author
12 Apr 2016	Housing Allocation Policy - Implementation Update	To receive a report requested to come back to Committee 6 months after it was considered at the 1 September 2015 meeting - to continue monitoring the implementation of the Housing Allocation Policy.	James Cawley	Cllr Jonathon Seed	Nicole Smith
12 Apr 2016	Leisure presentation / update	To receive a presentation on the new structure for Leisure and the on-going activities and plans for the future as part of Public Health	Maggie Rae, Frances Chinemana	Cllr Jonathon Seed	David Redfern
12 Apr 2016	Library service presentation / update	A briefing note for the committee of the current situation regarding libraries (how they are being run) and mobile libraries	Laurie Bell	Cllr Jonathon Seed	Joan Davis
12 Apr 2016	Litter	To receive an update on the holistic approach planned by the council (school programme, work with fast food outlets, etc.)		Cllr Philip Whitehead	Adrian Hampton
12 Apr 2016	TBC Waste Management Contract	To receive an update – currently scheduled for Cabinet on 10 November 2015 and 19 January 2016.	Tracy Carter	Cllr Toby Sturgis	

<b>Environment Select Committee – Forward Work Programme</b>			Last updated 1 FEBRUARY 2016		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / purpose of report</b>	<b>Corporate and / or Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author</b>
7 Jun 2016	Passenger Transport Review	tbc	Carlton Brand, Parvis Khansari	Cllr Philip Whitehead	Matthew Croston
7 Jun 2016	Public Transport Review task group – final report	To receive the final report of the Public Transport Review task group	Carlton Brand, Parvis Khansari	Cllr Philip Whitehead	Paul Kelly
7 Jun 2016	TBC Annual report - Highways – major maintenance programme	To review the delivery of the planned maintenance programme at the June meeting (planned programme of maintenance reviewed 6 months ago)	Carlton Brand, Parvis Khansari	Cllr Philip Whitehead	
30 Aug 2016	Public Transport Review task group – Executive Response	To receive the Executive Response to the final report of the Public Transport Review task group.	Carlton Brand, Parvis Khansari	Cllr Philip Whitehead	
25 Oct 2016	Annual Report - Wiltshire Local Flood Risk Management Strategy	To receive an annual report on the Wiltshire Local Flood Risk Management Strategy.	Carlton Brand, Parvis Khansari	Cllr Jonathon Seed	Peter Binley
14 Feb 2017	TBC Annual report - Highways – major maintenance programme	To review the planned programme of maintenance (review of delivery of the planned maintenance programme in 6 months).	Carlton Brand, Parvis Khansari	Cllr Philip Whitehead	

Environment Select Committee – Forward Work Programme			Last updated 1 FEBRUARY 2016		
Meeting Date	Item	Details / purpose of report	Corporate and / or Associate Director	Responsible Cabinet Member	Report Author
14 Feb 2017	TBC Annual Report - Promoting major transport schemes within Local Growth Fund	To receive a report showing the major transport schemes within Local Growth Fund and, at the same meeting, receive the full list of LEP projects to be able to judge where the transport schemes sit overall.	Carlton Brand, Parvis Khansari	Cllr Philip Whitehead	
Page 44	TBC Annual Report - Promoting major transport schemes within Local Growth Fund	To receive a report showing the major transport schemes within Local Growth Fund and, at the same meeting, receive the full list of LEP projects to be able to judge where the transport schemes sit overall.	Carlton Brand, Parvis Khansari	Cllr Philip Whitehead	
	TBC - Business Plan	To review any changes for any impact on the areas of the business covered by the Environment Select Committee - currently no date scheduled for Cabinet	Robin Townsend	Cllr Dick Tonge	David Bowater
	TBC Gypsy and Traveller Plan	Topic to be considered as the plan becomes available.	Alistair Cunningham	Cllr Toby Sturgis	Carolyn Gibson, Georgina Clappitt-Dix

Environment Select Committee – Forward Work Programme			Last updated 1 FEBRUARY 2016		
Meeting Date	Item	Details / purpose of report	Corporate and / or Associate Director	Responsible Cabinet Member	Report Author
	TBC Review of Traffic Orders	Report requested by Committee for 6 months after commencement of operating. For information the committee made the recommendation that a suitable trial site be located in Salisbury.	Carlton Brand, Parvis Khansari	Cllr Philip Whitehead	Robert Murphy
Page 45	TBC Waste storage and collection: guidance for developers (SPD)	The draft Supplementary Planning Document (SPD) sets out technical information to allow developers to make suitable space for waste collection services at new developments and the level of section 106 contributions requested per qualifying new development. Information/briefing required on the above for the ESC	Tracy Carter	Cllr Toby Sturgis	Gareth Jones
	TBC Annual report - Highways – major maintenance programme	To review the planned programme of maintenance (review of delivery of the planned maintenance programme in 6 months)	Carlton Brand, Parvis Khansari	Cllr Philip Whitehead	

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## Wiltshire Council

### Overview and Scrutiny Management Committee

1 March 2016

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#### Management Committee Task Groups

##### Financial Planning Task Group

The task group's next meeting is scheduled for 26 April and will include the following agenda items:

- a) Revenue budget monitoring
- b) Capital budget monitoring
- c) Adult Social Care Operations budget 2016/17 (tbc)
- d) Budget setting process 2016/17 – evaluation
- e) Discussion of the Forward Work Programme for 2016/17

For d) members of the Management Committee are invited to comment on the 2016/17 budget scrutiny process recently concluded including suggestions for development in future years. The task group will then discuss these and bring findings and recommendations back to the Committee at its next meeting.

To remind members of the budget scrutiny process followed for 2016/17:

28 Jan	Financial Planning Task Group
2 Feb	Members budget briefing
3 Feb	OS Management Committee – draft Financial Plan 2016/17
9 Feb	Cabinet – approval of draft Financial Plan 2016/17
12 Feb	OS Management Committee – Opposition group budget proposals
24 Feb	Full Council – adoption of final budget

The reports of the Committee's meetings held on 3 and 12 February are attached with the minutes.

##### Swindon and Wiltshire Local Enterprise Partnership (LEP) Joint Task Group

Membership:

Cllr Christine Crisp  
Cllr Alan Hill (Chairman)  
Cllr Mark Packard

Cllr Oliver Donachie (SBC)  
Cllr Kevin Parry (SBC)  
Cllr Jim Robbins (SBC)  
Cllr Des Moffatt (SBC)

## **Terms of reference:**

The Joint Task Group will:-

1. Develop an overview and scrutiny framework and operational protocols which meet the requirements of democratic accountability for the use of public funds by a partnership body which is led by the business community under a mandate from the Secretary of State for Business, Innovation and Skills.
2. Whilst developing the framework, the Task Group will carry out trial activities to scrutinise the outcomes and work of the SWLEP. In fulfilling this role the task group will:-
  - a) Perform all overview and scrutiny functions on behalf of both Councils in respect of the SWLEP and JSEC
  - b) Appoint such sub-groups as it consider appropriate to fulfil those functions.
  - c) Review and/or scrutinise decisions made or actions taken in connection with the discharge or any of the SWLEP and JSEC functions.
  - d) Make reports and recommendations to the Councils relevant partner in connection with the discharge of any functions.
  - e) Approve a forward work programme, including the programme of any sub-groups it appoints so as to ensure that the Task Group and sub-groups' time is effectively and efficiently utilised.
  - f) Foster and encourage an inclusive, structured, non-partisan and non-adversarial approach to overview and scrutiny which is reliant on evidence rather than anecdote.

## **Membership:**

As noted at the committee meeting on 3 November 2015 Councillor Simon Killane is no longer a member of the Task Group and a replacement was sought in the usual way from an expression of interest notification to all non-executive councillors.

The committee is invited to endorse the appointment of Cllr Anna Cuthbert.

## **Recent activity:**

The Swindon and Wiltshire LEP Joint Task Group had a meeting scheduled for Tuesday 9 February, unfortunately due to lower than expected attendance an additional meeting is being arranged for 12 or 14 April 2016 where the task group will consider board membership, recruitment and succession planning against comparative LEPs.

## **Future activity:**

The task group has also identified a number of topics it wishes to consider at future meetings, including:

- how the framework, for how the LEP prioritises its schemes, was derived;
- how these schemes are then prioritised by central government;
- framework in place to monitor the implementation of projects;



- framework in place to monitor the outcomes of the work delivered compared to the expected outcomes.

A further verbal update will be provided at the meeting.

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