

AGENDA

Meeting: Overview and Scrutiny Management Committee
Place: Kennet Room - County Hall, Trowbridge BA14 8JN
Date: Tuesday 6 September 2016
Time: 10.30 am

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

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Membership:

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

Substitutes:

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

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If you have any queries please contact Democratic Services using the contact details above.

AGENDA

1 **Apologies**

To receive any apologies or substitutions for the meeting.

2 **Minutes of the Previous Meeting** (*Pages 7 - 12*)

To approve and sign the minutes of the meeting held on 5 July 2016.

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 30 August in order to be guaranteed of a written response. The final deadline is 5pm on Thursday 1 September 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 13 - 18*)

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 Management Committee is asked to endorse the reports of the Chairmen of the Select Committee, report on meetings with the Executive and the updated work programme.

7 **Management Committee Task Group Updates**

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

- Financial Planning Task Group
- Military-Civilian Integration Partnership Task Group
- Swindon and Wiltshire Local Enterprise Partnership Task Group
- MyWiltshire System Task Group

Financial Planning Task Group

The task group has not met since the Committee's last meeting, but its next meeting is scheduled for 8 September. The agenda will include the Revenue Budget Monitoring and Performance and Risk update reports, with comments referred to Cabinet, which will consider the report on 13 September. The task group will also be considering its role in early engagement in development of the 2017/18 budget proposals.

SWLEP

The task group last met on 6 July and received a verbal update on discussions and outcomes from the most recent LEP Board Meetings. It also consider the framework for how the LEP prioritises its schemes and how that framework compares with central government's selection(s).

The task group's next meeting is scheduled for 20 October, when it will consider:

- Data from the Local Economic Assessment to ensure that the LEP is approaching the right sectors and in the right way; and
- A report on "the life of the project", following a project through the selection process, gaining funding, into delivery of project and monitoring / assessing of the project.

MCIP

The Task Group will be meeting on 20 September and will update fully at the next meeting.

MyWiltshire System Task Group

The task group has its first two meetings scheduled for 12 October and 16 November 2016 and the membership is confirmed as follows:

Bob Jones MBE, Magnus Macdonald, Jon Hubbard, Roy While, Bridget Wayman, Howard Greenman

The first meeting will include an overview from officers on the System's development so far and members will be invited to scope the task group's review.

8 **Systems Thinking Programme**

To receive a presentation from the Head of Systems Thinking to provide an overview of the current systems thinking programme and discuss engagement on key projects.

9 **Date of Next Meeting**

To confirm the date of the next scheduled meeting as 1 November 2016

10 **Urgent Items**

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

PART II

Items during consideration of which it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed.

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OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 5 JULY 2016 AT THE 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 Howard Greenman, Cllr George Jeans, Cllr Jacqui Lay, Cllr Stephen Oldrieve, Cllr Tony Trotman, Cllr John Walsh, Cllr Bridget Wayman and Cllr Ian Thorn (Substitute)

Also Present:

Cllr Toby Sturgis and Cllr Philip Whitehead

65 **Apologies**

Apologies were received from Councillor Jon Hubbard, who was substituted by Councillor Ian Thorn.

66 **Minutes of the Previous Meetings**

Resolved:

To approve and sign as a correct record the minutes of the meeting held on 24 May 2016.

That subject to amending the first use of 'landfill' to 'HRCs' in paragraph 9 of Minute 63, to approve and sign as a true and correct record the minutes of the meeting held on 21 June 2016.

67 **Declarations of Interest**

There were no declarations.

68 **Chairman's Announcements**

There were no announcements.

69 **Public Participation**

Statements on Minute 72 were taken under that item.

70 **Forward Work Programme**

Details were provided on meetings between Select Committee Chairman and the Executive to discuss future topics for scrutiny involvement such as further work on customer care feedback and projects involving utility companies. It was also intended to provide a legacy report on scrutiny achievements for the new council term in 2017, and proposed new feedback structures for project board representatives to provide greater scrutiny depth and assistance, as well as input into the Councillor Induction process for the new council term, particularly to ensure emphasis on area board roles.

Updates were also received on the activities of the Select Committees, including but not limited to the following:

Environment Select Committee

Details were provided on recent activities on topics as shown in the agenda, with further work on Waste Contracts, planning enforcement and fleet maintenance suggested.

Health Select Committee

Details were provided on recent activities on topics as shown in the agenda, with further work on air quality, the single view of the customer project, and performance of the 111 call service and effectiveness of the Older Person champions suggested. Concerns had also been raised on consultation regarding the adult care charging policy being considered by Cabinet, and it was proposed the Committee investigate upon its implementation to assess any impact. It was also stated some areas had discussed appointment of Carer champions similar to Older Persons champions, and whether this could be a model for other areas.

Children's Select Committee

Details were provided on recent activities on topics as shown in the agenda, with further work on increased academisation to be undertaken at a special meeting on 21 July, with a focus on the council's responsibilities and ability to mitigate any impacts.

Resolved:

To note the updates from the Select Committees.

71 **Management Committee Task Group Update**

The written update from the Financial Planning Task Group was noted.

In respect of the Military Civilian Integration Partnership Task Group it was stated that due to a change in the lead army officer for the region, there had been delays, but the intention was to speak to the police and the army on further issues and report for the end of 2016 which would determine what work, if any, would be needed for the next council.

In respect of the Swindon and Wiltshire Local Enterprise Partnership Task Group, its next meeting was to be 6 July 2016.

72 **Hydrocarbon Extraction**

At Council on 23 February 2016 a motion was received on hydrocarbon extraction following the granting of Petroleum Exploration and Development Licences (PEDL) in the county. The motion was referred to the Committee for its meeting on 1 March 2016, where it was requested officers undertake an investigation into hydrocarbon extraction, to include technical explanations, local and national policies and what functions are devolved to local authorities.

An initial presentation was received from Alistair Cunningham, Associate Director, Economic Development and Planning, on 24 May 2016, as well as seeking further direction from the Committee and the public in attendance on issues to be included within the briefing paper to be prepared following the officer investigation.

Councillor Toby Sturgis, Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Operational Property and Waste and Georgina Clampitt-Dix, Head of Spatial Planning, presented the briefing paper to the Committee.

The Chairman opened the item by reminding all present that the Committee was not a decision making body, and the briefing paper and discussion of it was not a debate on the merits of hydrocarbon extraction, but an explanation of the background, processes that needed to be followed, the role of the council as local planning authority and other bodies, as well as a review of the council's planning policies in the context of national policies.

The Committee thanked the officers for the extensive briefing that had been provided and welcomed the thorough explanation of the technical processes of hydrocarbon extraction and the council's role in the process. In response to queries it was stated regulatory organisations such as the Environment Agency would be responsible for assessing many issues such as impact upon the water supply. It was also stated that it was the councils' view that its existing planning policies on minerals and other planning matters adequately provided for dealing with any hydrocarbon extraction issues and it was not necessary therefore at the present time for a specific policy on that issue alone.

The likelihood of any extraction taking place within Wiltshire was raised given the geology of the county, and it was reiterated that although PEDL licences have been granted no application has been received to begin exploration.

Public representations were received from Bill Jarvis and Margaret Cavanna from KeepWiltshireFrackFree welcoming the detail of the report, although in light of the concern many held over the risks and potential high cost to the county financially and in health terms, they felt the council's current policies needed to be reviewed to ensure they were sufficient

A motion was moved by Councillor Alan Hill, seconded by Councillor Bridget Wayman, to note the excellent report from officers, that the report should be circulated to all councillors, and that the committee felt that no further scrutiny action as required at the present time, but that the committee be updated regularly. The motion was approved.

A motion was also moved by Councillor Stephen Oldrieve, seconded by Councillor Glenis Ansell, that a seminar for members be arranged to discuss the report in greater depth. The motion was not approved.

Resolved:

- 1) To note the written briefing on Hydrocarbon Extraction and thank officers for the excellent work in preparing it.**
- 2) That the report will be distributed to all councillors as a members' briefing note.**
- 3) That no further scrutiny involvement be undertaken at this time, but that the Committee be updated as the situation changes so it can review whether further involvement is required**

73 **MyWiltshire System**

Following a request from the Environment Select Committee on 27 October 2015, on 5 January 2016 the Management Committee received a presentation on development of the MyWiltshire system, a system which enables the public and officers to remotely report a range of issues to be resolved, and which had primarily been utilised to date on highways matters such as reporting potholes and flytipping. Following an update at its meeting on 24 May 2016, the Committee resolved to seek expressions of interest for a Task Group to review and assist development of the MyWiltshire system, with the details of the terms of reference delegated to the Chairman and Vice-Chairman.

The Vice-Chairman, Councillor Alan Hill, presented the proposed terms of reference for the Task Group, along with several proposed members, with the intention that the Chairman and himself would appoint any remaining members if needed.

The Cabinet Member for Highways and Transport, Councillor Philip Whitehead, emphasised that although most of the existing functions of the system was focused on highways matters, future development of functions could be in many other service areas.

Resolved:

- 1) To approve the proposed terms of reference**
- 2) To appoint Councillors Bob Jones MBE, Magnus Macdonald, Howard Greenman and Bridget Wayman to the Task Group, with any additional members to be appointed by the Chairman and Vice-Chairman.**
- 3) To arrange the first meeting as soon as possible**

74 **Date of Next Meeting**

The date of the next meeting was confirmed as 6 September 2016.

75 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 12.55 pm)

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

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Wiltshire Council

Overview and Scrutiny Management Committee

6 September 2016

Outcomes from the Annual Work Planning Meetings Between OS Chairs/Vice-chairs with the Executive and Directors

Purpose

1. To report outcomes from the annual meetings between Overview and Scrutiny (OS) chairmen and vice-chairmen and the relevant executive members and directors. These took place during June and were to discuss key council priorities and projects over the next 12 months and how OS might add value to the them through providing constructive challenge and support.

Background

2. Annual meetings between leading OS members, their executive counterparts and the relevant directors have been taking place for several years and are now established as an important forum for ensuring the OS single work programme reflects the key corporate priorities of the council.
3. The LGA peer challenge of OS undertaken in 2015 noted the good relationships between the Executive and OS and recommended that this be developed further through such regular timetabled meetings.
4. In these meetings, the Cabinet Member, Portfolio Holder and Director(s) are invited to advise on service priorities, developments, challenges and risks anticipated over the next 12 months. Attendees then,
 - Discuss whether OS could add value by including the topic on its forward work programme;
 - Give initial consideration to the most appropriate form of OS engagement;
 - Give consideration to appropriate timing for OS engagement.
5. Attendees also discussed wider topics such as OS member learning and development and approaches to evidence gathering.

Main considerations

6. The table below provides a summary of the outcomes of this year's round of meetings. Where topics were agreed as benefiting from OS engagement these are already reflected in the OS forward work programme, while others require further discussion.

	OS Management Committee
1.	Campus programme To consider receiving a county-wide update on the delivery of the campus programme, timing to be confirmed.
2.	Councillor Induction 2017 Agreement that the new councillor induction programme in 2017 emphasises the importance of members' area board role. OS to consider new approaches of training councillors within its legacy report. (This report is scheduled for April 2017).
3.	Using customer feedback data OS possibly to use the data available from customer services, the app and complaints to measure customer satisfaction / identify trends / issues in the service areas covered by the committees
4.	OS representation on project boards To investigate ways of encouraging ensuring "structured" and consistent feedback to committees from OS representatives on project boards.
5.	Planning service Contributing to a review of planning to determine the optimal number of planning committees to ensure that all democratic aspects have been taken into account for the redesign.
	Environment Select Committee
6.	Investment Team Evidence based review of what the function should be and the optimal size of the team
7.	Fleet maintenance To contribute to the operating model design and explore the viability of including partners.
8.	Depot strategy To receive information on the work already started by officers.
9.	Update on contracts implementation for Highways Service NB. Other reports already planned may cover this topic.
10.	Housing Strategy – final draft To review the proposed strategy before it is presented to Cabinet
	Children's Select Committee
11.	DfE White Paper: Educational Excellence Everywhere Future school improvement and educational transformation work was

	<p>highlighted as a priority area in the new year. The work would follow from the guidelines set out in the white paper. A new task group following the work of the School Improvement Strategy task group was suggested as a possible form of input from scrutiny.</p> <p>It was suggested that the Committee could propose nominating a representative from the Committee to the Education Transformation Board. The representative would bring back key areas for discussion to the Committee and report back to the Board.</p>
12.	<p>Availability of Nursery Places A report could be brought to the Committee in early 2017 to address any potential concerns and assure members that enough nursery places were available to meet demand.</p>
13.	<p>Children’s Case Management System Work in this area was progressing and a key update would be delivered to the Committee at this July meeting.</p>
14.	<p>SEND/Transport/ Passenger Assistance SEND transport assistance for schools was noted as a wide area for consideration. Scrutiny input was welcomed to help improve the service in the light of budgetary restrictions. Due to the wide reach of the area a report was offered for the Committee to provide an initial introduction, along with a summary of the SEND strategy for schools.</p>
15.	<p>Adoptions West A possible joint scrutiny project was referenced as a possible form of input from scrutiny teams across the joint area. A paragraph was included in the Adoptions West report included as a part of the agenda for 19th July Children’s Select Committee meeting which references this possibility.</p>
16.	<p>Children’s Services Integration Project The project which integrates with Early Help was not expected to reach implementation until early 2017. Prior to the implementation no input from scrutiny was anticipated as necessary. Following the implementation scrutiny input was welcomed to assist in the steering and future of the project.</p>
17.	<p>Bullying Bullying would be considered part of the wider picture for the Child and Adolescent Mental Health task group’s work. The scope would include bullying and PSHE.</p> <p>A pre-meeting information briefing for the Committee would be received in October regarding CAMHS titled “On Your Mind”.</p>
	<p>Health Select Committee</p>

18.	Housing suitable for older people Explore the possibility of planning committees defining the breakdown of affordable housing within a development, rather than just the total number.
19.	Dementia Friends initiative To receive a pre-meeting information briefing and update on this, focusing on next steps for the project.
20.	Older People's Champions To receive an item in November to consider progress during the first year of OPC's work. To cover: Is there a strategic plan? What outcomes are they delivering? What challenges are we facing? How is learning being shared? How is information being disseminated?
21.	Single View As a starting point, the chairman and vice-chairman to receive a briefing from the project manager .
22.	Sustainability and Transformation Plan (STP) To continue monitoring of the STP's development.

Proposal

7. To note the outcomes from the 2016 meetings between OS chairmen and vice-chairmen and the relevant executive members and directors, with further investigation and discussion by select committees ongoing in some areas.
8. To endorse the annual meetings as a valuable forum for ensuring the OS work programme reflects the key priorities of the council, with this being reflected in a legacy report to be considered by Committee in April 2017.

Report author: Henry Powell, Senior Scrutiny Officer, 01225 718052, henry.powell@wiltshire.gov.uk

Appendices

None.

Overview and Scrutiny Management Select Forward Work Programme

Last updated 1 AUGUST 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	Website	October 2013	
Swindon and Wiltshire Joint LEP Task Group	Website	March 2014	
MCIP Task Group	Website	December 2014	

Overview and Scrutiny Management Select – Forward Work Programme			Last updated 1 AUGUST 2016		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
6 Sep 2016	Forward Work Programme	To consider the OS Forward Work Programme and receive an update from the select committee chairmen.	Robin Townsend	Cllr Stuart Wheeler	Paul Kelly
6 Sep 2016	Management Committee Task Group Updates	To receive an update on OSMC task group activity.	Robin Townsend	Cllr Stuart Wheeler	Henry Powell
6 Sep 2016	Systems Thinking Programme	An overview of the System Thinking teams current work programme and where systems thinking principles are being applied to improve council services.	Robin Townsend	Cllr Allison Bucknell	John Rogers