

## OVERVIEW & SCRUTINY ORGANISATION AND RESOURCES SELECT COMMITTEE

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### DRAFT MINUTES OF THE OVERVIEW & SCRUTINY ORGANISATION AND RESOURCES SELECT COMMITTEE MEETING HELD ON 26 MAY 2011 AT COUNCIL CHAMBER, MONKTON PARK, CHIPPENHAM.

#### **Present:**

Cllr Peter Doyle, Cllr Nick Fogg, Cllr Charles Howard, Cllr Jon Hubbard (Substitute), Cllr Jacqui Lay, Cllr Jeff Osborn (Chairman), Cllr Bill Roberts, Cllr Judy Rooke and Cllr Jonathon Seed

#### **Also Present:**

Cllr Mark Packard and Cllr Anthony Trotman

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#### 151. **Election of Chairman**

Cllr Jeff Osborn was elected Chairman for the ensuing year.

#### 152. **Election of Vice-Chairman**

Cllr Tony Deane was elected Vice-Chairman (in his absence with permission) for the ensuing year.

#### 153. **Apologies and Substitutions**

Apologies were received from Cllr Nigel Carter, Cllr Tony Deane, Cllr Ricky Rogers, Cllr Christopher Devine and Cllr Mark Packard.

Cllr Jon Hubbard substituted for Cllr Mark Packard.

Note: Cllr Mark Packard was present for the later part of the meeting.

#### 154. **Minutes of the Previous Meeting**

The minutes of the previous meeting held on 24 March 2011 were signed and approved as a correct record.

155. **Declarations of Interest**

There were no declarations of interest.

156. **Chairman's Announcement**

The Chairman welcomed Phil Woods, Scrutiny Officer Cornwall Council who was in attendance to observe.

The Committee was reminded that following the previous meeting it was resolved that the Chairman, Vice-Chairman and Scrutiny Manager would receive an update report on progress made against the Revenue and Benefits Service Inspection Action Plan for consideration prior to this meeting.

The report had only recently been received and as such the Chairman had yet to consider its content. It would be included in the agenda for the next meeting of the Committee if appropriate.

157. **Public Participation and Councillors Questions**

There was no public participation.

158. **Library Services Review**

A Rapid Scrutiny Exercise was undertaken on 18 January on the Library Services Review and its findings reported to the Committee on 20 January. The Committee was reminded that two of the recommendations arising from the activity related to the communications/consultation plan, details of which were included with the agenda.

The Project Team successfully responded to the scrutiny recommendations which were incorporated into the Library Review Communications Plan. Discussion ensued on future monitoring.

**Resolved:**

**That the Committee would invite an update report on the Library Services Review in November to monitor whether the service review aims were being successfully implemented.**

159. **SAP Post Implementation Review**

The Committee was reminded that it had considered the KPMG Post Implementation Review report at its meeting held in November 2010. Ensuing recommendations were duly reported to the Audit Committee for consideration. Included within these recommendations was the future scrutiny of the SAP Strategy which now forms part of the overall ICT Strategy.

A further report on SAP Development PID was submitted to the Audit Committee on 13 May where acknowledgement was made to the intention to further improve and develop SAP.

The Select Committee at its last meeting received the draft Technology Plan which it resolved to refer to the ICT Task Group for more detailed consideration in conjunction with the accompanying roadmap which incorporated SAP developments.

The ICT Task Group met on 13 May and an update on this meeting was provided under minute no. 163 – Task Group Update.

**Resolved:**

- 1) To note the actions of the Audit Committee on this matter; and**
- 2) To note the work of the ICT Task Group on the overall Technology Plan which incorporates SAP developments.**

**160. Scrutiny of Procurement and Commissioning**

To align itself with the Council's changing approach to procurement and commissioning and to ensure the most appropriate use of resources, the Liaison Board at its meeting held in February resolved that future scrutiny should be dealt with by way of a dedicated Task Group to replace the four current Major Contracts Task Groups.

The new Task Group would scrutinise the delivery of the overall procurement and commissioning programme on a quarterly basis with specific reporting on the performance of major contracts continued by exception.

To retain the knowledge gained by the individual Major Contracts Task Groups the Committee was requested to appoint one member with experience to become part of the new Task Group. Membership would include Cllr Nigel Carter and Cllr Tony Deane, together with representatives from the other Select Committees.

Ensuing discussion included from some members that there remained value for retaining the separate task groups and that the proposed disbandment was contrary to what had initially been agreed last year. The Chairman reminded the Committee of the rationale for the change including that procurement and commissioning was a major implementation programme of the Business Plan and that resources had been reduced in the scrutiny support team.

In relation to the extended remit of the Chief Executive following recent service realignment it was noted that Cllr John Noeken would be the respective Cabinet Member with the Chief Executive and Chief Finance Officer responsible for

Procurement. It was understood that the Chief Finance Officer would be the lead in this area although further clarity would be sought following the meeting.

Members acknowledged the need for the change in scrutiny arrangements but, mindful of the reduced membership and to retain the knowledge gained, the appointed Chairman of the Task Group would also have the discretion to invite additional member attendance at meetings where required.

Following all select committee appointments to the new Task Group, scoping work would be undertaken based on the terms of reference set out in the report and, where necessary, further discussion undertaken by the individual select committees.

The Committee acknowledged the need to review the scrutiny structure to ensure it remained in tune with the recent service realignment following the release of the Business Plan.

**Resolved:**

- 1) To note the considerations given to this issue by the Overview and Scrutiny Liaison Board;**
- 2) To agree to the disbandment of the Select Committee's current Major Contracts Task Group;**
- 3) To approve the new Task Group arrangements for scrutinising the procurement and commissioning programme under this Select Committee;**
- 4) To appoint Cllr Mark Packard to join the new 'Procurement and Commissioning Scrutiny Task Group' in addition to Councillors Tony Deane and Nigel Carter;**
- 5) To note the service realignment and the Chief Executive's new responsibilities for procurement via the Chief Finance Officer and to invite attendance at the first meeting of the new Task Group; and**
- 6) To review these arrangements in a year's time or earlier at the request of the Task Group.**

(N.B. Cllr Jon Hubbard and Cllr Judy Rooke requested that their votes against this resolution be recorded.)

**161. Response to Partnership Task Group Interim Report**

The Committee at its previous meeting received an interim report on the work of the Partnerships Task Group. Following endorsement of its findings details of

the recommendations arising were sent to both the Community Safety Partnership's Chairman and Cabinet Member for consideration.

The Cabinet Member's response was provided with the agenda for consideration by the Committee.

Although the Committee felt a broader scrutiny of partnerships would be preferable it was accepted that this was a complex area and in order to gain a clearer understanding of its workings a focus on several key partnerships within the framework was required.

Following scrutiny of the Community Safety Partnership the Task Group would now scrutinise the Housing Partnership Board with its next meeting to scope the work due to take place on 1 June 2011.

**Resolved:**

**To note the update provided.**

162. **S106 Task Group**

The Chairman of the S106 Task Group was in attendance to present an update report following its meeting held on 18 May 2011.

Clarification was provided that concern had been expressed over the completion of the database housing details of S106 agreements and its accessibility by the public. It was understood that the database was now expected to be completed by August 2011 and, accordingly, the Group requested that it continue its work and meet again in September to review progress made.

The report also highlighted that following Full Council Cllr Toby Sturgis had been appointed the Cabinet Member for Development Control Services and that in attending the previous meeting of the Group had confirmed that monitoring of S106 agreements would be undertaken under his direction.

Although it was recognised that the Cabinet Member had agreed to monitor agreements, concern was raised that at officer level uncertainty remained over monitoring with S106 agreements falling within the Development Control, Finance and Legal departments.

The Corporate Director for Resources clarified that the Service Director for Development Services was currently leading on the S106 database which fell within the remit of the Corporate Director for Neighbourhood and Planning and would carry on with future overall responsibility.

Ensuing discussion included concern that clarity could still not be provided on how many S106 agreements existed, the number of agreements approaching their 5 year term and the risks associated with this.

The Scrutiny Officer advised that the database contained this information and that examples had been provided for the Task Group at its previous meeting.

Members also noted the important role that both Town and Parish Councils had to play in the monitoring of S106 monies within their areas and therefore public access to the information was vital.

A reminder was also provided that the Community Infrastructure Levy (CIL) which would take over many of the areas currently covered by S106 agreements had not yet been implemented by Wiltshire Council although it was understood that legislation required implementation no later than April 2014.

The Chairman of the Committee acknowledged the good work undertaken by the Task Group which had highlighted areas of concern which were now being addressed by Cabinet.

**Resolved:**

- 1) To thank the Task Group for the update;**
- 2) To welcome progress made towards cataloguing S106 agreements agreed by Wiltshire Council but; to voice concern about the ongoing risks associated with the ambitious (August) database completion date, when considering historic agreements yet to be recorded;**
- 3) To ask the Task Group to meet again in September to establish if the database had been completed and to review the options for making it accessible to the public;**
- 4) To acknowledge the Cabinet Member for Development Control Services commitment to owning the monitoring process; and in recognition of this to request that an update is provided to the Chairman and Vice-Chairman of the committee by July outlining how he intends to ensure we have a coordinated approach between council services towards the monitoring of agreements; and**
- 5) To request that the Environment Select Committee retains a watching brief on development of the Community Infrastructure Levy (CIL) and to include CIL on their forward work programme as appropriate.**

### 163. **Task Group Update**

The Committee were asked to note the Task Group updates provided and comment as appropriate. In addition to the update the following additional information was provided.

#### ICT

The remit of the Task Group had initially been to consider the transfer of IT services from Steria to an in-house service but, following resolution of the Committee, the Group had considered the Services Technology Plan 2011-15 and associated road map at its meeting held on 13 May. Further areas identified for future scrutiny included Smartphones and the Air Quality Monitoring System both of which had been identified from the roadmap.

As outlined within minute no. 159 – SAP Post Implementation Review the Task Group would be requested to consider SAP within its work programme as this fell within the roadmap considered by the Task Group at its last meeting.

The next meeting of the ICT Task Group was to take place on 27 July. Cllr Seed confirmed that scrutiny of SAP would be raised at the meeting to allow the Task Group to consider whether further scrutiny could be undertaken. The outcome of these discussions would be provided at the Committee's next meeting. Clarity was also needed on the respective roles of the Audit Committee and the Task Group regarding the Technology Plan and associated roadmap, and SAP Development PID to avoid duplication or conversely that some aspects were not effectively monitored and reviewed.

#### **Resolved:**

**That the Chairman would discuss with the lead member of the ICT Task Group the potential for further scrutiny by the Task Group and that discussion would also be undertaken at the Task Groups next meeting on 27 July.**

#### Campus and Operational Delivery Programme

In addition to the update provided clarity was given that several campuses, including Salisbury, were expected to proceed shortly. The Task Group was expected to receive an update paper on progress made prior to consideration by Cabinet.

Shadow Community Operations Boards had now been established with several initial meetings across the County held.

The Shadow Boards were expected to commence discussions in relation to partnership arrangements and, specifically, which partners would be housed within the completed campuses.

The Corporate Director for Resources announced that the police authority had taken the decision to have a presence within each of the hubs and, as such, had abandoned its own capital programme. It was also understood that discussions were taking place with the fire authority.

The Committee looked forward to receiving further details on the progression of the hubs in the future.

164. **Scrutiny Representation on Project Boards**

There were no updates received as representatives on the Project Boards were not present at the meeting.

165. **Business Plan - Implementation Programme**

The Committee at its meeting held in March considered a report which highlighted the themes and individual projects from the Business Plan relevant to the work of the Committee. A copy of the themes identified was provided for reference.

The Committee was awaiting further details of the Implementation Programme which it was understood would be provided following, in part, a review of the senior management structure. Once armed with this information the Committees would be able to commence the selection of areas to highlight for further scrutiny and hold discussions with relevant Cabinet members and corporate/service directors.

The Corporate Director for Resources provided confirmation that the management team had not been restructured but had been realigned in order to meet the needs of the business plan. This included that the Corporate Director would lead on transformation with the Chief Executive assuming responsibility for Finance, Procurement and Legal and Democratic Services.

A single Programme Office for the authority was being established to ensure a robust project management group was in place to deliver the priorities set.

Members of the Committee were unhappy that information on the realignment of services had not been provided to Councillors following announcements to staff made the previous week. The Corporate Director confirmed that the concerns of the Committee would be fed back to the Communications team accordingly.

Members also requested that clarity be provided on lines of reporting in relation to the Chief Executive's unit to ensure the Committee was able to continue to



scrutinise effectively. The Corporate Director confirmed that Cllr John Brady was the responsible Cabinet member for finance, performance and risk and Cllr John Noeken for Legal and Democratic Services. Further details would be sought in relation to officer leads to allow the Committee to ensure senior officers were made aware of their required attendance at future Committees.

Members also noted that the themes identified included Systems Thinking which had already been applied to 20 services. As the Committee requested further clarity on the services in question the Corporate Director confirmed that a report would be prepared for consideration at the Committees next meeting.

In summing up discussion the Chairman clarified the importance of a constructive relationship with both Corporate Directors and members of the Executive. This had been set out in a protocol approved by Scrutiny and awaiting consideration by the Executive and CLT.

**Resolved:**

- 1. To note the update including service realignment and future scrutiny; and**
- 2. That the Corporate Director Resources would provide the Committee with a report on 'Systems Thinking' including details of the 20 services that the system had already been applied to, at its next meeting in July.**

166. **Forward Work Programme**

The current Programme was noted acknowledging that it would be reviewed once more detail was available on the implementation programme for the Business Plan.

167. **Date of next Meeting**

14 July 2011.

168. **Urgent Items**

There were no urgent items for consideration.

(Duration of meeting: 10.30 am - 12.30 pm)

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