

## Wiltshire Council

### Overview and Scrutiny Management Committee

26 September 2023

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#### Task Group Update

##### 1. Evolve Programme Task Group

*Supporting officer: Simon Bennett*

##### Membership

Cllr Jon Hubbard (Chairman)  
Cllr Dr Monica Devendran  
Cllr Ruth Hopkinson  
Cllr Horace Prickett  
Cllr Mark Verbinnen

##### Background

The Evolve programme will involve the procurement and implementation of a new Cloud-based Enterprise Resource Planning (ERP) system for the council. The programme will impact on the work of all staff at the council in respect of HR, finance, procurement, and payroll processes. It will look to modernise technology and standardise business processes, improving efficiencies for core activities that are undertaken across the council, supporting their adoption through a comprehensive in-house business change and training effort, and will deliver improved data, insights, and reporting capabilities.

##### Terms of Reference (TOR)

- a) To provide efficient, effective scrutiny engagement on the council's Evolve programme under the direction of OS Management Committee.
- b) To receive periodic updates on the Evolve programme and scrutinise delivery of its key three objectives for the council, covering:
  - Organisational insight
  - Developing a flexible high-performance culture
  - Transforming business processes and digital technology
- c) To meet quarterly as standard unless there is a temporary need to meet more frequently or at a specific project milestone.
- d) To report findings and recommendations as appropriate to OS Management Committee following each task group meeting.

### Recent activity

- The task group has not met since the last OSMC on 26 July 2023.
- The next meeting of the task group is on 13 October 2023.

## **2. Financial Planning Task Group**

*Supporting Officer: Simon Bennett*

### Membership

Cllr Gavin Grant (Vice-chairman)  
Cllr Gordon King  
Cllr Charles McGrath  
Cllr Pip Ridout (Chairman)  
Cllr Ian Thorn

### Background

The Financial Planning Task Group (FPTG) is a standing task group reporting to the Overview and Scrutiny Management Committee.

### Terms of reference

- a) To review the council's draft Financial Plan, Medium-Term Financial Strategy (4-year financial model) and Treasury Management Strategy, reporting its findings to OS Management Committee.
- b) To undertake regular monitoring of the council's capital and revenue budgets (including the delivery of savings), ensuring that mid-year trends and developments are considered when the council's Financial Plan is updated.
- c) To undertake ongoing review of the council's financial position, including the monitoring of reserves, investments, debt, and financial risks.
- d) Where they materially affect the council's overall financial position, to consider the council's:
  - i. approach to strategic procurement
  - ii. major contracts
  - iii. financial investment in, and liability to, its wholly owned subsidiaries.
- e) To help develop the council's approach to the annual budget setting cycle, including the specific contribution of Overview and Scrutiny.
- f) To bring regular reports to OS Management Committee, highlighting key financial developments and risks for further discussion.

## Recent activity

- The Task Group met on 8 September 2023, see the separate reports regarding the task groups' discussion of the following Cabinet reports:
  - Quarter One 2023/24 Revenue Budget Monitoring
  - Quarter One 2023/24 Capital Budget Monitoring
- The task group also considered a report regarding a Council Tax Reduction Scheme and Charges for Long Term Empty Properties which went to Cabinet on the 12 September 2023. The task group agreed that it would be helpful to support people on lower incomes. However, the task group will await the results of the consultation and consider the implication for the overall council budget when reports are brought back to it to consider.
- Since the last meeting of OSMC Cllr Mark Verbinnen and Cllr Elizabeth Threlfall has stepped down from the task group.
- The task group's forward work plan 2023/24 is attached as Appendix 2. The roles and responsibilities for financial scrutiny are set out at Appendix 1.

## Proposals

- 1. To note the update on the Task Group activity provided.**
- 2. To note that Cllr Mark Verbinnen and Cllr Elizabeth Threlfall have stepped down from the Financial Planning Task Group and to thank them for their contribution to its work and for Cllr Ruth Hopkinson to become a member of the task group.**
- 3. To note the Financial Planning Task Group's forward work plan.**

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## **Appendices**

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| Appendix 1 | Finance scrutiny structure                             |
| Appendix 2 | Financial Planning Task Group – Forward Work Programme |

## Finance scrutiny structure

### OS Management Committee

Public scrutiny following more detailed review by the Financial Planning Task Group (where practicable):

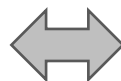
- a) Draft annual Financial Plan and Medium-Term Financial Strategy (MTFS), including Resources directorate budget.
- b) Revenue and capital budget monitoring quarterly updates
- c) Treasury Management Strategy and updates



### Financial Planning Task Group

More detailed pre-Cabinet scrutiny, and reports to OS Management Committee, on:

- a) Draft Financial Plan and Medium-Term Financial Strategy (MTFS)
- b) Treasury Management Strategy and updates
- c) Revenue and capital budget updates – including reserves, investments, debt, and financial risks, flagging issues of concern to Select Committees
- d) Where they materially affect the council's overall financial position, the council's:
  - i. approach to strategic procurement
  - ii. major contracts
  - iii. financial investment in, and liability to, its wholly owned subsidiaries.



### Select Committees

- a) Informal annual review of the Draft Financial Plan to support formal scrutiny at OS Management Committee
- b) Exploring service implications of financial issues flagged by OS Management Committee and Financial Planning Task Group
- c) Flagging identified financial risks to OS Management Committee and Financial Planning Task Group
- d) Reviewing service/outcomes implications of major contract decisions

## APPENDIX 2

### Financial Planning Task Group (FPTG) Forward Work Plan 2023/24

Date	Item	Details	Officers	Cabinet Member
<b>6 October 2023</b>	<i>tbc – meeting may be cancelled dependent upon whether there are agenda items.</i>	Cabinet 10 Oct 2023		
<b>10 November 2023</b>	Financial Year 2023/24 Q2 Revenue Budget Monitoring (tbc) Financial Year 2023/24 Q2 Capital Budget Monitoring (tbc)	Cabinet 14 Nov 2023	Andy Brown Corporate Director Resources & Deputy Chief Executive (S151 Officer)	Cllr Nick Botterill Cabinet Member for Finance, Development Management and Strategic Planning
<b>8 December 2023</b>	Council Tax Reduction Scheme (tbc) Council Tax Second Properties (tbc)	Cabinet 12 Dec 2023	Andy Brown Corporate Director Resources & Deputy Chief Executive (S151 Officer)	Cllr Nick Botterill Cabinet Member for Finance, Development Management and Strategic Planning
<b>5 January 2024</b>	<i>tbc – meeting may be cancelled dependent upon whether there are agenda items.</i>	Cabinet 9 Jan 2024		
<b>19 January 2024</b>	Budget 2024/5 and Medium Term Financial Strategy 2024/25 – 2026/27 (tbc)	Cabinet OSMC 23 Jan 2024	Andy Brown Corporate Director Resources & Deputy Chief Executive (S151 Officer)	Cllr Nick Botterill Cabinet Member for Finance, Development Management and Strategic Planning

Date	Item	Details	Officers	Cabinet Member
<b>2 February 2024</b>	Financial Year 2023/24 – Q3 Revenue Budget Monitoring (tbc) Financial Year 2023/24 – Q3 Capital Budget Monitoring (tbc) Treasury Management Strategy Statement 2024/25 (tbc)	Cabinet 6 Feb 2024 OSMC 12 Feb 2023	Andy Brown Corporate Director Resources & Deputy Chief Executive (S151 Officer)	Cllr Nick Botterill Cabinet Member for Finance, Development Management and Strategic Planning
<b>15 March 2024</b>	<i>tbc – meeting may be cancelled dependent upon whether there are agenda items.</i>	Cabinet 19 March 2024		