


CABINET TRANSFORMATION COMMITTEE

DRAFT MINUTES of a MEETING held in ALAMEIN SUITE - CITY HALL,
MALTHOUSE LANE, SALISBURY, SP2 7TU on Tuesday, 22 October 2013.

Cllr Jane Scott OBE	Leader of the Council
Cllr Jonathon Seed	Cabinet Member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding
Cllr John Thomson	Deputy Leader and Cabinet Member for Highways and Streetscene and Broadband
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Procurement and Welfare Reform
Cllr Stuart Wheeler	Cabinet Member for Hubs, Heritage & Arts, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services)
Angus Macpherson	Police and Crime Commissioner
Patrick Geenty	Chief Constable, Wiltshire Police
Deborah Fielding	Chief Officer, Wiltshire CCG
Dr Stephen Rowlands	Chair of Wiltshire CCG

Key Decisions Matters defined as 'Key' Decisions and included in the Council's Forward Work Plan are shown as 

1 **Apologies and Membership**

There were no apologies received.

2 **Leader's Announcements**

Mrs Scott welcomed everyone to the inaugural meeting of the Committee, explaining it was a move forward progressing the transformation programme with the involvement of key partners

As a committee of Cabinet its purpose was to discharge the executive's responsibility with regard to the transformation programme. Membership may be opened up in the future to include other partner organisations.

As Cabinet Capital Assets Committee retained responsibility for the use of the council's assets, any decision made by the Committee involving assets would be taken by Capital Assets Committee.

3 Declarations of Interest

There were no declarations of interest.

4 Membership and terms of Reference

Cllr Scott, Leader of the Council, presented the Committee's terms of reference for the Committee's information.

Resolved:

That the terms of reference of the Transformation Committee be noted.

5 Principles of the Transformation Programme

Cllr Seed, Cabinet member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding, introduced a report which detailed the principles, governance structure and outlined the current position of the transformation programme, details of the number of projects managed by the programme office and how they would be managed

Cllr Wheeler, Cabinet member for Hubs, Heritage & Arts, Governance (including information management) and Support Services (HR, Legal, ICT, Business Services and Democratic Services) explained the programme was the base where projects started and noted the use of the Officer Transformation Board as the gateway for new programmes and projects.

Resolved:

That the report be noted.

6 COB progress and timetable

Cllr Seed, Cabinet member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding introduced a report which detailed the progress to date against the timetable previously set by Cabinet in respect of the campus programme.

The campus programme was community-led, and it was noted that partners found the information useful when considering their contribution to the common aim. As campus proposals developed the next stage would be to bring them to Cabinet.

The Leader commented that it would be mutually beneficial to involve the CCG in early discussions concerning integration of health care facilities within campuses

Deborah Fielding from the CCG explained that the CCG worked closely with both NHS England and the Communities Services estate and offered their help in facilitating discussions at a strategic level and ensuring local engagement. She agreed that the aim would be to provide integrated services in an integrated way.

The Chief Constable, Pat Geenty drew attention to the need to formalise where key services would be located prior to integration, noting that each campus model would be different having regard to the needs of the local communities

It was agreed that a meeting be arranged with the CCG, a NHS England representative, Cllr Wheeler and officers to look at each community area.

Resolved:

That the Committee:

- 1. Noted the current position of the campus programme**
- 2. Receives future programme updates on a quarterly basis**
- 3. Agreed for monthly programme updates to be sent to the CCG**

7 Update on the 3 Hub strategy

Cllr Wheeler, Cabinet member for Hubs, Heritage & Arts, Governance (including information management) and Support Services (HR, Legal, ICT, Business Services and Democratic Services) introduced a report which set out progress to deliver the three hub strategy. He explained that the current refurbishment of County Hall would be completed soon. The reconfiguration from 98 buildings to 3 buildings would embrace the approach to new ways of working and working towards being paperless.

He thanked Julie Anderson-Hill and her small team for the efficient manner in which the moves are being completed, noting that 3000 staff would be relocated shortly.

A decision on car parking had not yet been made but a travel survey had been sent to all staff and this information would be used to model options that would go before the Transformation Board.

Carolyn Godfrey gave an update on the new Multi Agency Safeguarding Hub which was almost complete, with phase 1 was due to go live in January as planned. The Home Office had commented on the facility being a model of what

they would like to see in other areas. Chief Constable Patrick Geenty commented that the facilities were first class and would undoubtedly deliver a first class service.

Resolved:

That the report be noted.

8 Update on Wiltshire Council's systems thinking programme

John Rogers, Head of Systems Thinking and Customer Access introduced a report which detailed the development of the systems thinking forward work programme. He noted the scale and complexity of the programme with the aim of delivering more value for less.

The programme report provides a snapshot of reviews currently in progress; previous reviews across the council means that the programme has already worked with services for our most vulnerable people and with services for all Wiltshire's residents and visitors. The amber status shown on four current reviews were due to local issues.

Systems thinking courses were available to all those wishing to take part. participated. They had been extremely well received with very positive feedback on those who had attended. To date 569 members of staff had undertaken the 3 day course which included 88 Police Staff and 3 senior managers from Swindon Borough Council. The Chief Constable complimented the systems thinking work for the changes he was seeing in Wiltshire Police.

In answer to a query on audits to measure the effectiveness of reviews, it was explained that the evidence of success could be seen in the movement towards more efficient ways of working and benefitting the end customer.

Resolved:

That the report be noted.

9 Standard Programme Template

Iain Baker introduced the report which provided an example for a standard programme template which if agreed would be used as the format to provide a consistent reporting process..

Resolved:

The Committee agreed to use the standard programme template as presented for reporting programme progress.

10 Forward work plan

The Committee discussed themes which would influence the development of the forward work programme.

Resolved:

1. For the following to be standing agenda items:
 - Security
 - Communications
 - Performance of systems thinking reviews
2. For the following items to be reported on a quarterly basis:
 - Campus programme update;
 - 3 hub strategy update; and the
 - Multi-agency safeguarding hub update
3. For the following items to come to the next formal meeting of the Committee scheduled for 17 December 2013:
 - Programme overview for partners
 - Use of hub space for partners
4. To add the joint estate strategy with the police to the forward work plan

11 Urgent Items

There were no urgent items.

(Duration of meeting: 2.00 - 3.05 pm)

These decisions were published on the 28 October 2013 and will come into force on 5 November 2013

The Officer who has produced these minutes is Kirsty Butcher, of Democratic Services, direct line 01225 713948 or e-mail kirsty.butcher@wiltshire.gov.uk
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