

Wiltshire Council

Overview and Scrutiny Management Committee

25 January 2024

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 mean 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 met on 15 December 2023 and received an update on the programme after the Phase 1 'go live' date of 13 November 2023.
- The task group reviewed the process of 'go live' for Phase 1 and its outcomes. There were no major failures of the system and staff are engaging with the new systems well. Considerable effort and planning had gone on to ensure that everything ran smoothly. Where applied, contingency measures had worked well. The task group recognised the efforts of the many teams across the council who supported the implementation of mitigation measures.
- Phase 2 bringing in payroll and budget management, will 'go live' in April 2024. The main risks were considered by the task group and the implementation timetable was reviewed. Lessons learnt from Phase 1 were being actively applied.
- The next meeting of the task group will focus upon the process of 'go live' in April 2024.

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
Cllr Ruth Hopkinson
Cllr Chris Williams
Cllr Graham Wright
Cllr Philip Whitehead

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 December 2023 and 19 January 2024.
- On 8 December the task group considered the Cabinet report regarding setting the Council Tax base for 2024/25. As this was a technical paper there were only a few questions about the Council Tax Reduction Review.
- The task group meeting on 19 January 2019 was to consider the Council's Budget 2024/25 and Medium-Term Financial Strategy 2024/25 to 2026/27. A report from that meeting will be available as a supplement to this agenda.
- The roles and responsibilities for financial scrutiny are set out at Appendix 1. The task group's forward work plan 2024 is attached as Appendix 2.

3. Stone Circle Governance Task Group

Supporting officer: Julie Bielby

Proposed membership

Cllr Richard Britton
Cllr Richard Burden
Cllr Adrain Foster
Cllr Ruth Hopkinson (Chair)
Cllr Gordon King
Cllr Jacqui Lay
Cllr Tony Pickernell
Cllr Mike Sankey

Background

On the 26 September 2023 the Overview and Scrutiny Management Committee agreed 'To establish a task group to consider arrangements for scrutiny engagement on the council's activity in regard to its wholly-owned Stone Circle companies and to bring proposals back to Committee'.

Proposed Terms of Reference

1. To consider how Overview and Scrutiny should provide effective and proportionate scrutiny of the council's activity in relation to its Stone Circle companies.
2. To consider what aspects of the Stone Circle companies and the council's exposure to them should be the focus of that scrutiny (e.g., financial implications and risks to the council, meeting housing needs etc).
3. To consider what information Overview and Scrutiny will need to deliver this scrutiny.
4. To bring recommendations regarding the matters above to OS Management Committee.

Recent Activity

- The task group held a scoping meeting on 13 December 2023.
- Members agreed that they would benefit from having a broader understanding of Stone Circle companies, to enable them to focus effectively on governance.
- The next meeting (date to be decided) will be to focus on background information, including the purpose of Stone Circle companies.

4. Area Board Task Group

Supporting officer: Marie Gondlach

Membership

Cllr Richard Britton
Cllr Ross Henning
Cllr Ruth Hopkinson
Cllr Edward Kirk
Cllr Jo Trigg
Cllr Iain Wallis
Cllr Graham Wright (Chair)

Background

At the Overview and Scrutiny (OS) Management Committee on Tuesday 25 January 2022 a request was received from the Executive to establish a task group to provide Scrutiny input into the council's Area Boards arrangements.

Terms of reference

- I. To provide Overview and Scrutiny input into a review of:
 - a. The future development and implementation of Area Board local priority setting
 - b. The operation of Area Board working groups
 - c. Area Board grant criteria
- II. To report findings and recommendations to OS Management Committee on 22 March 2022.

Recent activity

Members of the task group met on 15 January 2024 to review the implementation of the recommendations the task group had made on [22 March 2022](#), for which an Executive Response was received on [19 May 2022](#).

The task group delegated to its Chair, Cllr Graham Wright, to share its findings with the relevant Cabinet Member(s), Portfolio Holder(s) and officers. The outcome of these conversations will be shared with the committee.

Proposals

- 1. To note the update on the Task Group activity provided.**
- 2. To note the Financial Planning Task Group's forward work plan.**
- 3. To approve the proposed membership and terms of reference of the Stone Circle Governance Task Group.**

Report authors:

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Appendices

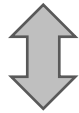
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| Appendix 1 | Finance scrutiny structure |
| Appendix 2 | Financial Planning Task Group – Forward Work Programme |

Finance scrutiny structure

OS Management Committee

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

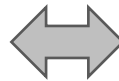
- a) Draft annual Financial Plan and Medium-Term Financial Strategy (MTFS), including Resources directorate budget.
- b) Revenue and capital budget monitoring quarterly updates
- c) Treasury Management Strategy and updates



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 2024

Date	Item	Details	Officers	Cabinet Member
19 January 2024	Budget 2024/5 and Medium Term Financial Strategy 2024/25 – 2026/27	Cabinet 30 Jan 2024 OSMC 25 Jan 2024	Lizzie Watkin Director of Finance & Procurement (S151 Officer)	Cllr Nick Botterill Cabinet Member for Finance, Development Management and Strategic Planning
2 February 2024	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	Lizzie Watkin Director of Finance & Procurement (S151 Officer)	Cllr Nick Botterill Cabinet Member for Finance, Development Management and Strategic Planning
15 March 2024	<i>tbc – meeting may be cancelled dependent upon whether there are agenda items.</i>	Cabinet 19 March 2024		
10 April 2024	<i>tbc – meeting may be cancelled dependent upon whether there are agenda items.</i>	Cabinet 16 April 2024		
2 May 2024	<i>tbc – meeting may be cancelled dependent upon whether there are agenda items.</i>	Cabinet 7 May 2024		
12 June 2024	<i>tbc – meeting may be cancelled dependent upon whether there are agenda items.</i>	Cabinet 18 June 2024		

Date	Item	Details	Officers	Cabinet Member
5 July 2024	Year End Revenue Financial Outturn Position 2023/24 (tbc) Year End Capital Investment Programme Financial Outturn Position 2023/24 (tbc) Treasury Management Outturn Report 2023/24 (tbc)	Cabinet 9 July 2024	Lizzie Watkin Director of Finance & Procurement (S151 Officer)	Cllr Nick Botterill Cabinet Member for Finance, Development Management and Strategic Planning
13 September 2024	Financial Year 2023/24 Q1 Revenue Budget Monitoring (tbc) Financial Year 2023/24 Q1 Capital Budget Monitoring (tbc)	Cabinet 17 September	Lizzie Watkin Director of Finance & Procurement (S151 Officer)	Cllr Nick Botterill Cabinet Member for Finance, Development Management and Strategic Planning