

Wiltshire Council

Overview and Scrutiny Management Committee

12 September 2024

Task Group Update

1. 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 (TOR)

- 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 has not met since the last meeting of the Overview & Scrutiny Management Committee. Its next meeting is on 13 September.

The task group's forward work plan is at Appendix 1.

2. 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 involves the procurement and implementation of a new Cloud-based Enterprise Resource Planning (ERP) system for the council. The programme impacts on the work of all staff at the council in respect of HR, finance, procurement, and payroll processes. It looks 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 meeting of the Overview & Scrutiny Management Committee. Its next meeting is on 1 October.

2. Stone Circle Governance Task Group

Supporting officer: Julie Bielby

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

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

- A draft report with the findings and recommendations of the group has been submitted for consideration by the committee.

3. Transformation Task Group

Supporting officer: Julie Bielby

Proposed membership

Cllr Graham Wright
Cllr Chris Williams
Cllr Jon Hubbard

Background

Following a presentation on the transformation service to OSMC, 15 November 2023, the Chair and Vice Chair agreed to explore the potential for further scrutiny of the programme. They propose setting up a task group to consider these options and to make recommendations for the committee to review.

Proposed Terms of Reference

To explore and make recommendations on how to conduct effective scrutiny of the council's Transformation Programme, which should include scrutiny of the:

- a) *Selection of transformation projects (decision making criteria and process)*
- b) *Governance and oversight*
- c) *Delivery of business plan objectives and outcomes for residents*
- d) *Evaluation of success and learning from experience.*

Recent Activity

- The task group met with officers on 31 July 2024 to consider the processes involved in the transformation programme and the roles and responsibilities of the transformation team, delivery group and board.
- The group were advised that the selection process was under review and a simplified version should be available for scrutiny at the end of September.
- Members were provided with supporting documents, including terms of reference, templates and sample of minutes and agendas ahead of the meeting and a presentation to outline the key issues.
- The meeting touched on oversight and governance of the programme and members observed that cabinet members were not consistently involved in this process.
- The task group raised the possibility of members and the public being involved and being able to suggest ideas for service transformation.
- The group will next meet 27 September 2024.

Proposal

- 1. To note the update on task group activity.**
- 2. To note the Financial Planning Task Group's forward work plan.**

Report authors:

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Appendices

1. Financial Planning Task Group forward work plan 2024/25

Appendix 1 - Financial Planning Task Group (FPTG) Forward Work Plan 2024/25

Date	Item	Details	Officers	Cabinet Member
13 September 2024	Financial Year 2024/25 Q1 Revenue Budget Monitoring (tbc) Financial Year 2024/25 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
2 October 2024	<i>tbc – meeting may be cancelled dependent upon whether there are agenda items.</i>	Cabinet 8 October		
6 November 2024	Financial Year 2024/25 Q2 Revenue Budget Monitoring (tbc) Financial Year 2024/25 Q2 Capital Budget Monitoring (tbc)	Cabinet 12 November	Lizzie Watkin Director of Finance & Procurement (S151 Officer)	Cllr Nick Botterill Cabinet Member for Finance, Development Management and Strategic Planning
4 December 2024	<i>tbc – meeting may be cancelled dependent upon whether there are agenda items.</i>	Cabinet 10 December		
8 January 2025	<i>tbc – meeting may be cancelled dependent upon whether there are agenda items.</i>	Cabinet 14 January		
20 January 2025	Budget 2025/6 and Medium-Term Financial Strategy 2025/26 – 2027/28 (tbc)	OSMC 28 January Cabinet 4 February	Lizzie Watkin Director of Finance & Procurement (S151 Officer)	Cllr Nick Botterill Cabinet Member for Finance, Development Management and Strategic Planning

Date	Item	Details	Officers	Cabinet Member
30 January 2025	Financial Year 2024/25 – Q3 Revenue Budget Monitoring (tbc) Financial Year 2024/25 – Q3 Capital Budget Monitoring (tbc)	Cabinet 4 February	Lizzie Watkin Director of Finance & Procurement (S151 Officer)	Cllr Nick Botterill Cabinet Member for Finance, Development Management and Strategic Planning
14 March 2025	<i>tbc – meeting may be cancelled dependent upon whether there are agenda items.</i>	Cabinet 18 March		
2 April 2025	<i>tbc – meeting may be cancelled dependent upon whether there are agenda items.</i>	Cabinet 8 April		

Training: Housing Revenue Account (HRA) 10 September 2024

Training requirements: Treasury Management Strategy (TMS), Designated Schools Grant (DSG)