



# AGENDA

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**Event:** JOINT OVERVIEW AND SCRUTINY TRANSITION BOARD –  
FIRST FORMAL MEETING

**Place:** West Wiltshire District Council Offices  
Bradley Road, Trowbridge

**Room:** Committee Room 1

**Date:** Friday 28 March 2008

**Time:** 10.30 am

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This is the first formal meeting of the Board following passing of the Wiltshire Structural Commencement Order by Parliament and will therefore be for the Board members only. However substitute members, and indeed any other member of the participating councils, are welcome to attend.

<b>Members</b>	
Cllr Chris Caswill NWDC	Cllr Tony Molland WCC
Cllr Robert Hall WCC	Cllr Jeff Osborn WCC
Cllr Michael Hewitt SDC	Cllr Judy Rooke WCC
Cllr Clyde Hoddinott KDC	Cllr Ricky Rogers WCC
Cllr Keith Humphries WWDC	

<b>Substitutes</b>	
Cllr Mollie Groom WCC	Cllr Margaret Taylor WCC
Cllr Chris Humphries WCC	Cllr Murial Tomlinson SDC
Cllr Ray Parsons KDC	Cllr Ian West WCC
Cllr Christine Reid NWDC	Cllr Roy While WCC
Cllr Pip Ridout WWDC	Cllr Paula Winchcombe KDC

## NOTES

- (1) Members are encouraged to view the latest IE papers as background to the work of the Joint Overview and Scrutiny Transition Board. These can be found on WCC website -Towards One Council – Members Information.
- (2) The regular progress report on overall programme activity will generally be circulated as an information item at the end of each JOSTB agenda.

## **AGENDA**

1. **Apologies and Membership**
2. **Election of Chairman**
3. **Election of Vice-Chairman**
4. **Notes of Previous Meeting – 22 February** Copy circulated herewith.
5. **Terms of Reference** In the light of the Commence Order having been passed to formally approve the Board's terms of reference discussed at the informal meeting on 14 December. Copy attached.
6. **Operational Protocols** In the light of the Commence Order having been passed to formally approve the Board's operational protocols discussed at the informal meeting on 14 December. These are circulated in summary form with the full versions available on request.
7. **(1) Finance: Transition Costs and Savings**  
**(2) Revenue Budget Baseline**  
  
Reports by Sandra Schofield, Chief Financial Officer prepared for the IE on 13 February and 19 March are circulated.  
  
The Board expressed an interest at the last meeting to consider how the One Council transition budget would be monitored and generally on budget preparation for 2009/10 including the savings required. The Chief Financial Officer will cover these issues in presenting her reports.  
  
Members are also referred to the Benefit Management Section at para 12 on page 8 of the Towards One Council Progress Council circulated under item 12 on this agenda.
8. **Organisation and Structure of the New Council** A report by the Chief Executive WCC to the IE on 19 March is circulated.  
  
This is the first of two reports on this important subject. The Chief Executive intends to bring a second report to the IE on 15 April with options and recommendations for a specific departmental structure for the new council. In the light of the summary and recommendations, the Board may wish to consider this second report when available and invite the Chief Executive to attend a future meeting.
9. **Task Groups** To receive progress reports from the leading authorities on the Board's current task groups (updated scoping and resource papers for each attached):

#### Development Control – WWDC

The task group held its first meeting on 11 March 2008. Councillor Fred Westmoreland was elected chairman.

The scope of the group was considered and it was agreed that an overview/policy development role would be taken, to include Spatial Planning. Particular issues for consideration include the following:

- Governance, including links with Area Boards
- Local democracy: relationships with the Town and Parish Councils
- Interaction with customers, through local evidence and opinions
- Benchmarking/best practice, particularly within Unitary authorities

A further meeting of the group has been arranged for 25 March. Laurie Bell, Owner of the workstream project group looking at Planning Services will be attending the meeting with two of the project's lead officers.

Following on from this, the task group will further define its scope, for ratification by the JOSTB on 25 April.

#### Waste – WCC

The task group met on the 13th March to scope the review. Mr Alan Hill NWDC was elected as Chairman of the task group. The second meeting is on the 20th March with Tracy Carter Joint Programme Lead taking the group through the Project Initiation Document. Also attending on the 20th as witnesses are Mr Toby Sturgis WCC Cabinet Member for Waste & Planning and Mr Andy Conn WCC Waste Services Manager.

#### Community Area Boards – WCC

Diary commitments have delayed the commencement of the review but the task group will now hold its initial scoping meeting on April 11th, with Nikki Lewis Workstream owner attending in support.

#### Customer Access – NWDC

The Scrutiny Officer will meet with the Customer Focus Lead Officer on Weds 19 March to discuss the current position regarding this workstream. It is anticipated that the first scoping meeting of the Task Group will take place in April (date to be confirmed).

#### Housing – SDC

The scrutiny officer has begun desktop research for the review and has obtained baseline documents and scoping papers from the Housing Work Group of the Frontline Services workstream. The earliest date all the housing review group Members can get together for their first meeting is 15 April 2008. The aims of this meeting will be to agree the specific areas on which Members wish the review to focus, and to begin interviewing relevant officers.

10. **Member Interests** To provide an opportunity to authorised members to report on progress as appropriate:

Chris Caswill – Risk Management

Keith Humphries - ICT

11. **Promotion and Communication of the Work of Transition Scrutiny** To hear from Karen Scott, Corporate Services Manager, KDC who is leading on this work on latest developments.
12. **Towards One Council Progress Report** The latest transition programme progress report prepared for the IE meeting on 19 March is circulated for information.
13. **Workstream Project Initiation Documents** A copy is circulated for:
  - (1) Frontline Services
  - (2) Resources and
  - (3) Community Leadership and Governance (including one for Delegation to Town and Parish Councils).

Should the Board have comments or wish to make representations on the content of the documents then these can be reported to the relevant workstream board. Any issues within the documents relating to the priority task groups established by the Board can also be referred.

14. **Next meeting – Friday 25 April 2008 10.30 at Wiltshire County Council Offices**

Members are asked to give guidance on transitional matters requiring scrutiny. The latest IE work programme is also circulated for information.