



## **IMPLEMENTATION EXECUTIVE**

### **Notes of the Informal meeting held on 13 February 2008**

#### **In Attendance**

##### **Wiltshire County Council**

Mrs Jane Scott – Leader – in the Chair  
Mr John Thomson – Deputy Leader  
Mr Mark Baker  
Miss Fleur de Rhe Philipe  
Mrs Mary Douglas  
Mr John Noeken  
Mr Toby Sturgis  
Mrs Bridget Wayman

##### **Kennet District Council**

Mr Lionel Grundy – Leader  
Mr Jerry Willmott – Deputy Leader

##### **North Wiltshire District Council**

Mrs Allison Bucknell – Deputy Leader

##### **Salisbury District Council**

Mr Paul Sample – Leader  
Mr Steven Fear – Deputy Leader

##### **West Wiltshire District Council**

Mr Tony Philips – Deputy Leader  
Mr Rod Eaton

Also in attendance: Mr Paul Clegg, Mr Henderson, Mr A Molland  
and Mr Jeff Osborn

#### **1. Notes of Last Meeting**

The notes of the last meeting held on 16 January 2008 were confirmed as a correct record.

## **2. Towards One Council – Transition Plan**

A report on progress and action since the last meeting was presented and on which comments were sought.

Mr Batten referred in particular to the programme time line attached to the report. This was the first draft and one which would require further work particularly around identifying the critical points at which members could engage in the workstream projects.

The Chairman referred to a draft letter to all staff upon which she had asked for comments from members of the IE. This set out some of the key features of the new Council and how it would operate.

Members of the IE also commented upon the terms of reference for the Joint Implementation Team and emphasised that this should better reflect the role of the JIT in relation to supporting and being accountable to the IE.

Feedback and suggestions for amendments to the Frontline service areas were also given and some clarification sought over the location of pilots for area boards.

### **ACTIONS**

- a) That the letter to all staff be redrafted to reflect the views of the IE and that this be copied to the Chief Executives, the Implementation executive and the Communications teams for all 5 Councils for distribution to all staff with copies to the IE. (KR)
- b) That the terms of reference for the JIT be resubmitted to better reflect its relationship with the IE.(GB)
- c) That the location of pilots for area boards be clarified and that this be recirculated to members of the IE with confirmation that those areas are aware of their status. (NL)

## **3. Critical Risk Register**

Mr Batten introduced the key risk update report which was based on an initial assessment of the key risks associated with the programme. He referred to comments already received in relation to service delivery and that the data required a covering report to explain the origin of the data and its status. Members also asked to see the complete risk register.

The Chairman also suggested the deletion of item 8 in relation to the Boundary Review.

Members also felt that the number 13 should be amended to reflect a new risk associated with the overall decision making structures not just the area boards.

#### **ACTIONS**

- a) That the critical risk register be amended to reflect the comments of IE members and that all future risk register data include a covering report. (IC)
- b) That the complete risk register be included within the extranet site with the link sent to all IE members and that this be brought to a future meeting for inspection by members. (IC)

#### **4. Shaping One Council**

Dr Robinson introduced the report which set out two key issues; firstly how to define the culture and values of the new council and secondly, how to shape the council to reflect that culture and values.

The consensus amongst members was that the report adopted the right approach and represented a good start. The engagement with staff was welcomed but the views of customers was also highlighted as critical in shaping the new organisation.

Members wished to carry forward earlier discussions facilitated by Brian Briscoe of the LGA.

Mrs Bucknell also highlighted the work that the IDeA were currently offering new unitary councils entitled "Compass".

#### **ACTIONS**

- i) To note the key points in the submission, "One Council for Wiltshire", regarding the goals and values of the new Council.
- ii) To approve the proposal regarding a survey of the view of Councillors and staff of the five current Councils, in order to ascertain what aspects of each Council are seen as strengths which should be retained in the new Council.
- iii) To note the views of managers regarding the culture and values of the new organisation from the viewpoint of customers and employees.
- iv) To agree that further facilitated work should be undertaken with the IE as a group around the visioning and values of the new council and that the IDeA project entitled "Compass" should be investigated.
- v) To agree that this work should be brought together in a statement of policy by the Implementation Executive by May/June 2008
- vi) To note the analysis in paragraphs 16-20 above, concerning the ways of shaping the new Council to embody the appropriate

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|       | culture and values  |
| vii)  | To ask the Joint Implementation Team to ensure that the factors and influences described above should be incorporated in decisions and actions in the preparation for the new Council |
| viii) | To ask the JIT to propose a communications strategy to support the culture and values of the new Council  |

## **5. Finance: Transition Costs and Savings**

Mr Batten introduced a summary report setting out the costs and savings included within the submission, the proposed arrangements for managing and monitoring those costs and savings. He also confirmed that the County Council had the previous day agreed a £10.75 million transition costs budget for 2008/09.

The Chief Financial Officer confirmed that the IE would be able to monitor movements within the overall budget and that these would be identifiable within the County Council's overall budget as a separate entry.

Mr Willmott emphasised that whilst he was sure that District Council colleagues would work towards achieving the savings identified both within the submission and this report, this in no way implied that they accepted the feasibility or viability of those savings.

In relation to this item Mr Noeken reported that the County Council had very recently confirmed preferred bidder status for the Business Management Programme and he hoped that seminar on the project would be arranged for all councillors very soon.

### **ACTIONS**

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| <ul style="list-style-type: none"><li>a) To delegate to the Director of the One Council Programme management of the budget for transition costs.</li><li>b) To note the estimated costs and savings of transition, as detailed in the appendix to this report.</li><li>c) To note that reports on future resources, options for service developments, the delivery of planned savings and areas where joint planning and budgeting in 2008-09 will be brought to future meetings of this Executive.</li><li>d) To note that work on the 2009-10 budget setting process is being developed and budget proposals for the new Council will be developed by Autumn 2009.</li></ul> |
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## **6. Members Allowances**

Mr Phillips reported that his Council felt that there should be one consistent scheme of allowances to recognise the additional responsibilities for all members

of the IE and that as the IE was a committee of the County Council's Cabinet, this allowance should be paid by the County Council.

The Chairman responded by stating that initially the view was that as the IE got busier the balance of duties would shift from the District and County Councils to the IE and that to some degree this extra responsibility would even itself out.

#### **ACTION**

That the County Council be asked to appoint a Member Remuneration Panel to consider the IE's request that an allowance be paid to its members.

### **7. Programme of Member Seminars**

A programme of member seminars was presented for information.

### **8. Development of Organisational Structure**

Mr Batten introduced this report which proposed that the Chief Executive of the County Council, as the continuing authority, would develop the proposals for consideration by the IE on organisational structure.

#### **ACTION**

That the Chief Executive of the County Council, after consultation with the Chief Executives of the District Councils through the Joint Implementation Team, be authorised to bring forward proposals to the next meeting of the Implementation Executive on possible organisational structures, and their implications.

### **9. Outline Work Programme**

The outline work programme for March to November 2008 was presented for information.

The Chairman agreed with a suggestion that she would circulate a date at the next meeting on a potential date for a meeting during August.

Mr Noeken also referred members to a paper they may have received from a Mr Hill concerning democratic structures. He would ask officers to include this information within their ongoing thinking on this matter.

### **10.AOB – District Council – Contracting Powers**

Mr Batten referred members to a potential time gap between Regulations being introduced and the IE being constituted formally. Following the introduction of the Regulations there would be a requirement for District Councils to consult the IE

on all contracts over £100,000. However until the IE was formally constituted this consultation would not be appropriate.

**Meeting finished 6.10pm**