



## **IMPLEMENTATION EXECUTIVE**

### **Minutes of the meeting held on 27 August 2008**

#### **In Attendance**

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

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

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

Mr Lionel Grundy – Leader

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

Mr Tony Phillips – Deputy Leader

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

Mr Steven Fear – Deputy Leader

Also in attendance: Mr M Hewitt, Mr J Johnson, Mr J Osborn, Mr J Seed and Mr Thorpe.

#### **73. Apologies**

Apologies were received from Mr Sample, Mrs Bucknell and Mr Tonge.

#### **74. Minutes**

The minutes of the meeting held on 9 July 2008 were confirmed and signed as a correct record.

#### **75. Leader's Announcements**

(a) English Heritage

The Leader reported that English Heritage was consulting on the future of Stonehenge until 17 October and it was in this connection that representatives of the organisation would like to meet with Members. The original request from English Heritage was to meet with members of WCC Cabinet. However, the Leader considered it more appropriate that such a meeting take place with members of the IE and members agreed to this. Potential meeting dates were being explored with English Heritage and IE members would be informed on those shortly. Other interested Members were welcome to attend.

(b) Visit by John Healey, Local Government Minister

After the last visit by the Local Government Minister had been cancelled, 30 September was fixed as a new date. The Leader asked that Members note this potential date in their diaries. Dr Robinson explained that the Minister had asked to meet with the IE at 2.30pm for approximately one hour.

**76. Members' Interests**

No interests were declared.

**77. Public Participation**

None.

In response to a question from Mr Seed in respect of officer work on the Waste Transitional Group, the Leader confirmed that priority would be given to maintaining services to a good level and to secure a smooth transition as well as looking to the future and transformation of services.

In response to a further question from Mr Seed, the Leader confirmed that the savings previously identified under One Council for Wiltshire were still on target.

**78. Towards One Council – Progress Report**

With the Leader's permission, the Deputy Leader SDC updated the IE on the Bourne Hill Office Project.

The Implementation Executive considered the report of the Programme Director which outlined the main activity that had occurred since the last meeting.

Details of the Service Director Handbook was presented for the IE's information. It was noted that a revised Day One Plan and Critical Path Update would be presented to a future meeting of the IE.

It was noted that there was ongoing consultation with trade unions over staffing issues.

In response to Members' questions it was noted that:-

- a) Issues around the political balance on regulatory committees in the interim period had been taken up with DCLG and the IE would be updated at a future meeting on the outcome of this.
- b) A report on the outcome of the consultation on a parish council for the City of Salisbury to come back to the October meeting of the IE.

In response to Members' comments it was

**Resolved:**

- a) To note the Progress Report;**
- b) To communicate a detailed timetable on staffing issues to all staff and provide a full briefing to IE members and any other district council members with HR responsibilities following agreement with trade unions.**

**79. Financial Update**

The Implementation Executive considered the report of the Chief Financial Officer which identified the key finance activity which needed to take place by January 2009.

In response to Members' comments it was

**Resolved:**

- a) To note the Financial Update;**
- b) To request a report on top line figures of all five budgets from the current year to come back to the next meeting of the IE;**
- c) To request a report on the current standing of the One Council for Wiltshire budget line to come back to the next meeting of the IE.**

**80. Development of Corporate Plan**

The Implementation Executive considered the report of the Director Performance and Risk.

Cabinet at its meeting on 15 July 2008 had agreed to recommend to the County Council that it:

- adopts the recently approved Local Agreement for Wiltshire alongside the One Council for Wiltshire Programme as its Corporate Plan for 2008/09 and
- a draft corporate plan be developed for consideration by the Implementation Executive, before being recommended to the new Council following elections in 2009.

**Resolved:**

**a) to note the approach being taken to develop the County Council's Corporate Plan for 2008/09;**

**b) to note that a draft Corporate Plan will be prepared for consideration by the Implementation Executive before being recommended to the new Council following elections in 2009;**

**c) to update the IE on timescales for the draft to include available dates on which to hold Seminars on developing a draft Corporate Plan for the new Council.**

**Reason for Proposal:**

To inform the Implementation Executive about the development of the Corporate Plan.

**81. Resource Plans**

The Implementation Executive considered the report of the Director of Resources. The ICT, People and Property Strategies as considered by WCC Cabinet were attached as appendices for the IE's review and input and adoption. The report of the JOTSB expressing its views on the Strategies was presented by Mr Osborn, Vice-Chairman of JOTSB.

The Property Strategy was considered the most challenging of the strategies with regard to the economic development especially in the property market. Members recognised that all strategies were evolving and work was ongoing.

**Resolved:**

**a) To agree the Resource Plans;**

**b) To endorse the comments made by the Joint Overview and Scrutiny Transition Board (JOSTB).**

**Reason for Proposal:**

These plans are required to guide the work of the services to meet the needs of the business and the major change programmes underway during the next year.

## **82. Managing the Transition to 1 April 2009: Appointments to the New Council**

- (a) The Implementation Executive considered the report of the Chief Executive WCC.

All but 3 of the Service Directors had now been appointed. A Service Director Handbook had now been published which documented the roles and responsibilities and expectations on the Service Directors to ensure a smooth transition to the new Directorships and the new Council. The appointed Directors were expected to focus attention on preparation for their responsibilities under the new Council in April 2009. It was considered that this would be better secured by making appointments of Service Directors effective from 1 January 2009 and this course of action was recommended to the IE.

Practical implications of this would have to be explored together with the district councils prior to 1 January. This includes senior staff holding posts at district and county level and implications on workloads and service provisions, the clear definition of the relationship between JIT and the new CLT, and addressing uncertainties among remaining staff including appointing the next tier of staff as quickly as possible.

Maintaining effective service provision by the district councils up until April 2009 was considered fundamentally important if senior staff were to be transferred to the County Council from 1 January 2009. Mr Grundy pointed out that as well as securing a smooth transition to a new Council, senior management, some of whom would be transferring to WCC would still be required at the district councils to ensure a smooth winding up of the district councils. This was accepted and reflected in the recommendations put before Members.

### **Resolved:**

- a) That Service Directors take up their formal appointments no later than 1 January 2009 and all planning for the new authority be conducted by this new leadership team from now.**
- b) That recruitment of the next tiers (Heads of Service and Team Leaders) be commenced as quickly as possible.**
- c) That the Chief Executive of WCC and the Chief Executives within the District Councils are tasked to establish an agreement to ensure residual district responsibilities by the selected Service Directors will continue to be effectively managed.**
- d) That remuneration up to 1 January 2009 for Service Directors be equitable between County and District selectees.**

**e) That a report on the relationship between the JIT and the new CLT be presented to a future meeting of the IE.**

**Reason for Proposal:**

To recommend proposals to the Implementation Executive for achieving the early appointment of Corporate and Service Directors.

- (b) The Implementation Executive considered a revised draft matrix of Members' responsibilities for the new council which was tabled at the meeting.

The relationship of old and new portfolio holders and the service departments needed exploration and the new portfolio holders were encouraged to engage with transitional scrutiny.

**Resolved:**

**a) To agree the proposed members' areas of responsibilities for the new council;**

**b) That the matrix be amended to include members' and officers' contact details and circulated to all concerned.**

**83. Staffing and Recruitment**

The Implementation Executive considered the report of the Head of Transition HR which updated Members on the appointment of Service Directors and identified the work currently being undertaken to develop and populate the structures below Corporate and Service Director level.

**Resolved:**

**To note the report and to circulate an updated copy of the structure chart to all IE members.**

**Reason for Proposal:**

To update the Implementation Executive on the appointments made to the posts of Corporate and Service Directors in the new Council and to identify the work currently being undertaken to develop and populate structures below Corporate and Service Director level.

**84. West Wiltshire Housing PFI Project**

The Implementation Executive considered the report of the Head of Procurement and Contract Management WCC and the Housing PFI Project Manager WWDC.

The main risks of the project were identified as the developments in the private housing market including the financial implications for the project and timescales including the procurement process. Members recognised the existence of only one vendor as another risk but this had previously been accepted by DCLG subject to the delivery of value for money.

Members also suggested the exploration of opportunities to increase the housing stock in Wiltshire through the current 6<sup>th</sup> bidding round for Housing PFI.

**Resolved:**

- a) To note the report, including the financial implications and risk assessment;**
- b) To endorse the continuing procurement of the project;**
- c) To request a further report prior to submission of the final business case to the October meeting.**
- d) That Officers be asked to explore the opportunities of increasing the housing stock in Wiltshire through the current 6<sup>th</sup> bidding round for Housing PFI and a progress report be presented to the October meeting.**

**Reason for Proposal:**

To ensure ongoing delivery and control of the project, and a smooth transition to the new council.

**85. Outline Work Programme**

The Implementation Executive noted the Outline Work Programme which would now include reports requested during the course of this meeting.

**86. Minutes of the Implementation Appointments Sub-Committee**

Minutes of the meeting of the Implementation Appointments Sub-Committee held on 9 July and on 21 and 22 July 2008 were received.

**The meeting closed at 5.50pm.**