JOINT OVERVIEW AND SCRUTINY TRANSITION BOARD

Notes of the Informal meeting held on 25 January 2008

In Attendance

Members	Substitutes
Cllr Jeff Osborn WCC	Cllr Ian West WCC
Cllr Tony Molland WCC	Cllr Margaret Taylor WCC
Cllr Robert Hall WCC	Cllr Chris Humphries WCC
Cllr Ricky Rogers WCC	Cllr Mollie Groom WCC
Cllr Clyde Hoddinott KDC	Cllr Ray Parsons KDC
Cllr Chris Caswill NWDC	Cllr Christine Reid NWDC
Cllr Murial Tomlinson SDC	Cllr Michael Hewitt SDC
Cllr Pip Ridout WWDC	

Also in attendance: Mr Tony Deane Wiltshire County Councillor
Mr Paul Kelly, Mr Ceri Williams, Mr Ian Cook – WCC
Mr Steve Milton - SDC
Ms Karen Scott – KDC
Mr Paul Mountford - WWDC

1.   Apologies

Mrs Paula Winchcombe, Mr Keith Humphries, Mr Roy While and Mrs Judy Rooke

2.   Chairman for the meeting

Mr Jeff Osborn was elected Chairman for the meeting.

3.   Towards One Council Progress Report

A progress report taken to the IE on 16 January was considered by the Board. Report author – Ian Cook introduced the report and responded to member questions.

Members noted that the date for the Commencement Order was yet to be confirmed. If not in place by the end of February the Boundary Commission could not guarantee the boundary review results would be in place for the May 09 elections. The judicial review was scheduled for January 28th – 29th. The draft order allowed substitutes to attend the Implementation Executive but they did not have voting rights. JOSTB agreed that their substitutes would have full voting rights.

(4.1) JOSTB requested that the full Project Initiation Document be included in the agenda for the next meeting. The Scrutiny Officers would be monitoring project developments through the progress reports sent to the IE. The Progress Report would also be included on future JOSTB agendas.

(4.10) Human Resources – concerns were raised about the recruitment and secondment policies, especially in relation to district staff.

Work programme – Members recognised that they would find a detailed work programme with key dates extremely useful. The Programme Office already had a work plan at a high level but would look to expand this document to include more project milestones.

Community Area Boards – Members voiced a series of concerns surrounding Area Boards and it was agreed that this transitional area would be one of the first to be scrutinised.

The members discussed the significance of ICT and Risk during Transition and recognised these were areas that should be included within the programme of work for JOSTB

Actions

a) To include the Project Initiation Document (PID) and Project Plan in the next meeting's agenda.

b) To invite Richard Woodroofe to the next meeting of JOSTB to brief members on the secondment and recruitment policy during transition.

c) To invite Steve Grieshaber lead officer for ICT to the next meeting of JOSTB to introduce members to the cross-cutting theme.

d) To invite the risk manager to outline the approach taken to risk during transition.

e) To receive the latest Transition progress report at the next meeting

f) JOSTB agreed to consider the current scrutiny activities taking place at each of the 5 authorities.

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4. Member Engagement and Involvement in the Transition to one Council

The Board reviewed a report from Tim Gregory, Programme Director which considered the role of overview and scrutiny for engaging non-executive members across all five councils.

During debate it was highlighted that terminology such as 'critical friend' was confusing when considering reference groups.

JOSTB agreed that reference groups were tools of the Executive and it was important that they did not utilise scrutiny resources.

Members discussed the Order and how it did not give scrutiny the right to 'Call in' a decision of the IE.

Resources – Members discussed the level of resource/budget available to Transitional Scrutiny. The Officers agreed to provide more detail at the next meeting.

Board Membership – members discussed whether the Board should be expanded to mirror the IE in size. A proposal that it should continue with 9 members was agreed.

Board Name – the official name of the Board was discussed and agreed.

Agreed

a) JOSTB to continue to operate with 9 members

b) Officers to prepare a briefing note for the next meeting detailing budget and resource availability for transitional scrutiny

c) To note the name of the Joint Overview and Scrutiny Transition Board – JOSTB.

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5. Update on Joint Overview and Scrutiny Transition Board Work Programme and Resources

The Board developed further areas that would be prioritised for scrutiny. To support this process a note identifying potential task groups was circulated.

JOSTB approved that Board Members would be responsible for identifying task group members to sit on each group. It was accepted that each of the 5 authorities would have a representative on each task group.

Actions

a) The following 5 areas were identified for scrutiny task groups:

    Development control
    Waste disposal and collection
    Community Area Boards and Partnerships
    Customer Access
    Housing

b) That task groups would consist of members from each of the 5 authorities wherever possible

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6. Business Management Programme (BMP)

Mr Tony Deane, Chairman of the existing County Council Change Management Task Group, invited JOSTB to nominate district members to participate in the scrutiny review.

Mr Deane introduced the Board to the Business Management Programme, a significant change programme which will see HR, Finance, Procurement and Payroll managed through the same computerised system. Much of the savings identified in the one council bid were identified through BMP and to the new considering the scale of the project and the potential savings Mr Deane felt it vital to have district members involved.

Agreed

    The Transitional Board agreed to invite nominated district members to attend the next meeting of the Change Management Scrutiny Task Group.

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7. Schedule of meetings

The following schedule of meetings was agreed:

Date (all meetings start at 10.00, all the below dates are Fridays) In bold details of Implementation Executive Schedule	Venue
22 February 2008 **IE 13 February 2008**	North Wiltshire District Council*
28 March 2008 **IE 19 March 2008**	West Wiltshire District Council*
25 April 2008 **IE 15 April 2008**	Wiltshire County Council
30 May 2008 **IE 22 May 2008**	Salisbury District Council
27 June 2008 **IE 17 June 2008**	
25 July 2008 **IE 9 July 2008**	
29 August 2008	
26 September 2008	
31 October 2008	
28 November 2008	
19 December 2008	
23 January 2009*	
27 February 2009	
27 March 2009	

*** PLEASE NOTE CHANGE**

(Duration of Meeting: 10.00am – 1.10pm)

The Officer who has produced these minutes is Ceri Williams, Democratic & Members' Services, Wiltshire County Council direct line: (01225) 713079.