



AGENDA

Event: JOINT OVERVIEW AND SCRUTINY TRANSITION BOARD

Place: Wiltshire County Council
County Hall, Bythesea Road, Trowbridge

Room: Committee Room V

Date: Friday 25 April 2008

Time: 10.30 am

This is a formal meeting of the Board although substitute members, and indeed any other members of the participating councils, are welcome to attend.

Members	
Cllr Chris Caswill NWDC	Cllr Tony Molland WCC (Chairman)
Cllr Robert Hall WCC	Cllr Jeff Osborn WCC
Cllr Michael Hewitt SDC	Cllr Ricky Rogers WCC
Cllr Clyde Hoddinott KDC	Cllr Ian West WCC
Cllr Keith Humphries WWDC	

Substitutes	
Cllr Mollie Groom WCC	Cllr Christine Reid NWDC
Cllr Bobbie Chettleburgh SDC	Cllr Pip Ridout WWDC
Cllr Ross Henning WCC	Cllr Margaret Taylor WCC
Cllr Chris Humphries WCC	Cllr Roy While WCC
Cllr Ray Parsons KDC	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 Vice-Chairman**
3. **Minutes of Previous Meeting – 28 March** Copy circulated herewith.
4. **The Structure and Organisation of the New Council** A report by the Chief Executive WCC to the IE on 15 April is circulated. (Final decision on the report will be taken by WCC Cabinet on 22 April.)

This follows the earlier report considered by the Joint Board at the last meeting and the initial views expressed to the Chief Executive.

Jane Scott, Leader of the IE and George Batten, One Council Programme Director, will attend to present the report, the views expressed by the IE (see minute 28 at item 11 of this agenda), the decision of Cabinet, and to respond to questions from the Joint Board.

5. **One Council Transition Extranet and Website** During discussion at the last meeting on communication and promotion of scrutiny activity during transition members requested that they receive and update on One Council extranet and website development. (Reference is made to this issue at paras. 5.6 and 5.7 of the Progress Report circulated at item 10 of the agenda. This also has the updated Communications Strategy at appendix 2.)

Cath Hasted, Transition Communications Manager will attend to give a demonstration and respond to questions.

6. **Task Groups** To receive progress reports from the leading authorities on the Board's current task groups as follows:

(1) Development Control – WWDC

The third meeting of the task group was held on 8 April. The request made by the JOSTB on 28 March not to include Spatial Planning within the review was conveyed to the task group. It was confirmed that the focus will remain on governance and delegation issues.

The task group has continued gathering baseline data and two of the task group members will be visiting the East Riding of Yorkshire, identified as a best practice authority, on 30 April.

The task group will be attending the Implementation Executive members' seminar on 24 April. It is intended that the views and comments received at the seminar will feed into both the work of the Frontline Services planning project group and the task group.

A schedule of fortnightly meetings has been arranged, taking into account the key milestones of the planning project group. The next meeting is on 22 April and an oral update will be given at JOSTB's meeting.

(2) Waste – WCC

An interim report by the Waste Task Group members is circulated. This will be presented to the Board by Alan Hill NWDC, Chairman of the Task Group.

The Board is asked to respond to the conclusions and recommendations in the report.

(3) Community Area Boards – WCC

The Community Area Boards Task Group met for the first time on Friday 11th April. Members welcomed Nikki Lewis to assist with the scoping of the review. The Task Group will begin evidence gathering on the 1st May in Devizes. Nikki Lewis has agreed to attend the meeting and give a general overview of the project to include progress to date.

(4) Customer Access – NWDC

The Customer Access Task Group held its first meeting on 9 April 2008. It was agreed that a Chairman should be appointed at the next meeting. Members received a briefing from John Rogers, Customer Focus Lead Officer, who provided some background information about the customer access project and plans for the new authority. The next meeting will take place on 6 May at North Wiltshire District Council and members have agreed to invite the consultant from CDW and Associates who prepared a report on Customer Access for the Customer Focus Board along with the Customer Service lead officers from each of the District Councils. Members will then agree a programme of meetings and a more detailed scope of the scrutiny review.

(5) Housing – SDC

The Housing Task Group met for the first time on 15 April in Devizes. All members were present, together with James Cawley, Project lead officer who provided some background to the way the housing project group is approaching transition. It was agreed that all officers in the housing project group be invited to the Task Group's next meeting on 8 May to present more detailed information on the ongoing work of each housing service. It was further agreed that following this session, members would decide on a limited number of areas to scrutinise more closely, with the view to presenting a report to the Joint OS Transitional Board in June/July. All future meetings will be held at Kennet District Council.

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

Chris Caswill – Risk Management (the latest programme risk register is circulated at appendix 3 to item 10)

Keith Humphries - ICT

8. **Handling of Scrutiny Reports from Existing Councils** A report by the Overview and Scrutiny Manager WCC is circulated.
9. **Finance Update** A report by the Chief Financial Officer prepared for the IE on 15 April is circulated.

The Board asked for this to be a regular feature on its agenda. This report also includes a section on realising the benefits although a more detailed report on this issue is scheduled for the IE in May (see para. 7.6 of progress report at item no.10)

10. **Towards One Council Progress Report** The latest transition programme progress report prepared for the IE meeting on 15 April is circulated for information.

Attached as appendices are the following documents:

- High level transition plan
- Draft transitional communications strategy
- Programme risk register

11. **Implementation Executive Minutes** The minutes of the last meeting of the IE held on 15 April are circulated.

This was requested by the Board as a regular feature for future meetings.

12. **Next meeting – Friday 30 May 2008 10.30 at Salisbury District Council Offices**

Members are asked to give guidance on transitional matters requiring scrutiny.

The latest IE work programme (new style) is also circulated for information.