



JOINT OVERVIEW AND SCRUTINY TRANSITION BOARD

Minutes of the meeting held in City Hall, Salisbury – 30 May 2008

In Attendance

Members
Cllr Tony Molland (Chairman) WCC
Cllr Jeff Osborn WCC
Cllr Ian West WCC
Cllr Chris Humphries WCC
Cllr Alan Hill NWDC
Cllr Keith Humphries WWDC
Cllr Jonathan Seed KDC
Cllr Mike Hewitt SDC

Also in attendance:

Cllr Janet Giles KDC

Cllr Fred Westmoreland SDC

Cllr Cheryl Hill SDC

Cllr Bill Moss WCC

Ian Cook WCC

Paul Kelly, Ceri Williams, Janine Gassmann WCC

James Chamberlain SDC

Marie Lindsay WWDC

Julia Densham NWDC

Karen Scott KDC

1. Apologies and Membership

Jonathan Seed has been appointed by KDC to replace Clyde Hoddinott as its member representative on the Joint Board.

Christine Reid (substitute Alan Hill) has been appointed by NWDC to replace Chris Caswill as its member representative on the Joint Board.

The Chairman welcomed the new members to the meeting and thanked Chris Caswill and Clyde Hoddinott for their contributions.

2. Minutes of Previous Meeting – 25 April

The minutes were confirmed as a correct record.

4. Towards One Council Progress Report

The JOSTB considered the latest transition programme progress report prepared for the IE meeting on 22 May 2008. This was presented to the Board by the Programme Office Manager. At the request of members particular focus was given to benefits realisation and the Day One Plan.

The JOSTB expressed concern on keeping service delivery up to the current standard in the transition period particularly at District level where staff shortages were having an impact. The Programme Office Manager confirmed that support would be given for services where evidence was forthcoming.

The Chairman took the opportunity to inform the Board that he had corrected comments made at the last IE meeting that scrutiny was taking place across all areas of the transition.

Resolved

- (1) To note the report and the appointment of a project manager responsible for the Day One Transition Plan**
- (2) That the Programme Office Manager would feed back the comments of the Board in respect of the pressures facing District services**

5. Task Groups

(1) Development Control

Fred Westmoreland, Chairman of the Task Group, presented an interim report to the Board. The difficulty to unite five different systems, including the current ICT systems, within a short timescale was highlighted.

Members commented on the level of delegation, democratic input, committee arrangements, further services and the role of the Planning Advisory service in the review. The overall approach of the Task Group and the degree to which it was able to make firm recommendations was also discussed.

The Chairman then moved a motion which was carried.

Resolved

- (1) To endorse the interim report of the Task Group and to thank the Chairman and members for their work so far**
- (2) To ask the Task Group prior to finalising its work to:**
 - (i) review its interim view about the use of an independent consultant, and two committees for Salisbury where the number of likely applications requiring member decision did not seem to justify it;**

(ii) highlight consideration of the use of appropriate ICT for planning across the county, and the approach to major applications to neighbouring authorities which have impact on Wiltshire including the use of the current WCC Planning Board

(2) Waste

Alan Hill, Chairman of the Task Group, presented the JOSTB with an overview of progress since the last meeting. The next key project milestone was in June when the Project Team would identify their budget requirements for 2009-10.

Resolved – To note the report

(3) Community Area Boards

Mike Hewitt, Chairman of the Task Group, presented an interim report to the Board. Previously identified key issues included membership, responsibilities, powers and voting rights on the Area Boards. The role of the pilots in developing experience for general guidance was highlighted.

During discussion members expressed concern about the equal contribution of budgets where localities had different levels of need and an imbalance of locations of pilot Area Boards across the County. It was reported that funding had been applied for to include Marlborough, Bradford-on-Avon and Devizes as additional pilots.

The Chairman then moved a motion which was carried.

Resolved

- (1) To endorse the interim report of the Task Group and to thank the Chairman and members for their work so far**
- (3) To acknowledge that a significant amount of work still had to be done within a very short timescale before full role out of effective community engagement could be achieved by May 2009**
- (3) To express concern about the support during the transition period for those areas not included as pilots**
- (4) In continuing with its work to ask that the Task Group ensures that the following risks are suitably recorded and mitigated by the Project Board:**
 - (i) The balance between achieving consistency of approach across the areas whilst allowing for individuality**

- (ii) High level support needed to ensure comprehensive delegation to local areas**
- (iii) The intended role of Cabinet Members at Community Area Board meetings**

(4) Customer Access

Julia Densham, supporting officer from NWDC, presented an interim report to the Board. The Task Group met twice so far with its next meeting on 3 June. The report listed our strengths and weaknesses of the current services across the five authorities and the timetable for the submission of the Customer Access Strategy. Proposals for the telephony services for the new Council were also discussed.

The Chairman then moved a motion which was carried.

Resolved

- (1) To endorse the interim report of the Task Group and to thank the Chairman and members for the work so far**
- (2) To welcome the positive comment about the strong working relationship between the customer services managers in each of the authorities which bodes well for the future**
- (3) To highlight the need for close co-operation with the ICT cross-cutting workstream in terms of delivery of the WAN and telephony services.**
- (4) To recognise the need for substantial improvement in the County Hall reception area in order to effectively respond to “off-street” service enquiries**
- (5) To ask the Task Group to ensure that lean systems thinking is being applied to the service redesign of customer access (see paragraph 7.8 of Towards One Council Progress Report circulated at Agenda Item 4)**

(5) Housing

Janet Giles KDC, Chairman of the Task Group, presented JOSTB with an overview of progress to date. Among the services currently delivered only supporting people was seen as a potential concern and therefore collaboration with Social Services would be crucial. It was intended that the Task Group would focus on maintaining service delivery during the transition and robust arrangements for 1 April 2009.

Resolved

- (1) To note the report**

(2) To support the intention of the Task Group

6. Members' Interests

The Chairman indicated he would be happy for a member to continue scrutinising transitional risk in the absence of Chris Caswill but was equally content to leave further reporting to the Board as a whole.

Keith Humphries WWDC, lead member for ICT, met Tim Gregory, ICT Lead Officer, and received background reports. He was satisfied with the progress to date.

Resolved – To note the member update

7. Rapid Scrutiny Review

Keith Humphries, lead member for ICT, summarised the recent rapid scrutiny exercise regarding the One Council high-speed WAN between key sites and issues which occurred during the review.

Resolved – To note the report

8. Finance Update

The executive summary and statements of the Medium Term Financial Strategy (MTFS) had been circulated for information.

Resolved – To note the report

9. Overview and Scrutiny Arrangements for the New Council

The Board considered a report by the Overview and Scrutiny Manager WCC. The report suggested an early approach to meet the requirements placed on the Board. Members discussed the need for Overview and Scrutiny to be given a high priority in the new Council.

Resolved

- (1) To note the report**
- (2) To note the Board's responsibilities to lead on proposals for Overview and Scrutiny arrangements for the new Council, and the intended role of the Chairman**
- (3) To ask that initial preparatory work is undertaken as described in paragraphs 2 and 3 of the report**
- (4) To approve the engagement of a suitable consultant**
- (5) To note the links to the work of the Community Leadership and Governance Workstream and the Resources Workstream**

10. Implementation Executive Minutes

The minutes of the last meeting of the IE held on 22 May 2008 were circulated.

Resolved – To receive the minutes

11. JOSTB Work Programme

The Board received an outline work programme (drafted by NWDC), the future work programme of the IE and a recommendation from WWDC regarding scrutiny of leisure centres.

Resolved

- (1) To approve the outline work programme for the Board**
- (2) To seek a report to the next meeting on the progress made in amalgamating the management and operation of the leisure centres across the authorities**

12. Next meeting – 27 June at Kennet District Council Offices (and to hold all future meetings at Kennet)

(Duration of Meeting: 10.30am – 12.55pm)

The Officer who has produced these minutes is Janine Gassmann, Democratic & Members' Services, Wiltshire County Council. Direct line: (01225) 713597.