



**JOINT OVERVIEW AND SCRUTINY TRANSITION BOARD**

**Minutes of the Meeting Held at KDC Offices – 25 July 2008**

**In Attendance**

<b>Members</b>
Cllr Tony Molland (Chairman) WCC
Cllr Jeff Osborn WCC
Cllr Ian West WCC
Cllr Chris Humphries WCC
Cllr Christine Reid NWDC
Cllr Keith Humphries WWDC
Cllr Jonathon Seed KDC
Cllr Mike Hewitt SDC

Also in attendance:  
Lionel Grundy KDC  
Ray Parsons KDC  
Paula Winchcombe KDC  
Ian Cook WCC  
Chris Major NWDC  
Steve Milton, Paul Kelly, Janine Gassmann WCC  
Paul Trenell SDC  
Marie Lindsay WWDC  
Julia Densham NWDC  
Karen Scott KDC

**1. Minutes of Previous Meeting – 4 July**

The minutes were confirmed and signed as a correct record.

**2. Structure and Organisation of the New Council**

**(a) Structure Chart and Roles and Responsibilities**

The Programme Office Manager introduced the Structure Chart and the Service Director Handbook (Roles and Responsibilities), and updated the Board on the most recent Service Director appointments. The Service Directors were now undertaking further work to fully develop the structure of and functions for their departments. The organisational structures would have to be agreed by 16 September.

The JOSTB recognised that further work was required, especially on the allocation of specific function areas within the new service areas. Members raised potential conflicts between responsibilities, working relationships and service delivery areas in the directorates and expressed views about how some of these might operate more efficiently. After debate it was

### **Resolved**

**To bring back a further report with information on how these service relationships will be structured to deliver the benefits of a joined-up approach to the next meeting of the JOSTB on 29 August, but in particular on: -**

#### **Chief Executive**

- (i) The responsibilities of the Director of Policy, Research and Communications in relation to community strategy and partnership working and the Director of Community Leadership.**

#### **Department of Transport, Environment and Leisure –**

- (ii) The potential of shifting Smarter Choices/Travelwise from Passenger Transport into Sustainable Transport;**
- (iii) The rationale behind Bridges forming one separate function area within Major Projects and including Bridges as an item within Highways Network Improvement;**
- (iv) The potential of shifting Crematoria from Leisure Services into Amenity Management;**
- (v) The potential of including an item on cemeteries and closed church yards under Amenity Management;**
- (vi) The potential for amalgamating the two function areas Countryside and Public Realm Strategy and Amenity Management under Amenity and Leisure;**
- (vii) The potential of shifting Markets and Fairs from Amenity Management into Licensing (Regulation);**
- (viii) The responsibilities of the Director of Operations in respect of Waste Management/Minimisation and the Director of Amenity and Leisure in respect of Waste Collection and Cleansing. Members considered the shift of Fleet Management under the responsibility of the Director of Operations and the shift of Waste**

**Management/Minimisation under the responsibility of the Director of Amenity and Leisure in order to include waste services within one service directorate;**

**Department of Economic Development, Planning and Housing –**

- (ix) The responsibilities of the Director of Economy and Enterprise in respect of strategic planning and the Director of Development in respect of planning development and enforcement;**
- (x) The importance of having special needs and extra care housing being identified and catered for in the new structural arrangements;**
- (xi) The potential of shifting Conservation from Development into Countryside and Public Realm Strategy/Amenity Management;**
- (xii) The potential of shifting Building Control from Regulation into the Development directorate.**

**Department of Resources –**

- (xiii) The intended level of cooperation on LEAN system work to be undertaken between Business Transformation and Strategic Human Resources & Organisation Development.**

**(b) Migration from Workstreams into Service Director Management**

The Programme Office Manager introduced the latest papers on the officer migration from workstreams into Service Director Management. It was anticipated that a “virtual council” would be in operation in January 2009, i.e. one single management structure for all five councils.

Members considered the discussion paper of the Chief Executive NWDC tabled at the last IE. Prior to the effective handover of operational responsibilities and accountabilities, communication between county and district members and staff would be essential. Special attention will also be required by certain services like licensing and planning as their smooth running will be crucial in the interim period from April-June 2009.

**Resolved – To note the migration update and to support the intention to move to a single management structure from 1 January 2009**

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

The Programme Office Manager introduced the latest transition programme progress report prepared for the IE meeting on 9 July 2008.

Members commented on the work being undertaken on the benefit realisation and were concerned that much more work was required around the financial modelling and base lining of the preferred service options. Members also highlighted from the report that it was hard for workstreams to have full confidence in savings delivery before the development of organisational structures and detailed costing of the new services had been fully carried out.

Members also enquired about the nature of previously unrecognised opportunities for further savings (paragraph 6.5 (b) of the Progress Report) and the future of the Tourist Information Centres in Wiltshire with the potential of having one single Wiltshire Destination Partnership.

### **Resolved**

**(1) To note the Progress Report.**

**(2) To request further reports with information on:**

**(i) the areas of opportunity for further savings to a future meeting; and**

**(ii) the future of Tourist Information Centres.**

## **4. Resource Plans**

These had been circulated together with a note from the Scrutiny Manager WCC tabled at the meeting highlighting key issues for potential discussion.

**Resolved – to hold a special meeting in August to allow in-depth consideration of the three Resource Plans in advance of the IE’s meeting on 27 August.**

## **5. Parking Enforcement**

The FLS Parking Project Manager introduced his report and highlighted that although the currently different parking enforcement systems in the districts would be unified, there was less flexibility in approach than in other departments due to legislative restrictions, allowing minimal change to processes.

Members commented that a consistency of approach across the current districts to unify the parking enforcement systems whilst retaining the ability to keep a local responsiveness to individual issues would not be easy.

Members also considered the possibility of having county-wide blanket charges. A strictly unified approach across the areas was considered

disadvantageous and unfair and therefore such a policy should allow for area variances.

Furthermore, members considered the possibility of ring-fencing the surplus from parking enforcement charges for transport-related schemes. A subsequent vote on a motion to support this was defeated with the casting vote of the chairman.

Work to develop a parking enforcement scheme for the whole county was currently being undertaken after the recent appointment of the Director of Sustainable Transport.

### **Resolved**

**(1) To note the report;**

**(2) To request a further report by the Director of Sustainable Transport to a future meeting of the JOSTB on progress with the transition tasks.**

## **6. Task Groups**

### **(1) Development Control**

The Board members noted the update and particularly that officers had started work on the reports requested by the IE at their meeting on 9 July which would be available for consideration by the Task Group in the first instance.

### **Resolved – To note the update**

### **(2) Waste**

The Board members noted the update and particularly supported reassessment of the Task Group's future approach to scrutinise the transition and transformation of the waste services.

### **Resolved**

**(1) To note the update.**

**(2) To request a report by the Task Group to come back to the next meeting of the JOSTB on 29 August.**

### **(3) Community Area Boards**

Mike Hewitt, Chairman of the Task Group, updated the Board on current work being undertaken. A draft Area Board Rule Book including operational arrangements was presented to the Task Group at their last meeting which would be subject to further consultation before being

presented to the pilot Area Boards, Local Area Partnerships and members.

**Resolved – To note the update**

**(4) Customer Access**

The JOSTB noted that the Task Group will next meet in September following cancellation of the previous meeting. The group will focus on savings and LEAN systems.

**Resolved – To note the update**

**(5) Housing**

**(a) Task Group Update**

The Board members noted the update and were particularly concerned about the current credit crisis which affects developers. Increased housing demand cannot be met at present which means that attention needs to be given to the wider circumstances of the housing market and incorporated into the group's work.

Members also commented on the importance of appropriately addressing the needs of Salisbury District Council within housing.

**Resolved – To note the update**

**(b) West Wiltshire District Council Scrutiny Committee**

The JOSTB discussed the recommendation from WWDC Scrutiny Committee. It was reported that the Corporate Director for Economic Development, Planning and Housing and the Service Director for Housing have been appointed, and officer support for the Housing Task Group has recently shifted from SDC to WCC.

**Resolved – To accept that with these changes in place, the WWDC Scrutiny Committee's concerns were now covered**

**7. Members' Interests**

Keith Humphries WWDC, lead member for ICT, reported that he continues to meet regularly with Tim Gregory, ICT Lead Officer. He was satisfied with the progress to date. The outcome of the WAN survey was satisfactory with the preparatory BT work being almost finished as well.

Keith Humphries also reported that a customer access telephone number had been purchased and a shortlist for the new web design had been created. A working group has been set up to progress work on the amalgamation of the ICT support. Members commented that a members'

survey might be beneficial prior to a future decision on members' ICT support. The views expressed by the Board will be reported back to the ICT Lead Officer.

Furthermore, Keith Humphries reported that the Department for Work and Pensions published new requirements for data security and protection with subsequent unforeseen strains on workloads and potentially on budget.

**Resolved – To note the member update**

**8. Implementation Executive Budget Working Group (IE BWG)**

In response to a suggestion from the Leader of the IE, the JOSTB considered several options on how transition scrutiny might respond to the creation of the IE BWG and the wider engagement needed on next year's priorities and budget for the new council.

**Resolved – To initially opt for receiving periodic reports at key milestones in the development of priorities and the budget for the new council (option no. 1) with the possibility of refining this approach in the future if necessary**

**9. Implementation Executive Minutes**

The minutes of the last meeting of the IE held on 9 July 2008 were circulated.

**Resolved – To receive the minutes**

**10. Outline Work Programmes**

The Board received an outline work programme and the future work programme of the IE. Members discussed the need to include scrutiny of the LAA. The Scrutiny Manager WCC explained the current arrangements and that it would be included in the work of the consultant appointed to support the Board in making proposals on future Overview and Scrutiny arrangements for the new council.

**Resolved**

- (1) To approve the outline work programme for the Board;**
- (2) To note the IE Work Programme.**

**11. Next ordinary meeting – 29 August at Kennet District Council Offices**

(Duration of Meeting: 10.30am – 12.45pm)

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