



AGENDA

Event: JOINT OVERVIEW & SCRUTINY TRANSITION BOARD
Place: Kennet District Council
Devizes
Room: Council Chamber
Date: Friday 27 February 2009
Time: 10.30 am

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

Members	
Cllr Anthony Molland WCC (Chairman)	Cllr Keith Humphries WWDC
Cllr Jeff Osborn WCC	Cllr Christine Reid NWDC
Cllr Ian West WCC	Cllr Jonathon Seed KDC
Cllr Chris Humphries WCC	Cllr Michael Hewitt SDC
Cllr Ricky Rogers WCC	

Substitutes	
Cllr Mollie Groom WCC	Cllr Pip Ridout WWDC
Cllr Margaret Taylor WCC	Cllr Alan Hill NWDC
Cllr Ross Henning WCC	Cllr Paula Winchcombe KDC
Cllr Roy While WCC	Cllr Ray Parsons KDC
	Cllr Bobbie Chettleburgh SDC

NOTES

- (1) Members are encouraged to view the latest IE papers circulated to them as background to the work of the Joint Overview and Scrutiny Transition Board.
- (2) The regular progress report on overall programme activity will generally be circulated as an information item with the JOSTB agenda.
- (3) Members are encouraged to communicate with each other and scrutiny support officers on relevant transition issues between meetings. They are also expected to act as the lead member for transitional scrutiny within their own authorities.

AGENDA

1. **Apologies**
2. **Minutes of the Previous Meeting – 23 January and 17 February 2009**

Copy circulated herewith.

3. **Chairman's Announcements**

Items for Consideration

4. **Property Strategy**

At a special meeting on 5 August 2008, JOSTB considered a report on the proposed Property Strategy as part of a wider cross-cutting approach to the development of Resource Plans.

The report identified the extent and nature of the new property estate and outlined proposals for its rationalisation to meet the future requirements of the new Wiltshire Council. Members noted the key issues identified in the report and asked particularly that any detailed property strategy that was developed should include consideration of backlog maintenance issues, a property disposal plan and details of cost savings and investment proposals. The rationalisation programme is divided into two elements – office accommodation and operational service buildings. The office review is at a more advanced stage of development and is the subject of this report to Members. A report on the review of the operational estate will follow later in the year once Service Directors develop their plans for future service delivery arrangements.

The report on the Office Rationalisation Project will take the form of a short powerpoint presentation followed by an opportunity for Members to ask questions of both representatives from Environmental Services Department and representatives from MACE, the external consultants who have been appointed to assist the Council in the development of this project.

The presentation was made to the Cabinet and Chief Officer Liaison Meeting on 12 February and received support of both Members and Corporate Directors. It was agreed that detailed implementation and consultation should now begin, particularly in respect of the Salisbury Bourne Hill project, ensuring that effective corporate programme management arrangements are put in place to deliver the agreed recommendations.

5. **Application of the Appointments Procedure**

A report by the Assistant Director, LGR Staffing Transition prepared for the IE meeting on 28 January is circulated. The Assistant Director will attend the meeting to introduce the report and respond to members' questions.

JOSTB requested on 19 December 2008 an update to this meeting on progress with staff appointments, highlighting any areas of potential staff shortages or shortages of expertise. At the meeting on 26 September 2008, the Board also

requested a report on the latest costs for early departures and redundancies to the January meeting of the JOSTB.

6. Task Groups

To receive progress reports from the leading authorities on the Board's current task groups as follows:

a) Area Boards – WCC (Chairman: Mike Hewitt SDC)

The Task Group's final report is circulated. This will be presented to the Board by Mike Hewitt SDC, Chairman of the Task Group.

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

b) Customer Access – NWDC (Chairman: Anthony Lake KDC)

The Task Group's final report is circulated. This will be presented to the Board by Anthony Lake KDC, Chairman of the Task Group.

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

c) Housing – WCC (Chairman: Janet Giles KDC)

The Task Group last met on 13 February when the following matters were considered and discussed with the IE Member for Housing / Community Services and lead officers:

- (i) 2009-10 budget update, including information on revenue budget levels and capital funding for the new housing service next year, and regarding the rent levels for the Salisbury housing tenants.
- (ii) A series of policies which need to be harmonised by 1 April 2009, including the rent arrears for council managed temporary accommodation, the rent deposit guarantee scheme and removals and storage; these are to be approved by the IE on 26 February.
- (iii) A key issues and risks update, which listed the majority of risks to housing services in moving to one council (and as identified for 2009-10) as of medium likelihood/business impact. These risks mainly concern:
 - the maintenance of service performance
 - compliance with new IT requirements, i.e. SAP
 - staffing pressures
 - the homelessness strategy not being ready in time for the anticipated Comprehensive Area Assessment in October 2009
 - the economic downturn
- (iv) A quarter three performance update which illustrated good performance, with the exception of 23 people currently registered as homeless, which

the IE member stated he was actively pursuing as an area for improvement.

- (v) Feedback on the separate scrutiny exercise to consider a new Accommodation Strategy for Older People. A consultation phase for which will be launched at the end of February.

The task group's next meeting is due to take place on 12 March, when members will discuss further updates in relation to the housing project plan, risk register, policy harmonisation and options for affordable housing projects in 2009-10.

The task group's final report will be submitted to the JOSTB on 27 March 2009.

- d) Change Management (Incl. ICT Transition) – WCC (Chairman: Tony Deane WCC)

The Change Management Task Group met on 28 January to consider progress against:

- BMP (Business Management Programme)
- ICT
- Shared Services

The executive had strong representation and the message in relation to BMP was clear. The project would go live on 1 April and predicted savings would be delivered. The payroll element of BMP was the only area of concern but contingency arrangements were in place to manage this risk.

The ICT project was on track and the Head of ICT plus the three team leaders had been appointed. The WAN was live between the County Council, North Wiltshire and Kennet. Salisbury would be linked by 5 or 6 February and West Wiltshire the following week. The link between Salisbury and Devizes would shortly be completed by BT, two months ahead of schedule. The new web site was ready and would be available to view and comment by the end of February. Members were reassured that all members co-opted would retain equipment and existing e-mail accounts during the pre-election period.

The Shared Services project was seen as low risk. 700 staff had been trained on SAP and the chief financial officer was providing support whilst the Shared Services Head of Finance role was being evaluated for appointment.

- e) Waste – WCC (Chairman: Alan Hill NWDC)

The Task Group will next meet on 5 March.

- f) Critical Path (Chairman: Christine Reid NWDC)

The Critical Path Task Group will next meet on 23 February. A verbal update on the group's activity will be provided at the meeting.

7. Electoral Services and Members' Support – Rapid Scrutiny Exercise

A report by the Scrutiny Support Officer WCC is circulated.

A rapid scrutiny exercise on proposals for the Democratic Services and Election teams was first undertaken on 21 November and a report was circulated to JOSTB for the meeting on 19 December.

A second meeting with the Service Director, Legal & Democratic Services was held on Monday, 26 January in order to clarify a number of issues.

A third meeting with the Service Director, Legal & Democratic Services will be held on the morning prior to the Board meeting on 27 February. Jonathon Seed, the lead member, will provide a verbal update.

8. Executive Member Attendance at Overview & Scrutiny Committees in the New Council

A report by the Scrutiny Manager WCC is circulated.

JOSTB asked for this particular issue to be included in the final proposals for O&S arrangements for the new Council. An Executive/O&S protocol will be developed which will set out the operational relationships and responsibilities between the two functions. This protocol will include the specific issue of Executive member attendance at OS committees.

9. Overview and Scrutiny Arrangements for the New Council – Consultation Responses

A report by the Scrutiny Manager WCC is circulated.

The Board approved the proposals for O&S arrangements in the new Council for consultation on 19 December 2008.

Items for Information

10. Towards One Council – Progress Report

The latest transition programme progress report prepared for the IE meeting on 26 February is circulated for information – to follow

Any key views expressed by the JOSTB will be reported back to the Programme Office.

11. Implementation Executive Minutes

To receive the minutes of the meetings of the IE held on 28 January and 11 February.

Members asked that these are included on the agenda for each meeting.

12. Outline Work Programmes

- (1) To consider the attached Work Programme of the JOSTB
- (2) To receive the attached Outline Work Programme of the Implementation Executive

13. Next ordinary meeting – Friday 27 March 2009 at 10.30am at Kennet District Council Offices