AGENDA

Event:	**JOINT OVERVIEW & SCRUTINY TRANSITION BOARD**
Place:	Kennet District Council
	Devizes
Room:	Council Chamber
Date:	Friday 27 March 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 – 27 February 2009**

    Copy circulated herewith.

3. **Chairman's Announcements**

Items for Consideration

4. **Task Groups**

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

    (1) **Housing – WCC** (Chairman: Janet Giles KDC)
    The final report of the Task Group is <u>circulated</u>. The Chairman will attend to present the final report and respond to comments and questions from the Board members.

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

    (2) **Change Management (Incl. ICT Transition) – WCC** (Chairman: Tony Deane WCC)

    The Change Management Chairman will update JOSTB on the key issues to emerge from 17 March meeting of the Task Group. A written summary is included below:

    <u>ICT</u>

    The Task Group raised issues of auto-forwarding of e-mails and member IT hub facilities, as requested by the electoral/democratic services scrutiny group.

    Auto-forwarding is a data protection compliance issue rather than ICT. Legal guidelines related to data protection laws restrict the forwarding of e-mails on an unsecured link to an unsecured PC.

    Wiltshire Council will not have a single domain until approximately October. For the first 6 months of the council's life, the authority will operate using the existing 5 domains. Due to this desk tops will not available in the hubs for members pre-October; however these office spaces will be wireless enabled.

    Website - this went up on Friday 13th March and would be live for public use by April 1st.

WAN - This had been live for the last 6 weeks

Telephony - only Chippenham was not completed but this would be ready by April 1st.

Steria Contract - this was expected to be signed off by the Corporate Director of Resources before 24th March.

BMP

The project was on track and would be ready to formally go live on April 1st. The key risk was related to Payroll but contingencies were in place.

Shared Services Team

Members were reassured that populating of the staff structure was moving swiftly ahead and all staff were clear about their responsibilities on day 1 of the council.

(3) **Waste – WCC** (Chairman: Alan Hill NWDC)

The Chairman of the Waste Scrutiny Task group will present the Task Group's final report (circulated herewith), which will provide JOSTB with a pre-vesting day overview of the Waste Collection transitional project.

(4) **Critical Path** (Chairman: Christine Reid NWDC)

To receive the report of the Task Group following its meeting on 23 March.

(5) **Area Boards Scrutiny Task Group** (Chairman: Mike Hewitt SDC)

The Area Boards Task Group met on Monday 16 March in advance of the IE. After discussion the Task Group agreed that the preferred option in relation to determination of the Area Boards boundaries was option 4. The Chairman fed this through to the IE who agreed and resolved to create a 3-member Board for Pewsey (comprising Pewsey, Pewsey Vale and Burbage and the Bedwyns Electoral Divisions) and a 3-Member Board for Tidworth (comprising the Tidworth, Ludgershall and Collingbourne and Netheravon Electoral Divisions). The Chairman did raise concern that Pewsey and Tidworth would be constituted as a single Area Committee with two sub-committees (the two Boards) comprising the three members from the respective areas, each with three named deputies – drawn from the Neighbouring Board but the IE felt this was most appropriate way forward.

The recommendations approved by JOSTB - Feb 27 based on the Area Boards final report have been sent to lead IE member for a written response.

5.   **Revised Terms of Reference for JOSTB**
     The revised terms of reference for JOSTB for the pre-election period is circulated. These have also been circulated to the Overview and Scrutiny Management Committee as the parent body for approval at its next meeting on 26 March.

6.   **New Council Constitution – Overview and Scrutiny**
     A draft of the articles and procedure rules relating to overview and scrutiny for inclusion in the Constitution are circulated.

     These should be regarded as a first working draft and have yet to be reviewed by the Service Director Legal and Democratic Services. The Board may wish to consider appointing the Chairman and Vice-Chairman, once this has been done, to review the final draft for report to the next meeting as necessary.

7.   **Planning Code of Good Practice for Members of Wiltshire Council**
     A copy of the latest version of the Code is circulated as requested at the last meeting.

     The Code was considered by the Constitution Focus Group on 17 March and revised to reflect their comments. The Service Director Development will attend (at 12 noon) to respond to questions from Board members.

Items for Information

8.   **Member/Officer Protocol**
     The Board requested at the last meeting to receive the draft of the Protocol at today's meeting. The Service Director Legal and Democratic Services has been in contact with the Jonathan Seed lead member for Electoral Services and Members Support and agreed that the protocol was not sufficiently advanced to take to the Board at this stage but would be progressed in time for the next meeting of the Board and Constitution Focus Group.

     The Board is asked to note the position.

9.   **Application of the Appointments Procedure**
     A copy of the latest information is circulated as requested.

     This is for information only and any comments will be reported to the Assistant Director LGR

10. **Implementation Executive Minutes**

     To receive the minutes of the meetings of the IE held on 23 and 26 February and 16 March - circulated herewith.

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

11. **Outline Work Programmes**

     (1) To consider the attached Work Programme of the JOSTB

(2) To receive the <u>attached</u> Outline Work Programme of the Implementation Executive

12.   Next ordinary meeting – Monday 20 April at 10.30am at Kennet District Council Offices