

# AGENDA

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**Event:** OVERVIEW & SCRUTINY TRANSITION BOARD  
**Place:** Browfort, Devizes  
**Room:** Council Chamber  
**Date:** Friday 8 May 2009  
**Time:** 10.30 am

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This is a formal meeting of the Board and other members and the public are welcome to attend.

| <b>Members</b>                  | <b>Co-opted Members</b> |
|---------------------------------|-------------------------|
| Cllr Anthony Molland (Chairman) | Keith Humphries         |
| Cllr Jeff Osborn                | Christine Reid          |
| Cllr Ian West                   | Jonathon Seed           |
| Cllr Chris Humphries            | Michael Hewitt          |
| Cllr Ricky Rogers               |                         |

## NOTES

Members are encouraged to view the latest IE papers circulated to them as background to the work of the Overview and Scrutiny Transition Board, and are encouraged to communicate with each other and scrutiny support officers on relevant issues between meetings.

# AGENDA

1. **Apologies**
2. **Minutes of the Previous Meeting – 20April 2009**  
Copy circulated herewith.
3. **Chairman's Announcements**

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| <b>Items for Consideration</b> |
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4. **Leisure Services**

To consider the report of the Director, Amenities and Leisure, on the wider scope of leisure (circulated herewith). This was requested by the Board in December following earlier consideration of Leisure Services transition.

Officers will attend to answer any questions.

5. **Task Groups**

To receive progress reports as follows:

- (1) **Housing**

The Housing Task Group presented its final report at the 27 March meeting of JOSTB. The IE Lead Member (John Thompson) and the Service Director, Housing will attend to present his response to the Task Group's recommendations, which is circulated herewith.

- (2) **Area Boards**

To receive the Area Boards Evaluation report prepared for the IE on 3 May by the Director, Community Leadership and Support (to follow). The Deputy Leader and IE Lead Member for Community Support (John Thomson) along with officers will attend to respond to any questions.

- (3) **Customer Access Task Group**

The Customer Access Task Group's final report was agreed by the Board on 27 February. The IE Lead Member for Customer Access (Mark Baker) will attend to present his response to the Task Group's recommendations (circulated herewith).

- (4) **Communications and Critical Path**

The Assistant Director, LGR will present a report on the harmonisation of staff terms and conditions (circulated herewith) as requested in the final report of the task group agreed at the last meeting.

The report also picks up the Board's previous request for information on spend against the severance budget and provides the latest figures on staff appointments.

**(5) Change Management and ICT**

The Change Management Task Group met on 28 April to receive updates on the Business Management Programme/Shared Services and ICT.

BMP/Shared Services

The Business Management Programme was successfully launched, and staff were paid on 25 April using the new system. Officers embraced SAP positively and the system ran as configured and blueprinted. The Transformation Team ensured that this message was delivered across the organisation. Training and workshops were available to help staff make the transition to using SAP, some of whom had been using their old processes for twenty years. The Task Group congratulated the officers for successfully delivering the project.

ICT

As requested by the Board, the Task Group discussed the forthcoming departure of the Service Director for ICT & Procurement and any potential risks that may emerge as a result. The Members were satisfied that the Director of Resources was managing the situation effectively and the Director agreed to attend the 8 May meeting of JOSTB to provide an update on the proposals to replace Tim Gregory which involves a sharing of the responsibilities among some of the existing Resources service directors.

The key ICT risk discussed at the meeting related to the Code of Connection, which is a security regime determined by the Department for Work and Pensions. The deadline for installation was 1 August which was recognised as being extremely tight.

Day One had gone smoothly with the only issue raised relating to staff and Members using two e-mail addresses. Communication was being sent to those affected to enable them to access both e-mail addresses.

**(6) Budget Task Group**

The final report of the Task Group is circulated herewith. 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.

**(7) Electoral/Democratic Services Task Group update**

To receive an update from the Lead Member of the Electoral/Democratic Services Task Group (Jonathan Seed) following their recent discussion on the Member/Officer Protocol, the latest version of which will follow.

The Director, Legal and Democratic Services will attend to answer any questions. The Protocol will be taken to the IE on 13 May.

**6. Services and Working Relationships with Parish Councils**

To receive a verbal report from the Monitoring Officer and Director of Legal and Democratic Services regarding future arrangements for services and working relationships with Parish Councils as requested at the last meeting.

**7. Appointments to Outside Bodies**

To receive a report prepared for the IE on 13 May by the Head of Democratic and Members Services (to follow).

This is partly in response to the discussion at the last meeting regarding the implications of the Council's withdrawal from the LGA.

**8. Overview and Scrutiny Transition Board – Legacy Report**

To consider the report of the Scrutiny Manager setting out activities covered during transition and recommendations for continuing topics for the new Council.

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| <b>Items for Information</b> |
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**9. Implementation Executive Minutes**

To receive the minutes of the meeting of the IE held on 22 April circulated herewith.

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

**10. Outline Work Programme**

To receive the attached Outline Work Programme of the Implementation Executive