



IMPLEMENTATION EXECUTIVE

Minutes of the meeting held on 15 April 2008

In Attendance

Wiltshire County Council

Mrs Jane Scott – Leader – in the Chair
Mr Mark Baker
Mrs NS Bryant
Miss Fleur de Rhe Philipe
Mrs Mary Douglas
Mr John Noeken
Mr Toby Sturgis
Mrs Bridget Wayman

Kennet District Council

Mr Lionel Grundy – Leader
Mr Jerry Willmott – Deputy Leader

North Wiltshire District Council

Mr Dick Tonge - Leader
Mrs Allison Bucknell – Deputy Leader

Salisbury District Council

Mr Steven Fear – Deputy Leader

West Wiltshire District Council

Mr Tony Philips – Deputy Leader
Mr Rod Eaton

Also in attendance: Mr P Clegg, Mr A Molland, Mr JB Osborn.

17. Apologies

Apologies were received from Mr Thomson and Mr Sample.

18. Minutes of Last Meeting

The minutes of the last meeting held on 19 March 2008 were confirmed and signed as a correct record.

19. Membership Update

The Head of Democratic Services reported that the following nominations for membership of the Implementation Executive had been received:-

Mr Tonge and Mrs Bucknell – North Wiltshire District Council
Mr Sample and Mr Fear – Salisbury District Council

20. Leader's Announcements

The Leader circulated a letter from the Secretary of State dated 31 March which outlined the responsibilities of the Implementation Executive in delivering the new unitary authority and the relationship of Government with the IE during the implementation period.

21. Members' Interests

No interests were declared.

22. Public Participation

None

23. Towards One Council – Progress Report

The Implementation Executive considered the report of the Programme Director which outlined the main activity that had occurred since the last meeting and which appended the following documents:-

- A high level transition plan
- An updated Communication Strategy
- A programme risk register

The Leader referred to an update report which had been prepared for the Parish and Town Council "Meet and Greet" sessions. This summarised the current thinking on community area boards and community area partnerships. The Leader asked that a copy be circulated to all District and County Councillors as soon as possible.

Resolved:

To note the progress report.

24. Boundary Review – Draft Submission

The Implementation Executive considered the report prepared for the special meeting of the County Council on 18 April 2008. This included:-

- A copy of the draft submission to the Boundary Committee
- Detailed proposals for the electoral arrangements for the majority of the County
- An update on ongoing work in the Salisbury and Chippenham areas.

Individual members commented on proposals for their District areas, as follows:-

- (a) Salisbury City – One member expressed a preference for Option 1A as it was based on boundaries established over the last 30-40 years. It reflected areas of community interest within the City and used the valleys to separate and identify the divisions. Option 2 did not reflect areas of community interest and Option 3 contained links between areas with little related community identity namely St Marks and Churchfields.
- (b) North Wiltshire – there was no agreement yet on the Chippenham area and a revised proposal was being prepared for submission to the Town Council meeting on 16 April.
- (c) West Wiltshire – there was some concern on the proposed names for divisions.
- (d) Kennet – had prepared their own submission which differed from the County Council's specifically in that it proposed 18 members for the district area where as the County submission proposed 17 members. Also it proposed a two member division.

On the draft submission members felt that the indicative decision making structure table set out in paragraph 2.7.1 of the report should include a minimum of 4 regulatory committees totalling 60 places.

The Leader confirmed that these views would be reported to the Council meeting on 18 April.

Resolved:

To report the views set out above to the special meeting of the Council.

Reason for proposal:

To inform the decision of the County Council.

25. Outline Work Programme

The Implementation Executive noted the outline work programme.

26. Amalgamation of Services

The Implementation Executive considered the report of the Solicitor to the Council and Monitoring Officer which asked for the approval of a framework for the amalgamation of key services to ensure readiness for the new authority on 1 April 2009.

Members outlined their concerns regarding the proposed framework and in particular of the residual responsibilities of maintaining and safeguarding services within the District Councils up until 1 April 2009. Members felt that there needed to be some political ownership of decisions to amalgamate services and therefore suggested the addition of the Leader of the District Council within the decision making process and that if agreement could not be reached the proposal would come before the Implementation Executive for approval.

Members also asked for some indication of the services likely to be considered for early amalgamation and the associated recruitment processes as well as outcomes from discussions with staff associations/trade unions on this proposal and any TUPE issues.

Resolved:

(a) To delegate to the Chief Executive and Leader of the County Council, in agreement with the Heads of Paid Service and Leaders of the District Councils:

- i. The power to establish single teams of staff employed by the County Council from among the staff of the five authorities.
- ii. To agree the detailed basis upon which staff will transfer, subject to the proviso that staff will be treated as if TUPE applies.

(b) To agree that the issue be brought to the Implementation Executive for approval in the event of agreement not being reached at (a) above.

(c) To delegate to the County Council Section 151 officer in consultation with the District Council S151 Officers the power to settle such financial arrangements as are necessary to give effect to such arrangements.

(d) To request that the Joint Implementation Team keep under review the agreed arrangements to ensure that the service requirements of district councils are properly met and discharged before 1 April 2009

Reason for proposal:

To seek a decision from the Implementation Executive to approve a framework for the amalgamation of key services to ensure readiness for the new authority on 1 April 2009.

27. Financial Update

The Implementation Executive considered the report of the Chief Financial Officer which, amongst other things, informed members of the work in hand to develop the Medium Term Financial Strategy and the costs of council tax equalisation.

Resolved:

To note progress on the areas shown in the report as summarised in paragraph 18 of the report.

Reason for proposal:

At this stage there are few proposals for decisions, but these will develop and be identified in due course.

28. The Structure and Organisation of the New Council

The Implementation Executive considered the second report of the Chief Executive on this issue.

The focus of the discussion related to the structure diagram set out in paragraph 15 of the report and in summary form were as follows:-

- The finance function should be given corporate director status with direct report to the Chief Executive and not be situated within another directorate with responsibility to another director;
- The location of Community Leadership within the Community directorate was questioned and the need to cascade the importance of community governance through the organisation was emphasised;
- There should be a clear and direct line of reporting from the Head of Performance and Risk to the Chief Executive, possibly within the Policy and Communications team;
- It is not clear whether the structure has been prepared from a customer perspective.
- The bringing together of related resource issues within the Resources Directorate is a sound idea.

The Chairman of the Joint Overview and Scrutiny Transition Board reported that the Board had considered the Chief Executive's original report on this matter and would be considering the second report. From a personal perspective he favoured linking Performance and Risk with Policy and

Communications and questioned why there was no deputy Chief Executive post within the structure.

The Leader asked that these detailed comments be reported to the meeting of the Cabinet on 22 April when it would consider this matter.

Resolved:

To agree that the above mentioned views be reported to the County Council's Cabinet.

Reason for proposal:

Following the Implementation Executive's consideration of an initial report on this subject, the present report describes the organisational structure which is recommended for the new council. The report also considers the point raised by members of the Executive about 'silos'; assesses the implications for costs and savings; and describes the next steps. The views of the Implementation Executive will be reported to the County Council's Cabinet on 22 April.

29. Recruitment Process

The Implementation Executive considered the report of the Head of Transition HR on the recruitment process for making appointments to the top two tiers of the organisation.

The Leader reported that guidance from the Minister in the form of draft regulations was expected soon and the County Council had also sought Counsel's opinion on the appointments process to ensure that it was acting correctly.

On this basis members agreed to defer the matter to await this further information.

Members also asked for further work to be undertaken on the comparability of district and county posts and that this work should feed into the further report for the next meeting.

Resolved:

To defer consideration of this matter to the next meeting to await draft regulations from the Minister and Counsel's opinion.

The meeting closed at 6pm.