

# AGENDA

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**Event:** OVERVIEW & SCRUTINY TRANSITION BOARD  
**Place:** Browfort, Devizes  
**Room:** Council Chamber  
**Date:** Monday 20 April 2009  
**Time:** 10.30 am

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

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

## 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 – 27 March 2009**

Copy circulated herewith.

**3. Chairman's Announcements**

<b>Items for Consideration</b>
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**4. Task Groups**

To receive progress reports as follows:

**(1) Communications and Critical Path**

The Critical Path Task Group presented its final report at the previous meeting.

- i. To receive a presentation on the first weeks of Wiltshire Council from the Head of the Programme Office and the Media Relations Manager.
- ii. A report has been requested from the Assistant Director LGR on the harmonisation of staff terms and conditions and will be available for the 8 May meeting.

**(2) Housing**

The Housing Task Group presented its final report at the previous meeting. A formal response to the recommendations has been sought from the IE Lead Member and Service Director and will be reported to the 8 May meeting.

**(3) Change Management and ICT**

Mr Humphries will provide a verbal update at the meeting.

Dialogue continues between the Chairman of the Change Management Task Group, Mr Humphries and the Service Director for ICT and Procurement. Mr Humphries will be pursuing the issue about the need for councillors to have a Certificate to hold case work on their computers. The level of ICT support for unitary members has been drafted but ultimately this will be determined by the new council and the feeling from the work undertaken is that this would be appropriate for further detailed scrutiny to include e-mail management

(4) **Waste**

The Waste Task Group presented its final report at the previous meeting. A formal response to the recommendations has been sought from the IE Lead Member and Service Director and will follow.

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

- i. To receive the Executive's response to the Final Report's recommendation (to follow).
- ii. To note that the Area Boards Project Evaluation report has been deferred to the IE's meeting on 13 May.
- iii. To note that the Statement of Community Involvement has been deferred to the IE's meeting on 13 May.

**5. Planning Code of Good Practice for Members of Wiltshire Council**

To receive the final version of the Code, and a report from the Service Director, Development prepared for a meeting of the IE on 7 April (circulated herewith).

In considering the Code the IE agreed that the text for Site Visits in the Code be as set out by the Constitution Focus Report (see paragraph 4 of the report). They also agreed that paragraphs 9.5 and 11 of the Code be reviewed at the end of the interim period. Finally, they agreed to delegate authority to the Service Director, Development to prepare a protocol for site visits as an appendix to the Code of Good Practice. This should include the stipulation that cases where site visits have been undertaken should be the first item on the Agenda of the following Planning Committee meeting where the final decision is made (see minutes of the IE's 7 April meeting, item 9).

The Board is asked to note the decision of the IE in response to the recommendations of the Board in respect of site visits.

**6. Member/Officer Protocol**

The Board at its last meeting asked the Electoral/Democratic Services Task Group to meet with the Service Director for Legal and Democratic Services to review the Member/Officer Protocol and report back to its April 20 meeting. Members will recall that this decision was taken as the protocol was not sufficiently advanced to be considered by the Board in March, as originally requested.

The Task Group meeting is organised for April 16 and the lead member - Mr Jonathon Seed will update the Board on the key issues to emerge from the exercise.

**7. New Council Constitution – Overview and Scrutiny**

The Scrutiny Manager to provide a verbal update on the Overview and Scrutiny Articles and Procedure Rules in the New Council Constitution.

This follows the comments made at the last meeting and the recent approval given by the Chairman and Vice-Chairman of the final version.

<b>Items for Information</b>
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**8. Application of the Appointments Procedure**

To receive the latest position on the Appointments Procedure (circulated herewith).

**9. Implementation Executive Minutes**

To receive the minutes of the special meeting of the IE held on 30 March-circulated herewith. The minutes of the IE meeting held on 7 April will be circulated prior to the meeting.

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

**10. 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

**11. Next ordinary meeting – 10.30am , Friday 8 May 2009 at Browfort, Devizes**