

AGENDA

Meeting: Overview and Scrutiny Management Committee
Place: The Kennet Room - County Hall, Trowbridge BA14 8JN
Date: Tuesday 20 November 2018
Time: 10.30 am

A pre-meeting briefing on Systems Thinking will take place for the Committee from 09.30am.

Please direct any enquiries on this Agenda to Kieran Elliott, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line (01225) 718504 or email kieran.elliott@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225) 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

Membership:

Cllr Chuck Berry	Cllr Ruth Hopkinson
Cllr Christine Crisp	Cllr Jon Hubbard
Cllr Matthew Dean	Cllr Gordon King
Cllr Stewart Dobson	Cllr Pip Ridout
Cllr Mary Douglas	Cllr John Walsh
Cllr Howard Greenman	Cllr Stuart Wheeler
Cllr David Halik	Cllr Graham Wright (Chairman)
Cllr Alan Hill (Vice-Chairman)	

Substitutes:

Cllr Clare Cape	Cllr Gavin Grant
Cllr Ernie Clark	Cllr George Jeans
Cllr Anna Cuthbert	Cllr David Jenkins
Cllr Brian Dalton	Cllr Ricky Rogers
Cllr Christopher Devine	Cllr Roy While
Cllr Peter Fuller	

Recording and Broadcasting Information

Wiltshire Council may record this meeting for live and/or subsequent broadcast on the Council's website at <http://www.wiltshire.public-i.tv>. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and/or training purposes.

The meeting may also be recorded by the press or members of the public.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, its Cabinet or committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request. Our privacy policy can be found [here](#).

Parking

To find car parks by area follow [this link](#). The three Wiltshire Council Hubs where most meetings will be held are as follows:

County Hall, Trowbridge
Bourne Hill, Salisbury
Monkton Park, Chippenham

County Hall and Monkton Park have some limited visitor parking. Please note for meetings at County Hall you will need to log your car's registration details upon your arrival in reception using the tablet provided. If you may be attending a meeting for more than 2 hours, please provide your registration details to the Democratic Services Officer, who will arrange for your stay to be extended.

Public Participation

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

AGENDA

PART I

Items to be considered when the meeting is open to the public

1 **Apologies**

To receive details of any apologies or substitutions for the meeting.

2 **Minutes of the Previous Meeting** (*Pages 5 - 10*)

To approve and sign the minutes of the meeting held on 18 September 2018.

3 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

4 **Chairman's Announcements**

To receive any announcements through the Chair.

5 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm on 13 November 2018 in order to be guaranteed of a written response. In order to receive a verbal response questions must be submitted no later than 5pm on 15 November 2018. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

6 **Corporate Peer Challenge Update**

To receive an update on progress with implementation of the action plan received by the Committee on [20 March 2018](#). A report will be to follow.

7 **Management Committee Task Groups** (*Pages 11 - 18*)

To receive a report on Management Committee Task Group activity.

8 **Forward Work Programme** (*Pages 19 - 44*)

To consider the draft Forward Work Programme, and to receive updates from the Chairmen and Vice-Chairmen of the Select Committees in respect of the topics under scrutiny in their areas, including any recommendations for endorsement by the Management Committee.

9 **Outcomes from the Overview and Scrutiny Councillor Workshop** (*Pages 45 - 48*)

To report the main discussion points and outcomes from this workshop held on 10 October 2018 as part of the OS learning and development programme.

10 **Date of Next Meeting**

The dates of future meetings are as follows:

22 January 2019

31 January 2019 – Budget Scrutiny

12 February 2019 – Amendments to Budget Scrutiny

11 **Urgent Items**

Any other items of business which the Chairman agrees to consider as a matter of urgency.

PART II

Items during consideration of which it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed.

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 18 SEPTEMBER 2018 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Chuck Berry, Cllr Matthew Dean, Cllr Mary Douglas, Cllr David Halik, Cllr Alan Hill (Vice-Chairman), Cllr Ruth Hopkinson, Cllr Gordon King, Cllr Pip Ridout, Cllr John Walsh, Cllr Stuart Wheeler, Cllr Graham Wright (Chairman) and Cllr Roy While (Substitute)

Also Present:

Cllr George Jeans, Cllr Ian Blair-Pilling, Cllr Tom Rounds, Cllr Baroness Scott of Bybrook OBE, Cllr John Thomson, Cllr Bridget Wayman, Cllr Philip Whitehead, Cllr Robert Yuill, Cllr Richard Britton, Cllr Richard Clewer and Cllr Tony Jackson

55 Apologies

Apologies were received from Councillors Christine Crisp, Stewart Dobson, Howard Greenman and Jon Hubbard. Councillor Dobson was substituted by Councillor Roy While.

It was also noted during the meeting that following Council on 10 July 2018 Councillor Mary Douglas has been added to the Committee in place of Councillor Jacqui Lay.

56 Minutes of the Previous Meeting

The minutes of the meeting held on 5 June 2018 were presented for consideration and it was,

Resolved:

To approve and sign as a true and correct record.

57 Declarations of Interest

There were no declarations.

58 Chairman's Announcements

Through the Chair there as a reminder of the Overview and Scrutiny Learning and Development Event, scheduled for 1300 on 10 October 2018. The theme of the event would be how to ensure effective overview and scrutiny meetings.

59 **Public Participation**

No questions were submitted.

A statement was received from Mr Stephen Eades, Wiltshire Friends of the Earth, requesting removal as an option of incineration as a strategic option in the revised Waste Management Strategy.

In discussing the FWP at Minute 60 the Chairman of the Environment Select Committee noted his committee had discussed the issues previously and many were in relation to national government and Environment Agency concerns, and that the committee had considered the draft Waste Management Strategy. The Cabinet Member for Highways, Transport and Waste also provided comment in response to queries from the Committee regarding the issuing of permits by the Environment Agency.

60 **Forward Work Programme**

The Forward Work Programmes as detailed in the agenda pack were considered.

Additional points raised but were not limited to the intention to set up a task group on elective home education, updates on apprenticeship growth targets and timeliness of permanent arrangements for Looked After Children. It was also requested wherever possible that meetings of the Children's Select Committee not take place in the first week of the school year as this was problematic for young people representatives.

Other points noted included a councillor appointment to the Traveller Reference Group, work looking at integrating transport arrangements for example regarding Special Educational Needs, and that the majority of waste contract task group proposals had been accepted by the Environment Committee.

Finally, it was stated there had been positive responses to the Health Select Committee rapid scrutiny exercise on NHS health checks, scorecards would be received quarterly on implementation of the adult social care transformation programme, and there was a proposed task group relating to the operation of health and wellbeing groups to identify best practice.

Resolved:

- 1. To thank Mr Stephen Eades for attending the meeting and speaking under the Public Participation item on the council's draft Waste Strategy.**
- 2. To approve the Overview and Scrutiny forward work programme.**

61 **Executive Response to the Final Report of the Planning Committee System Task Group**

At its meeting on 5 June 2018 the Committee received a report from the Planning Committee System Task Group, and endorsed most of the recommendations of the Task Group as noted in the minutes for the meeting. The Cabinet Member for Spatial Planning, Development Management and Property, Councillor Toby Sturgis, had verbally indicated his responses to the various recommendations at the meeting on 5 June 2018.

A written report was therefore provided confirming the executive response from the Cabinet Member.

Resolved:

To note the executive response to the Final Report of the Planning Committee System Task Group.

62 **Task Group and Programme Board representative update**

Reports and updates were provided by the Task Groups to the Management Committee as detailed in the agenda pack and supplements.

Additional points raised included queries relating to the Military Civilian Integration Partnership Task Group regarding areas of focus for surveying successful cooperation with the military, details on financial impacts of the army basing changes, usage of joint community facilities and staff supporting the programme.

There were also queries relating to the Wiltshire Online programme, details on levels of coverage, past funding, the impact of Brexit on state aid law and work to ensure no double funding would occur as a result of BT pushing hard to meet a government target for provision.

At the conclusion of discussion, it was,

Resolved:

- 1. To note the update on OS task group and programme board representative activity provided.**
- 2. To add Cllrs Britton and Grant to the membership of the Financial Planning Task Group.**
- 3. To remove Cllr Blair-Pilling from the MCIP Task Group as he is now an Executive member.**
- 4. To endorse the Digital Strategy and Implementation Task Group's amended Terms of Reference as set out in the report.**

63 **Review of OS Councillor Remuneration Allocation Scheme**

Since the creation of Wiltshire Council the Members' Allowances Scheme has included a fund specifically to remunerate councillors for work on scrutiny activities. The methodology for apportioning the fund had been altered several times following recommendation of an Independent Remuneration Panel, and current sets out that the Management Committee would be responsible for allocating the fund in accordance with a scheme to be approved annually. The existing scheme sets out fund amounts for vice-chairmanship, and chairmanship of task groups and was approved for the previous financial year on 5 June 2018.

The Committee request a review of the scheme and the Chairman and Vice-Chairman therefore presented a report setting out options for the scheme including no change, and three alternative methods for allocating the scrutiny fund. These included allocating shared based on the number of meetings an activity included, putting a minimum number of meetings before taking on a role such as Chairman of a Task Group qualified for a level of remuneration, and a method wherein shares were allocated based on number of meetings undertaken for a task group, but with a cap on the total amount.

The Committee discussed the options detailed, and some concerns were raised that a share based on numbers of meetings held could encourage needless meetings, although the presence of a cap was considered by others to prevent this. At the end of discussion, it was,

Resolved:

To adopt Option D (see Appendix A to the report) from the 2018-19 municipal years onwards as the method of allocating the £15,000 Overview and Scrutiny (OS) fund to better reflect the varying demands of leading different OS activities

64 **Date of Next Meeting**

The date of the next meeting was confirmed as 20 November 2018. It was agreed that a briefing for councillors would be held from 0930 in advance of the meeting start at 1030.

65 **Urgent Items**

As detailed in Agenda Supplement 1 the government was drafting new statutory guidance on overview and scrutiny in local government. The Committee had previously responded to the government consultation in March 2018.

The Centre for Public Scrutiny and Association of Democratic Services Officers were requesting feedback on what new government guidance should contain, and had provided a series of questions to councils. A proposed response was detailed in the report, and following discussion it was,

Resolved:

- 1)To note that Central Government will be publishing revised Statutory Guidance on OS in Local Government by the end of 2018.**
- 2)To receive the new Statutory Guidance once published.**
- 3)To approve the proposed Wiltshire Council response to a call for evidence from CfPS and ADSO, which are drafting sections of the new guidance.**

(Duration of meeting: 10.30 am - 12.05 pm)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services, direct line (01225) 718504, e-mail kieran.elliott@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115

Wiltshire Council

Overview and Scrutiny Management Committee

20 November 2018

Task Group Update

1. Digital Strategy and Implementation Task Group

Membership

Cllr Howard Greenman
Cllr Jon Hubbard (Chairman)
Cllr Bob Jones OBE
Cllr Stuart Wheeler
Cllr Gordon King

Terms of Reference:

1. Explore their options of the Microsoft Exercise and look at learning from other councils on how to potentially use those solutions
2. Look at the list of projects and how things become projects - explore how these can be better vetted in future to ensure project meet best needs
3. Look at audit of existing software and how much we are/are not duplicating systems and costs
4. How we interface between service users/residents and the council and its digital systems

Recent Activity

The task group did not meet as originally planned on 11 September, as the draft paper on the corporate list for ICT's prioritisation projects was not yet available.

The task group are now due to meet on 13 November and will be discussing the above paper, as well as the progress of the Microsoft Navigator Programme. A verbal update will be provided.

Further information on the task group's work to date can be found in their [interim report](#), which was received by Committee on 18 September 2018.

2. Financial Planning Task Group

Membership

Cllr George Jeans
Cllr Pip Ridout
Cllr Ian Thorn (Chairman)
Cllr Stuart Wheeler
Cllr Roy While
Cllr Richard Britton
Cllr Gavin Grant

Terms of Reference:

1. To understand and review the Medium Term Financial Strategy (4 year financial model)
2. To understand and review the approach and robustness of the financial planning regime within the Council
3. To understand and help develop the approach to the annual budget setting cycle
4. To review the specific contribution of overview and scrutiny in the annual budget setting cycle with a focus on outcomes
5. To undertake periodic budget monitoring including reviews of key midyear trends and developments and to ensure that these are taken into account when updating the Financial Plan
6. To work under the direction and guidance of the Management Committee and report regularly to the Cabinet Member, Management Committee and select committees (as appropriate) on its work and findings and to make any necessary referrals

Recent activity

The task group last met on 19 September 2018 and considered the following:

Revenue and capital quarterly budget monitoring reports

- Some of the projected savings currently RAG-rated as red will still be implemented and deliver savings. However, they will not be achieved in full during this year financial year.
- Some inaccuracies in the adult social care base budget have been identified and these are now putting pressure on the agreed savings for 2018/19.
- The Salisbury and Amesbury incidents have had an indirect impact on delivering some of the expected savings for the financial year.
- The task group may focus on what is an appropriate level of reserves in the future. Although the council's general fund reserves are approximately £12M there are a large total of further 'ear-marked' reserves that are being reviewed.
- The council is reviewing the capital programme across the board in order to reduce pressure on the revenue budget. The objective is to fund future capital investments from capital receipts and grants etc, rather than from borrowing.

Budget Scrutiny Development

- The Cabinet Member would like to move toward a process of continuous rather than annual budgeting. This would not require a significant cultural shift as officers are operating in this way already.
- An annual process also focuses pressure on budget holders at only one point in the year, causing delays in delivering savings.
- Consultations on next year's budget will begin earlier this year so identified savings can be implemented more promptly. Contingencies against each saving will also be agreed at the time of budget agreement.
- It was subsequently agreed that the Financial Planning Task Group will hold a series of thematic meetings in the Autumn/Winter looking at budget priority areas. Relevant select committee chairmen and vice-chairmen will be invited. These are currently being arranged.

Salisbury Museum – Request for Support

- The Cabinet Member clarified that the council's proposed £500k commitment was a backstop position in order to secure the necessary grant funding from Heritage Lottery Fund. The museum's fundraising history suggests they can deliver the necessary income without the need for support from the council.
- Cabinet subsequently approved the proposal at its September meeting.

Commercial actions update

- The Cabinet Member advised that details of specific commercial opportunities will be brought to the task group by the end of the year.

4. Military and Civilian Integration Partnership Task Group

Membership

Cllr Richard Britton (chairman)
Cllr Gordon King
Cllr Mollie Groom
Cllr Alan Hill
Cllr Tony Jackson
Cllr Graham Wright

Terms of Reference

1. To identify any risks and opportunities presented by the MCIP that are relevant to Wiltshire Council services and priorities, focusing on the following themes:
 - Housing
 - Health
 - Infrastructure
 - Budget
 - Schools
 - Employment (leavers and dependents)

2. To make workable recommendations on how any identified risks could be mitigated and opportunities exploited to support delivery of the MCIP and of relevant priorities within the Council's Business Plan.

Recent activity

The MCIP task Group met in late September.

The task group finalised the purpose, tone and detail of the questionnaire designed to understand the extent and success of military/civilian integration at a community level. The questionnaire is now with area boards and town and parish councils. Replies are expected by the end of November.

The group also identified a series of outstanding concerns, from its previous work. The Chairman has shared these with the responsible corporate director.

A new Programme Manager for MCI has been appointed and the task group will aim to interview the post holder at their next meeting.

4. Swindon and Wiltshire Local Enterprise Partnership (LEP) Task Group

Membership

Wiltshire Councillors:

Cllr Trevor Carbin
Cllr Christine Crisp
Cllr Alan Hill (Chairman)
Cllr Nick Murry

Swindon Borough Councillors:

Cllr Maureen Penny
Cllr Des Moffatt
Cllr Chris Watts
Cllr Rahul Tarar

Terms of Reference

1. Develop an overview and scrutiny framework and operational protocols which meet the requirements of democratic accountability for the use of public funds by a partnership body which is led by the business community under a mandate from the Secretary of State for Business, Innovation and Skills.
2. Whilst developing the framework, the Task Group will carry out trial activities to scrutinise the outcomes and work of the SWLEP. In fulfilling this role the task group will:

- a) Perform all overview and scrutiny functions on behalf of both Councils in respect of the SWLEP and JSEC
- b) Appoint such sub-groups as it consider appropriate to fulfil those functions.
- c) Review and/or scrutinise decisions made or actions taken in connection with the discharge or any of the SWLEP and JSEC functions.
- d) Make reports and recommendations to the Councils relevant partner in connection with the discharge of any functions.
- e) Approve a forward work programme, including the programme of any sub-groups it appoints so as to ensure that the Task Group and sub-groups' time is effectively and efficiently utilised.
- f) Foster and encourage an inclusive, structured, non-partisan and non-adversarial approach to overview and scrutiny which is reliant on evidence rather than anecdote.

Recent activity

The task group last met on Tuesday 2nd October in Monkton Park. Members were updated on the outcomes from the latest SWLEP Board meetings, this included the future incorporation process for the SWLEP which is due to complete by April 2019.

A report was received by members which detailed the initial work of the Better Business for All partnership scheme. The broad aim of the scheme is to provide support for current and new businesses to help them comply with regulations. Initial uptake of the scheme from businesses has been low and a revised method for advertising the scheme was due to be undertaken.

The main part of the meeting was dedicated to continuing the work on the Chippenham Station Hub project. The overall vision for the project was discussed along with what the status of the project was anticipated to be at the 2021 deadline for local government funding spend. The task group is working towards an evaluation of the project process and will receive information on the project spend at their next meeting in December.

5. Third Party Advertising Policy Task Group

Membership

Cllr Stuart Wheeler (Chairman)
Cllr Alan Hill
Cllr George Jeans
Cllr Nick Murry
Cllr Graham Wright

Terms of Reference

1. To support the development of the council's Third Party Advertising Policy, by considering,
 - Legal and commercial issues

- The ethos, values and reputation of the council
- Supporting local businesses and economic development
- Opportunities for income generation

2. To submit findings and recommendations to the Cabinet Member prior to the Policy's consideration by Cabinet in 2018.

Recent activity

Committee endorsed the Task Group's final report in March 2018, including a recommendation that the Task Group reconvene after six months to receive an update on implementation of the council's Advertising and Sponsorship Policy.

On 7 November the Committee's chairman and vice-chairman received a verbal update on progress from the Cabinet Member for Communications, Communities, Leisure and Libraries and the Director for Communities and Communications.

It was reported that following adoption of the Policy important implementation steps have been actioned;

- Clarity of the planning process and where permissions are required
- Submission of planning permissions for advertising opportunities; such as space external to City Hall in Salisbury
- Leasing space to third party in campuses and council hubs for occupancy and advertising
- Aligning expertise and resource to secure sponsorship funding to cover the cost for the following events and ensure no underwrite required by the council; total amount circa; £650,000
 - Wiltshire Business and Sports Dinner (14 March) – funding secured
 - OVO cycle tour series – Salisbury (23 May) – in negotiation
 - National Armed Forces Day 2019 - Salisbury (28-30 June) – initial launch 7 November – funding pledged as of 8 Nov circa £200K.

It is proposed that the Task Group reconvene for a full progress review in January 2019.

6. Public Consultations Task Group (proposed)

Membership

To be confirmed.

Terms of Reference (proposed)

1. To investigate,
 - a. The quantity and scope of council consultations and the level of response
 - b. How the council determines when, and when not, to consult the public on proposals or potential service changes

- c. How the council determines the best design and format for each consultation
 - d. The public's perception and experience of council consultations
2. To make constructive recommendations for improvement if appropriate.

Background

At its meeting on 9 October 2018 the Cabinet agreed a proposal to close Everleigh Household Recycling Centre (HRC). The proposal had been subject to public consultation, with the results showing a large proportion of respondents being in favour of retaining the facility. At the meeting Cllr Graham Wright, Committee Chairman, questioned whether consultations should be undertaken in such cases when the final decision appears to be unaltered by the results.

Following this the Chairman and Vice-chairman of the Committee met with the Cabinet Member for Communications, Communities, Leisure and Libraries and the Director for Communities and Communications to discuss. It was agreed that a task group reviewing the council's approach to consulting the public could add value and that it would be proposed to Committee with the terms of reference set out above.

7. Communications with Councillors Task Group (proposed)

Membership

To be confirmed.

Terms of Reference (proposed)

1. To review Wiltshire councillors' experience and expectation of internal communications from the council across its service areas.
2. To contribute to the work already underway to develop a new online information portal for Wiltshire councillors.
3. To make recommendations to ensure that the communications received by Wiltshire councillors take into account their expectations to assist them in undertaking their role as effectively as possible.

Background

A scrutiny review of the council's internal communications with its elected members was originally discussed with the Cabinet Member and Director in 2017. A further discussion was held on 7 November 2018 and it was agreed that a task group with the terms of reference set out above would add value.

In particular, a new online information portal for councillors is already being created, with the existing intranet site having been in place since the council was formed in

2009. The task group can make a contribution to the design of the new portal and also to ensuring that councillors always receive the information they need to undertake their role as community representatives. This would include consideration of the quantity, clarity and format of the information provided and how effectively the organisation engages with councillors on county-wide and division-based issues.

Proposal

- 1. To note the update on OS task group activity provided.**
- 2. To note that following discussion with the Cabinet Member for Finance the Annual Budget scrutiny process will commence earlier this year, with the Financial Planning Task Group holding a series of thematic meetings in Autumn/Winter. These will focus on budget priority areas, with the relevant select committee chairmen and vice-chairmen invited to attend and contribute.**
- 3. To note the update on the council's advertising and sponsorship activity provided and that the Third Party Advertising Policy Task Group will reconvene in January 2019 for a more detailed review of progress.**
- 4. To endorse the establishment of a Public Consultations Task Group with the terms of reference outlined within the report.**
- 5. To endorse the establishment of a Communications with Councillors Task Group with the terms of reference outlined within the report.**

Report authors:

Natalie Heritage, Senior Scrutiny Officer, T: 01225 718062, E:

Natalie.Heritage@wiltshire.gov.uk

Adam Brown, Senior Scrutiny Officer, T: 01225 718038, E:

adam.brown@wiltshire.gov.uk

Henry Powell, Scrutiny Lead, T: 01225 718052, E: henry.powell@wiltshire.gov.uk

Toby Eliot, Senior Corporate Support Manager

Overview and Scrutiny Management Select Forward Work Programme

Last updated 1 DECEMBER 2018

Overview and Scrutiny Management Committee – Current / Active Task Groups		
Task Group	Start Date	Final Report Expected
Financial Planning Task Group	October 2013	
Swindon and Wiltshire Joint LEP Task Group	March 2014	
MCIP Task Group	December 2014	
Planning Committee System Task Group		
Digital Strategy and Implementation Task Group		
Third Party Advertising Policy Task Group		

Overview and Scrutiny Management Select – Forward Work Programme			Last updated 1 DECEMBER 2018		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
22 Jan 2019	Task Group update	To receive an update on the work of the OS Management Committee's task groups.	Ian Gibbons	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Henry Powell
22 Jan 2019	Forward Work Programme	To consider the current Overview and Scrutiny forward work programme	Ian Gibbons	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Henry Powell
31 Jan 2019	Draft Council Financial Plan 2019/20	To consider the draft Financial Plan for 2019/20 including the comments of the Financial Planning Task Group.	Ian Gibbons		Henry Powell
12 Feb 2019	Opposition Amendments to Draft Financial Plan 2019/20	To consider any proposed amendments to the Council's Financial Plan 2019/20 put forward by Opposition Groups.	Ian Gibbons	Cabinet Member for Finance, Procurement, ICT and Operational Assets	
19 Mar 2019	Task Group update	To receive an update on task group activity.	Ian Gibbons		Henry Powell
19 Mar 2019	Forward Work Programme	To consider the current Overview and Scrutiny forward work programme	Ian Gibbons		Henry Powell

Overview and Scrutiny Management Select – Forward Work Programme			Last updated 1 DECEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer

This page is intentionally left blank

Children's Select Committee Forward Work Programme

Last updated 1 NOVEMBER 2018

Page 23

Children's Select Committee – Current / Active Task Groups		
Task Group	Start Date	Final Report Expected
Child and Adolescent Mental Health Services (CAMHS)	October 2017	January 2019
SEND School Provision	October 2017	TBC (Interim received June 2018)
Strategy and Support Programme for Disadvantaged Learners	TBC	TBC
Traded Services for Schools	December 2017	TBC

Children's Select Committee - Rapid Scrutiny		
Topic	Details	Date

Children's Select Committee – Forward Work Programme			Last updated 1 NOVEMBER 2018		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
15 Jan 2019	Nursery Places Update	To receive the annual update on nursery places.	Helean Hughes	Cabinet Member for Children, Education and Skills	
15 Jan 2019	School Ofsted Judgements	To receive a report detailing school Ofsted judgements since the last school term.	Helean Hughes	Cabinet Member for Children, Education and Skills	
5 Mar 2019	Family and Children's Transformation (FACT) Update	To receive an update on the progression of Family and Children's Transformation (FACT).	Lucy Townsend (Director - Family and Children's Services)	Cabinet Member for Children, Education and Skills	
5 Mar 2019	Elective Home Education and Children not in Education Dataset	To begin receiving the new Elective Home Education and Children not in Education dataset annually.	Helean Hughes	Cabinet Member for Children, Education and Skills	
5 Mar 2019	Educational Outcomes for Disadvantaged Learners	To provide an overview of the attainment and progress of pupils eligible for the pupil premium in Wiltshire compared with similar outcomes in England, the south west and local authority statistical neighbours. The report will include an outline of the activity carried out to improve outcomes across the County.	Helean Hughes	Cabinet Member for Children, Education and Skills	Jayne Hartnell

Children's Select Committee – Forward Work Programme			Last updated 1 NOVEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
5 Mar 2019	School Ofsted Judgements	To receive a report detailing school Ofsted judgements since the last school term.	Helean Hughes	Cabinet Member for Children, Education and Skills	
16 Jul 2019	Performance & Outcomes for Families & Children's Services	To receive an overview of the performance and outcomes of children's social care.	Lucy Townsend (Director - Family and Children's Services)	Cabinet Member for Children, Education and Skills	Lynda Cox
16 Jul 2019	Wiltshire Council Apprenticeship Growth Target	To receive details on Wiltshire Council's submission to central government on how we are fulfilling our apprenticeship target.		Cabinet Member for Children, Education and Skills	Joanne Pitt

Environment Select Committee Forward Work Programme

Last updated 12 NOVEMBER 2018

Task Group	Start Date	Final Report Expected
Waste Contracts Task Group	February 2018	January 2019
Homelessness Strategy Task Group	December 2018	July 2019

Environment Select Committee – Forward Work Programme			Last updated 9 NOVEMBER 2018		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
8 Jan 2019	Traveller Reference Group	As resolved at 6 November 2018 meeting, the Committee to receive additional information regarding a breakdown of the numbers of Gypsies and Travellers residing on specific sites, e.g. Council-owned and private sites.	Tracy Daszkiewicz (Director - Public Health and Protection)	Cabinet Member for Spatial Planning, Development Management and Property	Steve Maddern
8 Jan 2019	Ragwort	As resolved at 4 September 2018 meeting, the Committee to receive a brief update on the Council's policies surrounding ragwort	Tracy Daszkiewicz (Director - Public Health and Protection)	Cabinet Member for Adult Social Care, Public Health and Public Protection	Natalie Heritage, John Carter
8 Jan 2019	Resident Engagement Plan	For the Committee to receive an annual update, in the form of a report.	Simon Hendey (Director - Housing and Commercial)	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Ian Seeckts, Nicole Smith
8 Jan 2019	Wiltshire Council's Housing Board Annual Report	For Committee to receive the annual report from the Housing Board, ahead of Cabinet's consideration.	Simon Hendey (Director - Housing and Commercial)	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Ian Seeckts

Environment Select Committee – Forward Work Programme			Last updated 9 NOVEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
8 Jan 2019	Waste Contracts Task Group: Final Report	For the Committee to consider the final report of the Waste Contracts Task Group	Tracy Carter	Cabinet Member for Highways, Transport and Waste	Natalie Heritage
8 Jan 2019	Salisbury Recovery	As resolved at 6 November 2018 meeting, the Committee to receive a PowerPoint presentation on the progress of the Salisbury recovery operation and how the £9m funding from Government has been allocated.	Robin Townsend	Cabinet Economic Development and Salisbury Recovery	Kartar Singh
12 Mar 2019	HIAMS: Streetworks	As resolved at 13 March ESC following the consideration of a report on 'Streetworks and Utilities Management', the Chairman to raise with the Committee from March 2019 whether they would wish to review how HIAMS has impacted on streetworks and, if so, information on such an item to be brought to Committee.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley

Environment Select Committee – Forward Work Programme			Last updated 9 NOVEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
12 Mar 2019	Key Performance Indicators - Streetscene	As resolved at 6 November 2018 meeting, Key Performance Indicators (KPIs) being developed for the proposed streetscene contract to be considered by the Committee, when they have been developed fully.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley
12 Mar 2019	Public Transport Review Update	As resolved at 6 November 2018 meeting, the Committee to receive a further briefing note when the advice / clarification has been made available on the outcome of the Section 19 and 22 consultation regarding Community Transport permits.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Jason Salter
12 Mar 2019	Killed and Seriously Injured Incidences	As resolved at 6 November 2018 meeting, the Cabinet Member for Highways, Transport and Waste to return to Committee with information on whether the rate of Killed and Seriously Injured incidences has reduced, or whether vehicles have become safer, which has led to the reduction as noted in November's report.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Allan Creedy

Environment Select Committee – Forward Work Programme			Last updated 9 NOVEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
12 Mar 2019	Air Quality Strategy	As resolved at 6 November 2018 meeting, the Committee to consider the Council's 'Air Quality Strategy' ahead of Cabinet's consideration	Tracy Daszkiewicz (Director - Public Health and Protection)	Cabinet Member for Adult Social Care, Public Health and Public Protection	John Carter
12 Mar 2019	Executive Response to the Waste Contracts Task Group	For the Cabinet Member for Highways, Transport and Waste to formally respond to the recommendations put forward by the Waste Contracts Task Group	Tracy Carter	Cabinet Member for Highways, Transport and Waste	Natalie Heritage
12 Mar 2019	Plastic Waste Management	As resolved at 26 June 2018 ESC, the Committee to reconsider potential scrutiny of the Council's plastic waste policy.	Tracy Carter	Cabinet Member for Highways, Transport and Waste	
12 Mar 2019	ECO Board - Annual Update	As resolved at 26 June 2018 ESC, the Committee to receive an annual update from the ECO Board on their progress and future plans going forward	Tim Martienssen	Cabinet Member for Spatial Planning, Development Management and Property	

Environment Select Committee – Forward Work Programme			Last updated 9 NOVEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
12 Mar 2019	Waste Management Strategy	At resolved at 26 June 2018 meeting, Cllrs Oldrieve and Jones to update the Committee on the 6-month progress report of the Strategy, following their meeting with the Director for Waste and Environment, the Cabinet Member for Highways, Transport and Waste and the Environment Select Committee Chairman.	Tracy Carter	Cabinet Member for Highways, Transport and Waste	
Not before 2nd Sep 2019	Highways Consultancy Contract	As resolved at 21 Nov 2017 ESC, for the Committee to receive a further update on the Highways Consultancy contract and the procurement process	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley
3 Sep 2019	Highways Annual Review of Service	As resolved at 6 November 2018 meeting, the Committee to continue to receive an annual update on the review of the highway service.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley

Health Select Committee Forward Work Programme

Last updated 8 NOVEMBER 2018

Health Select Committee – Current / Active Task Groups			
Task Group	Details of Task Group	Start Date	Final Report Expected
Child and Adolescent Mental Health Services (CAMHS)			
N/A			

Health Select Committee – Forward Work Programme			Last updated 8 NOVEMBER 2018		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
18 Dec 2018	Adult Social Care - Quarterly scorecard	To receive quarterly performance scorecards.	Tracy Daszkiewicz (Director - Public Health and Protection)	Cabinet Member for Adult Social Care, Public Health and Public Protection	
18 Dec 2018	CQC - action plan update	Following decision at Health Select Committee on 11 July, the committee will receive updates on the CQC action plan to monitor implementation.		Cabinet Member for Adult Social Care, Public Health and Public Protection	
18 Dec 2018	Integrated urgent care mobilisation programme - update	As agreed at 11 July 2018 - to receive an update 6 months on.			Jo Cullen, Director of Primary and Urgent Care, Group Director West Wiltshire, Wiltshire CCG
18 Dec 2018	LGA - Green paper on care and support for older people				Marie Gondlach
18 Dec 2018	Local Government and Social Care Ombudsman report (Ref 16 015 946) - 6 months update	It was agreed at the HSC meeting on 11 July 2018 to receive an update after 6 months on the progress made on the action plan.		Cabinet Member for Adult Social Care, Public Health and Public Protection	

Health Select Committee – Forward Work Programme			Last updated 8 NOVEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
18 Dec 2018	Outcome of the Maternity Transformation Plan Rapid Scrutiny	It was agreed at the HSC meeting on 11 July 2018 that a Rapid Scrutiny (joint with Swindon and BANES) would be held to consider the outcome and proposals for the Maternity Transformation Plan.			Marie Gondlach
18 Dec 2018	Places of Safety - evaluation of service	Following recommendation at the Health Select Committee on 6 March 2018 to receive the evaluation of the service, led by the CCG and involving service users, in December 2018. This should include the outcome / analysis of the feedback that will be collected by providers, commissioners and Healthwatch to consider the impact the temporary closure is having on the populations of Swindon and Wiltshire and individuals using the service.			Sarah MacLennan, CCG
18 Dec 2018	Pre-meeting briefing: STP				Kate Blackburn
18 Dec 2018	Public Health - Annual report to Secretary of State	Likely to be chairman's announcement. Usually published in September.	Tracy Daszkiewicz (Director - Public Health and Protection)	Cabinet Member for Adult Social Care, Public Health and Public Protection	

Health Select Committee – Forward Work Programme			Last updated 8 NOVEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
18 Dec 2018	Rapid Scrutiny - Cabinet Reports (contracts extension)	To be informed of the outcome of the rapid scrutiny which took place on 7 November 2018.			Marie Gondlach
18 Dec 2018	Rapid Scrutiny - Maternity Transformation Plan	To be informed of the outcome of the rapid scrutiny which took place on 12 November 2018			Marie Gondlach
18 Dec 2018	SWAST Performance in Wiltshire - annual report	<p>Since September 2016, SWAST Performance in Wiltshire have been presented to the Health Select Committee in the form of annual reports to the Committee on the performance of the ambulance service in Wiltshire. The first edition was presented at the Health Select Committee on 27 September 2016.</p> <p>Delayed until the December meeting (no report received for the September meeting).</p>			
18 Dec 2018	Update on implementation of recommendations from the Better Care Plan task group			Cabinet Member for Adult Social Care, Public Health and Public Protection	

Health Select Committee – Forward Work Programme			Last updated 8 NOVEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
18 Dec 2018	Wiltshire Health & Care (Adult Community Health Care Service) - update following CQC report	At its meeting on 9 January 2018, the Committee resolved to receive a further update, possibly in July 2018, providing further information regarding the implementation of actions, and the development of the trust. The trust subsequently requested that this be brought to the September meeting. Delayed until the December meeting (no report received for the September meeting).			Wiltshire Health & Care
18 Dec 2018	Wiltshire Safeguarding Adult Board - update	To update the committee on the outcome of the safeguarding adults reviews considered at the Health Select Committee on 24 April 2018.		Cabinet Member for Adult Social Care, Public Health and Public Protection	Mr Richard Crampton, Chairman of the Board
5 Mar 2019	Age UK - Home from Hospital scheme - one year update	Following resolution at the Health Select Committee on 6 March 2018 to receive a one-year-on update on the Age UK Home from Hospital scheme, including performance indicators / confirmation that the specification and performance outcomes are being met.		Cabinet Member for Adult Social Care, Public Health and Public Protection	Sue Geary

Health Select Committee – Forward Work Programme			Last updated 8 NOVEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
5 Mar 2019	Better Care Plan and Delayed Transfers of Care - post winter update	An update on the Better Care Plan and Delayed Transfers of Care after winter 2018, including Allocation of better care fund. As agreed at the 24 April 2018 meeting.		Cabinet Member for Adult Social Care, Public Health and Public Protection	
5 Mar 2019	CQC - action plan update	Following decision at Health Select Committee on 11 July, the committee will receive updates on the CQC action plan to monitor implementation.		Cabinet Member for Adult Social Care, Public Health and Public Protection	
5 Mar 2019	Integrated urgent care mobilisation programme - update	At its 11 July 2018 meeting the committee resolved to receive an update in 6 months time.			Jo Cullen Director of Primary and Urgent Care, Group Director West Wiltshire Wiltshire CCG
5 Mar 2019	Local Government and Social Care Ombudsman report (Ref 16 015 946) - update	At its meeting on 11 July 2018 the committee accepted the offer an update 6 months on to present progress on the action plan.		Cabinet Member for Adult Social Care, Public Health and Public Protection	
5 Mar 2019	NO PRE MEETING BRIEFING	Afternoon meeting			
5 Mar 2019	Quality Accounts	To ask the committee to consider how it wishes to respond to the draft Quality Accounts			Marie Gondlach

Health Select Committee – Forward Work Programme			Last updated 8 NOVEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
5 Mar 2019	Sexual Health and Blood Borne Virus Strategy 2017-2020 - update	Following resolution at the Health Select Committee on 6 March 2018 to receive a one-year-on update on the implementation of the strategy, especially progress achieved on the Strategic Aims (Prevention, Diagnosis and Treatment) and the measuring of their stated outcomes. The committee had recommended that the actions in the Strategy follow the SMART principles.		Cabinet Member for Adult Social Care, Public Health and Public Protection	Steve Maddern
May 2019	Non-elected representation on the Health Select Committee	As agreed at the Health Select Committee meeting on 11 July 2018, the committee will review its appointments of non-elected representative on a yearly basis.			Marie Gondlach
11 Jun 2019	AWP Transformation Programme - 12 months update	It was agreed at the 11 July 2018 HSC meeting to receive an update in 12 months' time on the AWP transformation programme.			Nicola Hazle, Clinical Director for BANES, Swindon and Wiltshire, Avon and Wiltshire Mental Health Partnership NHS Trust

Health Select Committee – Forward Work Programme			Last updated 8 NOVEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
11 Jun 2019	NHS Health Checks	As agreed at the September 2018 meeting to receive an update on the implementation of the agreed recommendations following the rapid scrutiny, after May 2019.	Tracy Daszkiewicz (Director - Public Health and Protection)	Cabinet Member for Adult Social Care, Public Health and Public Protection	Steve Maddern
Not before 1st Jul 2019	AWP Transformation Programme - update	At its meeting on 11 July 2018 the committee resolved to receive an update in a year's time.			Nicola Hazle Clinical Director for BaNES, Swindon and Wiltshire Avon and Wiltshire Mental Health Partnership NHS Trust
	A single overarching health and social care strategy, improving	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach
	Developing a single, integrated communications strategy	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach

Health Select Committee – Forward Work Programme			Last updated 8 NOVEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	Strengthening joint commissioning across the whole system	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach
	Developing a sustainable integrated workforce strategy	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach
	Cancer care strategies - update	(date TBC) To receive an update following the information provided at the HSC meeting in September 2017.			CCG
	Update on Strategic Outline Case - consultation results	Update on the information provided at the HSC meeting in September 2017.			
	CCG Commissioning Intentions	(TBC)			CCG
	Wiltshire Safeguarding Adult Board - three-year strategy	To receive the Wiltshire Safeguarding Adult Board's next three-year strategy in 2019		Cabinet Member for Adult Social Care, Public Health and Public Protection	Emily Kavanagh Mr Richard Crampton, Chairman of the Board

Health Select Committee – Forward Work Programme			Last updated 8 NOVEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	Re-commissioning of the residential rehabilitation (drugs and alcohol) framework for 2019-2022	To re-commission the providers who will form the framework of residential rehabilitation for Wiltshire's drug and alcohol support service users, who wish to be detoxed and rehabilitated from their addictions. The contract will be 3 years with the option of extending this by 2 years.	Tracy Daszkiewicz (Director - Public Health and Protection)	Cllr Jerry Wickham	Laura Schell, Ceri Williams
	Implementing digital opportunities and information sharing across	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach
	New Wiltshire health and social care model	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach
	Unifying and developing whole system governance arrangements	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach

Health Select Committee – Forward Work Programme			Last updated 8 NOVEMBER 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	Improving Wiltshire’s Health and Wellbeing Board effectiveness	As agreed at the meeting on 11 July, based on the CQC report. Further details on how this will be addressed by the committee will be added to the forward work programme as soon as possible.			Marie Gondlach

Wiltshire Council

Overview and Scrutiny Management Committee

20 November 2018

Outcomes from the Overview and Scrutiny (OS) Councillor Workshop:

Making OS meetings effective – 10 October 2018

Purpose

1. To report the main discussion points and outcomes from this workshop held on 10 October 2018 as part of the OS learning and development programme.

Background

2. The Management Committee has a responsibility to ensure that those councillors undertaking OS activity have appropriate knowledge and skills. In June 2018 the Committee approved a learning and development (L&D) programme for OS councillors during the 2017-21 council.
3. The L&D programme includes a programme of thematic workshops delivered inhouse. The workshop themes were chosen following a survey of non-executive councillors asking them to prioritise a range of topics and competencies relevant to OS work. 'Making OS meetings effective' was voted the most important topic to address and was therefore the first event held. The next workshops to be delivered will address 'Gathering and using evidence' and 'Questioning and listening skills'.

Event evaluation

4. The workshop was held in the Council Chamber, County Hall, on 10 October 2018. The session comprised information briefings from Scrutiny officers, open discussion and participative group exercises.
5. Six evaluations on the event were received and these scored it highly across all areas (including content, activities, facilitation and support, venue and meeting its objectives).

Workshop objectives and findings

6. The stated objectives of the workshop were to explore,
 - a. What an effective OS meeting is (outcomes)

- b. What 'ingredients' do they need (process)
- c. In Wiltshire, what is and isn't working well
- d. How can we continue to improve?

What is an effective OS meeting?

7. There was general agreement amongst attendees that an effective OS meeting,
 - Meets its particular objectives
 - Addresses agreed priorities, at the right time
 - Draws conclusions from evidence – not anecdote or politics
 - Includes robust, respectful challenge of decision-makers
 - Leads to constructive recommendations being put forward
 - Values and encourages everyone's contribution (including co-opted members and stakeholders)
 - Enables to the public to engage (where appropriate)
 - Decides clear next steps.

8. In order to deliver this, an effective OS meeting requires,
 - Good timekeeping i.e. committee meetings preferably not longer than 2.5 hours
 - An appropriate venue and a seating layout that clarifies attendees' roles
 - Clear and relevant information being provided to councillors in good time and in manageable quantities
 - Attendees having read the information provided and developed lines of enquiry
 - OS councillors and co-optees asking relevant, lay questions, that are not repetitious
 - OS councillors taking a countywide rather than parochial approach
 - The public being supported to watch and/or engage whenever possible
 - Witnesses providing clear, candid answers – including witnesses from the 'front line' when possible
 - Resolutions that accurately capture the group consensus.

Current strengths and development areas of OS meetings in Wiltshire

9. There was general agreement that the following are current strengths of OS meetings in Wiltshire:
 - Informative pre-meeting information briefings
 - Effective chairing
 - A clear purpose
 - Addressing the right priorities
 - Generally evidence-based rather than political
 - The right questions being asked.

10. There was general agreement that in the following areas practice could improve or be delivered more consistently. Also included are suggestions regarding how these might be addressed:

Development area	Suggested action
Officers providing clear, prompt notification of changes to meeting times	Relevant teams to be advised
Officers providing reports that are manageable in length	Report authors to supported to provide concise reports
Councillors always reading reports prior to meetings	Raised for Committee awareness
<p>Engaging with services more to promote deeper councillor understanding of 'on the ground' delivery</p> <p>Involving more 'front line' delivers (as witnesses)</p>	<p>OS chairmen and Scrutiny officers to explore all possible opportunities to do this, potentially to include:</p> <ul style="list-style-type: none"> • Pre-meeting info briefings • Visits to service providers • Task groups meeting operational staff
Greater engagement with the public	OS activities (particularly task groups) to be supported to do so by the Scrutiny team, whenever opportunities exist
Meeting with the Executive and partners more often to develop the forward work programme.	A new programme of work planning meetings to be scheduled with the Executive
Holding OS meetings in different communities – 'taking OS to the people'	<p>Where issues have a local emphasis, OS meetings to be held in the locality where possible</p> <p>Relevant guidance on this to be added to the OS Task Group Protocol</p>
Having the right (committee) meeting room layout to clarify different roles	Relevant teams to be advised, including circulation of the select committee room layout guide
Avoiding repeating questions already asked	Raised for Committee awareness
Taking a countywide rather than parochial perspective	Raised for Committee awareness

Proposal

11. To note the discussion points and outcomes of the OS councillor workshop held on 10 October 2018.
 12. To note that further workshops on 'Gathering and using evidence' and 'Questioning and listening skills' will now be arranged.
 13. To note the strengths of OS meetings in Wiltshire listed under paragraph 9.
 14. To agree the actions listed under paragraph 10 to address the development areas identified.
-

Paul Kelly, Head of Democracy

Report author: Henry Powell, Senior Scrutiny Officer, 01225 718052,
henry.powell@wiltshire.gov.uk

Appendices

None