

AGENDA

Meeting: Overview and Scrutiny Management Committee

Place: Council Chamber - County Hall, Bythesea Road, Trowbridge, BA14 8JN

Date: Thursday 19 May 2022

Time: 10.30 am

Please direct any enquiries on this Agenda to Ben Fielding, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718656 or email benjamin.fielding@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 Graham Wright
Cllr Christopher Williams
Cllr Ruth Hopkinson
Cllr Jon Hubbard
Cllr Tony Jackson
Cllr Bob Jones MBE
Cllr Johnny Kidney
Cllr Gordon King

Cllr Jerry Kunkler
Cllr Bill Parks
Cllr Tony Pickernell
Cllr Elizabeth Threlfall
Cllr Jo Trigg
Cllr Tony Trotman
Cllr Iain Wallis

Substitutes:

Cllr Steve Bucknell
Cllr Clare Cape
Cllr Ernie Clark
Cllr Brian Dalton
Cllr Gavin Grant

Cllr Dr Nick Murry
Cllr Pip Ridout
Cllr Tom Rounds
Cllr Ian Thorn

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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 **Election of Chairman 2022/23**

To elect a Chairman for the forthcoming year.

2 **Election of Vice-Chairman 2022/23**

To elect a Vice-Chairman for the forthcoming year.

3 **Apologies**

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

4 **Minutes of the Previous Meeting** (*Pages 7 - 14*)

To approve and sign the minutes of the meeting held on 22 March 2022.

5 **Declarations of Interest**

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

6 **Chairman's Announcements**

To receive any announcements through the Chair.

7 **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 **Thursday 12 May 2022** 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 **Monday 16 May 2022**. 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.

8 **Finance, corporate resources and organisational scrutiny**

Please note that this report will be published as an agenda supplement.

9 **Report of the Asset Transfer Policy Rapid Scrutiny Exercise**

To receive the Report of the Asset Transfer Policy Rapid Scrutiny Exercise. – Please note that this report will be published as an agenda supplement.

10 **Executive Response to the Report of the Area Boards Task Group (Pages 15 - 24)**

To receive the Executive Response to the Report of the Area Boards Task Group.

11 **Task Group and Rapid Scrutiny Exercise Meetings (Pages 25 - 42)**

To propose changes to the Overview and Scrutiny (OS) Task Group and Rapid Scrutiny Protocols, clarifying arrangements regarding meeting locations.

12 **Management Committee Task Groups (Pages 43 - 48)**

To receive updates on recent activity on the following Task Groups:

- Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Task Group
- Evolve Programme Task Group
- Financial Planning Task Group

13 **Forward Work Programmes (Pages 49 - 76)**

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.

14 **Overview and Scrutiny Member Remuneration 2021/22 (Pages 77 - 82)**

To note the allocation of the remuneration fund for 2021/22 as detailed in the report.

15 **Date of Next Meeting**

To confirm the date of the next meeting as 14 July 2022.

16 **Urgent Items**

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

Overview and Scrutiny Management Committee

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 22 MARCH 2022 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.

Present:

Cllr Graham Wright (Chairman), Cllr Christopher Williams (Vice-Chairman),
Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Tony Jackson, Cllr Bob Jones MBE,
Cllr Johnny Kidney, Cllr Gordon King, Cllr Jerry Kunkler, Cllr Bill Parks,
Cllr Tony Pickernell, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Tony Trotman and
Cllr Iain Wallis

Also Present:

Cllr Phil Alford, Cllr Nick Botterill, Cllr Richard Clewer, Cllr Allison Bucknell and Rhys
Schell

70 **Apologies**

No apologies for absence were received.

71 **Minutes of the Previous Meeting**

The minutes of the meeting held on 8 February 2022 were presented for
consideration, and it was;

Resolved:

**To approve and sign as a true and correct record of the minutes of the
meeting held on 8 February 2022.**

72 **Declarations of Interest**

There were no declarations of interest.

73 **Chairman's Announcements**

The Chairman proposed that in order to allow Councillor Phil Alford to leave the
meeting for another commitment, that Item 8 - Management Committee Task
Group Update be brought forward to the start of the agenda.

74 **Public Participation**

There were no questions or statements submitted.

75 **Final Report of the Area Boards Task Group**

The Chairman introduced a report which presented the findings and recommendations of the Area Board Task Group for endorsement by the Committee and referral to the Cabinet Member for response. At the Committee's meeting on 25 January 2022, a request was received from the Executive to establish a task group to provide Scrutiny input into the council's Area Boards arrangements. The task group was asked to provide Overview and Scrutiny input into an Executive review of:

- a) The future development and implementation of Area Board local priority setting;
- b) The operation of Area Board working groups; and
- c) Area Board grant criteria.

The Task group considered 16 Executive proposals and the report sets out 24 recommendations, which were considered during 6 meetings over a 4-week period.

The Chairman thanked all those involved and invited members to ask any questions arising from the report. Positive feedback was received for Draft Proposal 12 within the report, with the opinion expressed that that capital money should not go towards towns and parish councils and that the revenue option would be positive as there are instances when towns and parish council support groups for older and younger people. It was also suggested that Draft Proposal 12, Option B be tightened to stress that revenue grants for towns and parish councils cannot be used for capital purposes. Further praise was also given to Draft Proposal 15, which would change the matched funding level from £1,000 to £500 for all grants.

It was stated that smaller Area Boards may not have the capacity to take the lead and that the local priorities chosen by Area Boards could be different to those set within the Wiltshire Council Business Plan. It was clarified by Rhys Schell, Communities Specialist Manager, that there would be local dynamics to the process and that conversations would have to take place with Community Engagement Managers in order to identify priorities as there is only a finite amount of projects that can be worked on. It would also be possible for Area Boards to choose fewer priorities and thereby focus resources into areas that they feel are important. It was also stated that there could potentially be a tension between Business Plan priorities and those of local community groups.

It was stated that although the escalation method on page 12 was welcomed, it was suggested that clearer guidance should be provided as to whether once escalated the Area Board can choose to override a decision. In response, it was noted that there was a flow chart for decision making included within the report. Furthermore, Rhys Schell, clarified that the concept would be that grant

applications would be reviewed and if deemed unacceptable would be returned to the applicant with reasoning for them to rework or withdraw.

Cllr Allison Bucknell, Portfolio Holder for Area Boards, was invited by the Chairman to provide a response, to which she stated that as the Area Boards have delegated powers to deliver, they need to work towards the Business Plan and would need to assess local needs against this. Regarding resources, Cllr Bucknell stated that there had been discussions about the varying sizes of Area Boards and that Boards would have to work out a way of doing things differently, potentially through oversight to manage workload.

Cllr Richard Clewer, Leader of the Council was invited by the Chairman to provide a response, to which he noted that the report was good and had unanimity on the principles. The Leader identified that a key issue within Area Board funding is clarity between capital and revenue spending, with a recent Area Board cited as being an example of how the process was not working due to blurred distinction. The Leader also agreed that it would be positive to have a mechanism in place to assess whether grant applications were acceptable or not and that there is great importance in aligning Area Boards with the Wiltshire Council Business Plan as they would be spending money raised by the tax payer. This could be possible so long as Area Boards set out the core issues they want to address in line with the Business Plan in order to empower communities. It was also added that the Leader has asked officers to look at the decision-making process of Area Boards, with potential changes to the constitution to take place.

At the conclusion of discussion, it was,

Resolved:

- 1. To endorse the report of the Task Group and refer it to the Cabinet Member for Governance, IT, Broadband, Digital, Licensing, Staffing, Communities and Area Boards for response at the Committee's next meeting (while noting that the individual Cabinet Member decision on this matter will be taken prior to this).**
- 2. In addition to the Task Group's recommendations, to ask the Cabinet Member to consider and respond to the other key points raised by the Committee.**
- 3. Regarding Proposal 12, Option B, to recommend that the wording be amended to clarify that the revenue funding granted to town and parish councils cannot be used for capital purposes.**

76 **Financial Planning Task Group Update**

A report on the ongoing work of the Financial Planning Task Group was presented by Cllr Pip Ridout, Chair of the Task Group.

The Chair invited members to ask any questions arising from the report. Comments were received in relation to break clauses within procurement contracts and whether this should be a matter of consideration for the Financial Planning Task Group.

It was questioned whether performance of contracts was being investigated, with it noted that Select Committees previously used to look at the performance of service providers. It was agreed that Scrutiny should discuss appropriate input on the performance of major contracts and that this had been added to the agenda for the upcoming Select Committee Chairman's meeting. It was also added that performance metrics would be required.

At the conclusion of discussion, it was,

Resolved:

- 1. To note the update on Financial Planning Task Group activity provided and to note the Task Group's forward work plan.**
- 2. To ask the Overview and Scrutiny chairs to discuss appropriate scrutiny input on major contracts and contract performance, with the Committee chair reporting back to the next Management Committee meeting.**

77 **Management Committee Task Groups**

A report was received on the Task Groups and Panels established by the Management Committee.

Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Panel

In relation to the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Panel there was no update to be received and no questions received from the Members.

Evolve Programme Task Group

In relation to the Evolve Programme Task Group, Cllr Jon Hubbard stated that the group meets quarterly and had therefore not met since the last meeting but had a meeting scheduled and that currently there was nothing to report.

Asset Transfer Policy Rapid Scrutiny

The Chairman stated that in November 2021, an update was requested by the Committee and it was reported that the planned consultation with town/parish councils on the Policy would now be replaced with a town/parish council conference to be held in January 2022.

Cllr Phil Alford, as the Cabinet Member for this area, was invited to provide an update on the latest position. Cllr Alford updated the Committee that the

town/parish council conference had been delayed and would now not take place until 27 May. It was noted that the aim is to put together a new policy by Autumn to enable parishes to plan their budgets for the following financial year. Cllr Alford requested that a rapid scrutiny exercise be undertaken to look at the benefits and draw backs of the current policy as well as how a new policy could make improvements. It was envisaged that this feedback could then be incorporated alongside the views of the Cabinet as well as towns and parishes. It was requested that this be completed within the next 6 weeks in order to be completed before the conference on 27 May.

The Chair invited members to ask any questions arising from the request. Comments were received on what was wrong with the previous policy and that it seemed as though the process was experiencing another delay, when arguably the previous policy had worked successfully for some towns. It was also stated that the previous policy wasn't sufficiently resourced with not enough officers to review the legal aspect of transfers. It was therefore stressed what assurances would be provided in relation to resources required for a new policy. It was also identified that one of the issues of the previous policy was that for many of the assets maintained by the Council, the type of ownership was not established. The example of Pewsey was raised, which experienced a transfer that took 2 years and 7 months with the main problem experienced having been legal resource. Further concern was expressed from the Committee, with it stated that a new policy could potentially place greater burden on town and parish councils, with it previously stated that the process would be revenue neutral.

Following the comments and questions, Cllr Richard Clewer, Leader of the Council and Cllr Phil Alford were invited by the Chairman to provide responses. It was noted by the Leader that in regard to the previous policy there were elements that would now be considered to be transferred that had not been initially considered, such as libraries. Regarding resources it was stated that the previous policy had been resourced until the beginning of the pandemic, when resources had to be diverted towards dealing with Covid-19. It was stressed that the views of Overview and Scrutiny would be appreciated in order to gain feedback as to whether or not the previous policy had been appropriate or not as the administration did not want to rush into the creation of the new policy. Cllr Alford noted that the resources required would depend on the new policy, with it recognised that the previous policy had been resource intensive due to complex land ownership issues with covenants over various assets. Regarding the issue of the policy being a revenue neutral process, Cllr Clewer stated that it had never been guaranteed that the process would be revenue neutral as the issues from town to town would vary.

The Chairman noted that the membership of the rapid scrutiny exercises had already been decided and the exercise was ready to start work. It was also requested to be recorded within the minutes that there was an overall feeling from the Committee that resources had had a big impact on the previous policy.

At the conclusion of discussion, it was,

Resolved:

- 1. Following a request from the Executive, to ask the rapid scrutiny exercise to review the existing Asset Transfer Policy and its delivery, providing recommendations to support development of a new the Policy prior to a town and parish council conference scheduled for 27th May 2022.**
- 2. To note the Committee's concerns regarding delivery of the existing Policy, and to emphasise the importance of allocating sufficient resources to delivering the new Policy once it is agreed.**
- 3. To note the update on Task Group activity.**

78 Forward Work Programmes

The Committee considered the forward work programmes for each select Committee, as well as updates from the Chairman for each Select Committee.

At the conclusion of discussion, it was,

Resolved:

- 1. To note the updates on select committee activity and approve the Overview and Scrutiny Forward Work Programme.**

79 Overview and Scrutiny Annual Report 2021-2022

The Chairman introduced the Annual Overview and Scrutiny Report for 2021-2022, which was an annual report summarising the function's work is a statutory requirement, with the final version to be presented to Full Council on 17 May 2022.

The Chair invited members to ask any questions arising from the report. Comments were received on whether a separate report would be provided from the Financial Planning Task Group, to which the Chairman stated he would be happy to accept one if Cllr Ridout would be happy to provide it. It was also questioned what was being done to promote the Annual Report as well as the work of the Scrutiny Committee to the general public. Henry Powell, Democracy and Complaints Manager, reported that the Annual Report would be on the council website and that he would also discuss a wider communications strategy with the Communications team.

At the conclusion of discussion, it was,

Resolved:

- 1. To approve the Overview and Scrutiny Annual Report 2021-22 for referral to Full Council on 17th May 2022.**

2. To report back at the next meeting with proposals for publicly promoting the Overview and Scrutiny Annual Report 2021-22 and Overview and Scrutiny's work in general, including to partners.

80 **Date of Next Meeting**

The date of the next meeting was confirmed as 24 May 2022.

81 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30am – 12.00pm)

The Officer who has produced these minutes is Ben Fielding of Democratic Services, direct line (01225) 718221, e-mail benjamin.fielding@wiltshire.gov.uk
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Wiltshire Council

Overview and Scrutiny Management Committee

19 May 2022

Executive Response to the Final Report of the Area Boards Task Group

Purpose of the report

1. To present the response of the Cabinet Member for Governance, IT, Broadband, Digital, Licensing, Staffing, Communities and Area Boards to the Final Report of the Area Boards Task Group.

Background

2. On 22 March 2022 the Overview and Scrutiny Management Committee endorsed the Final Report of the Task Group.
3. The Committee resolved to refer the following Task Group's recommendations to the relevant Cabinet member for response at the Committee's next meeting on 19 May 2022.
4. When the committee considered the final report positive feedback was received for Draft Proposal 12 within the report, with the opinion expressed that that capital money should not go towards towns and parish councils and that the revenue option would be positive as there are instances when towns and parish council support groups for older and younger people.
5. It was also suggested that Draft Proposal 12, Option B be tightened to stress that revenue grants for towns and parish councils cannot be used for capital purposes.
6. Further praise was also given to Draft Proposal 15, which would change the matched funding level from £1,000 to £500 for all grants.

Executive response to the Task Group's recommendations

That the Cabinet Member for Governance, IT, Broadband, Digital, Licensing, Staffing, Communities and Area Boards;

7. Recommendation 1 – consider the offers from members of the task group to provide informal feedback and input, on:
 - a. the Area Board Handbook,

- b. the role of the Area Board Lead Councillor (for local priority) – including the possibility of the Lead Councillor engaging with the feedback process (*Recommendation 4 refers*); and
- c. amendments to the grant application form - especially with regards to “Community Value” criteria and supporting monitoring;
- d. development of a “crib sheet” for area boards to support their consideration of grants applications.

This would not be as formal meetings of the task group, nor would suggestions be endorsed by the Overview and Scrutiny Committee as changes would be implemented by 1 April 2022.

Executive response	11.05.22	ACCEPTED	Offer was accepted and further input from the task group was included in the revised Councillors Handbook. All other recommendations are being followed up.
Action			Success criteria
Members of the task group were issued the draft handbook on 8 April 2022, with an opportunity to provide comments. The role of the Lead Councillor is within the Local Priority report. The online grant application form is currently being updated and a ‘crib sheet’ is currently under development with Cllr Wallis.			
Target date		Implementation date	
All actions complete by end of May 2022.		End of May 2022	

8. **Recommendation 2** – give due care and attention to a programme of communication (and, if required, training) to Wiltshire Councillors and partners linked to the Area Board on the proposed changes, including specific communication to Town and Parish Councils on any changes to funding. This would ensure a good understanding of the proposed changes and allow time for everyone to prepare.

Executive response	11.05.22	ACCEPTED	Complete acceptance and understanding that full communications internally and with partners is needed.
Action			Success criteria
Preparing a briefing paper for Councillors and Towns and Parishes. There will be a recorded presentation of new Area Board arrangements. An Area Board Chairs meeting will be scheduled after full council on 17 th May to ensure Chairs are clear. Consideration of future training under review.			
Target date		Implementation date	
End of June 2022		End of June 2022	

Draft Proposal 1 – Setting of local priorities and Area Board workplan

9. **Recommendation 3** – ensure that within the process of setting local priorities consideration is given to clearly defining the outcomes to be achieved, as this

would facilitate the proposed annual reviews of delivery on the local priorities (in the proposed Community Engagement Manager's report) and ensure priorities are achievable.

Executive response	11.05.22	ACCEPTED	Accepted and agreed. Officers are encouraged to work with their boards in an outcomes focused manner.
Action			Success criteria
Local priority report tweaked to reflect this.			
Target date		Implementation date	
End of April 2022		End of April 2022	

10. **Recommendation 4** – ensure that flexibility remains for Area Boards to set local priorities that are truly meaningful to their area, especially for smaller boards who may only have four local priorities (paragraph 23 refers).

Executive response	11.05.22	ACCEPTED	Accepted and agreed. Area Board retain this flexibility, however, there are mandatory priorities around young people and older, vulnerable adults due to revenue funding streams.
Action			Success criteria
This is reflected within the Area Board Handbook.			
Target date		Implementation date	
End of April 2022		End of April 2022	

Draft Proposal 2 – Appointment of Lead Councillor

11. **Recommendation 5** – consider expanding the role of the Lead Councillor to include monitoring feedback for those grant applications (in consultation with the local councillor) that related to the Local Priority the Lead Councillor has responsibility for, to ensure that relevant feedback on progress and outcomes is provided to the Area Board.

Executive response	11.05.22	ACCEPTED	Accepted and agreed. The relevant section of the local priority report regarding Councillor lead roles has been updated to reflect this.
Action			Success criteria
Local priority report updated to reflect recommendation.			
Target date		Implementation date	
End of April 2022		End of April 2022	

Draft Proposal 3 – Annual progress report

12. **Recommendation 6** – ensure all Area Boards are aware that local priorities can be selected, reviewed and amended throughout the year (and are not

linked to the financial year). This would ensure that local priorities remain relevant and linked to current needs.

Executive response	11.05.22	ACCEPTED	Accepted and agreed. The relevant section of the local priority report has been updated to reflect this.
Action			Success criteria
Local priority report updated to reflect recommendation.			
Target date		Implementation date	
End of April 2022		End of April 2022	

13. **Recommendation 7** – ensure that under “progress on previous year priorities”, relevant grants and their impact are listed. Instances where feedback has not been provided by applicants should be highlighted.

Executive response	11.05.22	ACCEPTED	Accepted and agreed. The relevant section of the local priority report has been updated to reflect this.
Action			Success criteria
Local priority report updated to reflect recommendation.			
Target date		Implementation date	
End of April 2022		End of April 2022	

14. **Recommendation 8** – include the proposed annual progress reports (or highlights of / key points) at meetings of the Area Board Chairs to enable progress and successes to be shared and for all Area Boards Chairs to become more aware of each other’s activities and approaches.

Executive response	11.05.22	ACCEPTED	Accepted and agreed. The relevant section of the local priority report has been updated to reflect this.
Action			Success criteria
Local priority report updated to reflect recommendation.			
Target date		Implementation date	
End of April 2022		End of April 2022	

Draft Proposal 4 – increased role and promotion of forward work plan

15. **Recommendation 9** – consider offering additional training to councillors on the data available to them, including Wiltshire Intelligence - Bringing Evidence Together and include references to, and reminders of, relevant data at the Area Boards pre-meetings. This would ensure councillors have the most relevant and up-to-date information available to them when setting (or reviewing) their local priorities.

Executive response	11.05.22	ACCEPTED	Accepted and agreed. Early discussions have taken place with Public Health on how to deliver this.
Action			Success criteria

Ongoing dialogue with Public Health to establish training opportunities.	
Target date	Implementation date
September 2022	September 2022

Draft Proposal 6 – Establishing working groups

16. **Recommendation 10** – consider further the impact this could have on the Community Engagement Managers, if they are the Wiltshire Council Officer assigned to the working group(s) and expected to attend all meetings.

Executive response	11.05.22	ACCEPTED	Accepted and agreed. An operational matter to be picked up by Line Manager.
Action			Success criteria
Line Manager aware of concerns flagged by task group and will monitor and manage accordingly. Community Engagement Managers encouraged to discuss capacity and role with their respective boards.			
Target date		Implementation date	
End of May 2022		End of May 2022	

17. **Recommendation 11** – ensure, if the intention remains for a Wiltshire Council Officer to be appointed to each working group, that each Area Board understands the importance of giving due consideration to the number of working groups it may set at any one time to ensure the workload remains manageable.

Executive response	11.05.22	ACCEPTED	Accepted and agreed. Whilst Officers should be appointed to each group, it is not necessary for them to always attend or provide administrative support to each working group. An operational matter to be picked up by Line Manager.
Action			Success criteria
Line Manager aware of concerns flagged by task group and will monitor and manage accordingly. Community Engagement Managers to discuss capacity and role with their respective boards.			
Target date		Implementation date	
End of May 2022		End of May 2022	

Draft Proposal 7 – Councillor Leads

18. **Recommendation 12** – consider further whether the role of working group Chair should “default” to the relevant Councillor Lead as this may not reflect the intentions of the Area Boards regarding partnership working with community groups and partners.

Executive response	11.05.22	ACCEPTED	Accepted and agreed. Terms of reference document updated to reflect this wording change.
Action			Success criteria
Working groups terms of reference document updated to reflect this wording change.			
Target date		Implementation date	
End of April 2022		End of April 2022	

Draft Proposal 8 – Terms of Reference (working groups)

19. **Recommendation 13** – consider clarifying the proposal to address the following points:
- who would agree the terms of reference?
 - who would complete the table?
 - are the generic Terms of Reference a starting point to build upon (i.e. what is in the generic Terms of Reference must be included but can be added to)?

This would ensure that the Terms of Reference for the working groups have a core commonality (enabling efficient reporting and monitoring) but also the flexibility to be very specific to each working group's purpose.

Executive response	11.05.22	ACCEPTED	(a) The Area board agrees the terms of reference. (b) The Community Engagement Manager in conjunction with the area board members would complete the table (c) The ToR are set as standard and are fixed, however, the table gives the groups complete and wide scope to ensure they are locally tailored.
Action			Success criteria
No action required			
Target date		Implementation date	
N/A		N/A	

20. **Recommendation 14** – consider giving Area Boards more flexibility in setting the frequency of meetings for working groups. This would ensure that the frequency is specific to the working groups' purpose. Area Boards would need to be mindful of Recommendation 10 (impact on Community Engagement Managers' workload).

Executive response	11.05.22	ACCEPTED	Accepted and agreed. Area Boards do have that flexibility regarding working group meetings.
Action			Success criteria

Amend wording on terms of reference document to reflect this.	
Target date	Implementation date
End of April 2022	End of April 2022

Draft Proposal 9 – New grants criteria

21. **Recommendation 15** – note that the task group supports this proposal as the intention is to make the process simpler and clearer for applicants.

Executive response	11.05.22	ACCEPTED	Accepted
Action			Success criteria
N/A			
Target date		Implementation date	
N/A		N/A	

Draft Proposal 10 – change of funding stream name

22. **Recommendation 16** – note that the task group had no objection to the proposed change of name for the funding stream from “Health and Wellbeing” to ‘Older and Vulnerable adults’, to provide more clarity on what the funding is intended for.

Executive response	11.05.22	ACCEPTED	Accepted
Action			Success criteria
N/A			
Target date		Implementation date	
N/A		N/A	

Draft Proposal 11 – funding allocations

23. **Recommendation 17** – consider further investigation of basing the funding allocation for “Health and Wellbeing” (or “Older and Vulnerable adults”) on a set number of criteria, including consultation with Area Boards on the proposed “algorithm” to allocate the funding.

Executive response	11.05.22	ACCEPTED	Agreed. There will be further investigation into algorithm options, however, for this financial year there will not be an immediate change.
Action			Success criteria
Further review of funding algorithm in due course.			
Target date		Implementation date	
End of December 2022		End of December 2022	

Draft Proposal 12 – Town and Parish Councils funding

24. **Recommendation 18** – note that the task group concluded that Option B would retain more flexibility for the Area Boards to meet their communities’ needs.

Executive response	11.05.22	ACCEPTED	Agreed and accepted. Option B has been confirmed.
Action			Success criteria
All grant funding documentation updated to reflect B as preferred option.			
Target date		Implementation date	
End of April 2022		End of April 2022	

25. **Recommendation 19** – consider including additional wording to the proposal, if Option B is chosen, to ensure that town and parish councils considered other funding streams either before, or match funding as part of, a grant application to the Area Board. This would further leverage on investments.

The Overview and Scrutiny Management Committee also recommended that the wording be amended to clarify that the revenue funding granted to town and parish councils cannot be used for capital purposes.

Executive response	11.05.22	ACCEPTED	Accepted and agreed. Wording has been tweaked in criteria to reflect this as well as additional clarity through website information and grant system changes.
Action			Success criteria
Updates to grant funding criteria document, Area Board webpage and Area Board grant funding system.			
Target date		Implementation date	
End of May 2022		End of May 2022	

Draft Proposal 13 – delivering to Business Plan and Local Priorities

26. **Recommendation 20** – consider a more holistic review of the Application Form to ensure that it automates as much of the monitoring process as possible, including the addition of “Community Value” evaluation for Area Boards (directly based on information provided on the application form), but bearing in mind that the proposal may be quite restrictive for some smaller or more focused projects. This would facilitate the monitoring of the impact of grants.

Executive response	11.05.22	ACCEPTED	Accepted and agreed. Officers have met with relevant OS Task group members to review this further. Grant system changes are being
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			implemented to automate the information being received from the applicant to support improved monitoring and reporting.
Action			Success criteria
Grant system changes to automate monitoring and reporting to be implemented.			
Target date		Implementation date	
End of May 2022		End of May 2022	

Draft Proposal 14 – introducing an escalation method

27. **Recommendation 21** – consider how the escalation process will be recorded and monitored, to provide evidence if changes are required, and ensure it is clear that an Area Board cannot approve a grant which was assessed as not meeting the criteria by the “escalation panel”.

Executive response	11.05.22	ACCEPTED	Accepted and agreed. Annual review by Leader will take place on the work of the assessment panel. Amendments have been made to documentation that the decision of the panel is final.
Action			Success criteria
Amendments to grant assessment panel documentation to reflect recommendation.			
Target date		Implementation date	
End of March 2023		End of March 2023	

28. **Recommendation 22** – consider changing the name to “assessment panel”, or wording that would better reflect the purpose of the proposed method.

Executive response	11.05.22	ACCEPTED	Agreed and accepted.
Action			Success criteria
All paperwork updated to reflect this name change.			
Target date		Implementation date	
End of April 2022		End of April 2022	

Draft Proposal 15 – Change of matched funding level from £1,000 to £500 for all grants

29. **Recommendation 23** – note the task group was minded to support the proposal as it could see this would, to an extent, simplify the process for applicants and potentially enhance leverage.

Executive response	11.05.22	ACCEPTED	Accepted and agreed.
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Action		Success criteria
N/A		
Target date	Implementation date	
N/A	N/A	

Draft Proposal 16 - Clarification that funds cannot be transferred

30. **Recommendation 24** – note the task group’s support for this proposal.

Executive response	11.05.22	ACCEPTED	Accepted and agreed
Action		Success criteria	
N/A			
Target date	Implementation date		
N/A	N/A		

31. Following the OS task group process, the Area Board arrangements were updated and a Cabinet Member intention to make a decision was issued from the Leader on 27 April. No comments or representations were received by 6 May, and the confirmed implementation of the changes was issued on 6 May to come into effect on 16 May 2022.

Proposal

32. To note the executive response to the Final Report of the **Area Boards Task Group**.

Cllr Ashley O’Neill, Cabinet Member for Governance, IT, Broadband, Digital, Licensing, Staffing, Communities and Area Boards

Officer contact: Marie Gondlach, Senior Scrutiny Officer, 01225 713 597,
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Wiltshire Council

Overview and Scrutiny Management Committee

19 May 2022

Task Group and Rapid Scrutiny Exercise meetings

Purpose

1. To propose changes to the Overview and Scrutiny (OS) Task Group and Rapid Scrutiny Protocols, clarifying arrangements regarding meeting locations.

Background

2. Much of the OS function's work is undertaken by task groups and rapid scrutiny exercises, commissioned by the four select committees to review issues in depth. Task groups and rapid scrutiny exercises offer a more flexible approach than formal committees and are an effective arena for looking at evidence in detail and drawing informed conclusions.
3. Guidance for members on the operation of these groups is set out in the Task Group and Rapid Scrutiny Exercise Protocols ("the Protocols"), attached at **Appendices 1 and 2** respectively (with proposed additions in red). The relevant Protocol is noted by members at the first meeting of each new activity.
4. Following the Covid-19 pandemic, the council implemented online meeting technology to allow council business to be transacted while adhering to social distancing restrictions. Temporary legislation was enacted to permit formal committee meetings to take place remotely, although this expired in May 2021. Since then, OS committee meetings have been in-person while task groups and rapid scrutiny exercises have remained online.

Main considerations

5. With the removal of social distancing restrictions, the full reopening of council hubs and hybrid technology becoming available in some meeting rooms, it is timely for OS to consider its approach to task group and rapid scrutiny meetings. Under Part 2 of the Constitution, OS Management Committee holds the remit for "developing appropriate OS operational protocols" and is therefore invited to consider appropriate changes to the Protocols, offering members guidance on this matter. It is important to have some consistency of approach in order that members understand the likely commitments involved in participating in an OS exercise before signing up to do so.

6. Following discussion with the chairmen of the other three select committees, and informal feedback from other active OS members, the Chairman of OS Management proposes that task groups and rapid scrutiny meetings should, in general, meet online except where there are particular reasons why a face-to-face element would enhance the exercise. This is for the following reasons:
 - To protect broad member participation in OS, by making it accessible regardless of the member's location, ability to travel or wider commitments
 - To minimise unnecessary travel time, transport costs and the council's carbon footprint, in keeping with its aspiration for net carbon neutrality
 - To support speed and efficiency when scheduling and attending meetings, particularly when many attendees are required.
7. It is recognised, however, that sometimes there will be benefits to having a fully face-to-face meeting or the option of in-person attendance using hybrid meeting technology. This may be where participating members have not previously met (such as at an exercise's first meeting), to suit the needs of witnesses or participants with particular needs, or where the group agrees that the topic would be better addressed in person (such as where it is of a sensitive nature).
8. It is also important that for each exercise all participating members have the opportunity to express their preferred approach, with the chairman making the final decision in light of that discussion, following advice from the Scrutiny Officer and having reviewed the relevant Protocol.
9. It is therefore proposed that the following section be added to the Protocols, as set out in the versions appended. For the avoidance of doubt, OS Panels, which are effectively OS task groups commissioned by external bodies, would also follow this approach but in consultation with the commissioning body.
 1. *"In most cases, task group meetings will be held online in the interests of efficiency, accessibility and minimising travel costs and the council's carbon footprint. For the same reasons, all task group meetings should include the **option** of remote attendance wherever possible.*
 2. *When considering the location, format and timing of their meetings, task groups may want to consider the following factors:*
 - *The availability and preference of all attendees*
 - *The availability of a suitable meeting room*
 - *The particular matters to be discussed and needs of witnesses*
 - *Efficiency of time, carbon footprint and transport costs."*
10. To allow OS to learn from and amend its approach through experience (including of new meeting hybrid technology), it is suggested that this be

reviewed in 6 months' time with findings reported to the Committee by the OS Chairman.

Proposal

11. To amend the Task Group and Rapid Scrutiny Protocols as set out under paragraph 10 and in the versions appended.
12. For the Chairman of OS Management Committee to conduct a review of the adopted approach in 6 months, with findings brought back to Committee.

Cllr Graham Wright, Chairman of Overview and Scrutiny Management Committee

Report author: Henry Powell, Democracy and Complaints Manager,
committee@wiltshire.gov.uk

Appendices

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|------------|---|
| Appendix 1 | Amended Task Group Protocol – May 2022 |
| Appendix 2 | Amended Rapid Scrutiny Exercise Protocol – May 2022 |

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Overview & Scrutiny

Task Group Protocol

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Introduction

What is the Task Group Protocol?

1. The Task Group Protocol offers guidance on the function and operation of scrutiny task groups at Wiltshire Council. The Protocol is not intended as an exhaustive list of instructions, but offers general principles on how task groups can be most effective.
2. The Council's Constitution formally sets out the powers of the overview and scrutiny function and should therefore be referred to in conjunction with this document where necessary.

What are scrutiny task groups?

3. Scrutiny task groups are small working groups of non-executive members. They are established by overview and scrutiny committees to review specific issues and service areas and submit recommendations to the executive on how they could be improved. The committee agrees the task group's terms of reference, membership and arrangements for reporting back to the committee. Task groups can undertake a monitoring role by ensuring that an existing service or project is performing to expectations, but they can also play a key role in developing local policy.

First principles

4. Task groups should follow the principles set out in the Constitution, which fosters and encourages an approach to overview and scrutiny that is:
 - Inclusive
 - Structured
 - Non-adversarial
 - Reliant on evidence rather than anecdote
 - Cross-party
5. Task group members should aim to:
 - Take a positive and constructive approach
 - Engage in developing policy where possible
 - Be mindful of agreed priorities in the council's Business Plan and existing work with partners
 - Make use of the financial, performance, risk and audit data available

- Apply a 'systems thinking' approach when scoping and undertaking the review (see Appendix 1)
- Ensure that outcomes for the customer are the focus
- Consider possible equality and diversity issues in relation to any proposals
- Consider possible service continuity and emergency planning issues

How do scrutiny task groups work?

6. Task group meetings tend to be less formal than those of committees and enable a more extended dialogue with officers and cabinet members. They also allow close engagement with external agencies and witnesses, which can provide a balanced and informed perspective by placing the issue or service in a wider context. Task Group meetings are an effective arena for looking at evidence in detail and therefore arriving at informed findings and recommendations.
7. Task groups can operate flexibly, taking any approach they consider necessary to inform their deliberations, including:
 - Meeting with members and officers
 - Meeting with external agencies, interest groups and service users
 - Considering existing evidence e.g. performance reports
 - Gathering new evidence e.g. through surveys, site visits or research
 - Undertaking or commissioning analysis
 - Visiting relevant sites or organisations
 - Learning from other local authorities and areas
8. In most cases, task group meetings will be held online in the interests of efficiency, accessibility and minimising travel costs and the council's carbon footprint. For the same reasons, all task group meetings should include the **option** of remote attendance wherever possible.
9. When considering the location, format and timing of their meetings, task groups may want to consider the following factors:
 - The availability and preference of all attendees
 - The availability of a suitable meeting room
 - The particular matters to be discussed and needs of witnesses
 - Efficiency of time, carbon footprint and transport costs.
10. Additionally alternative ways of engaging with witnesses should also be considered, such as engagement events, surgeries or surveys.

The role of members

11. Task groups are member-led. Members set the meeting agendas and the work programme and own any findings and recommendations presented in the final

report. Crucial to a task group's effectiveness is the relationship between the scrutiny function and the executive, including the nature of the personal contact between leading individuals of the two. Those assisting or giving evidence should be treated with respect and courtesy.

12. Task group chairmen have a key role to play in ensuring that the exercise leads to a valuable outcome. As well as chairing the meetings and ensuring that all members are clear about their purpose, the chairman acts as the overall lead for the review. This covers reporting back to the appropriate committee on the task group's work, taking a leading role in shaping its final report and attending meetings of relevant executive bodies, such as Cabinet, to represent the task group and provide further input on its activity and findings.

The role of officers

13. The scrutiny officer's role is to provide project support for the task group. This includes advising on the process, undertaking research and analysis and helping to produce the task group's final report.
14. Other officers will be invited to attend task group meetings as witnesses on the basis of their experience of, and involvement in, the issues being considered. These will usually be first and second tier officers, but on occasion there may also be benefits in talking to 'front-line' staff to gain a detailed insight into an area of service delivery. This should be done in agreement with the relevant director.

External advisors and co-optees

15. External advisers can provide task groups with expert knowledge and an independent perspective on the area under review. Their role can include:
 - Helping the panel to identify appropriate officers and witnesses
 - Assisting the panel in developing lines of enquiry
 - Commenting on the evidence presented
 - Contributing to member training
 - Providing advice regarding the final report

Scrutiny officers will be able to advise on the sourcing of external advisors.

16. Co-optees sit alongside other members of the task group and are able to hear evidence, ask questions and contribute to the findings. They are appointed because of their specialist knowledge and/or expertise. Co-optees do not have voting rights.

Scoping

17. The task group's first meeting is an opportunity to 'scope' the review and can be crucial in laying the foundations for an effective scrutiny exercise. It should be used to agree the following:

- Chairman - elected by the task group from its membership
- Terms of reference - changes must be ratified by committee
- Scoping
 - what are members hoping to achieve?
 - what evidence is needed?
 - how will it be obtained?
 - setting a timescale helps to keep the activity focused
- Training and developing skills and knowledge
 - what background information is needed?
 - would training help members of the task group better understand the issues they will be looking at?
 - are there any skills members of the task group would like to further develop to support their work with this task group?

Task group meetings

Meeting protocol

18. Prior to the task group meeting, witnesses should be advised of the issue to be considered and what will be required of them. The scrutiny officer should ensure that witnesses (particularly those from outside of the Council) understand overview and scrutiny's powers and processes and provide them with the Task Group Protocol.
19. Witnesses should also be advised whether notes of the meeting will be available and whether they will have the opportunity to view or comment on the task group's final report before it is published. The task group may need to make a judgement on the confidentiality of any evidence provided on advice from the Solicitor to the Council and being mindful of Freedom of Information (FOI) legislation.
20. Witnesses are asked to present their evidence in a clear, concise and jargon-free manner.

Public or closed meetings

21. To ensure a full and frank discussion of the issues and evidence, task group meetings are not generally open to the public. However, the task group's final report, plus the executive response, are considered in a public forum (except where they contain confidential or exempt information). On occasion, a task group may have a specific reason for holding an open meeting, for example, to enable wider consultation with interested members of the public.
22. In undertaking its role, the task group may become party to confidential information, provided on trust by another body. Naturally task group members are expected to honour this trust and, in doing so, protect the continuance and integrity of the review and wider working relationships. Members will also need to be mindful of the expectations outlined in the council's Code of Conduct.

Meeting location

23. In most cases, task group meetings will be held online in the interests of efficiency, accessibility and minimising travel costs and the council's carbon footprint. For the same reasons, all task group meetings should include the **option** of remote attendance wherever possible.
24. When considering a fully or partly (hybrid) face-to-face meeting, task groups may want to consider the following factors:
 - The availability and preference of all attendees
 - The availability of a suitable meeting room
 - The particular matters to be discussed and witnesses involved
 - Efficiency of time, carbon footprint and transport costs.

Substitutions

25. No member substitutions are permitted for task groups. Overview and scrutiny committees appoint members to task groups on the basis of their experience, interest and availability, rather than their political affiliation. Additionally, members gain an in-depth understanding of the chosen topic over a series of meetings before reaching conclusions and it would therefore be difficult (and potentially disruptive) for a new member to enter the arena partway through the process.

The final report

26. At the conclusion of its work a task group will prepare a final report clearly setting out its findings and recommendations. This may include whether the task group or committee needs to undertake further work and how the implementation of recommendations should be monitored.

27. To ensure that the implementation of task group recommendations can be assessed, recommendations should be 'SMART' i.e. Specific, Measurable, Attainable, Realistic, Timely.
28. It is important that the final report presents the task group's findings and recommendations **with evidence** in a clear and understandable form. The evidence cited should be checked with relevant witnesses to ensure that it is accurate. It may be prudent to discuss provisional conclusions and recommendations with key witnesses before the report is published. Any resource implications arising from the recommendations must be properly costed and should show how they would be funded, following consultation with the Director of Finance.
29. Whenever possible, all members of a task group will unanimously agree the content of its final report. However, if there is not unanimity amongst the task group, members are able to submit a minority report stating clearly, with evidence, why they are unable to agree with the majority view.
30. Witnesses should be informed when the task group's final report is published and provided with a link or electronic copy.
31. The final report is submitted to the appropriate overview and scrutiny committee for endorsement, who then refer it to the relevant executive accountable body for a formal response within 2 months.

Appendix 1 – Systems Thinking questions

Task Groups may wish to ask the following questions, which follow a 'systems thinking' methodology, when scoping and undertaking their review:

1. In providing the service, what is the problem we are trying to solve? Whose problem is it?
2. Who are the customers and what is their purpose? How does this solution fulfil that purpose?
3. What about customers who are not currently on our radar? How does this solution improve our knowledge or their awareness or access?
4. Will our solution make the system stronger as a whole?
5. How is the solution's performance going to be measured and do the measures reflect customer purpose?
6. Where is the evidence and data; how good is it e.g. in terms of being aligned to the purpose for which it is being used?

If you would like further information on Overview and Scrutiny at Wiltshire Council please contact Democratic Services on 01225 718220 / committee@wiltshire.gov.uk

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Overview & Scrutiny

Rapid Scrutiny Exercise Protocol

Introduction

1. The Rapid Scrutiny Exercise Protocol offers guidance on the operation of Overview and Scrutiny (OS) Rapid Scrutiny Exercises at Wiltshire Council.
2. Where necessary, the Protocol should be read in conjunction with
 - [Part 8](#) of the council's Constitution, which sets out the formal powers of OS
 - The council's OS Task Group Protocol.

What are rapid scrutiny exercises?

3. Rapid scrutiny exercises are a further way of undertaking OS, in addition to the more traditional forums of **select committees** and **task groups**.
4. Like task groups, rapid scrutiny exercises involve small groups of non-executive members (a minimum of 3) reviewing a single issue. Unlike task groups, rapid scrutiny exercises usually involve only **one** meeting.
5. Rapid scrutiny exercises are used to review specific issues when consideration by select committee or task group is inappropriate because,
 - a) There is a need for more urgent scrutiny;
 - b) The matter does not warrant a full task group review, which is comparatively time- and resource-intensive.
6. Rapid scrutiny exercises are therefore appropriate for,
 - a) Pre-decision scrutiny on a proposal when the matter is urgent. Examples include,
 - when a cabinet member would value scrutiny of an intended delegated decision
 - when cabinet are scheduled to take a decision and the relevant select committee is not scheduled to meet prior to this.

- b) In-depth scrutiny of a single issue to enhance subsequent consideration by select committee. This may include determining if further, longer term scrutiny is appropriate (e.g. by a task group).

Establishment

7. Where possible, the relevant select committee establishes the rapid scrutiny exercise, agrees its purpose*, membership and arrangements for reporting back. If, for reasons of urgency, this is not possible then the Chairman and Vice-chairman of the select committee may determine these matters.

* While time may not allow for the formation of detailed terms of reference (as with task groups), the remit and objective of the exercise should be made as clear as possible.

Meetings

8. A flexible approach will be needed to scheduling the meeting and providing evidence in advance.
9. Like task groups, rapid scrutiny exercise meetings tend to be less formal than committee meetings. Witnesses usually include the relevant Cabinet Member and service officers. Due to their urgency and brevity, rapid scrutiny exercises do not generally involve witness such as service users or other members of the public. They are also not public meetings.
10. In most cases, rapid scrutiny meetings will be held online in the interests of efficiency, accessibility and minimising travel costs and the council's carbon footprint.
11. When considering a fully or partly (hybrid) face-to-face meeting, rapid scrutiny groups should consider the following factors:
- The availability and preference of all attendees
 - The availability of a suitable meeting room
 - The particular matters to be discussed and needs of witnesses
 - Efficiency of time, carbon footprint and transport costs.
12. Prior to the exercise, witnesses should be advised of the issue to be considered and what will be required of them. The scrutiny officer should ensure that witnesses understand OS's powers and processes and provide them with this Protocol. Witnesses should also be advised whether they will have the opportunity to view or comment on the final report before it is published.
13. In undertaking its role, the rapid scrutiny group may become party to confidential information, provided on trust by another body. Naturally members are expected

to honour this trust and will also need to be mindful of the expectations outlined in the council's Code of Conduct.

14. At the meeting a lead member will be elected from the rapid scrutiny group's membership to
 - a) Chair the meeting
 - b) Lead production of the resultant report (with the Scrutiny officer)
 - c) Attend relevant meetings of the decision-making body
 - d) Report back to the relevant select committee.

The report

15. Having considered the evidence, the rapid scrutiny group will agree its findings and recommendations. These may include whether further scrutiny is required and how the implementation of recommendations should be monitored.
16. The report should present findings and recommendations **with evidence** in a clear and understandable form. Any resource implications arising from the recommendations should be costed and funded where time allows; where it does not as a minimum any anticipated costs should be identified.
17. Recommendations should be 'SMART' i.e. Specific, Measurable, Attainable, Realistic, Timely.
18. Whenever possible, all members of a rapid scrutiny exercise will unanimously agree the content of its final report. However, members are able to submit a minority report stating clearly, with evidence, why they are unable to agree with the majority view.
19. Witnesses should be informed when the rapid scrutiny group's report is published and provided with a link or electronic copy.

Principles

20. As with task groups, rapid scrutiny exercises should follow the principles set out in the Constitution, which fosters and encourages an approach to OS that is:
 - Inclusive
 - Structured
 - Non-adversarial
 - Reliant on evidence rather than anecdote
 - Cross-party
21. Rapid scrutiny exercise members should aim to:
 - Take a positive and constructive approach

- Make use of the financial, performance, risk and audit data available
- Ensure that outcomes for the customer are the focus
- Consider possible equality and diversity issues in relation to any proposals
- Consider possible service continuity and emergency planning issues.

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Wiltshire Council

Overview and Scrutiny Management Committee

19 May 2022

Task Group Update

1. Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Joint Scrutiny Panel

Membership

Wiltshire Councillors:

Cllr George Jeans
Cllr Ian Thorn

Swindon Borough Councillors:

Cllr Junab Ali (Vice-Chair)
Cllr Burn-Howell
Cllr Oladapo Ibitoye

Business Representatives

Andrew Hogben

Supporting officer: Ceri Williams

Terms of Reference

The terms of reference for the Joint Scrutiny Panel are quite lengthy and therefore not included in full here, however, an extract detailing the purpose of the panel is included below (*paragraph numbering from the terms of reference*):

(9.) This Panel will act as a critical friend, developing an overview of strategies and plans and providing independent scrutiny of the work of the LEP Board. It is an essential element of assuring democratic accountability for the use of public funds.

(10.) The objective is to make constructive recommendations for how future decisions of the LEP can be effectively implemented.

(11.) The Panel will not have the power to delay the SWLEP's decisions but it will be able to make recommendations for improvement to the SWLEP's decision making process and will be able to make its conclusions public.

Recent activity

- The panel was scheduled to meet on the 11 April. This meeting was cancelled in agreement with the Chief Executive of the LEP. The LEP at that stage had not received its letter from Government confirming its ongoing role. With that in mind it was felt appropriate to delay meeting until that correspondence had been received.
- From a membership perspective, Councillor Richard Britton, the current chair, has resigned from the panel. Based on its current terms of reference, the panel now has a vacancy for one Wiltshire councillor, in addition the panel currently has two vacancies for industry representatives.
- On confirmation of the future role of the LEP from Government, the LEP will consider its ongoing scrutiny arrangements and any amendments to the terms of reference will be communicated to the Chairman and Vice Chairman of the Management Committee.

Proposal

The OSMC, on behalf of Wiltshire Council, is asked to nominate a representative to join the LEP scrutiny panel.

2. Evolve Programme Task Group

Supporting officer: Ceri Williams

Membership

Cllr Joh Hubbard (Chair)
 Cllr Dr Monica Devendran
 Cllr Ruth Hopkinson
 Cllr Horace Prickett
 Cllr Mark Verbinnen
 Cllr Mary Webb

Purpose

The Overview and Scrutiny Management Committee (OSMC) is asked to approve the establishment of a new task group to consider the council's Evolve programme.

Background

The Evolve programme will involve the procurement and implementation of a new Cloud-based Enterprise Resource Planning (ERP) system for the council. The programme will impact on the work of all staff at the council in respect of HR, finance, procurement and payroll processes. It will look to modernise technology and standardise business processes, improving efficiencies for core activities that are undertaken across the council, supporting their adoption through a comprehensive in-house business change and training effort, and will deliver improved data, insights and reporting capabilities.

Terms of Reference (TOR)

1. The following TOR are proposed to underpin the work of the new task group:
 - a) To provide efficient, effective scrutiny engagement on the council's Evolve programme under the direction of OS Management Committee.
 - b) To receive periodic updates on the Evolve programme and scrutinise delivery of its key three objectives for the council, covering:
 - Organisational insight
 - Developing a flexible high-performance culture
 - Transforming business processes and digital technology
 - c) To meet quarterly as standard, unless there is a temporary need to meet more frequently or at a specific project milestone
 - d) To report findings and recommendations as appropriate to OS Management Committee following each task group meeting.

Recent activity

- The task group's second meeting took place on 8 April, where it was agreed that for future meetings the task group would be given access to the programme's risk register, board papers and board minutes.
- The project status was currently amber, based on there being limited contingency for any delays over the next 12 months, in the build-up to go-live in April 2023.
- The programme was now moving into the Design Phase, emerging from the Business Preparation Phase. Design workshops were now a key focus for the team.
- The task group explored the resilience of the future system, questioning whether availability would be impacted if the council's physical data centres were ever out of action, due to flooding for example. In response, a briefing to the Chair took place on 27 April, where reassurance was given that the system would be predominantly cloud based, mitigating this risk.
- The members were also given an overview of the change management approaches being utilised by the programme team. Members felt it was important to secure buy-in from frontline staff and suggested the creation of a user group to act as a forum for staff input. This recommendation was accepted, and the programme team have confirmed that a user group will be operational shortly.
- The task group meets next on 1 July 2022.

3. Asset Transfer Rapid Scrutiny Exercise

Supporting officer: Simon Bennett

Membership

Cllr Ruth Hopkinson (Lead Member)

Cllr Bob Jones MBE
Cllr Gordon King
Cllr Bill Parks
Cllr Pip Ridout
Cllr Iain Wallis
Cllr Graham Wright

Background

In September 2021, then Committee received an update on implementation of the Policy, which was considered by overview and scrutiny prior to its adoption in 2017. It was resolved:

1. To note the update on the Asset Transfer Policy, which will now be reviewed, and ask Cabinet to note the points raised by the Committee.
2. To note the reported intention for a consultation on the Policy in November 2021 and a report to Cabinet in early 2022 to reset the policy and programme, taking into account resource requirements and town/parish council appetite.
3. To establish a rapid scrutiny exercise to provide Overview and Scrutiny input on the Policy review process following completion of the Consultation process, with arrangements to be agreed by the Chairman, Vice-Chairman and Cabinet Member and reported back to Committee.

In November 2021, an update was requested by members of Management Committee and it was reported that the planned consultation with town/parish councils on the Policy would now be replaced with a town/parish council conference to be held in January 2022.

Recent activity

The rapid scrutiny group's report will be presented at the meeting.

4. Financial Planning Task Group (FPTG)

Supporting Officer: Simon Bennett

Membership

Cllr Gavin Grant (Vice-chair)
Cllr George Jeans
Cllr Gordon King
Cllr Charles McGrath
Cllr Bill Parks
Cllr Pip Ridout (Chair)
Cllr Elizabeth Threlfall

Background

The Financial Planning Task Group (FPTG) is a standing task group reporting to the Overview and Scrutiny Management Committee.

Terms of reference

- 1) To review the Medium-Term Financial Strategy (4-year financial model).
- 2) To review the approach and robustness of the council's capital, debt, and revenue financial planning regime.
- 3) To 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 upon outcomes.
- 5) To undertake periodic budget monitoring including reviews of key midyear trends and developments and to ensure that these are considered when updating the Financial Plan.
- 6) To, where it materially affects the council's overall financial position, to consider the council's:
 - a) approach to strategic procurement
 - b) major or financially significant contracts
 - c) financial investment in, and liability to, its wholly owned subsidiaries.
- 7) 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 11 February 2022, see report to OSMC dated 22 March 2022.

A report regarding finance and resource scrutiny will be tabled at the OSMC meeting on 19 May 2022.

Proposals

- 1. To note the update on task group and panel activity provided.**

Report authors:

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Overview and Scrutiny Management Select Forward Work Programme

Last updated 11 May 2022

Overview and Scrutiny Management Committee – Current / Active Task Groups		
Task Group	Start Date	Final Report Expected
Financial Planning Task Group	October 2013	Standing
Swindon and Wiltshire Joint LEP Panel	March 2014	Standing
Evolve Programme Task Group	December 2021	TBC
Asset Transfer Policy Rapid Scrutiny Exercise	March 2022	May 2022

Overview and Scrutiny Management Select – Forward Work Programme			Last updated 11 MAY 2022		
Meeting Date	Item	Details / Purpose of Report	Corporate Director and / or Director	Responsible Cabinet Member	Report Author / Lead Officer
14 Jul 2022	Executive Response to the Asset Transfer Policy Rapid Scrutiny Exercise	To receive the Cabinet Member's response to the report of the Rapid Scrutiny Exercise, if endorsed by OS Management Committee on 19 May 2022.	Simon Hendey (Director - Assets and Commercial Development)	Cllr Phil Alford	
14 Jul 2022	Financial Planning Task Group Update	To receive an update on the work of this task group, which leads overview and scrutiny engagement on finance.	Andy Brown	Cllr Nick Botterill	Simon Bennett
14 Jul 2022	Management Committee Task Group update		N/a	N/a	Henry Powell
14 Jul 2022	Forward Work Programme		N/a	N/a	Henry Powell

Environment Select Committee Forward Work Programme

Last updated 6 MAY2022

Environment Select Committee - Current / Active Task Groups		
Task Group	Start Date	Final Report Expected
Global Warming and Climate Emergency Task Group	May 2019	TBC

Environment Select Committee - Rapid Scrutiny		
Topic	Details	Date

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Environment Select Committee – Forward Work Programme			Last updated 6 May 2022		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
14 Jun 2022	Bus Strategy / Bus Improvement Plan	As discussed at the ESC-Executive meeting on 21 September 2021 on the transport and highways portfolio a report to be provided detailing the development of plans.	Peter Binley (Acting Director of Highways and Transport)	Cllr Dr Mark McClelland	Jason Salter
14 Jun 2022	Active travel	As discussed at the ESC-Executive meeting on 21 September 2021 on the transport and highways portfolio to a report on programmes identified for potential Government funding	Peter Binley (Acting Director of Highways and Transport)	Cllr Dr Mark McClelland	Allan Creedy
14 June 2022 (tbc)	High Streets / Market Towns	As discussed at meeting with the Cabinet Member 6 May 2022 the select committee to receive a report about council programme regarding high streets and market towns.	Parvis Khansari (Corporate Director Place)	Cllr Richard Clewer	Victoria Moloney, Head of Economy & Regeneration

Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
14 Jun 2022	Global Warming & Climate Emergency task group	To receive an update from the task group regarding activity and its forward work plan			Simon Bennett
13 Jul 2022	Waste Management Strategy: Annual Review	For the committee to receive an annual update on: <ul style="list-style-type: none"> • a review of changes to legislation and government policy • performance in 2020-21 • an action plan for 2022-23 	Parvis Khansari (Director of Highways and Transport)	Cllr Dr Mark McClelland	Martin Litherland
13 Jul 2022	Libraries Development	As discussed at the ESC-Executive meeting on 24 September 2021 on the leisure and libraries portfolio to provide a update on the development of the council's library service.	David Redfern (Assistant Director Leisure Culture and Communities)	Cllr Ian Blair Pilling	
13 Jul 2022	Leisure Services Insourcing	As resolved at the select committee meeting on 9 November 2021, the committee will receive a further update be that includes financial information and membership trends. It will also review operating leisure facilities on public holidays.	David Redfern (Assistant Director Leisure Culture and Communities)	Cllr Ian Blair Pilling	

Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
13 Jul 2022	Retrofitting of energy improvement works of current council housing	As discussed at the ESC Executive meeting on 9 September 2021 on the housing portfolio to provide a report on the scheme to make council homes more carbon neutral	Simon Hendey (Director - Housing and Commercial)	Cllr Phil Alford	
13 Jul 2022	Construction of zero carbon homes	As discussed at the ESC- Executive meeting on 9 September 2021 on the housing portfolio to provide a report on the construction of zero carbon homes.	Simon Hendey (Director - Housing and Commercial)	Cllr Phil Alford	
13 Jul 2022	Global Warming & Climate Emergency task group	To receive an update from the task group regarding activity and its forward work plan			Simon Bennett
13 Sep 2022	Homes 4 Wiltshire	As discussed at the ESC- Executive meeting on 9 September 2021 on the housing portfolio to provide an update on Homes for Wiltshire.	Emma Legg (Director – Ageing & Living Well)		Nicole Smith

Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
13 Sep 2022	Local Plan	As discussed at the ESC-Executive meeting on 14 September 2021 on the spatial planning portfolio to receive updates when appropriate.		Cllr Nick Botterill	Georgina Clampitt-Dix, Jean Marshall
13 Sep 2022	Global Warming & Climate Emergency task group	To receive an update from the task group regarding activity and its forward work plan			Simon Bennett
8 Nov 2022	Private sector renewal strategy	As discussed at the ESC-Executive meeting on 9 September 2021 on the housing portfolio to provide a report on the strategy.	Emma Legg (Director – Ageing & Living Well)		Nicole Smith
8 Nov 2022	Review of registered housing providers	As discussed at the ESC-Executive meeting on 7 September 2021 on the housing portfolio. To receive a report on registered providers of affordable housing, shared ownership and rental housing.	Simon Hendey (Director - Housing and Commercial)	Cllr Phil Alford	Richard Walters

Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
8 Nov 2022	Streetscene contract	As resolved at the ESC meeting on 12 January 2022 the select committee will receive an update report on the Streetscene contract	Peter Binley (Acting Director of Highways and Transport)	Cllr Dr Mark McClelland	Adrian Hampton
tbc	'Heritage' app; 'What's on in Wiltshire' app	September 2021 on the arts, heritage and tourism portfolio a report to be provided detailing the development of two tourism apps.	Parvis Khansari (Corporate Director Place)	Cllr Richard Clewer	Victoria Moloney, Head of Economy & Regeneration
tbc	Broadband	As discussed at meeting with the Cabinet Member 6 May 2022 the select committee to receive a report about broadband roll out in the county.	Parvis Khansari (Corporate Director Place)	Cllr Richard Clewer	Victoria Moloney, Head of Economy & Regeneration
tbc	Wiltshire Mark	As discussed at meeting with the Cabinet Member the select committee to receive a report about the 'Wiltshire Mark' for produce.	Parvis Khansari (Corporate Director Place)	Cllr Richard Clewer	Victoria Moloney, Head of Economy & Regeneration
tbc	Gypsy & Traveller Plan	To receive the Gypsy and Traveller plan.		Cllr Nick Botterill	Georgina Clampitt-Dix

tbc	Update on the Homeless Strategy 2019-2024	As resolved by at the ESC meeting on 3 September 2019 the select committee to receive an update on the Homeless Strategy (delayed due to the pandemic)	Emma Legg (Director – Ageing & Living Well)		Nicole Smith
tbc	LHFIG Review	To receive a update report on the implementation of the Local Highway & Footway Improvement Groups (LHFIG)	Peter Binley (Acting Director of Highways and Transport)	Cllr Dr Mark McClelland	Dave Thomas

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Health Select Committee Forward Work Programme

Last updated 1 JUNE 2022

Health Select Committee – Current / Active Task Groups			
Task Group	Details of Task Group	Start Date	Final Report Expected
N/A			

Health Select Committee – Forward Work Programme			Last updated 1 JUNE 2022		
Meeting Date	Item	Details / Purpose of Report	Corporate Director and / or Director	Responsible Cabinet Member	Report Author / Lead Officer
7 Jun 2022	Long Covid Support Service	Wiltshire Health and Care to outline the long covid support available to Wiltshire residents, outlining associated challenges and opportunities.	Lucy Townsend (Corporate Director - People)	Cllr Jane Davies	Douglas Blair
7 Jun 2022	Integrated Care Alliance	Update report on the development of an Integrated Care Alliance within Wiltshire as part of the Integrated Care System proposals.	Lucy Townsend (Corporate Director - People)	Cllr Richard Clewer	David Bowater Elizabeth Disney
7 Jun 2022	Care Home Risk Report	An overview of how the council is supporting care homes during the challenge of emerging from the pandemic.	Helen Jones (Director - Procurement and Commissioning)	Cllr Jane Davies	Victoria Bayley
7 Jun 2022	Commissioning Pathway 2 Beds	Commissioning update.	Helen Jones (Director - Procurement and Commissioning)	Cllr Jane Davies	Helen Mullinger
5 Jul 2022	AWP Transformation Programme	Overview of AWP's Transformation Programme and associated opportunities for Wiltshire.	Lucy Townsend (Corporate Director - People)	Cllr Jane Davies	Dominic Hardisty

Health Select Committee – Forward Work Programme			Last updated 1 JUNE 2022		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
5 Jul 2022	South West Ambulance Service update	Performance update and overview of transformation proposals.			Nicola Ash
1 Nov 2022	Day Opportunities Update	Committee update following the launch of the open framework.	Helen Jones (Director - Procurement and Commissioning)	Cllr Jane Davies	Helen Jones
18 Jan 2023	Wiltshire Living at Home Alliance Update	Update following the launch of the new alliance.	Helen Jones (Director - Procurement and Commissioning)	Cllr Jane Davies	Helen Jones

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Children's Select Committee - FWP - May 2022

Last Updated 10 MAY 2022

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Children's Select Committee – Current / Active Task Groups		
Task Group	Start Date	Final Report Expected
<p>Disadvantaged / vulnerable Learners Whilst Wiltshire has a relatively low number of disadvantaged learners, they are largely underperforming compared to regional and national levels.</p> <p>To be informed of the council's current work and aspirations. To identify the reason(s) for the higher underperforming than regional and national levels. To explore solutions to raise performance levels, based on best practice across the country.</p>	31 November 2021	June
<p>Fostering Excellence To identify:</p> <ol style="list-style-type: none"> a. how the effectiveness of the Fostering Excellence project will be measured and reported; b. how the benefits to children in care being placed with in-house carers (receiving enhanced training / support as part of Fostering Excellence) will be measured and reported; c. best practice across the country for recruitment and retention of in-house foster carers, as well for anticipating demand (needs / demand modelling) 	18 January 2022	July
<p>Business Plan Metrics Task Group As agreed at the Children's Select Committee on 19 January 2022 – to review the metrics to be included in the Business Plan for measures linked to the remit of the committee</p>		
<p>Business Plan – service plans As agreed at the Children's Select Committee on 19 January 2022 – to review the service plans supporting the Business Plan linked to the remit of the committee</p>	After the Business Plan metrics tg	
Children and Young People's Mental Health	tbc	

<p>This will follow on from the work of the CAMHS task group but the terms of reference will be reviewed to ensure a more holistic approach.</p>		
<p>Families and Children's Transformation (FACT) To scrutinise the impact and effectiveness of the FACT programme, whilst ensuring that the voice of the child is embedded in the FACT programme.</p> <p>Areas to focus on (based on the debate and areas for continuing improvement that were highlighted in the report) are detailed in the minutes of the CSC meeting on 19 January 2021.</p> <p>May link to the Getting to Outstanding items to committee and briefing.</p>	<p>After briefing to CSC</p>	
<p>Youth provision and youth service funding</p> <p>Area Board youth service funding</p> <p>To understand what the differences are (and why) in allocating youth funding and to determine whether the eligibility criteria and assessment / approval process are still relevant (where possible compare with other local authorities) and ensure clear "best practice" / guidelines.</p> <p>Youth Provision – gap analysis</p> <p>To consider the outcome of the Youth provision gap analysis undertaken (referred to in the Covid-19 update to Cabinet, 1 December 2020) and establish whether further scrutiny (e.g. task group) would be beneficial to ensure that demand / needs are met where possible and also that people are aware of the provision (effective promotion).</p> <p>NB link with Youth Voice team's work</p> <p>To develop consistency across the 18 area boards in terms of allocating youth funding and eligibility criteria.</p>	<p>tbc</p>	
<p>Access to Post-16 education</p> <p>To establish a clear picture of post-16 education provision available to young people in Wiltshire and availability of / options for transport to access that provision.</p> <p>NB – may link to follow up work from the Youth Transport Task Group's final report.</p>	<p>Spring 2022 (tie in with academic year)</p>	

Children's Select Committee - Rapid Scrutiny		
Topic	Details	Date
SEND provision – data set	tbc	
High needs block funding	To review the current processes and explore whether there would be value added in establishing a task group to consider options to manage pressures on high needs block budget whilst providing the most appropriate support at the earliest opportunity.	Start February 2022 onwards
Health Outcomes and meeting health needs	To explore how the council can best scrutinise what partners (and providers) are doing to provide health outcomes for Wiltshire children, this would include establishing what the current scrutiny by the council is (including information on the current and planned work on this topic of the Safeguarding Vulnerable People Partnership).	Date tbc

Children's Select Committee - FWP - March 2022			Last updated 7 MARCH 2022		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
For consideration by the Standing Task Group.					
	Corporate Parenting bi-annual report	March (brief update) October / November (annual report)			
	Adoption	Annual item. To receive information on adoption from the following sources: Local authority's performance report with regards to adoption (statutory requirement that regular assurance reports are provided regarding the Council's responsibility for the adoption of children); Adoption West joint scrutiny panel's annual report.			
	Safeguarding Vulnerable People Partnership	To receive annual report from the partnership presenting work in the past year and priorities / objectives for the year ahead.			

Children's Select Committee - FWP - March 2022			Last updated 7 MARCH 2022		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	Performance monitoring reports	To receive performance monitoring reports on the overall service, likely to be June (to consider the year-end data from the previous year) then January meetings.			
	Traded Services - annual report (November 2022)	To receive the second traded services annual report - this should be linked with the Standing Task Group meeting on 4 January 2022	Helean Hughes (Director - Education and Skills)	Cllr Laura Mayes	Paul Redford
Information briefings					

Children's Select Committee - FWP - March 2022			Last updated 7 MARCH 2022		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	Information briefing - employment and apprenticeship	<p>To receive information on:</p> <ul style="list-style-type: none"> • NEET (not in education, employment or training) numbers in Wiltshire – including national figures for comparison (ons) • Take up / outcome of the NEET government scheme in Wiltshire and nationally • Current number of apprentices in Wiltshire and schemes in place, including Wiltshire Council • Services in place / support available in Wiltshire to help young people move towards work, education or training e.g. Wiltshire Council's Employment and Skills (Work Wiltshire), programmes such as Building Bridges, etc. 			

Children's Select Committee - FWP - March 2022			Last updated 7 MARCH 2022		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	Information briefing - Alternative Educational Provision	To receive information on processes followed and options available in Wiltshire, including information on the Service Level Agreement for funding delegated to secondary schools to support learners at risk of exclusion. Anticipated to be a shorter briefing (30 minutes).			
	Information briefing - Demand modelling for children services	To develop some awareness of the work undertaken, common factors that drive demand, how to anticipate impact and volume – informing members of the complexities of managing and anticipating demand. Once this briefing has been delivered there may be further updates on specific demand analysis.			Tamsin Stone
	Information briefing - FACT (Families and Children Transformation Programme): the journey so far	There is also a proposed task group and agenda item Timeline – late September, October for the briefing and November for agenda item.	Martin Davis (Director - Families and Children)		

Children's Select Committee - FWP - March 2022			Last updated 7 MARCH 2022		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	Information briefing - Family Learning Service	To raise awareness of the service and the support it offers to families. Anticipated to be a shorter 30 minutes briefing.			
	Information briefing - learning from Covid-19	To inform members on the lessons learnt from Covid on how some of the mitigations or new ways of working implemented to manage the pandemic could be adapted for ongoing use to improve the efficiency/productivity of the service (This potentially could be an agenda item at some point as well). NB the briefing should be linked to a presentation from Wiltshire CIL to Health Select Committee and work undertaken by Wiltshire Parent Carer Council.			
	Information briefing - MASH and early support	September / October 2021			
	Information briefing - School Funding	Yearly briefing ahead of consideration of the budget.			
	Information briefing - school improvement programme	Linked to agenda item - briefing in November	Helean Hughes (Director - Education and Skills)		

Children's Select Committee - FWP - March 2022			Last updated 7 MARCH 2022		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	Information briefing - SEND provision: See the person not the disability	To understand SEND and provision by the council (including awareness of funding). This briefing would underpin future scrutiny work (proposed rapid scrutiny) on SEND provision and High Needs block funding.			
	Information briefing - Young Carers in Wiltshire	This briefing could inform the scope of a potential task group or rapid scrutiny – to consider how to best promote the service and ensure that Young Carers and their families are aware of and access the support on offer.	Helen Jones (Director - Joint Commissioning)		
Standing items (at all meetings)					
	DfE Changes - Update from Department for Education	A report presenting an update on developments relating to children's services arising from the Department for Education.	Lucy Townsend (Corporate Director - People)	Cllr Laura Mayes	Nicola McCann

Children's Select Committee - FWP - March 2022			Last updated 7 MARCH 2022		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	School Ofsted Judgements	A report which includes information regarding the most recent Ofsted Inspection reports. It will provide an ongoing view of the effectiveness of schools as seen by Ofsted Inspection.	Lucy Townsend (Corporate Director - People)	Cllr Laura Mayes	Louise Lewis
	Update from Wiltshire Youth Voice Representative	An update including a summary of recent activities of the Wiltshire Youth Union (WYU), the Youth Safeguarding Board (YSB) and the Children in Care Council (CiCC).	Lucy Townsend (Corporate Director - People)	Cllr Laura Mayes	Gary Binstead
06 July 2022					
6 Jul 2022	Children missing education / children missing out on education	To receive dataset and policy on Children Missing Out on Education / Children Missing Education NB – may be timely to link to information briefing on Alternative Educational Provision			

Children's Select Committee - FWP - March 2022			Last updated 7 MARCH 2022		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
6 Jul 2022	Elective Home Education (including for Children with SEND)	Item follows the resolution from the 5th March 2019 Children's Select Committee: "To receive further data and analysis in 12 months on children with SEND receiving Elective Home Education."	Helean Hughes (Director - Education and Skills)	Cllr Laura Mayes	Jen Salter
Agenda item – date to be set					
	Pupil Performance in Public Tests and Examinations	Provides an annual overview of pupil performance at the end of each key stage and compares Wiltshire's attainment with national, south west and statistical neighbours.			
	Child Poverty	To receive a report presenting figures / data for child poverty in Wiltshire (compared to national figures) and the services / provision in place to address this in Wiltshire, either delivered / supported by the council or third sector (that the council is aware of).			

Children's Select Committee - FWP - March 2022			Last updated 7 MARCH 2022		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	School Improvement Programme	As agreed at the 10 March 2020 meeting (schools Ofsted judgments) to receive a report on implementation / progress of the school improvement programme. (NB with pre-meeting briefing as well)			
	Youth Transport (including SEND)	<p>Update following task group's work and executive response - National Bus Strategy and any decision or progress regarding a single "Wiltshire Youth Card"</p> <p>.</p> <p>To include input from the council's review of transport services for children and young people with SEND (commissioning team).</p> <p>NB – may link to the proposed Access to Post-16 education task group</p>			
	Outdoor education	Update following task group's work and executive response (CSC 10 March 2021)			

Children's Select Committee - FWP - March 2022			Last updated 7 MARCH 2022		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
	FACT update	<p>Following consideration of update on 10 March 2020:</p> <p>Request an update for March 2021. The Chair and Vice-chair will identify specific areas for update from the report considered today and inform officers accordingly. The update should include more figures for improved outcome for young people and also figures on savings / costs avoided to demonstrate the impact of the FACT programme.</p> <p>For example number of Five to Thrive champions trained, outcome / learning from the Multi-Agency Use of CMS, outcome of performance reviews, etc.</p>	Lucy Townsend (Corporate Director - People)	Cllr Laura Mayes	
	Early Years and Childcare Standards Annual Report	To receive a report detailing local authority standards for early years and pre-school provision including sufficiency (which is a statutory duty), pupil outcomes and Ofsted grades.			

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Wiltshire Council

Overview and Scrutiny Management Committee

19 May 2021

Overview and Scrutiny (OS) Member Remuneration 2021/22

Purpose

1. To propose the application of the OS Remuneration Fund for 2021/22.

Background

2. The Wiltshire Council Member Remuneration Scheme was adopted by Full Council in 2017, following a review by the Independent Remuneration Panel. The Scheme retained a £15,000 OS fund and defined its purpose as, *“To remunerate councillors to recognise significant additional responsibilities undertaken as part of overview and scrutiny activities. A scheme on how to allocate the fund will be prepared and approved annually by the Overview and Scrutiny Management Committee.”*
3. The method of allocating the OS fund was revised by Committee in September 2018. The revised scheme retained the focus on remunerating leading OS positions (some select committee vice-chairmen, chairs of task groups, rapid scrutiny exercises and representatives on project boards). However, Committee agreed that the number of meetings involved in qualifying activities should be a factor in the level of remuneration received to ensure that the varying time demands of distinct roles is recognised.
4. The level of the OS Remuneration Fund remained unchanged after the Independent Remuneration Panel review in 2021.
5. It should be noted that only full, formal meetings of each activity are counted when calculating the allocations. These meetings can represent only a portion of the actual activity involved in fulfilling the qualifying roles. Other activities include less formal discussions with service officers, fellow scrutiny members and Executive members, regular liaison with scrutiny officers, ad hoc evidence gathering and attendance at committees and Cabinet to report on progress.
6. Following consultation with the OS chairman and vice-chairman, it is proposed that the Scheme be applied as set out in Appendix 1 for the 2021/22 municipal year (18 May 2021 to 17 May 2022).

Application

7. The following activities are considered eligible for remuneration within the scheme for the 2021/22 municipal year:

- Chairing active task groups, including standing task groups;
- Leading rapid scrutiny exercises;
- Vice-chairing select committees that do not attract an SRA;
- Representation on active project boards;
- Chairing active scrutiny panels.

The current standing task groups are as follows: Financial Planning Task Group and Children's Select Committee Standing Task Group.

8. Applying the scheme in this way yields a total of 16 qualifying activities. The fund totals £15,000 and, as in previous years, a fixed payment (1/10th or £1,500) has been allocated to 4 key positions, which are:

- Vice-chair of Children's Select Committee
- Vice-chair of Environment Select Committee
- Vice-chair of Health Select Committee
- Chairman of Financial Planning Task Group

9. Shares for other activities are allocated by the number of meetings led, capped at a total share of £1,500.

10. No more than 2 x fund shares are awarded to any one councillor. In cases where 3 or more would be allocated, the lowest share is not paid.

11. To count as a qualifying meeting, task group meetings must have been full meetings with all members invited to attend, rather than briefings, sub-groups, or attendance at Cabinet etc.

12. Appendix 1 shows the detail of the 2021/22 allocation.

Proposal

13. To approve the allocation of the OS Remuneration fund for 2021/22 as detailed in Appendix 1.

Cllr Graham Wright, Chairman OS Management Committee

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Appendices

Appendix 1 Schedule of OS Remuneration Fund allocations 2020/21

Appendix 1 – O&S (Overview and Scrutiny) Activity 2021/22 municipal year

	Activity	Qualifying meetings	No. of meetings attended	Parent Committee	Chair / Lead	£ Share 2021/22
1.	Climate Emergency Task Group	4 July 23 July 29 July 4 August 5 August 24 September 8 October 22 October 10 December 15 December 18 March 6 May 13 May	13	Environment Select Committee	Cllr Graham Wright	£1,500* *Capped from £2,561
2.	Financial Planning Task Group	25 June 7 July 10 September 20 September 8 October 26 November 10 December 7 January 18 January 21 January 22 February	11	OS Management Committee	Cllr Pip Ridout	£1,500 *Fixed amount for key position
3.	SWLEP Joint Scrutiny Panel	7 June 9 August 18 October 13 December 14 February 11 April	6	OS Management Committee	Cllr Richard Britton	£1,182

4.	Adoption West Joint Scrutiny Panel	14 July 20 October 2 February 6 April	4	Children's Select Committee	Cllr Jon Hubbard	£788
5.	Evolve Task Group	14 January 18 April	2	OS Management Committee	Cllr Jon Hubbard	£394* Maximum of 2 x shares per member reached
6.	Area Boards Task Group	18 February 1 March 7 March 8 March 16 March	5	OS Management Committee	Cllr Graham Wright	£985
7.	Children's Select Committee Standing Task Group	22 September 4 January	2	Children's Select Committee	Cllr Jon Hubbard	£394* Maximum of 2 x shares per member reached
8.	Fostering Excellence Task Group	18 January 3 February 4 March 28 April	4	Children's Select Committee	Cllr Chuck Berry	£788
9.	Disadvantaged Learners Task Group	30 November 20 January 10 February 10 March 21 March 7 April 28 April	7	Children's Select Committee	Cllr Jo Trigg	£1,379
10.	Asset Transfer Policy – Rapid Scrutiny	11 April 21 April 4 May	3	OS Management Committee	Cllr Ruth Hopkinson	£591

11.	Provision of Accommodation for Young People at Transition Time - Gap Analysis Rapid Scrutiny	27 October	1	Children's Select Committee	Cllr Carole King	£197
12.	Housing Related Support Rapid Scrutiny	13 October 2 February	2	Health Select Committee	Cllr Ruth Hopkinson	£394
13.	Lunch and Friendship Clubs Rapid Scrutiny	2 March	1	Health Select Committee	Cllr Johnny Kidney	£197
14.	Constitutional Focus Group – OS representative	27 October 29 March 12 April	3	OS Management Committee	Cllr Jon Hubbard	£591
15.	Gigaclear Contract Board - OS representative	15 July 20 October	2	OS Management Committee	Cllr George Jeans	£394
16.	Councillor Climate Working Group - OS representative	8 July 12 November 1 March 11 May	4	OS Management Committee	Cllr Graham Wright	£788* Maximum of 2 x shares per member reached
TOTAL MEETINGS:			70			£10,486

	Select Committee (where the vice-chair position does not attract an SRA (Special Responsibility Allowances))	Role	Councillor	*£ share 2020/21
17.	Children's Select Committee	Vice Chair	Cllr Jacqui Lay	£1,500
18.	Environment Select Committee	Vice Chair	Cllr Bob Jones MBE	£1,500
19.	Health Select Committee	Vice Chair	Cllr Gordon King	£1,500
TOTAL				£4,500

Calculation Guidance

Total fund	£15,000
4 x key position share total	£6,000 (4 x £1,500)
1 x capped position	£1,500
Remainder for other qualifying positions	£7,500
Total qualifying position meetings	70
Total meetings with maximum 2 shares per Cllr considered	38
Share per meeting	£197
	38 x £197 = £7,486

Comparison of OS Remuneration Fund allocations 2018/19 to 2021/22

	2018/19	2019/20	2020/21	2021/22
No. of individual recipients	16	17	8	13
No. of meetings	69	51	35	70
Remuneration per meeting	£136	£234	£236	£197
Total fund allocation	£14,999	£14,988	£11,596	£14,986