

## AGENDA

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**Meeting:** Overview & Scrutiny Organisation and Resources Select Committee  
**Place:** Council Chamber, Bradley Road, Trowbridge  
**Date:** Thursday 5 April 2012  
**Time:** 10.30 am

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Please direct any enquiries on this Agenda to Sharon Smith, of Democratic Services, County Hall, Trowbridge, direct line (01225) 718378 or email [sharonl.smith@wiltshire.gov.uk](mailto:sharonl.smith@wiltshire.gov.uk)

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

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### Membership:

Cllr Trevor Carbin  
Cllr Nigel Carter  
Cllr Tony Deane  
Cllr Christopher Devine  
Cllr Peter Doyle  
Cllr Charles Howard  
Cllr Jacqui Lay

Cllr Christopher Newbury  
Cllr Mark Packard  
Cllr Bill Roberts  
Cllr Ricky Rogers  
Cllr Judy Rooke  
Cllr Jonathon Seed

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### Substitutes:

Cllr Desna Allen  
Cllr Chuck Berry  
Cllr Rosemary Brown  
Cllr Jane Burton  
Cllr Ernie Clark  
Cllr Mary Douglas

Cllr Nick Fogg  
Cllr Russell Hawker  
Cllr Jon Hubbard  
Cllr Jeffrey Ody  
Cllr Pip Ridout

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## **PART I**

### **Items to be considered whilst the meeting is open to the public**

1. **Election of Chairman**

To elect a Chairman for the remainder of the municipal year, following the resignation from the Committee of the appointed Chairman, Cllr Jeff Osborn.

2. **Apologies and Substitutions**

3. **Minutes of the Previous Meeting** (*Pages 1 - 18*)

To approve as a correct record and sign the minutes of the last meeting of the Overview and Scrutiny Management and Resources Select Committee held on 18 January 2012 and extraordinary meeting held on 30 January 2012.

4. **Declarations of Interest**

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

5. **Chairman's Announcement**

6. **Public Participation and Councillors Questions**

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 above 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 above no later than **5pm on Thursday 29 March 2012**. Please contact the officer named on the first page 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.

7. **Budget Monitoring** *(Pages 19 - 30)*

To consider the relevant extracts of the bi-monthly budget monitoring report submitted to Cabinet on 15 February 2012.

To note that Full Council on 28 February 2012 set the Budget for 2012-13. Monitoring report will start in July 2012. The outturn position for 2011-12 should be available in June.

8. **The Role of the Council as a provider and/or Commissioner of services**

At the last meeting the Committee resolved to include a policy paper on the role of the Council as a provider and / or commissioner of services including the current traded services in Education, in the forward work plan of the Committee. This arose from discussion on the income budget line for traded services in the previous monitoring report.

Members will also recall that at Full Council on 28 February 2012 consideration was given to an amendment on the budget by Councillor Jon Hubbard to increase investment in services offered to neighbouring authorities. Although not supported at this time, the Leader of the Council proposed that a scrutiny task group be set up to look at this in more detail and report back with recommendations to Cabinet. This proposal is being reported to the Children's Services Select Committee on 29 March 2012. They are also being made aware of this Committee's request for a future policy paper on traded services.

The Service Director Business Services is working with the Director of Finance and the Service Director Schools and Learning to explore the full costs and implications of traded services to schools and other bodies. This is a complex issue and links to the fees and charges set by the council which underpin the costs that are charge for traded services.

A report is being prepared on Schools Improvement Trading and whether the authority should trade more widely. There is currently a project across a number of SW LAs assessing the potential for further trading. This will inform the report to the Children's Services Select Committee.

The wider issue of traded services is being picked as part of the Fees and Charges Project Initiation Document that will consider all the options, the data and the way forward. This report will come to Organisation & Resources Select Committee in September.

The Committee is asked to consider the initial response to its request and any decision of the Children's Services Select Committee from its meeting on 29 March 2012.

9. **Agency and Contract Staff Update - Comensura** *(Pages 31 - 32)*

The Committee received a report at its meeting in March 2011 on the consultancy/agency staff contract with Comensura. At conclusion of its

discussion, the Committee asked for an annual report on delivery of the contract.

An update report, which provides progress and performance, is now provided for consideration.

The Committee is also advised that the issue of Council staff paid through private companies was raised as a formal question at last Full Council.

10. **Corporate Management Restructure**

A report on the new corporate leadership and management arrangements was discussed at the last meeting. The Committee asked to receive regular progress report.

A number of changes at Service Director level are proposed and out for consultation. More details on the proposals and latest position will be reported at the meeting.

11. **Task Group Updates** *(Pages 33 - 36)*

To receive updates from the current Task Groups.

12. **Scrutiny Representation on Project Boards** *(Pages 37 - 38)*

To receive any updates from Project Board representatives.

Cllr Ricky Rogers – Staff Management  
Cllr Pip Ridout – Revenue and Benefit (attached)  
Cllr George Jeans – Wiltshire Online

13. **Forward Work Programme** *(Pages 39 - 40)*

A copy of the draft Forward Work Programme is attached for consideration.

14. **Date of next Meeting**

14 June 2012

15. **Urgent Items**

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

**PART II**

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

NONE

## **OVERVIEW & SCRUTINY ORGANISATION AND RESOURCES SELECT COMMITTEE**

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### **DRAFT MINUTES OF THE OVERVIEW & SCRUTINY ORGANISATION AND RESOURCES SELECT COMMITTEE MEETING HELD ON 18 JANUARY 2012 AT COUNCIL CHAMBER, BRADLEY ROAD, TROWBRIDGE.**

#### **Present:**

Cllr Peter Doyle, Cllr Charles Howard, Cllr Jacqui Lay, Cllr Jeff Osborn (Chairman),  
Cllr Mark Packard, Cllr Pip Ridout (Substitute), Cllr Bill Roberts, Cllr Judy Rooke and  
Cllr Jonathon Seed

#### **Also Present:**

Cllr John Brady, Cllr John Noeken and Cllr John Thomson

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#### **1. Apologies and Substitutions**

Apologies were received from Councillors Nick Fogg, Nigel Carter and Christopher Devine (substituted by Councillor Pip Ridout).

#### **2. Minutes of the Previous Meeting**

The minutes of the meeting held on 17 November 2011 were approved and signed as a correct record with the following amendment:

##### **200. Apologies and Substitutions**

Apologies were received from Cllrs Nick Fogg and Bill Roberts.

#### **3. Declarations of Interest**

There were no declarations of interest.

#### **4. Chairman's Announcement**

The Chairman explained the reasons leading to the change of date for the meeting and offered his apologies for any inconvenience this may have caused. Cllr Jonathan Seed was particularly concerned about changing scheduled

meetings of main committees and the apparent disregard of the Overview and Scrutiny functions.

The Chairman took the opportunity to remind members of the Joint Overview & Scrutiny Select Committee meeting on 9 February to consider the draft budget for 2012/13. The meeting would start at 10.30am at the Trowbridge Civic Centre.

## 5. **Public Participation and Councillors Questions**

There were no public participation or questions from Councillors.

## 6. **Budget Monitoring**

With the assumption that members had considered the information provided the Chairman opened up discussion to the floor and points including the following were made, comments and responses were provided by the Director of Finance, Service Director, HR and Organisational Development and the Corporate Director.

Concerns were raised at the fact that the information for consideration at the meeting was for the period ending on 31 October 2011, when SAP was meant to have enabled more up-to-date reporting. It was explained that the reporting turnaround was about four weeks; two weeks for the service holder to process, one week for CLT to consider and one week for further internal discussion. It was currently taking half the time it would have taken the previous year to compile the information and would further improve in the future.

The potential impact on services of controlling budgets by maintaining staff vacancies was questioned. It was explained that each services had to manage vacancies in a different way, as part of day to day management. Vacancies and the use of temporary staff for short term deliveries were reviewed when services themselves were reviewed. This was a normal approach which had been followed for a number of years. Each service had a vacancy target within its budget and an assumed turnover. The monitoring accountant and budget holder would assess whether or not the vacancy should be held, taking into account any restrictions from HR.

This led the Committee and attending councillors to raise their concerns over the current staffing of the Overview and Scrutiny Team and the potential risk to the efficient delivery of the function. It was explained that it would be the responsibility of the senior manager to balance the risk and recruit appropriately, bearing in mind the need to manage the risk of redundancy through maintaining vacancies; however it was confirmed that Overview and Scrutiny had not been identified as an area for further savings. The Deputy Leader expressed his support for the necessary appointment(s) to be made to ensure the efficiency of Overview and Scrutiny. Finally it was clarified that the

recruitment process had started for one vacancy, whilst the outcome of the Overview and Scrutiny review would determine how the second vacancy would be handled.

Queries were raised over the meaning of the second paragraph of the report (agenda page 13 refers), specifically “structural problems on business rates”, it was explained at the meeting that there was a typographical error but the matter would be investigated and clarification provided after the meeting.

Following questions about the Business Services forecast overspend of £0.100 million the following update was provided:

- Most Wiltshire Academies were now purchasing services from Wiltshire Council. It could be assumed that schools had wanted to wait until they knew what their budget was before making a decision;
- The shortfall on insurance was being managed and was expected to be cleared by the end of the financial year;
- Wiltshire Council was currently trading with Berkshire, Somerset and North Somerset and consideration should be given to the extent to which Wiltshire Council wishes to trade services and the associated economic benefits, as well as establish whether Wiltshire Council wished to be a provider or purchaser.

With regards to the Legal and Democratic Services overspend an action plan had been presented to Cabinet members and the Corporate Leadership Team. The technical overspend should be shown as resolved in the next budget monitoring report. The recruitment process, in response to the increase in DCE cases, was being progressed, in accordance with the normal procurement process.

**Resolved:**

- 1) To note the information provided;**
- 2) To thank Cabinet members and officers for their attendance and participation;**
- 3) To include a policy paper on the role of the Council as a provider and/or commissioner of services including the current traded services in education, in the forward work plan for this committee;**
- 4) To support the Chairman, Vice-Chairman and Scrutiny Manager progressing the recruitment process for the Overview and Scrutiny team.**

## 7. **Corporate Management Restructure**

The Corporate Director presented the report and made the following amendments:

- Wiltshire on line and the Digital Inclusion progress should have been included in the themes (page 63 of the agenda refers);
- Partnerships would also include military and civilian inclusion (line 12 of page 63 of the agenda refers).

He was pleased to confirm that the new corporate leadership model had been in operation effectively since the beginning of September 2011 and had led to positive changes such as increased visibility of the management team and reducing the divide between officers and Cabinet members. The three Corporate Directors were working well as a team.

It was accepted that the new model had meant changes for a number of Service Director (delegation from Corporate Director and a bigger corporate element to the post), Leader and Deputy Leader of the Council, and there was an awareness of the general risk on capacity and workload, and the impact was being monitored.

Members of the committee were offered reassurance that all aspect of the responsibilities previously held by the Chief Executive post were being covered.

### **Resolved:**

- 1) To thank officers and Cabinet members for their participation;**
- 2) To receive regular progress updates;**
- 3) To add monitoring of progress to the forward work plan for this committee;**
- 4) To note the report.**

## 8. **Wiltshire Online Project**

The Cabinet member, Adult Care, Communities and Housing gave an overview of the Wiltshire Online Project and a brief update on the progress of the Procurement Programme as detailed in the report. In doing so he drew the committee's attention to the proposal to appoint a representative from Overview and Scrutiny to sit on the Project Board responsible for the delivery of the project.



The Strategic Project Manager explained that since the report had been published the following had happened:

- The Procurement stage of the framework had progressed;
- The final bid should be made in the week following this meeting;
- The Project Manager was involved with the bidders interviews;
- It was hoped that the framework would be awarded by the first week of April 2012.

In responding to questions asked the following was clarified:

- Wiltshire Council would ensure the project was not delayed by including other Councils in the Procurement Process;
- Exchanges post and network would be upgraded, and the Project Board was looking at the different solutions available and costs;
- It had to be accepted that it was not possible to supply superfast broadband to every home and business across the County, however problematic areas had been identified and specific solutions could be looked into. It should also be remembered that options such as rural grant funding were available for remote Parishes;
- Town and Parish Councils had already been informed of the outline of the project. Once there was more clarity about the details of the project the information would be communicated widely via the Area Boards, and work would start with communities to resolve any issues;
- There had been a widespread public consultation with a high level of response which created a clear picture of the needs for businesses. It should be noted that some larger businesses would install their own superfast broadband system to meet their particular needs.

The Committee welcomed the opportunity to nominate a representative to sit on the Project Board and felt that the most productive option would be for the representative to be the Unitary Councillor for an area known to have difficulties with broadband provision and speed.

The Chairman and Vice-Chairman would contact councillors matching that profile; in the meantime Councillors Peter Doyle and Pip Ridout volunteered to be representatives should no other councillors be available for which they were thanked by the Chairman.

**Resolved:**

- 1) To thank officers and Cabinet members for their participation;**
- 2) To accept the opportunity to have a representative on the Project Board;**
- 3) That the Chairman and Vice-Chairman would contact Councillors and confirm the name of the representative as soon as possible.**

*Note: Following the meeting it was confirmed that Councillor George Jeans, Unitary Councillor for Mere, would be the representative on the Project Board.*

**9. Task Group Update**

The Chairman introduced the update report included in the agenda. The following additional information was provided:

Review of ICT Provision Task Group

The Fact Findings meetings had taken place and the outcome had been reported to the task group at its 15 December 2011 meeting. The task group was moving forward with its work plan and considering areas such as Planning. Sharepoint would be considered again in the near future.

Campus and Operational Delivery Programme (CODP) Task Group

The task group had a full agenda for its next meeting and most projects were on target for the meeting.

Procurement and Commissioning Task Group

The Procurement Board was due to meet the week following this meeting. Following changes to the governance of procurement there would have to be changes to the procedural rules included in the Wiltshire Constitution. There should be an improvement to the visibility of the minutes of the Procurement Board.

Member Support in the Locality Task Group

The framework, style and proposed contents of the new Councillor's Handbook would be considered at the meeting of the task group in April 2012.

10. **Scrutiny Representation on Project Boards**

**Revenue and Benefits Project Board**

The committee received a verbal update at the meeting. The system, as a whole, had been live for six weeks. The transition and system transfer seemed to have been well managed and there had been very few complaints.

There was a six and a half week backlog for Benefits, in the main part due to the four weeks switch off in October; a strong prioritisation system had been put in place. There had also been some teething problems with document management and communication between IT softwares. Additional resources had been authorised to address the issues.

There had been an overachievement in collections and cash flow was £1.6M ahead of schedule.

11. **Forward Work Programme**

**Resolved:**

**To note the Forward Work Programme provided and amend it to include the following:**

- 1) Policy paper for trading education services, as a provider and as a commissioner;**
- 2) Monitoring of progress of the Corporate Management Restructure.**

12. **Date of next Meeting**

5 April 2012.

13. **Urgent Items**

There were no urgent items for consideration.

(Duration of meeting: 12.00 - 2.15 pm)

The Officer who has produced these minutes is Sharon Smith, of Democratic Services, direct line (01225) 718378, e-mail [sharonl.smith@wiltshire.gov.uk](mailto:sharonl.smith@wiltshire.gov.uk)

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## OVERVIEW & SCRUTINY ORGANISATION AND RESOURCES SELECT COMMITTEE

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### DRAFT MINUTES OF THE OVERVIEW & SCRUTINY ORGANISATION AND RESOURCES SELECT COMMITTEE EXTRAORDINARY MEETING HELD ON 30 JANUARY 2012 AT COUNCIL CHAMBER, BRADLEY ROAD, TROWBRIDGE.

#### Present:

Cllr Peter Colmer (Substitute), Cllr Tony Deane (Vice Chairman), Cllr Peter Doyle, Cllr Christopher Newbury (Substitute), Cllr Jeffrey Ody (Substitute), Cllr Jeff Osborn (Chairman), Cllr Bill Roberts, Cllr Judy Rooke and Cllr Jonathon Seed

#### Also Present:

Cllr John Brady, Cllr Trevor Carbin, Cllr Christine Crisp, Ian Gibbons, Cllr Lionel Grundy OBE, John Quinton, Yamina Rhouati, Cllr Jane Scott OBE, Mark Stone, Cllr Toby Sturgis, Cllr John Thomson, Cllr Dick Tonge, Cllr Stuart Wheeler and Ceri Williams

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#### 14. Apologies and Substitutions

Apologies were received from Cllr Nigel Carter, Cllr Christopher Devine, Cllr Nick Fogg, Cllr Charles Howard, Cllr Jacqui Lay and Cllr Mark Packard.

Cllr Jeff Ody substituted for Cllr Nigel Carter, Cllr Peter Colmer substituted for Cllr Mark Packard and Cllr Christopher Newbury substituted for Cllr Nick Fogg.

#### 15. Declarations of Interest

As members of the Urchfont Manor Management Board, personal interests were declared by Cllr Jeff Osborn, Cllr Jonathon Seed and Cllr Christopher Newbury.

Personal interests as members of the Urchfont Manor Management Board were declared by Cllr Christine Crisp and Cllr Lionel Grundy, also in attendance.

#### 16. Chairman's Announcement

The Chairman of the Committee, having called in the decision, requested that the Committee consider his request to stand down as Chairman for this meeting only and for the Vice Chairman to act as Chairman. Cllr Tony Deane, as Vice Chairman, duly took the Chair.

In addressing the Committee the Chairman requested that all those speaking provide an introduction to themselves for the benefit of the members of the public in attendance.

The Committee was also reminded that the Part II paper should not be discussed until this Item was reached on the agenda and following the departure of members of the public.

17. **Public Participation**

The Chairman acknowledged that two members of the public had registered to speak at this meeting on the following item. The Chairman was happy for other members of the public present to also participate in the discussion at this meeting.

18. **Call in of Cabinet Decision - Proposed closure of Urchfont Manor**

The Senior Scrutiny Officer opened the Item with clarification on the purpose of the call-in, which was to consider the Cabinet decision taken on 17 January to close Urchfont Manor and whether appropriate consultation had been undertaken.

After listening to the concerns raised and following discussion the Committee would be requested to decide either:

- (1) That it was satisfied by the response, would take no further action and inform the decision-making (Cabinet) accordingly. The decision would then be implemented immediately; or
- (2) Refer the matter back to the decision-maker and set out in writing the nature of its concerns. The decision-maker would then be required to reconsider the matter within 5 working days, amend the decision or not, before adopting a final decision.

Cllr Osborn, who had raised the call-in as the Chairman of the Committee, was then invited to make his presentations accordingly. A copy of Cllr Osborn's statement was circulated at the meeting which included:

- That the decision to call-in the decision was on behalf of all back-bench members, irrespective of party political interest.
- That there was no evidence to demonstrate that Cabinet had undertaken adequate consultation in line with constitutional requirements outlined within paragraphs 25 and 26 of the Cabinet Procedure Rules prior to reaching their decision.

Reference was also drawn to the consultation strategy for Wiltshire Council which outlined the Council's commitment to engage people in decision-making

by giving them an opportunity to voice their opinions before decisions were taken.

As a member of the Urchfont Manor Management Board, Cllr Osborn was also concerned that the Board, whether as a stakeholder or advisory panel, was not adequately consulted.

A motion was presented that Cabinet reconsider the decision made with regards to the future of Urchfont Manor in light of consultation as defined within paragraphs 25 and 26 of the Cabinet procedure rules of the Constitution.

### Public Participation

Written representations were received from the following members of the public in the form of questions and statements, details of which were circulated:

Mr David Mottram  
Michele Lomas  
Janet Crowther  
Myfanwy Hart  
Nicola Vesey Williams  
Richard Hawkins  
Geoff Skinner  
Staff of Urchfont Manor  
Ann Brewins  
Bob Giles  
Nicola Jones  
Jan Pineau  
Michael Drage  
Stella Hall  
Sue Madden  
Cllr John Smale  
Liz Adams  
Gerald Seman  
Lesley Irvin  
Terri Atkins

Verbal representations were also made at the meeting by:

Mr David Mottram  
Mr Cairns Langlands

Following Public Participation Cllr Jonathon Seed, as Chairman of the Urchfont Manor Management Board (UMMB), requested to address the Committee prior to the Cabinet members response to Cllr Osborn's call-in request.

Clarification was made that the purpose of the Board was as an advisory panel, further details of which could be found in the Terms of Reference, a copy of which was circulated at the meeting.

Reference was also made to the discussions that had been undertaken by the Board since unitary in 2009 in relation to use of the Manor and potential funding streams that could assist the Council in maintaining the use of the building.

A recommendation relating to the future of the Manor was expected from the Cabinet Capital Asset Committee (CCAC). The next meeting of the Board (scheduled for December) was cancelled until the CCAC recommendation was known. The next meeting was scheduled to take place on 10 February where the Cabinet decision would be discussed.

The Cabinet Member for Campus Development and Culture was asked to respond to the call-in request by Cllr Osborn where clarification was given that the decision related to the closure of the building and not the provision of adult education services.

Details of plans to reduce the number of strategic assets had been clearly outlined in the Council's Business Plan. Although consultation was not required for the disposal of strategic assets, discussions had taken place with Urchfont Parish Council. As a result key community amenities, such as the playing fields, wooded area and the cricket pitch, were to be protected.

Following closure of debate the Committee voted on whether to support the Call-in. With a majority vote the Committee

**Resolved:**

**To refer the matter back to the decision-maker requesting that Cabinet reconsider the decision to close Urchfont Manor House in light of consultation, as defined within paragraphs 25 and 26 of the Cabinet procedure rules in Part 7 of the Constitution.**

Post meeting note: A report outlining the Committee's recommendation was prepared and presented to Cabinet at its meeting held at 3:45pm on 30 January 2012. A copy of the report can be found attached to these minutes.

19. **Next Scheduled Meeting**

5 April 2012.

20. **Exclusion of the Press and Public**

As no further debate ensued the Chairman resolved that the Committee was not required to proceed to closed session and the meeting concluded.



(Duration of meeting: 10.30 am - 12.30 pm)

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## Wiltshire Council

Cabinet  
30<sup>th</sup> January 2012

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### Report of the Organisation and Resources Select Committee:

#### Call-in of Cabinet's decision to close Urchfont Manor House

#### Purpose

1. To present the conclusions and recommendations of the Organisation and Resources Select Committee following its meeting on 30<sup>th</sup> January to consider a call-in request from the Chairman of the Committee, Cllr Jeff Osborn, with respect to Cabinet's decision to close Urchfont Manor House.
2. The Select Committee resolved that it had concerns about the level of consultation undertaken with respect to the decision to close Urchfont Manor House and therefore refer the matter back to Cabinet as the decision maker. Cabinet is required to reconsider the matter within 5 working days of the Select Committee's meeting, amending the decision or not, before adopting a final decision.

#### Background

3. The call-in request related to a decision taken by Cabinet on 17<sup>th</sup> January to close Urchfont Manor House. This decision was taken under an item proposing the creation of a town centre customer access facility in Devizes and the closure of three buildings, detailed within a report from Carlton Brand, Corporate Director.
4. On 24<sup>th</sup> January, Cllr Jeff Osborn, Chairman of the Organisation and Resources Select Committee, gave formal notice to call-in Cabinet's decision to close Urchfont Manor House (The provision for a call-in of an executive decision is set out in the Overview and Scrutiny Procedure Rules in the Council's Constitution). The reasons given were:
  - Consultation should be taken with interested parties where appropriate and practicable (*para 14.2 – Part 1 – Article 14 – Decision Making*).
  - All reports to the Cabinet from any member of the Cabinet or an officer on proposals relating to the budget and policy framework must contain details of the nature and extend of consultation with shareholders, advisory panels and relevant overview and scrutiny committees, and the outcome of that consultation. Reports about other matters will set out the details and outcome of consultation as appropriate. The level of

consultation required will be appropriate to the nature of the matter under consideration (*Para 25 – Part 7 – Cabinet Procedure Rules*).

- Reports must state that consultation has been carried out in accordance with the Council's consultation strategy or explain the reason for any divergence from the strategy (*Para 26 – Part 7 – Cabinet Procedure Rules*).
5. On 30<sup>th</sup> January, the Organisation and Resources Select Committee met to consider Cllr Osborn's call-in request. The meeting was chaired by Cllr Tony Deane, Vice-Chairman of the Committee. Several members of the public submitted written statements or spoke at the meeting. Cllr Osborn presented his reasons for requesting the Call-in and responses were provided by the Cabinet Member for Campus Development and Culture, the Cabinet Member for Waste, Property, Environment and Development Control Services, and the Cabinet Member for Children's Services.

### **Resolution of the Committee**

6. The Organisation and Resources Select Committee resolved that it has concerns regarding Cabinet's decision to close Urchfont Manor House and hereby refers the matter back to Cabinet, who are required to reconsider the matter within 5 working days.
7. The Committee requests that Cabinet reconsider the decision in light of consultation as defined within paragraphs 25 and 26 of the Cabinet procedure rules in Part 7 of the Constitution (copied above). The Committee's concerns discussed at the meeting can be summarised as follows:

With regards to paragraph 25 of the Cabinet Procedure Rules;

- Urchfont Manor Management Board is either a stakeholder or an advisory panel (or both). Although the Chairman of the Management Board was advised of the final decision to dispose of Urchfont Manor, other members of the Board were not. The Committee is not satisfied that Board Members' involvement in discussions about the future of Urchfont Manor during the years preceding the decision to close represents adequate consultation on that decision.
- The closure and disposal of Urchfont Manor is a budgetary matter. Therefore the relevant report to Cabinet should have contained details of the nature and extent of consultation with shareholders, advisory panels and relevant overview and scrutiny committees, and the outcome of that consultation.
- The relevant overview and scrutiny committee (i.e. the Organisation and Resources Select Committee) were not consulted on the decision at any stage.

With regards to paragraph 26 of the Cabinet Procedure rules;

- The report to Cabinet proposing the closure of Urchfont Manor House did not state that consultation had been carried out in accordance with the Council's consultation strategy or explain the reason for any divergence from the strategy.
8. The Committee did not accept that if the decision to dispose of Urchfont Manor House was strategic, consultation was therefore not required.

### **Recommendation to Cabinet**

9. The Organisation and Resources Select Committee requests that Cabinet reconsider the decision to close Urchfont Manor House in light of consultation, as defined within paragraphs 25 and 26 of the Cabinet procedure rules in Part 7 of the Constitution.

### **Cllr Jeff Osborn, Chairman of the Organisation and Resources Select Committee**

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Report author: Henry Powell, Senior Scrutiny Officer, 01225 718052,  
[henry.powell@wiltshire.gov.uk](mailto:henry.powell@wiltshire.gov.uk)

### **Background documents**

'Proposed Creation of Central Devizes Customer Access Point, the Closure of Browfort, Urchfont Manor and Bradley Road Building' – report to Cabinet, 17<sup>th</sup> January 2012

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**Wiltshire Council**

**Cabinet  
15 February 2012**

**Organisation & Resources Select Committee  
5 April 2012**

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**Subject: Budget Monitoring Period 9 December 2012**

**Cabinet Member: Cllr John Brady – Finance, Performance & Risk**

**Key Decision: No**

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**Relevant extract of the budget monitoring report as presented to Cabinet on 13 December 2011**

[....

### **Policy, Performance & Partnerships**

1. This service is projected to underspend by £0.104 million. There are a number of vacant posts following the bringing together of services from different Departments in to a single service area resulting in a saving of £0.080 million on staffing costs. Other non-pay budgets such as travel are also underspending.

### **Finance, Procurement & Internal Audit**

2. The forecast overspend has increased by £0.100 million from that previously reported. This is a direct result of forecast increased costs against the Housing PFI set up costs budget which drew to a financial close in December 2011.

### **Legal & Democratic**

3. There have been no changes in the previously reported £0.600 million overspend within Legal & Democratic Services. Around £ 0.080 of the overspend relates to the cost of parish and town council elections. The balance reflects a significant increase in the demand for legal services, particularly in relation to protecting vulnerable children. Steps are being taken to reduce this overspend by actively recruiting to permanent positions and reducing the number of locum lawyers.

## **Communications & Branding**

4. The anticipated overspend on Communications & Branding is £0.130 million. This is a change from the previous forecast position of £0.060 million underspend and is due to underestimated costs on Design and Print work within service areas being approved and, following the centralisation of this activity, then moved in from other service areas. This forecast also takes into account the anticipated shortfall on the income target of £0.350 million.

## **Human Resources & Organisational Development**

5. The anticipated under spend of £0.200 million is as a result of good budget management in the HR Project Team, the delay in delivering a small number of strategic projects and the reduction against planned delivery of leadership/management development interventions in 2012. This delay is primarily due to the senior management restructuring and organisational changes that have been ongoing. The strategic projects will be delivered in 2012/2013 budget period and the learning and development uptake will increase.

## **Information Services**

6. Information Services have continued to manage the budget to the bottom line and are now forecasting an underspend of £1 million.
7. This is largely due to a reduction in server and desktop hardware and infrastructure expenditure; these costs have been captured as part of the transformation programme. In future years these costs will once again be met by the revenue budget and not by transformation.
8. There has been a significant saving on the Microsoft and Enterprise agreement for 2011/12. This agreement is on a 3 year contract and will require an audit and account adjustment in June 2013, through a process known as 'True-up', which reflects the installed Microsoft software on our systems.
9. Further underspends have been achieved from recruiting and developing a staff structure to provide internal support and expertise effectively reducing agency and maintenance support contract costs. These have been used to manage increased expenditure in Telecoms and Software Maintenance Support contracts brought about from the transformation programme.



## **Business Services**

10. Business services have effectively reduced the under spend down from £0.100 million to £0.040 million by holding vacancies, reducing expenditure and negotiating a new Health and Safety system for less than forecast.

## **Strategic Property Services**

11. Strategic Property Services is reporting a forecast underspend of £0.300 million. This is unchanged from period 7 report.

## **Transformation Programme**

12. Since the last report the forecast overspend of £0.350 million on Transformation has risen to £0.390 million. Whilst efforts still continue to contain these costs within the service line, previously reported pressures arising from structural problems on business rates, grounds maintenance costs and in year costs from increasing utility prices and shortfall on lettings income have all led to this increased forecast overspend.
13. As reported in October 2011, the overspend within Transformation is being offset by an underspend within Strategic Property Services estimated at £0.300 million which is down to the effective management of the services staffing establishment.

## **Digital Inclusion**

14. An underspend of £0.071 million is projected against the revenue budget for Digital Inclusion. Staffing costs are expected to underspend by £0.054 million, the remainder of the underspend is against travel and project running costs.
15. It should be noted that the financial plan already assumes that £0.070 million will be rolled forward in to 2012/2013. The over position will be reviewed at final outturn to see whether a request could be made to roll this further underspend forward.

## **Corporate Directors**

16. This new heading has been introduced to reflect the direct costs controlled by the corporate directors. One area that is currently forecast to underspend is the business support function that is projected to underspend by £0.040 million.

## **Corporate**

17. An underspend of £1.500 million is forecast as a result of re-programming of capital expenditure and the revenue financing cost associated with those. This is unchanged from the previous report. The level of specific provisions has been reviewed and it has been considered prudent to increase by £0.340 million to reflect specific claims which are currently under negotiation.

## **Housing Revenue Account**

18. Budget figures on the Housing Revenue Account have been reviewed as part of the regular monitoring process. At present, the account is reporting a surplus of £0.485 million against a budgeted surplus of £0.411 million, an improvement since last reported of £0.074 million. This is largely as a result of reviewing forecasts based on more accurate spend to date trends.

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### **Appendices:**

Appendix A: Revenue Budget Movements 2011/2012  
Appendix B: Service Area Movements 2011/2012  
Appendix C: Detailed Service Area Budget Statements  
Appendix D: Forecast Variance Movement

# Wiltshire Council Revenue Budget Movements 2011/2012

Appendix A

Service	Original Budget	Restructure	Original Budget	In Year	Revised	In year	Revised	In year	Revised
	£m	Virements	(restructured)	Virements	Budget	Virements	Budget	Virements	Budget
				to Period 5	Period 5	Periods 6 & 7	Period 7	Periods 8 & 9	Revised Budget
		£m	£m	£m	£m				Period 9
<b>Adult Care Operations</b>									
Older People	40,070	(0.098)	39,972	4,091	44,063	(0.009)	44,054	0,014	44,068
Physical Impairment	7,976	0.000	7,976	(0.174)	7,802	0.000	7,802		7,802
Learning Disability	39,589	0.000	39,589	(2,681)	36,908	(0.177)	36,731		36,731
Mental Health	21,770	0.278	22,048	(1,110)	20,938	0.021	20,959		20,959
Supporting People	7,190	0.000	7,190	(0.063)	7,127	0.000	7,127		7,127
<b>Adult Care Commissioning</b>									
Resources, Strategy & Commissioning	3,073	0.309	3,382	(0.301)	3,081	1,967	5,048	(0.174)	4,874
Extra Non ring fenced grant	0.000	0.000	0.000	2,000	2,000	(2,000)	0.000		0.000
<b>Communities, Libraries, Heritage &amp; Arts</b>									
Community Leadership & Governance	2,932	0.000	2,932	0,207	3,139	(0,062)	3,077	0,026	3,103
Libraries Heritage & Arts	4,832	0.000	4,832	(0,060)	4,772	(0,036)	4,736		4,736
<b>Housing Services</b>									
Housing Services	2,949	(0,021)	2,928	(0,147)	2,781	(0,005)	2,776		2,776
<b>Neighbourhood Services</b>									
Highways and Street Scenes	14,775	0,185	14,960	2,930	17,890	(0,047)	17,843		17,843
Leisure	3,389	0,000	3,389	(0,585)	2,804	(0,049)	2,755		2,755
Car Parking	(7,330)	0,000	(7,330)	0,258	(7,072)	(0,028)	(7,100)		(7,100)
<b>Children &amp; Families</b>									
Safeguarding	0,796	0,000	0,796	0,044	0,840	(0,001)	0,839		0,839
Connexions Service	1,887	(1,887)			0,000	0,000	0,000		0,000
Youth Development Service	2,081	(2,081)			0,000	0,000	0,000		0,000
Youth Offending Service	1,616	(1,616)			0,000	0,000	0,000		0,000
Young People's Support Service	0,173	(0,173)			0,000	0,000	0,000		0,000
Other Targeted Services	1,834	(1,834)			0,000	0,000	0,000		0,000
Children's Social Care	28,586	(0,224)	28,362	(0,370)	27,992	(0,156)	27,836	0,208	28,044
Integrated Youth	0,000	5,615	5,615	0,036	5,651	(0,067)	5,584	(0,232)	5,352
<b>Schools &amp; Learning</b>									
Early Years	9,784	(0,390)	9,394	0,087	9,481	0,000	9,481	(0,481)	9,000
School Buildings & Places	0,251	(0,251)			0,000	0,000	0,000		0,000
School Improvement	4,544	(0,314)	4,230	2,089	6,319	(0,019)	6,300	0,037	6,337
Traded Services	(0,377)	0,377			0,000	0,000	0,000		0,000
Special Educational Needs	5,938	(5,938)			0,000	0,000	0,000	0,000	0,000
Business & Commercial Services	0,000	(0,303)	(0,303)	1,044	0,741	(0,025)	0,716	0,428	1,144
Targeted Services & Learner Support	0,000	8,004	8,004	1,405	9,409	(0,088)	9,321	0,020	9,341
<b>Children's Services Commissioning &amp; Performance</b>									
Commissioning and Performance	2,135	1,015	3,150	(0,256)	2,894	0,161	3,055	(0,257)	2,798
Funding Schools	0,000	0,000	0,000	1,968	1,968	0,000	1,968		1,968
<b>Policy, Performance &amp; Partnership</b>									
Policy, Performance & Partnership	0,343	0,141	0,484	(0,001)	0,483	0,084	0,567		0,567
<b>Finance</b>									
Finance, Procurement & Internal Audit	17,467	(7,595)	9,872	(0,247)	9,625	(0,106)	9,519	(0,531)	8,988
Revenues & Benefits - Subsidy	0,107	0,000	0,107	0,000	0,107	0,000	0,107		0,107
<b>Legal &amp; Democratic</b>									
Legal & Democratic	4,228	0,001	4,229	1,855	6,084	0,161	6,245		6,245
<b>Communications</b>									
Comms & Branding	2,215	(0,429)	1,786	0,172	1,958	(0,010)	1,948		1,948
<b>HR &amp; Organisational Development</b>									
Human Resources & Organisational Development	3,247	0,000	3,247	(0,011)	3,236	(0,002)	3,234	0,001	3,235
<b>Business Services</b>									
Information Services	17,746	(0,051)	17,695	(0,236)	17,459	(1,148)	16,311	0,040	16,351
Shared Services and Customer Care/ Business Services	4,836	0,858	5,694	(0,011)	5,683	(0,012)	5,671		5,671
Strategic Property Services	12,880	(10,310)	2,570	(0,031)	2,539	0,042	2,581		2,581
<b>Transformation Programme</b>									
Transformation Programme	0,193	10,599	10,792	0,842	11,634	2,341	13,975	0,635	14,610
<b>Economy and Enterprise</b>									
Economy & Enterprise	4,129	0,001	4,130	(0,009)	4,121	0,433	4,554		4,554
<b>Development Services</b>									
Development Services	2,038	0,000	2,038	(0,253)	1,785	(0,013)	1,772		1,772
<b>Strategic Services, Highways and Transport</b>									
Highways Strategic Services	8,196	(0,342)	7,854	0,111	7,965	(0,019)	7,946		7,946
Public Transport	12,590	0,059	12,649	(0,107)	12,542	(0,009)	12,533		12,533
Education Transport	8,560	0,098	8,658	(0,133)	8,525	(0,001)	8,524		8,524
<b>Waste</b>									
Waste	29,060	0,000	29,060	(2,457)	26,603	(0,011)	26,592	(0,121)	26,471
<b>Public Health &amp; Protection</b>									
Public Health & Protection	4,519	0,000	4,519	(0,084)	4,435	(0,013)	4,422	(0,020)	4,402
<b>Digital Inclusion</b>									
Digital Inclusion	0,000	0,000	0,000	0,000	0,000	0,252	0,252		0,252
<b>Corporate Directors</b>									
Corporate Directors	1,852	0,000	1,852	(0,453)	1,399	(0,004)	1,395	0,407	1,802
<b>Corporate</b>									
Movement To/ From Reserves	(1,867)	0,000	(1,867)	(7,292)	(9,159)	(0,500)	(9,659)		(9,659)
Capital Financing	22,321	0,000	22,321	0,000	22,321	0,216	22,537		22,537
Restructure and Contingency	7,023	0,000	7,023	(0,600)	6,423	(1,061)	5,362		5,362
Specific and General Grants	(32,299)	0,000	(32,299)	(2,067)	(34,366)	0,000	(34,366)		(34,366)
Corporate Levys	0,000	6,317	6,317	0,600	6,917	0,000	6,917		6,917
<b>2011-2012 Budget Requirement</b>	<b>329,847</b>	<b>0,000</b>	<b>329,847</b>	<b>0,000</b>	<b>329,847</b>	<b>(0,000)</b>	<b>329,847</b>	<b>0,000</b>	<b>329,847</b>
HRA Budget	(0,411)	0,000	(0,411)	0,000	(0,411)	0,000	(0,411)		(0,411)
	<b>329,436</b>	<b>0,000</b>	<b>329,436</b>	<b>0,000</b>	<b>329,436</b>	<b>(0,000)</b>	<b>329,436</b>	<b>0,000</b>	<b>329,436</b>

## Major Wiltshire Council Virements between Services Areas from Period 7 to Period 9

	£m		£m
<b>Adult Care Operations</b>		<b>HR &amp; Organisational Development</b>	
Revised Budget Period 7	116.673	Revised Budget Period 7	3.234
<i>In Year Virements period 8 &amp; 9</i>		<i>In Year Virements period 8 &amp; 9</i>	
Other minor service area virements	0.014	Other minor service area virements	0.001
Revised Budget Period 9	116.687	Revised Budget Period 9	3.235
<b>Adult Care Commissioning</b>		<b>Business Services</b>	
Revised Budget Period 7	5.048	Revised Budget Period 7	24.563
<i>In Year Virements period 8 &amp; 9</i>		<i>In Year Virements period 8 &amp; 9</i>	
Centralisation of corporate budgets	(0.174)	Other minor service area virements	0.040
Revised Budget Period 9	4.874	Revised Budget Period 9	24.603
<b>Communities, Libraries, Heritage &amp; Arts</b>		<b>Transformation Programme</b>	
Revised Budget Period 7	7.813	Revised Budget Period 7	13.975
<i>In Year Virements period 8 &amp; 9</i>		<i>In Year Virements period 8 &amp; 9</i>	
Other minor service area virements	0.026	Movement of Monkton Park running costs from finance	0.531
Revised Budget Period 9	7.839	Movement of funding of Waste Management computer system	0.121
<b>Housing Services</b>		Other minor service area virements	(0.017)
Revised Budget Period 7	2.776	Revised Budget Period 9	14.610
<i>No in Year Virements period 8 &amp; 9</i>		<b>Economy and Enterprise</b>	
Revised Budget Period 9	2.776	Revised Budget Period 7	4.554
<b>Neighbourhood Services</b>		<i>No in Year Virements period 8 &amp; 9</i>	
Revised Budget Period 7	13.498	Revised Budget Period 9	4.554
<i>No in Year Virements period 8 &amp; 9</i>		<b>Development Services</b>	
Revised Budget Period 9	13.498	Revised Budget Period 7	1.772
<b>Children &amp; Families</b>		<i>No in Year Virements period 8 &amp; 9</i>	
Revised Budget Period 7	34.259	Revised Budget Period 9	1.772
<i>In Year Virements period 8 &amp; 9</i>		<b>Strategic Services, Highways and Transport</b>	
Other minor service area virements	(0.024)	Revised Budget Period 7	29.003
Revised Budget Period 9	34.235	<i>No in Year Virements period 8 &amp; 9</i>	
<b>Schools &amp; Learning</b>		Revised Budget Period 9	29.003
Revised Budget Period 7	25.818	<b>Waste</b>	
<i>In Year Virements period 8 &amp; 9</i>		Revised Budget Period 7	26.592
Other minor service area virements	0.004	<i>In Year Virements period 8 &amp; 9</i>	
Revised Budget Period 9	25.822	Movement of funding of Waste Management computer system	(0.121)
<b>Children's Services Commissioning &amp; Performance</b>		Revised Budget Period 9	26.471
Revised Budget Period 7	5.023	<b>Public Health &amp; Protection</b>	
<i>In Year Virements period 8 &amp; 9</i>		Revised Budget Period 7	4.422
Centralisation of corporate budgets	(0.233)	<i>In Year Virements period 8 &amp; 9</i>	
Other minor service area virements	(0.024)	Other minor service area virements	(0.020)
Revised Budget Period 9	4.766	Revised Budget Period 9	4.402
<b>Policy, Performance &amp; Partnership</b>		<b>Digital Inclusion</b>	
Revised Budget Period 7	0.567	Revised Budget Period 7	0.252
<i>No in Year Virements period 8 &amp; 9</i>		<i>No in Year Virements period 8 &amp; 9</i>	
Revised Budget Period 9	0.567	Revised Budget Period 9	0.252
<b>Finance</b>		<b>Corporate Directors</b>	
Revised Budget Period 7	9.626	Revised Budget Period 7	1.395
<i>In Year Virements period 8 &amp; 9</i>		<i>In Year Virements period 8 &amp; 9</i>	
Movement of Monkton Park running costs to transformation	(0.531)	Centralisation of corporate budgets	0.407
Revised Budget Period 9	9.095	Revised Budget Period 9	1.802
<b>Legal &amp; Democratic</b>		<b>Corporate</b>	
Revised Budget Period 7	6.245	Revised Budget Period 7	(9.209)
<i>No in Year Virements period 8 &amp; 9</i>		<i>No in Year Virements period 8 &amp; 9</i>	
Revised Budget Period 9	6.245	Revised Budget Period 9	(9.209)
<b>Communications</b>		<b>SUMMARY TOTALS</b>	
Revised Budget Period 7	1.948	Revised Budget Period 7	329.847
<i>No in Year Virements period 8 &amp; 9</i>		Revised Budget Period 9	329.847
Revised Budget Period 9	1.948		
		HRA Budget (Unchanged)	(0.411)

## Wiltshire Council Revenue Budget Monitoring Statement: Period 9

31-Dec-12

		Original Budget	Revised Budget Period 9	Profiled Budget to Date	Actual and committed to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
<b>Adult Care Operations</b>								
Older People	Gross Costs	47.849	53.117	39.226	40.451	55.252	2.135	4.0%
	Income	(7.877)	(9.049)	(6.773)	(9.492)	(11.077)	(2.028)	22.4%
	Net	<b>39.972</b>	<b>44.068</b>	<b>32.453</b>	<b>30.959</b>	<b>44.175</b>	<b>0.107</b>	<b>0.2%</b>
Physical Impairment	Gross Costs	9.046	8.432	6.547	6.898	8.827	0.395	4.7%
	Income	(1.070)	(0.630)	(0.488)	(0.689)	(0.693)	(0.063)	10.0%
	Net	<b>7.976</b>	<b>7.802</b>	<b>6.059</b>	<b>6.209</b>	<b>8.134</b>	<b>0.332</b>	<b>4.3%</b>
Learning Disability	Gross Costs	43.463	40.232	31.798	31.370	41.062	0.830	2.1%
	Income	(3.874)	(3.501)	(2.810)	(3.043)	(4.093)	(0.592)	16.9%
	Net	<b>39.589</b>	<b>36.731</b>	<b>28.988</b>	<b>28.327</b>	<b>36.969</b>	<b>0.238</b>	<b>0.6%</b>
Mental Health	Gross Costs	26.034	25.028	19.043	19.677	25.343	0.315	1.3%
	Income	(3.986)	(4.069)	(3.122)	(3.948)	(4.179)	(0.110)	2.7%
	Net	<b>22.048</b>	<b>20.959</b>	<b>15.921</b>	<b>15.729</b>	<b>21.164</b>	<b>0.205</b>	<b>1.0%</b>
Supporting People	Gross Costs	7.190	7.127	5.784	5.732	7.923	0.796	11.2%
	Income	-	-	-	-	-	-	-
	Net	<b>7.190</b>	<b>7.127</b>	<b>5.784</b>	<b>5.732</b>	<b>7.923</b>	<b>0.796</b>	<b>11.2%</b>
<b>Adult Care Commissioning</b>								
Resources, Strategy & Commissioning	Gross Costs	3.511	5.021	4.266	2.822	4.120	(0.901)	(17.9%)
	Income	(0.129)	(0.147)	(0.111)	(0.080)	(0.167)	(0.020)	13.6%
	Net	<b>3.382</b>	<b>4.874</b>	<b>4.155</b>	<b>2.742</b>	<b>3.953</b>	<b>(0.921)</b>	<b>(18.9%)</b>
<b>Communities, Libraries, Heritage &amp; Arts</b>								
Community Leadership & Governance	Gross Costs	3.987	3.158	2.368	3.106	3.187	0.029	0.9%
	Income	(1.055)	(0.055)	(0.041)	(0.345)	(0.056)	(0.001)	1.8%
	Net	<b>2.932</b>	<b>3.103</b>	<b>2.327</b>	<b>2.761</b>	<b>3.131</b>	<b>0.028</b>	<b>0.09%</b>
Libraries, Heritage & Arts	Gross Costs	5.893	5.761	4.321	4.467	5.702	(0.059)	(1.0%)
	Income	(1.061)	(1.025)	(0.769)	(0.565)	(0.868)	0.157	(15.3%)
	Net	<b>4.832</b>	<b>4.736</b>	<b>3.552</b>	<b>3.902</b>	<b>4.834</b>	<b>0.098</b>	<b>2.1%</b>
<b>Strategic Housing</b>								
Strategic Housing	Gross Costs	3.770	3.948	2.960	2.414	3.251	(0.697)	(17.7%)
	Income	(0.842)	(1.172)	(0.889)	(0.671)	(0.936)	0.236	(20.1%)
	Net	<b>2.928</b>	<b>2.776</b>	<b>2.071</b>	<b>1.743</b>	<b>2.315</b>	<b>(0.461)</b>	<b>(16.6%)</b>

## Wiltshire Council Revenue Budget Monitoring Statement: Period 9

31-Dec-12

		Original Budget	Revised Budget Period 9	Profiled Budget to Date	Actual and committed to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
<b>Neighbourhood Services</b>								
Highways & Street Scene	Gross Costs	18.219	24.514	17.725	18.505	25.454	0.940	3.8%
	Income	(3.259)	(6.671)	(4.887)	(6.460)	(6.421)	0.250	(3.7%)
	<b>Net</b>	<b>14.960</b>	<b>17.843</b>	<b>12.838</b>	<b>12.045</b>	<b>19.033</b>	<b>1.190</b>	<b>6.7%</b>
Leisure	Gross Costs	8.549	7.668	5.751	6.786	7.838	0.170	2.2%
	Income	(5.160)	(4.913)	(3.685)	(3.485)	(4.873)	0.040	(0.8%)
	<b>Net</b>	<b>3.389</b>	<b>2.755</b>	<b>2.066</b>	<b>3.301</b>	<b>2.965</b>	<b>0.210</b>	<b>7.6%</b>
Car Parking	Gross Costs	1.961	1.827	1.370	1.422	1.827	-	-
	Income	(9.291)	(8.927)	(6.910)	(5.667)	(7.427)	1.500	(16.8%)
	<b>Net</b>	<b>(7.330)</b>	<b>(7.100)</b>	<b>(5.540)</b>	<b>(4.245)</b>	<b>(5.600)</b>	<b>1.500</b>	<b>(21.1%)</b>
<b>Children &amp; Families</b>								
Safeguarding	Gross Costs	0.884	0.927	0.695	0.739	1.023	0.096	10.4%
	Income	(0.088)	(0.088)	(0.036)	(0.144)	(0.088)	-	-
	<b>Net</b>	<b>0.796</b>	<b>0.839</b>	<b>0.659</b>	<b>0.595</b>	<b>0.935</b>	<b>0.096</b>	<b>11.4%</b>
Children's Social Care	Gross Costs	29.202	29.209	21.410	23.918	29.984	0.775	2.7%
	Income	(0.840)	(1.165)	(0.761)	(0.804)	(1.165)	-	-
	<b>Net</b>	<b>28.362</b>	<b>28.044</b>	<b>20.649</b>	<b>23.114</b>	<b>28.819</b>	<b>0.775</b>	<b>2.8%</b>
Integrated Youth	Gross Costs	7.009	6.737	4.926	4.254	6.272	(0.465)	(6.9%)
	Income	(1.394)	(1.385)	(1.036)	(0.782)	(1.385)	-	-
	<b>Net</b>	<b>5.615</b>	<b>5.352</b>	<b>3.890</b>	<b>3.472</b>	<b>4.887</b>	<b>(0.465)</b>	<b>(8.7%)</b>
<b>Schools &amp; Learning</b>								
Early Years	Gross Costs	25.161	24.743	18.539	18.730	24.394	(0.349)	(1.4%)
	Income	(15.767)	(15.743)	-	(0.095)	(15.743)	-	-
	<b>Net</b>	<b>9.394</b>	<b>9.000</b>	<b>18.539</b>	<b>18.635</b>	<b>8.651</b>	<b>(0.349)</b>	<b>(3.9%)</b>
School Improvement	Gross Costs	5.319	9.391	7.528	6.015	9.325	(0.066)	(0.7%)
	Income	(1.089)	(3.054)	(2.044)	(2.331)	(3.054)	-	-
	<b>Net</b>	<b>4.230</b>	<b>6.337</b>	<b>5.484</b>	<b>3.684</b>	<b>6.271</b>	<b>(0.066)</b>	<b>(1.0%)</b>
Business & Commercial Services	Gross Costs	3.444	4.730	3.412	3.653	4.844	0.114	2.4%
	Income	(3.747)	(3.586)	(2.559)	(0.061)	(3.586)	-	-
	<b>Net</b>	<b>(0.303)</b>	<b>1.144</b>	<b>0.853</b>	<b>3.592</b>	<b>1.258</b>	<b>0.114</b>	<b>10.0%</b>
Targeted Services & Learner Support	Gross Costs	24.237	25.831	19.650	13.766	25.461	(0.370)	(1.4%)
	Income	(16.233)	(16.490)	(1.555)	0.110	(16.490)	-	-
	<b>Net</b>	<b>8.004</b>	<b>9.341</b>	<b>18.095</b>	<b>13.876</b>	<b>8.971</b>	<b>(0.370)</b>	<b>(4.0%)</b>

## Wiltshire Council Revenue Budget Monitoring Statement: Period 9

31-Dec-12

		Original Budget	Revised Budget Period 9	Profiled Budget to Date	Actual and committed to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
<b><u>Children's Services Commissioning &amp; Performance</u></b>								
Commissioning & Performance	Gross Costs	9.014	8.728	7.241	6.949	8.705	(0.023)	(0.3%)
	Income	(5.864)	(5.930)	(0.488)	(0.344)	(5.930)	-	-
	Net	<b>3.150</b>	<b>2.798</b>	<b>6.753</b>	<b>6.605</b>	<b>2.775</b>	<b>(0.023)</b>	<b>(0.8%)</b>
Funding Schools	Gross Costs	283.436	242.028	183.461	113.219	242.028	-	-
	Income	(283.436)	(240.060)	(1.269)	(24.551)	(240.060)	-	-
	Net	-	<b>1.968</b>	<b>182.192</b>	<b>88.668</b>	<b>1.968</b>	-	-
<b><u>Policy, Performance &amp; Partnership</u></b>								
Policy, Performance & Partnership	Gross Costs	0.488	0.571	0.428	0.343	0.467	(0.104)	(18.2%)
	Income	(0.004)	(0.004)	(0.003)	(0.002)	(0.004)	-	-
	Net	<b>0.484</b>	<b>0.567</b>	<b>0.425</b>	<b>0.341</b>	<b>0.463</b>	<b>(0.104)</b>	<b>(18.3%)</b>
<b><u>Finance</u></b>								
Finance, Procurement & Internal Audit	Gross Costs	19.185	18.220	13.665	13.184	18.340	0.120	0.7%
	Income	(9.313)	(9.232)	(6.924)	(3.798)	(9.232)	-	-
	Net	<b>9.872</b>	<b>8.988</b>	<b>6.741</b>	<b>9.386</b>	<b>9.108</b>	<b>0.120</b>	<b>1.3%</b>
Revenues & Benefits - Subsidy	Gross Costs	133.339	133.339	100.004	82.568	133.339	-	-
	Income	(133.232)	(133.232)	(99.924)	(98.415)	(133.232)	-	-
	Net	<b>0.107</b>	<b>0.107</b>	<b>0.080</b>	<b>(15.847)</b>	<b>0.107</b>	-	-
<b><u>Legal &amp; Democratic</u></b>								
Legal & Democratic	Gross Costs	5.033	7.049	5.287	6.315	8.049	1.000	14.2%
	Income	(0.804)	(0.804)	(0.603)	(0.952)	(1.204)	(0.400)	49.8%
	Net	<b>4.229</b>	<b>6.245</b>	<b>4.684</b>	<b>5.363</b>	<b>6.845</b>	<b>0.600</b>	<b>9.6%</b>
<b><u>Communications</u></b>								
Comms & Branding	Gross Costs	2.156	2.318	1.739	1.598	2.098	(0.220)	(9.5%)
	Income	(0.370)	(0.370)	(0.278)	(0.015)	(0.020)	0.350	(94.6%)
	Net	<b>1.786</b>	<b>1.948</b>	<b>1.461</b>	<b>1.583</b>	<b>2.078</b>	<b>0.130</b>	<b>6.7%</b>
<b><u>HR &amp; Organisational Development</u></b>								
Human Resources & Organisational Development	Gross Costs	3.777	3.558	2.669	2.426	3.358	(0.200)	(5.6%)
	Income	(0.530)	(0.323)	(0.242)	(0.342)	(0.323)	-	-
	Net	<b>3.247</b>	<b>3.235</b>	<b>2.427</b>	<b>2.084</b>	<b>3.035</b>	<b>(0.200)</b>	<b>(6.2%)</b>

## Wiltshire Council Revenue Budget Monitoring Statement: Period 9

31-Dec-12

		<i>Original Budget</i>	<i>Revised Budget Period 9</i>	<i>Profiled Budget to Date</i>	<i>Actual and committed to date</i>	<i>Projected Position for Year</i>	<i>Projected Variation for Year: Overspend / (Underspend)</i>	<i>Variation as % of Revised Budget: Overspend / (Underspend)</i>
		<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	
<b><u>Business Services</u></b>								
Information Services	Gross Costs	17.985	16.638	12.478	13.242	15.638	(1.000)	(6.0%)
	Income	(0.290)	(0.287)	(0.215)	(0.278)	(0.287)	-	-
	<b>Net</b>	<b>17.695</b>	<b>16.351</b>	<b>12.263</b>	<b>12.964</b>	<b>15.351</b>	<b>(1.000)</b>	<b>(6.1%)</b>
Shared Services & Customer Care/Business Services	Gross Costs	9.056	9.033	6.775	6.997	8.733	(0.300)	(3.3%)
	Income	(3.362)	(3.362)	(2.522)	(2.534)	(3.022)	0.340	(10.1%)
	<b>Net</b>	<b>5.694</b>	<b>5.671</b>	<b>4.253</b>	<b>4.463</b>	<b>5.711</b>	<b>0.040</b>	<b>0.7%</b>
Strategic Property Services	Gross Costs	3.915	3.926	2.950	3.188	3.626	(0.300)	(7.6%)
	Income	(1.345)	(1.345)	(1.009)	(0.372)	(1.345)	-	-
	<b>Net</b>	<b>2.570</b>	<b>2.581</b>	<b>1.941</b>	<b>2.816</b>	<b>2.281</b>	<b>(0.300)</b>	<b>(11.6%)</b>
<b><u>Transformation Programme</u></b>								
Transformation Programme	Gross Costs	14.430	18.062	13.547	13.226	18.352	0.290	1.6%
	Income	(3.638)	(3.452)	(2.589)	(2.268)	(3.352)	0.100	(2.9%)
	<b>Net</b>	<b>10.792</b>	<b>14.610</b>	<b>10.958</b>	<b>10.958</b>	<b>15.000</b>	<b>0.390</b>	<b>2.7%</b>
<b><u>Economy &amp; Enterprise</u></b>								
Economy & Enterprise	Gross Costs	4.441	4.865	3.649	6.024	4.465	(0.400)	(8.2%)
	Income	(0.311)	(0.311)	(0.233)	(3.080)	(0.311)	-	-
	<b>Net</b>	<b>4.130</b>	<b>4.554</b>	<b>3.416</b>	<b>2.944</b>	<b>4.154</b>	<b>(0.400)</b>	<b>(8.8%)</b>
<b><u>Development Services</u></b>								
Development Services	Gross Costs	6.661	6.579	4.934	4.332	6.089	(0.490)	(7.4%)
	Income	(4.623)	(4.807)	(3.605)	(3.755)	(4.497)	0.310	(6.4%)
	<b>Net</b>	<b>2.038</b>	<b>1.772</b>	<b>1.329</b>	<b>0.577</b>	<b>1.592</b>	<b>(0.180)</b>	<b>(10.2%)</b>
<b><u>Strategic Services, Highways &amp; Transport</u></b>								
Highways Strategic Services	Gross Costs	9.047	9.280	6.746	6.184	9.230	(0.050)	(0.5%)
	Income	(1.193)	(1.334)	(0.965)	(1.214)	(1.524)	(0.190)	14.2%
	<b>Net</b>	<b>7.854</b>	<b>7.946</b>	<b>5.781</b>	<b>4.970</b>	<b>7.706</b>	<b>(0.240)</b>	<b>(3.0%)</b>
Public Transport	Gross Costs	15.714	15.963	11.456	11.325	15.563	(0.400)	(2.5%)
	Income	(3.065)	(3.430)	(2.433)	(2.657)	(3.600)	(0.170)	5.0%
	<b>Net</b>	<b>12.649</b>	<b>12.533</b>	<b>9.023</b>	<b>8.668</b>	<b>11.963</b>	<b>(0.570)</b>	<b>(4.5%)</b>
Education Transport	Gross Costs	9.481	9.347	6.012	5.625	9.267	(0.080)	(0.9%)
	Income	(0.823)	(0.823)	(1.020)	(0.937)	(0.793)	0.030	(3.6%)
	<b>Net</b>	<b>8.658</b>	<b>8.524</b>	<b>4.992</b>	<b>4.688</b>	<b>8.474</b>	<b>(0.050)</b>	<b>(0.6%)</b>



## Wiltshire Council Revenue Budget Monitoring Statement: Period 9

31-Dec-12

		Original Budget	Revised Budget Period 9	Profiled Budget to Date	Actual and committed to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
<b>Waste</b>								
Waste	Gross Costs	32.622	30.033	20.083	27.152	29.913	(0.120)	(0.4%)
	Income	(3.562)	(3.562)	(2.615)	(2.420)	(3.162)	0.400	(11.2%)
	<b>Net</b>	<b>29.060</b>	<b>26.471</b>	<b>17.468</b>	<b>24.732</b>	<b>26.751</b>	<b>0.280</b>	<b>1.1%</b>
<b>Public Health &amp; Protection</b>								
Public Health & Protection	Gross Costs	5.709	6.127	4.596	4.516	6.127	-	-
	Income	(1.190)	(1.725)	(1.294)	(2.581)	(1.725)	-	-
	<b>Net</b>	<b>4.519</b>	<b>4.402</b>	<b>3.302</b>	<b>1.935</b>	<b>4.402</b>	<b>-</b>	<b>-</b>
<b>Digital Inclusion</b>								
Digital Inclusion	Gross Costs	-	0.252	0.189	0.115	0.181	(0.071)	(28.2%)
	Income	-	-	-	-	-	-	-
	<b>Net</b>	<b>-</b>	<b>0.252</b>	<b>0.189</b>	<b>0.115</b>	<b>0.181</b>	<b>(0.071)</b>	<b>(28.2%)</b>
<b>Corporate Directors</b>								
Corporate Directors	Gross Costs	1.897	1.847	1.205	1.512	1.807	(0.040)	(2.2%)
	Income	(0.045)	(0.045)	(0.032)	(0.033)	(0.045)	-	-
	<b>Net</b>	<b>1.852</b>	<b>1.802</b>	<b>1.173</b>	<b>1.479</b>	<b>1.762</b>	<b>(0.040)</b>	<b>(2.2%)</b>
<b>Corporate</b>								
Movement To/From Reserves		(1.867)	(9.659)	(8.864)	(7.292)	(9.659)	-	-
Capital Financing		22.321	22.537	6.134	7.488	21.037	(1.500)	(6.7%)
Restructure & Contingency		7.023	5.362	3.000	1.538	5.702	0.340	6.3%
Specific & General Grants		(32.299)	(34.366)	(26.291)	(29.299)	(34.366)	-	-
Corporate Levys		6.317	6.917	4.738	1.399	6.917	-	-
	<b>Net</b>	<b>1.495</b>	<b>(9.209)</b>	<b>(21.283)</b>	<b>(26.166)</b>	<b>(10.369)</b>	<b>(1.160)</b>	<b>12.6%</b>
<b>Wiltshire Council General Fund Total</b>								
	<b>Gross Costs</b>	<b>863.609</b>	<b>825.955</b>	<b>605.150</b>	<b>518.599</b>	<b>826.095</b>	<b>0.140</b>	<b>0.0%</b>
	<b>Income</b>	<b>(533.762)</b>	<b>(496.108)</b>	<b>(166.739)</b>	<b>(189.100)</b>	<b>(495.969)</b>	<b>0.139</b>	<b>(0.0%)</b>
	<b>Net</b>	<b>329.847</b>	<b>329.847</b>	<b>438.411</b>	<b>329.499</b>	<b>330.126</b>	<b>0.279</b>	<b>0.1%</b>
<b>Housing Revenue Account (HRA)</b>								
	Gross Costs	22.322	22.322	16.742	13.326	21.164	(1.158)	(5.2%)
	Income	(22.733)	(22.733)	(17.050)	(17.021)	(21.649)	1.084	(4.8%)
	<b>Net</b>	<b>(0.411)</b>	<b>(0.411)</b>	<b>(0.308)</b>	<b>(3.695)</b>	<b>(0.485)</b>	<b>(0.074)</b>	<b>18.0%</b>
<b>Total Including HRA</b>								
	<b>Gross Costs</b>	<b>885.931</b>	<b>848.277</b>	<b>621.892</b>	<b>531.925</b>	<b>847.259</b>	<b>(1.018)</b>	<b>(0.1%)</b>
	<b>Income</b>	<b>(556.495)</b>	<b>(518.841)</b>	<b>(183.789)</b>	<b>(206.121)</b>	<b>(517.618)</b>	<b>1.223</b>	<b>(0.2%)</b>
	<b>Net</b>	<b>329.436</b>	<b>329.436</b>	<b>438.103</b>	<b>325.804</b>	<b>329.641</b>	<b>0.205</b>	<b>0.1%</b>

## Wiltshire Council Forecast Variance Movements

	Reported Period 7	Variance	Current Pressures Period 9
	£m	£m	£m
<b><u>Adult Care Operations</u></b>			
Older People	1.103	(0.996)	0.107
Physical Impairment	0.416	(0.084)	0.332
Learning Disability	0.441	(0.203)	0.238
Mental Health	0.251	(0.046)	0.205
Supporting People	0.777	0.019	0.796
<b><u>Adult Care Commissioning</u></b>			
Resources, Strategy & Commissioning	(1.751)	0.830	(0.921)
<b><u>Communities, Libraries, Heritage &amp; Arts</u></b>			
Community Leadership & Governance	0.018	0.010	0.028
Libraries Heritage & Arts	0.122	(0.024)	0.098
<b><u>Strategic Housing</u></b>			
Strategic Housing	(0.339)	(0.122)	(0.461)
<b><u>Neighbourhood Services</u></b>			
Highways and Street Scene	0.810	0.380	1.190
Leisure	0.265	(0.055)	0.210
Car Parking	1.550	(0.050)	1.500
<b><u>Children &amp; Families</u></b>			
Safeguarding	0.096		0.096
Children's Social Care	0.602	0.173	0.775
Integrated Youth	(0.443)	(0.022)	(0.465)
<b><u>Schools &amp; Learning</u></b>			
Early Years	(0.267)	(0.082)	(0.349)
School Improvement	0.107	(0.173)	(0.066)
Business & Commercial Services	0.208	(0.094)	0.114
Targeted Services & Learner Support	(0.466)	0.096	(0.370)
<b><u>Children's Services Commissioning &amp; Performance</u></b>			
Commissioning and Performance	0.009	(0.032)	(0.023)
Funding Schools			0.000
<b><u>Policy, Performance &amp; Partnership</u></b>			
Policy, Performance & Partnership		(0.104)	(0.104)
<b><u>Finance</u></b>			
Finance, Procurement & Internal Audit	0.020	0.100	0.120
Revenues & Benefits - Subsidy			0.000
<b><u>Legal &amp; Democratic</u></b>			
Legal & Democratic	0.600		0.600
<b><u>Communications</u></b>			
Comms & Branding	(0.060)	0.190	0.130
<b><u>HR &amp; Organisational Development</u></b>			
Human Resources & Organisational Development		(0.200)	(0.200)
<b><u>Business Services</u></b>			
Information Services		(1.000)	(1.000)
Shared Services and Customer Care/ Business Services	0.100	(0.060)	0.040
Strategic Property Services	(0.300)		(0.300)
<b><u>Transformation Programme</u></b>			
Transformation Programme	0.350	0.040	0.390
<b><u>Economy and Enterprise</u></b>			
Economy & Enterprise	(0.400)		(0.400)
<b><u>Development Services</u></b>			
Development Services	(0.180)		(0.180)
<b><u>Strategic Services, Highways and Transport</u></b>			
Highways Strategic Services	(0.110)	(0.130)	(0.240)
Public Transport	(0.400)	(0.170)	(0.570)
Education Transport	(0.240)	0.190	(0.050)
<b><u>Waste</u></b>			
Waste	0.190	0.090	0.280
<b><u>Public Health &amp; Protection</u></b>			
Public Health & Protection			0.000
<b><u>Digital Inclusion</u></b>			
Digital Inclusion		(0.071)	(0.071)
<b><u>Corporate Directors</u></b>			
Corporate Directors	(0.040)		(0.040)
<b><u>Corporate</u></b>			
Movement To/ From Reserves			0.000
Capital Financing	(1.500)		(1.500)
Restructure and Contingency		0.340	0.340
Specific and General Grants			0.000
Corporate Levys			0.000
<b>TOTAL FORECAST VARIANCE MOVEMENT</b>	<b>1.539</b>	<b>(1.260)</b>	<b>0.279</b>
HRA Budget		(0.074)	(0.074)

## WILTSHIRE COUNCIL

### ORGANISATION & RESOURCES SELECT COMMITTEE

5 APRIL 2012

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#### Comensura

##### Purpose

1. A report outlining the successful implementation of Comensura, a neutral vendor contract to streamline agency and contract staff employment, was presented to the Organisation & Resources Select Committee on 24<sup>th</sup> March 2011. The purpose of this report is to provide the committee with an update on the progress and performance of Comensura

##### Background

2. A neutral vendor contract with Comensura was implemented in November 2010 in order to:
  - a. Create a robust process for managing temporary agency staff.
  - b. Reduce the cost of temporary agency staff.
  - c. Improve the quality of information available regarding agency staff to ensure that Wiltshire Council understands its business at an appropriate level to inform better workforce planning strategies.
3. The implementation of Comensura has meant that it has been possible to procure all agency workers using a single organisation. This means that managers do not need to spend valuable time searching various organisations for the right candidate.

##### Current Situation

4. The implementation of a neutral vendor contract has delivered significant efficiencies in the payment of invoices. Prior to the implementation of the contract in excess of 1000 invoices for temporary agency staff were being processed per month, this has now reduced to an average of 4 invoices per month.
5. The Comensura process is automated, and integrated with SAP. The process includes an approval to recruit stage with authorisation to recruit being sought from the relevant service director. This has provided more robust management of the use of these resources
5. Prior to the Comensura contract it was very difficult to identify temporary agency use and spend. Another benefit of the contract is the regular management information that is provided on a monthly basis by Comensura. This has enabled closer monitoring of the use of temporary agency workers and the associated costs. Details of the volume of temporary agency use and spend through Comensura, since go live, is shown below.

Wiltshire Financial Years	Total Hours	Total Spend inc expenses	Cost Savings	% Saving
Go Live November 10 - March 11	86,546	£2,273,239.63	£76,739.56	3.40%
April - June 2011	89,638	£2,152,036.96	£64,845.42	3.04%
July - Sept 2011	114,697	£2,485,377.78	£77,232.01	3.13%
Oct - Dec 2011	94,572	£2,216,926.14	£75,848.93	3.44%
Jan - Feb 2012	42,114	£997,198.07	£36,716.15	3.71%
<b>Grand Total</b>	<b>427,567</b>	<b>£10,124,778.58</b>	<b>£331,382.07</b>	<b>3.12%</b>

6. The spend on temporary agency workers is 3.12% less than it would have been prior to the Comensura contract. The cost savings are the rebates that the council receives from Comensura each quarter. Rebates have been received for the period up to 31<sup>st</sup> December 2011.

### **Conclusion**

7. The reduction in processing invoices has resulted in an estimated drop in workload within accounts payable of between 0.5 and 1 FTE.
8. Information about temporary agency workers is reported quarterly to both corporate and service directors as well as Staffing Policy Committee. This ensures that Wiltshire Council both understands its current human capital and can plan future resourcing needs.
9. Through the effective procurement of agency workers, using Comensura, Wiltshire Council has saved £331,382.07, or 3.1% of the total cost.

**Barry Pirie**  
**Service Director**  
**HR & OD**

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Report Author: Paul Rouemaine, HR Information Manager, HR & OD

**The following unpublished documents have been relied on in the preparation of this Report: None**

**Wiltshire Council**

**Organisation and Resources Select Committee**

**5 April 2012**

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## Task Group Update

<b>ICT Task Group</b>			
Membership:	Cllr Carter (Ch)	Last Meeting	March/April 2012
	Cllr Hill Cllr Hubbard Cllr Seed Cllr While	Next Meeting:	tbc
<p>The Task Group continues to receive regular budget and staffing updates for ICT.</p> <p>The Task group will receive an update on the implementation of Sharepoint 2010 , as well as consider IT provision for councillors in 2013, at its next meeting which was scheduled on 28 March 2012 but has been postponed by a couple of weeks.</p>			

<b>Campus and Operational Delivery Programme (CAOD) Task Group</b>			
Membership:	Cllr Jeans	Last Meeting	20 February 2012
	Cllr Carter (Ch) Cllr Rooke Cllr Seed Cllr Howard Cllr Deane	Next Meeting:	Early July (TBA)
<p>The Task Group met on 20<sup>th</sup> February and were joined by the Cabinet Member for Campus Development and Culture and the Service Director for Transformation. The following was discussed:</p> <ul style="list-style-type: none"> <li>• The Council had reduced its portfolio from 100+ to approximately 50 properties. Most of the 'disposals' were of leased properties, which would provide revenue savings rather than capital receipts.</li> <li>• Precise budget profiles for the campuses could not be provided because the Council does not propose budget profiles when tendering; instead, interested companies are asked to propose these in their bids.</li> <li>• Leisure centre refurbishments are on track to be delivered to deadline, with the first tranche scheduled for completion in 2015.</li> </ul>			

- Several options had been considered for the future use of the Browfort offices, but the option to use the property as an Extra Care facility to help meet the counties growing elderly population in line with the Council's Older People's Strategy would now be taken forward via a competitive tender process.
- Cllr George Jeans was appointed as the Task Group's representative on the Car Parking Project Board.

The Task Group's next meeting is likely to take place in July, with items likely to include:

- A review of experiences with pilot campus schemes, inc. how COBs have been established and the scale of their responsibilities;
- A review of progress with the second tranche of campus projects.

#### **Procurement & Commissioning Task Group**

Membership:	Cllr Carter Cllr Deane Cllr Doyle Cllr Hubbard Cllr Hutton (Ch) Cllr Moss Cllr Packard	Last Meeting	November 2011
		Next Meeting:	April 2012 (TBA)

The Task Group's focus was monitoring the delivery of the 4 year Business Plan £36 million savings targeted for the 2011/12 financial year.

A meeting between the Task Group chairman, the Cabinet Member for Resources and the Interim Head of Procurement has been arranged to help shape the agenda for the Task Group's next meeting. This is likely to include items on:

- Procurement saving targets and approach for the 2012/13 financial year;
- An update on the Procurement governance review.

#### **Member Support in the Locality Task Group**

Membership:	Cllr Seed (Ch) Cllr Ody Cllr Wayman Cllr Westmoreland Cllr West	Last Meeting	September 2010
		Next Meeting:	19 <sup>th</sup> April 2012

	Cllr Allen		
<p>This Task Group has been asked by the Councillor Development Group to review a revised version of the Councillors' Handbook. This is currently being developed along with a councillor induction programme to follow the elections in 2013. The Group will therefore meet on 19<sup>th</sup> April to consider these and will refer comments and suggestions for improvement back to the Councillor Development Group.</p> <p>The Task Group may also need to meet in November to review later drafts of these documents.</p>			

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## FINAL REPORT

### REVENUE AND BENEFITS PROJECT BOARD

#### From scrutiny representative Cllr Pip Ridout

- Objective – to integrate all 4 separate district council systems for Revenue and Benefits into one system wef Mar 2011.
- Autumn 2010 – reviewed contract process.
- February 2011 Cabinet approval.
- Met with Ian Brown at Bradley Rd to look at system and what we were trying to achieve and what outputs were required.
- Project Initiation Document (PID) submitted .
- Monthly meetings 17/2 to 22/3 where we examined risks, progress, problems and agreed communications strategy – all minutes and reports held by Dermot Tully, Project manager should you wish to peruse.
- The savings predicted and actually made will be reported to Cabinet Capital Assets Committee by Michael Hudson (tbc).
- Considerable savings were made on printing and postage costs but there were additional agency staff costs.
- The performance of Northgate was considered good and relatively smooth on the Revs and Bens integrated system but the document management system/information at work part still needs further work and training.
- All council tax bills went out on time.
- The performance on dealing with claims is currently 30-40 days behind with an aspiration to be 15-20 days by end of summer. HOWEVER URGENT CLAIMS are extracted and dealt with where claimants are at risk of becoming homeless.
- Ian Brown will report on performance and is developing the future service plan.
- I have attended 2 of the 3 meetings where Michael and Ian set out the new way of working to all staff.
- The project was delivered on time and to budget – a huge thank you must be given to the whole department who worked above and beyond to achieve this.

There are 2 further panels being set up:

- 1) changes to the Housing Benefit system
- 2) decisions on NNDR to achieve 10% savings

and I have offered my support if needed

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**Overview & Scrutiny Organisation and Resources Select Committee**

**Rolling Work Plan from April 2012**

<b>SUBJECTS</b>	<b>COMMITTEE/ TASK GROUP</b>	<b>NEXT DATE TO O &amp; S COMMITTEE</b>	<b>SPECIFIC ISSUES FOR DISCUSSION</b>	<b>REPORT AUTHOR</b>	<b>CABINET MEMBER/ PORTFOLIO HOLDER</b>
Campus and Operational Development (previously known as Workplace Transformation) Programme	Task Group	Ongoing	To consider updates on progress  Four year programme	Mark Stone	Cllr Stuart Wheeler
ICT	Task Group	Ongoing	To consider updates on progress to include SAP Development (as incorporated within the Technology Plan roadmap)	Glen Holmes	Cllr John Noeken
Procurement & Commissioning	Task Group	Ongoing	To consider updates on progress.	Julian Ingram	Cllr John Noeken
Member Support in the Locality	Task Group	Ongoing	The Councillor Development Group are considering the draft Councillors Handbook and induction programme.	Marie Todd	Cllr Allison Bucknell
Scrutiny Representation on Project Boards	Committee	Ongoing	Scrutiny representatives to provide written updates where applicable on: <ul style="list-style-type: none"> <li>• Revenue and Benefits Project</li> <li>• Staffing Management Executive Board</li> <li>• Wiltshire Online Project Board</li> </ul>	Cllr Ricky Rogers Cllr Pip Ridout Cllr George Jeans	

SUBJECTS	COMMITTEE/ TASK GROUP	NEXT DATE TO O & S COMMITTEE	SPECIFIC ISSUES FOR DISCUSSION	REPORT AUTHOR	CABINET MEMBER/ PORTFOLIO HOLDER
Budget Monitoring	Committee	April 2012	To consider the latest budget monitoring report	Michael Hudson	Cllr John Brady
Consultancy/Agency Staff	Committee	April 2012	To receive an annual update on consultancy/agency staff	Barry Pirie	Cllr John Noeken
S106	Committee	June 2012	That the Cabinet member and Service Director for Development provide an update on implementation of the S106 Task Group recommendations A new task group has been formed on the Development Services Transformation Programme under the Environment Select Committee.	Brad Fleet	Cllr Toby Sturgis
The Role of the Council as a provider and/or Commissioner of services.	Committee	September 2012	To receive a policy paper on the role of the Council as a provider and/or commissioner of services including the current traded services in education.	Jackie White	Cllr John Noeken Cllr Lionel Grundy
Corporate Management Restructure	Committee	Various	To receive regular progress updates on the Corporate Management Restructure.	Carlton Brand	Cllr John Noeken