

AGENDA

Meeting: Overview and Scrutiny Management Committee
Place: Council Chamber, Monkton Park, Chippenham
Date: Thursday 6 September 2012
Time: 10.30 am

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

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

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Membership:

Cllr Trevor Carbin (Chairman)	Cllr Peter Hutton
Cllr Nigel Carter	Cllr Christopher Newbury
Cllr Tony Deane (Vice Chairman)	Cllr Ricky Rogers
Cllr Peter Doyle	Cllr Judy Rooke
Cllr Mike Hewitt	Cllr Jonathon Seed
Cllr Alan Hill	Cllr Carole Soden
Cllr Jon Hubbard	

Substitutes:

Cllr Desna Allen	Cllr Nick Fogg
Cllr Chuck Berry	Cllr Russell Hawker
Cllr Richard Britton	Cllr Ian McLennan
Cllr Jane Burton	Cllr Jeffrey Ody
Cllr Ernie Clark	Cllr Mark Packard
Cllr Brian Dalton	Cllr Pip Ridout

PART I

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

1 **Apologies**

2 **Minutes of the Previous Meeting** (*Pages 1 - 8*)

To approve and sign the minutes of the meeting held on 17 July 2012.

3 **Declarations of Interest**

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

4 **Chairman's Announcements**

5 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named 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 30 August 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.

6 **ICT Strategy**

At that Committee's last meeting discussion in relation to the continuation of the ICT Task Group was undertaken. The Chairman proposed that no decision should be made in relation to its retention until consideration of the ICT Strategy had taken place in September.

The Management Committee is now asked to consider the revised Strategy, a hard copy of which will be circulated via separate cover, and determine whether any future scrutiny engagement is required.

7 **Business Plan - Future Reporting** (Pages 9 - 30)

The Committee received the Business Plan Annual Update at its last meeting. During debate the Cabinet member indicated that changes would be made to future reporting to better reflect the Council's performance.

A copy of the first quarter Business Plan Scorecard report for 2012/13 is attached. The Management Committee is asked to consider the report ahead of Cabinet on 10 September 2012.

8 **Scrutiny Appointment to Constitution Focus Group** (Pages 31 - 32)

The Standards Committee at its meeting held on 30 July resolved to re-establish the Focus Group on the Constitution. Membership will be as follows:

A member from each political group on the Council
Chairman of the Standards Committee
2 co-opted non-voting members of the Standards Committee (to include one town and parish representative)
A member of the Overview and Scrutiny Management Committee
A member of the Audit Committee

A copy of the Terms of Reference can be found attached.

Noting that the membership is to include representation from the Overview and Scrutiny Management Committee, the Committee is asked to appoint a member accordingly.

The Committee may wish to note that the previous scrutiny representative on the Task Group was Cllr Tony Trotman.

9 **Task Group Update** (Pages 33 - 34)

Written updates on Task Group activity are attached, to include:

Budget
Campus and Operational Delivery Programme
Traded Services
Member Support in the Locality

10 **Scrutiny Representation on Project Boards**

The scrutiny representatives on the following project boards will provide a verbal update:

Staffing Management Executive Board (Cllr Ricky Rogers)
Wiltshire Online Project Board (Cllr George Jeans)

11 **Future Call-In Procedures** (Pages 35 - 38)

A report on call-in procedures is attached. The Committee is asked to consider how it wishes to operate the provision in future.

12 **Future Work Programme** (*Pages 39 - 44*)

1. To consider the single Forward Work Programme and give direction on further progress for the O&S function as a whole, including those activities specifically identified for the Management Committee.
2. To discuss the format/layout of future programme and offer suggestions for improvements.

13 **Urgent Items**

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

14 **Date of next meeting**

18 October 2012

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