

## AGENDA

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**Meeting:** Overview and Scrutiny Management Committee  
**Place:** Council Chamber, Monkton Park, Chippenham  
**Date:** Thursday 18 October 2012  
**Time:** 10.30 am

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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](mailto: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	

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### 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

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# PART I

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

1 **Apologies**

2 **Minutes of the Previous Meeting** (*Pages 1 - 6*)

To approve and sign the minutes of the meeting held on 6 September 2012.

3 **Declarations of Interest**

To receive any declarations of pecuniary and 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 11 October 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 **Job Creation and Economic Development** (*Pages 7 - 20*)

Job creation and economic development has been identified as a major priority for the Council. A report is now attached which provides further information on the work being undertaken by the Economy and Regeneration Service. The Committee is asked to consider the report and take a view on whether further scrutiny is required.

**7 Information Services Technology Plan - Cloud (Pages 21 - 24)**

The Committee, at its previous meeting held in September, agreed that Cllr Nigel Carter would meet with the Cabinet member for Resources and relevant officers to review the Information Services Technology Plan with a view to identifying areas for potential future scrutiny.

As a result of this meeting the following areas were identified for further scrutiny consideration:

Cloud  
Sharepoint  
SAP

A report on Sharepoint and SAP will be presented to the Committee at its next meeting in December. A report on Cloud has been prepared and is now attached for the Committee's consideration.

**8 Procurement Service update (Pages 25 - 32)**

As part of new working arrangements the Management Committee, in disbanding the previous Procurement and Commissioning Task Group, recognised that further overview of the Procurement Strategy was required and agreed to take a full report on the work of the new Procurement Board in implementing the Strategy at the Committee's meeting in December 2012.

Prior to consideration of the Strategy paper, an initial update on the formation of the Board and work undertaken to date was requested and is attached for the Committee's consideration.

**9 Task Group Update (Pages 33 - 36)**

- 1) Written updates on Overview & Scrutiny Management Committee Task Group activity are attached.
- 2) A list of current Select Committee Task Groups is attached. The Chairman of each Committee will be given the opportunity to provide brief updates in relation to activity undertaken.

**10 Scrutiny Representation on Project Boards and Groups**

A verbal update on activity will be provided for the following Boards:

Staffing Management Executive Board -Cllr Ricky Rogers  
Wiltshire Online Project Board - Cllr George Jeans  
Constitution Focus Group (yet to hold its first meeting) – Cllr Jonathon Seed.

**11 Health Scrutiny Workshop - 3 October 2012**

The Health and Social Care Act 2012 legislates for significant health reforms, the majority of which come into force in April 2013. At a local level, these include the establishment of a Health and Wellbeing Board, a Clinical

## Commissioning Group and Local Healthwatch.

The Council has agreed that it will continue to exercise its health scrutiny function through the Health Select Committee (HSC), and the HSC believed that the time was right to learn more about the potential impacts of the reforms, with specific reference to health scrutiny. To that end the Committee organised an afternoon workshop, held on 3 October in Chippenham.

The main aims of the workshop were to give Members the opportunity to hear from senior representatives from across the health and social care arena about their priorities and challenges, to allow Members to raise issues of interest with them and to identify possible topics for inclusion on the work programme of the HSC.

The HSC was pleased that representatives from all sectors attended the workshop in recognition of the increased responsibilities on the Council and the importance of this area of work, these included the PCT, the three Acute Trusts, Public Health, Community Health, Adult Social Care and the Care Quality Commission.

The workshop generated a great deal of discussion and the HSC was encouraged by the way all attendees engaged with the process and by the open and honest nature of the discussions. The HSC believes that the workshop marks the beginning of the development of relationships with the new bodies, as well as with established partners, and is keen to continue to build on this encouraging start.

The information generated by the workshop is currently being collated and a full report will be presented at the meeting of the HSC on 15 November.

Following further consideration post the workshop, the Chairman is proposing to seek endorsement from the O & S Management Committee for the formation of a task group to consider the effective development of the Clinical Commissioning Group. Endorsement at this stage will allow some early scoping and discussion on potential membership ahead of the next meeting of the Health Select Committee.

The integration of Public Health into the Council has also been identified as an early priority and it is likely that further priorities will be identified following detailed consideration of the report from the workshop.

### 12 **Forward Work Programme** (*Pages 37 - 42*)

The Committee is asked to consider the single work programme and give direction on future overview and scrutiny activity.

### 13 **Task Group Protocol Refresh**

The Council's Overview & Scrutiny Task Group Protocol is a document setting out some general principles of how Scrutiny Task Groups should operate. It covers the roles of members and officers, the use of evidence, access to

documents and the treatment of witnesses. The Protocol is noted at the first meeting of every Task Group in order that these principles are adopted at the start of every review.

Two recent Task Group reviews in the Children's Services Select Committee arena have highlighted issues that are not addressed within the current Protocol. These issues mainly relate to working with outside agencies, including:

- clarifying the differing roles of Scrutiny, the Executive and the Council, at the beginning of the process;
- clarifying whether the outside agency will have the opportunity to view or influence the final report;
- clarifying arrangements for circulating/publishing the final report; also
- providing guidance on the checking of evidence prior to publication of the final report.

As well as these omissions, the current Protocol was drafted pre-unitary and no longer truly reflects the corporate style. It is therefore proposed that officers refresh the Protocol in consultation with members and bring the revised version to the December meeting of the O&S Management Committee for adoption.

#### 14 **Urgent Items**

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

#### 15 **Date of next meeting**

13 December 2012.

#### 16 **Exclusion of the Press and Public**

To consider passing the following resolution:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item Number 17 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

### **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**

#### 17 **Agency and Temporary Staff** (*Pages 43 - 56*)

Under previous working arrangements, scrutiny was invited to appoint a

representative to the Project Board overseeing the original procurement exercise. Cllr Jonathon Seed undertook this role and reported regularly to Committee on progress. In noting the significant improvements made in the centralisation of consultancy and agency employees, at conclusion of the exercise the Committee agreed to receive future updates by exception.

In being made aware that a report in relation to the award of the new contract is to be considered by Cabinet on 23 October 2012C Cllr Seed has asked the Committee to consider the Opportunity Assessment report attached and provide comment as appropriate.

## OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

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### **DRAFT MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 6 SEPTEMBER 2012 AT COUNCIL CHAMBER, MONKTON PARK, CHIPPENHAM.**

#### **Present:**

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

#### **Also Present:**

Cllr John Brady, Cllr Allison Bucknell, Cllr George Jeans, Cllr John Noeken, Cllr Pip Ridout, Cllr Jane Scott OBE and Cllr John Thomson

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#### **11 Apologies**

Apologies were received from Cllr Christopher Newbury and Cllr Carole Soden.

#### **12 Minutes of the Previous Meeting**

The minutes of the previous meeting held on 17 July 2012 were approved and signed as a correct record.

#### **13 Declarations of Interest**

No declarations of interest were received.

#### **14 Chairman's Announcements**

There were no Chairman's Announcements.

#### **15 Public Participation**

There was no public participation.

#### **16 ICT Strategy**

The Committee, at its previous meeting held on 17 July 2012, resolved to consider the ICT Strategy prior to making a decision on the continuation of the ICT Task Group.

Cllr John Noeken, Cabinet member Resources, was in attendance and provided background to the report which he felt was a good illustration of where the Council was hoping to be in 2015 and demonstrated a more efficient way of operating. Savings had already been achieved with a proposal for a further £1.3m savings for this year and next.

In opening up discussion to the floor, Committee members welcomed the report and congratulated the positive work of the Cabinet member and officers involved.

Discussion included the provision made for members wishing to provide their own IT equipment post election and whether the current 'Good' application which enabled councillors approx 90% access on personal equipment could be further improved.

Cllr Alison Bucknell, Portfolio Holder for Customer Care, confirmed that work was ongoing and would be available for consideration by the Member Support in the Locality Task Group expected to meet in October.

The issue of Cloud computing which was not yet fully implemented across the Council and developments in relation to SAP and Sharepoint were also raised. It was proposed that Cllr Nigel Carter, Chairman of the ICT Task Group, meet with the Cabinet member and relevant officers to discuss these areas further and that an update report be provided at a future Committee meeting rather than reconvene the ICT Task Group.

The Chairman, in concluding debate, thanked both the Cabinet member and officers for the update provided.

**Resolved:**

- 1) To disband the ICT Task Group;**
- 2) That Cllr Nigel Carter meet with the Cabinet member for Resources and relevant officers to review the Technology Plan further; and**
- 3) That an update on any specific issues arising from the above review be provided to the Management Committee at a future date.**

**17 Business Plan - Future Reporting**

A copy of the first quarter Business Plan Scorecard report for 2012/13 was presented by Cllr John Brady, the attending Cabinet member for Finance, Performance and Risk. The report, which was to be considered by Cabinet on 10 September, now included a 'comments' column to provide details on the majority of the indicators as outlined within Annex 1 to the report following comments received at the Committee's previous meeting.



The Policy Performance and Partnership team were continuing to review the way in which future performance information was reported, the outcome of which would be presented to the Corporate Leadership Team, Cabinet and Scrutiny for consideration.

On presenting the report, clarification was made that of the 11 priority indicators only 2 were not on target but that work was ongoing to address these and improvements were already being demonstrated. These were 'Care leavers in suitable education, jobs or training' and 'Safeguarding: initial assessments done in 10 days'.

In conclusion the Cabinet member confirmed that the reporting of information had improved since the Annual Update report and that communication with members of the press had not identified any specific comments or questions.

Ensuing debate included comment from the Chair of the Safeguarding and Young People's Task Group, also a member of the Management Committee, who confirmed that there was an acknowledgement of the work being done to rectify the timeframes in which assessments were undertaken.

The creation and safeguarding of jobs within the Economy and Unemployment targets was also raised with reassurance provided that this area remained a key priority for the Council with work ongoing to secure jobs and attract new businesses to the County. This was a specific area that the Environment Select Committee would be pursuing.

Further clarity on recruitment and salary figures was sought as although staff numbers had reduced, salary costs appeared to have increased. Clarification was provided that this was due to the inclusion of redundancy costs within the figures provided.

The Chairman thanked the Cabinet member and officers for the report.

**Resolved:**

**That the report was noted.**

#### 18 **Scrutiny Appointment to Constitution Focus Group**

The Committee was asked to appoint a scrutiny representative to the Constitution Focus Group following its establishment by the Standards Committee on 30 July.

**Resolved:**

**That Cllr Jonathon Seed was appointed the scrutiny representative on the Constitution Focus Group.**

19 **Task Group Update**

The Committee was asked to note the Task Group updates as provided.

Further clarification was provided that the Budget Task Group would hold its first meeting at 1:30pm later today and that a further meeting of the Campus and Operational Delivery Programme Task had been scheduled for later in the autumn where the next round of campus applications to be considered by Cabinet would be reviewed.

**Resolved:**

**That the Task Group update was noted.**

20 **Scrutiny Representation on Project Boards**

Verbal updates from the respective scrutiny representatives were provided. A written update on the work of the Wiltshire Online Project Board was circulated via Agenda Supplement following publication of the agenda papers.

Staffing Management Executive Board

Cllr Ricky Rogers confirmed that no further meetings had taken place since his previous update but that the Board were scheduled to next meet on 2 October.

Wiltshire Online Project Board

Cllr George Jeans confirmed that the local 'Call-Off' contracts tendering exercise had been launched in July with returns expected by 14 September. However a two week extension had been granted due to unforeseen events within one of the tendering companies.

The grant funding from central government was expected to be concluded in October. It was recognised that the project was highly dependent on the funding in order to proceed.

The next meeting of the Board was expected to be held towards the end of September once finalisation of the tendering process had taken place.

**Resolved:**

**To note the updates provided.**

21 **Future Call-In Procedures**

Following extensive consultation revised overview and scrutiny arrangements were agreed at Full Council in May 2012 and included that responsibility for call-

in decisions would rest with the Management Committee as part of its overarching role.

A report, which included an extract of the current call-in arrangements, was circulated with the agenda papers. Members of the Committee were asked to consider how the call-in provision should be operated in future, noting the exceptional nature and tight prescribed timescales and the recent case considered by the Environment Select Committee.

In opening discussion the Chairman was of the view that the authority for call-in remain with the appropriate overview and scrutiny committee on receipt of a request from the Chairman or 3 members of the appropriate committee, subject to consultation with the Chairman and Vice-Chairman of the Overview and Scrutiny Management Committee.

The Committee debated the proposal made and the other options provided within the report. It was then proposed and seconded that the Management Committee exercise full responsibility over all call-ins.

Ensuing debate included retention of the previous arrangements by delegating responsibility to the select committees as this had not caused difficulties or been particularly abused in the past.

The proposal was put to the vote and it was:

**Resolved:**

**That the Overview & Scrutiny Management Committee exercise full responsibility over all call-ins; and**

(**NB:** Cllr Jon Hubbard and Cllr Judy Rooke requested that their vote against the proposal be noted. Cllr Jon Hubbard also requested that the Council Solicitor confirm the constitutional issues arising from the decision).

## 22 **Future Work Programme**

A copy of the Forward Work Programme was considered by the Committee with each Committee's Chairman requested to provide an update where appropriate.

### Environment Select Committee

That the decision for future scrutiny would be passed to the Management Committee in relation to Bus Service reviews as the Environment Select Committee did not feel that further scrutiny was required. The Committee agreed to remove the item from the Future Work Programme.

That a Joint Air Quality Task Group be established with the Health Select Committee as air quality would fall within the remit of both Committees.

That the following Task Group and Rapid Scrutiny Exercises be established:

Waste: Future Service Delivery Project – Task Group  
Community Infrastructure Levy – Task Group  
Energy Efficient Homes – Rapid Scrutiny Exercise  
Street Light Savings - Rapid Scrutiny Exercise

Clarification was provided that a successful meeting had been held between the Chairman, Vice Chairman, Service Directors and Cabinet members where areas of future overview and scrutiny engagement had been identified.

The Environment Committee had also agreed that future overview and scrutiny work would be undertaken via Task Groups where possible as this was felt to provide a more focused approach. As a result the Committee was expected to hold 4 set meetings per year with others added if and when appropriate.

#### Health Select Committee

The next meeting of the Health Select Committee had been replaced by a Health Workshop to take place to help shape the future work programme of the Committee in the light of changes being made under the Health and Social Care Act 2012.

The Workshop would take place on Wednesday 3 October and would be held at 2pm in the Angel Hotel, Chippenham. All Councillors were encouraged to attend.

#### Children's Select Committee

The Forward Work Plan incorporated the work to be undertaken.

#### **Resolved:**

- 1) That the Management Committee endorse the amendments as outlined above to the Forward Work Programme; and**
- 2) That the revised Programme be circulated to Committee members.**

#### 23 **Urgent Items**

There were no urgent items for consideration.

#### 24 **Date of next meeting**

18 October 2012.

Wiltshire Council

Overview & Scrutiny Management Committee

18 October 2012

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## Job Creation and Economic Development

### 1. Introduction

1.1. Wiltshire Council is delivering Job Creation and Economic Growth in the county through the Economy and Regeneration Service. Dependence on public sector employment, low value economic activity and an outward facing economy with a high level of out commuting are key issues for Wiltshire. By developing business infrastructure, tackling the inequality between how much people earn and local residential costs, and helping local businesses to create sustainable jobs we will also contribute to the creation of sustainable and resilient communities.

1.2. The work undertaken by Economy and Regeneration in job creation and economic development is split into three broad programmes. These are illustrated in figure 1 but are effectively split between actions to:

- **Economic Growth:** Support and encourage the development, expansion and investment of business and enterprise throughout Wiltshire
- **Employment Support:** Address the hardening of unemployment, re-skilling a new workforce for Wiltshire, maximising opportunities for self employment and establishing a new business support model
- **Local Regeneration:** Deliver effective local regeneration through site specific regeneration and masterplanning, partnership working and via a range of targeted initiatives at the local level



Figure 1: Job Creation and Economic Development Strategy

- 1.3. The Economic Growth Programme will contribute to the goal of **providing high quality, low cost and customer focussed services** to support inward investment, access government funding programmes, support entrepreneurship through enterprise centres, and support local business both large and small. The Employment Support Programme provides the key building blocks enabling the achievement of the corporate targets of **6,000 new jobs to be created and a further 8,000 jobs safeguarded** by 2015 through a combination of work experience and apprenticeship projects, training and skills development, and employment networks. Both of these targets are supported by the Local Regeneration Programme which **works with our partners to support Wiltshire's communities**, delivering specific local needs on a project by project basis alongside public and private sector stakeholders making effective use of public land and resources while providing supplementary planning guidance.
- 1.4. To provide some context, the scope of each of the programmes delivering the Job Creation and Economic Development Strategy are outlined in figure 2.

Economic Growth	Employment Support	Local Regeneration
<ul style="list-style-type: none"> <li>• Investment Service</li> <li>• Regional Growth Fund/Growing Places Fund</li> <li>• Enterprise Centres (WIE, RGN)</li> <li>• Business Support Service</li> <li>• Social Enterprise</li> <li>• Buy Wiltshire</li> <li>• Green Deal</li> <li>• Visit Wiltshire</li> <li>• Wiltshire 100</li> <li>• Business Development and Innovation</li> <li>• SME loans</li> <li>• Economic Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Apprenticeships</li> <li>• Basic Skills</li> <li>• Flexible Support Fund</li> <li>• IMPRESS</li> <li>• Employability and informal skills</li> <li>• Achieve Project</li> <li>• Wiltshire Works</li> </ul>	<ul style="list-style-type: none"> <li>• Churchfields, Salisbury</li> <li>• Maltings , Salisbury</li> <li>• Castledown Phase 2</li> <li>• Market Town Regeneration</li> <li>• Lyneham and Defence Technical Training College</li> <li>• Wilton Sites, Salisbury</li> <li>• Friary Estate, Salisbury</li> <li>• Local Regeneration Plan</li> <li>• Marketplace, Salisbury</li> <li>• Devizes Wharf</li> <li>• Trowbridge Masterplan</li> <li>• Chippenham Masterplan</li> <li>• Porton Down Science Park</li> </ul>

Figure 2: Job Creation and Economic Development Work Streams and Projects

- 1.5. The above programmes are all supported by a fourth programme which helps to **ensure local, open and honest decision making** in all our activities. The **Monitoring and Evidence Programme** provides local labour market and business intelligence, horizon scanning and performance monitoring, helping ensure that current employment land is not lost, and helping create a policy environment in which new employment development is supported, while ensuring that development takes place in sustainable location.
- 1.6. This briefing paper focuses on the main areas of activity currently underway or in development which relate to job creation and economic development in Wiltshire and sets them in the context of how each programme works in partnership with key organisations in the county. Each section begins with a graphical outline of the key partnerships we are working with to bring forward the work streams and projects. For each project or work stream a summary table indicates the key needs being addressed, and a short description of key activities and their benefits is given.

## 2. Scope of the Economic Growth Programme



Figure 3: Key Strategic Partnerships for Economic Growth

## Investment Service

Needs	Outputs
Business Advocate within the Authority	Inward Investment Marketing plan to attract inward investment in Wiltshire as a business location at national and international levels
Accessible, relevant information	Invest in Wiltshire website <a href="http://www.investinwiltshire.org.uk/">http://www.investinwiltshire.org.uk/</a>
Co-ordinated planning support	Planning protocol and understanding around issues of housing, transport and other key factors
Investment support	Understanding needs through investor perceptions survey; engagement with sector initiatives and issues around investment
Business support and advice	Improved business enquiries handling and development of an indigenous investment marketing plan
Skill workforce recruitment and development	

- 2.1. The Investment Service aims to (a) develop and maintain a **clear strategic approach** and a positive environment for sustainable investment and (b) develop and enhance a co-ordinated and comprehensive investment service to **attract new investment**. The investment service works to foster new relationships and provide end to end support from initial property searches to familiarisation support for international staff, and recently attracted foreign direct investment from an international IT solutions and support company in Trowbridge.

## Growing Places Fund

Needs	Outputs
Investment Support	Working with private sector partners to attract government funding to kickstart major projects
Clustering, Kickstarting, Leverage and Stimulus	

- 2.2. Wiltshire Council is the Accountable Body for the administration of **£9.4 million government funding** awarded to the Swindon and Wiltshire Local Enterprise Partnership to **boost economic growth, jobs and new business opportunities** by supporting infrastructure projects which can quickly deliver growth. Outcomes of the submitted bids are expected in the run up to Christmas.



## Wiltshire Incubation Environments and the Rural Growth Network

Needs	Outputs
Provision of sites in suitable locations with appropriate infrastructure	Phased roll out of new business incubation centres to complement existing space at the Council owned Castledown Business Centre in Ludershall and the privately owned Glove Factory Studios at Holt, and other key locations in Wiltshire
Business Support and Advice	No other establishment or provider within a 30 mile radius of Castledown Business Centre both offers business support and dedicated space from which to operate as an integrated package.
Clustering, kickstarting, leverage and stimulus	No other establishment or provider within a 30 mile radius of Castledown Business Centre both offers business support and dedicated space from which to operate as an integrated package.
Business Support and Advice	Particular attention will be paid to helping military personnel and their spouses start up new businesses
Clustering, kickstarting, leverage and stimulus	Facilities will provide start-up businesses with hot desks, broadband and ICT

- 2.3. The Wiltshire Incubation Environments (WIE) project is concerned with creating a **supported incubation and enterprise environment** for start up and early stage businesses in Wiltshire. Wiltshire Council has secured match-funding to initiate a **Rural Grown Network pilot worth up to £4 million over three years** after DEFRA selected the Swindon and Local Economic Partnership alongside four other partnerships. As well as supporting rural businesses, particular attention will be paid to helping military personnel and their spouses start up new businesses. The scheme is designed to **create more than 200 jobs** before becoming self-funding. The facilities will provide start-up businesses with hot desks, broadband and ICT provision as well as **specialist training and advice**.

### Business Support Service

Needs	Outputs
Accessible, relevant information	Provide cost effective, high quality and customer focussed support to small firms employing fewer than 50 people across the whole of Wiltshire without pre-requisite Chamber partnership
Opportunities to network and collaborate	Develop the role of the Chamber network in Wiltshire and develop Enterprise Clubs run by local businesses and partnerships to provide a place for those considering

Business support and advice	starting their own business or becoming self-employed. Undertake work to be tap into pro bono support available from organisations such as solicitors and accountants to take up role formerly played by business link.
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2.4. The Business Support Programme aims to develop a practical business model for providing **professional business advice** serving the whole of Wiltshire and supporting pre-start and start-up businesses and existing firms. This work is being delivered by Wessex Chambers.

### Buy Wiltshire

Needs	Outputs
Accessible, relevant information	The Buy Wiltshire website ( <a href="http://www.buywiltshire.co.uk/">http://www.buywiltshire.co.uk/</a> ) provides an effective mechanism for businesses to engage with public sector contracts and tenders
Opportunities to network and collaborate	The gateway also provides a means of facilitating business networking opportunities across the Wiltshire and Swindon sub-region

2.5. Buy Wiltshire is an exciting initiative designed to support the development of Wiltshire businesses by improving the potential for business to business activities and **providing access to contract opportunities** with public sector organisations in the South West region.

### Green Deal – Project ACHIEVE

Needs	Outputs
Appropriately skilled and experienced workforce	Project ACHIEVE will provide training opportunities for unemployed people in Wiltshire
Opportunities to network and collaborate	Pilot project to support local installers and build capacity through a vibrant installer network

2.6. The emphasis of the Green Deal is on stimulating the economy to **deliver green jobs** and **widespread energy efficiency improvements** to homes in Wiltshire. The project will provide training opportunities for unemployed people in Wiltshire, and will support an installers network and household energy advice service. The approach is designed to maximise the economic, social and environmental benefits of the Green Deal in Wiltshire.

## Wiltshire 100

<b>Needs</b>	<b>Outputs</b>
Business Advocate within the authority	Businesses have warmly welcomed this partnership approach, especially around expansion/relocation, and joint working to access government support for investment
Investment Support	Effective and proactive client management means that businesses have a single point of contact
Business support and advice	
Accessible, relevant information	

- 2.7. Wiltshire Council is building stronger partnerships with leading businesses through a programme of **proactive client management**. The Wiltshire 100 programme engages not only with businesses to rapidly identify and respond to the needs and priorities of the local business community, but also works closely with a range of partners including UKTI and neighbouring authorities to ensure **joined up working and brokerage**. Initial feedback from businesses both to the approach and activity has been clearly positive and the provision of a single point of contact is bolstering business confidence in the authority area. The programme helps deliver Enterprise Wiltshire and Swindon and Wiltshire LEP's business-led plans for growth, and is aligned with partner activity, including the Wiltshire Business Support Service, Swindon's Business Retention and Expansion Programme, and UKTI.

### 3. Scope of the Employment Support Programme

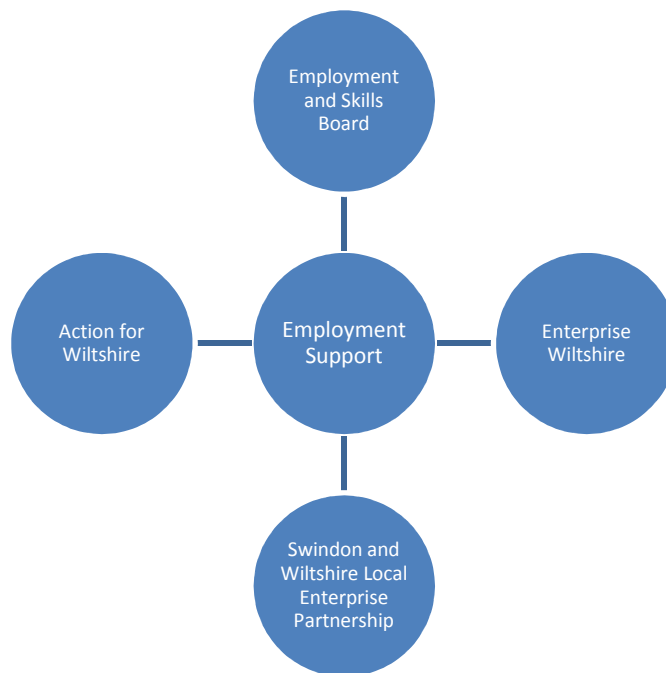


Figure 4: Key Strategic Partnerships for Employment Support

#### Apprenticeships

<b>Needs</b>	<b>Outputs</b>
Work experience – apprenticeships	Increase the proportion of the Wiltshire 16-18 cohort participating in Apprenticeships
Job opportunities	Programme could also assist with providing real career opportunities for young people.
Training and skills developments	Apprenticeships provide the skills needed by young people to embark on their chosen career.

3.1. Wiltshire Council is working with its partners to **create 1,000 new apprenticeship opportunities** in Wiltshire by the end of July 2013. Led by Wiltshire Council, the main partners are Wiltshire College and the National Apprenticeship Service. Training Providers representing various sectors have joined the planning group along with the Wiltshire Business Support Service and the Federation of Small Businesses. One of many avenues of promoting apprenticeships being pursued are discussions with the FSB around events which will **encourage smaller businesses to understand and consider the benefits of apprenticeships.**

## Flexible Support Fund

Needs	Outputs
Job Opportunities	Creation of additional new temporary jobs as part of the project.
Training and skills development	Dedicated mentor and job coaching support for those overcoming employment barriers

- 3.2. Flexible Support Funding secured by Wiltshire Council is **supporting benefit claimants** residing in Wiltshire who are not currently supported through existing initiatives or yet eligible for the Department for Work and Pensions Work Programme. A minimum of **150 customers will be supported** to overcome their personal and employment barriers to find and progress into sustainable employment. Each will be supported with a dedicated mentor or job coach and undertake activities to address their barrier to work and undertake a quality, structured work experience placement. **30 additional new temporary paid jobs** will also be created as part of the project.

## Project Impress

Needs	Outputs
Training and skills development	Project will support employers with career coaching and skills develop to help them retain their workforce

- 3.3. Project IMPRESS is an innovative and cross border approach with local authorities and agencies on both sides of the Channel to provide **effective post-employment support and skills development** for individuals who have recently gained or regained employment and need continued support in order to keep that employment for sustained periods. It will support those who are at most risk of falling out of employment and becoming welfare dependent again. Through the project employers will gain access to specialist employment skills and provision including recruitment, retention, career coaching, occupational health, skills development, employment law and human resources expertise. It is anticipated that the project will support a minimum of 280 employers in this way.

## Employability and Informal Skills

Needs	Outputs
Training and Skills Development	Focus on early intervention to prepare young people for the world of work
Employment Networks	Strengthen relationships between schools and the business community, developing partnerships

- 3.4. Wiltshire Council has committed £275k funding to an Employability & Informal Skills Development programme to prepare young people aged 16-24 for the world of work and with a focus on early intervention. We will **strengthen**

**relationships between Wiltshire’s schools and the local business community** and develop sustainable partnerships between businesses and schools. Pilot activity is scheduled for the autumn with the full programme launching in the new financial year running up to the end of July 2014.

**4. Scope of the Local Regeneration Programme**



Figure 5: Key Strategic Partnerships for Local Regeneration

**Masterplanning – supporting the Vision Partnerships**

<b>Needs</b>	<b>Outputs</b>
<ul style="list-style-type: none"> <li>Effective community and stakeholder engagement</li> <li>Effective local development partnerships</li> <li>Effective use of public land and resources</li> </ul>	<ul style="list-style-type: none"> <li>Working together with Vision Boards providing holistic planning and masterplanning support</li> <li>Discussions ongoing with the council’s property team concerning land interests on the site</li> </ul>

4.1. The long term ambitions of our key cities and towns, Chippenham, Trowbridge, and Salisbury will be difficult to achieve without the knowledge and expertise of key players within the public, private and community sectors. With this in mind, the Vision Partnerships have been created to bring together local, professional people, with a strong desire to be involved in the holistic planning and masterplanning of key sites such as Langley Park and the River Biss.

## Churchfields, Salisbury

Needs	Outputs
Effective community and stakeholder engagement	Extensive consultation through the Salisbury Vision partnership and directly with businesses on the site
Effective local development partnerships	
Effective use of public land and resources	Discussions ongoing with the council's property team concerning land interests on the site

- 4.2. The Churchfields Regeneration project is now focussing upon the assessment of potential phased options to begin delivering the goals of the Salisbury Vision, and the South Wiltshire Core Strategy for this now constrained 33 hectare site. The Vision is to enable businesses to relocate from Churchfields to alternative locations close to the city of Salisbury, thereby reducing HGV traffic movements through the city and allowing the site to be redeveloped as a **residential mixed use scheme**. Discussions are on-going with the Council's property team concerning the extent of the council's land interests and issues relating to bringing key sites forward as part of a potential early phase. Key to the success of this project are engagement with landowners and businesses, analysing opportunities for relocation, and assessing the possibilities for the site.

## The Maltings, Salisbury

Needs	Outputs
Effective community and stakeholder engagement	Extensive public consultation will be held as part of the development process
Effective local development partnerships	
Promotion of opportunities	Strategically important city centre site promoted through a detailed OJEU procurement process

- 4.3. Following a detailed OJEU procurement process, Wiltshire Council selected Stanhope plc as its preferred development partner for this strategically important city centre site in Salisbury. The Council is currently in negotiations with Stanhope on the terms of a development agreement, which it aims to complete within the next few months. Public consultation will follow on the principles of a masterplan for a **retail-led mixed use development** in line with the aims of the Core Strategy and the Salisbury Vision. A planning application is expected towards the end of 2013.

## Castledown Phase 2

<b>Needs</b>	<b>Outputs</b>
Incentives and support for growth	Leading on delivery of this site will increase investor confidence
Effective use of public land and resources	
Targeted and co-ordinated investment	The council is working with its developer partner to develop employment land which will respond to local needs
Effective local development partnerships	

- 4.4. Based close to the A303 west of Ludgershall, Castledown Business Park is a 33 acre site with principal servicing and infrastructure in place to develop for employment uses. There is outline consent for business park and distribution uses on the whole site, and the council is working with its development partner St Modwen to build on the success of Phase 1, Fitz Gilbert Court, which has already been delivered and provides 21 business units. The phase 2 proposals seek to **deliver a further 33,656 square feet of employment land** providing for 15 units, which will **create accommodation for 64 jobs** and boost the potential to leverage for further employment space accommodating around 750 jobs across the whole site. The site is particularly significant for Military Civilian Integration in **providing employment space for service leavers and army spouses** seeking to become self-employed or set up their own business.

## Market Town Regeneration

<b>Needs</b>	<b>Outputs</b>
Effective community and stakeholder engagement	Regular conferences held with key stakeholders of market towns in Wiltshire, driven by a steering group setting priorities
Promotion of opportunities	Pulling together key services and stakeholders to conduct intensive planning sessions leading to town Masterplans
Provision of supplementary planning guidance	'Pop up shop' and meanwhile use of vacant retail hosting space including guidance on issues such as business rates and other regulations
Incentives and support for growth	AMTI benchmarking research facilitated for market towns, encouraging towns to help one another in assessing opportunities for growth

- 4.5. The Market Town Regeneration project has worked together with Wiltshire's market towns to help benchmark their current status, masterplan their **sustainable regeneration** encouraging them to make the **most of their strengths**, and stimulate interest in possible initiatives such as pop up shops and markets. Partnership is fundamental to the approach so that support is



tailored in such a way as to treat towns as distinct and unique according to each town's priorities and requirements.

### **Military Civilian Integration: Lyneham Defence Technical Training and Salisbury Plain Supergarrison**

<b>Needs</b>	<b>Outputs</b>
Effective community and stakeholder engagement	Working together with the MCI partnership, Lyneham Steering Group, MOD and DIO
Effective local development partnerships	
Effective use of public land and resources	Transition of RAF Lyneham to a Defence Technical Training College and development of Salisbury Plain Supergarrison
Promotion of opportunities	

- 4.6. The Salisbury Plain Super Garrison is the 'core' project within the programme and focuses on the plans for the future MoD use of the Salisbury Plain Training Area. Significant investment in infrastructure and increases in the numbers of soldiers and their families based in the county have taken place as a result of the Super Garrison.
- 4.7. Development of the Defence Technical Training College at Lyneham is led by the Lyneham Steering Group established by the Military Civilian Integration Partnership with full support of the council. The steering group brings together community and economy related stakeholders in the transition of RAF Lyneham to a **Defence Technical Training College**. Wiltshire Council is working with the Defence Infrastructure Organisation and it is anticipated that a planning application will be made in 2013, and training will start at Lyneham by 2015. The aspiration is for Defence Technical Training to be fully established on site by 2020.

### **Porton Science Park**

<b>Needs</b>	<b>Outputs</b>
Effective community and stakeholder engagement	Working together with the developer Trebor / Wrenbridge
Effective local development partnerships	
Provision of supplementary planning guidance	
Promotion of opportunities	Focussing on existing synergy in Life Sciences and Technology at Porton
Prioritisation of strategic projects and sites	

- 4.8. Situated within the South Wiltshire Research Triangle to the north of Salisbury, the proposed Porton Science Park (PSP) will comprise approximately **360,000 sq. ft of office and laboratory accommodation** on a c. 8 hectare site

adjacent to the Defence Science & Technology (DSTL) facility and the Health Protection Agency (HPA). The development is to be built in phases with the first phase to comprise a **23,000 sq. ft innovation building** plus principal infrastructure. The Council has supported the developer (Trebtor/Wrenbridge) in exploring funding opportunities and in ongoing negotiations toward the delivery of development. Trebtor/ Wrenbridge are aiming to submit a detailed planning application in November this year.

## 5. Conclusion

- 5.1. The Job Creation and Economic Development Strategy includes a broad range of initiatives and projects which seek to bring about a **sustainable, green and vibrant economy in Wiltshire**. Each of the different work streams and projects interact in different ways with one another and with the whole of Economy and Regeneration, and there is much synergy between creating jobs and economic development with Place Shaping, the Wiltshire Energy Resilience plan, and so on. For example, delivery of appropriate infrastructure provision is a vital element of Place Shaping, and is supported by the ECO strategy which supports energy efficiency in construction, heating and lighting, and transport. All of these elements contribute together to sustainable and green job creation and economic development in Wiltshire.
- 5.2. This way, we are supporting the Council's vision to **create stronger and more resilient communities**, by
- Providing high quality, low cost, customer focused services;
  - Ensuring local, open and honest decision making, and;
  - Working with our partners to support Wiltshire's communities
- 5.3. Core to our service are the objectives to **create 6,000 new jobs in the private sector, safeguard 8,000 existing jobs** which we are achieving by focussing on investment, skills development and targeted initiatives at the local level.

**Alastair Cunningham**

Service Director, Economy & Enterprise

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Report author

Scott Anderson, Development Officer

**Wiltshire Council**

**Overview and Scrutiny Management Committee**

**18 October 2012**

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## **Update on the Cloud Programme**

### **Purpose of report**

1. This report is to update the committee on the progress that has been made in the development of Cloud Computing solutions for Wiltshire Council.

### **Background**

2. Cloud computing is a model for enabling convenient, on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction.
3. From a business perspective, resources in the cloud are typically leased as required (and paid from revenue as a utility service), with responsibility for support, backups, disaster recovery and capacity planning being the responsibility of the provider. This contrasts with a more traditional model where resources are purchased (using capital), with responsibility for support, backup, disaster recovery, capacity planning and end of life replacement lying with the organisation.
4. The Cloud Computing Programme, which is led within the Transformation Programme, has been initiated to take advantage of the benefits afforded by Cloud Computing - as previously identified by the Programme and highlighted in Wiltshire Council's, "Information Services Technology Plan 2011-15". The exploitation of 'Cloud' solutions has been endorsed by CLT and Cabinet and the previous ICT Scrutiny Task Group.
5. In the Local Government arena, Wiltshire Council has successfully pioneered the introduction of a number of Microsoft products to reduce long term costs and improve delivery – among them Windows 7, Lync and SharePoint 2010. This along with Microsoft's desire to improve its market position for Cloud services in this sector gives a mutually beneficial, window of opportunity for partnering and co-development.
6. A hybrid cloud platform with multiple service providers is being targeted as our long term goal.

## **Business Goals**

7. To transform delivery and support low cost, sustainable resilient services that are relevant to the public and delivered when and where required.
8. To improve partnership working: Enabler for the public sector in Wiltshire; Develop high-value, strategic partnerships with leading cloud service providers.
9. Deliver tangible service enhancements at reduced cost.
10. Security: Ensure Government Code of Connection/Public Services Network compliance; work with CESG accredited host environment for data.
11. Decrease time to deploy services to 3rd parties and partner organisations.
12. Improve accessibility and resilience whilst decreasing management overheads of major software platforms (e.g. Exchange 2010, SharePoint 2010 online) through migration to remote fully hosted solutions.
13. Move in-house developed public facing web applications to a more resilient, functionally rich, scalable platform, allowing for greater use of 'Apps' and more rapid development.

## **Progress to date**

14. Wiltshire Council has worked in close partnership with Microsoft to investigate the suitability of Microsoft's Office 365 cloud based Microsoft Office solution and other cloud based hosting solutions for the council. Following the investigations, Microsoft subsequently committed to providing the technical expertise and funding to support Wiltshire in migrating to the Office 365 cloud solution.
15. Wiltshire Council is continuing to assist Microsoft with its endeavours to attain CESG (Communications Electronic Security Group) accreditation. This is a mutually beneficial outcome.
16. Microsoft Office 365 was deployed to a pilot group of 50 Wiltshire Council Users. A roll-out has followed with approximately two thirds of Wiltshire Council users currently migrated to Office 365.
17. Full migration of the estate is planned to complete by December 2012. Decommissioning of the existing email infrastructure will follow and be completed during the first quarter of 2013.
18. In conjunction with the migration of users to Office 365, a separately sponsored project to implement an email Protective Marking Scheme has been introduced to classify email relative to its sensitivity / confidentiality. The Protective Marking Scheme adopted by Wiltshire Council involves classifying information in three categories – 'unclassified', 'protect' and 'restricted' mirroring those already in use across the Public Sector and delivering a significant functionality increase within Wiltshire.

19. Wiltshire Council initially deployed a Smartphone email solution called Good. This solution allows both Corporate and Bring Your Own Device (BYOD) Smartphones to receive Wiltshire email. , Good does not work within a Cloud based email environment. Alternative solutions have been investigated as part of the programme and the deployment of a Microsoft solution has commenced, although its deployment is dependent on the maintenance of existing staff resource levels within the project.
20. In alignment with Central Government's data publishing initiative, 'OpenData', the council offers a number of datasets to the public for free reuse. These datasets have previously been hosted on internal servers.
21. Datasets have successfully been migrated to a Microsoft Cloud solution, extending the number of data formats and increasing visibility of the data by publishing the data on a more accessible Marketplace at lower cost to the council.
22. A number of other applications have been trialled in Microsoft Cloud solutions with the aim of further advancing the adoption of quicker to deploy, resilient cloud solutions. A bus timetable solution and SharePoint development environments have been successfully established in the Microsoft cloud and will be exploited over the coming eighteen months.
23. In line with the strategy of allowing greater use of 'Apps', a cloud project has been initiated to introduce a hosted web based portal and Smartphone app to allow members of the public to report issues traditionally reported through telephone calls.
24. The supplier of the hosted solution is My Council Services, a different provider, contributing to the goal of introducing a hybrid cloud platform with multiple service providers and exploiting the ability of the Cloud approach to support 'best in class' solutions rather than one size fits all.
25. The initial scope of the app is to cover Streetscene issues such as Street Litter and Fly Tipping, although the solution is scalable to allow the addition of other service areas.
26. It is intended to launch the Smartphone app before end October 2012.
27. The ability to report issues to the Council using a Smartphone app combined with full integration will reduce the resource requirement involved in answering phone calls and emails and also links directly to Wiltshire Councils communication strategy.
28. Third party developed Smartphone apps are continuing to be developed and offered on commercial terms. It is Wiltshire Council's strategy to grow the capability to develop in house public facing Smartphone apps to deliver service enhancements at lower cost and increased speed of deployment.

## **Conclusion**

29. To note the progress and achievements made to date on the Cloud Programme in line with CLT approvals.

**Mark Stone**  
**Transformation Director**

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### **Author:**

Dermot Tully  
Programme Manager

### **Background papers**

Wiltshire Council, "Information Services Technology Plan 2011-15" explains how Cloud fits with Wiltshire's IS strategy.

### **Appendices**

None

Wiltshire Council

Overview & Scrutiny Management Committee

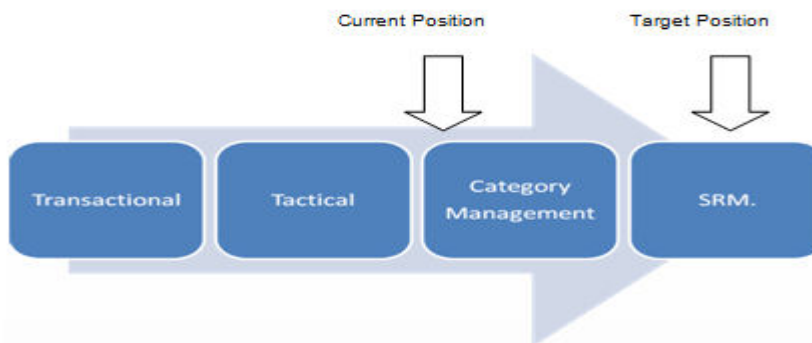
18 October 2012

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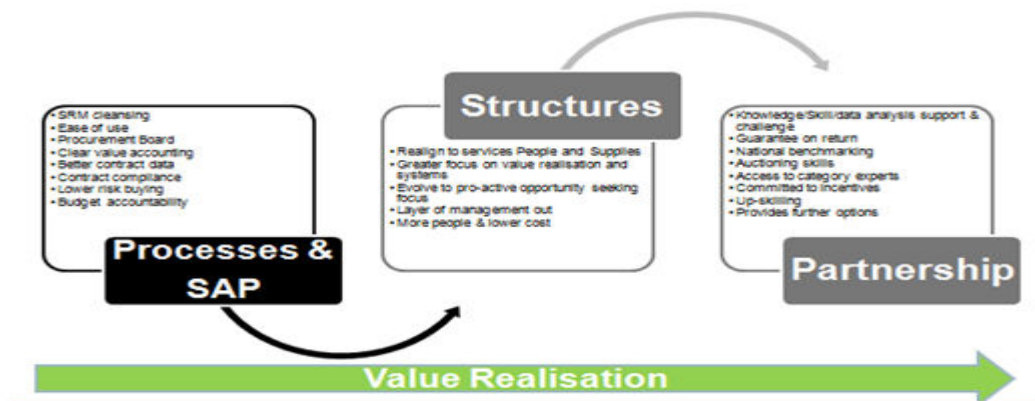
## Procurement Service Update

### Development Pathway

1. Since Scrutiny last sat and discussed procurement, the time has been filled with evolving and developing the Procurement & Commissioning Board roles and responsibilities as well as continuing with the development of processes and templates as part of the construction of the new procurement manual on the intranet. The other main activity has been to refine and socialise plans to evolve the procurement team towards a more effective category management structure. This work assessed the development pathway as needing to evolve from the early stages of category management towards Supplier Relationship Management (SRM).



2. In order to optimise savings potential and to reduce corporate risks it was identified that the procurement team needed to have better data to support pro-active savings approaches which can be delivered from developing category strategies. For this to occur there is a need to revise SAP categorisation and develop a structure with skills to meet the new way of working.
3. Therefore the objective identified is to evolve the procurement team from re-active service driven re-procurement towards a more pro-active approach which relies on the development and socialisation of category strategies. This evolutionary pathway has also considered a partnering approach to more rapidly develop category management skills not currently available internally.



### Procurement & Commissioning Board Update

- The P&CB role of reviewing planned procurement Outline Business Cases (OBCs) and Opportunity Assessments (OAs) is continuously maturing and providing ever increasing visibility of procurements allowing for challenge and ideas to be inputted; this has had some noticeable effect of producing more thorough and well research opportunities.
- Additionally to the original TORs, the Board now has a role to play in early assessment of Community Rights to Challenge (Localism Act); where challenges are received and considered for their merits offering alternative service delivery options. This process includes an escalation process to Clt for circumstances where a strategically important decision needs to be considered.
- There now exists a schedule of planned OBCs and OAs which is circulated to membership monthly; this is also copied to the regular JCC meeting to share visibility with union representation. See appendix 1 – current OBC & OA schedule.

### Value Realising & Savings Update

- There are still issues with regards to double counting benefits; there is now an agreed pathway to deal with these going forward from next April. This issue has been addressed by a new value realisation process which is supported within the procurement service restructure. All contracts will be monitored and supported to ensure the expected value is realised; monthly reporting will be made to Corporate Finance who will manage capital and revenue budget impacts. This three way process reduces the risk of ad hoc financial relationships budget 'shunting' and ensures we optimise and deliver the identified benefits.



## Contract Performance & Value Realising Process



8. Savings have so far identified £2.2M of benefits and we have a £2M target; there are some significant procurement outstanding which are expected to perform well and over-exceed expectations. It is likely that the savings target will be exceeded a contribution of c £6M of benefits considering the average contract term is 3 years. This is a solid performance considering most of the 'low hanging fruit' has been taken. The development of category management will further enhance the strategic contribution of procurement allowing the unit to identify some of the detail currently not clearly visible from sub tender level spends.

### Reports

9. Recommendations to move ahead with revised systems categorisation, unit restructure and seeking an agreement in principle for a partner to rapidly develop the skills within the procurement team can be discussed at the Dec O&S (if requested). There is a clear need to develop the skills and knowledge required for effective category management. By the time this report reached O&S there may be a need to provide a verbal update.

### Planned Activity

- To continue developing the role of the P&CB
- Explore any potential benefits of Systems Thinking integration with Procurement
- Dependent on Clt: Deliver categorisation plans (see appendix 2) & team restructure
- Explore category management partnering expertise

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### Report author

Julian Ingram, Interim Head of Procurement

### Appendices

Appendix 1

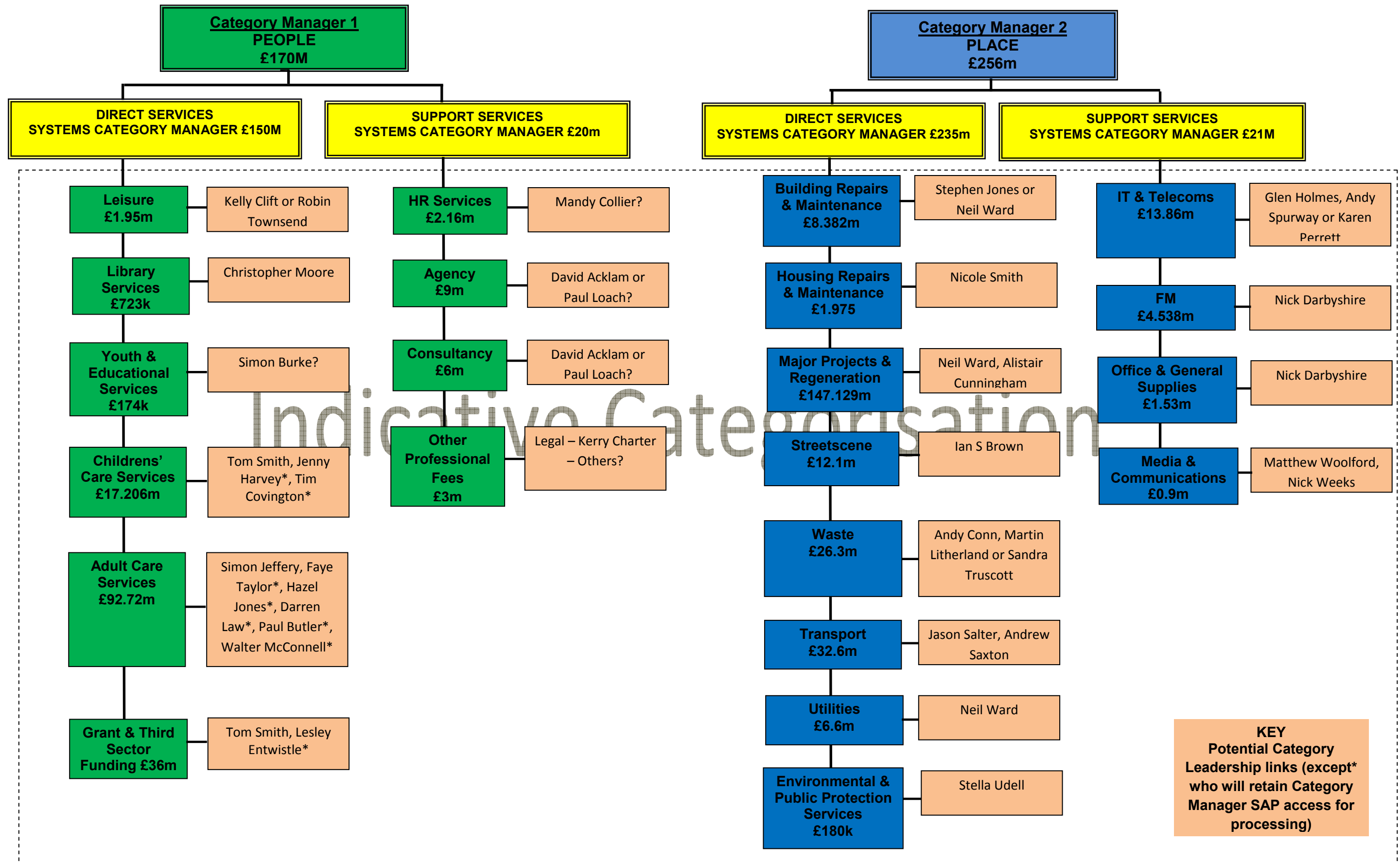
Appendix 2

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	OBC	OA	Award Report
<b>August</b>			
Temporary Agency Staff		X	
Stationery		X	
Furniture	X		
<b>September</b>			
External Legal Services - Counsel	X		
External Legal Services - Experts	X		
Software Licences/maintenance	X		
Cleaning Contract			X
Catering Contract			X
Security Contract			X
Supported Employment	X		
Early Years	X		
Childrens Advocacy	X		
Councilling for children	X		
Positive Behaviour in Schools	X		
Young Carers	X		
<b>October</b>			
Telecommunications		X	
ICT Hardware - Laptops & Peripherals	X		
Server Replacement	X		
Network kit replacement	X		
Shredding	X		
Sub Regional Independent / Non maintained Special Schools	X		
Furniture		X	
<b>November</b>			
Washroom Services	X		
Washroom Consumables	X		
Temporary Agency Staff			X
<b>December</b>			
Leaving Care	X		
External Legal Services - Counsel		X	
External Legal Services - Experts		X	
Software Licences/maintenance		X	
Stationery			X
Supported Employment		X	
Early Years		X	
Childrens Advocacy		X	
Councilling for children		X	
Positive Behaviour in Schools		X	

Young carers		<b>X</b>	
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CATEGORY MANAGEMENT STRUCTURE UNDER PEOPLE / PLACE SPLIT



Indicative Categorisation

**KEY**  
Potential Category Leadership links (except\* who will retain Category Manager SAP access for processing)

SAP PURCHASING GROUPS

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**Wiltshire Council**

**Overview & Scrutiny Management Committee**

**18 October 2012**

## Task Group Update

<b>Budget Task Group</b>			
Membership:	Cllr Pip Ridout (Chr) Cllr Mike Hewitt Cllr Mark Packard Cllr Nigel Carter Cllr Trevor Carbin	Last Meeting:	6 September 2012
		Next Meeting:	November 2012?
<p>The Task Group confirmed its intention to focus on budget processes including forecasting and the financial control environment.</p> <p>In respect of the last budget monitoring report to end of June, the key issues to emerge during discussion included the need for a better understanding of the timetable and stages leading to the publication of budget monitoring information, a commitment to focus on the risks in the RAG reporting on savings rather than a broad sweep of all budget lines, the need to better describe the term “management action” when reporting on the response to overspends and to take a closer look at the integration of Public Health into the Council’s budget for next year.</p> <p>Arrangements are being made to hold the next meeting following the publication of the next budget monitoring report scheduled for Cabinet on 6 November.</p>			

<b>Campus and Operational Delivery Programme (CAOD) Task Group</b>			
Membership:	Cllr Tony Deane Cllr Charles Howard Cllr George Jeans Cllr Jonathon Seed Cllr Judy Rooke Cllr Nigel Carter (Chr)	Last Meeting:	21 June 2012
		Next Meeting:	11 October 2012
<p>The Task Group will be meeting on 11 October to consider the proposals for the second tranche of campus developments covering Calne, Cricklade, Pewsey and Tisbury.</p> <p>A verbal update will therefore be given at the meeting.</p>			

<b>Traded Services Task Group</b>
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Membership:	Cllr Christopher Newbury Cllr Peter Doyle (Chr) Cllr Jacqui Lay Cllr Jon Hubbard Cllr Nigel Carter Cllr Pip Ridout	First Meeting:	12 September 2012
		Next Meeting:	tbc
The Group undertook its first meeting on 12 September 2012 where the Terms of Reference were agreed and a scoping exercise undertaken.			

<b>Member Support in the Locality Task Group</b>			
Membership:	Cllr Jonathon Seed (Chr) Cllr Jeff Ody Cllr Bridget Wayman Cllr Fred Westmoreland Cllr Ian West Cllr Richard Britton Cllr Desna Allen	Last Meeting:	26 April 2012
		Next Meeting:	15 October 2012
<p>The next meeting of the Task Group will take place after publication of the agenda papers (15 October).</p> <p>The agenda will include:</p> <ol style="list-style-type: none"> <li>1. Councillor Induction following the 2013 elections, and the new Councillor's Handbook</li> <li>2. Councillor Support following the 2013 elections</li> <li>3. Future ICT provision for Councillors</li> </ol> <p>A verbal update will therefore be provided at the Committee meeting.</p>			



## Task Groups and Rapid Scrutiny Exercise Activity

<b>Management</b>	<b>Health</b>	<b>Children's</b>	<b>Environment</b>
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### **CURRENT Task Groups:**

Campus and Operational Delivery Programme	Dementia	Safeguarding Children & Young People	Development Services Transformation Programme
Budget	Air Quality (Joint TG with Environment)	Special Schools & Post-16 SEN	Air Quality (Joint TG with Health)
Member Support in the Locality		Major Contracts	Waste – Future Service Delivery Project
Traded Services			Community Infrastructure Levy (CIL)

### **CURRENT Rapid Scrutiny Exercises:**

			Street Light Savings
			Energy Efficient Homes

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**OVERVIEW AND SCRUTINY  
FORWARD WORK PROGRAMME**

Subject	Select Committee	Date when proposed	Approved by Management Committee	Scrutiny Role (scrutiny/overview)	When to be considered	Review Date	Background	Rationale for inclusion	Cabinet Member/Portfolio Holder/key officer	Scrutiny/ DSO
Campus & Operational Delivery Programme	Management	Legacy 25/06/12	17/07/12	Scrutiny Task Group	Oct-12	To meet on an ad hoc basis	The Workplace Transformation Programme Board (previous name) discussed the role scrutiny could play in supporting and reviewing project implementation. Following discussion of the options it was agreed that scrutiny involvement would come via a dedicated Task Group which was supported by the O&R Committee in July 2009.	One of the Council's major programmes attracting significant investment. Task Group to remain at a strategic level bearing in mind the role of COBs and Area Boards	Cllr Stuart Wheeler/ Cllr John Brady Cllr Mark Stone	HP
Procurement & Commissioning	Management	Legacy 25/06/12	17/07/12	Scrutiny	Dec-12		The Committee to receive a report of the work of the new Procurement Board in implementing the Procurement Strategy (and revised Contract Regulations) in approximately 3 to 4 months.	Identified to deliver significant efficiencies and savings.	Cllr John Noeken Julian Ingram	PK/SS
Traded Services	Management	Legacy 25/06/12	17/07/12	Overview Task Group (policy development)	Feb-12		On 5 April the previous Organisation and Resources Select Committee established a Task Group to review the role of the Council as a provider and/or commissioner of service.  Membership includes representatives from the Children's Select Committee but has yet to meet.  The Group held its first meeting on 12 September	Member request for engagement in development of policy in this area and has Executive support	Cllr John Brady Jackie White	TG
Job Creation and Economic Development	Management	25/06/12	17/07/12	Scrutiny (Business Plan Target)	Oct-12		Recognised as an important area - Management Committee to give direction over how best scrutinised.	One of the Council's major priorities	Cllr Fleur de Rhe- Philippe Alistair Cunningham	PK/SS
Budget	Management	Full Council 15/05/12	17/07/12	Scrutiny Task Group	Ongoing		To review and scrutinise revenue and capital budgets  The first meeting was held on 6 September.	At the request of Full Council in May 2012.	Cllr John Brady	TG
Information Services Technology Plan 2011-15	Management	25/06/12	17/07/12	Pre Decision Scrutiny	Oct/Dec 2012?		Details of the Information Services Technology Plan were considered at the Committee meeting held on 6 September. It was agreed that the ICT Task Group would be disbanded and that Cllr Nigel Carter would meet with the Cabinet member for Resources and relevant officers to review the Plan further and that an update on key projects will be reported to the Committee at a future date - key areas inc. Cloud, SAP and Sharepoint	Important corporate programme to support business improvement and new ways of working.	Cllr John Noeken Glen Holmes	PK/SS
Member Support in the Locality	Management	17/07/12	17/07/12	Overview Task Group	Oct-12		To consider what member support will be available to members post 1 April 2013.  The next meeting is 15 October 2012.	Requested by the Management Committee in July 2012	Cllr Alison Bucknell Marie Todd	TG

Subject	Select Committee	Date when proposed	Approved by Management Committee	Scrutiny Role (scrutiny/overview)	When to be considered	Review Date	Background	Rationale for inclusion	Cabinet Member/Portfolio Holder/key officer	Scrutiny/ DSO
Scrutiny Representation on Project Boards and Focus Groups	Management/ Environment	Legacy 25/06/12	17/07/12	Overview	Ongoing		To receive updates from the following Project Board representatives:  Cllr Ricky Rogers (Staffing Management Executive Board)  Cllr George Jeans (Wiltshire Online Project Board)  Cllr Jose Green (Gypsy & Traveller Project Board)  Cllr Jonathon Seed (Constitution Focus Group)	Maximising scrutiny involvement in key activity	Cllr Alison Bucknell  Cllr John Noeken  Cllr Toby Sturgis	PK/SS
CQC Monitoring Arrangements	Health	Legacy 13/06/12	17/07/12	Informative	Sep-12		The Committee received a presentation from the CQC in May 2010.  The Committee agreed to the formation of Quality Accounts/CQC Task Group in September 2010 although no work has been done specifically on CQC.  CQC are keen to attend a future meeting of the Committee to provide a presentation on monitoring arrangements for nursing homes.  Kath Taylor (CQC) will be attending the Health Workshop in October to discuss CQC priorities.	CQC have a leading role to ensure safe standards of care exist in residential homes and therefore should have an operational relationship with scrutiny. Likely to have a session in the proposed workshop in September.	Karen Taylor (CQC South Region)	MM/SS
Local Safeguarding Adults Board Annual Report	Health	Legacy 13/06/12	17/07/12	Scrutiny	Nov-12		The Health & Adult Social Care Select Committee was expected to receive a copy of the annual report for 2011/12 earlier in the year.  Annual report 2011 -12 from the Local Safeguarding Adults Board to be presented to the Health Select Committee on 15 November.	Report has been delayed and new arrangements are being developed for post April 2013. Safeguarding is seen as a major responsibility for the Council.	Cllr John Thomson Sue Geary	MM/SS
Update on development of new Health arrangements post 1 April 2013	Health	13/06/12	17/07/12	Overview (Workshop)	Oct-12		To help identify future priorities following new working arrangements with effect from April 2013 as part of the Health & Social Care Act.  Arrangements have been made to hold a workshop with an invitation extended to all elected members.  The workshop was held on 3 October at the Angel Hotel, Chippenham. A full report will be presented to the Health Select Committee on 15 November.	Important initial activity to help shape future role for health scrutiny along with new regulations and guidance from Department of Health (DoH) later in the year.	Cllr John Thomson/ Cllr Jemima Milton/ Cllr Keith Humphries  Maggie Rae (Public Health)  James Cawley/ Sue Geary (Adult Care)	MM/SS
Air Quality	Health/ Environment	30/08/12	06/09/12	Joint Task Group	tbc		A proposal to establish a joint Task Group was agreed by the Management Committee on 6 September.  Expressions of interested for membership have been invited.	Important strategy prior to submission to Cabinet and monitoring of actions.	Cllr Keith Humphries/ Cllr Toby Sturgis Gary Tomsett	MM/TG

**OVERVIEW AND SCRUTINY  
FORWARD WORK PROGRAMME**

Subject	Select Committee	Date when proposed	Approved by Management Committee	Scrutiny Role (scrutiny/overview)	When to be considered	Review Date	Background	Rationale for inclusion	Cabinet Member/Portfolio Holder/key officer	Scrutiny/ DSO
Development Services Transformation Programme (Task Group)	Environment	Legacy 09/07/12	17/07/12	Overview Task Group	Nov-12		<p>The Committee received an update on the planning services peer review at its meeting on 10 January 2012 where it was agreed that a Task Group would be formed to monitor delivery of any action plan to emerge from the peer review.</p> <p>The Group held it's first scoping meeting on 23 March and agreed it's terms of reference at its second meeting held on 25 May 2012.</p> <p>The Group will be holding its final meeting in September and will report back to the Environment Select Committee on 1 November 2012.</p>	Monitor action plan emerging from Peer Review of Development Services and transformation of same.	Cllr Toby Sturgis Brad Fleet	RB
Community Infrastructure Levy (CIL)	Environment	Legacy 09/07/12	17/07/12	Overview Task Group - policy development	Feb-13		<p>To consider following Cabinet and member briefing sessions but before final decision by Council.</p> <p>The Committee to test out the proposals and how CIL fits in with wider Council objectives.</p> <p>A proposal for the establishment of a Task Group was agreed by the Management Committee on 6 September.</p> <p>Inaugural meeting of the CIL task group held on 24/9/12. Next meeting planned for 28/11/12</p>	Important corporate issue supported by national regulation.	Cllr Fleur de Rhe-Philippe Alistair Cunningham	MM/KE
Low Carbon and Renewable Energy Plans	Environment	Legacy 09/07/12	17/07/12	Scrutiny	Nov-12		The Chairman and Vice Chairman to meet with Service Director and Cabinet Member on 9 October and report to Environment Committee 1 November.	Council responsibility	Cllr Toby Sturgis Ariane Crampton	MM/KE
Street Lighting Savings	Environment	09/07/12	17/07/12	Rapid Scrutiny Exercise	Nov-12		<p>To consider proposals following public consultation towards the end of the year.</p> <p>A proposal for a Rapid Scrutiny Exercise was agreed by the Management Committee on 6 September.</p> <p>The exercise will be conducted on receipt of the report and its findings report to the next Environment Committee on 1 November.</p>	Budget decision - Executive request.	Cllr Dick Tonge Peter Binley	MM/KE
Highways and Amenities Contract Update	Environment	Legacy 09/07/12	17/07/12	Scrutiny	Nov-12		A report to be presented to Committee on 1 November to establish whether future engagement is required.	Very large contracts coming to an end in May 2013. New contracts to be considered.	Cllr Dick Tonge Parvis Khansari	MM/KE
Waste - Future Service Delivery Project	Environment	Legacy 09/07/12	17/07/12	Overview Task Group - policy development	Feb-12		<p>A proposal for a Task Group was agreed by the Management Committee on 6 September.</p> <p>The Group will consider the review of service, strategy and ensuing proposals for countrywide waste disposal options.</p> <p>Inaugural meeting of the Waste TaskGroup to take place on 10 October 2012.</p>	Important service review and spend for the Council	Cllr Toby Sturgis Tracy Carter	MM/KE

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Energy Efficient Homes	Environment	Full Council 26/06/12	17/07/12	Overview Rapid Scrutiny Exercise - policy development	Nov-12		A proposal for a Task Group was approved by the Management Committee on 6 September.  The Rapid Scrutiny Exercise will review the issues and report back in November. Cllr Richard Clewer will be invited to join the exercise.	Requested by full Council on 26 June during debate on the Core Strategy.	Cllr Toby Sturgis  Alistair Cunningham	MM/KE
Family Information Service - Update	Children's	31/07/12	Mar-12	Scrutiny	Mar-13		A review of the Council's Family Information Service in early 2012 concluded that there was significant duplication around provision of information for parents and carers. A new service model was proposed.  A rapid scrutiny exercise undertaken in May 2012 identified concerns regarding the effect of the proposals on delivery. Following receipt of the executive response, the Committee elected to receive the outcomes of the review of the Family Information Service scheduled to be undertaken between January and April 2013.	The Family Information Service (FIS) provides information for parents and carers, child care information and information/advocacy for families with a disabled child or a significant special educational need.  Vulnerable Children is listed as a priority within the Business Plan 2011-15	Cllr Lionel Grundy  Julia Cramp	HP/RB
Safeguarding children	Children's	Legacy 12/09/12	17/07/12	Scrutiny and policy development  (Task Group)	Standing	Interim report to Committee November 2012	The Safeguarding Children & Young People Task Group replaced the Placements for LAC Task Group and its remit includes both safeguarding and all matters relating to Looked After Children (LAC).	In March 2012, Wiltshire received an Ofsted grading of 'Inadequate' for its safeguarding services.  The Task Group is working closely with the high-level Safeguarding Improvement Board to ensure improvements are made.	Cllr Lionel Grundy  Carolyn Godfrey  Fiona Fitzpatrick	HP
Children's attainment	Children's	Legacy 12/09/12	17/07/12	Scrutiny	Jan-13		The Committee receives annual pupil performance reports showing children's attainment in Wiltshire (early years to Key Stage 5).  The Committee is also monitoring the devolvement of responsibility for excluded children from the LA to schools (September).	Listed as a priority within the Business Plan 2011-15.  The Committee's concerns around pupil performance have tended to focus on the attainment gaps between all pupils and those with SEN and those on FSM.	Cllr Lionel Grundy  Carolyn Godfrey  Stephanie Denovan	HP/RB
Services for disabled children	Children's	12/07/12	17/07/12	Scrutiny and policy development	Mar-13		The Chairman will request a report on the review of services for disabled children to be received in September.	Listed as a priority within the Business Plan 2011-15.  Joining educational and healthcare provision for disabled children is a significant project.	Cllr Lionel Grundy  Carolyn Godfrey  Sue Redmond	HP/RB
Raising of the Participation Age (RPA) / Youth unemployment	Children's	Legacy 12/09/12	17/07/12	Overview - policy development	various		The Committee has received a recent update	Youth unemployment is listed as a priority within the Business Plan 2011-15.  Preparing for the Raising of the Participation Age (i.e. ensuring there is appropriate provision for meeting it) is a significant project and will have an impact on youth unemployment.	Cllr Lionel Grundy  Carolyn Godfrey  Stephanie Denovan  Alistair Cunningham	HP/RB

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Further Education in the Salisbury Area	Children's	Legacy 12/09/12	17/07/12	Overview - policy development (Overview task group)	Task Group report endorsed May 2012. Exec response received July 2012.	May-13	Task Group formed in September 2010 following concerns about the number of young people leaving the county for further education in Hampshire.	Established following reports of significant numbers of students from the Salisbury area travelling large distances, often outside of Wiltshire, to access further education, with potential impacts on attainment, quality of life, the environment, numbers of NEETs and the economic vitality of the local area.	Cllr Lionel Grundy Stephanie Denovan	
Special Schools and Post-16 SEN	Children's	Legacy 12/09/12	17/07/12	Overview - policy development	Task Group report endorsed 26 July 2012. Executive response expected 27 September 2012.	Further work in progress	The Special Schools & Post-16 SEN Task Group's recommendations focus on: - Healthcare in special schools - Special school buildings - Post-16 education for those with SEN - Readiness for future demand  The Committee has also been monitoring the review of passenger assistants for those with SEN.	Vulnerable Children is listed as a priority within the Business Plan 2011-15.  Significant attainment gaps between 'all children' and those with SEN.	Cllr Lionel Grundy Stephanie Denovan	HP
YPSS review Update on the PTI project in Wiltshire, plus the DfE's light-touch review	Children's	Legacy 06/09/12	06/09/12	Scrutiny	Nov-12		Cabinet resolved to close the YPSS in November 2011. The Children's Select Committee received a report at this time plus an update report in March 2012.	Children's attainment is listed as a priority within the Business Plan 2011-15.	Cllr Lionel Grundy Stephanie Denovan	
Major Contracts	Children's	12/07/12	17/07/12	Scrutiny and policy development - Task Group	Nov-12		The Major Contracts Task Group reviews the performance of Wiltshire's children's centres annually.  It also reviewed contracts with Quarriers (contract now terminated) and the PFI schools.	Children centres focus on early intervention with Vulnerable children and families, which is a priority within the Business Plan.	Cllr Lionel Grundy Julia Cramp	HP/RB

**CLT/Cabinet Liaison examples of high level priorities**

Community Infrastructure Levy (CIL) Housing allocations Welfare reform Job creation and economic development Shaping the future council Highway repairs and maintenance Transformation and campuses Safeguarding (inc. Ofsted)										
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