

AGENDA

Meeting: Overview and Scrutiny Management Committee
Place: Kennet Room - County Hall, Trowbridge BA14 8JN
Date: Tuesday 5 July 2016
Time: 10.30 am

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

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

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Membership:

Cllr Simon Killane (Chairman)	Cllr Jon Hubbard
Cllr Alan Hill (Vice Chairman)	Cllr Gordon King
Cllr Glenis Ansell	Cllr Jacqui Lay
Cllr Chuck Berry	Cllr Stephen Oldrieve
Cllr Christine Crisp	Cllr Tony Trotman
Cllr Stewart Dobson	Cllr John Walsh
Cllr Howard Greenman	Cllr Bridget Wayman

Substitutes:

Cllr Ernie Clark	Cllr Helen Osborn
Cllr Mary Douglas	Cllr Mark Packard
Cllr Peter Edge	Cllr Ricky Rogers
Cllr George Jeans	Cllr James Sheppard
Cllr David Jenkins	Cllr Ian Thorn
Cllr Paul Oatway	Cllr Philip Whalley

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AGENDA

1 **Apologies**

To receive any apologies or substitutions for the meeting.

2 **Minutes of the Previous Meetings** (*Pages 7 - 20*)

To approve and sign the minutes of the meetings held on 24 May 2016 and 21 June 2016.

3 **Declarations of Interest**

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

4 **Chairman's Announcements**

To receive any announcements through the Chair.

5 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named 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 Tuesday 28 June in order to be guaranteed of a written response. The final deadline is 5pm on Thursday 30 June 2016. 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 **Forward Work Programme** (*Pages 21 - 38*)

To receive updates from the Chairmen and/or Vice-Chairmen of the Select

Committees in respect of the topics under scrutiny in their areas, including any recommendations for endorsement by the Management Committee.

The Management Committee is asked to endorse the reports of the Chairmen of the Select Committee and the updated work programme.

7 **Management Committee Task Group Update**

To receive any available verbal or written updates on the following Management Committee Task Groups:

- Military-Civilian Integration Partnership Task Group
- Swindon and Wiltshire Local Enterprise Partnership Task Group
- Financial Planning Task Group

Financial Planning Task Group

The task group met on 9 June and considered the Revenue and Capital budget outturn reports for 2015/16, plus the Performance update from Q4 2015/16 reported as part of the corporate performance framework

In considering the Revenue budget report, the task group noted the overspends on children's placements and SEND Transport and will monitor these as two of the biggest areas of challenge. It also noted the work undertaken to improve the accuracy of how adult social care activity is tagged, charged and therefore forecast.

In considering the latest performance report, the task group noted the increase in fly-tipping and also that the Waste Service Changes Task Group will bring its final report to Environment Select in late August. The task group also welcomed the current performance report format as clear, accessible and succinct.

The task group chairman has now met with all of the select committee chairmen and vice-chairs to discuss the budget priorities in each area. The task group will consider the results of these at its next meeting and incorporate key areas in its forward work programme where appropriate.

8 **Hydrocarbon Extraction**

Following the referral of a motion on Hydrocarbon Extraction to the Committee by Full Council on 23 February 2016, considered at the meeting of the Committee on 1 March 2016, a presentation was received on 24 May 2016 from Alistair Cunningham, Associate Director, Economic Development and Planning. This provided a summary of work being undertaken to prepare a briefing to Members of the Council on Hydrocarbon Extraction.

A written briefing on hydrocarbon extraction is to follow and will be circulated to all councillors. The briefing paper includes technical explanation of the process

and national policy, review of local planning policies and decision making in relation to the planning process.

In light of all the information received, members are asked to consider whether further scrutiny input on Hydrocarbon Extraction in Wiltshire is appropriate at this time.

9 **MyWiltshire System**

At its meeting on 24 May 2016 the Committee received a presentation on development of the MyWiltshire system, which enables the public and council officers to remotely report on a range of issues such as reporting potholes and flytipping, among others.

It was resolved to seek expressions of interest from councillors for a Task Group to provide Scrutiny input on the continued progression of the system's development.

The draft terms of reference for the task group will follow for discussion and endorsement.

10 **Date of Next Meeting**

To confirm the date of the next meeting as 6 September 2016.

11 **Urgent Items**

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

PART II

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

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OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 24 MAY 2016 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Simon Killane (Chairman), Cllr Alan Hill (Vice Chairman), Cllr Chuck Berry, Cllr Christine Crisp, Cllr Stewart Dobson, Cllr Howard Greenman, Cllr Jon Hubbard, Cllr Gordon King, Cllr Jacqui Lay, Cllr Stephen Oldrieve, Cllr Tony Trotman, Cllr John Walsh, Cllr Bridget Wayman and Cllr David Jenkins (Substitute)

Also Present:

Cllr Andrew Davis, Cllr Laura Mayes, Cllr Baroness Scott of Bybrook OBE, Cllr John Thomson and Cllr Philip Whitehead

40 Election of Chairman 2016/17

Resolved:

To elect Councillor Simon Killane as Chairman for the following year.

41 Election of Vice-Chairman 2016/17

Resolved:

To elect Councillor Alan Hill as Vice-Chairman for the following year.

42 Membership and Apologies

Following the Annual Meeting of Council it was confirmed Councillor George Jeans had been appointed as a Member of the Committee, in the place of the late Councillor Jeff Osborn.

Apologies were received from Councillor Glenis Ansell. Councillor Ansell was substituted by Councillor David Jenkins.

43 Minutes of the Previous Meeting

The minutes of the meeting held on 3 March 2016 were presented and it was,

Resolved:

To APPROVE and sign as a true and correct record.

44 **Declarations of Interest**

Councillor David Jenkins declared a non-pecuniary interest by virtue of being a member of 'Keep Wiltshire Frack Free'.

45 **Chairman's Announcements**

The Chairman announced he and the Vice-Chairman had met with the council's Head of System's Thinking to consider if the methods, resources or lessons of the service could aid the development of the Scrutiny function.

46 **Public Participation**

As detailed in agenda supplement 1 several questions had been received in relation to Minute no. 50 on the forthcoming members' briefing on Hydrocarbon Extraction.

As the briefing was still being developed, the formal response was provided to the questions as follows:

The Committee is grateful for the questions received. Officers are preparing a technical briefing for members of the council on hydrocarbon extraction and ONS Management Committee will be asked for their views on the approach to the briefing. The questions submitted will help members in considering this.

47 **Forward Work Programme**

Updates were received on the activity of the select committees including the following:

Health Select Committee

Details were provided on the work programme, including updates received in relation to the Good Neighbours Scheme, as well as meetings with the Cabinet Member emphasising the importance of communicating options to Area Boards in respect of Health and Wellbeing funding, and that the application of such be reviewed within 6 months. There would also be a future meeting with the Clinical Commissioning Group and Arriva regarding non-emergency medical transport.

Environment Select Committee

Details were provided on the work programme, including a presentation on leisure services in conjunction with the Health Select Committee, an update on the Library service and its budget for library stock, and the final report of the Resident Engagement Task Group.

Children's Select Committee

Details were provided on the work programme, including increased with the Wiltshire Assembly of Youth, a member of which attends meetings of the Committee and its briefings, and young people had been engaged to develop priorities in respect of bullying and other topics. The Obesity Task Group in conjunction with health had made initial observations, and the work of the Child Sexual Exploitation Task Group was ongoing. There was to be a special meeting on 21 June to look at government plans around academisation, and a briefing on Special Guardianship Orders.

48 **Management Committee Task Group Updates**

Updates were received as detailed in the agenda and as follows:

Military Civilian Integration Partnership Task Group

Due to turnover in roles in the army there had been some delays, and a meeting with army and police representatives to discuss continued issues was forthcoming.

Swindon and Wiltshire Local Enterprise Partnership Task Group

The Task Group had completed its initial pieces of work as detailed in previous updates, and was moving forward with further scrutiny.

49 **Review of the Budget Scrutiny Process**

The Financial Planning Task Group leads on member scrutiny of the council's draft Financial Plan on behalf of the Management Committee. It also makes recommendations to the Management Committee regarding arrangements for effective scrutiny input into the budget process.

Councillor George Jeans, on behalf of the Financial Planning Task Group, presented a report on a review of the scrutiny of the budget process for the 2016/17 budget. Scrutiny and Finance officers were thanked for their assistance in compiling the report.

The report considered the overall process had been robust and constructive, and made a series of recommendations to maintain or where possible improve the process further.

The Committee discussed the report, noting the importance of select committees sharing information with and utilising the resources of the Financial Planning Task Group, although it was also felt that it was important select committees assist with scrutiny of specific topics in relation to the budgets affecting their areas throughout the year.

At the conclusion of discussion it was,

Resolved:

That the Overview and Scrutiny Management Committee:

- 1) Agrees that overall the budget scrutiny process for 2016/17 was robust and constructive and can be repeated without significant adjustment in 2017/18;**
- 2) Repeats its invitation to all opposition groups to bring budget proposals to the Management Committee for discussion prior to Full Council in 2017/18;**
- 3) Endorses the task group's suggestion of greater select committee engagement in the budget scrutiny process so that their knowledge of specific services and issues can be brought to bear. This to include meetings between the chairmen of the task group and select committees to discuss the relevant key savings and investments, both in terms of financial monitoring and service impact.**

50 Appointment to the Constitution Focus Group

The Constitution Focus Group is a cross party working group established through the Standards Committee to lead on the review and assessment of the council's Constitution and make recommendations to Standards. As detailed in the terms of reference included with the agenda, the Overview and Scrutiny Management Committee has a representative on the Focus Group, and this had been Councillor Jeff Osborn.

Resolved:

To appoint Councillor Jon Hubbard to the Constitution Focus Group.

51 Motion No. 31 - Referral from Full Council - Academisation

On 10 May 2016 Council received a Motion from Councillors Jon Hubbard and Glenis Ansell entitled 'Forced Academisation of Schools', and which was included with the agenda. As a result of recent announcements from central government on planned academisation, the motion was replaced with the following referral:

To refer the motion to Scrutiny, to suggest a working group investigate with the executive on options for Wiltshire Council to explore what routes are available to continue to support schools, such as county wide multi academy trusts or other options.

The Cabinet Member for Children's Services, Councillor Laura Mayes, stated she welcomed further input, as there were critical changes to children's education being decided within the next few years which needed discussion.

Resolved:

To formally refer the motion to the Children's Select Committee for further discussion and scoping of future work.

52 **Members' Briefing on Hydrocarbon Extraction**

At its meeting on 1 March 2016 the Committee received a motion, originally submitted to Council on 23 February 2016, on hydrocarbon extraction, following the granting of Petroleum Exploration and Development Licences (PEDL) in the county. After discussion the Committee requested officers undertake an investigation into hydrocarbon extraction, to include technical explanations, local and national policies and what functions are devolved to local authorities, for a briefing for all members.

A presentation was received from Alistair Cunningham, Associate Director, Economic Development and Planning, on the current progress in preparing the briefing, as well as a summary of some of the basic details in advance of that briefing.

It was noted that although a PEDL licence had been granted, no application had yet been received to begin exploration, although analysis would have been undertaken prior to applying for the licence. Details were provided on the areas covered by the licence, the phases of exploration, appraisal, development and restoration that the process entailed and that planning applications and public consultations would be required for most actions. In response to queries it was stated pre-application consultation would be encouraged, and that the lack of it would be a relevant consideration to some extent. It was also highlighted that there was a presumption in favour of development from central government.

Members discussed the update, seeking additional details on policies and processes in the council. It was confirmed any applications would be considered by the Strategic Planning Committee, and that there was no specific policy on hydrocarbon extraction in place. It was stated it would need to be assessed whether the current policies such as on mineral extraction, were suitable.

At the conclusions of discussion, it was,

Resolved:

To note the information on hydrocarbon extraction provided and the progress to date in producing the requested Members' Briefing.

53 **Wiltshire Online Project Update**

The 'Wiltshire Online' project for superfast Broadband rollout across Wiltshire was designed to deliver fibre broadband to the county. A Wiltshire Council Project Board has responsibility for overseeing the rollout under the direction of the responsible Cabinet Member, Councillor John Thomson, and assistance and monitoring had been provided by a scrutiny representative on the Board, Councillor George Jeans. The last update was received on 7 July 2015, when the Committee received updates from Directors of British Telecom(BT).

Councillor Jeans informed the Committee of the quarterly meetings of the Project Board which included officers from Wiltshire and South Gloucestershire, the Cabinet Member and managers from BT, and that BT were continually challenged to prove that milestones were being met with the monies provided, and that an assurance review had stated the Board had been achieving its aims well. Councillor Jeans thanked the officers supporting the Board for their efforts.

Councillor Thomson then provided further updates to the Committee on the status of the rollout, with over 80000 homes connected and 400 structures built. There was a focus not just on delivery of broadband across the county but ensuring satisfactory speed of that broadband, which could be challenging particularly in rural areas, but the project remained on time and on budget, with final signoff to be in December 2017. There had also been £2 million secured for Ultrafast broadband, aimed at businesses, with more funding being sought from the Local Enterprise Partnership, along with efforts to secure further wireless solutions to those not yet covered under the first two phases.

The Committee discussed the updates received, with some concerns expressed that large urban estates in some areas were currently missing out due to being listed as being in commercially viable zones not covered by the scheme, but being told by providers it was not commercially viable. It was stated there had been some problems with areas with exchange only liens, but that providers were being contacted on their current plans at a postcode level, so that solutions could be investigated. There were also questions on whether parish councils could aid solutions financially or not and how to improve take up of the broadband.

Resolved:

To note the update.

54 **My Wiltshire System Update**

Following a request from the Environment Select Committee on 27 October 2015, on 5 January 2016 the Management Committee received a presentation on development of the MyWiltshire system, a system which enables the public and officers to remotely report a range of issues to be resolved, and which had primarily been utilised to date on highways matters such as reporting potholes

and flytipping. The Committee had suggested a Task Group be formed looking at the wider Digitisation programme, but it was not felt at this stage that the programme was in a position where a Task Group could operate.

A further presentation of development of the MyWiltshire system was therefore received to determine if a more focused examination of the system, its processes and its promotion could be improved through scrutiny involvement.

Details were provided on a new communications plan to increase the profile of the system, and in particular the awareness that all items were logged onto it, not just those people using the smartphone app. New layouts and functionality were being added, such as the ability to report bins being missed on collection rounds, and potentially reporting of Child Sexual Exploitation concerns. A business case was being prepared for a retender of the system as the current provider contract would end in 2017, and it was being seen if it could be managed in-house by the council. It was highlighted that increased reporting via the internet was a priority, being both more efficient and inexpensive.

The Committee discussed the update. Members continued to encourage that methods be explored for local members to access logs of issues raised in their area, and it was stated it remained an ultimate goal, with efforts at this stage to transfer issues from the area board reporting system to the app and provide Community Engagement Managers with such access. It was also confirmed in response to queries that issues submitted always received assessment by an officer, that they were not automatically assessed by the system. The Committee also discussed other functionality they felt would be suitable for use on the system.

At the conclusion of discussion, it was,

Resolved:

To seek expressions of interest for a Task Group on the MyWiltshire system, and delegate to the Chairman and Vice-Chairman to agree the membership.

55 **Scrutiny Councillors Learning and Development Programme Update**

Details were provided on the ongoing 4-year Scrutiny Councillors' Learning and Development Programme, including a recent workshop on clarifying the role, interface and partnership of scrutiny members with the Executive.

Resolved:

To note the update.

56 **Overview and Scrutiny Member Remuneration 2015/16**

The Committee received a report on the Overview and Scrutiny Member Remuneration Scheme for 2015/16, which remained unchanged in its application from 2014/15.

Resolved:

To note the allocation of the fund for 2015/16 as detailed in the appendix of the report.

57 **Date of Next Meeting**

The date of the next meeting was confirmed as 5 July 2016.

58 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 1.15 pm)

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

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OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 21 JUNE 2016 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Simon Killane (Chairman), Cllr Alan Hill (Vice Chairman), Cllr Glenis Ansell, Cllr Chuck Berry, Cllr Christine Crisp, Cllr Howard Greenman, Cllr Jon Hubbard, Cllr George Jeans, Cllr Gordon King, Cllr Jacqui Lay, Cllr Bridget Wayman, Cllr Peter Edge (Substitute) and Cllr Paul Oatway (Substitute)

Also Present:

Cllr Chris Caswill, Cllr Bill Moss, Cllr Toby Sturgis, Cllr Philip Whitehead, Cllr Jerry Wickham and Cllr Graham Wright

59 Apologies

Apologies were received from Councillors Stewart Dobson, Stephen Oldrieve, Tony Trotman and John Walsh.

Councillor Dobson was substituted by Councillor Paul Oatway QPM.

Councillor Oldrieve was substituted by Councillor Peter Edge.

60 Declarations of Interest

There were no declarations.

61 Chairman's Announcements

There were no announcements.

62 Public Participation

The rules on public participation were noted.

63 Call-in of Cabinet Member Decision SDSPW-03-16: Cessation of 3rd Sector Policy Subsidy - VCSE Permits for Household Recycling Centres

On 14 June 2016 the Designated Scrutiny Officer and Head of Democracy and Performance received a request from the requisite number of non-executive members that they wished to call-in Cabinet Member Decision SDSPW-03-16: Cessation of 3rd Sector Policy Subsidy – VCSE Permits for Household Recycling Centres.

An officer report had been on the procedure to be followed in assessing the call-in, along with a copy of the decision, its supporting information, and the call-in request itself. In particular it was emphasised that the call-in was to determine if the correct process had been followed in taking the decision, and whether everything that was required to be taken into account had been, not on whether the Committee agreed with the decision itself.

The decision taken under delegated authority by the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Operational Property and Waste involved the introduction of charges for Voluntary, Community and Social Enterprise (VCSE) sector organisations to continue disposing of waste at Household Recycling Centres (HRC).

Prior to presentation and debate, a statement was received from Mr Matt Kelcher from the Charity Retail Association on behalf of their members in Wiltshire. The benefits of the decision were questioned, along with confusion over the aims of the decision.

The lead signatory of the Call-in, Councillor Chris Caswill, then outlined why he considered that the Decision had not been made in accordance with the principles of decision making as detailed in Article 15.3 of Part 2 of the Constitution and as listed in the covering report.

Councillor Caswill pointed to the fact 18 other councillors of cross party background had signed his call-in request, indicating how important a decision it had been. He explained that the aims of the call-in were unclear on whether its primary aim was to reduce queues at HRCs or save money, and in any case had provided no evidence in its report that VCSEs and schools had contributed to those queues. It was also unclear that it would be effective in achieving either of those aims, and even if it did, the action that would be taken was disproportionate.

It was also stated the decision would lead to inefficiencies, with schools being provided financial support on one hand but then charged for disposing of waste. The decision did not serve communities or demonstrate there had been working in partnership with VCSEs and others, and would not promote wellbeing as it would discourage the recycling of materials if people worried by donating to charities, who would not be able to dispose of that which could not be sold, would face charges for doing so. As such it was also against the council's environmental objectives.

The Cabinet Member, Councillor Toby Sturgis, then responded to the points raised and described how he believed he had followed the necessary processes and principles of decision making, supported by Councillor Jerry Wickham, Portfolio Holder for Waste.

The Cabinet Member stated the HRCs were designed solely for disposal of householder waste. From 2012 councils bordering Wiltshire had imposed discretionary charges for non-householders using such centres, and Wiltshire had been receiving large quantities of waste from out of county, with clear evidence of charities being responsible. The Cabinet Member recognised the excellent work of many charities, but much of the material deposited at landfill would be material unable to be sold at a charity's retail outlets, and as such would in any case go to landfill.

The aims of the decision had, in the view of the Cabinet Member, been clear. It was necessary to achieve savings in the current economic climate, and also address the issues of queueing at and misuse of HRCs. Very few schools had acquired passes to use HRCs, and only in small loads. There had been extensive consultation with partners, and some had accepted the level of charges suggested as reasonable. The sites were only intended for Wiltshire residents so there was no discrimination against them, and the decision promoted wellbeing by assisting in the council making its required savings in order to deliver its key services despite decreased funding and rising demand.

The Committee then discussed the case made for the call-in and the Cabinet Member's response and whether he had taken adequate account of the principles of decision making.

The Committee sought details of charities bringing in materials from outside Wiltshire and how the permits were presented monitored and enforced if this was proving ineffective, and any implications for the proposed new process.

Some members were concerned at the impact on VSCEs and their volunteers if the council were to bring in such charges for permits, particularly given increased reliance on 3rd sector organisations. They also questioned whether smaller groups in particular could bear the cost and if any reputational damage to the council would occur, and whether the decision was indeed proportionate to the desired aims.

In response to queries the Cabinet Member stated he had assessed many variations of the impact of the proposed charges, and considered the level of charge was not punitive and should not have a negative effect. Other members also felt that the cost for a permit was reasonable, and were used in other counties, and the Cabinet Member had demonstrated the impact would not be disproportionate to the aims as laid out.

Clarity was sought on whether a charity was restricted to purchase of a single permit, up to a maximum of 12 visits per month to a HRC, or could larger

charities purchase multiple permits to enable more visits. After discussion it was stated charities were restricted to a single permit.

To summarise, the Cabinet Member defended his decision stating it had been a difficult one but that he had followed the correct process and considered all relevant factors in making that decision.

Councillor Caswill as lead signatory of the Call-in summarised by stating the debate had reinforced the concerns about the processes being followed. There had been no mention of charities from out of county abusing their permits as the cause of problems and the decision's main aim being to prevent that. A blanket charge on all charities, large and small, was not proportionate, and a more efficient system could achieve the same aims. He did not feel evidence had been provided with the decision or at the meeting to justify the assertion due consideration had been given to relevant factors, and work with partners had not been at a suitable level.

At the conclusion of debate, it was,

Resolved:

On balance of the written and oral evidence presented, to find that there were insufficient grounds to demonstrate that the principles of decision making had not been followed by the Cabinet Member in this case, and therefore the decision can be implemented with immediate effect.

A recorded vote having been requested by the necessary numbers of councillors, the vote was as follows:

For the motion

Councillor Chuck Berry, Councillor Christine Crisp, Councillor Howard Greenman, Councillor Alan Hill, Councillor Jacqui Lay, Councillor Paul Oatway QPM, Councillor Bridget Wayman.

Against the motion

Councillor Glenis Ansell, Councillor Peter Edge, Councillor Jon Hubbard, Councillor George Jeans, Councillor Simon Killane, Councillor Gordon King.

64 **Date of Next Meeting**

The next meeting is scheduled for 5 July 2016.

(Duration of meeting: 12.30 - 2.00 pm)

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

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Overview and Scrutiny Management Select Forward Work Programme

Last updated 14 JUNE 2016

Overview and Scrutiny Management Committee – Current / Active Task Groups			
Task Group	Details of Task Group	Start Date	Final Report Expected
Financial Planning Task Group	Website	October 2013	
Campus Governance Task Group	Website	September 2015	
Swindon and Wiltshire Joint LEP Task Group	Website	March 2014	
MCIP Task Group	Website	December 2014	

Overview and Scrutiny Management Select – Forward Work Programme			Last updated 14 JUNE 2016		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
5 July 2016	Forward Work Programme	To consider the OS Forward Work Programme and receive an update from the select committee chairmen.	Robin Townsend	Cllr Stuart Wheeler	Henry Powell
5 July 2016	Hydrocarbon Extraction Motion	To consider whether further OS involvement in hydrocarbon extraction is appropriate at this time.	Alistair Cunningham	Cllr Fleur de Rhé-Philipe, Cllr Stuart Wheeler	Mike Wilmott
5 July 2016	Management Committee Task Group Updates	To receive an update on OSMC task group activity.	Robin Townsend	Cllr Stuart Wheeler	Henry Powell
5 July 2016	My Wiltshire System Task Group	To consider terms of reference for the task group established in May 2016.	Robin Townsend		Henry Powell

Children's Select Committee Forward Work Programme

Last updated 1 JULY 2016

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Children's Select Committee – Current / Active Task Groups			
Task Group	Details of Task Group	Start Date	Final Report Expected
Child Sexual Exploitation (CSE)	Website	April 2015	TBC
Positive Leisure Time Activities for Young People – 12 month review	Website	Sep 2015 (12 month review)	July 2016
CAMHS	Website	July 2016	TBC
School Improvement Strategy 2015-17	Website	Feb 2016	Late 2016

Children's Select Committee - Rapid Scrutiny		
Topic	Details	Date
Academisation		July 2016

Children's Select Committee – Forward Work Programme			Last updated 1 JULY 2016		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
19 Jul 2016	Pre-meeting Information Briefing: Wiltshire Safeguarding Children Board	To receive a briefing on the role and work of Wiltshire's Safeguarding Children Board.			
19 Jul 2016	Activities of the Wiltshire Assembly of Youth (WAY)	To receive an update on the activities of the WAY presented by James Wilkins, Children & Young People's representative.			
19 Jul 2016	Outcomes from Chair/Vice-Chair/Executive Discussions Regarding the Overview and Scrutiny Forward Work Programme	Chair/vice-chair/exec discussions meeting to be held immediately after the May meeting.			Adam Brown
19 Jul 2016	Wiltshire Safeguarding Children Board Annual Report	To receive the Annual Report of the Wiltshire Safeguarding Children Board.	Julia Cramp	Cllr Laura Mayes	Julie Upson
19 Jul 2016	Adoption West Proposals and Engagement	To consider the report following it's consideration by Cabinet on 19th July 2016.	Terence Herbert	Cllr Laura Mayes	
19 Jul 2016	Children's Services Case Management Systems	To receive an update following on from the briefing received by the Committee on 08 December 2015.	Julia Cramp, Carolyn Godfrey	Cllr Laura Mayes	Lynda Cox
19 Jul 2016	Early Help Dataset	For the Committee to receive the Early Help Dataset for consideration of the data.	Julia Cramp	Cllr Laura Mayes	

Children's Select Committee – Forward Work Programme			Last updated 1 JULY 2016		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
19 Jul 2016	Final Report of the Positive Leisure Time Activities for Young People Task Group – 12 month review	To consider the report of the task group established in June 2015 to review the impact of changes made to the youth service model that were implemented in 2014.	Terence Herbert	Cllr Laura Mayes	Henry Powell
11 Oct 2016	Pre-meeting Information Briefing: Child and Adolescent Mental Health	To receive a briefing on child and adolescent mental health services and the support available for young people.	Julia Cramp	Cllr Laura Mayes	
11 Oct 2016	Activities of the Wiltshire Assembly of Youth (WAY)	To receive an update on the activities of the WAY presented by James Wilkins, Children & Young People's representative.			
11 Oct 2016	Troubled Families Programme	12 months update including data on the areas discussed in October 2015.	Julia Cramp	Cllr Laura Mayes	
11 Oct 2016	Final Report of the School Improvement Strategy Task Group	To receive and consider the final report and recommendations of the Task Group.	Julia Cramp, Carolyn Godfrey	Cllr Laura Mayes	Adam Brown
11 Oct 2016	Executive Response to the Final Report of the Positive Leisure Time Activities for Young People Task Group – 12 month review		Terence Herbert	Cllr Laura Mayes	Steve Milton, Mal Munday

Children's Select Committee – Forward Work Programme			Last updated 1 JULY 2016		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
6 Dec 2016	Activities of the Wiltshire Assembly of Youth (WAY)	To receive an update on the activities of the WAY presented by James Wilkins, Children & Young People's representative.			
6 Dec 2016	Obesity and Child Poverty Update	To receive a 6month update on the progress following the outcomes of the Obesity and Child Poverty task group.	Frances Chinemana	Cllr Keith Humphries	
6 Dec 2016	Post 16 Area Wide Review (Jointly with Education)	To consider the cabinet item: Post 16 Area Wide Review (Jointly with Education).			
6 Dec 2016	Executive Response to the Final Report of the School Improvement Strategy		Julia Cramp	Cllr Laura Mayes	Adam Brown
24 Jan 2017	Early Help Dataset	For the Committee to consider the dataset.	Julia Cramp	Cllr Laura Mayes	

Environment Select Committee FWP - June 2016

Last Updated 10 JUNE 2016

Environment Select Committee - Rapid Scrutiny		
Topic	Details	Date
Wholly Owned Subsidiary (WOS)	Another rapid scrutiny of the WOS (following meeting on 8 September 2015) to enable scrutiny members to consider the details of the proposed WOS	Date to be confirmed
Housing Bill NB could be a task group depending on the scale of the work to be undertaken	To consider the impact of the Housing Bill for Wiltshire Council and its residents and housing tenants (to include communication, management of changes and support to tenants).	After publication of the Housing Bill (The provisional date for the first day of remaining stages on the bill is Tuesday 5 January 2016.)

Environment Select Committee FWP - June 2016			Last updated 10 JUNE 2016		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
30 Aug 2016	Housing Allocation Policy	To receive an update on the implementation of the Housing Allocation Policy and the latest housing register figures. Background: it was agreed at the committee meeting on 1 September 2015 that there would be continued monitoring of the Housing Allocation Policy.	James Cawley	Cllr Jonathon Seed	Nicole Smith
30 Aug 2016	Housing Bill	To receive a report highlighting the potential and actual impact of the Housing Bill.	James Cawley	Cllr Jonathon Seed	Nicole Smith
30 Aug 2016	Progress on social housing developments	To receive a report detailing progress on social housing developments.	James Cawley	Cllr Jonathon Seed	
30 Aug 2016	Public Transport Review task group – final report	To receive the final report of the Public Transport Review task group.	Parvis Khansari	Cllr Philip Whitehead	Marie Gondlach
30 Aug 2016	Update on the gypsy and traveller's reference group	TBC	Frances Chinemana		Steve Maddern
30 Aug 2016	Waste Task Group Final Report	A final report from the Waste Service Changes Task Group to be received by the Committee.	Tracy Carter	Cllr Toby Sturgis	Adam Brown

Environment Select Committee FWP - June 2016			Last updated 10 JUNE 2016		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
30 Aug 2016	Wiltshire Council's Housing Board Annual Report	Wiltshire Council's Housing Board Annual Report as received by Cabinet on 15 March 2016.	James Cawley	Cllr Jonathon Seed	
25 Oct 2016	Annual report - Highways – major maintenance programme	To review the delivery of the planned major maintenance programme for the past year and consider the planned major maintenance for the year ahead. To include the following in the report: data on road collision, road conditions in the county and work carried out in each Area Board.	Parvis Khansari	Cllr Philip Whitehead	Peter Binley
25 Oct 2016	Annual Report - Wiltshire Local Flood Risk Management Strategy	To receive an annual report on the Wiltshire Local Flood Risk Management Strategy.	Parvis Khansari	Cllr Jonathon Seed	Peter Binley
25 Oct 2016	Energy Resilience Plan - annual update	As resolved on 27 October 2015 to receive an annual update on the Energy Resilience Plan.	Alistair Cunningham		Louise Woollen
25 Oct 2016	Executive Response to the Waste Task Group's Final Report	The Committee to receive the executive response to the Waste Service Changes Task Group's final report.	Tracy Carter	Cllr Toby Sturgis	Adam Brown

Environment Select Committee FWP - June 2016			Last updated 10 JUNE 2016		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
25 Oct 2016	Final report of the Highways and Streetscene task group	To receive the final report of the Highways and Streetscene task group.	Parvis Khansari	Cllr Philip Whitehead	Marie Gondlach
25 Oct 2016	Parking Services update	Report to include: <ul style="list-style-type: none"> • Outcomes of “mi permit” only trials - update requested by Committee (1 September 2015) for 6 months after commencement of trials; • Outcomes of the Car Parking review; • Update on Car Parking strategy; • Update on transfer of car parks. 	Parvis Khansari	Cllr Philip Whitehead	Robert Murphy, Adrian Hampton
25 Oct 2016	Public Transport Review task group – Executive Response	To receive the Executive Response to the final report of the Public Transport Review task group.	Parvis Khansari	Cllr Philip Whitehead	Karen Jones
25 Oct 2016	Waste strategy	An opportunity for the committee to be involved in the review of the waste strategy to reflect recent changes.	Tracy Carter	Cllr Toby Sturgis	

Environment Select Committee FWP - June 2016			Last updated 10 JUNE 2016		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
14 Feb 2017	Calne Library Model	An update on the success and progress of the new Calne Library model, including a breakdown of usage for each library in Wiltshire and an update on the review of the Library Service to be provided.	Laurie Bell	Cllr Jonathon Seed	Joan Davis
14 Feb 2017	Resident Engagement Report	A further update and report on resident engagement to be provided.	James Cawley	Cllr Jonathon Seed	Adam Brown, Nicole Smith
14 Feb 2017	Update report from Leisure Services	An update report from Leisure on implementing their vision (Helping people in Wiltshire to live longer, healthier lives, while addressing health inequalities), including statistics on the number of individuals participating in leisure activities within Wiltshire.	Frances Chinemana	Cllr Jonathon Seed	John Goodall, David Redfern
	TBC Gypsy and Traveller Plan	Topic to be considered as the plan becomes available.	Alistair Cunningham	Cllr Toby Sturgis	Carolyn Gibson, Georgina Clampitt-Dix
	TBC - Business Plan	To review any changes for any impact on the areas of the business covered by the Environment Select Committee - currently no date scheduled for Cabinet.	Robin Townsend	Cllr Dick Tonge	David Bowater

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Health Select Committee Forward Work Programme

Last updated 1 JUNE 2016

Health Select Committee – Current / Active Task Groups			
Task Group	Details of Task Group	Start Date	Final Report Expected
Better Care Plan Task Group	Website	29 June 2015	27 September 2016
Obesity & Child Poverty Task Group	Website	April 2015	Mar 2016
Sustainability and Transformation Task Group		April 2016	

Health Select Committee – Forward Work Programme			Last updated 1 JUNE 2016		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
27 Sep 2016	Pre-meeting information briefing: Dementia Friends Initiative				
27 Sep 2016 (may shift to November)	NHS 111 and Out of Hours - re-commissioning and performance update	A performance update building upon those received in November 2014, March 2015 and September 2015. It was agreed in September that an update would be received at a 6 monthly interval.		Cllr Keith Humphries	Jo Cullen, CCG
27 Sep 2016	South West Ambulance Service Trust Performance report and CQC inspection results	To receive performance information relating to the ambulance service's performance in Wiltshire. Also to include results of the CQC inspection w/c 6 June 2016.		Cllr Keith Humphries	Henry Powell

Health Select Committee – Forward Work Programme			Last updated 1 MAY 2016		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
27 Sep 2016	Great Western Hospital - CQC inspection report, January 2016	To consider the CQC inspection report of the Great Western Hospital published in January 2016. This followed an inspection undertaken in September 2015, which overall found that the hospital 'Requires improvement'. Also to consider the Trust's plans to address the areas identified as requiring improvement.	James Cawley	Cllr Keith Humphries	
27 Sep 2016	Salisbury District Hospital - CQC inspection report, March 2016	To consider the CQC inspection report of the Salisbury District Hospital published in March 2016. This followed an inspection undertaken in December 2015, which overall found that the hospital 'Requires improvement'. Also to consider the Trust's plans to address the areas identified as requiring improvement	James Cawley	Cllr Keith Humphries	
27 Sep 2016	Outcomes of discussions with the Executive regarding the forward work programme	Chair/vice-chair/exec discussions meeting to be held immediately after the June meeting.	Maggie Rae, Robin Townsend	Cllr Keith Humphries	Henry Powell

Health Select Committee – Forward Work Programme			Last updated 1 MAY 2016		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
27 Sep 2016	Wiltshire Safeguarding Adults Board Annual Report 2015/16	The Annual Report reviews the work of the Board during 2015/16 and sets out the priorities for the current year; it includes contributions from all partner agencies.	James Cawley	Cllr Keith Humphries	Christine Morris
27 Sep 2016	Mental Health Strategy Annual Update	To receive an update on the Strategy including statistics showing the delivery of strategic targets as requested by Committee in April.	Frances Chinemana	Cllr Keith Humphries	Kate Blackburn
27 Sep 2016	Assessing performance in the Acutes system	To discuss an outcomes-focused system of monitoring performance in the Acutes Trusts system. To include a consideration of the recent CQC inspection reports of Great Western Hospital, Swindon, and Salisbury District Hospital.		Cllr Keith Humphries	Henry Powell
15 Nov 2016	Good Neighbours Scheme - update	To receive an update on how Area Boards have used their Health and Wellbeing funding delegated following the decision not to extend the council's Good Neighbours Scheme contract with Community First.	James Cawley	Cllr Keith Humphries	Olly Spence

Health Select Committee – Forward Work Programme			Last updated 1 MAY 2016		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
10 Jan 2017	Wiltshire Health & Care (Adult Community Health Care Service)		James Cawley	Cllr Keith Humphries	Douglas Blair, Adult Community Health Care Service, and Ted Wilson, Wiltshire CCG
10 Jan 2017	NHS Health Checks Programme - update	To receive an update on the implementation of the program, including any significant impact on levels of diagnoses and procedures.	Frances Chinemana, Maggie Rae	Cllr Keith Humphries	John Goodall

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