

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 8 SEPTEMBER 2015 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Simon Killane (Chairman), Cllr Glenis Ansell, Cllr Chuck Berry, Cllr Christine Crisp, Cllr Stewart Dobson, Cllr Jon Hubbard, Cllr Gordon King, Cllr Jacqui Lay, Cllr Stephen Oldrieve, Cllr John Walsh, Cllr Bridget Wayman and Cllr Philip Whalley (Substitute)

Also Present:

Cllr Keith Humphries, Cllr Bill Moss, Cllr Jane Scott O.B.E, Cllr John Thomson and Cllr Philip Whitehead

78 Apologies

Apologies were received from Councillors Alan Hill, Jeff Osborn and Howard Greenman.

Councillor Hill was substituted by Councillor Philip Whalley.

79 Minutes of the Previous Meeting

The minutes of the ordinary meeting on 7 July 2015 and the extraordinary meeting on 20 July 2015 were presented for consideration. It was,

Resolved:

To APPROVE and sign the minutes as a true and correct record.

80 Declarations of Interest

There were no declarations.

81 Chairman's Announcements

Through the Chair there were the following announcements:

- 1) The Chairman would now be meeting quarterly with the Leader of the Council following recommendations from the recent Peer Review to further engage with the executive leadership of the council.
- 2) The Chairman on behalf of the Committee thanked Mr Jason Teal, Head of Corporate Support, for his work during his time with the council in reviewing and refreshing the scrutiny function during and after the LGA Peer Review, as he was shortly to move on from the council.

82 **Public Participation**

There were no questions or statements submitted.

83 **Integrated Emergency Management Plan**

The draft Integrated Emergency Management Plan and draft Cabinet report on the Plan was presented by Councillor Keith Humphries, Cabinet Member for Health (including Public Health) and Adult Social Care, and Deborah Haynes, Consultant in Public Health, ahead of its consideration by Cabinet on 13 October 2015 and then onwards to Full Council.

It was explained that the Plan was to ensure the Council continued to meet its obligations under the Civil Contingencies Act 2004 by combining into a single Plan the Major Incident Plan, Business Continuity Plan and the Recovery Plan in order to enhance the preparedness and resilience of Wiltshire Council and the wider community it serves in the event of emergency events. A presentation, as attached to these minutes, was circulated.

The Committee discussed the presentation and clarification was sought on matters including the level of awareness among staff of the responsibilities under the Plan and legislation, quality of contact with partners and other agencies, resource levels and processes for reviewing and updating the plan, as detailed fully in the report also attached to the minutes.

At the conclusion of debate, it was,

Resolved:

For the comments of the Overview and Scrutiny Management Committee on the Integrated Emergency Management Plan as detailed in the report attached to these minutes, be forwarded to the Cabinet for their consideration.

84 **Forward Work Programme**

Updates from Chairs/Vice-Chairs

Environment Select Committee (ESC)

The Committee was informed of recent work of the ESC, including the holding of a Rapid Scrutiny on 8 September on the Future Delivery Model for the Repair, Improvement and Maintenance of Council Owned Assets, the approval of the terms of reference for the joint committee Public Transport Review Task Group, and to request endorsement of a Task Group regarding tenant participation regarding housing association changes.

Resolved:

To endorse the establishment of the Task Group as detailed.

Health Select Committee (HSC)

The Committee was informed of recent work of the HSC, including scrutinising the Public Health Service Plan, the first meeting of the Better Care Plan Task Group and continuing work of other task groups.

Children's Select Committee

The Committee was informed of recent work of the ESC, including the intention to hold of a Rapid Scrutiny exercise to consider how to monitor delivery of Children's Community Health Services and that they were awaiting a Ofsted Report following inspection of Children's Services, as well as updates on the work of other task groups.

85 **Management Task Groups**

Financial Planning Task Group

A report was received from the Task Group and a verbal update provided by the Chairman, Councillor Glenis Ansell, on the latest topics examined by the Task Group. Members commented upon the update and made suggestions for future topics of Scrutiny including more detailed looks at various contracts, which the Task Group would consider as they planned their future work.

Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Task Group

In addition to the brief written update the Committee were informed arrangements with Swindon had been confirmed following the elections, and that proper progress would, it was hoped, begin soon. The Leader of the Council and the Committee encouraged the Task Group to chase as many details as possible from the SWLEP, as scrutiny of such a high profile body responsible for large amounts of public money was vital moving forward.

Military-Civilian Integration Partnership (MCIP) Task Group

The Committee noted the brief update included with the agenda, and some members expressed concern the Task Group had not met in some time, and urged it to do so as soon as possible.

86 **Scrutiny of Campus Governance**

At its meeting in July 2015 the Committee had resolved for form a Task Group to scrutinise how the council's proposed Campuses, locally specific hubs of council and partner services in each community area, would be governed. A report was provided on proposed terms of reference for that Task Group, along with details of those members who had expressed an interest in serving on the Task Group.

The Committee discussed the report, and agreed that the primary focus of the Task Group should be providing input on what would be an effective, but flexible governance model for campuses to reflect their divergent offerings in their respective communities, as well as examining how communities would be engaged through those campuses. The role of elected members and Area Boards in any governance arrangement was debated, and it was agreed this should be a priority along with ensuring any model approved would keep communities informed as campuses developed.

The Committee also debated the size of the Task Group and composition of its membership.

At the conclusion of debate, it was,

Resolved:

- 1) To endorse the proposed terms of reference.**
- 2) To support the proposed membership of seven members:
Councillors Christine Crisp, Mary Champion, David Jenkins, Jeff Osborn, Magnus Macdonald, Stuart Dobson and Tony Deane.**
- 3) To receive periodic reports back from the chair of the task group once elected and a final report once the timeline has been established.**

87 **Scrutiny Decision Tracker System**

The Overview and Scrutiny Manager (and designated scrutiny officer) provided an update on the planned implementation of a proposed new system to track the outcomes from scrutiny meetings and exercises. The proposal had arisen following the latest Peer Review of the council's Overview and Scrutiny processes, and was intended provide clear evidence of the impact of the scrutiny process as an item progressed through the council, in addition to ensuring proposals were properly communicated or where accepted implemented.

Resolved:

To note the update.

88 Date of Next Meeting

The date of the next meeting was confirmed as 3 November 2015.

89 Urgent Items

There were no urgent items.

(Duration of meeting: 10.30 am - 12.30 pm)

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

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**Overview and Scrutiny Management Committee
Report on the Integrated Emergency Management Plan**

Purpose of report

1. To feed back to Cabinet and Full Council a summary of the main issues discussed at the meeting of the Overview and Scrutiny Management Committee held on 8 September 2015.

Background

2. It was stated that the draft Plan consolidated the existing Major Incident, Business Continuity and Recovery Plans, as well as reflecting the organisational changes in the past few years to further embed the responsibilities of the Civil Contingencies Act 2004 across all services of Wiltshire Council.
3. Details were provided on the Local Resilience Forum, Chaired by the Chief Constable of Wiltshire Police and Vice-Chaired by Maggie Rae, Corporate Director, Wiltshire Council, which brings together 'Category 1' responders¹, 'Category 2' responders² and other responders³ to prepare for emergencies within Wiltshire based on the National Risk Register, and creating plans for specific local risks so that services are maintained and communities protected.
4. Although the number of dedicated officers assigned to Emergency Planning had been reduced as part of organisational restructuring, it was clarified that the responsibility had been broadened to cover all senior officers which included an on-call rota for all Corporate and Associate Directors, and to embed the responsibility across services rather than a single centralised team.
5. It was also emphasised the Plan would be a 'live' document, periodically reviewed on a schedule but also in response to any emergency events that occurred, to ensure it remained fit for purpose.

Main issues raised during questioning and debate

6. The Committee discussed how military assistance was built into the plan, and it was stated that Wiltshire had very close working arrangements with the Military and sites such as Porton Down in relation to specific risks, although as military protocol required requests for civil assistance to be approved by High Command, military assistance could not formally be guaranteed.

¹ Emergency Services, Local Authorities, NHS England Team, Public Health England, Environment Agency

² Utilities, Telecoms, Transport, Met Office, Highways England, HSE

³ Including military, voluntary sector, coastguard, media outlets, community groups

7. Details were sought on how the effectiveness of the Plan would be monitored internally and by the Department for Communities and Local Government (DCLG), and it was stated representatives from the DCLG attended Local Resilience Forums to monitor them, as well as annual capability surveys providing benchmarking of Plan effectiveness and indications of perceived gaps.
8. The effectiveness of the Plan was raised in response to comments there were not formal powers to enforce the Plan amongst partner bodies, which is why it was stated creating close working relationships such as through the Local Resilience Forums, which included bodies beyond that required by statute to be involved in Emergency Planning, was so important.
9. The Committee sought details on the roles elected representatives had within the Plan. Councillors would be expected to lead on consultation and assessment if long-term impacts on their community, and help identify gaps in service provision. The Committee considered that utilising Area Boards as a hub for wider community areas to improve preparedness and risk assessment should be emphasised, and noted that the existence of Plans still relied heavily on effective communication to and ability of local responders. It was also agreed a requirement to brief all councillors on major events be included within the Plan, to enable councillors to communicate that information to the community areas.
10. In response to queries it was stated around 1/3 of Town and Parish Councils in Wiltshire had associated Emergency Plans, but that this represented an increase on the past and a move in the right direction, though further work was required to encourage Parishes to complete these.
11. The Committee requested further details of how the responsibility toward Emergency Planning was being embedded with council staff, and it was stated the requirement was now included a part of induction training, targeted work with specific teams was undertaken, and many more service teams consulted and engaged around events, such as a member of the Schools team being present in the Emergency Planning room during the response to the 2014 floods.
12. Details were sought on ensuring the appropriate officers and teams were adequately resourced for the work required, and it was stated that a general fund existed to cover all emergencies to ensure adequate resourcing. It was also stated ensuring contracts with service providers and contractors took account of responsibilities or expectations in the event of emergency events was a vital part of ensuring business continuity and a key part of the Plan.
13. The ongoing Middle Eastern-European migration crisis was raised as an example of a national concern which might, in time, impact upon Wiltshire, and it was stated the Council had been working with partner agencies to discuss what role Wiltshire could and should have in such an issue.
14. The Committee accepted as stated in paragraph 5 that the Plan would be reviewed in response to emergency events so that lessons would be learned immediately, but queried the timescale of the document in the event no such events occurred, and

were informed the document had been designed to cover a maximum of a 2 year period before being re-evaluated in its totality.

15. The Committee considered how Scrutiny could add value to the development and monitoring of the Plan, and considered that as it was an evolving document, it would be beneficial for each Select Committee to consider the plan at some point with a focus on their specific remit, and forward any comments and conclusions to the Cabinet Member.
16. The Committee also acknowledged the excellent work of the team preparing the Plan, noting the significant improvements in the council's operations and planning as presented at the meeting, and hoped further improvements would build upon that work.

Conclusion

17. **That Cabinet and Council take into account the comments from the Overview and Scrutiny Management Committee in considering the draft Integrated Emergency Management Plan.**
18. **To recommend all Select Committees consider including relevant assessment of the Integrated Emergency Management Plan on their Forward Work Programs and in order to further embed the Plan into the work of the Council and partner services.**

Councillor Simon Killane

Chairman of the Overview and Scrutiny Management Committee

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