

## Overview and Scrutiny Forward Work Programme

### Explanatory Note

This work plan consists of agenda items to be considered by the council's four Overview and Scrutiny committees (listed below).

For each agenda item, the following is indicated:

- Meeting date
- Item title
- Details / purpose of report
- Associate Director
- Responsible Cabinet Member
- Report author

Task groups that sit beneath the Overview and Scrutiny committees are also listed, with links to relevant pages on the Wiltshire Council website.

### Overview and Scrutiny

Overview and scrutiny is selective in what topics it looks at so that it can add value to the council's biggest priorities. Wherever possible it helps shape council policies when they are first being designed, as well as scrutinising proposals before they are finally agreed.

Overview and Scrutiny at Wiltshire Council focuses on the commitments given by the council in its Business Plan 2013-2017 and approaches its work in the following way:

- Better outcomes for the people of Wiltshire
- Adds value to the way decisions are reached
- Works constructively with the cabinet
- Challenges positively as a critical friend
- Bases its findings on good evidence
- Learns from others

Overview and scrutiny is a statutory activity of the council, which means its powers and responsibilities are set out in the council's constitution. The relevant sections can be viewed on the Democratic Services [online document library](#) (article 6 and [part 8](#)).

More information can be found at [www.wiltshire.gov.uk/council/overviewscrutiny](http://www.wiltshire.gov.uk/council/overviewscrutiny).

Alternatively please contact a member of the Scrutiny team:

**Committee**

[OS Management Committee](#)

[Children's Select Committee](#)

[Environment Select Committee](#)

[Health Select Committee](#)

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## Overview and Scrutiny Management Select Forward Work Programme

Last updated 1 MAY 2016

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

<b>Overview and Scrutiny Management Select – Forward Work Programme</b>			Last updated 1 MAY 2016		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / Purpose of Report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
24 May 2016	Election	To elect the chair and vice-chair of the Management Committee for the municipal year following appointment of members to the committee by Full Council	Robin Townsend	Cllr Stuart Wheeler	Kieran Elliott
24 May 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	Paul Kelly
24 May 2016	Hydrocarbon Extraction Motion	To receive the member guidance agreed at the last meeting with a view to determining the need for further scrutiny	Alistair Cunningham	Cllr Fleur de Rhé-Philipe, Cllr Stuart Wheeler	Mike Wilmott
24 May 2016	Management Committee Task Group Updates	To receive an update on OSMC task group activity	Robin Townsend	Cllr Stuart Wheeler	Henry Powell
24 May 2016	MCIP Task Group	To receive the final report from the task group following the LGA Peer Review	Alistair Cunningham	Cllr Baroness Scott of Bybrook OBE	Toby Eliot, Kevin Ladner
24 May 2016	My Wiltshire System Development	To consider a report on the further development of the MyWiltshire App ahead of the wider digitalisation programme	Laurie Bell	Cllr Dick Tonge	Ian Baker

<b>Overview and Scrutiny Management Select – Forward Work Programme</b>			Last updated 1 MAY 2016		
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24 May 2016	Overview and Scrutiny Councillors Learning & Development Programme	To receive: <ul style="list-style-type: none"> <li>• an update following the Role Clarity event held on 2<sup>nd</sup> March</li> <li>• a report on the draft programme for 2016/17 in consultation with the Councillor Development Group</li> </ul>	Barry Pirie	Cllr Allison Bucknell	Paul Kelly, Joanne Pitt
24 May 2016	Review of the Budget Scrutiny Process 2016/17	To consider a report from the Financial Planning Task Group following its meeting on 26 April, presenting its evaluation of the budget scrutiny process and recommendations for 2017/18 as appropriate	Michael Hudson	Cllr Dick Tonge	Henry Powell
24 May 2016	Scrutiny Member Remuneration Scheme	To report on remuneration for lead members in overview and scrutiny	Robin Townsend		Paul Kelly
24 May 2016	Wiltshire Online - update	To review the roll out of Phase 2 of the Wiltshire Online Project (Cllr George Jeans)	Robin Townsend	Cllr John Thomson	Ian Baker

## Children's Select Committee Forward Work Programme

Last updated 1 MAY 2016

<b>Children's Select Committee – Current / Active Task Groups</b>			
<b>Task Group</b>	<b>Details of Task Group</b>	<b>Start Date</b>	<b>Final Report Expected</b>
Child Sexual Exploitation (CSE)	<a href="#">Website</a>	April 2015	TBC
Obesity & Child Poverty	<a href="#">Website</a>	April 2015	Mar 2016
Positive Leisure Time Activities for Young People – 12 month review	<a href="#">Website</a>	Sep 2015 (12 month review)	June 2016
Safeguarding Children & Young People	<a href="#">Website</a>	April 2014	Spring 2016
School Improvement Strategy 2015-17	<a href="#">Website</a>	Feb 2016	Oct 2016

<b>Children's Select Committee - Rapid Scrutiny</b>		
<b>Topic</b>	<b>Details</b>	<b>Date</b>
Children's Community Services Re-tender	To help develop the performance monitoring framework within the awarded contract and hear about how the services will be delivered  Contract recommendation made by Cabinet in Dec 2015	Jan 2016

<b>Children's Select Committee – Forward Work Programme</b>			Last updated 1 MAY 2016		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / Purpose of Report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
31 May 2016	Pre-meeting information briefing: Special Guardianship Orders	To receive a briefing on the Special Guardianship Orders	Terence Herbert	Cllr Laura Mayes	
31 May 2016	Election of Chairman				Roger Bishton
31 May 2016	Election of Vice Chairman				Roger Bishton
31 May 2016	Annual Report of the Safeguarding Children and Young People Panel	To receive the report	Terence Herbert	Cllr Laura Mayes, Cllr Laura Mayes	Lucy Townsend
31 May 2016	Re-commissioning Child and Adolescent Mental Health Services (CAMHS)	To receive a report on the re-commissioning of Child and Adolescent Mental Health Services	Julia Cramp	Cllr Laura Mayes	
31 May 2016	Post-16 Key Stage 5 Academic and Vocational Qualification 2015	To receive the results reflecting the attainment of students aged 16-19 at the end of advanced (level 3) study in the 2015 academic year  This was requested by the Committee at the 26 January 2016 Children's Select Committee meeting	Julia Cramp	Cllr Laura Mayes	David Clarke
31 May 2016	Adoption West Update	To receive a verbal update regarding regional progress with Adoption West	Terence Herbert	Cllr Laura Mayes	

<b>Children's Select Committee – Forward Work Programme</b>			Last updated 1 MAY 2016		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / purpose of report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
31 May 2016	Report of the Early Help Strategy Task Group	The task group to meet and review the data set again in 12 months to understand the developments that have taken place and assure itself that that data set is still fit for purpose (recommendation 18)	Terence Herbert	Cllr Laura Mayes	Adam Brown
31 May 2016	Executive Response to the Final Report of the Obesity and Child Poverty Task Group		Terence Herbert	Cllr Keith Humphries, Cllr Laura Mayes	
31 May 2016	Executive Response to the Report of the Children's Community Health Services Rapid Scrutiny Exercise	To receive an initial verbal response to the outcomes of the Children's Community Health Services following the recommendations of the rapid scrutiny exercise	Julia Cramp	Cllr Laura Mayes	Adam Brown
21 Jun 2016	Department for Education White Paper: Educational Excellence Everywhere	For the Committee members to receive a briefing on the DfE White Paper: Educational Excellence Everywhere	Julia Cramp	Cllr Laura Mayes	
26 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
26 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



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26 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
26 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	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	Troubled Families Programme	12 months update including data on the areas discussed in October 2015	Julia Cramp	Cllr Laura Mayes	
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

## Environment Select Committee FWP - May 2016

Last Updated 4 MAY 2016

<b>Environment Select Committee - Rapid Scrutiny</b>		
<b>Topic</b>	<b>Details</b>	<b>Date</b>
<b>Wholly Owned Subsidiary (WOS)</b>	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
<b>Housing Bill</b>  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.)

<b>Environment Select Committee FWP - May 2016</b>			Last updated 4 MAY 2016		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / Purpose of Report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
7 Jun 2016	Chairman's announcement - Waste storage and collection: guidance for developers (SPD)	The draft Supplementary Planning Document (SPD) sets out technical information to allow developers to make suitable space for waste collection services at new developments and the level of section 106 contributions requested per qualifying new development  The committee will receive information on the consultation	Tracy Carter	Cllr Toby Sturgis	Gareth Jones
7 Jun 2016	Election of Chairman	To elect a Chairman for the Committee for the forthcoming year			
7 Jun 2016	Election of Vice-Chairman	To elect a Vice-Chairman for the Committee for the forthcoming year			
7 Jun 2016	Executive Response to Resident Engagement Task Group Final Report	To provide a formal response to the final report of the Resident Engagement Task Group, received at 12 April ESC	James Cawley	Cllr Jonathon Seed	Adam Brown

<b>Environment Select Committee FWP - May 2016</b>			Last updated 4 MAY 2016		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / purpose of report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
7 Jun 2016	Library Service - Updated Budget 2016/17	An updated breakdown of the 2016/17 budget for the Libraries, Heritage & Arts Service to be provided to the Committee	Laurie Bell	Cllr Jonathon Seed	Joan Davis
7 Jun 2016	Litter picking	To receive an update on the holistic approach planned by the council (school programme, work with fast food outlets, etc.) – last update received on 1 September 2015  To include the outcome of the “Clean for the Queen” initiatives and information on any future litter picking community projects  Service area to be confirmed			
7 Jun 2016	Passenger Transport Review	To receive the report on the outcomes of the consultation and proposed actions before it is presented to Cabinet	Parvis Khansari	Cllr Philip Whitehead	Karen Jones

<b>Environment Select Committee FWP - May 2016</b>			Last updated 4 MAY 2016		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / purpose of report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
7 Jun 2016	Review of complaints, compliments and comments	A report indicating the number and nature of complaints, compliments and comments received in the past 12 months for the service areas within the remit of the Environment Select Committee	Ian Gibbons		Sarah Butler
7 Jun 2016	Update on the gypsy and traveller's reference group	TBC	Frances Chinemana		Steve Maddern
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	

<b>Environment Select Committee FWP - May 2016</b>			Last updated 4 MAY 2016		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / purpose of report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
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	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	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

<b>Environment Select Committee FWP - May 2016</b>			Last updated 4 MAY 2016		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / purpose of report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
25 Oct 2016	Parking Services update	Report to include: <ul style="list-style-type: none"> <li>• Outcomes of “mi permit” only trials - update requested by Committee (1 September 2015) for 6 months after commencement of trials</li> <li>• Outcomes of the Car Parking review</li> <li>• Update on Car Parking strategy</li> <li>• Update on transfer of car parks</li> </ul>	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	

<b>Environment Select Committee FWP - May 2016</b>			Last updated 4 MAY 2016		
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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



<b>Environment Select Committee FWP - May 2016</b>			Last updated 4 MAY 2016		
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	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

## Health Select Committee Forward Work Programme

Last updated 1 MAY 2016

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

<b>Health Select Committee – Forward Work Programme</b>			Last updated 1 MAY 2016		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / Purpose of Report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
21 Jun 2016	Pre-meeting information briefing: 7-day health care services	To provide an overview of the implementation of 7-day health care services in Wiltshire	James Cawley	Cllr Keith Humphries	
21 Jun 2016	Executive Response to the Final Report of the Obesity and Child Poverty Task Group		Frances Chinemana, Carolyn Godfrey, Maggie Rae	Cllr Keith Humphries, Cllr Laura Mayes	Henry Powell
21 Jun 2016	Healthwatch Wiltshire Annual Report 2016/17			Cllr Keith Humphries	Emma Cooper, Chief Executive, Healthwatch Wiltshire
21 Jun 2016	Targeting local healthcare needs	In January the committee requested an item to consider how Joint Strategic Needs Assessment data is used to target locally identified healthcare needs	Frances Chinemana	Cllr Keith Humphries	
21 Jun 2016	Avon & Wiltshire Mental Health Partnership - Quality Account 2015/16 and CQC inspection May 2016	To consider an initial update on the CQC inspection of the Trust scheduled to take place from 23 May 2016, plus the Trust's draft Quality Account	James Cawley	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
21 Jun 2016	Better Outcomes for Adult Care Peer Review - Scoping and timetable	<p>This item was requested in March 2016 when the Committee received the Executive Response to the Final Report of the Help to Live at Home Task Group</p> <p>The outcomes of the Peer Review will following in September</p>	James Cawley	Cllr Keith Humphries	Sue Geary
21 Jun 2016	NHS 111 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	James Head, Deputy Clinical Lead for South West 111 Scott Watters Clinical Lead, South West NHS 111
21 Jun 2016	New Charges for Care at Home - consultation update	To receive an update to the consultation on the proposed changes to the council's charging policy for care at home. The final decision scheduled to be taken by cabinet on 19th July 2016. This item was agreed on 19 April 2016	James Cawley	Cllr Keith Humphries	Olly Spence

<b>Health Select Committee – Forward Work Programme</b>			Last updated 1 MAY 2016		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / purpose of report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
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
27 Sep 2016	Pre-meeting information briefing: Dementia Friends Initiative				
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
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	Preparedness for Winter Pressures	To assure preparedness for forthcoming winter pressures including how previously identified issues have been addressed		Cllr Keith Humphries	
27 Sep 2016	Outcomes of the 'Better Outcomes for Adult Care' Peer Review	The committee will receive an initial report presenting the scoping and timetable of the Peer Review on 21 June	James Cawley	Cllr Keith Humphries	Sue Geary

<b>Health Select Committee – Forward Work Programme</b>			Last updated 1 MAY 2016		
<b>Meeting Date</b>	<b>Item</b>	<b>Details / purpose of report</b>	<b>Associate Director</b>	<b>Responsible Cabinet Member</b>	<b>Report Author / Lead Officer</b>
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
27 Sep 2016	Monitoring 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
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