

## OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

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### MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 6 JUNE 2017 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

#### **Present:**

Cllr Ian Blair-Pilling, Cllr Christine Crisp, Cllr Stewart Dobson, Cllr David Halik, Cllr Alan Hill, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Simon Jacobs, Cllr Gordon King, Cllr Jacqui Lay, Cllr Andy Phillips, Cllr John Walsh, Cllr Graham Wright, Cllr Anna Cuthbert (Substitute) and Cllr Roy While (Substitute)

#### **Also Present:**

Cllr Peter Fuller, Cllr David Jenkins, Cllr Richard Clewer, Cllr John Thomson, Cllr Stuart Wheeler and Cllr Philip Whitehead

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#### 40 **Election of Chairman**

Nominations were sought for a Chairman and following a proposal from Councillor Alan Hill, seconded by Councillor Christine Crisp, it was,

#### **Resolved:**

**To appoint Councillor Graham Wright as Chairman for the forthcoming year.**

#### 41 **Election of Vice-Chairman**

Nominations were sought for a Vice-Chairman and following a proposal from Councillor Graham Wright, seconded by Councillor Christine Crisp, it was,

#### **Resolved:**

**To appoint Councillor Alan Hill as Vice-Chairman for the forthcoming year.**

#### 42 **Apologies**

Apologies were received from Councillors Howard Greenman and Pip Ridout.

Councillor Greenman was substituted by Councillor Anna Cuthbert, and Councillor Ridout was substituted by Councillor Roy While.

43 **Minutes of the Previous Meeting**

The minutes of the meeting held on 28 March 2017 were received and it was,

**Resolved:**

**To approve and sign as a true and correct record.**

44 **Declarations of Interest**

There were no declarations.

45 **Chairman's Announcements**

Through the Chair it was announced there would be a 1 minute's silence held at 11:00 as a mark of respect to those affected by the recent terrorist attack in London.

It was also announced the Communities and Local Government Select Committee Enquiry into Overview and Scrutiny in Local Government, to which the council had submitted a response, had concluded its work for the Parliament as a result of the early General Election. A new Committee would need to decide if it wished to continue the Enquiry following the election.

46 **Public Participation**

There were no questions or statements submitted.

47 **The Work of Overview and Scrutiny Under The Previous Council**

A report was received outlining the work of Overview and Scrutiny in the previous council prior to the May 2017 Local Elections, including ongoing work recommended for inclusion in a new work programme, task group recommendations, the development of Overview and Scrutiny and referral of a motion from Full Council.

The Committee discussed the report and was content to approve the legacy topics recommended by the previous committee, as well as continuing the practice of holding early discussions between select committee chairmen/vice-chairmen with members of the Executive and directors in order to improve forward planning and beneficial levels of scrutiny engagement at appropriate times.

The Committee discussed the number of task groups which had been reporting directly to the management committee, and were supportive retaining the task groups in relation to Financial Planning, the Military-Civilian Integration Partnership, and the Swindon and Wiltshire Local Enterprise Partnership. It was also agreed that the scope of the MyWiltshire System Task Group be expanded to include wider aspects of digital strategy and implementation. Following

discussion, it was also agreed to establish a task group under the Management Committee to consider the structure and procedures of planning committees.

Membership of these task groups, as well as appointment to the Constitution Focus Group and Wiltshire Online Project Board, would be determined by the Chairman and Vice-Chairman following expressions of interest from councillors.

It was noted that Full Council had received a motion on 21 February 2017 in relation to single use plastics, which had been referred to the Committee for consideration. Following discussion, it was agreed the matters raised in the motion should be scrutinised and the motion was referred to the Environment Select Committee for consideration on how best to scrutinise the issues.

In discussing engagement with Overview and Scrutiny, the Committee suggested that all members be reminded of the various methods for items to be brought to the attention of Overview and Scrutiny.

Finally, in consideration of the agenda supplement, it was agreed to consider topics raised by members during the councillor induction, following the next meeting of the Committee.

At the conclusion of debate, it was,

**Resolved:**

- 1. To approve the legacy topics listed in Appendix A for inclusion in the new OS work programme and to advise the select committees accordingly.**
- 2. To support early discussions between select committee chairmen / vice-chairmen with the Executive and directors to gain a more informed understanding about key priorities and projects following council agreement of the new Business Plan.**
- 3. To agree to re-establish the task group structure at the conclusion of the previous Management Committee as follows (Appendix B):**
  - **Financial Planning Task Group**
  - **Military-Civilian Integration (MCIP) Task Group**
  - **Swindon & Wiltshire Local Enterprise Partnership (LEP) Task Group****...appointing existing memberships where appropriate.**
- 4. To amend the My Wiltshire System Task Group's name to the "Digital Strategy and Implementation Task Group" and its terms of reference to: "To scrutinise and support the development of the council's Digital Strategy and its implementation"**

5. To authorise the Chairman and Vice-chairman to name councillors to fill vacancies on Management Committee task groups following expressions of interest.
6. To establish a task group to review the council's planning committee system, with the chairman and vice-chairman authorised to take the work forward on behalf of the committee.
7. To authorise the Chairman and Vice-Chairman to appoint representatives to the following bodies following expressions of interest:
  - Wiltshire Online Project Board
  - Constitution Focus Group
8. Following consideration of a Notice of Motion referred by Full Council, to support further scrutiny of the topic of waste plastic management in Wiltshire to be undertaken by the Environment Select Committee.
9. To note the areas for OS's development highlighted under the previous council and to include these in any review of OS's approach and effectiveness in the new council, to take place within six months of this meeting.
10. To authorise the Chairman and Vice-chairman to re-visit the 4-year OS L&D programme to ensure it remains fit for purpose, reflects identified needs and is deliverable with the available resources, with proposals brought back to Committee as appropriate.
11. To welcome the issues raised at the OS induction event (included in Appendix D in the Agenda Supplement) and to review these following consideration of the new council Business Plan and the agreed meetings between Executive members and directors.
12. To ensure all non-executive members are aware of the formal routes available to raise issues for scrutiny attention.

48 **Legacy Report of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Joint Task Group**

A legacy report from the Swindon and Wiltshire Local Enterprise (SWLEP) Joint Task Group was received. It was highlighted this was a joint task group with Swindon Borough Council, and that the SWLEP was responsible for spending more than £170m of public money, and that the Departments of Communities and Local Government, and Business, Industry and Skills, considered it good practice that the councils were seeking to scrutinise the SWLEP in that way, the

first councils to do so. The SWLEP Board meetings, now held in public, also made reference to the task group and its work.

It was acknowledged it was not an easy topic to scrutinise, but that it was a worthwhile topic to move forward.

**Resolved:**

- 1. To note the work to date of the SWLEP Joint Task Group as detailed in this report.**
- 2. To agree Option 1 of the report as the route to continue scrutiny of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) in the form of the SWLEP Joint Task Group.**
- 3. To recommend that the new membership of the SWLEP Joint Task Group agree their future work programme, taking into consideration the suggested key topic areas noted in paragraph 21 of this report.**

49 **Review of the Overview and Scrutiny Councillor Induction 2017**

A report was received on the induction sessions for new and returning councillors following the May 2017 Local Elections, in particular seeking any feedback on the sessions dedicated to Overview and Scrutiny.

The Committee discussed their experiences of the induction, including content, location of training and timing of sessions and the suitability for as many members as possible.

**Resolved:**

**To note all comments received.**

50 **Overview and Scrutiny Member Remuneration 2016/17**

A report was received on the application of the Overview and Scrutiny remunerations scheme for 2016/17, as agreed with the Committee's former Chairman.

**Resolved:**

- 1. To note the allocation of the OS Remuneration fund for 2016/17 as detailed in the appendix to the report.**
- 2. To note that the Scheme will be included in the wider review of councillors' allowances scheduled for September.**

51 **Date of Next Meeting**

The date of the next meeting was confirmed as the extraordinary meeting on 21 June 2017 to consider the draft Business Plan for 2017-2027.

The date of the next ordinary meeting was confirmed as 26 September 2017.

52 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 - 11.40 am)

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](mailto:kieran.elliott@wiltshire.gov.uk)

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