

## OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

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### DRAFT MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 9 SEPTEMBER 2014 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

#### **Present:**

Cllr Stewart Dobson, Cllr Peter Edge, Cllr Howard Greenman (Substitute), Alan Hill (Vice Chairman), Cllr Jon Hubbard, Cllr Simon Killane (Chairman), Cllr Gordon King, Cllr John Noeken, Cllr Jeff Osborn, Cllr Pip Ridout, Cllr Ian Thorn, Cllr John Walsh, Cllr Bridget Wayman and Cllr Philip Whalley

#### **Also Present:**

Cllr Jane Scott OBE, Cllr John Thomson, Cllr Richard Tonge, Cllr Fleur de Rhé-Philipe, Cllr Philip Whitehead

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#### **72 Apologies and Membership Changes**

Apologies were received from Councillor Jacqui Lay and Councillor Christine Crisp.

Councillor Lay was substituted by Councillor Howard Greenman.

As detailed on the front of the agenda, and following the Council meeting on 29 July 2014, Councillor Mark Packard had been removed as a full member of the Committee, with Councillor Peter Edge added as a full member. Councillor Mark Packard was added as a substitute member of the Committee, with Councillor Trevor Carbin removed as a substitute member.

#### **73 Minutes of the Previous Meeting**

The minutes of the meeting held on 8 July 2014 were presented for consideration and it was,

#### **Resolved:**

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

#### **74 Declarations of Interest**

There were no declarations.

**75 Chairman's Announcements**

There were no announcements.

**76 Public Participation**

No statements or questions were submitted.

**77 Military Civilian Integration Partnership (MCIP)**

It was reported that as the Military Civilian Integration (MCI) Partnership was one of the 12 key actions from the Business Plan, Overview and Scrutiny should demonstrate some initial interest.

It was explained that the aim of the MCI in Wiltshire is to optimise the economic and social benefits of the military presence in the county for the benefit of Armed Forces Personnel, Service families, veterans and local communities through engagement from Wiltshire Council and its partners with the MOD prior to changes to the military presence in Wiltshire being implemented. The MCI is governed by a Partnership Board, Chaired by the Leader of Wiltshire Council, to set strategic direction and guidance in context of the Army 2020 reorganisation and Firm Base policy.

A report was presented by Councillor Jane Scott OBE, Leader of the Council and Chairman of the Military Civilian Integration Partnership (MCIP), the Associate Director (Economic Development and Planning) and the Army Basing Programme Manager, detailing the challenges and risks the MCIP is seeking to mitigate through the increased engagement, including impacts from development required during the Army Rebasing Programme on communities such as on highways and education services, along with additional work with veterans and voluntary organisations to implement measures to benefit Wiltshire communities.

The Committee was invited to consider the most beneficial approach for overview and scrutiny involvement.

The Committee discussed the report, noting the significant economic and social impact on the county from the military reorganisation through the creation of a super-garrison to be based around Salisbury Plain, and the necessity for close engagement with civilian and military partners. It was strongly noted that the MCIP was not a statutorily required body, and that strong working relationships were essential to maintain and increase co-operation and effectiveness between all the partners.

The positive impact of the MCIP on the Army Rebasing Programme was raised, noting the change of approach from the Defence Infrastructure Organisation

(DIO) from purchasing 1400 homes as part of the plan, to the detriment of the emerging Wiltshire Core Strategy Housing plans, following engagement and consultation, toward options with a more positive impact on the community and partners. It was emphasised that the Rebasing Programme had only been one part of the work of the MCIP, and that further workstreams as detailed in the report could benefit from additional scrutiny. However, Councillor Scott felt that the Rebasing Programme was the right area for Overview and Scrutiny engagement.

At the conclusion of discussion, it was,

**Resolved:**

**For the Vice-Chairman, having regard to the input of the Chairman of each Overview and Scrutiny Select Committee, to investigate possible areas where Scrutiny involvement would add value to the ongoing work of the MCIP, and to provide recommendations to the next meeting of the Management Committee.**

**78 Scrutiny Communication**

The Chairman updated the Committee on work undertaken to enhance the visibility and promotion of the Overview and Scrutiny Function within the council among officers and members. Enhancement of the Scrutiny page on the council's intranet was noted, and the Committee discussed how to best improve communication of the work of the Committees and Task Groups.

The Committee discussed the possible creation of a Scrutiny Newsletter that could be circulated 2-4 times a year in a similar format to the overview Annual Report which was presented to Council in May 2014. It was raised that there had been long standing difficulties in engaging many non-executive members to participate in Scrutiny work if they were not already a member of a Scrutiny Committee, and that efforts were needed to improve this, though there were concerns a newsletter would not be effective given the volume of communications all councillors received.

A further review of the Overview and Scrutiny function would also be brought to the Committee at a future date.

**Resolved:**

**To bring forward more detailed proposals on increasing communication and promotion of the Scrutiny Function to a future meeting of the Committee when further developed, taking into account the concerns and comments as detailed above.**

## 79 **Scrutiny Training**

The Chairman, along with the Scrutiny Manager (Designated Scrutiny Officer), updated the Committee on feedback from the Scrutiny skills training that had been arranged for March and July 2014, and sought views on what additional training should be arranged in future and in what format.

It was raised that a programme of training events over the course of a 4 year council could provide a useful structure for non-executive members, training new members in the basic functions of Overview and Scrutiny and the legislative underpinning of the function in the first year, with more detailed and focused training for all members in the following years to advance the skills of existing scrutiny members as well.

The need to target training sessions to specific topics was highlighted, with examples of scrutiny work undertaken by Wiltshire and other authorities used as a basis to develop members further, and that the Councillor Development Group could assist with the planning of any training schedule, and that it was necessary to establish what training would be available internally and externally before deciding upon an approach.

### **Resolved:**

**To present options for additional Scrutiny Training at a future meeting of the Committee when an outline programme had been developed.**

## 80 **Procurement Update**

Cllr Richard Tonge, Cabinet Member for Finance, along with the Interim Head of Corporate Support, delivered an update on the planned reorganisation of the Procurement service, to be implemented between September 2014 - April 2015, as detailed in the agenda papers. It was stated the Procurement Board would have more senior officers appointment to better centralise and harmonise the service, and that the structure had been in difficulty for many years and change was required.

Some Committee members expressed disappointment that Scrutiny had not been given an opportunity to comment upon the proposed new arrangements in advance, and it was suggested that the Financial Planning Task Group should look at the procurement service in relation to the delivery of savings identified in the Financial Plan.

### **Resolved:**

**To note the update and to receive a more detailed report in November 2014 following the completion of the review of the service.**

## 81 Performance and Risk Update

The Interim Head of Corporate Support delivered an update on a new performance framework which would be integrated within the Wiltshire Council website to significantly improve the presentation of information and engagement with the public on the achievement of business plan outcomes.

The Committee was shown the planned website in operation, which would be interactive and updated quarterly. The Committee welcomed the better design and accessibility, and sought clarification of the website's features in displaying Performance and Risk information.

In response to queries it was stated the website was being trialled with the public to seek feedback and eliminate any problems, that the page would be accessible from the council website but would be accessible directly from a link, and that headline figures were accompanied with additional information to clarify or expand understanding. The Committee stated it was vital that visitors also be able to easily determine if the council were achieving progress or worsening for chosen outcomes, and so a clear direction of travel for the information was necessary.

In order to establish scrutiny involvement on the project moving forward, it was suggested the Financial Planning Task Group continue to oversee any analysis of performance and risk in the same manner as the former Budget and Performance Task Group.

### **Resolved:**

**To welcome and support the new arrangements and request that the Financial Planning Task Group monitor the development of reporting on performance and risk.**

## 82 Task Group Updates

- 1) The Committee noted the written updates on its task groups as detailed in the agenda.
- 2) a) The Vice-Chairman of the Health Select Committee provided the following updates:

### **Continence Services Task Group**

There has been a response from the Executive and a meeting is being set up with the CCG to take forward the recommendations the CCG supported.

### **Help to Live at Home**

The inaugural meeting is scheduled for the 3 October to consider any actions as a result of the peer review; as well as the recent CQC report on Mears, a

domiciliary care agency. 40 out of 700 of their clients were adversely affected by the changes and acquisitions made by Mears over the last three months. The CQC report will also come before the HOSC on 23 September.

### **Review of AWP/Dementia Services**

A report is now in draft form for a meeting of the Task Group on Thursday 11 September. It is intended for presentation at the HOSC on the 23 September as well as the CCG Governing Body the same day.

### **Transfer to Care Task Group**

Work is ongoing. Members were made aware of the 100 day challenge, which it was hoped would have a positive impact on the delayed transfers to care figures. A specialist pilot group is looking at Salisbury NHS FT to review processes.

b) The Chairman of the Environment Select Committee provided the following verbal updates:

### **Car Parking Review Task Group**

The work of the Task Group is currently ongoing, with the Task Group having visited three local authorities to view and discuss cashless technologies, and would be reviewing the preferred option for Wiltshire before it goes out to public consultation.

### **20mph Policy Task Group**

A meeting with the Executive and key officers is scheduled for 23 September, with a final report due to be considered by the Committee in October 2014.

### **Adoptable Estates Task Group**

The Task Group had been reviewing systems and the communications around planning processes, with a report now due for consideration by the Committee in October 2014 following a visit to a development under construction.

### **Community Infrastructure Levy(CIL) Task Group**

The CIL Task Group would reconvene as appropriate pending adopting of the Wiltshire Core Strategy, looking at the way the Council would access and record monies gained through CIL, and the possible distribution of that monies to towns and parishes with or without established neighbourhood plans.

### **Waste Task Group**

The Waste Task Group fulfilled its remit and reported to the Committee in December 2013; its recommendations were referenced in the report of the Waste Management Service to Cabinet in December 2013. The Task Group undertook some further work, at the request of the Service and the Corporate Director, to review the communications plans in respect of changes to the waste collection rounds.

### **Investment in Highways Task Group**

It was stated that the need for this Task Group had lapsed and it would therefore not be required to be constituted.

In response to queries it was stated that the ESC had not yet had received a report on the annual flood plan, but it was hoped this would be obtained for the October meeting of the Committee. It was also suggested the successful completion of the work of the Balfour Beatty Living Places Highways and Streetscene Task Group be communicated as broadly as possible to highlight the conclusions and recommendations.

c) The Chairman of the Children's Select Committee delivered the following updates:

### **Early Help Strategy Task Group**

The Task Group met on 5 September, and would have several more meetings ahead of reporting in late October 2014.

### **Education for 16-19s Task Group**

Following a pause in work during a transition period within relevant council teams, the Task Group would begin its work again from October 2014.

### **Safeguarding Children and Young People Task Group**

A written update was presented, as attached, on the ongoing work of the Task Group, with suggested resolutions for the Committee. Additional wording was suggested to emphasise the work undertaken toward reducing the risk of child sexual exploitation in Wiltshire.

Therefore, it was resolved to:

- a) **To note the overview and scrutiny work undertaken by the Children's Select Committee on safeguarding children and young people with a view toward reducing the risk of child sexual exploitation in Wiltshire.**
- b) **To note the measures in progress to clarify members' role as corporate parents and the procedure to follow if they have concerns about a child's safety.**

### **Schools and the Local Authority Task Group**

The Task Group would be meeting on 12 September, following meetings with schools to discuss their perspectives on local authority education services.

### **Special Educational Needs and Disabilities Task Group**

The Task Group would be meeting on 10 September, and a final report would be presented to the Committee in December 2014.

### **83 Forward Work Programme**

- 1) It was agreed to add to the Work Plan possible Scrutiny of the council's HR and Corporate Governance arrangements, as well as further updates on the rollout of superfast broadband. It was agreed future agendas would include a section for regular reports from members on Project Boards.
- 2) It was explained that meetings between Chairs and Vice-Chairs and Cabinet Members and Associate Directors had begun, with more meetings to follow.
- 3) The Committee was advised the Chair and Vice-Chair had not identified any further projects where it was felt Scrutiny involvement would be beneficial, but that this would be reviewed monthly. A framework for the support of members added to a Project Board and reporting back to the Management Committee was in the process of being finalised.

### **84 Date of Next Meeting**

The date of the next meeting was confirmed as 4 November 2014.

### **85 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 of Democratic Services, direct line (01225) 718504, e-mail [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

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**Wiltshire Council**

**Overview and Scrutiny Management Committee**

**9 September 2014**

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## **Briefing note:**

### **Children's Select Committee – Safeguarding children and young people**

#### **Purpose**

1. To update members on work undertaken by the Children's Select Committee with respect to safeguarding children and young people in Wiltshire.

#### **Background**

2. Following recent news stories regarding cases of child sexual exploitation (CSE) in Rotherham, the Chairman of the committee requested a report describing the overview and scrutiny work that has been, and is being, undertaken on safeguarding children and young people in Wiltshire.
3. The Chairman has also met with the Cabinet Member for Children's Services and the Chairman of the Children's Select Committee to discuss what measures could be put in place to clarify members' role as corporate parents and the correct procedures to follow should they have concerns about a child's safety.

**NB. If you think a child or young person is at risk of significant harm, or is injured, contact the Multi-Agency Safeguarding Hub (MASH) on 0300 4560108 (out of hours: 0845 6070 888) or if there is immediate danger phone the police or emergency services on 999.**

#### **Children's Select Committee work**

4. In May 2012 the Safeguarding Children and Young People Task Group was established by the Children's Select Committee following a multi-agency Ofsted inspection of Wiltshire. The Task Group met on 16 occasions and its final report ([here](#)) contained 41 recommendations, grouped under the four work themes:
  1. Communications
  2. Children's Social Care workforce
  3. Locality working
  4. Members and safeguarding

5. The full executive response to the report can be viewed on the council website [here](#). A significant majority of the Task Group's 41 recommendations were agreed and implemented, including:
  - All committee reports (including those to cabinet) now include a 'safeguarding considerations' section requiring authors to consider the safeguarding implications of any proposal.
  - Following the local elections in 2013 all elected members were asked to sign a statement confirming that they understood their safeguarding duties and safeguarding training was provided by the NSPCC. Members also received an 'easy-reference' guide to safeguarding.
  - The child protection referral service incorporated a multi-agency approach through the development of the Wiltshire Multi-Agency Safeguarding Hub (MASH). This has been visited by members of the task group and a full update on its implementation was brought to the Children's Select Committee in March 2014.
  - The council established a Safeguarding Children and Young People Panel (in addition to the overview and scrutiny task group) run alongside the Corporate Parenting Panel.
  - A number of recommendations were made to strengthen ongoing scrutiny of safeguarding.
6. The task group membership was shortlisted for the Local Government Association's (LGA) Scrutineer of the Year Award 2014.
7. In July 2013 the Children's Select Committee resolved that safeguarding children and young people should remain one of its priority work areas. The Safeguarding C&YP Task Group was re-established but with a greater focus on monitoring the key performance indicators relating to children's social care activity. It meets 6 times per year; 4 data-focused meetings plus 2 'deep-dive' meetings looking at single topics in detail. In April 2014 the task group looked at the auditing process for children's social care case work. In September and November 2014 will look at the operation of Multi Agency Forums (MAFs) and the work of the Wiltshire Safeguarding Children Board (WSCB).
8. In March 2014 the Children's Select Committee received a 45-minute information briefing on Child Sexual Exploitation (CSE) from council officers. This was a condensed version of a full-day CSE conference held in Salisbury on 6 March, which was attended by the vice-chairman of the committee.

### **Information for all members**

9. On 5 September 2014 the chairman of the O&S Management Committee met with the chairman of the Children's Select Committee and the Cabinet Member for Children's Services. The following was agreed:

- A members' briefing note will be circulated describing members' role as corporate parents and the procedure to follow if a member is concerned about a child's safety.
- A short presentation will be given to the Children's Select Committee immediately before its meeting on 14 October. This will cover the information described in the members' briefing note.
- Arrangements will be made to circulate an easy-reference guide to safeguarding for members. This was originally provided in the Members' Induction materials following the local elections in 2013.

## **Proposal**

10. To note the overview and scrutiny work undertaken by the Children's Select Committee on safeguarding children and young people.
11. To note the measures in progress to clarify members' role as corporate parents and the procedure to follow if they have concerns about a child's safety.

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