

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

DRAFT MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 6 JANUARY 2015 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Simon Killane (Chairman), Cllr Alan Hill (Vice Chairman), Cllr Christine Crisp, Cllr Peter Edge, Cllr Jon Hubbard, Cllr Gordon King, Cllr John Noeken, Cllr Jeff Osborn, Cllr Pip Ridout, Cllr John Walsh, Cllr Philip Whalley and Cllr Paul Oatway (Substitute)

Also Present:

Cllr Glenis Ansell, Cllr Jane Scott OBE, Cllr John Thomson and Cllr Philip Whitehead

1 Apologies

Apologies for absence were received from Councillors Stewart Dobson, Bridget Wayman and Jacqui Lay.

Councillor Dobson was substituted by Councillor Paul Oatway QPM.

2 Minutes of the Previous Meeting

The minutes of the meeting held on 4 November 2014 were presented for consideration, and it was,

Resolved:

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

3 Declarations of Interest

There were no declarations.

4 Chairman's Announcements

There were no announcements.

5 Public Participation

There were no statements or questions submitted.

6 Forward Work Programme

In addition to the updates from Chairman and Vice-Chairman as detailed below, the Chairman noted that the recruitment of a further Senior Scrutiny Officer, in lieu of the vacant Scrutiny Officer post, was underway, which would provide further dedicated resources for the work of the Select Committees and Task Groups.

The Management Committee also noted that it had been of considerable usefulness at recent Cabinet meetings for a representative from Scrutiny to be present where an item of interest to Scrutiny was being considered. It was agreed that such an arrangement should be formalised to add valued engagement at all stages of an item's progress through the council, and with the attendance of Cabinet Members and Portfolio Holders at Scrutiny meetings, reflect and encourage further two way working between Scrutiny and the Executive.

Resolved:

That if a scrutiny issue is on the Cabinet agenda, the Chairman of the appropriate Select or Management Committee is to be present at the Cabinet meeting in order to address any issues that might arise. If the Chairman is unable to attend in person, he/she may arrange for the Vice-Chairman, or lead on the topic to attend if suitably briefed.

Updates from Chairs/Vice-Chairs

Children's Select Committee

Updates were received on the active Task Groups and other work of the Children's Select Committee, including that the final reports of the Schools and the Local Authority Task Group and the SEND Task Group were expected at the next meeting of the Committee. In preparation for commencement of the Child Sexual Exploitation Task Group meetings had been held with the Executive, and expressions of interest to sit on the Task Group would go out to Members shortly.

The ongoing work of the Safeguarding Task Group was detailed, including requested changes to simplify and make more effective monitoring and presentation of risks and challenges including through adoption of target ranges and clearer warning definitions, which if successful and suitably adaptable to other service areas, the Management Committee would be interested in seeing other services adopt.

Environment Select Committee

Updates were received from the active Task Groups and other work of the Environment Select Committee, including that the 20mph Task Group had concluded its work, with its recommendations reported to Cabinet. The Adoptable Estates Task Group had also concluded, and it was noted that it had been a particularly difficult piece of work to investigate with and across so many partner organisations to examine the issues, and the potential need for further

review in the future was noted. The CIL Task Group had also concluded, and its recommendations reported to Cabinet.

The ongoing work of the Highways and Streetscene Contract Task Group was detailed, and it was noted that due to the scale and importance of the contract and service scrutinized, the remit of the Task Group had continued to be amended as necessary. During the discussion, the Cabinet Member for Highways and Streetscene clarified that the contract had not undergone any recent changes, and the budget for it would remain unchanged as well once the council's budget was presented.

Health Select Committee

Updates were received from the active Task Groups and other work of the Health Select Committee, including details of the Incontinence Task Group, whose recommendations had been reported and in many instances adopted by Cabinet. Following approval at the last meeting of the Management Committee, it was also stated work on establishing the proposed Task Group on the Avon and Wiltshire Mental Health Partnership NHS Trust was progressing.

Regarding the Help to Live at Home Task Group, it was reported and welcomed that just before Christmas the warning notice from the Care Quality Commission (CQC) against the service had been officially removed, though it was noted challenges remained and it would take time to recruit new staff, and an annual staffing workforce assessment was monitoring any risk from this factor. A third CQC inspection had taken place, and a report would follow later in the year, with an update expected in the next few weeks. Additionally, a report on the 100 day challenge regarding the Better Care plan would be presented to the Health and Wellbeing Board at its next meeting, and the Management Committee was assured any issues identified during the 100 days would have been actioned immediately.

In respect of other Task Groups, the Transfer to Care Task Group was currently on hold but would resume work again shortly. The Health Select Committee and Children's Select Committee were also considering establishing a joint Task Group on Obesity, and would seek approval from the Management Committee once the proposed details were finalised.

Finally, the Management Committee discussed the work of the Select Committee regarding the 111 Service, which had seen some recent improvements, but would need to be continued to be monitored along with pressures on the out of hours part of the service.

7 Management Committee Task Group Updates

Financial Planning Task Group

The Chairman of the Task Group provided an update on the recent work of the Task Group, including examining area of overspend within the council, and detailed the process by which the budget would be considered by the public and members.

The Management Committee endorsed the work of the Task Group set out in the report and debated the proposed budget scrutiny process, with a briefing for all members of the council, in addition to a dedicated Task Group meeting to focus on the budget, and the Management Committee meeting on 4 February ahead of consideration by Cabinet on 10 February. The intention was to allow all members to be briefed on the key issues, while leaving the Committee meeting itself for the scrutiny of the proposals.

Discussion arose around possible scrutiny of amendments to the budget ahead of consideration by council, and it was argued by some members that given when the budget proposals would be available to all, it would not be possible for anyone wishing to propose an amendment to formulate a properly costed and viable amendment by 4 February, and a later additional meeting of scrutiny would be required.

Resolved:

To endorse the arrangements for Overview and Scrutiny engagement in the budget setting for 2015/16 as described in the report, with the addition of a secondary scrutiny meeting for consideration of amendments if required, and to advise all relevant contributors and to make the necessary arrangements as appropriate.

To note that a review of the process would be undertaken after the event and reported to Management Committee.

Military Civilian Integration Partnership (MCIP) Task Group

The Vice-Chairman presented his report on the proposed terms of reference and membership of the MCIP Task Group, and it was,

Resolved:

- i) To extend the remit of the task group from *investigate issues to scrutinise to identify and scrutinise issues of military/civilian integration* within the work of the MCIP;**
- ii) To approve the following proposed terms of reference for the MCIP Task Group**
 - To identify any risks and opportunities presented by the MCIP that are relevant to Wiltshire Council services and priorities, focusing on the following themes:**
 - Housing**
 - Health**
 - Infrastructure**
 - Budget**
 - Schools**
 - Employment (leavers and dependents)**

- **To make workable recommendations on how any identified risks could be mitigated and opportunities exploited to support delivery of the MCIP and of relevant priorities within the Council's Business Plan.**

iii) Agree the membership and methodology for the MCIP Task Group listed within the report;

iv) That the Committee expect a fuller report from the task group once future meetings have taken place.

Swindon and Wiltshire Local Enterprise Partnership (SWLEP) Joint Task Group

The Vice-Chairman presented an update on the continuing arrangements for the SWLEP Task Group, noting Wiltshire was further advanced in scrutinizing the SWLEP than any other authority and LEP in the country, and the Management Committee endorsed the approach undertaken, highlighting the need to develop good relationships when scrutinizing outside bodies.

8 Engagement in Major Projects - Project Board Representative Updates

Cllr John Walsh, Project Member on the Car Parking Review Project Board, updated the Management Committee on the latest work undertaken, noting the public consultation on proposed changes would conclude before the end of January 2015.

Following the latest meeting between the Chairman, Vice-Chairman and Head of Programmes, three projects were identified which it was felt would be enhanced by the inclusion of a Overview and Scrutiny representative. The Management Committee made appointments to each Project with particular reference to the Chairman and Vice-Chairman of the Select Committees the Project Board member would report to in future. It was also requested that where not enough members had given expressions of interest to the initial communication to sit on a Project Board, the relevant Select Committees should seek to encourage volunteers.

The Chairman and Vice-Chairman would meet with the Head of Programmes on 17 February 2015 to review further major projects to determine what, if any, scrutiny involvement would be appropriate and report back to the Management Committee.

Resolved:

To appoint the following members as Scrutiny Representatives on Project Boards as listed below:

Single View of the Customer - Cllr Magnus Macdonald

Paperless - Cllr George Jeans

Wiltshire Institute of Social Care - referred to the Health and Select Committee for appointment.

9 Peer Challenge of the Council's Overview and Scrutiny Function

The Head of Corporate Support (Performance, Risk and Scrutiny) updated the Management Committee on the arrangements for the forthcoming Peer Review Challenge of the Overview and Scrutiny Function. Discussions were underway with the Local Government Association (LGA) to finalise the details, and it was intended the Review would begin following the conclusion of the budget scrutiny process.

The Management Committee discussed the aims and benefits to the Peer Challenge process, while emphasising the need for any Peer Reviewers to be suitably qualified and experienced to offer beneficial insights and solutions to the council.

10 Scrutiny Councillor Development Update

The Overview and Scrutiny Manager and Operational Development Lead (Enabling) presented a report on the proposed Scrutiny Development Programme, which would with the use of council and consultant resources develop a 4 year Scrutiny training and development programme in order to provide a comprehensive and strategically focused system to provide and improve scrutiny skills across the 4 year period of a council.

The Management Committee discussed the proposed development scheme, welcoming a more structured and focused approach over a longer period, and it was debated whether it was appropriate to approve the scheme before the councillor development budget was known for next year.

It was,

Resolved:

To defer confirmation of the development programme until after the councillor development budget was approved on 24 February 2015.

11 Scrutiny Communications Update

The written update on Scrutiny Communications was noted.

12 Date of Next Meeting

The date of the next meeting was confirmed as 4 February 2015, to consider the budget proposals for the forthcoming year. Details of any additional meetings ahead of the budget going before Council on 24 February would be circulated when arranged.

The next ordinary meeting was confirmed as 3 March 2015.

13 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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