

**Minutes of a Meeting of the Local Government Reorganisation
Implementation Board held 2.00 pm, Tuesday 20th December 2022**

Luttrell Room, County Hall, Taunton

PRESENT:

Cllr V Keitch – Lead Member for LGR and Prosperity, Somerset County Council
(Chair)

Cllr Rosemary Woods (Substitute)– Somerset County Council

Cllr Liz Leyshon – Deputy Leader, Lead Member for Finance and Human Resources –
Somerset County Council

Cllr Heather Shearer (Substitute)- Somerset County Council

Cllr Roz Wyke – Lead Member for Development and Assets, Somerset County
Council

Cllr France Nicholson (substitute) – Somerset County Council

Cllr Ray Buckler (substitute)- South Somerset District Council

Cllr Federica Smith- Roberts- Leader, Somerset West and Taunton and Somerset
County Council

Other Members Present in person:

Cllr Bob Filmer- Somerset County Council and Sedgemoor District Council

Other Members present – virtual

Cllr Andy Kendall – Somerset County Council

Cllr Peter Clayton- Somerset County Council and Sedgemoor District Council

Cllr Marcus Wale- Somerset County Council

Cllr Tom Deakin- Somerset County Council

Cllr Mike Murphy- Somerset County Council and Sedgemoor District Council

Cllr Brian Hamilton- South Somerset District Council

Cllr Helen Kay- Somerset County Council

Cllr Mandy Chilcott- Somerset County Council

Cllr Sarah Wakefield- Somerset County Council

1 Apologies

Cllr David Fothergill – Somerset County Council (Present online)

Cllr Faye Purbrick – Somerset County Council (Present online)

Cllr Bill Revans – Leader, Somerset County Council and Sedgemoor District
Council

Cllr John Clark- South Somerset District Council

2 **Declarations of Interest** – Agenda item 2

Declarations of interest – none.

3 **Minutes from the last meeting** – Agenda item 3

The minutes of the previous meeting held on 14th November 2022 were approved as a correct record and signed by the Chair.

4 **Public Question Time (PQT)** – Agenda item 4

The Chair informed the LGR Implementation Board that no public representations had been received by the submission deadline.

5 **LGR Programme Update-** Agenda item 5

The Chair of the LGR Implementation Board, Cllr Val Keitch, invited the LGR Programme Director, Alyn Jones, to present the presentation.

The LGR Programme Director, with the aid of a PowerPoint presentation, proceeded to present the report, highlighting; The programme remains as an Amber RAG overall due to new areas of slippage to programme delivery and no change to the ongoing resourcing pressures in key areas of the programme, leaving limited or no resilience in the event of unexpected absences. Consultation on the new top structure (Tier 1-3) and TUPE consultation with all staff started in early November. The PMO/Business Readiness group continues to co-ordinate the programme's approach to readiness for Day 1. The work has started to confirm Tranche 2 scope and definition. A matrix is being developed to baseline the extent of each service in the new council on day 1 and the transition activity currently planned by each service in the first year of the Unitary. The LGR Product and Milestone delivery between now and March 2023 highlighting the programme priorities.

The LGR Programme Manager with the aid of a PowerPoint presentation, proceeded to present the report, highlighting; the peer review with the preparation for developing the council after vesting day, Development of the Local Community Networks and the Day 1 readiness. Conversation with Members, Workstream leads, Chief executives, partners, and staff across all five councils.

The Chair of the LGR Implementation Board, Cllr Val Keitch, in response to points congratulation to the programme team on the success across all councils.

The Director of PwC Public Practice Erica Ballmann and Ben Pykett with the aid of a PowerPoint presentation, proceeded to present the report, highlighting; the Set out emerging themes, insights, and reflections as part of the 'critical friend' role the core team have been commissioned to provide, informed by outputs from workshops, 1:1 meetings and smaller working sessions; and attendance at Programme Board and other meetings. The proposed solutions to issues identified and suggested next steps. This monthly report contains reflections from a particular point in time and recognises the progress that has been made against issues or risks highlighted in previous reports.

The LGR Programme Manager with the aid of a PowerPoint presentation, proceeded to present the report, highlighting the programme timeline and what day 1 readiness will look like and the meaning behind business readiness. The framework for success including customers, staff, members and for the organisation.

The LGR Implementation Board proceeded to debate the report and invited comments from members and other members present, points raised included; The PowerPoint presentation shared from the review team can this be circulated to members of the board. The interesting convergence points ahead of the council and in January executive will have the 1st paper for the MTFP as well as the LCN paper. The concerns around the reporting and supportive narrative not always aligning making it difficult for program leadership to have confidence on overall program delivery. The concerns around the convergent points and the delay in achieving these. Concerns around the report where it states that doesn't align with the Workstream narrative among around a number of critical products and work streams, which are classified as Amber or behind schedule could the board hear some more in regard to this. Concerns of the cancellation of the LGR Scrutiny meeting in December will this affect the process in any way. The minimum disputation for members and staff with the cut overs.

The LGR Programme Director informed the Board in monitoring the process is always a pressure ensuring that are able to track the previous milestones that either haven't delivered the right quality or the right time, ensuring that all milestones in the forward plan are also being tracked appropriately and addressed, but also making sure the understanding with work streams. Monthly Q&A sessions are proven to be invaluable. Weekly reviews, monthly quality assurance independent view from PwC to make sure that the

programme is on track that's the mechanisms to ensure that the programme is on track.

The major activities to be finalised and establishing payroll, IT systems and the significant amount of work in advance of the activities.

The business readiness will happen in January and February for residents, businesses, stakeholders they can see how services will operate. What does day one look like for that service that they may interact with and what's that service standard and how will they engage with the authority also Including the transformation and post vesting day.

The pressures within some of the work streams and some of the activities involved in. A very few products and milestones off track a number of staff that are incredibly busy and working incredibly hard to achieve that. Ensuring resources are in place and PWC ensure to stay on track and challenge the programme if there are issues highlighted.

Cllr Liz Leyshon informed the board the biggest challenge of COVID and the move into LGR. The government decide to have the election before vesting day, which is not the usual way. The new administration following the elections with the new chief executive appointment process. The pressures for the programme will remain till vesting day.

The LGR Programme Manager informed the board that the cancellation of the LGR Scrutiny meeting was due to quorate opportunities for additional meetings if required.

The Chair of LGR Scrutiny meeting informed the board that all LGR Scrutiny members were invited to this meeting today as the agenda item are being dealt with today. A workshop session for the LGR Scrutiny members will be arranged to go through any issues.

that the LGR implementation Board RESOLVED to:

- Note the update and programme commitment and responded to the peer review findings.
- In response to the verbal update / any supplemental report (see point 3 above), offer views on how the programme should respond to Peer Review findings.
- Review the report and challenge / offer views on alternatives or amendments to respond to PwC's analysis.

5 **Draft Council Plan-** Agenda item 6

The Chair of the LGR Implementation Board, invited Sunita Mills to present the presentation.

The Strategic Manager Commissioning Development Sunita Mills with the aid of a PowerPoint presentation, proceeded to present the report, highlighting;

- Two parts to the corporate plan, first the Council Plan that is member led and the Business Plan lead by officers and currently development to commence the tier 2 appointments.
- The high level of priorities and the principles the vision of the new Somerset Council.
- The development steps and milestones in place to complete highlighting the engagement with District Councils lead groups, individual meetings and workshops that have taken place over the last few months.
- In January the plan will go to stakeholders for feedback and work in a collaborative way with partner organisations.
- The Final approach will be for the plan to have sign off from executive and Full Council in February to be in place for vesting day.
- The draft priorities a greener, more sustainable Somerset, A healthy and caring Somerset, A fairer Somerset and a flourishing and resilience Somerset and highlighting the principles and values of the Somerset Council.

The LGR Implementation Board proceeded to debate the report and invited comments from members and other members present, points raised included: adding the importance of education to all the priorities not just in the Fair Somerset Categories. The word honesty not being in the priorities. How do members engage with the Draft Council Plan and make comments such as to reduce carbon or trying to get to net zero. A suggestion to approach the lead member for environment and climate change and to work together for her to feedback to Sunita. The delivery of the business case and the structures and to see themes across the LCN's.

The Strategic Manager Commissioning Development Sunita Mills informed the board that where the education will fit in with the other priorities. Sunita will recommend that the additional word honesty to be added to the plan. There is a climate emergency strategy, members engagement or comments are taken on board and will be presented to the Executive with the feedback that has been gathered on the draft Council Plan.

that the LGR implementation Board RESOLVED to:

To review the draft Council Plan as set out in appendix A and to provide feedback where the draft plan does not meet the objectives of the business case.

7 Local Community Networks: update and items for Board review – Agenda item 8

The Chair of the LGR Implementation Board, invited the LGR Programme Director, Alyn Jones, to present the presentation.

The following was highlighted:

- Consultation and engagement exercise has closed.
- Executive received a report in November with a summary of the consultation findings, interim review of the LCN, locality working arrangement for other unitary areas and the themes and lines of further enquiry drawn out.
- The executive agreed to a number of recommendations around form, function and financing associated with the next stages of LCN development and the executive recognized the diverse range of stakeholders, in particular in relation to the development of acne, and they agree there was a clear rationale for taking on the further work and dialogue before a recommendation.
- The principles agreed by the executive. Respect the rurality of Somerset and find ways to work with differences between rural / urban priorities within an LCN area, and across LCN boundaries. Respect the diversity of Somerset's landscape character. Work across Somerset to better align with the Integrated Care System and other partners recognising the benefits of partnership working. Observe town and parish boundaries and to Consider unitary division boundaries. Consider equalities implications.
- The next steps in the LCN Development governance and resourcing to Prepare a paper for Executive in January 2023 that is the culmination of all of the above activities with a detailed Equality Impact Assessment to support the paper and to develop a communications plan to ensure ongoing engagement with partners and stakeholders throughout the coming months.

The LGR Implementation Board proceeded to debate the report and invited comments from members and other members present, points raised included: the disappointment on the knowledge of LCN's including the boundaries. The positioning on where we are in regard to the LCN's to be up and running and the themes. The importance of engagement and working together in the community. A discussion around the parish and town council and what community networks would work well.

that the LGR implementation Board RESOLVED to:

- **That following consideration of the officer report, appendices, PowerPoint presentation and discussion, the LGR Implementation Board:**
- **Note the recommendations agreed by Executive on 16 November 2022 in relation to the Local Community Network Consultation Review paper**
- **To note the associated principles that were agreed by Executive, to inform the ongoing development of LCNs**
- **To consider, comment and advise on the current and proposed actions to deliver the recommendations**

8 Risk Update

The Chair of the LGR Implementation Board, Cllr Val Keitch, welcomed the LGR Risk Manager Angela Farmer to introduce the report, highlighting; issues that were identified by the scrutiny committee in October. Moving forward with this risk – this risk falls to be a risk for the new Council so looking to create a Transitional Risk Register, monitored by the programme that will go on to form the new risk register for the new Council. The programme level risks and the strategic risk for the new council. The risks for further review currently and an overall people risk 11-12 narrative. The programme currently has 20 risks however the direction of travel remains relatively stable.

The LGR Implementation Board proceeded to debate the report and invited comments from other members present, points raised included: the risk register is their separate ones across the councils. The direction of travel not moving fast and the delivery of the products and milestones. The finance risks and the overspending on the budgets and uses reserves. The hard work across all five councils and as individuals keeping on top of budgets and keeping business as usual and the prediction of what the new council will be in and thanked the work of everyone to have a success start to the new council

The LGR Risk Manager responded to points raised, that all five councils have their own risk registers including at a strategic, operational and individual programme level risk, this risk register is separate as it is for the LGR programme. The development of the new risk register for the new Council and then have the risk register the risk for the LGR program connected into business readiness. By April, there will be a good overview of the risk that Somerset Council hold collectively across Somerset based on the district registers based on the work that has been done through the program. The

finance risk needs to be on the register to recognise that it could happen and a risk to the program.

The Chair of the LGR Implementation Board, invited the LGR Programme Director informed the board page 73 in the agenda pack shows the risk and the activities that address these however awaiting on approval. The products being linked to the risk and show these.

Cllr Liz Leyshon informed the board about the other meetings that take place in regard to the MTFP and through that mechanism have been able to regular budget monitoring including the budget working group with the Section 151 Officers contributing to those meetings.

that the LGR implementation Board RESOLVED to:

That following consideration of the officer report, appendices, PowerPoint presentation and discussion, the LGR Implementation Board:

- **To note the updates from the last meeting**
- **To review narrative around risks 11 and 12 with People Representative**
- **To review the risks on the current register**
- **Determine what risks the Committee want to focus on at the next meeting**

8 Early Careers Strategy

The Chair of the LGR Implementation Board, invited Clive Mallon and Misha, to present the presentation highlighting.

- Built upon the current work ongoing within all 5 organisations;
- Strong programmes already in place, equivalent strategies have existed in isolation – building on success
- Cross-organisation representation/involvement in the development
- Moved away from name 'Young People Strategy' to Early Careers Strategy.
- Key links to the LGR business Case.
- Improve our engagement with schools – maximising impact, Use data to drive our decision making – proactive succession planning.
- Maximise the full range of opportunities to support young people, Work Experience and T-Levels, Traineeships – pending government reviews.

- Invest in retention initiatives, creating more than just jobs – Young Employee Network...just the start! Promote inclusivity and diversity whilst championing young people’s work – build on success of specific programmes
- Maximising the opportunities for example the retention, pathways to employment budgets and the young employee network.
- Highlighting the levy transfers and how they work in Somerset.
- The next stages the strategy is draft and going through the governance process to start from vesting day.

The LGR Implementation Board proceeded to debate the report and invited comments from other members present, points raised included: the Levy transfers is high in Sedgemoor is that due to Hinkley point. Welcome the Strategy the language used and understanding that it is the Councils Strategy, the development of the young people’s network. Comments made about the joining of School, Colleges and the education business partnerships. The background image of a VR headset is these used in person for virtual reality and how it is used. Is the Levy based on salary or on a percentage. Retraining of the current staff in the organisation. The voice of the young people within the organisation and capturing their views and keep the 10% of apprenticeship. Working with children and adults, the lack of university and opportunities to do degrees and doing this in any part of there life.

Members were informed that the Levy was for small businesses in Somerset. As part of the pathway employment work with a trade tester week and work with training providers using the VR headsets. The Levy was based on the level of qualification depending on the courses being taken. No barriers on the scheme’s In regards to age and the levy can be used for upskilling staff that already work for the organisation. Reviewing of the target of 10% of apprenticeship and quarterly review are sent out to hear their voices.

that the LGR implementation Board RESOLVED to:

- **That following consideration of the officer report, appendices, PowerPoint presentation and discussion, the LGR Implementation Board:**

11 AOB – agenda item 12

(The meeting ended at 4.51pm)

Chair