SUMMONS

Meeting: **Council**

Place: **Council Chamber - County Hall, Bythesea Road, Trowbridge, BA14 8JN**

Date: **Tuesday 21 May 2024**

Time: **10.30 am**

All Members are summoned to attend the annual meeting of the Council at the time, location and date listed above.

Members are reminded to sign the attendance sheet before entering the Council Chamber, and if leaving before the closing of the meeting.

Please direct any enquiries on this Agenda to Democratic Services, County Hall, Bythesea Road, Trowbridge or to committee@wiltshire.gov.uk

Press enquiries to Communications on direct lines 01225 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

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Bourne Hill, Salisbury
Monkton Park, Chippenham

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Public Participation

Please see the agenda items on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult Part 4 of the council's constitution.

The full constitution can be found at this link.

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For assistance on these and other matters please contact the officer named above for details

PART I

Items to be considered while the meeting is open to the public

1   **Election of Chairman 2024/25**

    To elect a Chairman for the forthcoming year.

2   **Election of Vice-Chairman 2024/25**

    To elect a Vice-Chairman for the forthcoming year.

3   **Apologies**

    To receive any apologies for absence.

4   **Minutes of Previous Meeting** *(Pages 7 - 58)*

    To approve as a true and correct record and sign the minutes of the ordinary meeting of Council held on 20 February 2024.

    To approve as a true and correct record and sign the minutes of the extraordinary meeting of Council also held on 20 February 2024.

5   **Declarations of Interest**

    To receive any declarations of disclosable interests or dispensations granted by the Standards Committee or Monitoring Officer.

6   **Chairman's Announcements**

    To receive any announcements through the Chairman.

7   **Public Participation**

    The Council welcomes contributions from members of the public.

    Statements
    If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Members of the public are encouraged to register to speak earlier.

    Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Statements must be relevant to the agenda item.

    Questions
    To receive any questions from members of the public received in accordance with the constitution. No person or organisation may submit more than two questions to the meeting. No question may be sub-divided into more than two related parts.

    Those wishing to ask questions are required to give notice of any such questions in writing to the officer named above (acting on behalf of the Proper

Officer) no later than 5pm on 14 May 2024 in order to be guaranteed of a written response. Questions submitted no later than 5pm on 16 May 2024 may receive a verbal response. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Members prior to the meeting and made available at the meeting and on the Council's website.

Please contact the officer named on the first page of this agenda for further advice.

PETITIONS

No petitions have been submitted for presentation or updating to the meeting.

ANNUAL REPORTS

8   **Annual Updates from Committees** *(Pages 59 - 98)*

To receive and note annual reports or updates from the following committees:

- Overview and Scrutiny (including the Overview and Scrutiny Management Committee, Children's Select Committee, Environment Select Committee, Health Select Committee)
- Audit and Governance Committee
- Licensing Committee
- Standards Committee
- Wiltshire Pension Fund Committee
- Wiltshire Police and Crime Panel

APPOINTMENTS

9   **Annual Appointment of Committees** *(Pages 99 - 126)*

a) Appointment of committees and review of allocation of seats on Committees to political groups;

b) Appointment of Members to Committees, Area Boards, and to the Dorset and Wiltshire Fire Authority and any other bodies;

c) Appointment of Chairmen and Vice-Chairmen of Committees.

ITEMS FOR COUNCIL

10   **Community Governance Review 2023/24** *(Pages 127 - 170)*

To receive a report from the Director, Legal and Governance, in respect of recommendations from the Electoral Review Committee.

MOTIONS FROM MEMBERS OF THE COUNCIL

11   **Notice of Motion No.2024-03 - Solar Farms** *(Pages 171 - 172)*

To consider the attached motion from Cllrs Phil Alford and Nick Botterill.

CONSTITUTIONAL UPDATES

12   **Proposed Changes to the Constitution** *(Pages 173 - 232)*

To consider a report from the Monitoring Officer on recommendations from the Standards Committee in respect of the following parts of Constitution:

Part 11A - Corporate Parenting Panel
Part 5 - Access to Information Procedure Rules
Part 7 - Cabinet Procedure Rules
Part 8 - Overview and Scrutiny Procedure Rules

OTHER ITEMS OF BUSINESS

13   **Integrated Emergency Management Guide** *(Pages 233 - 358)*

To receive a report from the Director, Legal and Governance and Director, Highways and Transport.

14   **Parish Name Change** *(Pages 359 - 362)*

To receive a report from the Director, Legal and Governance, in respect of recommendations from the Electoral Review Committee.

15   **Announcements from Cabinet and Committees** *(Pages 363 - 366)*

a) To receive any other appropriate announcements from or relating to the Leader, Cabinet Members, or Chairmen of Committees.

To include:

- Updated Cabinet Member Responsibilities since the last meeting of Full Council.

b) To consider any requests from Members in respect of S.85 of the Local Government Act 1972.

16   **Questions from Members of the Council**

Members were required to give notice of any questions in writing to the Proper Officer on the first page of this agenda no later than 5pm nine clear working days before the meeting in order to be guaranteed a written response.

Any question received after 5pm on 7 May 2024 and no later than 5pm four clear working days before the meeting 14 May 2024**,** may only receive a verbal response at the meeting. Any questions received after this date will be received at the next meeting.

Questions may be asked without notice if the Chairman determines the matter is urgent.

Details of any questions received will be circulated to Members prior to the

meeting and made available at the meeting and on the Council's website.

PART II

Items during consideration of which it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed.

None

Terence Herbert
Chief Executive
Wiltshire Council
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Wiltshire Council

Council

MINUTES OF THE COUNCIL MEETING HELD ON 20 FEBRUARY 2024 AT COUNCIL CHAMBER - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:
Cllr James Sheppard (Chairman), Cllr Andrew Davis (Vice-Chairman), Cllr Phil Alford, Cllr Liz Alstrom, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr David Bowler, Cllr Richard Britton, Cllr Allison Bucknell, Cllr Richard Budden, Cllr Clare Cape, Cllr Trevor Carbin, Cllr Daniel Cave, Cllr Mary Champion, Cllr Sam Charleston, Cllr Pauline Church, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Mark Connolly, Cllr Caroline Corbin, Cllr Kevin Daley, Cllr Brian Dalton, Cllr Jane Davies, Cllr Matthew Dean, Cllr Dr Monica Devendran, Cllr Adrian Foster, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Ross Henning, Cllr Sven Hocking, Cllr Nick Holder, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Mel Jacob, Cllr Simon Jacobs, Cllr George Jeans, Cllr Johnny Kidney, Cllr Carole King, Cllr Gordon King, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Kathryn Macdermid, Cllr Dr Brian Mathew, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Charles McGrath, Cllr Ian McLennan, Cllr Dominic Muns, Cllr Dr Nick Murry, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Christopher Newbury, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Andrew Oliver, Cllr Ashley O'Neill, Cllr Stewart Palmen, Cllr Bill Parks, Cllr Sam Pearce-Kearney, Cllr Antonio Piazza, Cllr Tony Pickernell, Cllr Horace Prickett, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Pip Ridout, Cllr Rich Rogers, Cllr Ricky Rogers, Cllr Paul Sample JP, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr Martin Smith, Cllr Caroline Thomas, Cllr Ian Thorn, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Tim Trimble, Cllr Mark Verbinnen, Cllr David Vigar, Cllr Iain Wallis, Cllr Derek Walters, Cllr Bridget Wayman, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill

1   **Apologies**

Apologies for absence were received from Cllrs Helen Belcher OBE, Steve Bucknell, Ernie Clark, Sarah Gibson, and Tom Rounds.

Note: Cllr Antonio Piazza provided his apologies, but due to the length of the meeting was able to arrive shortly after 1800, before the meeting concluded.

The Chairman also noted and welcomed the return of Cllr Ian Thorn to Full Council following a period of illness.

2   **Minutes of Previous Meeting**

The minutes of the meeting held on 17 October 2023 were presented for consideration. Subject to a correction to the attendance details to remove reference to Cllr Daniel Cave, it was,

Resolved:

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

3   **Declarations of Interest**

Cllrs Sam Charleston and Brian Dalton both declared a Disclosable Pecuniary Interest in Item 9 - Housing Revenue Account - by virtue of each separately renting a council owned garage.

It was confirmed each had been granted a dispensation following meetings of a Dispensation Sub-Committee, in order to remain in the room during discussion of the relevant item, but that they would not participate in debate or vote on the matter.

During discussion of the budget at Item 8 Cllr George Jeans withdrew from the meeting in his capacity as a Member, due to a Non-Registerable Interest by virtue of his wife holding a Blue Badge. He did not participate during debate and did not participate in the vote on the amendment relating to Blue Badge charging.

4   **Chairman's Announcements**

Deaths of Serving Members
The Chairman announced that since the last meeting of the Council both Cllr Tony Trotman and Bob Jones MBE had sadly passed away, on 30 November 2023 and 4 January 2024 respectively. Members held a minute's silence in honour of Cllrs Trotman and Jones.

Cllr Trotman was the Member for Calne Chilvester and Abberd since 2009, also serving as the Chairman of the Northern Area Planning Committee since that time. He was previously a Member on Wiltshire County Council, North Wiltshire District Council, and Calne Town Council, where he served as Mayor on four occasions.

Cllr Jones was the Member for Cricklade and Latton since 2013. He was also a Member of Cricklade Town Council and Vice-Chairman of the Dorset and Wiltshire Fire Authority. Before becoming a Member, he served in the Royal Air Force and was also a recipient of the Member of the Order of the British Empire (MBE).

A number of Members paid tribute to Cllrs Trotman and Jones, including Cllrs Richard Clewer, Ian Thorn, Graham Wright, Ricky Rogers, Gavin Grant, Howard Greenman, Ashley O'Neill, Paul Oatway QPM, and Ross Henning.

The meeting praised both Members for their commitment to public service and passion for their local communities. Their knowledge, kind and caring demeanours alongside their impacts upon their respective divisions and the wider County were emphasised, and Members expressed deep loss at their

passings and how missed they would be. Condolences were sent to both Cllrs Trotman and Jones' family and friends and to all those who had the pleasure of knowing them over their lifetimes.

Death of Former Councillors and Others
The Chairman paid tribute to the following former Members of the Council and holders of public office:

Cllr Howard Marshall was the Member for Calne Central from 2009 – 2017 and was also the Mayor of Calne in 2009 and 2015. He sadly passed away on 5 September 2023.

Cllr John Syme was a former County Councillor for Warminster West, and former district and current Town Councillor for Warminster. He sadly passed away on 5 January 2024.

Cllr Chris Cochrane was the Member for Salisbury Fisherton and Bemerton Village from 2009 – 2013. He sadly passed away on 10 January 2024.

Sir Christopher Benson was the former High Sheriff of Wiltshire, and he sadly passed away on 21 January 2024.

Chairman's Engagements

Since the last meeting of Council, there had been the following engagements attended by the Chairman:

- 11 November 2023 – Imber Service of Remembrance, St Giles' Church, Imber
- 12 November 2023 – Chippenham Remembrance Day Service, St. Andrew's Church, and wreath laying at the War Memorial, Market Place.

Since the last meeting of Council, there had been the following engagements attended by the Vice-Chairman:

- 1 November 2023 – RBL Field of Remembrance Opening Service, Lydiard Park, Swindon
- 11 November 2023 – Chippenham Town Council Armistice Day Commemoration, Town Hall
- 12 November 2023 – Trowbridge Remembrance Day Service, St. James' Church and wreath laying at the War Memorial, Trowbridge Park
- 27 November 2023 – Coronation Tree Planting Ceremony by HM Lord-Lieutenant of Wiltshire at County Hall
- 15 December 2023 – County of Wiltshire Carol Service, Garrison Church, Larkhill
- 5 February 2024 – Royal Visit by HRH The Princess Royal to St John Ambulance, Beacon Business Centre, Devizes

- 8 February 2024 – Royal Visit by HM Queen Camilla to Salisbury Cathedral for a special concert, supporting several well-known Wiltshire charities.

New Years Honours List

The Chairman announced that a number of Wiltshire residents had received national recognition in the recent New Year's Honours List and congratulated those who had been honoured.

CBE
- Hettie Barkworth-Nanton – For services to people affected by domestic abuse and homicide.
- Prof. Margaret Rae – For services to Public Health and to Public Health Standards.

OBE
- Lt. Col. (Retd) David Whimpenny – For voluntary service.

MBE
- Joanne Loftus – For services to Defence.
- Alexandra Vincent – For services to Research Funding.
- Belinda Winstone – For services to Military Families.
- Penny Brown – For services to Salisbury Hospital fundraising.

BEM
- John Boyne-Aitken – For services to Heritage Crafts.
- Hilary Jenkins – For services to the community, particularly during Covid-19.
- Dr Christopher Kent – For services to Music and Musicology.

5 **Petitions**

On receipt of the petitions report, it was,

Resolved:

That Council note the update on petitions.

6 **Public Participation**

The Chairman explained the procedure that would be followed for public participation at the meeting in accordance with the constitution.

Although statements and questions would normally be considered during the relevant agenda item, as it was likely to be a lengthy meeting the Chairman offered the opportunity to those present for questions and statements to be received under Item 6 instead.

Details of questions received during the item are detailed below. The full list of questions submitted for the meeting together with responses were set out in the Agenda Supplement.

Question P24-01 - Clive Spencer
A written response was provided as detailed in the Agenda Supplement. A supplementary question was asked relating to government's preferred options for the on new future homes standards, and whether this would be sufficient to maximise the energy performance of new and existing buildings and if it could impact on zero carbon targets.

Cllr Richard Clewer, Leader of the Council, stated he agreed with the concerns expressed, and that he had often sought to push government to move quicker in relation to energy efficiency housing standards.

Question P24-03 - Andrew Nicolson
A written response was provided as detailed in the Agenda Supplement. A supplementary question was asked on whether work had been undertaken to review the rail strategies referred to in the question, and when would the public consultations take place on the Local Transport Plan and how long would they be open.

Cllr Caroline Thomas, Cabinet Member for Transport, Street Scene, and Flooding, responded by stating that work was ongoing on all strategies linked to the Local Transport Plan. She noted the limited role of the council in relation to rail, and that it was awaiting government guidance but was developing its strategies, with consultations aimed for Summer 2024.

Question P24-04 - Andrew Nicolson
A written response was provided as detailed in the Agenda Supplement. A supplementary question was asked seeking clarity on reference to pathways to a carbon neutral study for Wiltshire, and for details on consultation with stakeholders and if it included local public transport groups, neighbouring authorities and national active travel groups.

Cllr Caroline Thomas, Cabinet Member for Transport, Street Scene, and Flooding, responded by stating the consultation was on issues and opportunities, and would liaise with officers for details on those who had been consulted.

Question P24-05 - Adrian Temple-Brown on behalf of Julian Jones
A written response was provided as detailed in the Agenda Supplement. A supplementary question was asked on whether the council had defined any climate or environment related catastrophe which would cause it to recommend zero meat or dairy consumption and make fixing the climate and environment its top priority.

Cllr Nick Holder, Cabinet Member for Environment and Climate Change, stated that the data referenced within the submitted question was based on an intensity of farming which did not apply in Wiltshire, and noted Motion 24-01 -

Supporting Wiltshire's Farmers and Food Producers - which was to be debated later in the meeting.

Question P24-10 - Jeremy Wire
A written response was provided as detailed in the Agenda Supplement. A supplementary question was asked on what the council's policy on reporting to Members the environmental impacts of Motion 24-01 - Supporting Wiltshire's Farmers and Food Producers - and whether its Climate Team was looking at methane emissions.

Cllr Nick Holder, Cabinet Member for Environment and Climate Change, stated that the debate on the Motion would determine whether officers would then undertake work on any impacts.

A statement was then received from Hazel Parker on behalf of Box Parish Council asking that the proposed reduction in funding for Visit Wiltshire be reconsidered.

A statement was then received from Peter Wragg, Chairman of Visit Wiltshire, stating the organisation had outperformed targets and had been highly praised by Visit England, and sought continued investment by the council for benefit of the county.

A statement was then received from Brig Oubridge, noting the five-year anniversary of the passing of a climate emergency motion by the council. He stated the problems facing the climate were more severe than ever and encourage the council to tackle the issue though insulation of houses to appropriate standards and bringing forward policies such as food collection, demand further funding from central government, and work with other local authorities co-operatively.

A statement was then received from Francis Morland regarding the council tax approval proposals at Item 10, stating that the precept setting meeting of Dilton Marsh Parish Council had not been quorate, and that this issue needed to be addressed.

Note: The Cabinet Member for Finance, Development Management, and Strategic Planning, provided an update on the point raised by Mr Morland during consideration of that item later in the meeting.

A statement was received from Adrian Temple-Brown regarding the Wiltshire Design Guide. He raised concerns regarding the environmental and carbon impacts of development, and that the council was not taking action to address the problems.

A statement was received from Adrian Temple-Brown regarding Motion 24-01 - Supporting Wiltshire Farmers and Food Producers - regarding the difficulties for farmers to unshackle from environmentally damaging practices, and that diversification into rewilding and reforesting was essential. He urged the council to be vocal about the damage caused by livestock emissions.

Question P24-06 - Adrian Temple-Brown on behalf of Julian Jones
A written response was provided as detailed in the Agenda Supplement. A supplementary question was asked regarding annual government figures regarding the county's ruminant population, and calculation of global heating estimated to be caused by that population.

Cllr Nick Holder, Cabinet Member for Environment and Climate Change, asked the questioner to contact him directly for a written response.

7   **Treasury Management Strategy Statement 2024/25**

The Chairman invited Cllr Nick Botterill, Cabinet Member for Finance, Development Management, and Strategic Planning, to present a report on the treasury management strategy statement for 2024/25.

Cllr Botterill moved the proposals set out in the report, seconded by Cllr Richard Clewer. He provided details of the volume of financial transactions a council the size of Wiltshire undertook each year, and stated that sound treasury management was integral to achieving balanced budgets and investments to ensure a prevention led approach to services. The report included summaries of capital plans, minimum revenue provision policy, annual investment strategies and other details.

The Chairman then invited comments from Group Leaders. Cllr Richard Clewer, Leader of the Council, stated the council's approach to managing and controlling finances was open to full scrutiny and indicated the council's approach was appropriate and effective.

Cllr Ian Thorn, Leader of the Liberal Democrat Group, supported the comments of the Leader of the Council that treasury management was at the core of how any council could run efficiently and ensure resources for projects and services it wished to delivery. He supported the report and proposals.

Cllr Graham Wright, deputising for the Independent Group indicted his personal support for the report, and Cllr Ricky Rogers, Leader of the Labour Group, stated he supported the proposals.

The Chairman then opened the item to debate.

In support of the motion there was a comment that rises in interest rates created opportunities and risks which saw many local authorities encounter problems, and tributes were paid to the council's financial team to make information accessible to Members. It was stated borrowing was being prudently managed.

In opposition to the motion there was a comment that there was significant underperformance for Wiltshire Council in its capital programme, and that a lack of spending in appropriate areas this was as significant as overspending. The comment also questioned if the council had the capacity and knowledge in project management to manage a significant increase in expenditure in forthcoming years, and whether this was deliverable.

Cllr Botterill summarised after debate, stating capital expenditure was about justifiable, controlled and deliverable costs, and that it was not sensible to look at capital totals and conclude it was the result of underdelivery. He stated that often if capital has to be moved into future years estimates this was due to prudent behaviour to ensure taxpayer money was spent to best effect.

It was then,

Resolved:

That Council:

a)   **Adopt the Minimum Revenue Provision Policy (paragraph 26 – 28);**
b)   **Adopt the Prudential and Treasury Indicators (paragraphs 17 – 25, 41 – 47 and Appendix A);**
c)   **Adopt the Annual Investment Strategy (paragraph 65 onwards);**
d)   **Delegate to the Director of Finance and Procurement (S151 Officer) the authority to vary the amount of borrowing and other long-term liabilities within the Treasury Indicators for the Authorised Limit and the Operational Boundary;**
e)   **Authorise the Director of Finance and Procurement (S151 Officer) to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long-term portfolio;**
f)   **Agree that short term cash surpluses and deficits continue to be managed through temporary loans, deposits and money market funds;**
g)   **Agree that any surplus cash balances not required to cover borrowing are placed in the most appropriate specified or non-specified investments, particularly where this is more cost effective than short term deposits; and delegate to the Director of Finance and Procurement (S151 Officer) the authority to select such funds;**
h)   **Agree the Investment Policy (paragraph 69);**
i)   **Agree the Creditworthiness Policy (paragraph 73).**

In accordance with the Constitution there was a recorded vote.

Votes for the motion (85)
Votes against the motion (1)
Votes in abstention (1)

Details of the recorded vote are attached to these minutes.

8   Wiltshire Council Budget 2024/2025 and MTFS Update 2024/25-2026/27

Budget Introduction
The Chairman introduced the item and provided details of the reports which had been circulated. He explained the procedures to be followed for consideration and debate of the budget, including debate on any proposed amendments.

He then invited Cllr Richard Clewer, Leader of the Council and Cabinet Member for Economic Development, Military-Civilian Integration, Heritage, Arts, Tourism, Health and Wellbeing, to present the proposed budget.

Cllr Clewer proposed a motion to adopt the recommendations as set out on Pages 82-83 of the Summons. This was seconded by Cllr Nick Botterill, Cabinet Member for Finance, Development Management, and Strategic Planning.

It was stated that nearly three years ago the administration had been elected on a clear manifesto of policies, which had been incorporated into a formal business plan for the council. He considered that the administration had delivered on those policies, highlighting Local Plan proposals that new houses should be zero carbon, reduction in fly tipping, progress on delivering over a thousand new council houses, being ahead of schedule on making the council carbon neutral by 2030, investment on roads, pothole repairs, renovating and expanding leisure centres, construction of the Silverwood SEND academy, reducing the number of homes required by the Local Plan, support for the council's reablement and other investments and actions.

Cllr Clewer reported that the budget identified in detail savings that would be required, without cutting council services or utilising reserves, with the plans extending forward three years. He noted that many other local authorities were in very difficult financial positions requiring emergency funding from government, but this was not the case in Wiltshire. He praised Members and Officers for having made tough decisions to plan for the long term, transforming services and focusing on prevention and early intervention, which was especially important due to nearly 60% of the budget being spent in adult and social care. He commended that despite financial pressures faced the council was still able to invest and was seeking to further improve enforcement in planning. He criticised amendments that had been proposed in previous years, which he stated would have left the council in a less robust financial position.

Details were also provided of the additional funding the government had announced after the initial publication of the budget papers, and how this was proposed to be utilised including on upgrading rural play areas and additional investment in SEND and children's services early help and prevention support.

Scrutiny Comments and Group Leader Responses
The Chairman then invited Cllr Graham Wright, Chairman of the Overview and Scrutiny Management Committee, to comment on the proposed budget and present the report of the meeting of the committee held on 25 January 2024 to discuss the budget proposals. Cllr Wright also presented the report of the

meeting of the committee held on 12 February 2024 to discuss submitted budget amendment proposals.

Each meeting had included questions and comments designed to explore the impact and implications of any budget proposals or amendment proposals, following formal or informal meetings of the three select committees to discuss the budget as it related to their remit, and consideration by the Financial Planning Task Group. Cllr Wright thanked all those who had participated in the scrutiny process, and Cllrs Ian Thorn and Gavin Grant for providing their amendments for discussion and scrutiny.

Public Participation
A statement was then received from Dawn Wilson, Chair of the Pewsey Vale Tourism Partnership, regarding funding in respect of Visit Wiltshire.

Group Leader Responses
The Chairman then invited group leaders to comment on the proposed budget.

Cllr Ian Thorn, Leader of the Liberal Democrat Group, thanked officers for their professional support to the group in preparing amendments which would be moved by Members of his group, those involved in the scrutiny process for their comments, and Cllr Grant for his role in presenting the amendments. He noted some of the proposals had been rejected by Council in previous years, but he considered that where benefits existed the group would seek to persuade Council once again. He thanked the people of Wiltshire and town and parish councils, for all they contributed to the county.

In response to the Leader's presentation of the budget he criticised what he saw as political reference to other authorities' financial struggles, particularly where political change had occurred with them quite recently. He noted the large influence of central government on local government financing.

Cllr Thorn commented on the additional funding which had been announced, and proposals for its allocation, but that delivery was the most significant factor, and the funding needed to be well spent. He talked about the huge challenge of adult social care, and questioned how long local government could bear the costs. He also raised the Stone Circle council owned company, and the potential risks for councils when operating such entities, though he supported the aim of developing more council owned homes. He confirmed he did not support the budget as proposed.

Cllr Ricky Rogers, Leader of the Labour Group, thanked the Leader for his speech and the work undertaken to deliver a balanced budget. He stated all Members were elected to represent their communities, and it was important to express the views and concerns of their residents. He discussed the inefficient use of resources in dealing with potholes, and the limited capacity to address the issue even where funding was in place. He gave examples of confusion in management of council resources. He criticised the model of local government privatising many functions, and highlighted costs associated with contract inflation for services which were not delivered in house.

Cllr Rogers raised the 2% social care levy, noting comments from several Prime Ministers on plans to address problems in social care which he said had not materialised. He raised concerned that for decades local government had been able to address local matters such as grass cutting and gully clearing proactively rather than reactively, but that this no longer seemed to be the case, pointing to flooding in Salisbury as a consequence.

In relation to the Housing Revenue Account, he noted rents were increasing a further 7.7%. He said the rent had increased over 20% in the last four years, and criticised the formula which was used to set the increases for people who could not afford it. Finally, he said that savings from staff terms and conditions from two years ago had still not been made, noting there was ongoing dispute with one trade union, and criticised management actions made in response to that dispute without reference to Members.

Opportunity was provided for Group Leaders to move any amendments not listed on the agenda. None were moved.

The meeting then entered into debate on the budget proposal from the Leader. Before discussion began, a break was taken for lunch from 12:50-13:50.

Amendment A
The Chairman then invited Cllr Gavin Grant to move and present proposed Amendment A, as set out in the Summons. This was seconded by Cllr Gordon King.

Cllr Grant explained that the amendment involved an additional £3000 funding to each Area Board for social welfare funding, and central funding of a further £36k for additional applications by the Boards. He stated most Area Boards utilised all their current wellbeing funding budgets, and he argued that such spending was an effective use of resources as it often unlocked further funding for the community from other sources.

He noted high increases in requests for support, and argued there was a demonstrated need. He gave details of the funding arrangements for the amendment, and he stated that the particular reserve allocation did not touch upon planning enforcement. He stated the budget involved making decisions about priorities, and with families and communities struggling he argued the amendment sought to address this and enable Members to direct funding most effectively through their local knowledge.

Cllr Grant also thanked the officer team for their technical support in preparing his three amendments.

The Chairman then invited comments from Group Leaders on Amendment A.

Cllr Richard Clewer stated he did not support the amendment, which he did not consider was evidence based, and would use funding otherwise proposed for enforcement activity which needed more resourcing.

Cllr Gordon King supported the amendment, highlighting the positive community role of the Area Boards, stating the proposal would enable them to have a bigger impact in their areas.

Cllr Ricky Rogers welcomed the amendment, and stated he would support if it was clear that the responsible officers, who looked after multiple community areas, had the capacity to deal with increased in application activity as a result of increased grant funding.

Amendment A Debate
The Chairman therefore opened debate on Amendment A.

Comments made in support of the amendment included that there was a great deal of local demand, with the Area Boards best placed to identify isolated pockets of deprivation within their areas who would benefit from even a small increase in available funding. It was argued the voluntary sector, supported by the council, would be an effective means of combating the cost-of-living crisis and assisting some of the most vulnerable, with grant awards also leveraging other funding to assist local areas. It was suggested this approach to tackling counter need was a solution to over centralisation in the council.

Comments made against the amendment included that evidence had not been provided of a demonstrated need for the funding, which it was argued had no longer term plan and no indication of how or the cost of its administration, and that without a strategy in place it would not be an effective use of council funding.

Other comments in debate included that the three submitted amendments represented a very small proportion of the proposed budget and did not have a significant impact, and that more funding for Area Boards was a good thing, but in lacking criteria the proposal was not sufficiently clear.

Cllr Grant, as mover of the amendment, then responded to comments made in debate. He argued that there was clear evidence of local demand for additional funding to support local welfare, and that with all grant funding allocation it was not possible to identify in advance specifically where the funding would be spent. He stated the increase was modest in terms of the overall budget but would have an impact in improving lives, and that officers would be able to resolve any questions regarding administration of the additional funding.

Cllr Richard Clewer, as mover of the original budget motion, then responded to the comments made in debate. He stated that the council's current evidence-based approach was working well, and that not supporting the amendment did not mean there was not support for the Area Boards or the work they undertook. He argued the council worked with the voluntary sector effectively, but that expending the limited resources available required proper assessment of where money would come from and the impacts of utilising it, not simply highlighting areas where more funding might be considered beneficial, which led to poor financial management.

There was then a vote on the proposal as follows:

Votes for the amendment (28)
Votes against the amendment (57)
Votes in abstention (2)

In accordance with the Constitution there was a recorded vote. Details of the recorded vote are attached to these minutes.

The vote was therefore lost.

Amendment B
The Chairman then invited Cllr Gavin Grant to move and present proposed Amendment B, as set out in the Summons. This was seconded by Cllr Gordon King.

Cllr Grant noted the debate on the same issue at the budget meeting in 2023, calling the rejection of the proposal a fundamental mistake. He argued holders of Blue Badges should be able to park freely in council car parks and stated several other authorities had such a policy. He said Blue Badge holders were not all well-off, and that many faced additional cost challenges as a result of conditions which qualified them for use of a Blue Badge.

The Chairman then invited comments from Group Leaders on Amendment B.

Cllr Richard Clewer stated he did not support the amendment, noting the change regarding Blue Badges took place 2 years ago. He stated most Blue Badges were issued due to mobility issues associated with age, not reasons of poverty. He argued appropriate adjustments needed to be in place, such as moving parking machines closer to disabled parking, and providing additional time for those with Blue Badges, which had been done.

Cllr Gordon King supported the amendment and stated many Blue Badge holders found it more difficult to organise themselves comfortably for parking matters compared to those without a Blue Badge. He argued the amendment provided people who would be struggling with more freedom.

Cllr Ricky Rogers supported the amendment. He added a comment regarding ongoing disputes with council management and parking officers.

Amendment B Debate
The Chairman therefore opened debate on Amendment B.

Comments made in support of the amendment included that being able to park on double yellow lines was not a substitute for the convenience and safety of using proper car parking spaces and should not be encouraged, that the current policy was an unnecessary burden, that reasonable adjustments such as the moving of parking meters were not always in place or may be broken, that the current charging was effectively a penalty on those with Blue Badges, that the amendment had a small financial cost but would have a big impact on those

affected which included vulnerable people, that Blue Badges were not free, and those using them had fewer options for travel as they could not for example use most buses.

Several comments were made criticising the Leader of the Council for his comments regarding Blue Badge holders, arguing that many Blue Badge holders did not qualify due to age related mobility issues but that the badges had been issued to people of all ages due to various conditions, and that the argument put by the Leader was inaccurate and out of touch.

Comments made against the amendment included that it was not clear that it would significantly advantage those with Blue Badges, that the funding being used was needed for other priorities, that Blue Badge holders were able to park on double yellow lines, that the original purpose of Blue Badges when first brought in was not related to financial assistance but to health and mobility, that the financial impact was unclear, and that car parks were being updated to be more accessible for those with disabilities.

Cllr Grant, as mover of the amendment, then responded to comments made in debate. He stated that data was not held on the income generated from the current policy for Blue Badge holder parking, so it was not possible to strictly address this, so the amendment was based on estimates from Finance officers, with the amendment stated to be financially viable.

Cllr Richard Clewer, as mover of the original budget motion, then responded to the comments made in debate. He highlighted the ringfenced funding from parking revenue to support bus services, and that many local authorities also charged for Blue Badge parking. He stated that on data he had seen most, not all, Blue Badges were issued for age related mobility issues, which did not ignore that there were others issued for different reasons. To address concerns that not everyone in receipt of a Blue Badge required the financial assistance of free parking he stated it would be ideal if it was possible to identify those who were struggling but this was not the case, and he added that he had met with disability groups who had not raised the main problem as one of finance, but mobility and access.

There was then a vote on the proposal as follows:

Votes for the amendment (28)
Votes against the amendment (54)
Votes in abstention (4)

In accordance with the Constitution there was a recorded vote. Details of the recorded vote are attached to these minutes.

The vote was therefore lost.

Following the vote a point of personal explanation was raised by Cllr Jon Hubbard, arguing that government figures on why Blue Badges were issued did not support the Leader's position.

Amendment C
The Chairman then invited Cllr Gavin Grant to move and present proposed
Amendment C, as set out in the Summons. This was seconded by Cllr Gordon
King.

Cllr Grant explained that the contract with Visit Wiltshire was coming to an end
or already ended, and the amendment allowed for partnership working with an
equivalent body if necessary. He noted comments received under public
participation raising concerns around not having a local visitor economy
partnership in place, not based solely within the local authority. He stated there
were risks of not being able to work with bodies such as Visit England or Visit
Britain as a result, which given the importance of tourism to the economy would
be detrimental to Wiltshire. He argued the council should continue to support a
body with the expertise and knowledge necessary to deliver for the sector.

The Chairman then invited comments from Group Leaders on Amendment C.

Cllr Richard Clewer stated he did not support the amendment. He said the
council had decided to end funding for Visit Wiltshire two years ago and to
recommission at this stage would be a significant undertaking. He noted that
Local Enterprise Partnership functions were now coming back under council
responsibility, and the council had been looking at how to take advantage of
that moving forward. He highlighted the Towns programme which included
funds for a tourism strategy and argued that Wiltshire had been
underperforming in relation to tourism in the Southwest of England.

Cllr Gordon King supported the amendment and argued that if there had been
issues with Visit Wiltshire the council should have worked with them to make
necessary changes. He said that the current lack of Visit Wiltshire funding
would not be positive for the county.

Cllr Ricky Rogers supported the amendment, drawing parallels with arts funding
in arguing the economies it would help generate exceeded the cost of the
funding.

Amendment C Debate
The Chairman therefore opened debate on Amendment C.

Comments made in support of the amendment included that Visit Wiltshire
provided a valuable service, that support had been expressed from several
town and parish councils and that funding would be lost without Visit Wiltshire. It
was argued that the decision was not good for economic development, and that
the council may not have the expertise or capacity to undertake the same
functions. It was stated that the administration did not support bringing in house
functions in many other service areas.

Comments made against the amendment included that many tourism sites
existed which people used, that funding for Visit Wiltshire had not been
intended to be permanent and that it did not represent value for money. The
delivery of Wiltshire based applications for tourism information was highlighted,

with support for the work that could be undertaken by officers to support economic development.

Cllr Grant, as mover of the amendment, then responded to comments made in debate. He highlighted the number of website hits for Visit Wiltshire and the number of businesses involved, and argued the council's proposals in the area may be useful but would not replace the good work which arose from Visit Wiltshire, but that the proposal provided time to develop or work with others if that was appropriate.

Cllr Richard Clewer, as mover of the original budget motion, then responded to the comments made in debate. He said the council had detailed plans through its Towns programmes, where the most people visited, and was developing a cohesive strategy regarding tourism and the local economy. He stated that the council had raised issues with Visit Wiltshire over many years, but that the organisation had failed to engage with the council regarding those issues.

There was then a vote on the proposal as follows:

Votes for the amendment (28)
Votes against the amendment (55)
Votes in abstention (4)

In accordance with the Constitution there was a recorded vote. Details of the recorded vote are attached to these minutes.

The vote was therefore lost.

A break was then held from approximately 17:20-17:35.

Budget debate
There being no further amendments, the Chairman returned to debate on the original budget motion as moved by the Leader.

Comments made in support of the budget during the course of the meeting included that the council had prudent financial management which ensured continued investment in services, without the closure of libraries or leisure centres, and its focus on preventative spending reduced demand. Long-term strategies in key areas such as adult social care and reablement had led to appropriate savings in a planned way.

Successes were highlighted such as the council's Children's Services being rated as outstanding by Ofsted, and funding for flooding prevention. Highways maintenance investment was raised, and that no amendments had been proposed to increase this.

Other comments made included noting the limited budgetary options available to councils, and the ongoing pressures arising from inflation and cost-of-living. There was discussion of services and assets being devolved to town and parish councils, and how effectively this was managed.

Comments made in opposition to the budget during the course of the meeting included stating that spending on highways maintenance was below comparable authorities, and that increasing reserves when there was so much pressure on services was not the right option at the present time. There was criticism on the lack of progress on developing the Maltings site in Salisbury, and that the budget lacked ambition, with it stated many residents saw a decline in services such as planning enforcement and school maintenance.

Other comments made in the debate included that the council needed to improve the usage of its buildings, possibly rationalising the number of them, and raising concerns on the impact for developers on fees relating to phosphorus credits.

Cllr Richard Clewer, as mover of the original budget motion, then responded to the comments made in the debate. He stated comments in opposition had not suggested ways to meaningfully improve on the proposed budget and had focused on small changes only. He argued the amendments would have used money intended for enforcement. In relation to the Maltings development, he said it was not viable on the basis originally planned, and further consideration would be needed following completion of the river park project. He addressed comments relating to Stone Circle, the cost of borrowing, additional funding for children with SEND, and ongoing engagement with trade unions.

In conclusion it was argued the budget was evidenced based and focussed on prevention, delivering effectively to tackle pressing issues whilst ensuring savings for the future.

At the conclusion of debate, it was therefore,

Resolved:

a)   **That a net general fund budget of 2024/25 of £490.298m is approved;**
b)   **That the Council Tax requirement for the council be set at £351.077m for 2024/25 with a Band D charge of £1,805.73, an increase of £1.65 per week;**
c)   **That the Wiltshire Council element of the Council Tax be increased in 2024/25 by the following:**
        i. A 2.99% general increase;
        ii. Plus a levy of 2% to be spent solely on Adult Social Care;
d)   **That the Extended Leadership Team be required to meet the revenue budget targets for each service area as set out in Appendix 1 to this report, for the delivery of council services in 2024/25;**
e)   **That the Extended Leadership Team be required to deliver the revenue savings plans for each service area as set out in Appendix 1 to this report, over the MTFS period 2024/25 to 2026/27;**
f)   **That the changes in the fees and charges as set out in Appendix 4 are approved;**
g)   **That the Capital Programme 2024/25 to 2030/31 is approved;**
h)   **That the Capital Strategy set out in Appendix 2 is approved;**

i)   **That the DSG budget as approved by Schools Forum is ratified;**

j)   **That the Medium-Term Financial Strategy, the forecast balanced budget over the 2024/25 and 2025/26 financial years and the MTFS 2024/25 to 2026/27 is endorsed.**

In accordance with the Constitution there was a recorded vote.

Votes for the motion (57)
Votes against the motion (18)
Votes in abstention (7)

Details of the recorded vote are attached to these minutes.

9   **Housing Revenue Account (HRA) Revenue and Capital Budget Setting 2024/25 including Dwelling Rent Setting 2024/25, MTFS Update and 30-Year Business Plan Review**

The Chairman invited Cllr Phil Alford, Cabinet Member for Housing, Strategic Assets, and Asset Transfer, to present a report recommending the council approve the Housing Revenue Account (HRA) Business Plan, Budget, and associated housing funding decisions.

Cllr Alford proposed a motion to approve the recommendations set out in the report, seconded by Cllr Richard Clewer. Details were provided of the capital programme, the proposed 7.7% rent increase, retrofitting of properties to be more energy efficient, and the work undertaken by officers to improve the finances for residents.

Comments were then made on the proposals by Group Leaders as follows:

Cllr Clewer, Leader of the Council, supported the proposal, noting the impact of inflation and importance of ensuring properties remained fit for purpose and the funding cost of doing so.

Cllr Gordon King, Deputy Leader of the Liberal Democrat Group, discussed the large borrowing requirement needed to carry out the business plan, and supported the proposal.

Cllr Ricky Rogers, Leader of the Labour Group, noted his motion moved at the budget meeting in 2023 seeking to reduce the level of rent increase which had been defeated, but that the council needed to meet its ambitious spending commitments to make necessary improvements as set out in the programme.

There were no further comments in debate.

It was then,

Resolved:

That Council:

a) **Approve the HRA Annual Revenue Budget for 2024/25 as described in the report and Appendix 1.**

b) **Approve the increase of 7.7% (CPI+1%) to Dwelling Rents and Garage Rents for 2024/25**

c) **Approve the HRA Capital Programme for 2024/25 as described in the report and Appendix 2.**

d) **Note the reviewed and updated assumptions in the HRA 30-Year Business Plan as detailed in the report.**

In accordance with the Constitution there was a recorded vote.

Votes for the motion (76)
Votes against the motion (0)
Votes in abstention (2)

Details of the recorded vote are attached to these minutes.

10 **Council Tax Setting 2024/25**

The Chairman invited Cllr Nick Botterill, Cabinet Member for Finance, Development Management, and Strategic Planning, to present a report on the calculation of and setting of Council Tax for the year 2024/25.

Cllr Botterill moved the proposals set out in the report, seconded by Cllr Richard Clewer. He noted the technical requirements of the report, and provided details of the proposed precept for the parish of Clarendon Park which had not been confirmed at the time of publication of the agenda for the meeting and the figures as published were correct.

Secondly, he noted the public statement under Minute 6 and confirmed the council had been informed Dilton Marsh Parish Council had not been able to formally agree their precept proposal but had a meeting scheduled later in the week. He stated Wiltshire Council did not expect any change to the precept figure as indicated by the parish council. It was therefore proposed to use powers in the Local Government Finance Act 1992 and the subsequent regulations to anticipate the precept as the amount to which officers had been notified, in order to set the budget and agree the Council Tax level, as Wiltshire Council was legally required to do.

There were no comments from Group Leaders, or further debate.

It was then,

Resolved:

1. **That it be noted that on 13 December 2023 Cabinet met and approved:**

(a) the Council Tax Base 2024/25 for the whole Wiltshire Council area as 194,423.87 [Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the "Act")] and,

(b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix.

2. To calculate that the Council Tax requirement for the Council's own purposes for 2024/25 (excluding parish precepts) is £ 351,077,014.78.

3. That the following amounts be calculated for the year 2024/25 in accordance with Sections 31 to 36 of the Act:

(a) £1,128,309,438.35 (Gross Revenue Expenditure including transfers to reserves, parish precepts and any collection fund deficit) being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils).

(b) £605,285,111.25 (Gross Revenue Income including transfers from reserves, General Government Grants and any collection fund surplus) being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.

(c) £523,024,327.10 (Net Revenue Expenditure including parish precepts) being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A(4) of the Act).

(d) £1,974.06 (Wiltshire Council band D tax plus average Town & Parish Councils Band D Council Tax) being the amount at 3(c) above (Item R), all divided by Item T (2 above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the amount of its Council Tax for the year (including Parish precepts), as shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
1,316.04	1,535.38	1,754.72	1,974.06	2,412.74	2,851.42	3,290.10	3,948.12

e) £32,726,540.10 (Aggregate of Town & Parish Council Precepts) being the aggregate amount of all special items (Parish Precepts) referred to in Section 34(1) of the Act (as per Appendix C).

(f) £1,805.73 (band D Council Tax for Wiltshire Council purposes only) being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
1,203.82	1,404.46	1,605.09	1,805.73	2,207.00	2,608.28	3,009.55	3,611.46

In accordance with the Constitution there was a recorded vote.

Votes for the motion (78)
Votes against the motion (1)
Votes in abstention (2)

Details of the recorded vote are attached to these minutes.

11   **Pay Policy Statement 2024/25**

The Chairman invited Cllr Ashley O'Neill, Cabinet Member with responsibility for Staffing, to present the report which provided an update on the pay policy statement for 2024/25.

The proposals set out in the report were moved, seconded by Cllr Stuart Wheeler, Chairman of the Staffing Policy Committee.

Details were provided of additions in relation to severance payments, and changes to the ratio between highest and lowest salaries.

There were no comments from Group Leaders. Following a minor comment regarding reference to the net annual budget within the report, it was then,

Resolved:

That Council approve the updated pay policy statement set out in Appendix 1.

In accordance with the Constitution there was a recorded vote.

Votes for the motion (77)
Votes against the motion (0)
Votes in abstention (2)

Details of the recorded vote are attached to these minutes.

12   **Wiltshire Design Guide**

The Chairman invited Cllr Nick Botterill, Cabinet Member for Finance, Development Management, and Strategic Planning, to present the report endorsing the Wiltshire Design Guide for approval as a supplementary planning document. He moved the proposals set out in the report, seconded by Cllr Richard Clewer.

Cllr Botterill stated the good design should be inherent in new buildings, and that principles should be applied to ensure this, taking account of the particulars of local areas rather than imposing a single uniform style.

The Chairman invited comments from Group Leaders. Cllr Richard Clewer, Leader of the Council, noted the guide had taken some time to produce, and though it was not wholly enforceable it would be something to which developers had to take note of in their proposals.

Cllr Gordon King, Deputy Leader of the Liberal Democrat Group, welcomes the guide as enhancing the council's core planning policies, and the recognition of the diversity of housing found across Wiltshire.

There were no comments made in debate.

It was therefore,

Resolved:

That Council:

a) **Notes the response to the consultation on the draft Wiltshire Design Guide Supplementary Planning Document (the WDG) set out in the Consultation Statement at Appendix 1.**

b) **Endorses the amended WDG as set out in Appendix 2.**

c) **Approves the final version of the WDG (Appendix 2) for adoption as a supplementary planning document.**

d) **Delegates to the Corporate Director Place, in consultation with the Cabinet Member for Finance, Development and Strategic Planning, the power to undertake the final stages associated with the formal adoption and publication of the WDG, including any minor textual changes in the interests of clarity and accuracy.**

In accordance with the Constitution there was a recorded vote.

Votes for the motion (72)
Votes against the motion (0)
Votes in abstention (5)

Details of the recorded vote are attached to these minutes.

13 **Notice of Motion 24-01: Supporting Wiltshire Farmers and Food Producers**

On invitation of the Chairman Cllr Nabil Najjar proposed the motion as set out in the agenda, which was seconded by Cllr Elizabeth Threlfall.

Cllr Najjar stated that Wiltshire was the most farmed county in the South West of England, and noted the tough job facing farmers including dealing with the impacts of climate change and geopolitical uncertainty. He explained the motion was intended to set out the support of Wiltshire Council for farmers in the council area, including through promotion of local produce and support for rural ways of life whilst working proactively with farmers to meet carbon net zero targets.

Cllr Nick Holder, Cabinet Member for Environment and Climate Change responded to the motion. He noted comments made by the Wiltshire Climate Alliance regarding the impacts of methane and farming, which he said could be discussed further including by the Climate Emergency Task Group. He expressed his support for the motion.

The Chairman moved that the Council debate the motion, which was seconded by the Vice-Chairman.

Group Leaders were then invited to comment on the motion. Cllr Richard Clewer, Leader of the Council, supported the motion. He stated climate change actions regarding working with and supporting farmers in long term stewardship of the land, understanding the issues they were facing, and assisting them where possible.

Cllr Gordon King, Deputy Leader of the Liberal Democrat Group stated his support for farmers and the motion.

The Chairman then opened the item for debate.

Comments in support of the motion included the backing of farmers and food producers, and welcoming any active actions the council could offer toward that aim. The high-quality meat and dairy produce of Wiltshire was praised, alongside the need to enhance the countryside and seek opportunities to diversify without sacrificing valuable food producing land.

There were no comments in direct opposition to the motion.

Other comments asked whether the council's policies all aligned on the issues, including raising the issue of an incinerator being constructed next to the largest dairy factory in the county. There were comments in support of the principle of the motion, but which questioned whether there was sufficient detail in how the support offered would materialise, and comments on the importance of food security and against the selling of farmland. Difficulties facing the farming industry were detailed.

At the conclusion of the debate Cllr Holder responded to a comment regarding options on the treatment of food waste.

Cllr Najjar then responded to the debate, thanking Members for their support of the motion. He stated if approved this would set a clear stance which could then

be incorporated into council policy and actions developed. He also discussed the balance between food security and environmental preservation.

At the conclusion of debate, it was therefore,

Resolved:

Wiltshire Council is committed to supporting local farmers and food producers across our county. Britain has some of the highest animal welfare standards in the world and Wiltshire Council should engage and work in partnership with our poultry, arable and livestock farmers to ensure they can continue to enhance our countryside and contribute to our nation's food security.

The Council must work to support them by being sympathetic to diversification opportunities and by promoting local produce through our new Wiltshire Marque labelling programme.

As a Council, we will be vocal in opposing attempts to diminish the role our meat, dairy, and arable farmers play in our rural way of life.

In line with our environmental commitments, Wiltshire Council should, where practical, provide food at council events sourced from local suppliers. This includes meat, fish, dairy, fruit, and vegetables.

Wiltshire Council should also work to raise awareness of the importance of shopping locally, wherever possible, taking advantage of home-grown, affordable, and nutritious food, especially through our farm shops, reducing the "food miles" on our plates and supporting our producers.

In accordance with the Constitution there was a recorded vote.

Votes for the motion (70)
Votes against the motion (0)
Votes in abstention (3)

Details of the recorded vote are attached to these minutes.

14 **Notice of Motion 24-02: S.106 Agreements**

On invitation of the Chairman Cllr Mike Sankey proposed the motion as set out in the agenda, which was seconded by Cllr Nic Puntis.

Cllr Sankey stated the motion had been submitted following his experience of community facility provision and S.106 legal agreements agreed through the planning processes. He provided examples of unusable sports facilities and the difficulties in expanding those that existed over an extended period.

Cllr Nick Botterill, Cabinet Member for Finance, Development Management, and Strategic Planning, responded to the motion, stating that the council could learn

from some past experiences with S.106 legal agreements, and supported the proposal.

The Chairman moved that the Council debate the motion, which was seconded by the Vice-Chairman.

Group Leaders were then invited to comment on the motion. Cllr Richard Clewer, Leader of the Council, supported the motion in ensuring the management of community sporting facilities. He stated climate change actions regarding working with and supporting farmers in long term stewardship of the land, understanding the issues they were facing, and assisting them where possible.

Cllr Gordon King, Deputy Leader of the Liberal Democrat Group thanked Cllr Sankey for the explanation for his motion and offered support. Cllr Graham Wright, deputising for the Independent Group, offered his personal support for the motion.

The Chairman then opened the item for debate.

Comments in support of the motion included that some problems with development could have been avoided as part of the process for preparing a S.106 legal agreement, and the motion should help improve that situation. The need to take account of future management and maintenance of assets and facilities was highlighted.

There were no comments directly opposed to the motion.

Other comments raised examples of what was seen as loose wording within legal agreements relating to development which had led to local issues, and difficulties relating to use of school facilities.

During debate an issue was raised with the wording of the motion, including binding the council to secure agreement with all stakeholders, and at what stage completion of any management plan would be required. Following discussion with the Monitoring Officer, and a proposed amendment from Cllr Richard Clewer, the mover and seconder of the motion amended the wording of the motion as follows:

This Council requires the completion of a community sporting use management plan involving ~~all~~ relevant stakeholders as appropriate as part of ~~a pre-cursor to~~ future section 106 agreements involving the delivering of facilities that involve community sporting use.

At the conclusion of the debate Cllr Botterill responded to a comment made in debate regarding the use of school facilities as part of community sporting use.

Cllr Sankey had the opportunity to respond to the debate, and made no further comments.

At the conclusion of debate, it was therefore,

Resolved:

This Council requires the completion of a community sporting use management plan involving relevant stakeholders as appropriate as part of future section 106 agreements involving the delivering of facilities that involve community sporting use.

In accordance with the Constitution there was a recorded vote.

Votes for the motion (64)
Votes against the motion (0)
Votes in abstention (4)

Details of the recorded vote are attached to these minutes.

15 **Parish Name Changes**

The Chairman invited Cllr Ashley O'Neill, Chairman of the Electoral Review Committee, to present the report of the Committee recommending changes to the names of two parishes under s.75 of the Local Government Act 1972.

It was proposed to change the name of Lea & Cleverton to Lea, Garsdon, & Cleverton, and to change the name of Luckington to Luckington and Alderton. The proposals had come from the relevant parish councils.

The Chairman invited comments from Group Leaders. Cllr Richard Clewer, Leader of the Council, and Cllr Gordon King, Deputy Leader of the Liberal Democrat Group, expressed support for the proposals.

During a short debate a query was raised noting that Full Council could approve, or not, the proposals from the parish councils, but not amend them without their consent, and whether the use of ampersands, or not, was correct. It was stated this would be confirmed, and it is noted for the minutes that the proposals were presented as received from the parish councils.

At the conclusion of discussion, it was then,

Resolved:

That Council:

1) Approve the name changes to the following parishes and parish councils:

   a) Luckington to be changed to Luckington and Alderton;
   b) Lea & Cleverton to be changed to Lea, Garsdon, & Cleverton;

Page 32

2) Authorise the Solicitor to the Council to make any necessary legal orders and notifications to enact the above changes.

16   **Announcements from Cabinet and Committees**

There were no announcements from Cabinet Members, Committee Chairmen, or on other matters.

17   **Membership of Committees**

The Chairman moved a motion to ratify an appointment to the Local Pension Board and amend the membership of the Health and Wellbeing Board, seconded by the Vice-Chairman.

He invited Group Leaders to propose any changes to committee appointments, and with agreement of the Vice-Chairman incorporated these into the motion.

It was then,

Resolved:

a) **To ratify the appointment of Karl Read as a Member of the Local Pension Board;**

b) **To amend the Membership of the Health and Wellbeing Board so that a representative of the Office of the Police and Crime Commissioner can attend on behalf of the Police and Crime Commissioner;**

c) **To make changes to membership of committees as follows:**

- **Cllr Chuck Berry to be appointed as Chairman of the Northern Area Planning Committee;**
- **Cllr Christopher Newbury to be appointed as Vice-Chairman of the Strategic Planning Committee;**
- **Cllr Jonathan Seed to be appointed as a Member of the Strategic Planning Committee;**
- **Cllr Mike Sankey to be appointed as a Member of the Northern Area Planning Committee;**
- **Cllrs Tom Rounds and Gavin Grant to be appointed as Members of the Overview and Scrutiny Management Committee;**
- **Cllr Jacqui Lay to be appointed as a Substitute Member of the Overview and Scrutiny Management Committee;**
- **Cllr Elizabeth Threlfall to be removed as a Member of the Wiltshire Police and Crime Panel;**
- **Cllr Kelvin Nash to be appointed as a Member of the Wiltshire Police and Crime Panel;**
- **Cllr Nike Sankey to be removed as a Member of the Audit and Governance Committee;**

- **Cllr Pauline Church to be appointed as a Member of the Audit and Governance Committee;**
- **Cllrs Richard Budden and Jacqui Lay to be appointed as Members of the Environment Select Committee;**
- **Cllrs Carole King and Ross Henning to be appointed as Substitute Members of the Eastern Area Planning Committee;**
- **Cllr Sam Pearce-Kearney to be appointed as a Member of the Officer Appointments Committee.**
- **To appoint Cllr Paul Sample as a Member of the Dorset and Wiltshire Fire Authority.**

18   **Questions from Members of the Council**

One question had been received from Cllr Paul Oatway QPM with a response as detailed in the agenda supplement.

A supplementary question was asked seeking reassurance that when changes to kerbside collection took place that it would be well planned and communicated, to avoid the disruption and public health issues seen in Swindon Borough Council with their recent changes.

Cllr Nick Holder, Cabinet Member for Environment and Climate Change began by paying tribute to waste officers and contractors, stating that the council was delivering 99.6% on time collections. He offered assurance a plan was already in place to deliver changes to food waste collection and other changes. He noted the problems in Swindon with bins not being collected, and stated through negotiations with the government it had been confirmed £5m in capital had been provided to introduce the new collections in 2027, so unlike Swindon there would be sufficient community bin collection and household collections, and there would not be political interference causing disruption as had been seen there.

(Duration of meeting: 10.30 am - 8.20 pm)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services, direct line 01225 718504, e-mail committee@wiltshire.gov.uk

Press enquiries to Communications, direct line 01225 713114 or email communications@wiltshire.gov.uk

Full Council Meeting - 20 February 2024 - Members Attendance

Councillor Name	Time in (Meeting start – 10.30)	Time Out (Meeting close – 20:20)
Phil Alford	10:30	Meeting close
Liz Alstrom	10:30	Meeting close
Helen Belcher OBE	Apologies	Apologies
Chuck Berry	10:30	Meeting close
Ian Blair-Pilling	10:30	Meeting close
Nick Botterill	10:30	Meeting close
David Bowler	10:30	Meeting close
Richard Britton	10:30	Meeting close
Allison Bucknell	10:30	Meeting close
Steve Bucknell	Apologies	Apologies
Richard Budden	10:30	Meeting close
Clare Cape	10:30	18:15
Trevor Carbin	10:30	Meeting close
Daniel Cave	10:30	Meeting close
Mary Champion	10:30	Meeting close
Sam Charleston	10:30	Meeting close
Pauline Church	10:30	Meeting close
Ernie Clark	Apologies	Apologies
Richard Clewer	10:30	Meeting close
Zoë Clewer	10:30	Meeting close
Mark Connolly	10:30	19:15
Caroline Corbin	10:30	18:55
Kevin Daley	10:30	Meeting close
Brian Dalton	10:30	19:10
Jane Davies	10:30	Meeting close
Andrew Davis	10:30	Meeting close
Matthew Dean	10:30	Meeting close
Dr Monica Devendran	10:30	Meeting close
Adrian Foster	10:30	Meeting close
Sarah Gibson	Apologies	Apologies
Gavin Grant	10:30	Meeting close
Howard Greenman	10:30	Meeting close
Ross Henning	10:30	20:15
Sven Hocking	10:30	Meeting close
Nick Holder	10:30	Meeting close
Ruth Hopkinson	10:30	19:40
Jon Hubbard	10:30	Meeting close
Peter Hutton	10:30	Meeting close
Tony Jackson	10:30	Meeting close
Mel Jacob	10:30	18:45

Simon Jacobs	10:30	Meeting close
George Jeans	10:30	18:00
Johnny Kidney	10:30	Meeting close
Carole King	10:30	Meeting close
Gordon King	10:30	Meeting close
Edward Kirk	10:30	Meeting close
Jerry Kunkler	10:30	Meeting close
Jacqui Lay	10:30	19:45
Kathryn MacDermid	10:30	Meeting close
Dr Brian Mathew	10:30	Meeting close
Laura Mayes	10:30	Meeting close
Dr Mark McClelland	10:30	Meeting close
Charles McGrath	10:30	Meeting close
Ian McLennan	10:30	18:55
Dominic Muns	10:30	Meeting close
Dr Nick Murry	10:30	13:00
Nabil Najjar	10:30	Meeting close
Kelvin Nash	10:30	Meeting close
Christopher Newbury	10:30	Meeting close
Ashley O'Neill	10:30	Meeting close
Jack Oatley	10:30	Meeting close
Paul Oatway QPM	10:30	Meeting close
Andrew Oliver	10:30	15:25
Stewart Palmen	10:30	18:45
Bill Parks	10:30	Meeting close
Sam Pearce-Kearney	10:30	Meeting close
Antonio Piazza	18:10	Meeting close
Tony Pickernell	10:30	Meeting close
Horace Prickett	10:30	Meeting close
Nic Puntis	10:30	Meeting close
Tamara Reay	10:30	Meeting close
Pip Ridout	10:30	Meeting close
Rich Rogers	10:30	18:55
Ricky Rogers	10:30	18:55
Tom Rounds	Apologies	Apologies
Paul Sample JP	10:30	Meeting close
Mike Sankey	10:30	Meeting close
Jonathon Seed	10:30	Meeting close
James Sheppard	10:30	Meeting close
Martin Smith	10:30	Meeting close
Caroline Thomas	10:30	Meeting close
Ian Thorn	10:30	13:00
Elizabeth Threlfall	10:30	Meeting close
Jo Trigg	10:30	Meeting close
Tim Trimble	10:30	17:25
Mark Verbinnen	10:30	Meeting close

David Vigar	10:30	Meeting close
Iain Wallis	10:30	Meeting close
Derek Walters	10:30	12:55
Bridget Wayman	10:30	Meeting close
Stuart Wheeler	10:30	Meeting close
Philip Whitehead	10:30	Meeting close
Suzanne Wickham	10:30	Meeting close
Christopher Williams	10:30	Meeting close
Graham Wright	10:30	Meeting close
Robert Yuill	10:30	Meeting close

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Wiltshire Council

Recorded Vote – Council – 20 February 2024

Details of resolutions included within the minutes

Item 7 – Treasury Management Strategy

Vote	Councillors	Count
For	Cllr Phil Alford, Cllr Liz Alstrom, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr David Bowler, Cllr Richard Britton, Cllr Allison Bucknell, Cllr Richard Budden, Cllr Clare Cape, Cllr Trevor Carbin, Cllr Daniel Cave, Cllr Mary Champion, Cllr Sam Charleston, Cllr Pauline Church, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Mark Connolly, Cllr Caroline Corbin, Cllr Kevin Daley, Cllr Brian Dalton, Cllr Jane Davies, Cllr Dr Monica Devendran, Cllr Adrian Foster, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Ross Henning, Cllr Sven Hocking, Cllr Nick Holder, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Mel Jacob, Cllr Simon Jacobs, Cllr George Jeans, Cllr Johnny Kidney, Cllr Carole King, Cllr Gordon King, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Kathryn Macdermid, Cllr Dr Brian Mathew, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Charles McGrath, Cllr Dominic Muns, Cllr Dr Nick Murry, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Christopher Newbury, Cllr Ashley O'Neill, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Andrew Oliver, Cllr Stewart Palmen, Cllr Bill Parks, Cllr Sam Pearce-Kearney, Cllr Tony Pickernell, Cllr Horace Prickett, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Pip Ridout, Cllr Rich Rogers, Cllr Ricky Rogers, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr Martin Smith, Cllr Caroline Thomas, Cllr Ian Thorn, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Tim Trimble, Cllr Mark Verbinnen, Cllr David Vigar, Cllr Iain Wallis, Cllr Derek Walters, Cllr Bridget Wayman, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill	85
Against	Cllr Matthew Dean	1
Abstain	Cllr Andrew Davis	1

Item 8 – Wiltshire Council Budget 2024/25 and MTFS Update 2024/25-2026/27

Amendment A

Vote	Councillors	Count
For	Cllr Liz Alstrom, Cllr David Bowler, Cllr Richard Budden, Cllr Clare Cape, Cllr Trevor Carbin, Cllr Sam Charleston, Cllr Caroline Corbin, Cllr Brian Dalton, Cllr Adrian Foster, Cllr Gavin Grant, Cllr Ross Henning, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Mel Jacob, Cllr George Jeans, Cllr Carole King, Cllr Gordon King, Cllr Kathryn Macdermid, Cllr Dr Brian Mathew, Cllr Ian McLennan, Cllr Stewart Palmen, Cllr Sam Pearce-Kearney, Cllr Ricky Rogers, Cllr Paul Sample JP, Cllr Martin Smith, Cllr Jo Trigg, Cllr Tim Trimble and Cllr David Vigar	28
Against	Cllr Phil Alford, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr Richard Britton, Cllr Allison Bucknell, Cllr Daniel Cave, Cllr Mary Champion, Cllr Pauline Church, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Mark Connolly, Cllr Kevin Daley, Cllr Jane Davies, Cllr Matthew Dean, Cllr Dr Monica Devendran, Cllr Howard Greenman, Cllr Sven Hocking, Cllr Nick Holder, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Simon Jacobs, Cllr Johnny Kidney, Cllr Edward Kirk Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Charles McGrath, Cllr Dominic Muns, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Christopher Newbury, Cllr Ashley O'Neill, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Andrew Oliver, Cllr Bill Parks, Cllr Tony Pickernell, Cllr Horace Prickett, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Pip Ridout, Cllr Rich Rogers, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr Caroline Thomas, Cllr Elizabeth Threlfall, Cllr Mark Verbinnen, Cllr Iain Wallis, Cllr Bridget Wayman, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill	57
Abstain	Cllr Andrew Davis and Cllr James Sheppard	

Amendment B

Vote	Councillors	Count
For	Cllr Liz Alstrom, Cllr David Bowler, Cllr Richard Budden, Cllr Clare Cape, Cllr Trevor Carbin, Cllr Sam Charleston, Cllr Caroline Corbin, Cllr Brian Dalton, Cllr Adrian Foster, Cllr Gavin Grant, Cllr Ross Henning, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Mel Jacob, Cllr Carole King, Cllr Gordon King, Cllr Edward Kirk, Cllr Kathryn Macdermid, Cllr Dr Brian Mathew, Cllr Ian McLennan, Cllr Stewart Palmen, Cllr Sam Pearce-Kearney, Cllr Ricky Rogers, Cllr Paul Sample JP, Cllr Martin Smith, Cllr Jo Trigg, Cllr Tim Trimble and Cllr David Vigar	28
Against	Cllr Phil Alford, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr Richard Britton, Cllr Allison Bucknell, Cllr Pauline Church, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Mark Connolly, Cllr Kevin Daley, Cllr Jane Davies, Cllr Matthew Dean, Cllr Dr Monica Devendran, Cllr Howard Greenman, Cllr Sven Hocking, Cllr Nick Holder, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Simon Jacobs, Cllr Johnny Kidney,	54

Vote	Councillors	Count
	Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Charles McGrath, Cllr Dominic Muns, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Christopher Newbury, Cllr Ashley O'Neill, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Andrew Oliver, Cllr Bill Parks, Cllr Tony Pickernell, Cllr Horace Prickett, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Pip Ridout, Cllr Rich Rogers, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr Caroline Thomas, Cllr Elizabeth Threlfall, Cllr Mark Verbinnen, Cllr Iain Wallis, Cllr Bridget Wayman, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill	
Abstain	Cllr Daniel Cave, Cllr Mary Champion, Cllr Andrew Davis, and Cllr James Sheppard	4

Amendment C

Vote	Councillors	Count
For	Cllr Liz Alstrom, Cllr David Bowler, Cllr Richard Budden, Cllr Clare Cape, Cllr Trevor Carbin, Cllr Sam Charleston, Cllr Caroline Corbin, Cllr Brian Dalton, Cllr Matthew Dean, Cllr Adrian Foster, Cllr Gavin Grant, Cllr Ross Henning, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Mel Jacob, Cllr Carole King, Cllr Gordon King, Cllr Kathryn Macdermid, Cllr Dr Brian Mathew, Cllr Ian McLennan, Cllr Stewart Palmen, Cllr Sam Pearce-Kearney, Cllr Ricky Rogers, Cllr Paul Sample JP, Cllr Martin Smith, Cllr Jo Trigg, Cllr Tim Trimble and Cllr David Vigar	28
Against	Cllr Phil Alford, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr Richard Britton, Cllr Allison Bucknell, Cllr Daniel Cave, Cllr Mary Champion, Cllr Pauline Church, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Mark Connolly, Cllr Kevin Daley, Cllr Jane Davies, Cllr Dr Monica Devendran, Cllr Howard Greenman, Cllr Sven Hocking, Cllr Nick Holder, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Simon Jacobs, Cllr Johnny Kidney, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Charles McGrath, Cllr Dominic Muns, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Christopher Newbury, Cllr Ashley O'Neill, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Andrew Oliver, Cllr Bill Parks, Cllr Tony Pickernell, Cllr Horace Prickett, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Pip Ridout, Cllr Rich Rogers, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr Caroline Thomas, Cllr Elizabeth Threlfall, Cllr Iain Wallis, Cllr Bridget Wayman, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill	55

Vote	Councillors	Count
Abstain	Cllr Andrew Davis, Cllr George Jeans, Cllr James Sheppard and Cllr Mark Verbinnen	4

Budget Motion

Vote	Councillors	Count
For	Cllr Phil Alford, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr Richard Britton, Cllr Allison Bucknell, Cllr Daniel Cave, Cllr Mary Champion, Cllr Pauline Church, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Mark Connolly, Cllr Caroline Corbin, Cllr Kevin Daley, Cllr Jane Davies, Cllr Dr Monica Devendran, Cllr Howard Greenman, Cllr Sven Hocking, Cllr Nick Holder, Cllr Jon Hubbard, Cllr Peter Hutton, Cllr Simon Jacobs, Cllr Johnny Kidney, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Charles McGrath, Cllr Ian McLennan, Cllr Dominic Muns, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Christopher Newbury, Cllr Ashley O'Neill, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Bill Parks, Cllr Antonio Piazza, Cllr Tony Pickernell, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Pip Ridout, Cllr Rich Rogers, Cllr Ricky Rogers, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr Caroline Thomas, Cllr Elizabeth Threlfall, Cllr Mark Verbinnen, Cllr Iain Wallis, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill	57
Against	Cllr Liz Alstrom, Cllr Richard Budden, Cllr Trevor Carbin, Cllr Sam Charleston, Cllr Brian Dalton, Cllr Adrian Foster, Cllr Gavin Grant, Cllr Mel Jacob, Cllr Gordon King, Cllr Kathryn Macdermid, Cllr Dr Brian Mathew, Cllr Stewart Palmen, Cllr Sam Pearce-Kearney, Cllr Paul Sample JP, Cllr Martin Smith, Cllr Jo Trigg, Cllr David Vigar and Cllr Bridget Wayman	18
Abstain	Cllr David Bowler, Cllr Andrew Davis, Cllr Matthew Dean, Cllr Ruth Hopkinson, Cllr Tony Jackson, Cllr Carole King and Cllr James Sheppard	7

Item 9: Housing Revenue Account (HRA) Revenue and Capital Budget Setting 2024/25 including Dwelling Rent Setting 2024/25, MTFS Update and 30-Year Business Plan Review

Vote	Councillors	Count
For	Cllr Phil Alford, Cllr Liz Alstrom, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr David Bowler, Cllr Richard Britton, Cllr Allison Bucknell, Cllr Richard Budden, Cllr Trevor Carbin, Cllr Daniel Cave, Cllr Mary Champion, Cllr Pauline Church, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Mark Connolly, Cllr Caroline Corbin, Cllr Kevin Daley, Cllr Jane Davies, Cllr Matthew Dean, Cllr Dr Monica Devendran, Cllr Adrian Foster, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Sven Hocking, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Mel Jacob, Cllr Simon Jacobs, Cllr Johnny Kidney, Cllr Carole King, Cllr Gordon King, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Kathryn Macdermid, Cllr Dr Brian Mathew, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Charles McGrath, Cllr Ian McLennan, Cllr Dominic Muns, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Christopher Newbury, Cllr Ashley O'Neill, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Stewart Palmen, Cllr Bill Parks, Cllr Sam Pearce-Kearney, Cllr Antonio Piazza, Cllr Tony Pickernell, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Paul Sample JP, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr Martin Smith, Cllr Caroline Thomas, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Mark Verbinnen, Cllr David Vigar, Cllr Iain Wallis, Cllr Bridget Wayman, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill	76
Against	None	0
Abstain	Cllr Andrew Davis and Cllr James Sheppard	2

Item 10: Council Tax Setting 2024/25

Vote	Councillors	Count
For	Cllr Phil Alford, Cllr Liz Alstrom, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr David Bowler, Cllr Richard Britton, Cllr Allison Bucknell, Cllr Richard Budden, Cllr Trevor Carbin, Cllr Daniel Cave, Cllr Mary Champion, Cllr Sam Charleston, Cllr Pauline Church, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Mark Connolly, Cllr Kevin Daley, Cllr Brian Dalton, Cllr Jane Davies, Cllr Matthew Dean, Cllr Dr Monica Devendran, Cllr Adrian Foster, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Sven Hocking, Cllr Nick Holder, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Mel Jacob, Cllr Simon Jacobs, Cllr Johnny Kidney, Cllr Carole King, Cllr Gordon King, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Kathryn Macdermid, Cllr Dr Brian Mathew, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Charles McGrath, Cllr Ian McLennan, Cllr Dominic Muns, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Christopher Newbury, Cllr Ashley O'Neill, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Stewart Palmen, Cllr Bill Parks, Cllr Sam Pearce-Kearney, Cllr Antonio Piazza, Cllr Tony Pickernell, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Paul Sample JP, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr Martin Smith, Cllr Caroline Thomas, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Mark Verbinnen, Cllr David Vigar, Cllr Iain Wallis, Cllr Bridget Wayman, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill	78
Against	Cllr Caroline Corbin	1
Abstain	Cllr Andrew Davis and Cllr James Sheppard	2

Item 11: Pay Policy Statement 2024/25

Vote	Councillors	Count
For	Cllr Phil Alford, Cllr Liz Alstrom, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr David Bowler, Cllr Richard Britton, Cllr Allison Bucknell, Cllr Richard Budden, Cllr Trevor Carbin, Cllr Daniel Cave, Cllr Mary Champion, Cllr Sam Charleston, Cllr Pauline Church, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Mark Connolly, Cllr Caroline Corbin, Cllr Kevin Daley, Cllr Brian Dalton, Cllr Jane Davies, Cllr Matthew Dean, Cllr Dr Monica Devendran, Cllr Adrian Foster, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Sven Hocking, Cllr Nick Holder, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Simon Jacobs, Cllr Johnny Kidney, Cllr Carole King, Cllr Gordon King, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Kathryn Macdermid, Cllr Dr Brian Mathew, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Charles McGrath, Cllr Ian McLennan, Cllr Dominic Muns, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Christopher Newbury, Cllr Ashley O'Neill, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Bill Parks, Cllr Sam Pearce-Kearney, Cllr Antonio Piazza, Cllr Tony Pickernell, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Paul Sample JP, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr Martin Smith, Cllr Caroline Thomas, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Mark Verbinnen, Cllr David Vigar, Cllr Iain Wallis, Cllr Bridget Wayman, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill	77
Against	None	0
Abstain	Cllr Andrew Davis and Cllr James Sheppard	2

Item 12: Wiltshire Design Guide

Vote	Councillors	Count
For	Cllr Phil Alford, Cllr Liz Alstrom, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr David Bowler, Cllr Richard Britton, Cllr Allison Bucknell, Cllr Richard Budden, Cllr Trevor Carbin, Cllr Daniel Cave, Cllr Mary Champion, Cllr Sam Charleston, Cllr Pauline Church, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Mark Connolly, Cllr Kevin Daley, Cllr Brian Dalton, Cllr Jane Davies, Cllr Matthew Dean, Cllr Dr Monica Devendran, Cllr Adrian Foster, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Sven Hocking, Cllr Nick Holder, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Simon Jacobs, Cllr Johnny Kidney, Cllr Carole King, Cllr Gordon King, Cllr Edward Kirk, Cllr Jacqui Lay, Cllr Kathryn Macdermid, Cllr Dr Brian Mathew, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Charles McGrath, Cllr Dominic Muns, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Christopher Newbury, Cllr Ashley O'Neill, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Bill Parks, Cllr Sam Pearce-Kearney, Cllr Antonio Piazza, Cllr Tony Pickernell, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Paul Sample JP, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr Martin Smith, Cllr Caroline Thomas, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Mark Verbinnen, Cllr David Vigar, Cllr Iain Wallis, Cllr Bridget Wayman, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill	72
Against	None	0
Abstain	Cllr Caroline Corbin, Cllr Andrew Davis, Cllr Ian McLennan, Cllr Ricky Rogers and Cllr James Sheppard	5

Item 13: Notice of Motion 24-01: Supporting Wiltshire Farmers and Food Producers

Vote	Councillors	Count
For	Cllr Phil Alford, Cllr Liz Alstrom, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr David Bowler, Cllr Richard Britton, Cllr Allison Bucknell, Cllr Richard Budden, Cllr Trevor Carbin, Cllr Daniel Cave, Cllr Mary Champion, Cllr Pauline Church, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Jane Davies, Cllr Andrew Davis, Cllr Matthew Dean, Cllr Dr Monica Devendran, Cllr Adrian Foster, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Sven Hocking, Cllr Nick Holder, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Simon Jacobs, Cllr Johnny Kidney, Cllr Carole King, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Kathryn Macdermid, Cllr Dr Brian Mathew, Cllr Laura Mayes, Cllr Charles McGrath, Cllr Dominic Muns, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Christopher Newbury, Cllr Ashley O'Neill, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Bill Parks, Cllr Sam Pearce-Kearney, Cllr Antonio Piazza, Cllr Tony Pickernell, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Pip Ridout, Cllr Rich Rogers, Cllr Paul Sample JP, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr James Sheppard, Cllr Martin Smith, Cllr Caroline Thomas, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Mark Verbinnen, Cllr Iain Wallis, Cllr Bridget Wayman, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill	70
Against	None	0
Abstain	Cllr Gordon King, Cllr Dr Mark McClelland and Cllr David Vigar	3

Item 14: Notice of Motion 24-02: S.106 Agreement

Vote	Councillors	Count
For	Cllr Phil Alford, Cllr Liz Alstrom, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr David Bowler, Cllr Richard Britton, Cllr Allison Bucknell, Cllr Richard Budden, Cllr Trevor Carbin, Cllr Daniel Cave, Cllr Mary Champion, Cllr Pauline Church, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Jane Davies, Cllr Matthew Dean, Cllr Dr Monica Devendran, Cllr Adrian Foster, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Sven Hocking, Cllr Nick Holder, Cllr Jon Hubbard, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Simon Jacobs, Cllr Johnny Kidney, Cllr Carole King, Cllr Gordon King, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Kathryn Macdermid, Cllr Dr Brian Mathew, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Dominic Muns, Cllr Kelvin Nash, Cllr Ashley O'Neill, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Bill Parks, Cllr Sam Pearce-Kearney, Cllr Antonio Piazza, Cllr Tony Pickernell, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Paul Sample JP, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr Martin Smith, Cllr Caroline Thomas, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Mark Verbinnen, Cllr David Vigar, Cllr Iain Wallis, Cllr Bridget Wayman, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill	64
Against	None	0
Abstain	Cllr Andrew Davis, Cllr Christopher Newbury, Cllr Pip Ridout and Cllr James Sheppard	4

Council

MINUTES OF THE EXTRAORIDNARY COUNCIL MEETING HELD ON 20 FEBRUARY 2024 AT COUNCIL CHAMBER - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr James Sheppard (Chairman), Cllr Andrew Davis (Vice-Chairman), Cllr Phil Alford, Cllr Liz Alstrom, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr David Bowler, Cllr Richard Britton, Cllr Allison Bucknell, Cllr Richard Budden, Cllr Trevor Carbin, Cllr Daniel Cave, Cllr Mary Champion, Cllr Pauline Church, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Kevin Daley, Cllr Jane Davies, Cllr Matthew Dean, Cllr Dr Monica Devendran, Cllr Adrian Foster, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Sven Hocking, Cllr Nick Holder, Cllr Jon Hubbard, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Simon Jacobs, Cllr Johnny Kidney, Cllr Carole King, Cllr Gordon King, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Kathryn Macdermid, Cllr Dr Brian Mathew, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Charles McGrath, Cllr Dominic Muns, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Christopher Newbury, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Ashley O'Neill, Cllr Bill Parks, Cllr Sam Pearce-Kearney, Cllr Antonio Piazza, Cllr Tony Pickernell, Cllr Horace Prickett, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Pip Ridout, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr Martin Smith, Cllr Caroline Thomas, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Mark Verbinnen, Cllr David Vigar, Cllr Iain Wallis, Cllr Bridget Wayman, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill

19 **Apologies**

Apologies for absence were previously received from Cllrs Helen Belcher OBE, Steve Bucknell, Ernie Clark, Sarah Gibson, and Tom Rounds.

The Chairman also accepted apologies from those Members who had attended the ordinary meeting but had needed to leave before it had concluded, as follows:

Cllrs Clare Cape, Sam Charleston, Mark Connolly, Caroline Corbin, Brian Dalton, Ross Henning, Ruth Hopkinson, Mel Jacob, George Jeans, Jacqui Lay, Ian McLennan, Dr Nick Murry, Andrew Oliver, Stewart Palmen, Rich Rogers, Ricky Rogers, Paul Sample JP, Ian Thorn, Tim Trimble, and Derek Walters.

20 **Declarations of Interest**

There were no declarations.

21 **Chairman's Announcements**

There were no announcements.

22 **Public Participation**

There were no questions or statements received.

23   **External Auditors Statutory Recommendation**

<u>Introduction</u>
The Chairman invited Cllr Nick Botterill, Cabinet Member for Finance, Development Management, and Strategic Planning, to present a report providing detail of the statutory recommendation issued by the council's External Auditor, Deloitte. This was in relation to the Statement of Accounts for 2019/20.

Cllr Botterill explained that the matter related to the technical valuing of assets held by the council, and that as a result of attempts to further regular the audit process there had been an unintended consequence resulting in many councils facing considerable delays with hundreds of delayed audits.

He expressed concern that the conclusion was not proportionate, and that the methodology of asset valuations used by the auditors did not reflect that assets such as roads or bridges were not trading or tradeable assets. It was stated the recommendation and judgement had no impact upon working capital or the finances of the council.

Cllr Botterill concluded that it was a requirement that the statutory recommendation be considered by Full Council within 30 days of it being issued, and that the Audit and Governance Committee had considered the draft report and approved a response. This would enable the council to move forward in relation to other delayed accounts. It was proposed that the meeting note the action taken, and this was seconded by Cllr Iain Wallis, Chairman of the Audit and Governance Committee.

<u>Group Leaders and Chairman comments</u>
Cllr Richard Clewer, Leader of the Council, noted that the issue of delayed accounts was being faced by councils across the country, and that the response proposed would enable the council to move forward.

Cllr Gordon King, Deputy Leader of the Liberal Democrat Group, supported the preceding comments, and that he was content there was an action plan to work through what was demanded by the external audit process.

Cllr Wallis made reference to hundreds of external audits being outstanding nationally. He stated he was impressed with the work the auditors had put in and the constructive criticism offered. He thanked the Audit and Governance Committee for its work and stated that the issue had been thoroughly reviewed.

<u>Debate</u>
During debate the long delays towards completing the 2019/20 accounts was noted, and that the process should be mostly concluded with the resolution of the meeting. It was stated that the issue was a technical one not financial, and that the statutory recommendation did not reflect current concerns regarding the finances of the council.

A comment was also raised about whether there had been any external legal

advice regarding the issue of valuation of assets, noting the council had a statutory duty to maintain many roads without owning those assets.

There was also a comment criticising the level of information on the matter that had been provided to Members directly throughout the process, instead relying on updates to the Audit and Governance Committee, and requesting that where there were concerns that these be raised more prominently for the attention of all Members who could not be expected to be familiar with all council papers that were issued. In response a comment was made on the public reporting on the issue of council audits, assurances from the Audit and Governance Committee, and reference within some previous reports to Council.

At the conclusion of debate, it was then,

Resolved:

That Council consider the Statutory Recommendation and note that the response to the section 24 Statutory Recommendation from the External Auditor had been approved by the Audit & Governance Committee and that response will be returned to the External Auditor following this meeting of Full Council.

There was a recorded vote on the proposal

Votes for the Motion (63)
Votes against the Motion (2)
Votes in abstention (2)

Details of the recorded vote are attached to these minutes.

(Duration of meeting: 8.25 - 8.45 pm)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services, direct line 01225 718504, e-mail committee@wiltshire.gov.uk

Press enquiries to Communications, direct line 01225 713114 or email communications@wiltshire.gov.uk

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Full Council Extraordinary Meeting - 20 February 2024 - Members Attendance

Councillor Name	Time in (Meeting start – 20:25)	Time Out (Meeting close – 20:45)
Phil Alford	20:25	Meeting close
Liz Alstrom	20:25	Meeting close
Helen Belcher OBE	Apologies	Apologies
Chuck Berry	20:25	Meeting close
Ian Blair-Pilling	20:25	Meeting close
Nick Botterill	20:25	Meeting close
David Bowler	20:25	Meeting close
Richard Britton	20:25	Meeting close
Allison Bucknell	20:25	Meeting close
Steve Bucknell	Apologies	Apologies
Richard Budden	20:25	Meeting close
Clare Cape	Apologies	Apologies
Trevor Carbin	20:25	Meeting close
Daniel Cave	20:25	Meeting close
Mary Champion	20:25	Meeting close
Sam Charleston	Apologies	Apologies
Pauline Church	20:25	Meeting close
Ernie Clark	Apologies	Apologies
Richard Clewer	20:25	Meeting close
Zoë Clewer	20:25	Meeting close
Mark Connolly	Apologies	Apologies
Caroline Corbin	Apologies	Apologies
Kevin Daley	20:25	Meeting close
Brian Dalton	Apologies	Apologies
Jane Davies	20:25	Meeting close
Andrew Davis	20:25	Meeting close
Matthew Dean	20:25	Meeting close
Dr Monica Devendran	20:25	Meeting close
Adrian Foster	20:25	Meeting close
Sarah Gibson	Apologies	Apologies
Gavin Grant	20:25	Meeting close
Howard Greenman	20:25	Meeting close
Ross Henning	Apologies	Apologies
Sven Hocking	20:25	Meeting close
Nick Holder	20:25	Meeting close
Ruth Hopkinson	Apologies	Apologies
Jon Hubbard	20:25	Meeting close
Peter Hutton	20:25	Meeting close
Tony Jackson	20:25	Meeting close
Mel Jacob	Apologies	Apologies

Page 53

Simon Jacobs	20:25	Meeting close
George Jeans	Apologies	Apologies
Johnny Kidney	20:25	Meeting close
Carole King	20:25	Meeting close
Gordon King	20:25	Meeting close
Edward Kirk	20:25	Meeting close
Jerry Kunkler	20:25	Meeting close
Jacqui Lay	Apologies	Apologies
Kathryn MacDermid	20:25	Meeting close
Dr Brian Mathew	20:25	Meeting close
Laura Mayes	20:25	Meeting close
Dr Mark McClelland	20:25	Meeting close
Charles McGrath	20:25	Meeting close
Ian McLennan	Apologies	Apologies
Dominic Muns	20:25	Meeting close
Dr Nick Murry	Apologies	Apologies
Nabil Najjar	20:25	Meeting close
Kelvin Nash	20:25	Meeting close
Christopher Newbury	20:25	Meeting close
Ashley O'Neill	20:25	Meeting close
Jack Oatley	20:25	Meeting close
Paul Oatway QPM	20:25	Meeting close
Andrew Oliver	Apologies	Apologies
Stewart Palmen	Apologies	Apologies
Bill Parks	20:25	Meeting close
Sam Pearce-Kearney	20:25	Meeting close
Antonio Piazza	20:25	Meeting close
Tony Pickernell	20:25	Meeting close
Horace Prickett	20:25	Meeting close
Nic Puntis	20:25	Meeting close
Tamara Reay	20:25	Meeting close
Pip Ridout	20:25	Meeting close
Rich Rogers	Apologies	Apologies
Ricky Rogers	Apologies	Apologies
Tom Rounds	Apologies	Apologies
Paul Sample JP	Apologies	Apologies
Mike Sankey	20:25	Meeting close
Jonathon Seed	20:25	Meeting close
James Sheppard	20:25	Meeting close
Martin Smith	20:25	Meeting close
Caroline Thomas	20:25	Meeting close
Ian Thorn	Apologies	Apologies
Elizabeth Threlfall	20:25	Meeting close
Jo Trigg	20:25	Meeting close
Tim Trimble	Apologies	Apologies
Mark Verbinnen	20:25	Meeting close

David Vigar	20:25	Meeting close
Iain Wallis	20:25	Meeting close
Derek Walters	Apologies	Apologies
Bridget Wayman	20:25	Meeting close
Stuart Wheeler	20:25	Meeting close
Philip Whitehead	20:25	Meeting close
Suzanne Wickham	20:25	Meeting close
Christopher Williams	20:25	Meeting close
Graham Wright	20:25	Meeting close
Robert Yuill	20:25	Meeting close

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Recorded Vote – Council (Extraordinary Meeting) – 20 February 2024

Item 8 – External Auditors Statutory Recommendation

That Council consider the Statutory Recommendation and note that the response to the section 24 Statutory Recommendation from the External Auditor had been approved by the Audit & Governance Committee and that response will be returned to the External Auditor following this meeting of Full Council.

Vote	Councillors	Count
For	Cllr Phil Alford, Cllr Liz Alstrom, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr David Bowler, Cllr Richard Britton, Cllr Allison Bucknell, Cllr Richard Budden, Cllr Daniel Cave, Cllr Mary Champion, Cllr Pauline Church, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Jane Davies, Cllr Matthew Dean, Cllr Dr Monica Devendran, Cllr Adrian Foster, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Sven Hocking, Cllr Nick Holder, Cllr Jon Hubbard, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Simon Jacobs, Cllr Johnny Kidney, Cllr Carole King, Cllr Gordon King, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Kathryn Macdermid, Cllr Dr Brian Mathew, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Charles McGrath, Cllr Dominic Muns, Cllr Kelvin Nash, Cllr Ashley O'Neill, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Bill Parks, Cllr Sam Pearce-Kearney, Cllr Antonio Piazza, Cllr Tony Pickernell, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Pip Ridout, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr Martin Smith, Cllr Caroline Thomas, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Mark Verbinnen, Cllr David Vigar, Cllr Iain Wallis, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill	63
Against	Cllr Trevor Carbin and Cllr Christopher Newbury	2
Abstain	Cllr Andrew Davis and Cllr James Sheppard	2

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Wiltshire Council

Full Council

21 May 2024

Annual Updates from Committees

Summary
To receive updates from some council committees on activity which has taken place in the latest municipal year.

Proposal
To note the updates from committees

Reason for Proposals
To receive a summary of annual activity from committees appointed by Full Council.

Perry Holmes
Director - Legal and Governance

Wiltshire Council

Full Council

21 May 2024

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Annual Updates from Committees

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Purpose

1. To receive annual updates regarding the following committees:

   - Audit and Governance Committee
   - Licensing Committee
   - Overview and Scrutiny Management Committee (incorporating the Scrutiny Select Committees)
   - Standards Committee
   - Wiltshire Pension Fund Committee (Joint with Swindon Borough Council)
   - Wiltshire Police and Crime Panel (Joint with Swindon Borough Council)

Background

2. In accordance with Paragraph 2 of Part 3B of the Constitution, Full Council has established many committees to be responsible for the discharge or oversight of many of the council's non-executive functions.

3. Joint Committees are also appointed as set out at Paragraph 4 of Part 3B of the Constitution.

Main Considerations

4. In order to highlight the functions of and work of various committees which otherwise may work in relative isolation from other aspects of the council, several annual updates have been prepared detailing some of the activity that has taken place since the last annual meeting of Full Council.

5. Updates have been prepared covering the Overview and Scrutiny Committees, Audit and Governance Committee, Licensing Committee, Standards Committee, Wiltshire Pension Fund Committee, and Wiltshire Police and Crime Panel.

6. Each update briefly sets out details of meetings which have taken place since the last annual meeting of Full Council, decisions made or topics discussed, along with details of any relevant sub-committees and other relevant matters.

Safeguarding Implications

7. There are no safeguarding implications arising from this report.

Public Health Implications

8. There are no public health implications arising from this report.

Procurement Implications

9. There are no procurement implications arising from this report.

Risk Assessment

10. There are no risk issues arising from this report.

Equalities Implications

11. There are no equalities implications arising from this report.

Environmental and Climate Change Implications

12. There are no environmental implications arising from this report.

Workforce Implications

13. There are no workforce implications arising from this report.

Financial Implications

14. There are no financial implications arising from this report.

Legal Implications

15. There are no legal implications arising from this report.

Options

16. Not applicable.

Proposal

17. That Council:

To note the updates from committees.

Perry Holmes - Director, Legal and Governance

Report Author: Kieran Elliott, Democracy Manager (Democratic Services)

Appendices
Annual Updates from Committees

Background Papers
Committee agendas and minutes

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Wiltshire Council

Overview and Scrutiny: Annual Report 2023/24

Wiltshire Council

What is overview and scrutiny?

Wiltshire Council is run by councillors elected by the people of Wiltshire.

A small number of them form the cabinet (also referred to as the executive) which sets the direction, determines the priorities and takes the important decisions. The councillors in the cabinet hold powerful positions and it is important that they

are held to public account for their actions. This is done through a system called Overview and Scrutiny (OS) and is undertaken by the non-executive councillors.

This is common to most local councils. OS ensures that decisions are taken based on good evidence including the views of those with an interest in the matter and are in the best interests of the people of Wiltshire. OS is selective in what it looks at so that it can add value to the most important services provided by the council, its partners and contractors. Wherever possible it helps to shape policy through early discussions as well as scrutinising proposals before they are finally agreed. A list of the matters which will be considered by OS is published in its forward work programme.

Cllr Graham Wright
Chairman

Cllr Christopher Williams
Vice chairman

OSMC Chair's statement

"As we enter the final year of the 2021-25 council, OS is continuing to play a central role in developing council policy, scrutinising the council's performance and holding decision makers to account. In 2024-25, OS have provided pre-decision input on a remarkable 90% of all decisions taken by the Cabinet and 67% of eligible members took part in our work.

The select committees have continued to look closely at the key issues affecting Wiltshire residents, including the demand pressures faced by emergency health services, activities and support for young people and how affordable housing is allocated based on need.

My thanks go to all scrutiny councillors for their hard work, especially the three other committee chairmen and also the Scrutiny team that supports our work. We will continue to work constructively with the council's cabinet to achieve the very best outcomes for Wiltshire's residents."

- Cllr Graham Wright, Chairman

Key items we have looked at:

Customer complaints

- Scrutinised the council's complaints data, examining the number of complaints received across different council services, how they were resolved and how Wiltshire compares with other local authorities.

Financial management

- Undertook detailed quarterly scrutiny of the council's revenue and capital budgets and reviewed the administration's and opposition groups' budget proposals for 2024-25 prior to consideration by Full Council.

Stone Circle Companies

- Commenced a review of the governance arrangements in place for the council's wholly-owned companies to ensure they are robust, including how scrutiny will engage in this area.

Performance of council services

- Performed quarterly scrutiny of the council's performance and risk metrics, flagging issues for further investigation by the other select committees.

Health Select Committee – Chair's statement

Cllr Johnny Kidney
Chairman

Cllr Gordon King
Vice chairman

"The Health Select Committee is responsible for scrutinising health services, adult social care and public health provision in Wiltshire. In July 2023 we brought together representatives from organisations delivering front line health and care services including the ambulance service, primary care and hospital staff, reablement and community-based support to review the exceptional pressures on emergency services and the strategies – planned or in place – to reduce the demand on acute services.

The inquiry has shaped the work of the committee this year and members have followed with interest interventions and services that focus on prevention and community-based support."

- Cllr Johnny Kidney, Chairman

Key items we have looked at ... and what we have achieved:

Reducing hospital admissions

- Received an update on two initiatives: NHS@Home Wiltshire and Urgent Community Responses. Members welcomed the provision of urgent and acute care outside a hospital setting and recommended publicising the service to carers.

Smoke Free Generation

- Supported a proposal to reduce smoking and vaping in young people, improving future health outcomes and quality of life. Engaged in the national consultation on how the policy should be implemented.

Dementia Care strategy

- Supported a drive to increase community awareness around dementia and the involvement of Area Boards in promoting dementia-friendly towns. The implementation plan of the strategy will be reviewed this year.

Regional Health Scrutiny

- Met with counterparts in Bath and Northeast Somerset to discuss collaboration at a regional level. This partnership will continue to be a feature of the committee's work.

Children's Select Committee - Chair's Statement

Cllr Jon Hubbard
Chairman

Cllr Jacqui Lay
Vice chairman

"It has been a notable year in the transformation of services for children in Wiltshire. At the end of 2023, the committee was pleased to congratulate officers on achieving an Ofsted rating of 'outstanding' for 'making a positive difference to children's lives.' The committee knows that its constructive and robust challenge ensures that the Council are accountable when making decisions that affects the lives of families, children and young people.

Every service we consider is significant to the overall outcomes for children and young people. We will, however, continue to have a particular focus on two areas that are developing new ways of working; neighbourhood-based Family Hubs and services for children with special educational needs and disabilities (SEND). Both services will remain a priority for the Council and committee in the coming years."

- Cllr Jon Hubbard, Chairman

Key items we have looked at ... and what we have achieved:

Activities and support for young people

- Following recommendations from the committee, the council agreed to develop an overarching youth strategy, to review funding criteria for youth grants and to explore how we can involve young people in decisions affecting them.

Family Hubs

- Scrutinised the findings and learning from the pilot project and plans for rolling out family hubs. The committee will continue to monitor how the hubs are meeting their objectives to support the needs of families

Special Educational Needs and Disability (SEND)

- Appointed a committee member to the governance board for SEND. This body will now oversee the government-funded safety valve investment programme in Wiltshire.

Environment Select Committee – Chairs statement

Cllr Jerry Kunkler
Chairman

Cllr Derek Walters
Vice chairman

"In 2023/24 the committee continued to investigate issues impact the day to day lives of Wiltshire residents, concentrating on how services can improve and adapt to current challenges. We have focused on core services such as highways, including pothole repairs, housing and waste management.

There are significant challenges ahead with the implementation of the Environment Act 2022, the transfer of responsibilities from the Local Enterprise Partnership (LEP) and our ongoing response to climate change. Consequently, our work plan continues to grow but we welcome the opportunity to help shape and add value to the work of the council.

Finally, I would like to acknowledge the loss of two experienced members of the committee this year; Cllr Bob Jones MBE and Cllr Tony Trotman, whose commitment and local knowledge will be missed. I would also like to welcome Cllr Derek Walters, as our new Vice-Chairman."

- Cllr Jerry Kunkler, Chairman

Key items we have looked at ... and what we have achieved:

Housing

- Reviewed the council's Housing Allocations Policy, which allocates social homes including allocations into those homes managed by other providers. Submitted thirteen recommendations to the Executive, all of which were accepted.

Leisure centres

- Asked for a Bank Holiday opening pilot to be undertaken, which is still ongoing, to assess demand and viability.

Climate adaptation policy

- Helped shape the council's developing climate adaptation policy. This will be crucial in supporting the county to make adaptations to alleviate the effects of climate change.

Potholes

- Continued to monitor this issue and will receive further updates before the start of the winter.

How is overview and scrutiny supported

The council's non-executive councillors lead OS but are supported in their work by a small team of officers. The Scrutiny team ensures that the councillors have the information and evidence they need and can speak to those people that have a direct responsibility or interest in the matter. This can include making arrangements to hear from service users and going on site visits.

The team also undertakes research and writes reports on behalf of the select committees and task groups.

Looking forward

Local authorities continue to face significant financial pressures on top of existing demographic challenges. In Wiltshire, OS will contribute to meeting this challenge by acting as a 'critical friend' to decision-makers and acting as the voice of the people when important decisions are being made. The council is increasingly looking at how digital innovation and prevention can help to support residents most effectively while protecting the council's financial health. OS. OS will need to reflect this in its work.

OS will be holding its annual round of meetings with the council's Executive to discuss council priorities for the next 12 months and decide where OS input can add value.

Since its introduction, OS has become an integral part of decision-making at the council. We will be working to ensure this remains the case, with all significant executive decisions receiving prior OS input and as many elected representatives as possible contributing to OS's work.

Getting involved

OS welcomes suggestions from councillors and members of the public regarding issues that could be investigated. If you would like to suggest an issue that OS should look into, please contact us via the details at the end of this report.

Members of the public can also get directly involved by attending committee meetings, submitting a question before a meeting or giving notice to make a statement on an item on the agenda.

Want to know more?

Contact Henry Powell, Democracy and Complaints Manager

Email **committee@wiltshire.gov.uk**

Visit **www.wiltshire.gov.uk**

County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN

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Annual Update of the Audit and Governance Committee

Introduction

I was appointed to be Chairman of the Audit and Governance Committee in May 2023 and it has been an interesting year. The committee has received many updates in relation to external audit activity, internal audit activity, the regulatory framework and financial management and accounts.

My thanks go to all the councillors on the Audit and Governance Committee, and to the officers which support the Committee, for their hard work in this complex area.

This report gives a summary of work undertaken in 2023/24 and other relevant details in relation to the Audit and Government Committee.

Cllr Iain Wallis
Chairman - Audit and Governance Committee

Voting Committee Members

Cllr Iain Wallis (Chairman)	Cllr Howard Greenman
Cllr Stuart Wheeler (Vice-Chairman)	Cllr George Jeans
Cllr Chuck Berry	Cllr Antonio Piazza
Cllr Pauline Church	Cllr Pip Ridout
Cllr Adrian Foster	Cllr Martin Smith
Cllr Gavin Grant	

Non-voting Committee Members

Cllr Nick Botterill
Cllr Richard Clewer
Andrew Geddes (Co-opted Member)
Jennifer Whitten (Co-opted Member)

Lead Directors
Lizzie Watkin – Director, Finance and Procurement (s.151 Officer)
Perry Holmes – Director, Legal and Governance (Monitoring Officer)
Andy Brown – Corporate Director, Resources (Deputy Chief Executive)

Auditors
Internal Auditors – SWAP
External Auditors – Deloitte/Grant Thornton (Grant Thornton were appointed by Public Sector Audit Appointments to undertake the councils external audit activity for the 2023/24 accounts onwards. They attended their first meeting of the Committee in April 2024.)

2023/24 Meetings
25 July 2023
19 September 2023
22 November 2023
7 February 2024
23 April 2024

<u>Functions of the Audit and Governance Committee</u>
Set out in Part 3B Paragraph 2.7 of the Constitution, <u>detailed on this link under</u> <u>'Information about Audit and Governance Committee'</u> including:

Internal Audit Activity
External Audit Activity
Regulatory Framework
Financial Management and Accounts

<u>Examples of business discussed and determined during 2023/24</u>

- Regular internal audit updates from the Internal Auditors (SWAP) - discussing risks and areas where audit reviews did not provide at least reasonable assurance such as Pension Fund Key Controls, ICT Network Boundary Defenses, the Pension Payroll Reconciliation Project, Section 106 Financial Controls, Procurement Cards (including Proactive Fraud Review) and Risk Management. The overall internal audit annual opinion given by SWAP for 2023/24 was reasonable.

- Annual Governance Statement 2022/23 - the Annual Governance Statement (AGS) ensures that the council has a strong governance and assurance framework in place to make certain that its business is conducted to the highest standards. The AGS is developed in line with the principles of the CIPFA/SOLACE Delivering Good Governance in Local Government. These principles are:

  - o Principle A: Behaving with integrity, demonstrating string commitment to ethical values, and respecting the rule of law.
  - o Principle B: Ensuring openness and comprehensive stakeholder engagement.
  - o Principle C: Defining outcomes in terms of sustainable economic, social and environmental benefits.
  - o Principle D: Determining the interventions necessary to optimize the achievement of intended outcomes.
  - o Principle E: Developing capacity, including the capability of the Council's leadership and the individuals within it.
  - o Principle F: Managing risks and performance through robust internal controls and strong public financial management.
  - o Principle G: Implementing good practices in transparency, reporting and audit to deliver accountability.

  The AGS is received annually to the Committee and forms part of the Statement of Accounts. Updates on improvement actions identified in the AGS also come to the Committee so that they can monitor progress.

- Statement of Accounts - unfortunately the council is behind on signing off its Statements of Accounts, with several sets of accounts outstanding (2020/21, 2021/22 and 2022/23). The council is not alone in this with many local authorities in the same situation - at the time of the April 2024 Audit and Governance meeting, it was stated that there are approximately 600 to 700 audits outstanding nationally. There were significant issues with local government account auditing due in part due to applying valuation methods for assets which did not translate well to the kind of assets held by councils as compared to private sector holders. There were issues with the external audit market and a lack of providers able to

undertake local authority accounts. Also, the complexity of the accounting regulations which had to be followed caused issues.

The 2019/20 Statement of Accounts were approved at the February 2024 meeting of the Committee. The auditor (Deloitte) had issued a disclaimer opinion for those accounts. The draft Statement of Accounts for 2020/21 has now been published. Whilst Value for Money work would be undertaken by the external auditors, it was expected that there would be no audit activity on outstanding accounts up to and including 2022/23 financial years and as such a disclaimer opinion on all of them is likely.

- Risk management audit and service update - an update was given to the Committee regarding the Risk Management Audit, its findings and actions taken or to be taken in response to the findings. Significant progress had been made against the recommendations and new risk registers had also been launched by November 2023. A new Risk Management Policy was reviewed by the Committee in February 2024 ahead of its onward travel to Cabinet for final approval. A new Strategic Risk Working Group had also been created involving the Monitoring Officer and colleagues from the Extended Leadership Team.

- Anti-fraud risk update - Following the initial approval of the Anti-Fraud, Bribery and Corruption Policy in April 2022, an update provided details on proactive and reactive Anti-Fraud activity. The internal auditors, SWAP, provided support on the detection and prevention of fraud via their specialist Counter Fraud team. Incidents of fraud were detailed in the report.

- Stone Circle Annual Governance Update - In 2021 a governance review of the Stone Circle company was undertaken by officers, with recommendations arising from that approved by Cabinet in September 2021. Five of the seven recommendations were complete. The governance structure was highlighted, and this included the Shareholder Group, Overview and Scrutiny and the Audit and Governance Committee. In response to a request from the Audit and Governance Committee, who were concerned that there was a lack of financial oversight, the Overview and Scrutiny Committee has commenced a review of how scrutiny would engage on this area.

- S.106 Financial Controls Audit Update - in response to an internal audit undertaken by SWAP an update was given to the Audit and Governance Committee. The findings of the audit and actions being taken to address them were detailed. These included, but were not limited to, actions such as increasing resources and providing training; a new computer system (Arcus) and a live dashboard to enable better monitoring and the development of several additional monitoring reports. Audit and Governance Committee Members welcomed the report and the work that had been undertaken to improve.

- Policy updates - every 2 years the Audit and Governance Committee reviews the:

    o Anti-Fraud, Corruption and Bribery policy
    o Anti-Tax Evasion policy
    o Anti-Money Laundering policy

At its April 2024 meeting, the Committee reviewed the minor updates which had been made to the policies and approved them. The Committee suggested that

members of the public/residents, in terms of their interactions with the council, be added to the who this policy applies to section of the policies.

- Corporate Procurement Card Audit Service Update - receiving a briefing regarding a pro-active fraud audit. No instances of fraud were found, but control weaknesses were identified with management action plans drawn up to address those findings.

- HRA Landlord Compliance Report - noting a review which had taken place in 2023 covering all elements of compliance activity in respect of policy, procedures, performance, and internal and external assurance.

- Corporate Risk updates - The role of the Audit and Governance Committee, in relation to the Risk Management process and as described in the Council's Performance and Risk Management Policy, is to monitor and review the effective development and operation of risk management. As such the Committee receives regular updates on risk management. The Committee noted the developments taking place to improve the council's risk management process.

Developments relevant to the remit of the committee during 2023/24

- Due to the delays nationally in completing audits and signing off accounts, central government realised that action needed to be taken to resolve the backlog. New statutory backstop dates for completion and publication of accounts were consulted upon and these were 30 September 2024 for all accounts up to 2022/23. For the 2023/24 accounts the backstop was 31 May 2025. Whilst these dates were consulted upon, there has been no formal response from government since the consultation finished and no guidance in how local authorities and auditors should deal with accounts which had seen little audit activity and had received disclaimer opinions. It is hoped that this will be forthcoming soon, and that the financial reporting regulations which local authorities have to adhere to will be updated shortly.

- Following a recruitment process the Committee was pleased to appoint two co-opted non-voting Members to the committee for the first time. The appointment of qualified and experienced co-opted members would add greatly to the work of the committee in carrying out its functions.

- Roll out of SWAP's Audit Board, which Committee Members can access to review the rolling internal audit plan and status of internal audits.

Looking ahead to 2024/25

- Signing off remaining outstanding accounts and the Annual Governance Statement

- Plans from new external auditors.

- Review of the whistleblowing policy.

- Internal audit updates, including service updates against the mandate for SWAP and its internal audit plan and in particular in relation to any limited or no assurance audits received.

- Risk Management update.

Contact Tara Hunt, Senior Democratic Services Officer, committee@wiltshire.gov.uk for more information regarding the committee.

Annual Update of the Licensing Committee 2023/24

Introduction

Over the past year the Licensing Committee has received a wide variety of reports in relation to the councils' responsibilities under the Licensing Act 2003 and the Gambling Act 2005.

Members of the Committee have also been actively involved with eight Licensing Sub Committee hearings from a variety of premises from all over the licensing area covered by Wiltshire Council. I would like to personally thank all the committee members for making themselves available for these often complex hearings and for the officer and legal support given to the hearing panel.

The current major piece of work for the Licensing Committee is the up and coming scrutiny of the Council's Statement of Licensing Policy which will be coming forward for approval at Full Council in October 2024. This is a key document, and I would respectfully ask all Council members to promote the Licensing policy to their local City, Town and Parish councils to ensure they have input into this important document.

Council members are also asked to help with the promotion of taxi driving as a career to further assist the Council's education transport provision and Wiltshire's transport network which provides a valuable service to the local community. Further details can be found here

Cllr Peter Hutton
Chairman - Licensing Committee

Committee Members 2023/24

Cllr Peter Hutton (Chairman)
Cllr Allison Bucknell (Vice-Chairman)
Cllr Steve Bucknell
Cllr Trevor Carbin
Cllr Daniel Cave
Cllr Sam Charleston
Cllr Kevin Daley
Cllr Andrew Davis
Cllr Ruth Hopkinson
Cllr Jerry Kunkler
Cllr Tim Trimble
Cllr Robert Yuill

Lead Officers

Sarah Valdus (Director - Environment)
John Carter (Head of Service – Public Protection)
Linda Holland (Licensing Manager – Public Protection – to December 2023)
Claire Francis (Public Protection Manager – Community Protection – from February 2024)
Tom Ince (Principal Compliance Officer)
Peter White (Enforcement Manager)
Jason Salter (Head of Service – Passenger Transport)
Adrian Hampton (Head of Highway Operations)

Functions of the Licensing Committee

Part 3B Paragraph 2.3 of the Constitution

2023/24 Meetings of the Licensing Committee

4 December 2023

4 March 2024

Sub Committees

The Licensing Committee has the power to appoint such Sub Committees as may from time to time be necessary to discharge duties under the Licensing Act 2003 and the Gambling Act 2005.

Each Sub Committee comprises three members drawn from the Licensing Committee.

Northern Area Licensing Sub Committee

26 July 2023 – Premises Licence, Calne Recreation Ground, Off Anchor Road, Calne

Eastern Area Licensing Sub Committee

20 June 2023 – Premises Licence, Krumbz Café, Kennet Place, Marlborough

19 March 2024 – Premises Licence, Bishops Cannings Cricket Club, Coate, Devizes

Southern Area Licensing Sub Committee

6 July 2023 – New Club Certificate, Chalke Valley Cricket Club, Church Street, Bowerchalke

2 October 2023 – Premises Licence, Hole Farm, Brick Kiln Lane, Alderbury

Western Area Licensing Sub Committee

16 October 2023 – Premises Licence, Thoulstone Park, Chapmanslade, Westbury

11 December 2023 – Premises Licence, Asda Express, East Street Service Station, 80 East Street, Warminster

1 February 2024 – Premises Licence, Westbury Pizza Ltd, 8 Westbury Mall, Edward Street, Westbury

Examples of business determined and/or discussed during 2023/24

- Considering the council's responsibilities under the Licensing Act 2003 and Gambling Act 2005.
- Approving of a six-week consultation on the council's future Statement of Licensing Policy.
- Receiving updates on the appeals lodged against Licensing Sub Committee decisions.
- Being updated on the role of the Passenger Transport Unit in fulfilling its statutory duties for providing home to school transport, including to children with SEND.
- Considering the availability of taxi drivers, as well as how fares and tariffs compared to neighbouring authorities.
- Approval of the Hackney Carriage window tint policy.
- Approval of minor changes to Wiltshire Council's Taxi guidelines.
- Receiving an update on QRoutes, a cloud-based tool for planning SEND, mainstream school and adult social care transport.

Examples of the types of activity applied for and determined by Sub Committees

- Late night refreshment
- Sale by retail of alcohol
- Exhibition of films
- Live and recorded music
- Performance of dance

Developments relevant to the remit of the committee during 2023/24

- An introduction of a single licensing zone for Hackney Carriages from 1 April 2024.
- Changes to the Animal Licensing Decision Making and Enforcement Protocol.
- A service-wide restructure in the Public Protection Team including the retirement of Licensing Manager Linda Holland.
- A ban on the sale, transfer or exchange of XL Bully dogs.
- Round 5 of the Safer Streets Fund Initiative.
- Wiltshire Council had won the Environmental Campaign of the Year Award at the Keep Britain Tidy Awards.

Looking ahead to 2024/25

- Reviewing and making recommendations on a new statement of Licensing Policy ahead of consideration by Full Council before 9 November 2024.
- Changes to licensing fee charges for 2024/25 (approved at Full Council on 20 February 2024.
- The Government intend to strengthen the Section 182 guidance by providing detailed advice on practical ways that local licensing and planning regimes can collaborate.
- The Public Protection Service will be moving to a new database from April 2024 called Arcus Global.
- Reviewing and making recommendations on a new Gambling Act Statement of Principles from 1 January 2025.

Contact Lisa Pullin, Democratic Services Officer, committee@wiltshire.gov.uk for more information regarding the Licensing Committee

Annual Update of the Standards Committee

Introduction

The Standards Committee oversees several important functions for the council, most critically in promoting and maintaining high standards of conduct for elected members. Whilst recognising the rights of elected members to robustly speak for their communities, it is important that those members adhere to their Codes of Conduct when acting in their capacity as a councillor.

At the unitary level or for city, town, or parish councils, when unacceptable behaviour takes place this can cause considerable problems for local governance. Ultimately it is for the voters to make a final determination on who will represent them, but between elections it is contingent on us all to encourage high standards of conduct.

The Committee has reviewed the Code for Wiltshire Council, and closely monitored the administration of any complaints received in order to improve the process in a fair a way which also assured the public those members who fail to conduct themselves appropriately are held to account.

The Committee also continues to monitor and review the types of complaints received, including complaints against the council itself, and to improve the processes of the council through continual review of its constitution.

Cllr Paul Oatway QPM
Chairman - Standards Committee

Voting Standards Committee Members
Cllr Paul Oatway (Chairman)
Cllr Allison Bucknell (Vice-Chairman)
Cllr Andrew Davis
Cllr Matthew Dean
Cllr Ruth Hopkinson
Cllr Bill Parks
Cllr Sam Pearce-Kearney
Cllr Pip Ridout
Cllr Mike Sankey
Cllr Derek Walters

Non-voting Standards Committee Members
Gordon Ball (Co-opted Member)
Kathy Barnes (Co-opted Member)
Joanne Cetti (Co-opted Member)
Julie Philips (Co-opted Member)

Lead Officers
Perry Holmes – Director, Legal and Governance (Monitoring Officer)
Henry Powell – Democracy and Complaints Manager
Kieran Elliott – Democracy Manager (Democratic Services)

Assessment Sub-Committee Members
Cllr Ruth Hopkinson (Chairman)
Cllr Ernie Clark (Vice-Chairman)
Cllr Richard Britton
Cllr Gordon King
Cllr Sam Pearce-Kearney

2023/24 Standards Committee Meetings
20 June 2023
3 October 2023
18 April 2024

2023/24 Standards Assessment Sub-Committee Meetings
20 June 2023
24 August 2023
28 September 2023
18 January 2024
21 March 2024
14 May 2024

2023/24 Standards Hearing Sub-Committee Meetings
11 October 2023
16 November 2023
8 February 2024

2023/24 Standards Dispensation Sub-Committee Meetings
3 October 2023
8 February 2024

Functions of the Standards Committee

Part 3B Paragraph 2.5 of the Constitution, including but not limited to:

- promoting and maintaining high standards of conduct by elected and co-opted Members and officers;
- monitoring and advising the Council about the operation of its code of conduct in the light of best practice and any changes in the law;
- overview of corporate complaints handling and Ombudsman investigations;
- oversight of the constitution

Examples of business discussed and determined during 2023/24

- Regular monitoring of Code of Conduct complaints, including number, distribution, type, outcome, and adherence to timeframes for determination
    - 59 Code of Conduct complaints were received in 2023-24. Since 2019 the annual number has ranged from 36-72.
    - 11 of the complaints were regarding Wiltshire Councillors
    - 48 Complaints against parish/town/city Councillors
    - 4 complaint investigations, with breaches found in two cases. Two investigations are ongoing with one scheduled to be heard by the Hearing Sub-Committee.
    - 95% of complaints were acknowledged and provided to the subject member for comments within timescales.
    - Complaints were assessed in an average of five working days (five working day target).
    - 76% of subject member responses received within timescales.

- In accordance with best practice, in October 2022 a review of the newly adopted Code and its operations was undertaken. The Committee recommended revisions to simplify the process for seeking dispensations, clarifications

regarding voluntary declarations in absence of any disclosable interest and setting different requirements if declaring membership of a city, town, or parish council, noting that the high frequency of such interests previously impeded business at Area Boards.

- Receiving and commenting on the Annual Report on Wiltshire Council complaints.
  - o The number of complaints received increased by 12% since 2021/22.
  - o The number of 'service requests' received (complaints resolved outside of the formal procedure) increased by 35% since 2021/22.
  - o 10% more complaints about Wiltshire Council were reported to the Local Government and Social Care Ombudsman (LGSCO) than in 2021/22.
  - o The percentage of complaints about the council upheld by the LGSCO decreased by 2%.
  - o The council paid £8,750 in financial remedies following recommendations from the LGSCO, £6,900 of which related to delays in the issuing of Emotional Health and Care Plans (EHCPs).

- Approving recommendations from the Constitution Focus Group on proposed changes to the Constitution, including the Code of Conduct, Police and Crime Panel Procedure, Access to Information Procedure Rules, Overview and Scrutiny Procedure Rules, and Cabinet Procedure Rules.

- Considering proposed updates to the Complaints Procedure following new complaint handling codes published by the LGSCO and the Housing Ombudsman.

Sub-Committees

The Standards Committee has the power to appoint such sub-committees as may from time to time be necessary for the efficient discharge of its functions. In particular, the Committee will appoint:

- An Assessment Sub-Committee to assess complaints in respect of complaints regarding the conduct of Members of Wiltshire Council, or Members of city, town or parish councils under the Council's arrangements.

- A Hearing Sub-Committee to determine Member misconduct complaints under the Council's arrangements.

- A Dispensation Sub-Committee to determine requests for dispensation from the requirements relating to interests.

Assessment Sub-Committee
The Assessment Sub-Committee (ASC) is scheduled on a monthly basis and makes decisions on all Code of Conduct complaints in accordance with the Council's arrangements under Protocol 11 of the Constitution.

- 6 ASC meetings took place in 2023/24.
- 18 complaints against elected members were assessed by the ASC. These were presented in 10 separate incident reports due to the grouping of multiple complaints where they related to the same alleged incident or behavior.
- The ASC referred 5 complaints to the Monitoring Officer for Investigation.

- 5 complaints were resolved by the ASC as requiring no further action.
- Complaints included but are not limited to allegations of bullying, failure to declare interests, bringing their role or council into disrepute, improperly conferring an advantage or disadvantage on another person.

Hearing Sub-Committee

The Hearing Sub-Committee (HSC) make decisions where an investigation into a Code of Conduct Complaint makes a finding of a breach, in accordance with the Council's arrangements under Protocol 11 of the Constitution.

- 3 Hearing Sub-Committee meetings took place in 2023/24.
- A further Hearing Sub-Committee has also been arranged for 15 May 2024 but at the time of this report had not yet taken place.
- Of the 3 HSC meetings which had taken place in 2023/24, the HSC found one or more breaches of the Code of Conduct in all of the complaints considered.
- Breaches related to bullying, respect, and bringing a council into disrepute.
- In one case where there was a finding of a breach, no sanctions were recommended or imposed by the HSC.
- Sanctions agreed in the other two cases included censure, publication of the decision in the minutes of the council, recommended training, and not being appointed to particular bodies until training had taken place.

Dispensations Sub-Committee

The Dispensation Sub-Committee shall make decisions on requests for dispensations relating to Disclosable Pecuniary Interests in accordance with the Council's Dispensations Policy, which is to be approved by the Standards Committee.

- 20 requests for dispensations were made in 2023/24 from 19 different Members;
- 2 related to Disclosable Pecuniary Interests and were decided by the Dispensation Sub-Committee. Both requests were granted to enable Members to remain the room during discussion relevant to the interest, but not to participate or vote.
- 18 related to Other Registerable Interests (ORIs) and were therefore decided by the relevant officer.
- 15 of the requests were granted in full, and 3 were granted in part. Most were granted due to business otherwise being impeded, for example a meeting was at risk of being inquorate without the dispensation.
- 10 of those requests related to membership of a city, town, or parish council, which following changes to the Code of Conduct would not in future require dispensations in order to remain in the room or participate.
- Other requests related to the holding of trusteeships or other positions.
- Depending on the request some dispensations were granted to the conclusion of the council term, others for a single meeting.

Contact Lisa Alexander, Senior Democratic Services Officer, lisa.alexander@wiltshire.gov.uk for more information regarding the committee.

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Annual Update of the Wiltshire Pension Fund Committee

Introduction

I am glad to have this opportunity of congratulating our Head of Pensions, Jennifer Devine, and all her team for their work through the difficult circumstances of the last year or two.

The Fund, both that part with the investment pool managed by the Brunel Pensions Partnership and the part remaining under local management, has continued to grow satisfactorily.

I particularly commend our team for its work in putting the Wiltshire Local Government Pension Scheme in the forefront of industry moves towards Responsible Investment. The fund's strategic realignment will ensure it will continue to deliver excellent returns as the world's economies change to meet the threat of climate change.

Staff shortages continue to produce shortfalls in administrative performance and discussions with HR about overcoming this issue are ongoing.

Finally, may I thank my colleagues on the Wiltshire Pension Fund Committee for their valuable insights and contributions to the Fund's management and governance.

Cllr Richard Britton
Chairman - Wiltshire Pension Fund Committee

Voting Committee Members
Wiltshire Council Members:
Cllr Richard Britton (Chairman)
Cllr George Jeans
Cllr Gordon King
Cllr Christopher Newbury
Cllr Stuart Wheeler

Swindon Borough Council Members:
Cllr Kevin Small (Vice-Chairman)
Cllr Vijay Manro

Employer Body Representative:
Claire Anthony
Jodie Smart (awaiting Council approval)

Non-voting Committee Members
Observers:
Stuart Dark
Mike Pankiewicz

Lead Officers
Lizzie Watkin – Director, Finance and Procurement (s.151 Officer)
Andy Brown – Corporate Director, Resources (Deputy Chief Executive)
Richard Bullen – Fund Governance Manager
Jennifer Devine – Head of Wiltshire Pension Fund
Christopher Moore – Investment and Accounting Team Lead
James Franklin – Pensions Administration Lead
Matthew Allen – Employer Funding and Risk Lead
Mark Briggs – Pension Fund Operations Manager

Functions of the Wiltshire Pension Fund Committee

Set out in Part 3B Paragraph 6 of the Constitution:

6.1 This joint committee will comprise five Members from Wiltshire Council and other Members as follows:

6.1.1 Two voting Members from Swindon Borough Council;
6.1.2 Two co-opted voting Employer Representatives;
6.1.3 Two co-opted non-voting employee representatives, one representing Wiltshire Council employees, and one representing Swindon Borough Council employees.

6.2 It will exercise the functions of the Council as administering authority under the Local Government Superannuation Acts and Regulations and deal with all matters relating thereto. The committee will publish meetings attendance records.

6.3 The voting Employer Representatives will serve a four-year fixed term from appointment. On expiry of the four-year term, applications for the position will be sought (from the incumbent and the applicable employer bodies) and an appointment process will be undertaken by the Administering Authority should more than one application be received for the role.

Set out in Protocol 2A of the Constitution:

12.1 The Committee exercises the functions of the Council as Administering Authority. To fulfil its functions the Wiltshire Pension Fund Committee will operate within a framework of key Governance and Compliance documents which it will ensure are maintained.

12.2 The key documents are:
12.2.1 Governance Compliance Statement;
12.2.2 Funding Strategy Statement;
12.2.3 Investment Strategy Statement;
12.2.4 Administering Authority Discretions Policy;
12.2.5 Stewardship Code Statement;
12.2.6 Communications Strategy;
12.2.7 Business Plan;
12.2.8 Administration Strategy;
12.2.9 Cessations Policy; and
12.2.10 Annual Report and Accounts.

12.3 The Committee shall be responsible for approving:
12.3.1 The Fund's budget;
12.3.2 The Triennial Valuation's key assumptions and results in relation to the

Pension Fund; and
12.3.3 For reviewing and approving the Annual Report and Accounts for final approval by the Audit Committee.

Examples of business discussed and determined during 2023/24

- Quarterly Investment Updates – Received in June, November, and February.
- Headlines and Monitoring Reports – To provide the Committee with various standard issues, to enable the Committee to fulfil its monitoring role; including but not limited to Risk Registers, Key Performance Indicators Updates and Audit Updates.
- Investment Manager Presentations – Received from Ninety One and PineBridge.
- Fund Annual Report and Accounts for 2022/2023.
- Key Financial Controls Updates – To highlight the significant issues in relation to the Fund's key financial controls.
- Policy Reviews – including work on updating the Fund's Employer Cessation Policy and a new Employer Policy.
- Responsible Investment Updates – To provide the Committee with updates on the Responsible Investment Plan for 2023/2024 as well as progress made towards implementing the Responsible Investment Policy.
- Climate Updates and Progress – To provide updates on progress towards the Fund's target of net zero carbon emissions by 2050, and also includes information on several other climate-related topics.
- Training was provided Employer Covenants reviews, the process of managing new and ceasing scheme employers, Pension Payroll and National Fraud Initiative.
- MiFID II Compliance – Some Members of the Committee completed their self-certification of MiFID II to assist the Fund in maintaining its Professional Investor status and in turn eligibility to invest in a wider range of investments.
- SWAP Audit Report 2024 and Audit Plan 2024/2025 – Presentation of results of SWAP's Key Performance Indicator audits conducted in November and a draft audit plan for the Fund for the scheme year 2024/25.
- Oracle Payroll Updates – Regular updates on the transfer of the fund payment process to Oracle.
- Brunel Governance Updates.
- The Fund's Business Plan 2024/27

Developments relevant to the remit of the committee during 2023/24

Key developments include:

- Commencing procurement of Actuarial, Benefit & Governance consultants, including Funding Risk and Covenant consultancy
- Commencing procurement of an Independent Investment Adviser to the Committee
- Commencing procurement of an Investment Management Consultant
- Appointment and reappointment of a range of services including Legal Adviser's for LGPS Create to manage Scheme Employer documentation, including admission agreements, a new mortality screening agent, new Investment Managers, an independent adjudicator & the National LGPS frameworks.
- Establishment of own office space
- Oversight of an operational restructure and a workforce plan for officers to enable execution of the Fund's tasks.

- Outsourcing of strategic projects – the aggregation backlog project & the payroll rectification project
- Implementation of the Altair payroll system and monitoring of the migration of the Fund's payroll to Oracle
- Recommencement of onboarding of Scheme Employers to i-Connect.
- The implementation of a covenant review strategy
- Achieving the migration of 70% of Fund's assets to the investment pool, BPP.
- Improving communications and digital technology such as the "My Wiltshire Pension portal".

Looking ahead to 2024/25

Examples of business planned for the next scheme year:

- Oversight and monitoring of progress of the three-year KPI Improvement Plan concerning administration performance.
- Review and approval of key documents, in particular the Fund's Pension Administration Strategy, its Communications policy, its treasury management strategy, the Stewardship Code and its TPR breach policy.
- Conclusion of key procurement appointments
- Preparation the March 2025 triennial valuation, including training and assumptions setting.
- Preparation for a review of the Fund's strategic asset allocations.
- Update the Fund's climate modelling scenarios.
- Oversight of the implementation of the Pension Regulator's general code of practice
- Oversight of the execution of key administration projects including McCloud, the Pensions Dashboard, and the pensioner payroll migration to Altair (The Fund's administration database)
- Increased engagement with Scheme Employers fostering the themes of education, delivery of accurate and timely information and performance communication.
- Ongoing monitoring of budgets, risks, audit recommendations, procurements, and internal controls. As well as monitoring of statutory returns and compliance and disclosure requirements such as the annual benefit statements.
- A new member training strategy

A full 144 page Annual Report and Accounts for the Wiltshire Pension Fund can be found [here](#).

Contact Ben Fielding, Senior Democratic Services Officer, committee@wiltshire.gov.uk for more information regarding the committee.

WILTSHIRE PENSION FUND

OUR YEAR IN REVIEW

Welcome to the highlights of Wiltshire Pension Fund in the year to 31 March 2023. Please follow the link at the end to the full annual report to read more about how we run the Fund.

£3.1bn
TOTAL VALUE OF FUND ASSETS

179
NUMBER OF EMPLOYERS IN THE FUND

£133m
EMPLOYERS AND EMPLOYEES CONTRIBUTIONS RECEIVED IN THE YEAR

£4,671
AVERAGE ANNUAL PENSION PAID

122.9%*
FUNDING LEVEL
Ratio of the assets to the present value of the pension liabilities
* As at 31 March 2023, based on roll-forward of 2022 valuation

£99m
PENSIONS PAID IN YEAR TO 21,240 PENSIONERS

Wiltshire Pension Fund

AWARD SHORTLISTING

Wiltshire Pension Fund have been shortlisted in three categories of the LAPF Investment Awards 2023: "Best approach to responsible investment", "Governance" and "Investment innovation".

RESPONSIBLE INVESTMENT

We gained UK stewardship code Status in September 2022, and have published our Stewardship highlights report, check it out here: Summary – Wiltshire Pension Fund

We have published a detailed and comprehensive Affordable Housing Impact Report 2023, it provides key facts and highlights the potential for stable, secured inflation-linked investment returns whilst benefiting residents, local communities within the UK, and the wider economy.

Visit our news pages for topical and relevant information about the pension fund:
News - Wiltshire Pension Fund

Investment performance
for the year to 31 March 2023

Net return	-5.7%
Benchmark	0.6%
Discount rate*	4.1%

*the actuarial expected investment return

Despite the significant market volatility in the year, the Fund's well diversified investment strategy has proved resilient and led to an improved funding position on an ongoing basis. Investment returns when considered in the longer term are in line with the required level of return.

Total fund membership 2023: 84,438

Pensioner members: 21,240
Active members: 23,549
Deferred members: 40,669

PURPOSEFUL PENSIONS

WPF ON CAMERA
Check out our film which features site visits to two of our amazing investments: Purposeful Pensions – it's landed! Wiltshire Pension Fund

Please follow the link to our website for further information https://www.wiltshirepensionfund.org.uk/Annual-report-and-accounts
For any questions, please email pensionenquiries@wiltshire.gov.uk

Wiltshire Police and Crime Panel

Annual Report 2024/25

SWINDON BOROUGH COUNCIL

Wiltshire Council

It's not Poirot or Dixon [of Dock Green], or Heartbeat or Spooks – it's some of all those things. They can explain policing and the police mission, and the magnificent work done 24/7 in a way that doesn't happen now.

- Sir Denis O'Connor, Her Majesty's Chief Inspector of Constabulary until July 2012, on the introduction of Police and Crime Commissioners

The Chief, the Commissioner, the Panel and the Public

The Police and Crime Commissioner ('the Commissioner') is an elected official responsible for setting the strategic direction, budget and priorities of Wiltshire Police. As part of this role, the Commissioner has wide ranging powers including commissioning services, bringing different stakeholders together and holding the Chief Constable ('the Chief'), the most senior officer within Wiltshire Police, to account for the operational delivery and performance of the force.

The Police and Crime Panel ('the Panel') in turn plays an important role in supporting and scrutinising the Commissioner with a view to providing transparency to the public and enabling them to hold the Commissioner to account at the ballot box.

The Panel is a joint Committee of Wiltshire Council and Swindon Borough Council. There is a total of 13 Members, seven Wiltshire Councillors, four Swindon BC Councillors and two Co-opted Members. It holds between four and six public meetings each year. The Panel is funded by, and is accountable to, the Home Office.

The Chief

Responsible for operational matters and the day to day running of Wiltshire Police. They are politically independent.

The Commissioner

An elected official responsible for holding the Chief to account and setting the strategic direction for the force. They are not responsible for operational policing matters.

The Panel

A joint Committee of the Local Authorities responsible for scrutinising and supporting the Commissioner on behalf of the public. It does not scrutinise the Chief, but how the Commissioner is holding the Chief to account.

The Panel

Meetings 2023/24

13 June 2023 - Devizes
14 September 2023 - Trowbridge
14 December 2023 - Swindon
18 January 2024 - Trowbridge
8 February 2024 - Chippenham
7 March 2024 - Trowbridge

Swindon Borough Council
Cllr Stanka Adamcova (Vice-Chairman)
Cllr Abdul Amin
Cllr Vijay Manro
Cllr Sudha Sri Nukana

Wiltshire Council
Cllr Steve Bucknell (Chairman)
Cllr Ross Henning
Cllr George Jeans
Cllr Dr Brian Mathew
Cllr Kelvin Nash
Cllr Tony Pickernell
Cllr James Sheppard

Co-Opted Members
Denisa Ahmeti
Louise Williams

Swindon Borough Council

Wiltshire Council

The Powers of the Panel

The Crime Plan

The Commissioner will produce a Crime Plan, a document which sets out the strategic direction for the force. The main role of the Panel is to monitor the progress that the Commissioner is making towards the goals in their Crime Plan.

In addition to receiving quarterly updates about the Crime Plan it also scrutinises an annual report about the progress being made, on which it will report or make recommendations.

Other Powers

Beyond scrutinising the implementation of the Commissioner's Crime Plan, the Panel also has other powers, including being able to veto the Commissioner's precept proposals and the appointment of the Commissioner's preferred candidate for Chief Constable.

" The past year has presented challenges for the PCC and Wiltshire Police. I and the Police and Crime Panel have been keen to see that progress is made not only on achieving the aspirations set out in the PCC's Police and Crime Plan, but also in working hard with the Engage process to raise the force out of its "Inadequate" rating.

The PCC has had to make some tough decisions and has been up to the task. The appointment of Catherine Roper as Chief Constable is providing a range of much needed changes. At last, as Chairman of the PCP, I am pleased to be witness to improvements across the board. There is still much to be done, but the direction of travel is positive and I am sure that the residents of Swindon and Wiltshire will start to notice the results of the hard work that all of our police have been committed to over the last year.

The PCP will continue to hold the PCC to account and hope to see further progress made over the coming months. "

Cllr Steve Bucknell (Chairman of the Panel)

" It is important to remember the relentless work behind the scenes that enables these meetings to run smoothly with a well prepared agenda and the relevant paperwork. I would like to thank the committee services for their continuous support and excellent work. "

Cllr Stanka Adamcova (Vice-Chair of the Panel)

Focus for 2023/24

The Panel has received regular updates about the progress being made towards the four goals in the Commissioner's Crime Plan. As well as providing feedback from their communities, Panel members have pressed him on how he has overseen the Chief Constable in implementing reforms within Wiltshire Police, such as the roll out of a new Target Operating Model and updating its leadership structure.

The Panel's meetings are a good opportunity for councillors to provide feedback from residents about how the Commissioner's reforms have been impacting services. Members of the Panel have questioned the Commissioner about how improvements in performance can translate into the public feeling safer across the police force area. They have pressed him on wide ranging issues, including crime reporting, road safety and the different challenges in Wiltshire and Swindon.

The work of the Panel has been especially important over the past two years as Wiltshire Police was put into special measures following a critical inspection by Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services in July 2022. To rectify the issues identified, Wiltshire Police was put in a process called ENGAGE. Over the past year the Panel has continued to closely monitor how the Commissioner has been ensuring that Wiltshire Police has been meeting the requirements of the ENGAGE process. The Commissioner has informed the Panel that Wiltshire Police has made significant headway against the assessment criteria, and that he was optimistic that Wiltshire Police would come out of the ENGAGE process by May 2024.

In addition, the Panel members have proactively questioned the Commissioner about some of the wider responsibilities of his role, such as in commissioning services and bringing stakeholders together. Particular areas of focus have been neighbourhood policing, youth justice intervention and anti-social behaviour.

Steps have been taken by the Panel over the past year to make its meetings more accessible, including updating its constitutional documents to extend public participation deadlines and, for their first time, broadcasting its meetings online. Sir Dennis O'Connor, the former Chief Inspector of Constabulary, envisaged that the role of the Commissioner would contain elements of Poirot, Heartbeat and Spooks. Whilst the Panel does not get quite the same audience figures as those programmes, the scrutiny of the Commissioner can now be watched by members of the public from the comfort of their living rooms.

Look Ahead to 2024/25

2024/25 promises to be another busy year for the Panel with the Police and Crime Commissioner elections in May 2024 and the publication of the findings of an inquiry by Parliament's Home Affairs Select Committee into the Police and Crime Commissioner model. The Commissioner will need to publish a new draft Crime Plan by the end of the 2024/25 financial year, on which the Panel will have the opportunity to make recommendations.

The Panel has selected a series of topics for deep dive scrutiny for the forthcoming year, with a particular focus on prevention. Areas of investigation will include reducing reoffending, work to lower anti-social behaviour and partnership activity to tackle serious violence. By focussing on these wider responsibilities of the Commissioner, maintaining an overview of the Commissioner's Crime Plan and considering the implications of the Home Affairs Select Committee's recommendations on their work, the Panel will continue to deliver community feedback, local accountability and transparency. In doing so, the Panel aims to play its part in driving sustained improvements in policing across the County.

Get Involved

Panel members are keen to hear from you, so welcome suggestions from councillors and members of the public regarding issues that could be investigated. If you would like to suggest an issue that the Panel should investigate, please contact us via the details at the end of this report.

Members of the public can also get directly involved by attending Panel meetings, submitting up to two questions related to the Panel's responsibilities and functions before a meeting, or giving notice to make a statement about an item on the agenda.

To find out more about the Panel please click **here**.
To find details of the Panel's meetings and agendas please click **here**.

The dates for our forthcoming meetings are:

27 June 2024, 10:30am	**16 January 2025, 10:30am**
26 September 2024, 1:30pm	**5 February 2025, 10:30am**
14 November 2024, 10:30am	**26 March 2025, 10:30am**

Contact Details: **committee@wiltshire.gov.uk**

SWINDON BOROUGH COUNCIL

Wiltshire Council

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Wiltshire Council

Full Council

21 May 2024

Appointment of Committees and Review of Allocation of Seats on Committees to Political Groups

Purpose

1. This report guides the Council in constituting and re-appointing committees and following the legal requirements in allocating seats to political groups.

Background

2. Under the Local Government & Housing Act 1989 ("the Act") and subsequent Regulations, ("the Regulations"), the Council must review the representation of the different political groups on committees at the Annual Council meeting.

3. It is open to the Council when carrying out a review to adopt some arrangement other than that prescribed by the Act and the Regulations. Notice of such a proposal would have to be given in the Summons, and a decision would need to be made with no one voting against it. The remainder of this report assumes that the Council will not want an alternative arrangement to that prescribed by law.

Political Groups

4. There are currently 4 political groups on the Council. The respective strengths of those groups are as follows:

Name of Group	No. of Councillors in Group
Conservative	59
Liberal Democrat	29
Independent	6
Labour	3

5. Under the regulations, two or more Councillors may form and register a group by notice to the Proper Officer.

6. This report has been prepared on the basis of the strengths of the various political groups as they currently stand as set out in paragraph 4 above.

Principles

7. The Act sets out four principles which must be followed so far as reasonably practicable. They are:

    a) *Preventing domination by a single group:* All the seats on a committee should not be allocated to the same political group.

b) *Ensuring a majority group enjoys a majority on all committees*: If one political group has a majority in the full Council, that political group should have a majority on each committee.

c) *Aggregating all committee places and allocating fair shares*: Subject to the above two principles, the total number of seats on all the committees of the Authority allocated to each political group should be in the same proportion as that political group's seats on the full Council.

d) *Ensuring as far as practicable fairness on each committee:* Subject to the above three principles, the number of seats on each committee of the Authority allocated to each political group should be in the same proportion as that political group's seats on the full Council.

Application of Principles

8.   The Council must review the establishment of its committees in accordance with the principles laid down in the Act.

9.   Immediately after this is done, each political group should state the names of the Councillors it wishes to take its allocated places on committees, including substitutes, and when those wishes are known, the Council is under a duty to make the appointment of those Councillors as soon as practicable.

10.   It is a legal requirement however that the Council formally approves the appointment of Councillors to committees and therefore it is essential that each political group notifies Democratic Services of their nominated Councillors to serve on committees.

Councillors not in a Political Group

11.   The council currently has one Member who is not a member of any political group. It is at the council's discretion how, if at all, to allocate committee places to an ungrouped member, as this is not set out in legislation. In the past the Council has chosen to reserve a proportion of seats on committees equal to the proportion of councillors who do not form part of a political group, to allocate to the ungrouped member(s) at council's discretion.

12.   Following discussion with group leaders it was agreed that two committee places would be reserved for the ungrouped Member in accordance with past practice. Those group leaders who would lose committee places under such an arrangement were consulted further, to discuss which places might be given up to the ungrouped Member. Taking account of the principles in Paragraph 7, places were proposed across Licensing Committee, Electoral Committee, or Staffing Policy Committee. This would have been on the basis of creating an additional committee place overall on Licensing or Electoral Review Committee.

13.   The ungrouped Member indicated that they wished to retain a place on the Western Area Planning Committee, and if this was not to be the case they would not wish to be appointed to any additional committees.

14. Accordingly, taking account of the views of Group Leaders and the ungrouped Member, this report has been calculated on the basis that no committee places will be allocated to the ungrouped Member.

15. If Council were to allocate the ungrouped Member to a single committee place, then proportionally this would be at the expense of the Conservative group.

Committees of the Council

16. There are currently the following committees:

   - Strategic Planning Committee
   - Area Planning Committees: Northern, Eastern, Southern and Western
   - Licensing Committee
   - Overview and Scrutiny Management Committee
   - Children's Select Committee
   - Environment Select Committee
   - Health Select Committee
   - Standards Committee
   - Audit and Governance Committee
   - Staffing Policy Committee
   - Officer Appointments Committee
   - Electoral Review Committee
   - Appeals Committee
   - Wiltshire Police and Crime Panel (joint with Swindon Borough Council)
   - Wiltshire Pension Fund Committee (joint with Swindon Borough Council)

17. Outside the scope of this report are the Cabinet, the Health and Wellbeing Board and Local Pension Board, as the political proportionality rules do not apply to these bodies. The membership of the boards will be included for noting in the motion, along with the non-committee working groups of the Corporate Parenting Panel and Safeguarding Children and Young People Panel, which are not required to be appointed proportionally but the council has chosen to apply such proportions. The Dorset and Wiltshire Fire Authority is a separate entity, and the current Wiltshire Councillors will be included for information.

Area Boards

18. Area boards are appointed by the Council under Section 102 of the Local Government Act 1972. These are constituted as area committees within the meaning of Section 18 of the Local Government Act 2000 and regulations made under that section for the purposes of discharging functions delegated by the executive (or not otherwise reserved). They are not subject to the rules on political proportionality. A list of these area boards is set out at Appendix 1 to this report.

19. All unitary Councillors representing the electoral divisions covered by the Area Board will be appointed to their respective area board.

20. Marlborough, Pewsey and Tidworth community areas are established as a single area committee known as the Eastern Wiltshire Area Committee. The area committee

appoints three sub-committees, each of which operate as an Area Board, known as Marlborough Area Board, Pewsey Area Board and Tidworth Area Board respectively.

Local Pension Board

21. Under the Public Service Pensions Act 2013 and consequent amendments to the Local Government Pension Scheme Regulations 2013, each administering authority is required to appoint a Local Pension Board to assist the administering authority to comply with relevant legislation and guidance, and to ensure the effective and efficient governance and administration of the Local Government Pension Scheme. Such Boards are constituted entirely under the Public Service Pensions Act 2013 and are not local authority committees.

Health and Wellbeing Board

22. Under the Health and Social Care Act 2012, the Council is required to appoint a Health and Wellbeing Board that works with partners, including the GP-led Clinical Commissioning Group (CCG), to prepare a Joint Health and Wellbeing Strategy for the Council and the CCG and to encourage the delivery of integrated services.

23. The Board is to be regarded as an ordinary committee of the Council other than for proportionality and is therefore appointed by the Council, reports to the Council and with membership, as defined by the legislation, agreed by the Council as set out in the constitution.

Children's Select Committee

24. This Committee must include nominees of the Church of England, the Roman Catholic Church and a number of elected parent governor representatives (historically there have been up to 3 appointed representatives – one from each school sector). They will be voting Councillors. In accordance with the principle set out at 7(b) above, the majority group are entitled to appoint additional Councillors to ensure it enjoys a majority.

25. The Council also has discretion to appoint an unlimited number of co-opted Councillors onto this committee as representatives of children's organisations/agencies (historically this has been on a non-voting basis).

Joint Committees

Police and Crime Panel

26. The Wiltshire Police and Crime Panel as constituted under the Police and Social Responsibility Act 2011 is a committee of Swindon and Wiltshire and the two councils are required to meet a "balanced appointment objective" whereby its Councillors reflect both the geographical and political nature of the two councils plus the skills and experiences required to fulfil the Panel's functions. Wiltshire's Police and Crime Panel comprises 11 Elected Councillors, plus two independent members, with the ratio of Elected Councillors 7:4 in favour of Wiltshire Council.

27. The membership of the Wiltshire Police and Crime Panel must reflect the political proportionality of the two councils.

28. Following elections on 3 May 2024 Swindon's current political composition is as follows:

>Conservative: 15
>Liberal Democrat: 1
>Labour: 41

29. When taken with the political composition with Wiltshire Council, and considering against the combined total of councillors, the allocation to the committee with each group considered individually would be that Swindon is therefore entitled to appoint 1 Conservative and 3 Labour Councillors, leaving Wiltshire to appoint 4 Conservatives, 2 Liberal Democrats, and 1 Independent.

30. Accordingly, there is no change to the Wiltshire Council allocation.

Wiltshire Pension Fund Committee

31. The Wiltshire Pension Fund Committee must also reflect the proportionality of both Wiltshire and Swindon Borough Council as far as practicable.

32. The Committee is constituted of five Wiltshire Council Councillors and two Swindon Borough Council Councillors. In addition to the seven elected Councillors, there are also two voting and two non-voting representatives co-opted representatives.

33. Swindon Borough Council have agreed to appoint 1 Conservative and 1 Labour Councillor, as previously.

34. Following recent by-elections in Wiltshire the proportional allocation of the 5 Wiltshire seats would be: 3 Conservative and 2 Liberal Democrats, with an additional Liberal Democrat at the expense of the Independent Group

Dorset and Wiltshire Fire Authority

35. The political proportionality requirements of the Local Government and Housing Act 1989 applies to appointments to the Fire Authority. Wiltshire is entitled to appoint 6 Councillors to the Fire Authority, based on the respective strengths of the political groups the allocation of places is:

Conservative	59	4 seats (3.649)
Lib Dem	29	2 seats (1.794)
Labour	3	0 seats (0.186)
Independent	6	0 seats (0.371)

Method of Calculating the Allocation of Places to Political groups

36. The principles in paragraph 7 can be applied in the following sequence:

    i. Calculate the total number of seats with votes on all the ordinary committees.

    ii. Calculate the proportion that each political group forms of the total Councillorship of the Authority. Reserve an appropriate number of seats for ungrouped Councillors. In this case a reservation was offered, but not accepted, and so will not be applied in the allocations.

iii. Apply those proportions to the total number of ordinary committee seats to give the aggregate entitlement of each group; the requirement to apply the proportions "so far as reasonably practicable" can be met by rounding down fractional entitlements of less than half, and rounding up entitlements of a half or more; if this results in a greater aggregate than the number of seats available, the fractional entitlement(s) closest to a half should be rounded in the other direction until entitlements balance the available seats.

iv. Apply the proportions to the number of Councillors on each ordinary committee to give provisional entitlement to seats on that committee.

v. If the provisional entitlement gives only one group seats on the committee, adjust the entitlement so that the next largest group has a seat (thus applying principle (a) in paragraph 9).

vi. Finally, adjust the seats on each committee so that the total allocated to each group is as near as possible to their aggregate entitlement, whilst preserving the results reached at steps (iv) and (v) (thus applying principle (c) in paragraph 9).

37. The Council is free to adopt any aggregate number of places on ordinary committees so long as it follows the principles in paragraph 7 and the sequence in paragraph 36. A draft scheme of committee places is included with this report.

38. A numerical guide to proportional representation on Committees is included at Appendix 2 to reflect the Council's updated political composition.

Proposal

39. The Council is asked:

   i. To note this report and the legal requirements.

   ii. To re-appoint the following committees with the terms of reference as set out in the Constitution:

   - Strategic Planning Committee
   - Area Planning Committees: Northern, Eastern, Southern and Western
   - Licensing Committee
   - Overview and Scrutiny Management Committee
   - Children's Select Committee
   - Environment Select Committee
   - Health Select Committee
   - Standards Committee
   - Audit and Governance Committee
   - Staffing Policy Committee
   - Officer Appointments Committee
   - Electoral Review Committee
   - Appeals Committee
   - Wiltshire Police and Crime Panel (joint with Swindon Borough Council)
   - Wiltshire Pension Fund Committee (joint with Swindon Borough Council)

- Health and Wellbeing Board

iii. To re-appoint those Area Boards, constituted as area committees as set out in Appendix 1 of this report and within the constitution to comprise the Unitary Councillors for that area.

iv. To re-appoint the Local Pension Board established under the Public Service Pensions Act 2013 and consequent amendments to the Local Government Pension Scheme Regulations 2013.

v. To appoint Councillors to the Dorset and Wiltshire Fire Authority, in accordance with the guidance set out in this report.

vi. To delegate the appointment to Outside Bodies (other than those appointed by Leader of the Council or Area Boards) to the Director, Legal and Governance, in consultation with Group Leaders

vii. To approve a scheme of committee places which sets out the number of seats available to Councillors of the Council and to political groups (Appendix 3).

Perry Holmes, Director, Legal and Governance (and Monitoring Officer)

Report Author: Kieran Elliott, Democracy Manager (Democratic Services), 01225 718504, kieran.elliott@wiltshire.gov.uk

Background papers: None

Appendices

Appendix 1 – List of Area Boards
Appendix 2 – Numerical Guide to political proportionality
Appendix 3 – Draft Scheme of committee places

Appendix 1 – Area Boards

Bradford-on-Avon Area Board
Electoral Divisions (4)
Bradford on Avon North, Bradford on Avon South, Holt, Winsley and Westwood.

Calne Area Board
Electoral Divisions (5)
Calne Central, Calne Chilvester and Abberd, Calne North, Calne Rural, Calne South.

Chippenham and Villages Area Board
Electoral Divisions (10)
By Brook, Chippenham Cepen Park and Derriards, Chippenham Cepen Park and Hunters Moon, Chippenham Hardenhuish, Chippenham Hardens and Central, Chippenham Monkton, Chippenham Lowden and Rowden, Chippenham Pewsham, Chippenham Sheldon, Kington.

Corsham Area Board
Electoral Divisions (4)
Box and Colerne, Corsham Ladbrook, Corsham Pickwick, Corsham Without.

Devizes Area Board
Electoral Divisions (7)
Bromham, Rowde and Roundway, Devizes East, Devizes North, Devizes Rural West, Devizes South, The Lavingtons, Urchfont and Bishops Cannings.

Malmesbury Area Board
Electoral Divisions (4)
Brinkworth, Malmesbury, Minety, Sherston.

Marlborough Area Board
Electoral Divisions (3)
Aldbourne and Ramsbury, Marlborough East, Marlborough West.

Melksham Area Board
Electoral Divisions (6)
Bowerhill, Melksham East, Melksham Forest, Melksham South, Melksham Without North and Shurnhold, Melksham Without West and Rural.

Pewsey Area Board

Electoral Divisions (3)
Pewsey, Pewsey Vale East, Pewsey Vale West.

Royal Wootton Bassett and Cricklade Area Board

Electoral Divisions (6)
Cricklade and Latton, Lyneham, Purton, Royal Wootton Bassett East, Royal Wootton Bassett North, Royal Wootton Bassett South and West.

Salisbury Area Board

Electoral Divisions (8)
Salisbury Bemerton, Salisbury Fisherton and Bemerton Village, Salisbury Harnham East, Salisbury Harnham West, Salisbury St Edmund's, Salisbury St Francis and Stratford, Salisbury Milford, Salisbury St Paul's.

Southern Wiltshire Area Board

Electoral Divisions (6)
Alderbury and Whiteparish, Downton and Ebble Valley, Laverstock, Old Sarum and Lower Bourne Valley, Redlynch and Lanford, Winterslow and Upper Bourne Valley.

South West Wiltshire Area Board

Electoral Divisions (5)
Fovant and Chalke Valley, Mere, Nadder Valley, Tisbury, Wilton.

Stonehenge Area Board

Electoral Divisions (6)
Amesbury East and Bulford, Amesbury West, Amesbury South, Avon Valley, Durrington, Till Valley.

Tidworth Area Board

Electoral Divisions (3)
Chute, Chute Forest, Collingbourne Ducis, Collingbourne Kingston, Everleigh, Ludgershall, Tidworth.

Trowbridge Area Board
Electoral Divisions (9)

Hilperton, Southwick, Trowbridge Adcroft, Trowbridge Central, Trowbridge Drynham, Trowbridge Grove, Trowbridge Lambrok, Trowbridge Park, Trowbridge Paxcroft.

Warminster Area Board

Electoral Divisions (5)

Warminster Broadway, Warminster North and Rural, Warminster East, Warminster West, Wylye Valley.

Westbury Area Board

Electoral Divisions (4)

Ethandune, Westbury East, Westbury North, Westbury West.

Appendix 2 – Numerical Guide to Political Proportionality

Total Councillors – 98 (97 as part of groups)
Total Committee places - 172

No. of Places	Conservative	Liberal Democrat	Labour	Ind
	59	**29**	**3**	**6**
1	0.608	0.299	0.031	0.062
2	1.216	0.598	0.062	0.124
3	1.825	0.897	0.093	0.186
4	2.433	1.196	0.124	0.247
5	3.041	1.495	0.155	0.309
6	3.649	1.794	0.186	0.371
7	4.258	2.093	0.216	0.433
8	4.866	2.392	0.247	0.495
9	5.474	2.691	0.278	0.557
10	6.082	2.990	0.309	0.619
11	6.691	3.289	0.340	0.680
12	7.299	3.588	0.371	0.742
13	7.907	3.887	0.402	0.804
14	8.515	4.186	0.433	0.866
15	9.124	4.485	0.464	0.928
16	9.732	4.784	0.495	0.990
17	10.340	5.082	0.526	1.052
18	10.948	5.381	0.557	1.113
19	11.557	5.680	0.588	1.175
20	12.165	5.979	0.619	1.237
21	12.773	6.278	0.649	1.299
22	13.381	6.577	0.680	1.361
23	13.990	6.876	0.711	1.423
24	14.598	7.175	0.742	1.485
25	15.206	7.474	0.773	1.546
26	15.814	7.773	0.804	1.608
27	16.423	8.072	0.835	1.670
28	17.031	8.371	0.866	1.732
29	17.639	8.670	0.897	1.794
30	18.247	8.969	0.928	1.856
31	18.856	9.268	0.959	1.918
32	19.464	9.567	0.990	1.979
33	20.072	9.866	1.021	2.041
34	20.680	10.165	1.052	2.103
35	21.289	10.464	1.082	2.165
36	21.897	10.763	1.113	2.227
37	22.505	11.062	1.144	2.289
38	23.113	11.361	1.175	2.351
39	23.722	11.660	1.206	2.412
40	24.330	11.959	1.237	2.474
41	24.938	12.258	1.268	2.536
42	25.546	12.557	1.299	2.598
43	26.155	12.856	1.330	2.660

44	26.763	13.155	1.361	2.722
45	27.371	13.454	1.392	2.784
46	27.979	13.753	1.423	2.845
47	28.588	14.052	1.454	2.907
48	29.196	14.351	1.485	2.969
49	29.804	14.649	1.515	3.031
50	30.412	14.948	1.546	3.093
51	31.021	15.247	1.577	3.155
52	31.629	15.546	1.608	3.216
53	32.237	15.845	1.639	3.278
54	32.845	16.144	1.670	3.340
55	33.454	16.443	1.701	3.402
56	34.062	16.742	1.732	3.464
57	34.670	17.041	1.763	3.526
58	35.278	17.340	1.794	3.588
59	35.887	17.639	1.825	3.649
60	36.495	17.938	1.856	3.711
61	37.103	18.237	1.887	3.773
62	37.711	18.536	1.918	3.835
63	38.320	18.835	1.948	3.897
64	38.928	19.134	1.979	3.959
65	39.536	19.433	2.010	4.021
66	40.144	19.732	2.041	4.082
67	40.753	20.031	2.072	4.144
68	41.361	20.330	2.103	4.206
69	41.969	20.629	2.134	4.268
70	42.577	20.928	2.165	4.330
71	43.186	21.227	2.196	4.392
72	43.794	21.526	2.227	4.454
73	44.402	21.825	2.258	4.515
74	45.010	22.124	2.289	4.577
75	45.619	22.423	2.320	4.639
76	46.227	22.722	2.351	4.701
77	46.835	23.021	2.381	4.763
78	47.443	23.320	2.412	4.825
79	48.052	23.619	2.443	4.887
80	48.660	23.918	2.474	4.948
81	49.268	24.216	2.505	5.010
82	49.876	24.515	2.536	5.072
83	50.485	24.814	2.567	5.134
84	51.093	25.113	2.598	5.196
85	51.701	25.412	2.629	5.258
86	52.309	25.711	2.660	5.320
87	52.918	26.010	2.691	5.381
88	53.526	26.309	2.722	5.443
89	54.134	26.608	2.753	5.505
90	54.742	26.907	2.784	5.567
91	55.351	27.206	2.814	5.629
92	55.959	27.505	2.845	5.691
93	56.567	27.804	2.876	5.753
94	57.175	28.103	2.907	5.814
95	57.784	28.402	2.938	5.876

96	58.392	28.701	2.969	5.938
97	59.000	29.000	3.000	6.000
98	59.608	29.299	3.031	6.062
99	60.216	29.598	3.062	6.124
100	60.825	29.897	3.093	6.186
101	61.433	30.196	3.124	6.247
102	62.041	30.495	3.155	6.309
103	62.649	30.794	3.186	6.371
104	63.258	31.093	3.216	6.433
105	63.866	31.392	3.247	6.495
106	64.474	31.691	3.278	6.557
107	65.082	31.990	3.309	6.619
108	65.691	32.289	3.340	6.680
109	66.299	32.588	3.371	6.742
110	66.907	32.887	3.402	6.804
111	67.515	33.186	3.433	6.866
112	68.124	33.485	3.464	6.928
113	68.732	33.784	3.495	6.990
114	69.340	34.082	3.526	7.052
115	69.948	34.381	3.557	7.113
116	70.557	34.680	3.588	7.175
117	71.165	34.979	3.619	7.237
118	71.773	35.278	3.649	7.299
119	72.381	35.577	3.680	7.361
120	72.990	35.876	3.711	7.423
121	73.598	36.175	3.742	7.485
122	74.206	36.474	3.773	7.546
123	74.814	36.773	3.804	7.608
124	75.423	37.072	3.835	7.670
125	76.031	37.371	3.866	7.732
126	76.639	37.670	3.897	7.794
127	77.247	37.969	3.928	7.856
128	77.856	38.268	3.959	7.918
129	78.464	38.567	3.990	7.979
130	79.072	38.866	4.021	8.041
131	79.680	39.165	4.052	8.103
132	80.289	39.464	4.082	8.165
133	80.897	39.763	4.113	8.227
134	81.505	40.062	4.144	8.289
135	82.113	40.361	4.175	8.351
136	82.722	40.660	4.206	8.412
137	83.330	40.959	4.237	8.474
138	83.938	41.258	4.268	8.536
139	84.546	41.557	4.299	8.598
140	85.155	41.856	4.330	8.660
141	85.763	42.155	4.361	8.722
142	86.371	42.454	4.392	8.784
143	86.979	42.753	4.423	8.845
144	87.588	43.052	4.454	8.907
145	88.196	43.351	4.485	8.969
146	88.804	43.649	4.515	9.031
147	89.412	43.948	4.546	9.093

148	90.021	44.247	4.577	9.155
149	90.629	44.546	4.608	9.216
150	91.237	44.845	4.639	9.278
151	91.845	45.144	4.670	9.340
152	92.454	45.443	4.701	9.402
153	93.062	45.742	4.732	9.464
154	93.670	46.041	4.763	9.526
155	94.278	46.340	4.794	9.588
156	94.887	46.639	4.825	9.649
157	95.495	46.938	4.856	9.711
158	96.103	47.237	4.887	9.773
159	96.711	47.536	4.918	9.835
160	97.320	47.835	4.948	9.897
161	97.928	48.134	4.979	9.959
162	98.536	48.433	5.010	10.021
163	99.144	48.732	5.041	10.082
164	99.753	49.031	5.072	10.144
165	100.361	49.330	5.103	10.206
166	100.969	49.629	5.134	10.268
167	101.577	49.928	5.165	10.330
168	102.186	50.227	5.196	10.392
169	102.794	50.526	5.227	10.454
170	103.402	50.825	5.258	10.515
171	104.010	51.124	5.289	10.577
172	104.619	51.423	5.320	10.639

Appendix 3 - Draft Scheme of Committee Places

Committee	Total Places for Elected Members	Conservative Group Allocation	Liberal Democrat Group Allocation	Labour Group Allocation	Independent Group Allocation
Strategic Planning Committee	11	7	3	0	1
Northern Area Planning Committee	11	7	4	0	0
Eastern Area Planning Committee	8	6	2	0	0
Southern Area Planning Committee	11	6	3	1	1
Western Area Planning Committee	11	7	3	0	1
Licensing Committee	12	8	4	0	0
Overview and Scrutiny Management Committee	15	8 (-1)	5 (+1)	0	2
Children's Select Committee	13	7	4	1	1
Environment Select Committee	13	7	4	1	1
Health Select Committee	13	8 (-1)	5 (+1)	0	0
Standards Committee	11	7	3	0	1
Audit and Governance Committee	11	7	3	0	1
Staffing Policy Committee	9	6	2	1	0
Officer Appointments Committee	5	3	2	0	0
Electoral Review Committee	10	6	2	1	1
Appeals Committee	8	5	2	0	1
Total	**172**	**105 (-2)**	**51 (+2)**	**5**	**11**
		104.619	51.423	5.320	10.639

Proportions based on 97 councillors not including ungrouped Member.

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Wiltshire Council

Full Council

21 May 2024

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Appointment of Councillors to Committees

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Introduction

1. Following on from the decision to formally re-appoint committees and allocate seats to political groups, the Council must formally agree the appointment of councillors and substitutes to those Committees in accordance with the scheme of committee places that is agreed.

Appointment of Councillors and Substitutes

2. Each political group should state the names of the councillors it wishes to take its allocated places on committees and when those wishes are known, the Council is under a duty to make the appointment of those councillors as soon as practicable.

3. It is a legal requirement, however, that the Council formally approves the appointment of councillors to committees and therefore it is essential that each political group notifies the Democracy Manager (Democratic Services) on behalf of the Proper Officer of their nominated councillors to serve on committees. Group Leaders may also wish to bear in mind the advantages of achieving a geographical spread of appointees particularly for area planning committees.

4. The Constitution currently provides that the Council will appoint substitute councillors to serve on each committee. Each political group is currently entitled to appoint up to four substitutes where it has a councillor on that committee. This is with the exception of the Planning Committees and the Officer Appointments Committee, where any number of substitutes may be appointed.

5. As with nominations of committee members it is essential that each political group notifies the Democracy Manager (Democratic Services) on behalf of the Proper Officer of their nominated substitute members to serve on committees.

6. Councillors are encouraged to make use of the substitute system to ensure committees are fully represented in the case of absences by the appointed members. If a councillor finds that they are unable to attend a meeting, then they should contact Democratic Services to make their apologies and state in writing who will substitute for them at that meeting.

Committees of the Council

7. There are specific issues that need to be considered under the appointment of councillors.

8. The statutory rules regarding senior officers appointments embodied in the Council's Constitution require the Officer Appointments Committee to include at least one member of the Executive.

9. The Staffing Policy Committee requires two members of the Cabinet be included, as Cabinet representation is required on its sub-committees by the Council's constitution.

10. Members of the Executive may not be appointed to the Standards Committee.

11. As part of the Council's arrangements for dealing with Code of Conduct complaints, the Council is required to appoint at least one Independent Person whose views must be sought and taken into account before the Council makes a decision on an allegation it has decided to investigate. The Council in May 2021 appointed three Independent Persons for a four year term.

12. The Children's Select Committee must include nominees of the Church of England, the Roman Catholic Church and a number of elected parent governor representatives (historically there have been up to 3 appointed representatives – one from each school sector). These would be voting members. The Council also has discretion to appoint an unlimited number of co-opted members onto this committee as representatives of children's organisations/agencies (historically this has been on a non-voting basis).

13. Wherever possible the members of Area Planning Committees should be made up of local councillors. The geographical consideration does not apply to the Strategic Planning Committee where applications of a more strategic nature are determined and where members are expected to apply a more strategic approach.

14. All unitary councillors representing the electoral divisions covered by an Area Board will be appointed to their relevant area board as set out in Appendix 1 to this report.

15. Article 6 Paragraph 6 of Part 2 of the Constitution states that the chairmen of each Scrutiny Select Committees should where possible have a seat on the Overview and Scrutiny Management Committee. It has also previously been considered appropriate that the Chairman of the Financial Planning Task Group should also have a seat on the Overview and Scrutiny Management Committee. Similar conventions have previously been in place in respect of the chairmen of the 4 Area Planning Committees having a seat on the Strategic Planning Committee. Group Leaders are therefore asked to consider these conventions when submitting their nominations for committee places.

Matters for Decision

a) To appoint councillors to serve on those committees in accordance with the agreed scheme of allocations, until the next occasion membership is reviewed under the provisions of the Local Government & Housing Act 1989.

b) To appoint substitute members (to a maximum of four per group with the exception of Officer Appointments Committees and any planning committees.) to the committees referred to in (a) above.

c) To appoint those councillors representing electoral divisions to their respective area boards as set out in Appendix 1 to this report.

d) To note that following delegation by Full Council the Standards Committee appointed the following persons as non-voting co-opted members of the Standards Committee for the remainder of the council term:

- Gordon Ball
- Kathy Barnes
- Joanne Cetti
- Julie Phillips

e) To note that Council has appointed the following persons as Independent Persons for the remainder of the council term:

- Tony Drew
- Pat Bunche
- John McAllister

f) To note the following non-elected members of the Children's Select Committee have been appointed, with any vacancies able to be filled by the Committee:

Non-Elected Voting Members	Representing
Vacancy	Church of England
Dr Mike Thompson	Clifton Diocese Roman Catholic Church
Vacancy	Parent Governor (Secondary- maintained)
Vacancy	Parent Governor (Secondary – academy)
Vacancy	Parent Governor (Special Educational Needs)
Vacancy	Parent Governor (Primary)
Non-Elected Non-Voting Members	**Representing**
Maisy Humphrey (Sub Declan Kiely)	School, Children and Young People representatives
Nikki Barnett	Further Education Representative
Sarah Busby	Secondary Schools Headteacher Representative
Catriona Williamcon	Primary School Headteachers Representative
John Hawkins	School Teacher Representative

g) To note the following co-opted members of the Wiltshire Pension Fund Committee:

Name	Representing
(to be confirmed – currently Cllr Vijay Manro)	Swindon Borough Councillor (as determined by Swindon Borough Council)
(to be confirmed – currently Cllr Kevin Small)	Swindon Borough Councillor (as determined by Swindon Borough Council)
Jodie Smart (new ratification)	Employer Representative
Claire Anthony	Employer Representative
Stuart Dark	Scheme Member Observer- appointed by Unison
Mike Pankiewicz	Scheme Member Observer- appointed by Unison

h) To note the membership of the Local Pension Board under the Public Service Pensions Act 2013 until the expiry of the four year term:

Name	Representing
Mark Spilsbury	Independent Chairman
Karle Read	Scheme Member Representative
Marlene Corbey	Scheme Member Representative
Mike Pankiewicz	Scheme Member Representative
Paul Smith	Employer Member Representative
Laura Fisher	Employer Member Representative
James Nicholson	Employer Member Representative

i) To note the following co-opted members to the Police and Crime Panel:

Name	Representing
To be confirmed – previously Cllr Stanka Adamcova	Swindon Borough Council (as determined by Swindon Borough Council)
To be confirmed – currently Cllr Abdul Amin	Swindon Borough Council (as determined by Swindon Borough Council)
To be confirmed – currently Cllr Sudhi Sri Nukana	Swindon Borough Council (as determined by Swindon Borough Council)
To be confirmed – currently Cllr Vijay Manro	Swindon Borough Council (as determined by Swindon Borough Council)
Denisa Ahmeti	Independent co-optee

Louise Williams	Independent co-optee

Perry Holmes, Director, Legal and Governance (and Monitoring Officer)

Report Author: Kieran Elliott, Democracy Manager (Democratic Services) Manager)

Appendices

Appendix 1 – List of appointments to Area Boards
Appendix 2 – Membership of Committees proposals (to follow)

Area Boards: Electoral Divisions

Bradford-on-Avon Area Board

Electoral Divisions 4

Bradford on Avon North	Tim Trimble
Bradford on Avon South	Sarah Gibson
Holt	Trevor Carbin
Winsley and Westwood	Johnny Kidney

Calne Area Board

Electoral Divisions 5

Calne Central	Ian Thorn
Calne Chilvester and Abberd	Robert MacNaughton
Calne North	Tom Rounds
Calne Rural	Ashley O'Neill
Calne South	Sam Pearce-Kearney

Chippenham and Villages Area Board

Electoral Divisions 10

By Brook	Nick Botterill
Chippenham Cepen Park & Derriards	Nic Puntis
Chippenham Cepen Park & Hunters Moon	Peter Hutton
Chippenham Hardenhuish	Kathryn MacDermid
Chippenham Hardens and Central	Liz Alstrom
Chippenham Monkton	Dr Nick Murry
Chippenham Lowden and Rowden	Ross Henning
Chippenham Pewsham	Clare Cape
Chippenham Sheldon	Adrian Foster
Kington	Howard Greenman

Corsham Area Board

Electoral Divisions 4

Box and Colerne	Dr Brian Mathew
Corsham Ladbrook	Ruth Hopkinson
Corsham Pickwick	Helen Belcher
Corsham Without	Derek Walters

Devizes Area Board

Electoral Divisions 7

Bromham, Rowde and Roundway	Laura Mayes
Devizes East	Kelvin Nash

Devizes North	Iain Wallis
Devizes Rural West	Tamara Reay
Devizes South	Simon Jacobs
The Lavingtons	Dominic Muns
Urchfont and Bishops Cannings	Philip Whitehead

Malmesbury Area Board

Electoral Divisions 4
Brinkworth	Elizabeth Threlfall
Malmesbury	Gavin Grant
Minety	Chuck Berry
Sherston	Martin Smith

Marlborough Area Board

Electoral Divisions 3
Aldbourne & Ramsbury	James Sheppard
Marlborough East	Caroline Thomas
Marlborough West	Jane Davies

Melksham Area Board

Electoral Divisions 6
Bowerhill	Nick Holder
Melksham East	Mike Sankey
Melksham Forest	Jack Oatley
Melksham South	Jon Hubbard
Melksham Without North and Shurnhold	Phil Alford
Melksham Without West and Rural	Jonathon Seed

Pewsey Area Board

Electoral Divisions 3
Pewsey	Jerry Kunkler
Pewsey Vale East	Stuart Wheeler
Pewsey Vale West	Paul Oatway QPM

Royal Wootton Bassett and Cricklade Area Board

Electoral Divisions 6
Cricklade and Latton	Nick Dye
Lyneham	Allison Bucknell
Purton	Jacqui Lay

Royal Wootton Bassett East	Steve Bucknell
Royal Wootton Bassett North	Mary Champion
Royal Wootton Bassett South and West	David Bowler

Salisbury Area Board

Electoral Divisions 8

Salisbury Bemerton Heath	Caroline Corbin
Salisbury Fisherton and Bemerton Village	Ricky Rogers
Salisbury Harnham East	Sven Hocking
Salisbury Harnham West	Brian Dalton
Salisbury Milford	Charles McGrath
Salisbury St Edmund's	Paul Sample JP
Salisbury St Francis & Stratford	Dr Mark McClelland
Salisbury St Paul's	Sam Charleston

Southern Wiltshire Area Board

Electoral Divisions 6

Alderbury and Whiteparish	Richard Britton
Downton and Ebble Valley	Richard Clewer
Laverstock	Ian McLennan
Old Sarum and Lower Bourne Valley	Andrew Oliver
Redlynch and Lanford	Zoë Clewer
Winterslow and Upper Bourne Valley	Rich Rogers

South West Wiltshire Area Board

Electoral Divisions 5

Fovant and Chalke Valley	Nabil Najjar
Mere	George Jeans
Nadder Valley	Bridget Wayman
Tisbury	Richard Budden
Wilton	Pauline Church

Stonehenge Area Board

Electoral Divisions 6

Amesbury East and Bulford	Mark Verbinnen
Amesbury South	Robert Yuill
Amesbury West	Dr Monica Devendran
Avon Valley	Ian Blair-Pilling
Durrington	Graham Wright
Till Valley	Kevin Daley

Tidworth Area Board

Electoral Divisions 3
Ludgershall North and Rural	Christopher Williams
Tidworth East and Ludgershall South	Tony Pickernell
Tidworth North and West	Mark Connolly

Trowbridge Area Board

Electoral Divisions 9
Hilperton	Ernie Clark
Southwick	Horace Prickett
Trowbridge Adcroft	Edward Kirk
Trowbridge Central	Stewart Palmen
Trowbridge Drynham	Antonio Piazza
Trowbridge Grove	David Vigar
Trowbridge Lambrok	Jo Trigg
Trowbridge Park	Daniel Cave
Trowbridge Paxcroft	Mel Jacob

Warminster Area Board

Electoral Divisions 5
Warminster Broadway	Tony Jackson
Warminster East	Andrew Davis
Warminster North and Rural	Bill Parks
Warminster West	Pip Ridout
Wylye Valley	Christopher Newbury

Westbury Area Board

Electoral Divisions 4
Ethandune	Suzanne Wickham
Westbury East	Gordon King
Westbury North	Carole King
Westbury West	Matthew Dean

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Wiltshire Council

Full Council

21 May 2024

Appointment of Chairmen and Vice-Chairmen of Committees

Council is asked:

a) To appoint Chairmen and Vice-Chairmen of the following meetings:

- • Strategic Planning Committee
- • Northern Area Planning Committee
- • Eastern Area Planning Committee
- • Southern Area Planning Committee
- • Western Area Planning Committee
- • Licensing Committee
- • Standards Committee
- • Audit and Governance Committee
- • Staffing Policy Committee
- • Officer Appointments Committee
- • Wiltshire Pension Fund Committee (Chairman only)
- • Health and Wellbeing Board (Chairman only)

b) To note that the Overview and Scrutiny Management Committee, Children's Select Committee, Health Select Committee, Environment Select Committee, the Wiltshire Police and Crime Panel, the Electoral Review Committee, and all Area Boards, will be asked to elect their respective Chairmen and Vice-Chairmen at their first meeting following the annual meeting of council. The Wiltshire Pension Fund Committee will be asked to elect their Vice-Chairman at their first meeting following the annual meeting of council.

c) To note that the Appeals Committee does not meet as a formal committee and so will not appoint a Chairman or Vice-Chairman. However, three members who have undergone appropriate training are drawn from its membership to form Appeal Sub-Committees to consider and determine various types of appeals. Each Sub-Committee when convened will elect its own chairman.

Perry Holmes - Director, Legal and Governance (and Monitoring Officer)
Report Author: Kieran Elliott, Democracy Manager (Democratic Services)

Background papers: None

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Wiltshire Council

Full Council

21 May 2024

Community Governance Review 2023/24

Summary

To consider Final Recommendations of the Electoral Review Committee in respect of the Community Governance Review 2023/24.

Proposals

That Council:

1) Approve the changes to community governance arrangements as set out below as recommended and detailed by the Electoral Review Committee in the Final Recommendations:

      Recommendation 1 – Mere/Zeals
      Recommendation 2 – North Bradley/Trowbridge
      Recommendation 3 – Salisbury (St Francis & Stratford/Milford Divisions)
      Recommendation 4 – Royal Wootton Bassett/Brinkworth
      Recommendation 5 – Chippenham (Pewsham/Hardens & Central Divisions)
      Recommendation 6 – Trowbridge (Grove/Lambrok Divisions)
      Recommendation 7 – Calne/Calne Without
      Recommendation 8 – Bradford-on-Avon
      Recommendation 9 – Melksham (Forest and South Divisions)
      Recommendation 10 – Westbury/Dilton Marsh
      Recommendation 11 – Southwick/North Bradley

2) To authorise the Solicitor of the Council to take all necessary measures to make and approve the Community Governance Order(s) to bring into effect for 1 April 2025 all of the changes detailed under resolution 1, subject to any required consents by the Local Government Boundary Commission for England;

3) To authorise the Electoral Registration Officer to make any necessary changes to polling districts to bring them into line with the agreed governance changes at the appropriate time, to be reported to the Electoral Review Committee.

Reason for Proposals

To ensure effective and convenient local governance and reflect community interest and identity.

Perry Holmes - Director, Legal and Governance

Wiltshire Council

Full Council

21 May 2024

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Community Governance Review 2023/24

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Purpose

1. To consider the Final Recommendations of the Electoral Review Committee.

Background

2. A Community Governance Review is a process whereby a principal authority can adjust the governance arrangements of parishes within its council area. This can include amending the number of councillors or wards, the external boundaries, or even the creation/merger/abolition/grouping of entire parishes.

3. The Electoral Review Committee ("the Committee") has delegated authority from Full Council to oversee any review process in accordance with paragraphs 2.10.7-2.10.9 of Part 3B of the Wiltshire Council Constitution. This would include setting the scope for any review, its methodology and timescales, as well as preparing recommendations for consideration by Full Council.

4. At its meeting on 26 June 2023, the Committee approved areas for a review to take and delegated approval of terms of reference. These was published on 11 September 2023.

5. Following withdrawal of some requests for review, the parishes specifically included within the Review were: Winterbourne, Laverstock & Ford, Firsdown, Idmiston, Durnford, Mere, Zeals, North Bradley, Trowbridge, Chippenham, Salisbury, Lacock, or any parishes surrounding those listed, and any issues involving those parishes.

6. There was also provision to consider minor alterations to any other parishes not listed above if considered appropriate. These were not subject to detailed pre-consultation surveying, owing to their minor nature. Where the committee determined there may be grounds for correction of a potential boundary anomaly, it contacted those parishes when a draft recommendation was made or as soon as practicable.

7. In preparing any recommendations and making any decision the Committee and Full Council must take account of the statutory criteria for reviews and the need to ensure that community governance within the areas under review:

   - Reflects the identities and interests of the community in that area, and
   - Is effective and convenient.

8. Council tax precept levels would not be a valid criterion to approve or disapprove of a proposal.

9. In relation to electorate forecasting and the impact on any consideration, the guidance on Community Governance Reviews has been listed as a background paper. That guidance makes clear that the principal council '*must also consider any change in the*

number or distribution of electors which is likely to occur in the period of five years beginning with the day when the review starts'.

10. The guidance further states that '*planning assumptions and likely growth within the area, based on planning permissions granted, local plans or, where they are in place, local development frameworks, should be used to project an accurate five-year electorate forecast. This ensures that the review does not simply reflect a single moment, but takes account of expected population movements in the short to medium term*'.

11. Considering the entire guidance document as a whole and in context, the Committee is satisfied, as in previous reviews, that consideration of future projections is a relevant factor, within that period as set out in the guidance.

Main Considerations

Pre-consultation
12. During Stage One of the Review additional proposals for the areas set out in Paragraph 5 were sought. During Stage Two the Committee undertook pre-consultation information gathering. The information gathered included notes of sessions with unitary members and parish councils, projected electorate data and housing development, emailed representations and 125 responses to an online survey.

13. The Committee considered all the relevant information and agreed Draft Recommendations to be consulted upon at its meeting on 9 January 2024.

14. Draft Recommendations were made for the following areas, which included several where minor potential boundary anomalies had been identified which had not received extensive information gathering:

Mere, Zeals, North Bradley, Trowbridge, Salisbury, Brinkworth, Royal Wootton Bassett, Clyffe Pypard, Broad Town, Chippenham, Calne, Calne Without, West Overton, Wilcot, Huish and Oare, Bradford-on-Avon, Melksham, Westbury.

15. For other areas under review the Committee did not make any recommendations for changes to electoral or boundary arrangements.

Consultations
16. A consultation was therefore held initially set to be from 12 February 2024 - 18 March 2024. Where the Committee proposed to transfer electors from one parish to another, or even from one ward to another, a letter was sent to those potentially affected. A briefing note was also circulated to impacted parish councils.

17. A public meeting was held on 18 March in Mere for the proposed changes relating to Mere and Zeals. Due to the date of the public meeting the consultation survey had beforehand been extended until 28 March 2024.

18. At its meeting on 4 April 2024 the Committee considered all the relevant information responding to the Draft Recommendations. This included the public meeting notes and

details of parish representations and a further 24 public representations either from an online survey or emailed/written representations.

19. At the meeting the Committee resolved to withdraw recommendations relating to Clyffe Pypard/Broad Town, and West Overton/Wilcot, Huish, and Oare.

20. It resolved to confirm the remainder of the recommendations for consideration by Full Council. It also considered a further two minor boundary matters which had been brought to its attention during the consultation period, and made additional Draft Recommendations relating to internal boundaries in Melksham, and in Southwick/North Bradley.

21. As it is a requirement that any option resolved by Full Council must be consulted upon, the Committee agreed to undertake a consultation on those additional Draft Recommendations relating to several recommendations.

22. A further online consultation was therefore held from 10 April 2024 - 5 May 2024. All households potentially affected were written to directly on two occasions along with communications with the town and parish councils involved.

23. There were 3 responses to that consultation. These were considered by the Committee along with all other relevant information at a meeting on 7 May 2024. The Committee considered all the information, and confirmed its additional for Full Council.

Final Recommendations

24. The Committee also took account of the statutory guidance provided by the Secretary of State and the Local Government Boundary Commission for England ("LGBCE") in making its recommendations. Consent of the LGBCE would be required for several of the recommendations.

25. As a result of all the meetings and consultations, the Final Recommendations were therefore prepared, and are attached at **Appendix A**. These were published on 10 May 2024.

Safeguarding Implications

26. There are no safeguarding implications.

Public Health Implications

27. There are no public health implications.

Procurement Implications

28. There are no procurement implications.

Equalities Implications

29. There are no equalities implications.

Environmental and Climate Change Implications

30. There are no environmental implications.

Workforce Implications

31. There are no workforce implications.

Financial Implications

32. Additional consultation, if requested by Council to consider further options, could incur additional resources. In particular in relation to the cost of physically mailing those affected in certain areas if appropriate. However, none of the areas under review have currently proposed major options which would require significant resources.

Legal Implications

33. The Local Government and Public Involvement in Health Act 2007 gives the Council the power to undertake CGRs and sets out the criteria for such reviews. There is also statutory guidance on the conduct of such reviews with which the Council would have to comply.

34. As several recommendations impact areas adjusted by the LGBCE as consequential changes following their Electoral Review of Wiltshire Council within the last five years, they would need to consent to any draft Community Governance Order involving those areas.

35. Additionally, some changes to parish boundaries proposed were such that the parishes involved would cross current unitary Division boundaries, but were either not large enough to form their own distinct wards, which is required when crossing Divisions, or it was not considered warding was appropriate. The LGBCE could be requested to amend the Divisions to align to the parish boundaries.

36. Should they consent to such a parish change Order, the Council would at that point be able to formally request Electoral Division changes, where this was appropriate following a community governance change. This detail is included within the recommendations from the Committee and included as part of its consultations.

Risks

37. A failure to consult appropriately or provide appropriate reasoning for any decision to change governance arrangements would be potentially vulnerable to challenge. For these recommendations the Committee has undertaken several consultations, adjusted its proposals accordingly, and set out its reasoning in detail including responding to representations from affected parties, thus limiting any such risks.

Options

38. Council may approve or not approve any of the Final Recommendations.

39. The Council may only approve proposals which have been consulted upon. If minded to approve an alternative proposal which has not been subject to consultation, Council would need to instruct the Committee to undertake additional consultation before it could be approved.

Conclusion

40. The Committee has conducted a thorough and extensive review of parish governance arrangements in the areas set out in the report.

41. It has undertaken consultation and engagement beyond the level is required by legislation or guidance.

42. It has prepared recommendations it considers align to the statutory criteria to better reflect the identity and interests of local communities and provide more effective and convenience local governance.

Proposal

43. The Committee therefore proposes the following:

That Council,

1) Approve the changes to community governance arrangements as set out below as recommended and detailed by the Electoral Review Committee in the Final Recommendations:

       Recommendation 1 – Mere/Zeals
       Recommendation 2 – North Bradley/Trowbridge
       Recommendation 3 – Salisbury (St Francis & Stratford/Milford Divisions)
       Recommendation 4 – Royal Wootton Bassett/Brinkworth
       Recommendation 5 – Chippenham (Pewsham/Hardens & Central Divisions)
       Recommendation 6 – Trowbridge (Grove/Lambrok Divisions)
       Recommendation 7 – Calne/Calne Without
       Recommendation 8 – Bradford-on-Avon
       Recommendation 9 – Melksham (Forest and South Divisions)
       Recommendation 10 – Westbury/Dilton Marsh
       Recommendation 11 – Southwick/North Bradley

2) To authorise the Solicitor of the Council to take all necessary measures to make and approve the Community Governance Order(s) to bring into effect for 1 April 2025 all of the changes detailed under resolution 1, subject to any required consents by the Local Government Boundary Commission for England;

3) To authorise the Electoral Registration Officer to make any necessary changes to polling districts to bring them into line with the agreed governance changes at the appropriate time, to be reported to the Electoral Review Committee.

Perry Holmes - Director, Legal and Governance

Report Author: Kieran Elliott, Democracy Manager (Democratic Services

13 May 2024

Appendices
Appendix A - Final Recommendations

Background Papers
Guidance on Community Governance Reviews

Community Governance Review 2023/24

Final Recommendations of the Electoral Review Committee

May 2024

Contents

Links

Terms of Reference of the Electoral Review Committee
Terms of Reference for the Community Governance Review 2023/24
Guidance on Community Governance Reviews
Pre -consultation Information Pack on projected electorates, submitted schemes, parish responses, public engagement and survey responses
Draft Recommendations
Draft Recommendations Consultation Information pack
Additional Draft Recommendations
Additional Draft Recommendations Consultation Information Pack

All documents can also be accessed from links available at http://www.wiltshire.gov.uk/council-democracy-cgr

Contact CGR@wiltshire.gov.uk or CGR, Democratic Services, County Hall, Trowbridge, BA14 8JN for questions or other details.

What is a Community Governance Review?

1. A Community Governance Review is a process under the Local Government and Public Involvement in Health Act 2007 which allows for the review of Town, City, and Parish Council governance arrangements. This is to ensure that they are reflective of the identity and interests of local communities, and that they provide effective and convenient governance.

What can a Community Governance Review change?

2. A Community Governance Review can make changes to parish governance when there is clear evidence to do so, including changing:

   - Parish areas: such as changes to boundaries between parishes, mergers of two or more parishes, or creating a new parish out of part of one or more existing parishes;
   - Electoral arrangements within parish areas: such as changes to the number of Parish Councillors, or introducing/changing parish warding arrangements;
   - The name of a parish;
   - The grouping together of parishes under a common Parish Council;
   - Other governance arrangements.

3. A Community Governance Review cannot change the Electoral Divisions of Wiltshire Council. However, it can request those Divisions be amended by the Local Government Boundary Commission for England ("The LGBCE"), who are responsible for such decisions, in order to align to any changed parish boundaries.

The Electoral Review Committee

4. Wiltshire Council has established the Electoral Review Committee ("The Committee") to oversee any Community Governance Review process.

5. This is a politically proportionate committee of ten Wiltshire Councillors to oversee the process and prepare recommendations for Full Council, who make the decision.

6. The members of the Committee when setting these Draft Recommendations were as follows:

Cllr Ashley O'Neill (Chairman)	Cllr Gavin Grant (Vice-Chairman)
Cllr Ian Blair-Pilling	Cllr Allison Bucknell
Cllr Ernie Clark	Cllr Jacqui Lay
Cllr Ian McLennan	Cllr Paul Oatway QPM
Cllr Ian Thorn	Cllr Stuart Wheeler

On what grounds will a Community Governance Review be decided?

7. Any decision relating to parish arrangements must ensure that those arrangements:

   - Reflect the identity and interests of local communities;
   - Ensure effective and convenient local governance.

8. In conducting a review and making recommendations, the Committee follows the guidance issued by the relevant Secretary of State and the LGBCE.

9. Factors that are not relevant to the statutory and guidance criteria, such as council tax precept levels, cannot be taken into account.

    Background to the 2023/24 Review

10. From 2017-2019 the LGBCE undertook an Electoral Review of Wiltshire Council. While this retained the number of divisions at 98, the changes as approved by Parliament made consequential changes to many town and parish governance arrangements.

11. Combined with development growth across existing town and parish boundaries, or creation of new communities with their own identity within an existing parish, Wiltshire Council determined that reviews were necessary in some areas to ensure the community governance arrangements were still reflective of local identity and interests, and were effective and convenient.

12. All parishes in Wiltshire were contacted in the summer of 2019 to see if there were any changes to governance arrangements they wished the Council to consider, and a number of requests were received. Due to resourcing, these would be considered when the Council, through the Committee, determined it was practicable to do so. Parishes were recontacted in subsequent years to confirm if they still wished to proceed with a review of their area.

13. Following a committee meeting on 26 June 2023, on 11 September 2023 Wiltshire Council published terms of reference for a Community Governance Review for the following parish areas:

    - Winterbourne
    - Laverstock & Ford
    - Firsdown
    - Idmiston
    - Durnford
    - Chippenham
    - Mere
    - Zeals
    - North Bradley
    - Trowbridge
    - Lacock

14. The terms of reference also included provision to review any parishes in Wiltshire where potential minor boundary 'anomalies' had been brought to the attention of the Committee. This was to enable complete consideration of any options which might emerge during information gathering. As a result the Committee also looked at parishes including Broad Town, Clyffe Pypard, Royal Wootton Bassett, Brinkworth, Salisbury, Westbury, Dilton Marsh, Melksham Without, Seend, and Bradford-on-Avon.

15. For the avoidance of doubt, the Committee is able to recommend, and the Council to approve, governance changes which were not suggested by any parishes or individuals, if it considers it appropriate to do so under the criteria and guidance. Any such proposal would need to be subject to consultation before approval.

    Pre-consultation

16. During the first stage of the review the Committee received initial proposals relating to

4

the review areas and prepared background information on each area, such as electorate projections.

17. During the second stage the Committee undertook pre-consultation information gathering, including:

- Sessions between representatives of the Committee and affected unitary councillors, and where possible sessions with affected Parish Councils;
- Online surveys for those areas potentially impacted by a change of parish in proposals previously submitted to the Council.

Draft Recommendations Preparation and Consultation

18. At its meeting held on 9 January 2024 considered an information pack compiling all relevant materials including all the information above and other relevant information. It formed draft recommendations and consulted upon these from 12 February – 28 March 2024 (extended from 18 March).

19. The consultation included:
- A public meeting in Mere.
- An online survey
- Letters to households who were proposed to be transferred from one parish to another or from one ward to another
- A public briefing note sent to relevant parishes

20. At its meeting held on 3 April 2024 the Committee considered an information pack compiling all relevant materials from the draft recommendations consultation, including meeting sessions notes, responses from parish councils and public representations received by email, post or online survey, and representations made at the meeting.

21. The Committee agreed most recommendations, withdrew several others, and delegated preparation and approval of a detailed additional draft recommendations document for consultation to the Director, Legal and Governance. This would follow discussions with the Chairman of the Committee.

22. The delegation was in respect of two potential minor electoral boundary anomalies, relating to the town of Melksham and the parishes of North Bradley and Southwick.

23. As the additional draft recommendations made only minor changes, the Committee could decide to make the consultation online only, as it has done appropriately in the past. However, due to the small scale of the changes, the Committee agreed to write to potentially affected electors directly.

24. In keeping with practice as demonstrated by the LGBCE among others, the additional consultation would run for a shorter period as it was refining a previously consulted

option or on a very limited aspect of the overall recommendations.

25. The consultation on these additional draft recommendations ran from 10 April to 5 May 2024.

26. The Committee met on 7 May 2024 and confirmed the remaining recommendations for consideration by Full Council

27. The Draft Recommendations relating to original recommendations 1,2,3,4,6,7,8,10,11,12 were confirmed at the meeting on 3 April 2024. Original Draft Recommendations 5 and 9 were withdrawn at the meeting on 3 April 2024 as set out in the minutes for the meeting.

FINAL RECOMMENDATIONS

Mere and Zeals

<u>Background</u>

1. Mere is a small town in the south of Wiltshire along the border with Dorset. Within Wiltshire it is bordered to the West by the parishes of Zeals, Stourton with Gasper, and Kilmington, to the North by the parishes of Maiden Bradley with Yarnfield, Kingston Deverill, and to the East by the parishes of West Knoyle, East Knoyle, and Sedgehill and Semley.

2. In September 2023 the town was estimated to contain approximately 2600 electors. The town is served by Mere Town Council, which contains up to fifteen councillors and is unwarded. The town is part of the Unitary Division also named Mere, combining it with Kilmington, Stourton with Gasper, Zeals, and West Knoyle.

<u>Map of Mere Town</u>

Map from <u>https://www.ordnancesurvey.co.uk/election-maps/gb/</u>
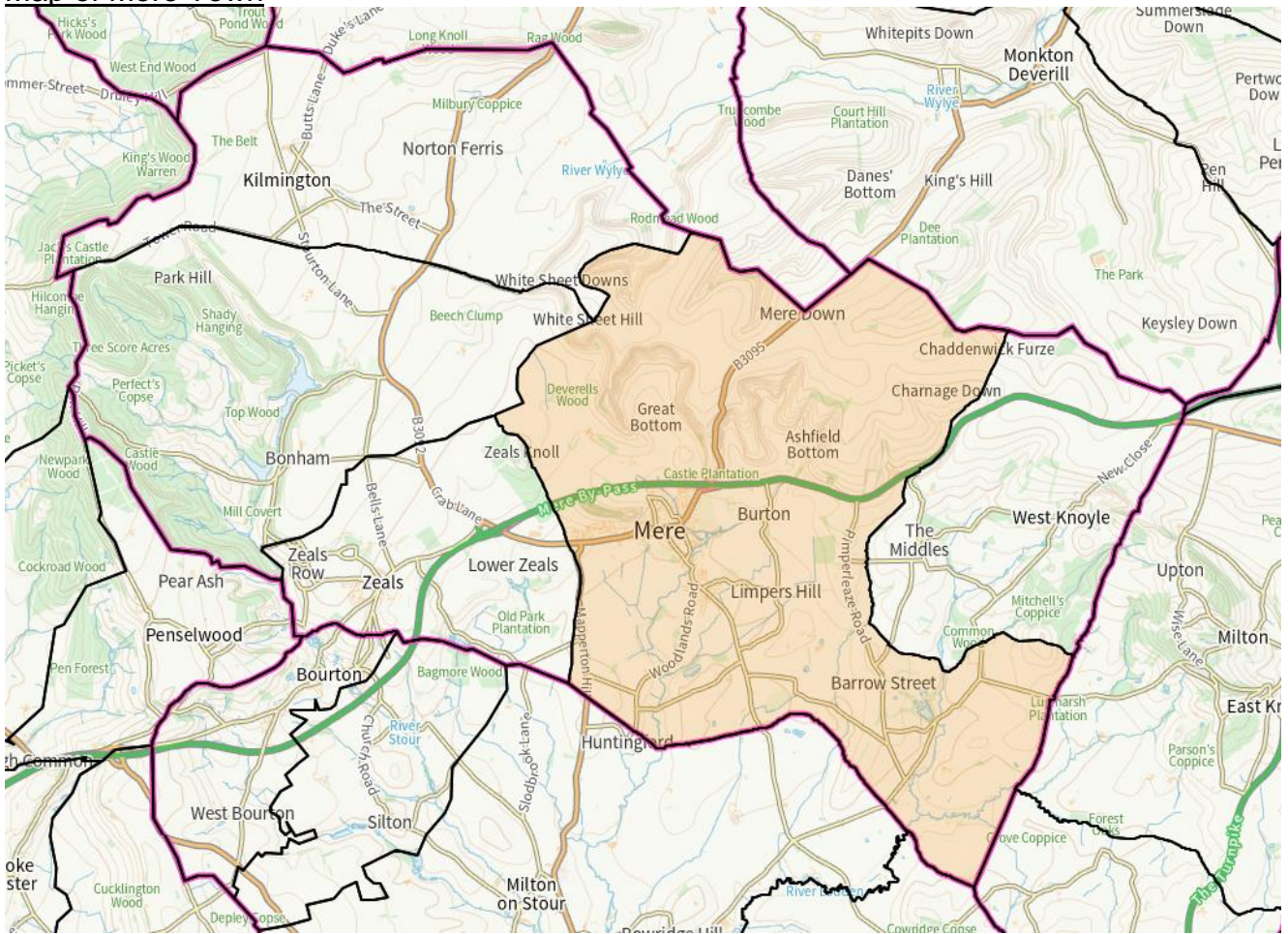
3. A review of the boundaries of the town was requested by Mere Town Council, specifically in relation to the boundary with Zeals only.

4. Zeals is a small parish at the southwestern border of Wiltshire, adjoining both Dorset and Somerset. In September 2023 it was estimated to contain approximately 557 electors. It is served by a parish council, which contains up to 7 councillors and is unwarded. Within Wiltshire it is bordered by Stourton with Gasper to the North and Mere to the East.

7

Map of Zeals Parish
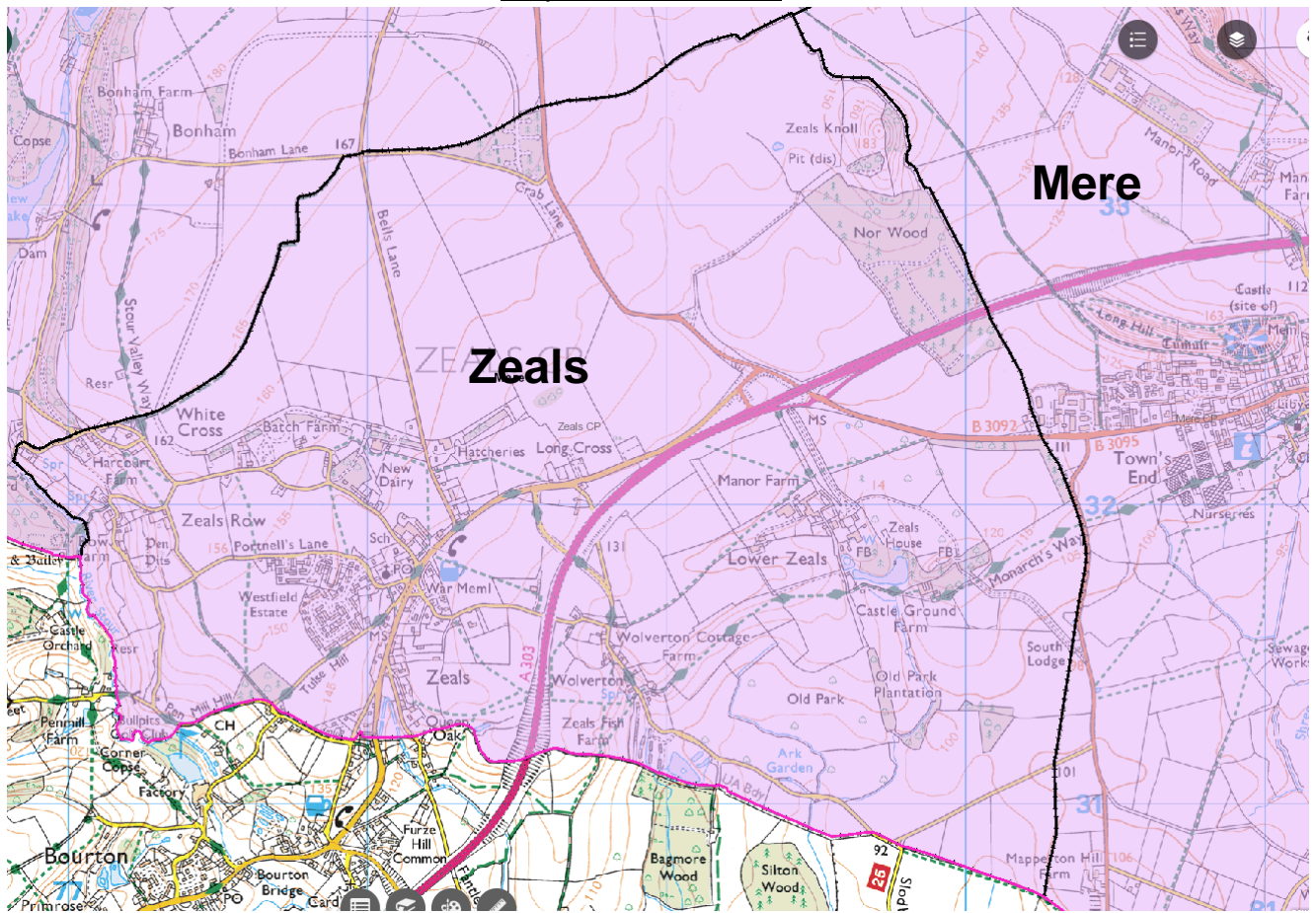
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Initial Proposals and pre-consultation information gathering

5. The initial request of Mere Town Council requested to amend the boundary with Zeals to include 'the triangular field area which sits within the B3092 & A303 slip road' with Mere. It was stated the site contains an area of land which has planning permission for business use, the Hill Brush Factory and Visit Hillbrush visit centre and a dwelling, and that there was planning permission for a 70 bed care home to the east of the site.

6. The Town Council argued that the general identification of the area was with Mere, noting the proximity with the built-up area of the town, that employment and traffic relating to the area would affect Mere more than Zeals, and that inclusion of the area within Mere itself would improve the cohesion and identity of the area.

7. Zeals Parish Council objected to the proposal. They considered strongly that the existing historic boundary should be retained, that there were connections for the area with Zeals Knoll, that commercial development on the site would have impacts beyond the adjacent town of Mere, and that any future residents would identify with Zeals.

8. An online survey was set up for November 2023 to allow comments on the submitted proposal. The councils in the area were asked to promote this, to assist the committee with any local views at this stage, though Mere Town Council stated they would wait for any

8

formal draft recommendation before advertising widely. Details and reasoning behind all comments are included with the information pack considered by the Committee and linked in this document.

9. 115 comments were received in total to the survey, although this did include approximately 10 from duplicated email addresses. Nearly all the responses were from residents of Zeals, with 112 comments in opposition to the proposal, and 3 in support.

10. Comments in support included that the area was along the main route into Mere, future residents of the care home would relate more to Mere than the distant main community of Zeals, and that in community terms the area would fit more appropriately with Mere.

11. Comments in opposition included the potential loss of Community Infrastructure Levy (CIL) funds for the parish council in the event of more development, emphasised the historic nature of the boundary, stated that the area related more to Lower Zeals than Mere, and that there were no benefits to amending the boundary.

Committee Discussion

12. The Committee was mindful that any recommendation or lack thereof must align with the statutory criteria, in respect of both community identity and interests, and effective and convenient governance.

13. Notwithstanding the large number of responses which were received, the critical factor was the nature and content of arguments and evidence received. The public views were therefore vital for identification of those arguments and evidence, but the number of responses in itself was not definitive, should other evidence be more persuasive in the particular circumstances.

14. The Committee reflected on the character of the area, lying between two main roads and on the historic approach into the town, whose built up area was adjoining the site. Only one dwelling was presently on the site, but as required by the official guidance the Committee was obliged to consider the prospective character of the area and if this was to alter in a significant way. The development of a significant care home site, which would increase the number of electors on the site and institute a community in its own right, was a significant factor to consider. The area overlooked the small community of Lower Zeals but lacked direct links, and was a substantial distance from the core village community of Zeals itself.

15. The purpose of Community Governance Reviews was to assess an area and determine if amended boundaries or governance arrangements would be an improvement on the existing situation, so the historic nature of the boundary was relevant but not determinative. The question for the Committee was whether a change, as proposed or otherwise, would in their view be more reflective of the community identity in the area, and be a more effective and convenient arrangement.

16. The Committee gave limited weight to the comments raising matters of CIL funding. This is

9

a charge levied on new development to support the provision, improvement, replacement, operation, or maintenance of infrastructure, or other matters concerned with addressing the demands that a development places on an area.

17. If it were determined that an area of prospective development more appropriately sat within a particular parish and it were transferred, any CIL funding would continue to be used for those purposes. That is, whilst a different council may receive the CIL receipts, those receipts would be utilised to mitigate or adjust for the development in question. Accordingly, this would not override consideration of community identity under the criteria.

Committee Draft Recommendation Proposal

18. Considering all the information and guidance, the Committee felt that the changing nature of the area with the care home community, the proximity to the built-up area of the town and closer association with any residential or employment on the site, and the limited connections with the larger Zeals community, argued in support of the proposal from Mere Town Council.

19. The Committee acknowledged the comments and arguments received in objection, but was not persuaded that these had identified factors of community identity or governance sufficient to leave the boundary as it was, in particular with the changing character of the area with the care home and the influx of new residents which the Committee felt would align much more closely with the adjacent town.

20. The Committee also reviewed other parts of the current boundaries and arrangements and did not consider any representations or evidence supported additional alterations. It therefore resolved to formally consult on the proposal.

Consultation on the Draft Recommendations

21. 11 survey responses were received in relation to the proposals. 9 were in support, and w were against. A further 3 written responses were received, also in agreement with the proposal.

22. Comments in support of the proposal included that the site was adjacent to the built up area of the town, the incoming care home community would naturally look to and use the facilities in Mere, the community of Zeals was a considerable distance from the area, and there were comments regarding the links between Mere and the Hillbrush company part occupying the site.

23. Comments against the proposal included that other businesses would be able to use the site, the historic area was part of Zeals, and opposing the town council taking on responsibility for the area.

Committee Discussion

24. The Committee was satisfied that the close proximity of the site to the current urban area, the links with the incoming care home community, and separation from any community of Zeals, supported its draft recommendation.

25. The very purpose of Community Governance Reviews was to consider if existing arrangements and boundaries remained appropriate and effective and make changes if they were not. The simple existence of an historic boundary would not, if other evidence argued otherwise, suggest no change was appropriate.

26. In this case the Committee resolved that the arguments in favour of the proposal continued to outweigh those against. Further, they were not persuaded by the arguments that had been made opposing the draft recommendation.

27. Having considered the evidence, statutory criteria, guidance, and other relevant information, the Committee therefore proposed the following:

Recommendation 1

1.1 **That the area marked as A in the maps below be transferred from the parish of Zeals to the town of Mere.**

Reasons: Paragraphs 80, 83, 84, 85, and 170 of the Guidance on Community Governance Reviews

Proposed Revised Map of Mere
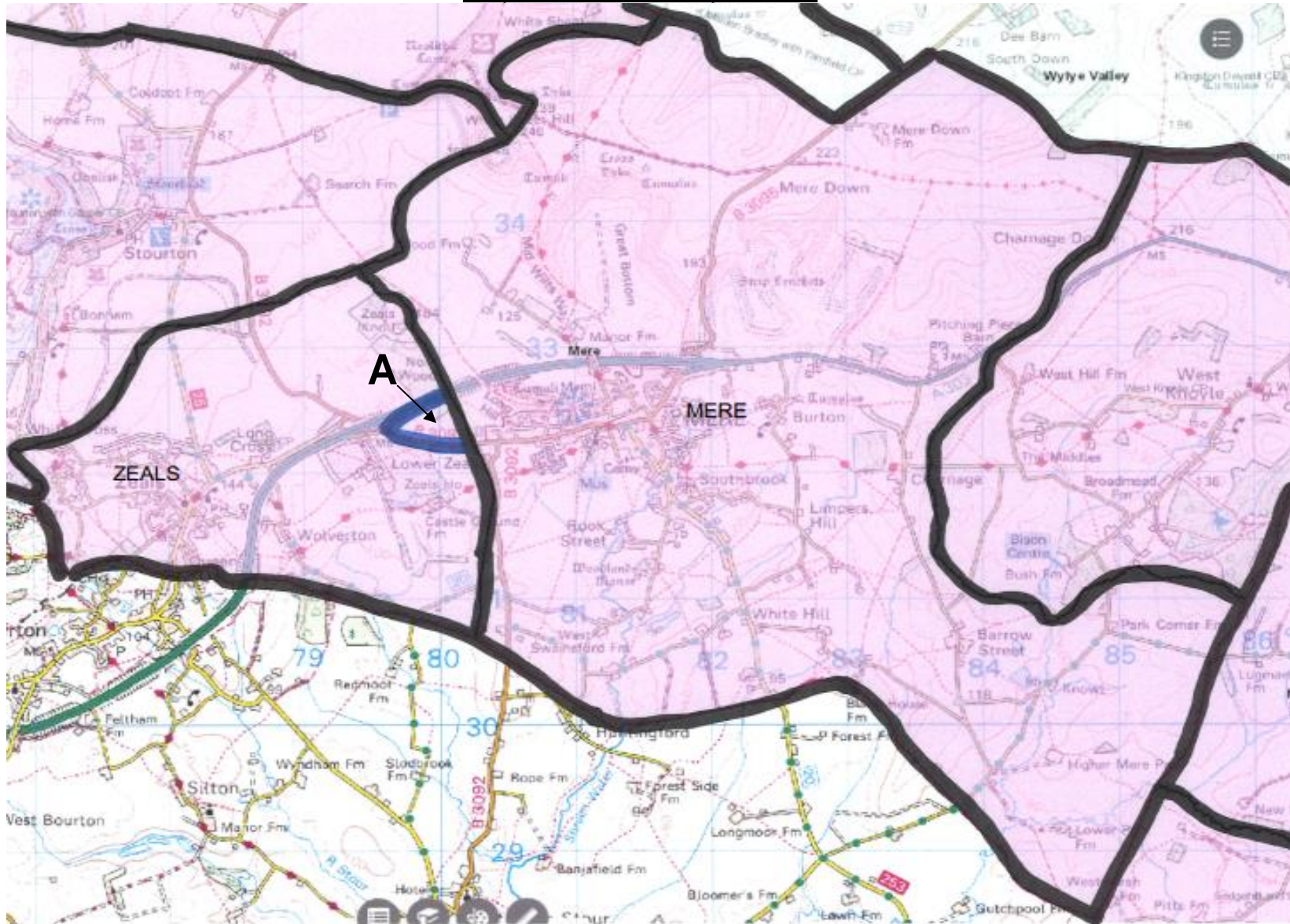
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Area in blue to transfer from Zeals to Mere

MERE

Mere CP

ZEALS

Zeals CP

A

Area in blue to transfer from Zeals to Mere

North Bradley and Trowbridge

Background

28. North Bradley is a large village immediately south of Trowbridge next to the boundary with Somerset. It is bordered within Wiltshire by West Ashton to the East, Heywood and Dilton Marsh to the South, Southwick to the West, and Trowbridge to the North. In September 2023 the parish was estimated to contain approximately 1438 electors. The parish is served by North Bradley Parish Council, which contains up to eleven councillors and is unwarded. The parish forms part of the Southwick Electoral Division, together with Southwick and West Ashton parishes, and is part of Trowbridge Area Board.

Map of North Bradley Parish

Map from https://www.ordnancesurvey.co.uk/election-maps/gb/
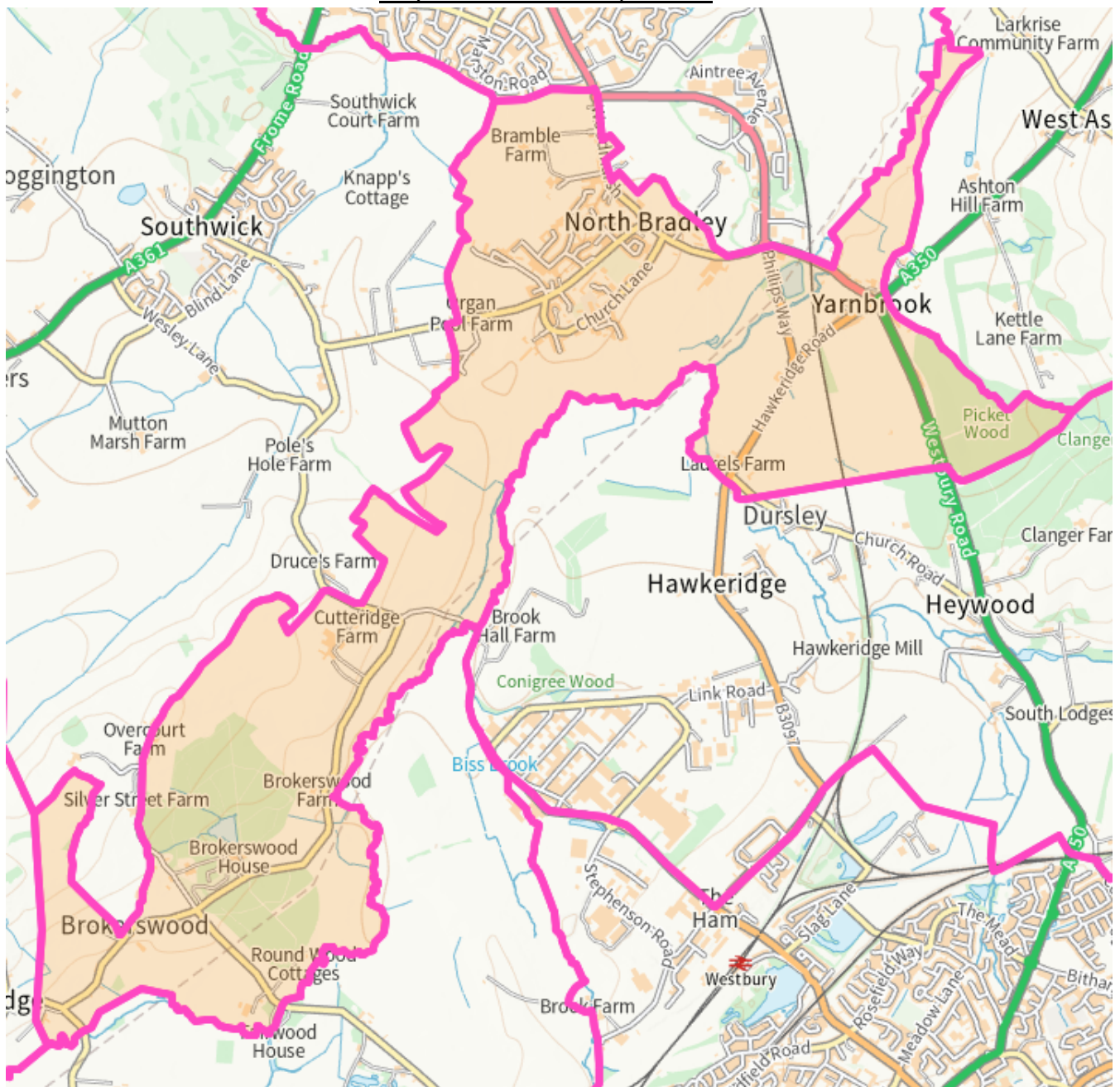
29. Trowbridge is a market town on the eastern border of Wiltshire. It is bordered by Bradford-on-Avon, Holt, Staverton, and Hilperton to the North, Steeple Ashton and West Ashton to

14

the East, North Bradley and Southwick to the South, and Wingfield to the West. In September 2023 the town was estimated to contain approximately 27,686 electors. The town is served by Trowbridge Town Council, which contains up to twenty-one councillors across seven wards, which are coterminous with and share names with the seven Electoral Divisions. Together with the Hilperton and Southwick Divisions these make up the Trowbridge Area Board.

<u>Map of Trowbridge Town</u>

Map from <u>https://www.ordnancesurvey.co.uk/election-maps/gb/</u>
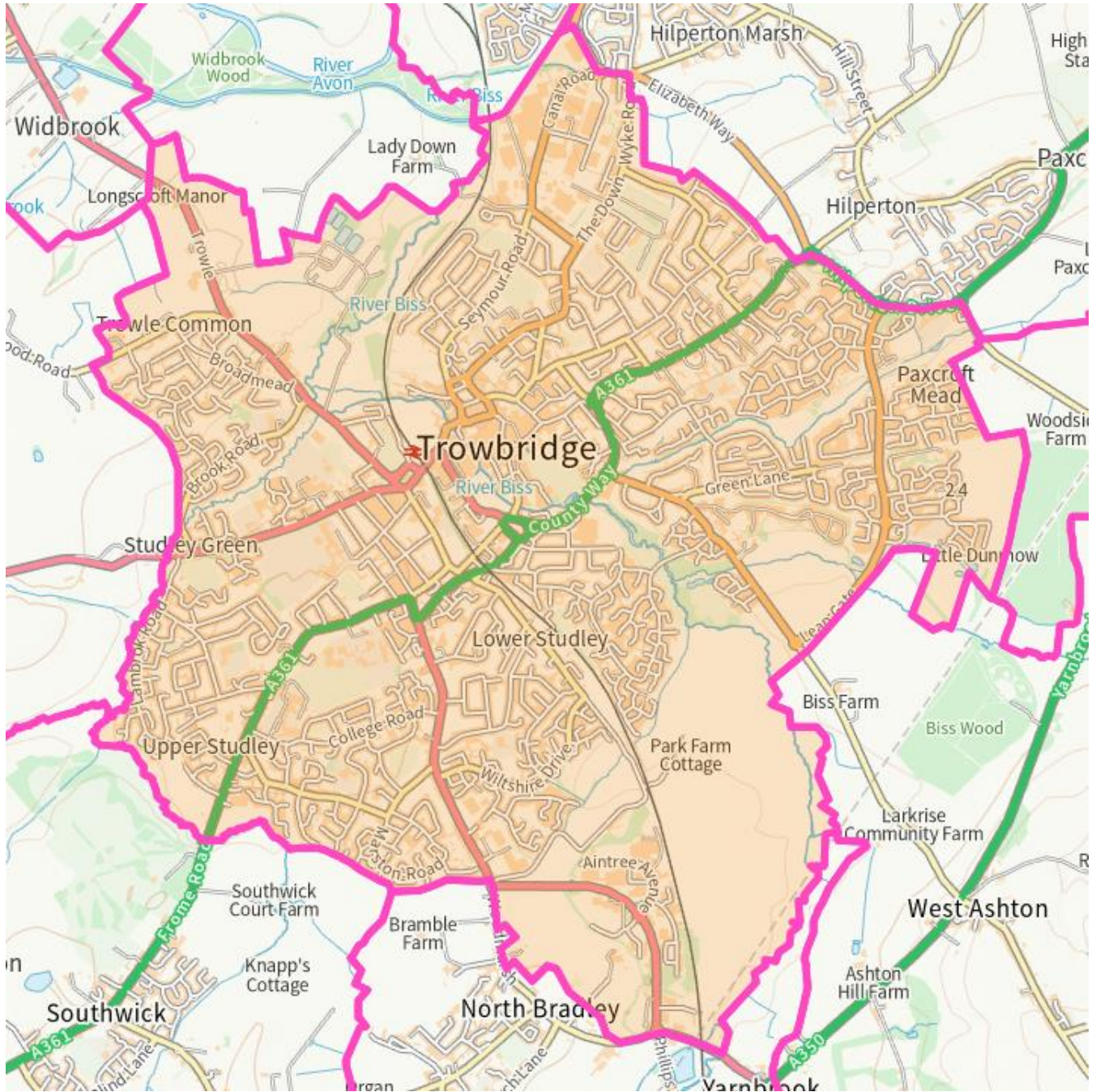
<u>Community Governance Review 2019/20</u>

30. In 2019/20 the Committee undertook a Community Governance Review in respect of North Bradley and Trowbridge, in response to significant existing or projected development in the area and following the outcome of the Electoral Review of Wiltshire Council, which set new

Electoral Divisions for Wiltshire Council. This had placed two areas predominantly covered by draft allocated housing sites within Trowbridge based Divisions, Trowbridge Park and Trowbridge Drynham.

31. The Committee had undertaken a very extensive review of the area across multiple consultations, and for reasons set out in full in the Final Recommendations for the 2019/20 review, had recommended transferring those areas into Trowbridge town proper, principally due to the changing character of the area and to preserve the distinct identity of the North Bradley community. Full Council approved the Final Recommendations, and the Local Government Boundary Commission for England (LGBCE) consented to the changes. As stated at Paragraph 155 of the Final Recommendations:

    Although there were significant numbers of objections from local residents, the Committee resolved that for reasons of effective and convenient local governance, and recognising as appropriate the fundamentally changing nature of the majority of the area in question in respect of identity and interests, and the detrimental impact on governance of there being no decision at this time, on balance of the evidence and strength of arguments the changes were appropriate and should be supported. In particular, the proposals would help preserve the identity and character of North Bradley as a rural parish adjacent to a large town for the long term, whereas its character and identity would be significantly altered if the change were not supported.

32. In deciding which areas to review as part of the 2023/24 review, however, the Committee noted the comments relating specifically to the matter of a number of existing properties facing onto the Woodmarsh road which were included in the transfer to Trowbridge, in particular Paragraph 149:

    However, whilst it considered that the situation and criteria on balance supported a transfer of the identified area at this time, the Committee did consider that the precise line of the boundary could possibly be reviewed again in future, particularly when the lines of development would be clearer, and to correct any minor anomalies arising from the lines drawn by the LGBCE.

33. In particular it is very important to note that the Divisional line drawn by the LGBCE, which was then utilised to form the parish boundary, followed the line of the draft Wiltshire Housing Sites Allocations Plan. Before the Divisions came into effect, but after the LGBCE had made its decision, the finalised Housing Sites Allocation Plan was approved by Council.

34. The draft sites plan had encompassed a number of existing properties of North Bradley facing onto Woodmarsh or accessed from Little Common toward the main part of the village. The finalised sites plan excluded existing properties and was drawn more precisely on empty areas lying between the A363 and the village core.

<u>Terms of the review</u>

35. In advance of the review North Bradley Parish Council had submitted a request seeking reversal of the outcome of the 2019/20 review.

36. However, for reasons that will be touched upon further, in setting the terms of reference for the 2023/24 review the Committee, noting the limited period since the last review, the existing and projected development and extent of the electorate, that less than one electoral cycle had been completed since the last review, and complexities relating to any required consent of the LGBCE to any further changes, resolved to limit the review to the precise boundary line which was specifically identified as anomalous in 2019/20, since that the issue had not been raised early enough in the process to seek to amend the proposal in time for May 2021 elections.

<u>Initial proposals and pre-consultation information gathering</u>

37. During the review an alternative proposal put by the Parish Council was to draw the boundary line along the A363, running between the White Horse Business Park, with all areas to the south to be placed within North Bradley. It has been the case that in some areas and situations significant main roads can form clear, natural boundaries. The Parish Council argued strongly that their proposal was more reflective of how the community existed and would develop.

38. Trowbridge Town Council also submitted a proposal wherein all existing properties accessed from Woodmarsh or Little Common would be placed within North Bradley, whilst any projected incoming properties would remain in Trowbridge and accessed from the A363. This would be achieved by largely following the line of the finalised housing sites allocation plan, to retain incoming development as part of the town, whilst restoring historic properties to the parish.

39. An online survey was set up for November 2023 to allow comments on the Town Council proposal. 1 comment was received from a local resident in support, stating their property's inclusion in 2021 was not logical, left them disjointed from their neighbours, and that their house sat on Woodmarsh which was part of North Bradley.

<u>Committee Discussion</u>

40. It is not the intention of the Committee to reopen all previous arguments made during the 2019/20 review as to a request for a reversal of that decision. As detailed above the terms of reference for the 2023/24 had set out the limited nature of the review regarding the boundary between the town and the parish, and the reasons for this.

41. The current review is therefore concerned with proposals relating to the area south of the A363 and the housing site area and the impact of this and other factors on what would form the most effective and convenient boundary line which best represented the community identity of the area.

42. Whilst it was the case that development in the areas that in 2019/20 had been projected to

take place within five years had not occurred, the fundamental situation remained that the areas transferred to Trowbridge at the elections in 2021 were made up of allocated housing sites with very significant planning applications in various stages of consideration or approval. Legal advice for past reviews had been consistent that the projected situation within five years was a valid consideration as well as the present situation, and the vast changes expected for the area and the alteration of its character could not be dismissed, even though earlier projections had been delayed. No parties had suggested the nature of the area in terms of development would not be altering, though they disagreed on the appropriate remedy for this.

43. On top of all the other reasons for the transfer of the areas in 2021, which can be found at length in the Final Recommendations for 2019/20, the character of the wider area in question and nature of the communities was still projected to alter to that of a denser, more urban character, albeit on a slower timescale than initially predicted.

44. Had the boundary remained unamended, or if it were now amended to include significant new areas of projected urban expansion, the distinction between town and parish would begin to blur, and its identity would be negatively impacted.

45. It was also the case that the slower than anticipated development in the area added procedural complications even were it considered appropriate to reverse a decision which only came into effect less than three years before, which it was not. Consent would be required from the LGBCE for any change, and the lack of electors currently present would not allow for the area to be warded, as would be required if transferred to the parish from the town. Accordingly, the LGBCE would need to consent to a Division change. As the intention of the creation of the Drynham Division was to place future urban development together, removing a significant part of it would ensure the Division would be permanently undersized.

46. It had not been argued before the Committee that development would be sufficiently advanced by the next elections to allow for warding. However, even if it were, it was not felt it would be persuasive to the LGBCE, nor would it be effective or convenient governance, to isolate a single dense urban housing site within the parish as a ward separate to the rest of that parish, nor to request the Electoral Division be altered to depart from the consistent approach of the LGBCE to draw these around areas of urban expansion, and instead to exclude such expansion in one instance, and then only in part not in full.

47. In relation to the proposal to draw the boundary line along the A363, it is also important to note that guidance on reviews to assist in interpreting the statutory criteria is not one size fits all, and the unique characteristics of any given area could lead to vastly different recommended outcomes depending on which elements of the evidence were considered to be more vital or persuasive in those particular circumstances. It is therefore the case that any decision relating to any area would ultimately be a judgment call factoring in those circumstances and applicability of the criteria.

48. In areas of increasing urbanisation, it can be difficult to establish dividing lines between parishes. It may be argued that clear natural boundaries such as major roads, railway lines, or rivers, often form a reasonable, even improved, delineation between different communities. Alternatively, it may be argued that more precise lines better reflect the actual nature of the communities or the character of the area. The Committee has supported both approaches depending on the situation and area, as has the LGBCE.

49. Whilst significant roads could and did form sensible boundaries in many places, the Committee felt the circumstances did not support that in this instance. Instead, a line along the road would divide the urban business park, and it would place projected dense housing into the parish and alter its identity. It would not in this instance form a clear separation between the differing characters of the parish and town by drawing the line along the main road.

50. For these reasons and the reasons of the 2019/20 review which continued to apply, the Committee did not support the proposal of redrawing the boundary between the town and parish along the A363 road.

51. Instead, the Committee was persuaded that in this instance that it was more appropriate to draw a more precise boundary line to reflect the nature of the existing properties and incoming development as a more appropriate reflection of the communities.

Committee Draft Recommendation Proposal

52. The Committee considered the progression of housing sites and development in the area, including the proposed masterplans for the area, albeit not yet approved. They considered the principle of how to ensure parish and town remained distinct even as development was projected to narrow the space between the built-up areas, as maintaining that distinction appeared to be supported by both parishes, even if there was not agreement on the best way to maintain it.

53. The Committee considered the nature and character of the area considered in the review, how it was projected to develop, how properties were accessed, and where they aligned to most appropriately. It continued to feel that denser new housing estates related most under the criteria with the town, of which they would currently be a part given the existing boundaries, contrasted with the historic existing properties.

54. The proposal from the Town Council was evaluated, including whether a different line could be drawn as suggested by a representative from the Parish Council, to place more open green space within the parish in that eventuality. The Committee concluded the area was associated with the housing site and was reasonably proposed to remain included with it, but for those areas suggested to be undeveloped.

55. In conclusion, the Committee accepted the principle that the historic existing properties accessed from Woodmarsh/Westbury Road were a core part of the parish community and identity, whilst believing the incoming expansion projected within five years accessed from

the A363 and forming a different character and community in its own right, were correctly oriented with the town at present. As such, the Committee supported the proposal of the Town Council to amend the boundary as detailed in the recommendation below.

<u>Consultation on the Draft Recommendations</u>

56. 3 survey responses were received in relation to the proposals, all from within the area proposed to be transferred, all in agreement. 1 written response was received in opposition to the proposal.

57. Comments in support of the proposal included that the area was effectively already a part of the parish, and was accessed from the parish.

58. Comments against the proposal suggested amendment to the proposed transfer line to run alongside the proposed housing line within indicative masterplans for the housing applications submitted on the site, not including the open space areas also on the housing site allocation area.

<u>Committee Discussion</u>

59. The Committee noted the comments regarding the precise line of incoming housing, but continued to consider the housing site area was inextricably connected as a site and should be included together, but for the actual existing housing which was proposed to be transferred to the parish, where it had sat until 2021.

60. Noting also the support expressed from residents within the area, the Committee continued to support its draft recommendation.

61. Having considered the evidence, statutory criteria, guidance, and other relevant information, the Committee therefore proposed the following:

Recommendation 2

2.1 That Areas B shown in the map below be transferred from Trowbridge Town to the parish of North Bradley.

2.2 To request that the LGBCE amend the Electoral Divisions of Southwick and Trowbridge Drynham to be coterminous with the revised parish boundaries.

Reasons: Paragraphs 80, 83, 85, and 170 of the Guidance on Community Governance Reviews

Proposed Map of Trowbridge/North Bradley boundary
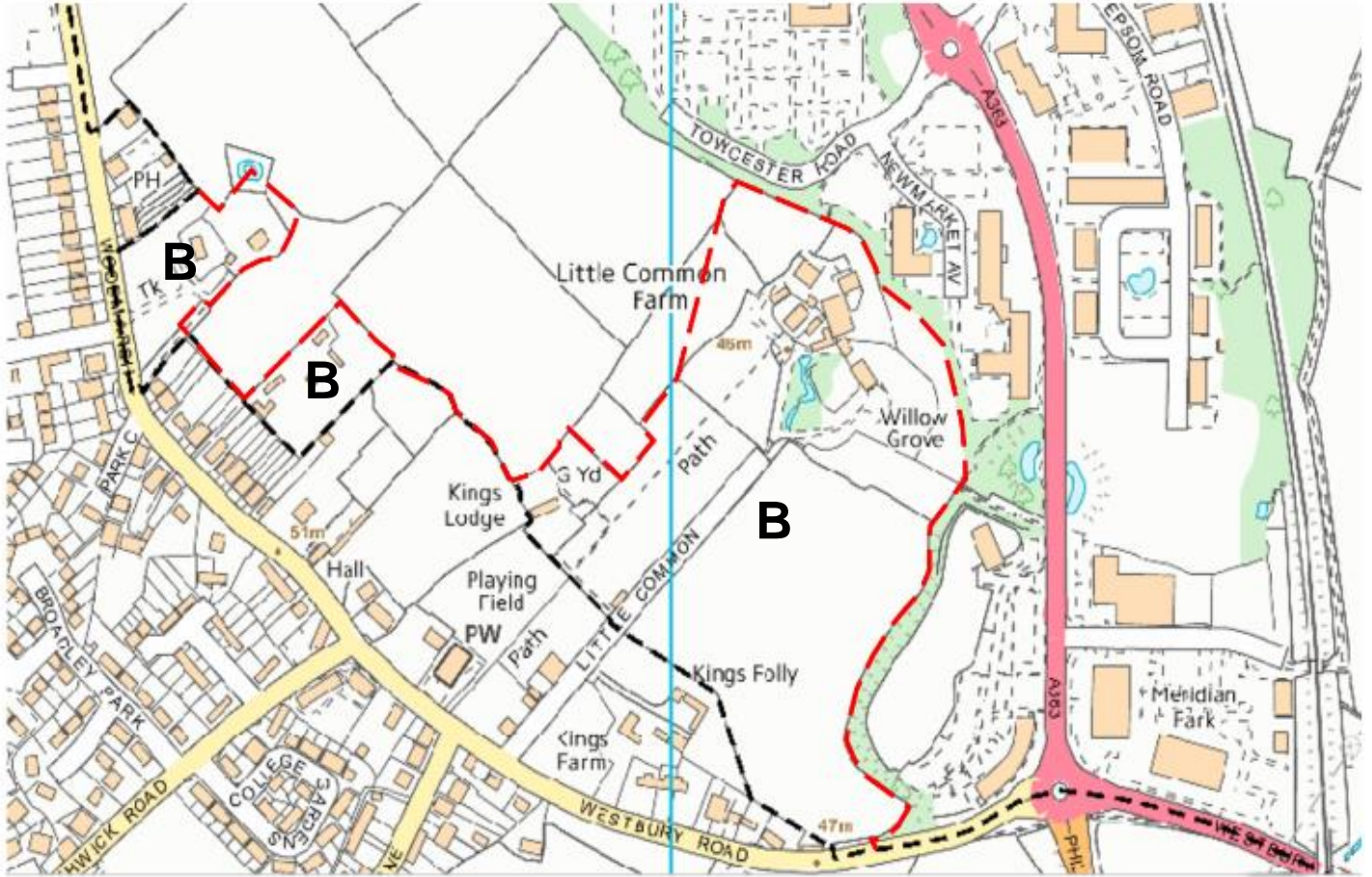
Black line is current parish boundary. Red line is proposed parish boundary.

Miscellaneous Minor Parish Changes

62. As part of its terms of reference the Committee reviewed a series of different parishes across Wiltshire to consider potential minor alterations, where they had been made aware of potential issues with boundaries not being appropriate.

63. Being minor in nature and as significant reviews were not undertaken for the entirety of the parishes in question, they will be listed together following consideration below of each area in turn, as each change is recommended for the same broad reasons.

Salisbury

64. The Committee's attention was drawn to a number of properties in Dorset Road and Cambridge Road in Salisbury, which it was suggested more appropriately sat within different Electoral Divisions. The Divisions are coterminous with wards of the City Council of the same name.

65. In each case it was suggested that the boundary line as drawn by the Local Government Boundary Commission for England (LGBCE) had inadvertently placed properties which faced one onto a road into the incorrect Division, most likely as a result of how their orientation appeared on a map.

66. It was proposed to move one property from Salisbury Milford to Salisbury St Francis and Stratford, with another property moving in the other direction. This will be detailed in the maps section of this recommendation.

67. The Local Division member for St Francis and Stratford was in support, and no comment was received from the City Council.

68. The Committee was satisfied that the properties had been placed incorrectly when the Division was created, and recommending the boundary be amended to resolve this. This would require consent of the LGBCE, and to change the Divisions.

Royal Wootton Bassett and Brinkworth

69. The Committee was advised by Electoral Services of a series of farm buildings and a dwelling which were divided by the parish boundary between Brinkworth and Royal Wootton Bassett.

70. No response has been received to an informal survey regarding the area, but the Committee was in agreement that the separation of the area was not in accordance with the criteria, and that the area aligned more with Brinkworth than Royal Wootton Bassett, where the residence was registered for purposes of elections.

71. It was therefore agreed to propose a transfer from Royal Wootton Bassett to Brinkworth, as detailed in the maps section of this recommendation. This would require a change to the Electoral Division.

Chippenham

72. The Committee's attention was drawn to a number of properties at Ray Close in Chippenham, which it was suggested were separated from other properties in the Close by the existing boundary between Chippenham Pewsham and Chippenham Hardens & Central Divisions. The Divisions are coterminous with wards of the Town Council of the same name.

73. The Local Division members were in support of unifying Ray Close within a single Division, as it was considered the separation not in accordance with the statutory criteria. No other responses were received to an online survey.

74. The Committee was satisfied that the existing boundary represented an ineffective governance arrangement, and recommended the boundary be amended to resolve this. This would require consent of the LGBCE, and to change the Divisions.

Trowbridge

75. The Committee's considered a number of properties Frampton Court in Trowbridge, which it was suggested were included within an inappropriate Division, part of Trowbridge Grove instead of Trowbridge Lambrok. The Divisions are coterminous with wards of the Town Council of the same name.

76. The Local Division members were in support of amending the boundary to include the properties at Frampton Court within Trowbridge Lambrok. The properties faced onto the Court and were part of the Studley Green estate, instead of the properties of Whiterow Park to which they were currently attached. The Town Council was in support of the proposal. It was considered the LGBCE had likely drawn the line incorrectly due to the orientation of properties as seen on a map.

77. The Committee was satisfied that the existing boundary represented an ineffective governance arrangement, and recommended the boundary be amended to resolve this. This would require consent of the LGBCE, and to change the Divisions.

Calne

78. The Committee noted a small development area to the south of the town of Calne which extended just over the boundary into the existing parish of Calne Without. The existing boundary would therefore split the development and indeed part of a single property. This was not appropriate in community terms, nor did it represent an effective governance arrangements.

79. During its 2021/22 review the Committee had not addressed the site area, and it was considered appropriate to ensure all built-up areas be included within the town proper, as had been the case with all other parts of the town. Calne Without Parish Council supported the proposal.

80. The Committee therefore proposed to transfer the area into the town and seek to amend the Divisional boundaries accordingly.

81. Following the Community Governance Review for 2021/22, the area now proposed to be moved to the town was due to be part of the expanded parish of Cherhill.

82. Electoral Services also drew attention to an area facing onto the High Street, which included a number of dwellings, which were in a different Division than the rest of the street. It was therefore proposed to make a minor adjustment between the Divisions of Calne Central and Canle Chilvester & Abberd accordingly.

Bradford on Avon

83. Electoral Services had highlighted a potential anomaly in the parish of Bradford-on-Avon. This related to a property in Kingston Road, which was in the Bradford-on-Avon North ward and Division, with all other properties in Kingston Road in the South ward and Division.

84. The Committee agreed the separation of the property appeared to be an unintentional anomaly and that under the criteria should have been included with the others in the same road. A change would also be required to the Electoral Division if the change were approved.

Melksham

85. Electoral Services had highlighted a potential anomaly in the parish of Melksham. This related to Bolwell Place, a block of flats which was split between the Melksham Forest and Melksham South wards and Divisions.

86. The Committee agreed the separation of the flats appeared to be an unintentional anomaly and that under the criteria should have been included together. Subject to also clarifying the exact boundaries in the area, they agreed to consult on a proposal to combine the area in the Melksham Forest ward and Division. It was confirmed after the meeting that a polling district line but not the unitary line formed the boundary between the High Street and Lowbourne Road addressed, and it was agreed to proposed aligning the unitary boundary to the addresses by moving a small area from Forest ward to South ward as well.

Westbury and Dilton Marsh

87. Electoral Services had highlighted potential anomaly at the area of Millstream Cottages in Westbury, where the boundary line did not follow the stream as it appeared was intended, which had some potential consequences.

88. As a minor anomaly the area had not been identified and subject to pre-consultation with other parties. The Committee received representations at its meeting that given the most recent review in 2022/23, which had been divisive within Westbury, that such a change was not necessary to recommend at this time.

89. The Committee noted the line of the maps appeared to indicate properties were divided by the parish and Division line, and this could represent an ineffective arrangement which needed to be addressed, as there could be confusion as to where a resident elector should vote. Further, that similar minor boundary issues may affect many area, but without impacting electors.

90. In this instance although the properties were registered in the correct parish the line of the boundary crossing through the properties had the potential for confusion, and so a change was justified to consult upon.

Consultation Summary

91. Only 2 responses were received to the above minor proposals, one relating to Chippenham and the other Melksham, both in favour.

92. As minor changes with limited impact, the Committee remained satisfied its proposals were appropriate under the criteria and confirmed all the above for determination by Full Council.

Additional Recommendations - Melksham

93. In response to the consultation on other changes Melksham Town Council highlighted a further potential anomaly in the town.

94. This related to Coronation Road, currently serving as the boundary between the Forest and South wards and Divisions. It was noted this means residents on one side of the road voted in one ward/division, and the other voted in a different ward/division, and that this was not an effective or convenient electoral governance arrangement.

95. The Committee at its meeting on 3 April 2024 agreed with the reasoning of the Town Council, which had been raised by the Local Member for the area.

96. Accordingly, it was agreed to consult upon a proposal to ensure the entirety of Coronation Road sat within a single ward/division.

97. No response was received to that consultation, with one of the Local Members confirming support. The Committee therefore agreed to recommend the proposal to Full Council as a Final Recommendation.

Additional Recommendations – North Bradley/Southwick

98. Although the Committee was currently engaged in a review of another part of North Bradley parish from September 2023, this had not included reviewing its boundary with Southwick.

99. Following a query from North Bradley Parish Council to the Elections team on 16 March 2024 regarding a property which they had been consulted about a submitted planning application, the Committee was advised that the boundary as currently drawn not only divided the tiny settlement at Scotland and Ireland, but which ran through several properties.

100. On 21 March 2024 the parish councils for Southwick and North Bradley were contacted to enquire if they had any views about whether any changes should be made to the current boundary. Neither council was in a position to respond ahead of the next scheduled meeting of the Electoral Review Committee.

101. The terms of reference for the 2023/24 review permit the Committee to include additional

minor anomalies from within any parish in Wiltshire as part of their review, notwithstanding they had not previously been subject to pre-consultation and information gathering, so long as an appropriate process could be followed.

102. Accordingly, at its meeting on 3 April 2024 the Committee delegated authority to the Director, Legal and Governance, to undertake a short consultation regarding the boundary at Scotland and Ireland, taking account of any views that might be received by the parish councils.

103. The parish councils were further contacted on 3 April 2024 with one potential consultation option.

Committee Proposal

104. The current boundary cutting through several properties was considered to be neither convenient nor effective.

105. Furthermore, although Scotland and Ireland are listed separately on a road sign opposite the entrance to the site, the tiny settlement is inextricably connected, being a single settlement, and no appreciable distinction between the two listed areas with properties listed 1-12, and so it is considered the current arrangements also do not reflect the community interests or identity of the area.

106. It was therefore considered appropriate that the area could be unified within a single parish in accordance with the statutory criteria, and to consult for local views on such a proposal.

107. The settlement is geographically closer to the village of North Bradley, with the village speed limit signs visible from the road entrance to Scotland and Ireland. The road entrance to the settlement is currently within North Bradley, sitting at the bottom of the hill leading up towards Southwick village. By virtue of geography and community connection there appeared to be greater affinity with North Bradley than Southwick for residents of Scotland and Ireland.

108. For these reasons, the Director after consultation with the Committee, under delegated authority agreed to consult with local electors on a proposal to unify the area within North Bradley.

109. 1 survey response from a resident of the area proposed to be transferred was received during the consultation period, which was in support, stating the area had no affiliation with Southwick.

110. North Bradley Parish Council indicated their support for the proposal, subject to appropriate consultation with residents. It is noted that the Committee sent two letters to all the residents of the area during the consultation.

111. One further response was received disapproving of the proposal, saying it was a piecemeal change to the boundary and that a fuller consideration would be appropriate than was possible in the limited timeframes to make any changes before the 2025 elections. In

particular a planning decision permitting a significant number of homes crossing the boundary of North Bradley and Southwick alongside the Trowbridge boundary was highlighted.

112. The Committee noted the comments received, but also that the existing boundary ran through several properties and that this was not an effective or convenient arrangement. Notwithstanding whether a wider review was appropriate at another time, they considered that such an issue, having been brought to council's attention, should be resolved where this was possible before the next elections.

113. It therefore agreed to recommend the change to Full Council.

114. Having considered the evidence, statutory criteria, guidance, and other relevant information, the Committee therefore proposed the following in relation to all of the above minor boundary changes:

<u>Recommendation 3</u>

3.1 **That the area shown as C in the map below be transferred from the Salisbury St Francis and Stratford Ward of Salisbury City Council to the Salisbury Milford Ward.**

3.2 **That the area shown as D in the map below be transferred from the Salisbury Milford Ward of Salisbury City Council to the Salisbury St Francis and Stratford Ward.**

3.3 **To request the LGBCE amend the Electoral Divisions accordingly.**

Reasons: Paragraphs 84 and 85 of the Guidance on Community Governance Reviews

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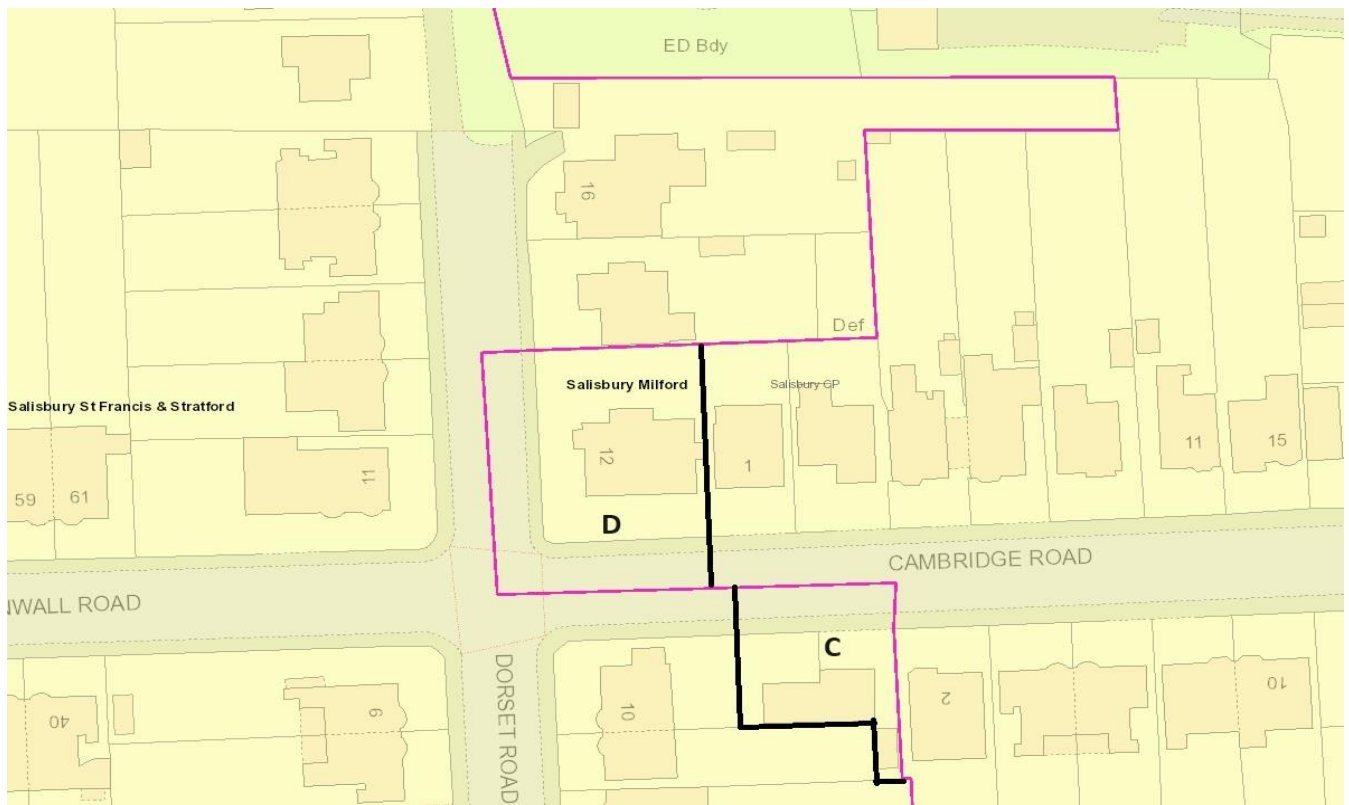
Recommendation 4

4.1 That the area shown as E in the map below be transferred from the parish of Royal Wootton Bassett to the parish of Brinkworth.

4.2 To request the LGBCE amend the Electoral Divisions of Brinkworth and Royal Wootton Basset South and West accordingly.

Reasons: Paragraphs 84 and 85 of the Guidance on Community Governance Reviews
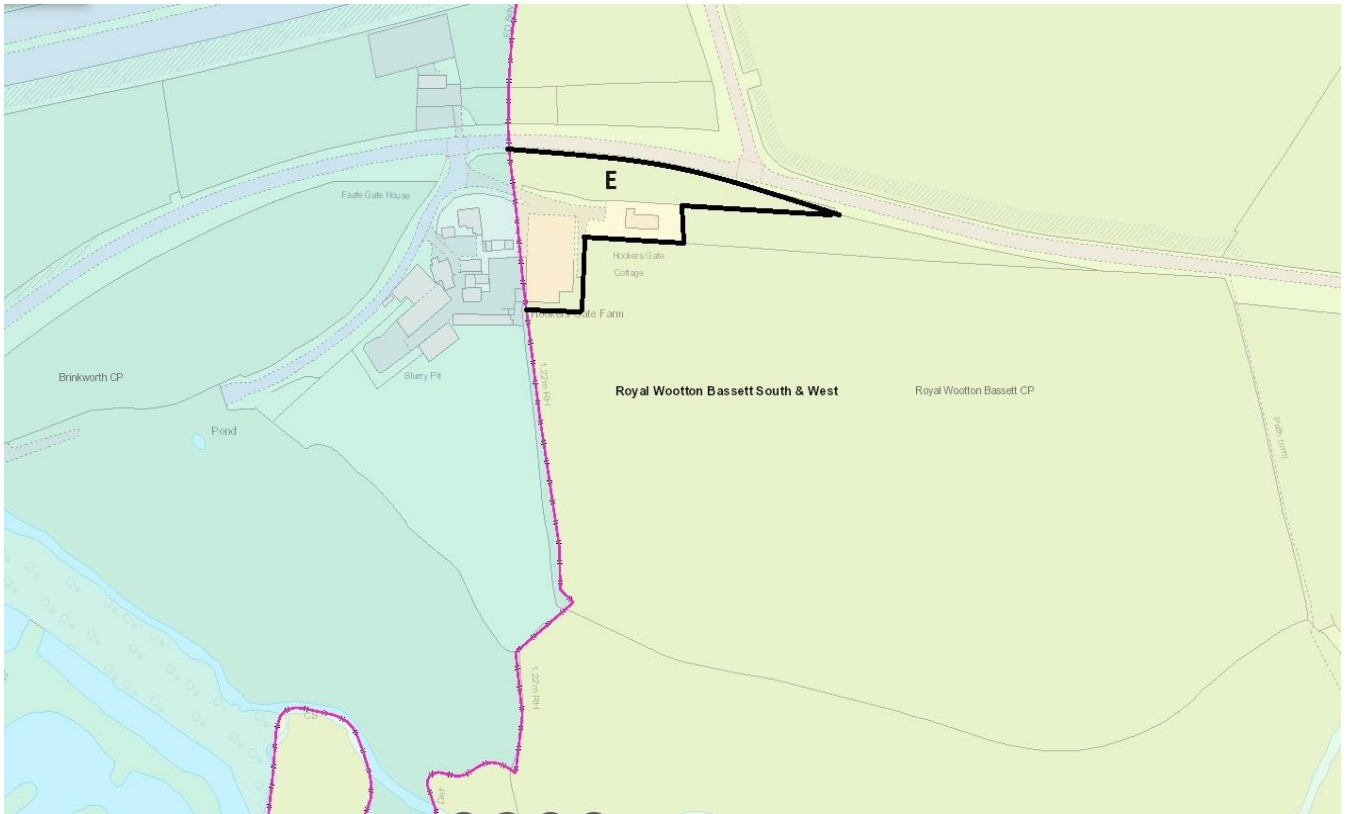
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Recommendation 5

5.1 **That the area shown as G in the map below be transferred from the Chippenham Hardens and Central Ward of Chippenham Town Council to the Chippenham Pewsham Ward.**

5.2 **To request the LGBCE amend the Electoral Divisions accordingly.**

Reasons: Paragraphs 84 and 85 of the Guidance on Community Governance Reviews
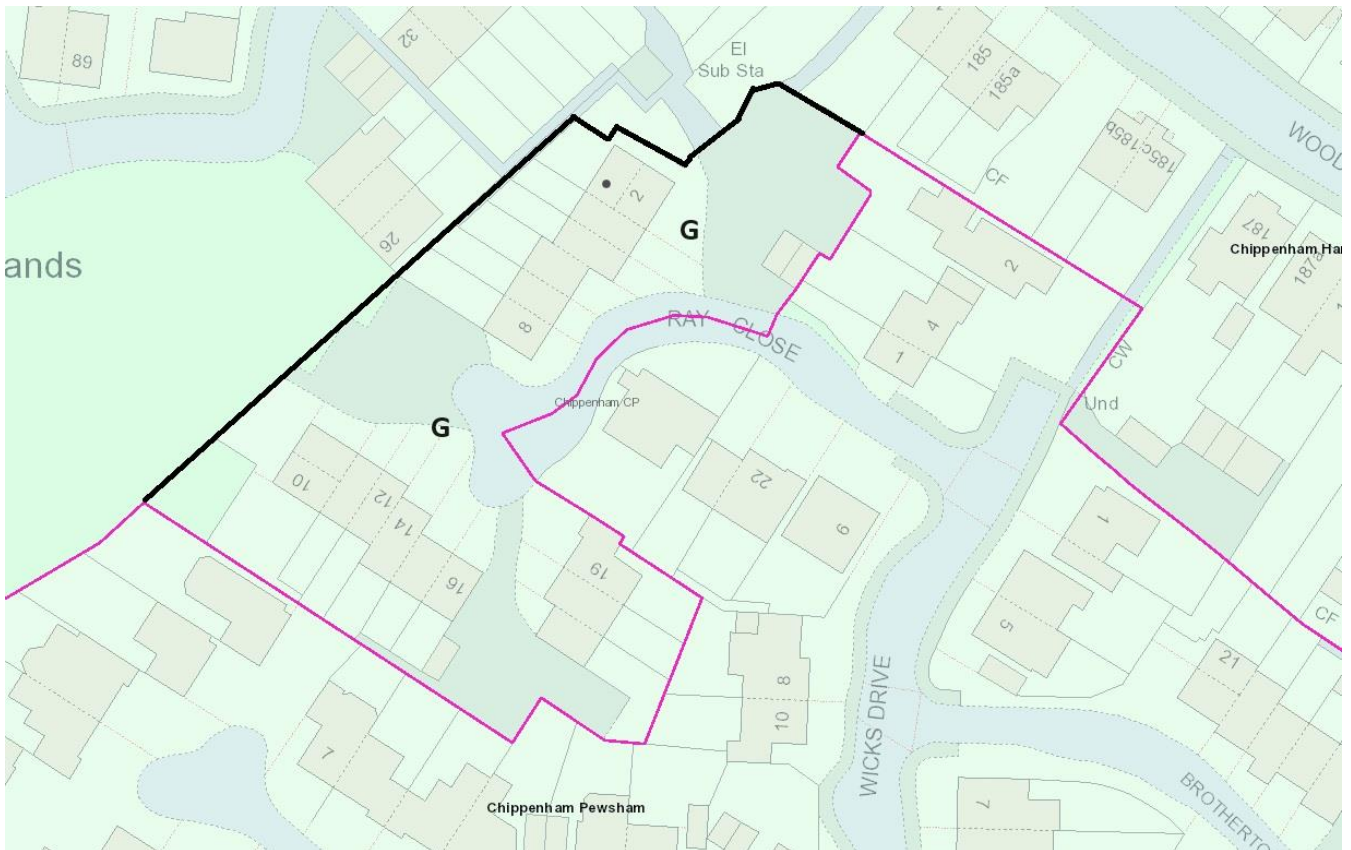
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Recommendation 6

6.1 That the area shown as H in the map below be transferred from the Trowbridge Grove Ward of Trowbridge Town Council to the Trowbridge Lambrok Ward.

6.2 To request the LGBCE amend the Electoral Divisions accordingly.

Reasons: Paragraphs 84 and 85 of the Guidance on Community Governance Reviews
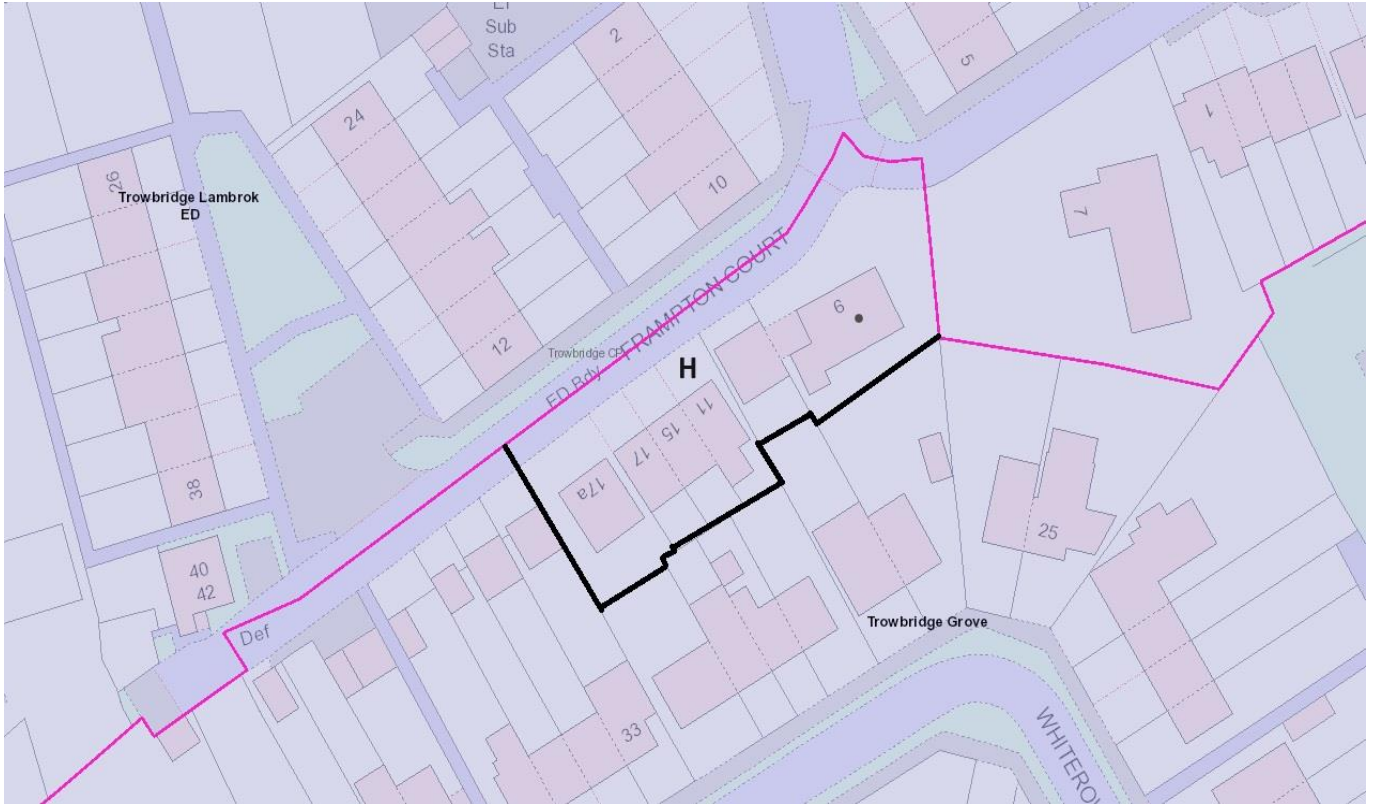
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Recommendation 7

7.1 That the area shown as I in the map below be transferred from the parish of Calne Without to the parish of Calne, as part of the Calne Central ward.

7.2 That the area shown as J in the map below be transferred from the Calne Chilvester and Abberd ward of Calne Town Council to the Calne Central ward.

7.3 To request the LGBCE amend the Electoral Divisions of Calne Rural and Calne Central accordingly.

Reasons: Paragraphs 84 and 85 of the Guidance on Community Governance Reviews
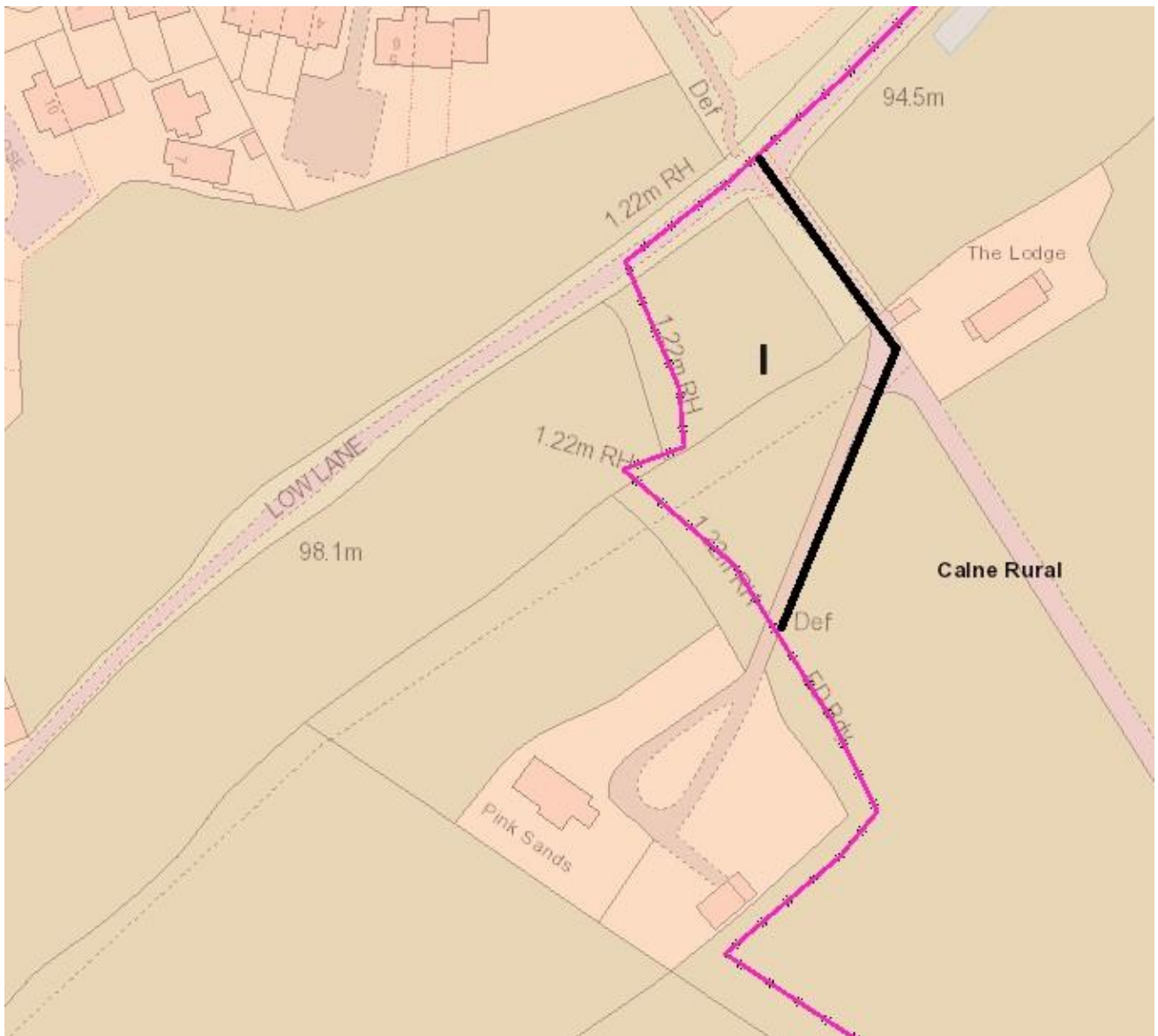
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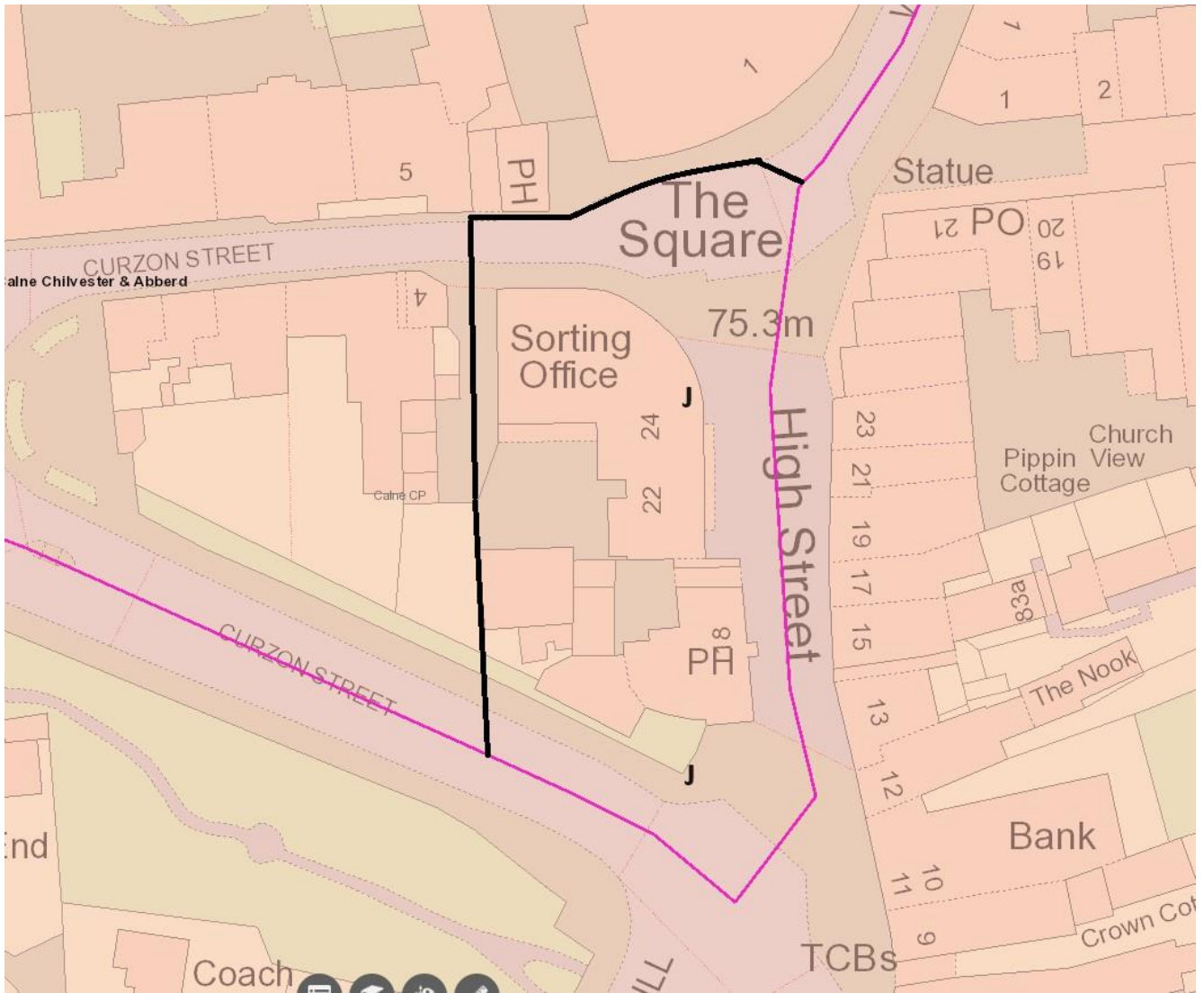
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Recommendation 8

8.1 That the area shown as L in the map below be transferred from Bradford-on-Avon North ward of Bradford-on-Avon Town Council to the Bradford-on-Avon South ward.

8.2 To request the LGBCE amend the Electoral Divisions accordingly.

Reasons: Paragraphs 84 and 85 of the Guidance on Community Governance Reviews

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Recommendation 9

9.1 That the area shown as M in the map below be transferred from Melksham South ward of Melksham Town Council to the Melksham Forest ward.

9.2 That the area shown as N in the map below be transferred from Melksham Forest ward of Melksham Town Council to the Melksham South ward.

9.3 That the area shown as Q in the map below be transferred from Melksham Forest ward of Melksham Town Council to the Melksham South ward.

9.4 To request the LGBCE amend the Electoral Divisions accordingly.

Reasons: Paragraphs 84 and 85 of the Guidance on Community Governance Reviews

34
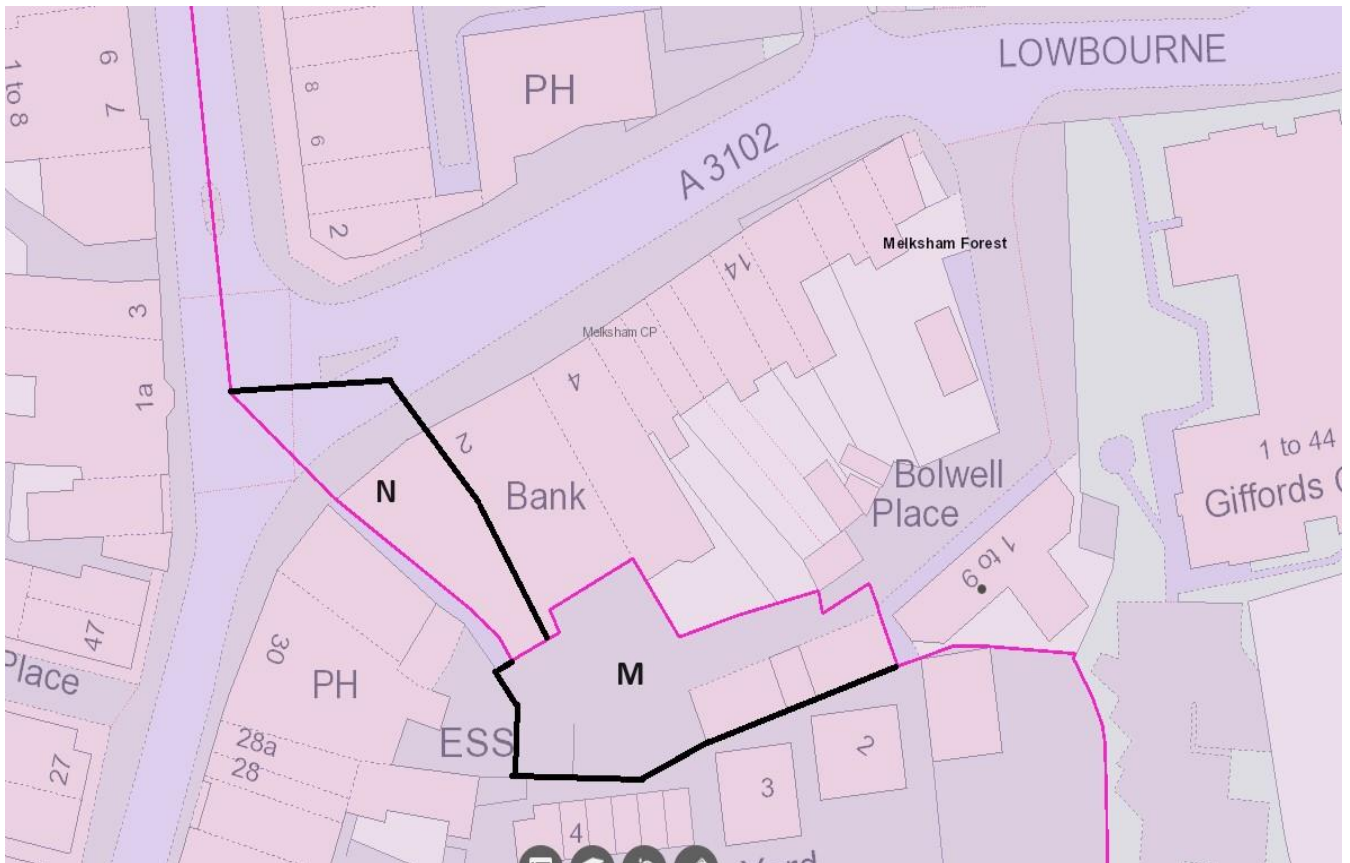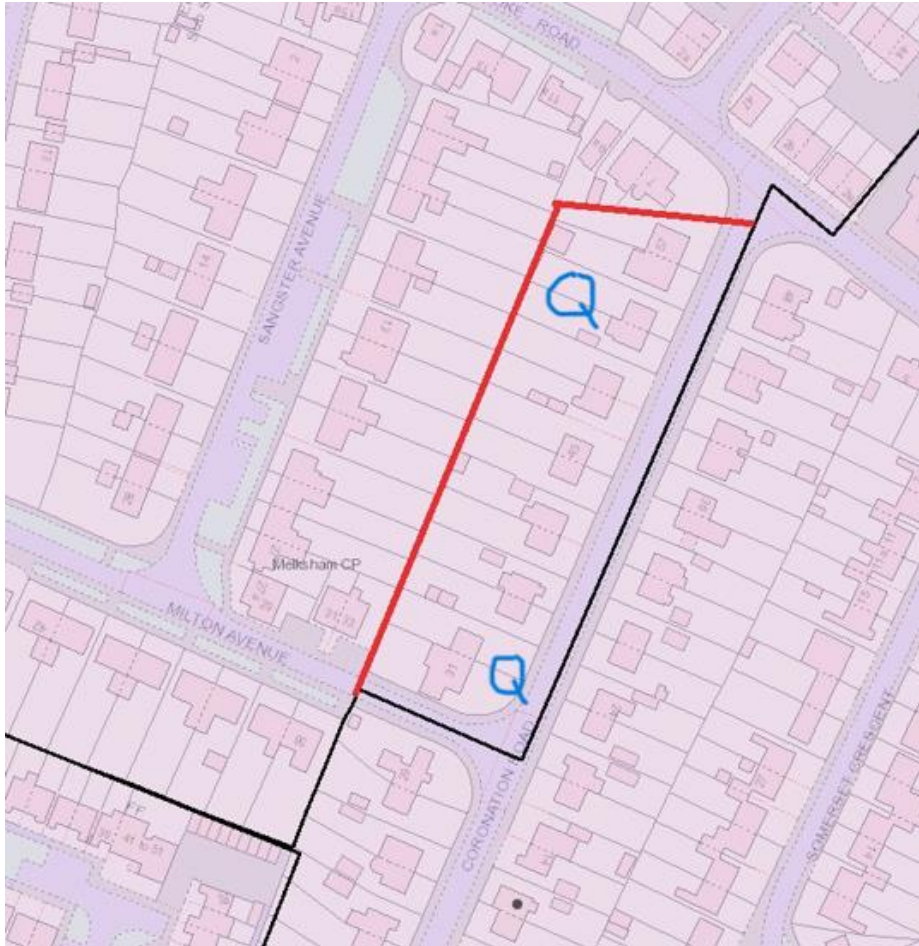
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Recommendation 10

10.1 That the area shown as O in the map below be transferred from the parish of Dilton Marsh to Westbury as part of the Westbury East ward.

10.2 To request the LGBCE amend the Electoral Divisions of Westbury East and Ethandune accordingly.

Reasons: Paragraphs 84 and 85 of the Guidance on Community Governance Reviews
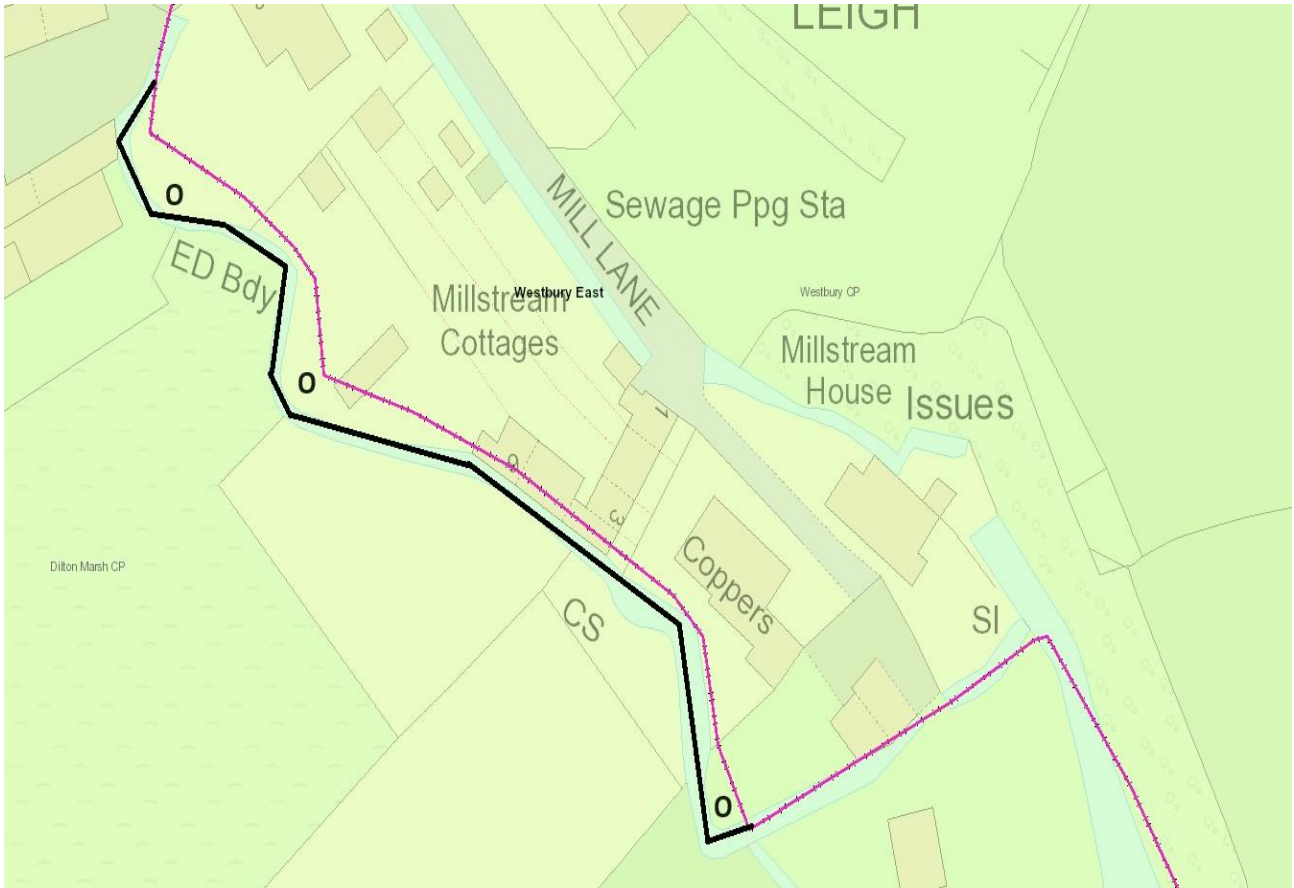
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Recommendation 11

11.1 That the area shown as P in the map below be transferred from the parish of Southwick to the parish of North Bradley.

Reasons: Paragraphs 84 and 85 of the Guidance on Community Governance Reviews
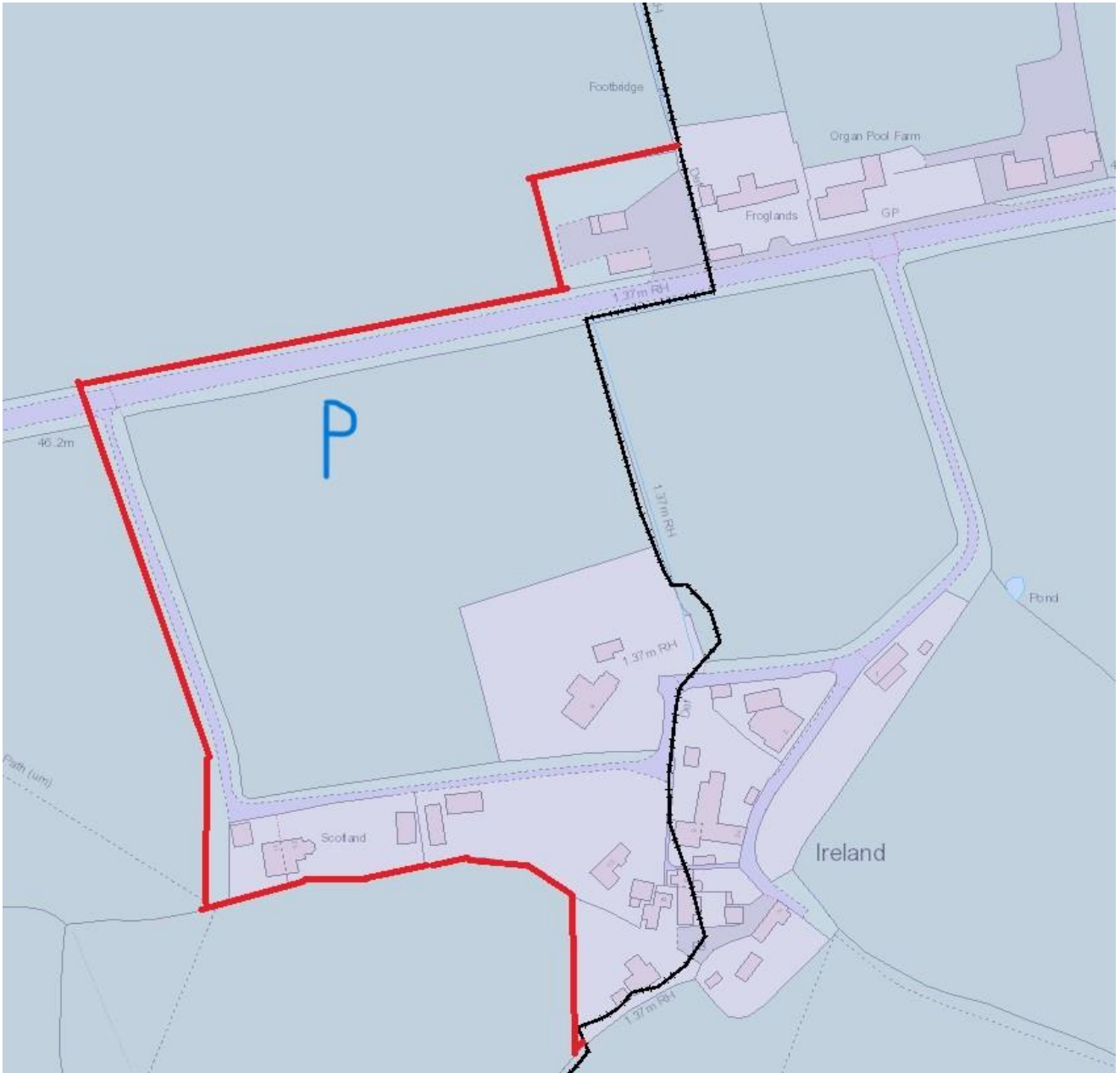
Areas reviewed without recommendations being made

115. The Committee considered a series of requests from the parish of Winterbourne for minor changes to their boundary relating to the parishes of Laverstock & Ford, Durnford, Firsdown, and Idmiston.

116. In each of the areas proposed by Winterbourne Parish Council, the Committee noted limited or non-existent responses from parish councils and surveys, and the lack of perceived governance improvement from the very minor changes.

117. They determined there were no significant community benefits to the proposals and declined to make a recommendation to amend the governance arrangements in the area.

118. The Committee had reviewed a single property currently in Seend which had been brought to its attention, and whether this would more appropriately be within the Parish of Melksham Without.

119. Having considered the area, and noting that both parish councils had confirmed they were content with the current arrangements, no change was recommended.

120. The Committee also considered the boundary between Lacock and Chippenham. As part of the 2019/2020 Review involving Chippenham and Lacock parishes, the Committee recommended, and it was agreed, to transfer an area of land containing new housing within the new Chippenham Lowden and Rowden Division from Lacock to Chippenham.

121. The area also included the small area of Rowden Lane, a rural hamlet accessed through the town. The Council had agreed to take a further look at the area to see if the boundary line should be amended but had no specific proposals to pre-consult upon.

122. The Committee noted that residents in Rowden Lane were written to twice as part of information gathering, in addition to the online survey, and that only one response had been received, which sought to reverse the previous decision.

123. Future development phases in the area were discussed, and the Committee agreed that Rowden Lane was correctly included as part of Chippenham, noting the lack of connection with Lacock and that neither Lacock Parish Council or Chippenham Town Council had requested any change to the current boundary. They therefore declined to recommend any changes to the area.

124. The Committee had also made draft recommendations in relation to Clyffe Pypard and Broad Town, and also West Overton and Wilcot, Huish, and Oare, where isolated properties on the boundaries were raised as potentially more appropriately sitting in other parishes.

125. The Committee received consultation responses in relation to each area, and after discussion resolved to withdraw its recommendations and make no recommendations for change for those areas.

Wiltshire Council

Full Council

21 May 2024

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Notice of Motion No. 2024-03 - Solar Farms

From Cllr Phil Alford and Cllr Nick Botterill

To consider the following motion submitted in accordance with the constitution:

</div>

Whilst not opposed to the principle of the development of solar farms in line with the National Planning Policy Framework this Council is increasingly concerned at the concentration of solar farms, battery storage and associated infrastructure in Wiltshire. Some villages are now completely surrounded by solar farms and their continued concentration represents a significant cumulative impact and industrialisation of the countryside.

Wiltshire Council therefore calls on the Secretary of State for the Department of Levelling Up, Housing and Communities to define more closely what is meant by 'cumulative impact' regarding solar farms and to take clear steps to ensure that solar developments are more evenly spread across the UK and not concentrated in specific areas effectively industrialising the countryside.

We would also ask for clarity of the priority given to ensuring that food production and farming are not destroyed as industries in specific areas through an excessive concentration of solar farms given the massive impact that would have on the rural way of life in villages that have been farmed for time immemorial.

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Wiltshire Council

Full Council

21 May 2024

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Proposed Changes to the Constitution

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Summary

This report asks the Standards Committee to consider proposed changes to the Constitution as recommended by the Standards Committee.

Proposals

That Council approve the following updated sections of the Constitution:

1) Part 11A – Corporate Parenting Panel (**Appendix A**)
2) Part 5 – Access to Information Procedure Rules (**Appendix B**)
3) Part 7 – Cabinet Procedure Rules (**Appendix C**)
4) Part 8 – Overview and Scrutiny Procedure Rules (**Appendix D**)

Reason for Proposals

To ensure that the constitution remains up to date and effective.

Perry Holmes - Director, Legal & Governance (and Monitoring Officer)

Wiltshire Council

Full Council

21 May 2024

Proposed Changes to the Constitution

Purpose of Report

1. This report asks Council to consider proposed changes to the following sections of the Constitution:

   - Part 11A – Corporate Parenting Panel (**Appendix A**)
   - Part 5 – Access to Information Procedure Rules (**Appendix B**)
   - Part 7 – Cabinet Procedure Rules (**Appendix C**)
   - Part 8 – Overview and Scrutiny Procedure Rules (**Appendix D**)

2. The changes have been recommended by the Standards Committee.

Background

3. The Standards Committee has responsibility for oversight of the Council's constitution and making recommendations to Council.

4. The Standards Committee has established the Constitution Focus Group to review sections of the Constitution and present it with proposals to consider.

5. The Focus Group met on 13 September 2023, 11 January 2024, and 3 April 2024 to consider the above sections of the Constitution.

6. The Standards Committee met on 18 April 2024 to consider the proposed changes.

Main Considerations

Part 11A

7. Following the adoption by Full Council of a revised Corporate Parenting Strategy on 17 October 2023, it was proposed to amend Part 11A of the Constitution, which sets out procedural and other arrangements for the Corporate Parenting Panel.

8. The proposed changes would be to align the constitution with the newly approved strategy, along with other minor changes to officer titles, panel membership, and lowering the necessary quorum for Panel meetings.

9. The Focus Group was supportive of the proposed changes, subject to minor wording clarifications, and the Standards Committee approved the changes for consideration by Council subject to minor grammatical adjustments.

10. The recommended revised Part 11A is set out at **Appendix A**.

11. Part 5 of the Constitution provides details of procedural rules relating to publication of and access to committee papers and other information, as well as notification requirements, procedures relating to confidential and exempt information, and the rights of Members to access information.

12. To a large extent Part 5 reflects relevant legislative requirements, for example relating to publication of Key Cabinet decisions on the Forward Plan, or when an Executive meeting may be conduct wholly or in part in Private session.

13. The proposals considered and recommended by the Focus Group were to provide further clarification where required, as well as more closely mirroring legislative language where this was relevant, and to update sections in response to other constitutional changes such as in relation to dispensations.

14. The Standards Committee approved the changes for consideration by Council without further amendment.

15. The recommended revised Part 5 is set out at **Appendix B.**

Part 7

16. Part 7 of the Constitutions sets out the procedural rules which relate specifically to the Cabinet and meetings of the Cabinet. The document had not been updated since 2010.

17. A number of changes and clarifications were therefore proposed to update titles and posts, correct signposting to other relevant sections of the constitution, and other minor wording adjustments including in relation to scheduling of meetings.

18. The Standards Committee approved the changes proposed by the Focus Group for consideration by Council subject to a minor change to clarify an updated schedule of Cabinet Member portfolios should be reported to the first available meeting of Full Council.

19. The recommended revised Part 7 is set out at **Appendix C.**

Part 8

20. Part 8 of the Constitutions sets out the procedural rules which relate specifically to the Overview and Scrutiny meetings and other related scrutiny matters such as call-in of Executive decisions. The document had not been updated since 2014.

21. The Focus Group reviewed the part in detail, reordering the document to improve the structure of the section. It proposed a series of changes including:

- Additional detail on membership of committees and procedures for elections of chairmen;
- Clarifications on development of the overview and scrutiny work programme;
- Enhanced detail on referral of items for consideration by a scrutiny committee by individual members or others;

- Updates relating to requiring senior officers and members to give account to scrutiny committees;
- Increased detail on the process for submission of call-ins of executive decisions, and the process to be followed at a committee meeting, including if an item were referred further to Full Council.

22. The Standards Committee approved the changes for consideration by Council subject to a final check to make officer titles consistent wherever possible.

23. The recommended revised Part 8 is set out at **Appendix D.**

Overview and Scrutiny Engagement

24. A representative from the Overview and Scrutiny Management Committee is appointed to the Constitution Focus Group as a standing member. The Chairman of the Overview and Scrutiny Management Committee is also a standing member as a group representative. In addition, all other scrutiny committee chairmen were invited to a meeting of the Focus Group to discuss the proposals at an early stage.

Safeguarding Implications

25. There are no safeguarding implications.

Public Health Implications

26. There are no public health implications.

Procurement Implications

27. There are no procurement implications at present.

Equalities Impact of the Proposal

28. There are no equalities implications.

Environmental and Climate Change Considerations

29. There are no environmental or climate change implications.

Risks that may arise if the proposed decision is not taken

30. The Constitution would remain out of date or not as effective as it could be.

Risks that may arise if the proposed decision is taken

31. No risks have been identified.

Finance Implications

32. There are no financial implications arising from this report.

Legal Implications

33. There are no legal implications.

Workforce Implications

34. There are no workforce implications.

Conclusions

35. The Focus Group has engaged with officers and met on several occasions to propose changes to improve the effectiveness of the Constitution.

Proposal

36. That Full Council approve the following updated sections of the Constitution:

- Part 11A – Corporate Parenting Panel
- Part 5 – Access to Information Procedure Rules
- Part 7 – Cabinet Procedure Rules
- Part 8 – Overview and Scrutiny Procedure Rules

Perry Holmes - Director, Legal and Governance

Report Author: Kieran Elliott, Democracy Manager (Democratic Services)

Appendices
Appendix A – Proposed Part 11A of the Constitution
Appendix B – Proposed Part 5 of the Constitution
Appendix C – Proposed Part 7 of the Constitution
Appendix D1 – Proposed Part 8 of the Constitution (clean version)
Appendix D2 – Proposed Part 8 of the Constitution (tracked changes)

Background Papers

None

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Wiltshire Council Constitution
Part 11A
Corporate Parenting Panel

Contents

PART 11A - CORPORATE PARENTING PANEL

1. Functions

1.1 The Corporate Parenting Panel is the primary vehicle for Members to meet with key officers and to challenge and scrutinise the performance, quality and efficacy of Wiltshire Council's services.

1.2 The Corporate Parenting Panel will comprise up to 8 Core Members drawn from elected Members politically balanced and nominated by group leaders. Group leaders will ensure that they appoint substitute members to cover absences. Associate Members will include officers from the council and key partner agencies and comprise of:

- Corporate Director – People/Director of Childrens Services
- Director – Families and Children
- Head of Children in Care and Young People Care, Placements and EDS
- Voice and Participation Manager Senior Commissioning Officer – Children's Social Care (Voice and Influence)
- A Representative from the Children in Care Council
- Cabinet Member for Children, Education and Skills
- Chair Representatives of Wiltshire Fostering Association
- Service Manager – Quality Outcomes Conference and Reviewing Service Manager
- Designed Doctor and Nurse for Children Looked After Children
- Virtual School Headteacher

1.3 If any of the core members are unable to attend a meeting they will send a substitute representative.

1.4 On behalf of all Members acting as Corporate Parents, the Corporate Parenting Panel will ensure delivery of the following seven five strategic priorities so that children and young people are supported to:

1.4.1 feel safe and happy in a stable home and in their local community Strengthen the Corporate Parenting Role and Corporate Parenting function across Wiltshire Council as a whole.

1.4.2 be the best that they can be, to achieve personally and educationally throughout their life and be supported to engage with training and employment opportunities Continue to improve timeliness of permanency for looked after children across the range of permanency options.

1.4.3

1.4.3 Ensure their physical and emotional wellbeing is supported and at a time and place that suits them Ensure that there is sufficient accommodation for looked after children within Wiltshire which meets the needs of those children. Prioritise placement within Wiltshire.

1.4.4 have positive relationships with people who are important to them and for them to be part of their local community where they are trusted, respected, accepted and feel

included ~~Improve care leavers journey by ensuring an enhanced offer to care leavers across all areas: education, employment and training, independent living, housing options and health.~~

1.4.5 Ensure their voice is heard and for it to matter and influence decision making and drive change ~~Improve the educational outcomes for looked after children; closing the gap between looked after children and other children in the county.~~

1.4.6 ~~Ensure that looked after children are protected from the risk of child sexual exploitation and reduce the frequency with which some looked after children and care leavers currently go missing.~~

1.4.7 ~~Ensure that looked after children and care leavers have timely and easy access to mental health services.~~

1.5 The Panel will appoint a ~~Chairperson~~ Chairman on an annual basis.

1.6 To ensure that strategic oversight and critical challenge is effective, ~~each~~ Panel Members~~member of board~~ will have a lead role in relation to delivery of ~~one~~ the strategic prioritiesy.

2. Quorum

2.1 The quorum of the Corporate Parenting Panel will be 50% ~~75%~~ (46) Members, ~~70% (7) Associate Members~~ in attendance. Where the meeting is not quorate, the ~~Chairperson~~ Chairmanwill adjourn the meeting.

3. Frequency of meetings

3.1 The Corporate Parenting Panel will meet ~~bi-monthly with~~ a minimum of 5 ~~meetings~~ times a year.

4. Reporting

4.1 The Panel will ~~ould~~ report its work through the Children's Select Committee. Following each meeting the Panel Clerk ~~Chairperson~~ will send a copy of the Panel minutes and action log to the Chairman of Children's Select Committee.

4.2 On an annual ~~six-monthly~~ basis the Panel ~~Chairperson~~ Chairman will prepare a report for Chairman of the Children's Select Committee, addressing progress against each of the ~~seven~~ five strategic priorities.

4.3 In addition to this the ~~Chairperson~~ Chairman of the Corporate Parenting Panel will present an annual report to Full Council which will be shared with the Children's Select Committee prior to submission.

5. Terms of Reference

The Corporate Parenting Panel will:

5.1 Make a commitment to prioritising the needs of ~~looked after~~ children looked after care experienced ~~and~~ young people and their carers and ensure ~~demand~~ that all departments within the Council prioritise the needs of this group;

5.2 Receive reports from the Children in Care Council and act on their views;

5.3 Provide clear strategic and political direction in relation to corporate parenting;

5.4 Show ambition and aspirations for all our children looked after and ~~looked after children and~~ care experienced young people and adults~~leavers~~;

5.5 Ensure that all Members and Wiltshire Council departments are fulfilling their roles and responsibilities as corporate parents proactively. This may involve, for example, the Corporate Parenting Panel organising specific education and training events for all members to ensure they are equipped with the knowledge and skills to be corporate parents;

5.6 Investigate on behalf of all Members ways in which the role of Corporate Parenting can be improved, using examples of research and effective practice from other local authorities;

5.7 Listen to the views of children, young people and their carers to involve them in the assessment and development of services;

5.8 Engage with children and young people who are looked after, or have left care, by inviting them to act as advisers to the Panel;

5.9 Monitor the performance, quality and outcomes of the Council's services in relation to children and young people in public care and identify any areas for improvement;

5.10 Scrutinise key performance indicators in relation to children and young people in the care of Wiltshire Council;

5.11 Meet with government inspectors, where appropriate, for their input into inspections;

5.12 Participate as members of the adoption and fostering panels;

5.13 Agree a work plan, review progress, membership of the panel and attainment of its role and terms of reference and report to the Cabinet and Children's Services Select Committee as appropriate, and in any case to the Full Council annually.

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Wiltshire Council Constitution Part 5 Access to Information Procedure Rules

Contents

PART 5
ACCESS TO INFORMATION
PROCEDURE RULES

1. Wiltshire Council believes in public access to information in order to ensure that members of the public can exercise their rights to have a say about decisions and can understand what decisions have been taken and why. Although some information has to remain private, for example to respect personal privacy, commercial confidentiality or for legal reasons, the Council has adopted a presumption of openness that information will be available unless there is a substantial lawful reason why not.

2. This Part 5 reflects the current statutory requirements set out in Section 100 Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. These rules apply except where proceedings of the body concerned are governed by other specific legislation.

3. **Definitions**

   3.1 Cabinet   means Cabinet or a committee of Cabinet.

   3.2 Full Council   means Full Council or a committee of Full Council, including sub-committees.

   3.3 Offices   means the Council's three hub offices at County Hall, Trowbridge, Monkton Park, Chippenham and Bourne Hill, Salisbury.

   3.4 Private Meeting means a meeting, or part of a meeting, of the decision-making body during which the public are excluded in accordance with relevant statutory provisions by virtue of paragraphs 14.1 or 14.3 below.

   3.5 Proper Officer For this part means the Director ~~of~~, Legal and Governance, or such other officer as designated from time to time by the Chief Executive.

   3.6 Days   Unless where stated otherwise, days refers to working days

4. **Scope**

4.1   These rules apply to all meetings of Full Council or Cabinet unless stated otherwise.

~~4.1~~4.2   They also apply to all meetings of a joint committee, where all the members of the joint committee are members of a local authority Executive/Cabinet, which is authorized to discharge the function to which an Executive decision relates.

Commented [KE1]: From 2012 regs on what is a decision making body

5. **Additional rights to information**

5.1   These rules do not affect any more specific rights to information contained elsewhere in

this Constitution or the law.

6. Rights to attend meetings

6.1 Members of the public may attend all Full Council or Cabinet meetings subject only to the exceptions set out in these rules. Task groups and other informal gatherings of Members are not covered by these rules.

7. Notice of public meetings

7.1 The Council will give at least five clear working days' notice of any the time and place of a public meeting by posting details of the meeting at its Offices and on its website, or if a meeting is convened at less than five clear working days' notice, as soon as it is convened.

8. Notice of private meetings

8.1 The Council will give at least 28 clear calendar days' notice of its intention to hold a meeting of the Executive in private by posting a noticemaking a notice available at its Offices and publishing that notice on its website. The notice must include a statement of the reasons for the meeting to be held in private.

8.2 At least five clear working days before a private meeting the Council will post a further notice of its intention to hold a meeting in private and make this available at its Offices and publish it on its website. The notice must include a statement of the reasons for the meeting to be held in private and details of any representations received about why the meeting should be open to the public and a statement of its responses to any such representations.

8.3 Where a meeting to be held in private is convened at less than 28 clear calendar days' notice the meeting may only be held in private with the agreement of:

   8.3.1 the chairman Chairman of the Overview and Scrutiny Management Committee; or

   8.3.2 if there is no such person or the chairman Chairman of the Overview and Scrutiny Management Committee is unable to act, the chairman Chairman of Full Council; or

   8.3.3 where there is no chairman Chairman of either the Overview and Scrutiny Management Committee or of Full Council, the viceVice-chairman Chairman of Full Council.

8.4 As soon as reasonably practicable after agreement has been given under this paragraph, the Council must postmust make available at its Offices and publish on its website a notice setting out the reasons why the meeting is urgent and cannot be reasonable deferred.

9. Access to agenda and reports before a public meeting

9.1 The Council will make copies of the agenda and reports open to the public available for

inspection at its Offices and on its website at least five clear working days before the public meeting. If an item is added to the agenda later, the revised agenda will be open to inspection from the time the item was added to the agenda. Where reports are prepared after the summons has been sent out, the Proper Officer shall make each such report available to inspection toby the public as soon as the report is completed and sent to Members.

9.2 If the Proper Officer thinks fit, the Council may exclude access by the public to reports which in his or her opinion relate to items during which, in accordance with these rules, the meeting is likely not to be open to the public. Such reports will be marked "not for publication" and state that they contain confidential or exempt information as defined in paragraphs 14.2 and 14.4 below.

10. Supply of copies

10.1 The council will supply copies of:

    10.1.1 any agenda and reports which are open to public inspection;
    10.1.2 any further statements or particulars necessary to indicate the nature of the items in the agenda and;
    10.1.3 if the Proper Officer thinks fit, copies of any other documents supplied to Members in connection with an item,

to any person any news outlet on payment of a charge for postage and any other costs.

10.2 Where a meeting is open to the public during the proceedings or any part of them, there shall be made available for the use of members of the public present at the meeting a reasonable number of copies of the agenda and of the reports for the meeting. and make a reasonable number of copies available at the public meeting (except in relation to any part of the meeting not open to the public).

11. Access to minutes etc. after the meeting

11.1 The Council will make available copies of the following for six years after a meeting:

    11.1.1 the minutes of the meeting or records of decisions taken, together with reasons, for all meetings of the Cabinet, Council and its committees, excluding any part of the minutes of proceedings when the meeting was not open to the public or which disclose exempt or confidential information;
    11.1.2 a summary of any proceedings not open to the public where the minutes open to inspection would not provide a reasonably fair and coherent record
    11.1.3 the agenda for the meeting; and
    11.1.4 reports relating to items when the meeting was open to the public.

12. Background papers

12.1 The relevant Director or otherwise the lead officer listed for a report will set out in every report a list of those documents (called background papers) relating to the subject

matter of the report which in ~~his/her~~ their opinion:

12.1.1 disclose any facts or matters on which the report or an important part of the report is based and;

12.1.2 which have been relied on to a material extent in preparing the report;

12.1.3 but does not include published works or those which disclose exempt or confidential information (as defined in paragraphs 14.2 and 14.4) and in respect of cabinet reports, the advice of a political assistant.

Public inspection of background papers

12.2 The Council will make available for public inspection at its Offices and on its website for six years after the date of the meeting one copy of each of the documents on the list of background papers.

13. Summary of public's rights to attend meetings

13.1 A written summary of the public's rights to attend meetings and to inspect and copy documents will be kept at and be made available to the public at the Offices.

14. Exclusion of access by the public to meetings

~~13.2~~14.1 The following section is without prejudice to any power of exclusion to suppress or prevent disorderly conduct or other misbehaviour at a meeting.

Commented [KE11]: general right to exclude 2012 Regs section 4 (5): (5) Without prejudice to any power of exclusion to suppress or prevent disorderly conduct or other misbehaviour at a meeting, the decision-making body is not to have the power to exclude members of the public from a meeting while it is open to the public.

Confidential information – requirement to exclude public

~~13.3~~14.2 The public shall be excluded from meetings during an item of business whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed.

~~13.4~~14.3 Confidential information means information given to the Council by a government department on terms which forbid its public disclosure or information which cannot be publicly disclosed by court order or under any enactment.

Exempt information – discretion to exclude public

~~13.5~~14.4 The public may be excluded from meetings during an item of business whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed.

~~13.6~~14.5 Exempt information means information falling within the following seven categories (subject to any condition), as defined within Part I of Schedule 12A of the Local Government Act 1972:

~~13.6.1~~14.5.1 information relating to any individual;

~~13.6.2~~14.5.2 information which is likely to reveal the identity of an individual;

~~13.6.3~~14.5.3 information relating to the financial or business affairs of any

particular person (including the authority holding that information);

13.6.414.5.4   information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority;

13.6.514.5.5   information in respect of which a claim to legal professional privilege could be maintained in legal proceedings;

13.6.614.5.6   information which reveals that the authority proposes:
(a) to give under any enactment a notice by virtue of which requirements are imposed on a person, or
(b) to make an order or direction under any enactment.

13.6.714.5.7   information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

13.714.6   Information which falls into paragraphs 14.4.1 to 14.4.7 above is only exempt if and so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

13.814.7   Information is not exempt information if it relates to proposed development for which the local planning authority can grant itself planning permission pursuant to Regulation 3 of the Town and Country Planning General Regulations 1992.

> **Commented [MJ12]:** Schedule 12A Part 2 Para 9

13.914.8   Where the meeting will determine any person's civil rights or obligations, or adversely affect their possessions, Article 6 of the Convention for the Protection of Human Rights and Fundamental Freedoms, as incorporated in the Human Rights Act 1998 establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified in Article 6.

14.15.   Application of rules to the Cabinet

14.1 15. 1 Paragraphs 8, and 16 to 27.5 only apply to the Cabinet. If the Cabinet meets to take a key Key decision it must also comply with paragraphs 4-14.4 7 to unless paragraphs 17.1 to 17.3 and 18.1 to 18.3 (general exception) or 19.1(special urgency) apply. A key decision is defined in Part 1 of this Constitution.

15.2 If the Cabinet meets has a formal meeting to discuss a key Key decision to be taken collectively, with an officer other than a political assistant present, within 28 clear calendar days of the date according to the forward plan by which it is to be decided, then it must also comply with paragraphs 4-14.4 unless paragraphs 17.1 to 17.3 and 18.1 to 18.3 (general exception) or paragraph 19.1(special urgency) apply. This requirement does not include meetings, whose sole purpose is for officers to brief Members / co-opted members.

15.16.   Procedure before taking key Key decisions

16.1 A Key decision is defined at Article 13(7) of Part 2 of this Constitution.

15.116.2   Subject to paragraphs 18.1 to 18.3 (general exception) and paragraph

19.1(special urgency), a ~~key~~ Key decision may not be taken unless:

15.1.116.2.1 a notice (called here a forward plan) has been published in connection with the matter in question and made available to the public at its Offices and on its website;

15.1.216.2.2 at least 28 clear calendar days have elapsed since the publication of the forward plan; and

15.1.316.2.3 where the decision is to be taken at a meeting of the Cabinet, notice of the meeting has been given in accordance with paragraph 7.1 (notice of public meetings).

~~16.~~17. The ~~Ff~~orward ~~P plan~~Plan

~~16.1~~17.1 Forward plans will be prepared ~~by the Leader~~ to cover a period of four months, beginning with the first day of any month. They will be prepared on a monthly basis and subsequent plans will cover a period beginning with the first day of the second month covered in the preceding plan.

~~16.2~~17.2 The forward plan will contain matters which the ~~Leader~~ Proper Officer has reason to believe will be subject of a ~~key~~ Key decision ~~(as defined in Part 1 of this Constitution)~~ to be taken by the Cabinet, Individual Members of the Cabinet, officers, or under joint arrangements in the course of the discharge of a cabinet function during the period covered by the plan. It will describe the following particulars in so far as the information is available or might reasonably be obtained:

~~16.2.1~~17.2.1 the matter in respect of which a decision is to be made;

~~16.2.2~~17.2.2 where the decision taker is an individual, ~~his/her~~their name and title, if any, and, where the decision taker is a body, its name and details of membership;

~~16.2.3~~17.2.3 the date on which, or the period within which, the decision will be taken;

~~16.2.4~~17.2.4 the identity of the principal groups whom the decision taker proposes to consult before taking the decision;

~~16.2.5~~17.2.5 the means by which any such consultation is proposed to be undertaken;

~~16.2.6~~17.2.6 the steps any person might take who wishes to make representations to the cabinet or decision taker about the matter in respect of which the decision is to be made, and the date by which those steps must be taken;

~~16.2.7~~17.2.7 a list of the documents submitted to the decision taker for consideration in relation to the matter;

~~16.2.8~~17.2.8 the address from which, subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document listed in the forward plan are available;

~~16.2.9~~17.2.9 that other documents relevant to the matter may be submitted to the decision taker; and

~~16.2.10~~17.2.10 the procedure for requesting details of those documents (if any) as they become available.

16.317.3   Where in relation to any matter where the public may be excluded from a public meeting under paragraphs 14.1 or 14.3Paragraph 14, or where documents relating to the decision need not be disclosed to the public, the forward plan must contain the particulars of the matter, but may not contain any confidential information, exempt information or particulars of the advice of a political adviser or assistant.

17.18.   General exception

17.118.1   If a matter which is likely to be a key Key decision has not been included in the forward plan, then subject to paragraph 19.1(special urgency), the decision may still be taken if:

17.1.118.1.1   the decision must be taken by such a date that it is impracticable to defer the decision until it has been included in the next forward plan and until the start of the first month to which the next forward plan relates;

17.1.218.1.2   the Proper Officer has informed the chair Chairman of the Overview and Scrutiny Management Committee, or if there is no such person, each member of that committee in writing, by notice, of the matter to which the decision is to be made;

17.1.318.1.3   the Proper Officer has made copies of that notice available to the public at the Offices and on the Council's website; and

17.1.418.1.4   at least five clear working days have elapsed since the Proper Officer complied with the requirements of paragraph 18.1.3.

17.218.2   As soon as reasonably practicable after the Proper Officer has complied with the above they must make available at the Offices and on the Council's website a notice setting out the reasons why compliance with 17.16.2.2 above is impracticable.

17.318.3   Where such a decision under paragraph 18.1 is taken collectively, it must be taken in public subject to the requirements of paragraph 14.

18.19.   Special urgency

18.119.1   If, by virtue of the date by which a decision must be taken, paragraph 18.1 to 18.3 (general exception) cannot be followed then the decision can only be taken if the decision taker (if an individual) or the chair of the body making the decision, obtains the agreement of;

18.1.119.1.1   the chairman Chairman of the Overview and Scrutiny Management Committee; or

18.1.219.1.2   if there is no such person, or if the chairman Chairman of the Overview and Scrutiny Management Committee is unable to act, the chairman Chairman of Full Council; or

18.1.319.1.3   where there is no chairman Chairman of either the Overview and Scrutiny Management Committee or of Full Council, the viceVice-chairman of Full Council.

that the taking of the decision is urgent and cannot be reasonably deferred.

19.20.   Reports to Council

19.120.1   If the Overview and Scrutiny Management Committee thinks that a ~~key~~ Key decision has been taken which was not:

19.1.120.1.1   included in the forward plan; or

19.1.220.1.2   the subject of the general exception procedure under paragraph 18.1 to 18.3; or

19.1.320.1.3   the subject of an agreement under paragraph 19.1 (special urgency).

the Overview and Scrutiny Management Committee may require the Cabinet to submit a report to Full Council within such reasonable time as the Committee specifies.

19.220.2   The power to require a report rests with the Overview and Scrutiny Management Committee, but is also delegated to the Proper Officer, who shall require such a report on behalf of the Committee when so requested by the Chairman or any five members of the Committee. Alternatively, the requirement may be raised by resolution passed at a meeting of the Overview and Scrutiny Management Committee.

Cabinet's report to Full Council

20.3 Where a report is required under Para 20.1, ~~T~~the Cabinet will prepare a report for submission to the next available meeting of Full Council.

20.4 However, if the next meeting of the Council is within seven days of receipt of the written notice, or ~~the~~ a resolution of the Overview and Scrutiny Management Committee, then the report may be submitted to the meeting after that.

19.320.5   The report to Full Council will set out particulars of the decision, the individual or body making the decision, and, if the ~~Leader~~ Cabinet is of the opinion that it was not a ~~key~~ Key decision, the reasons for that opinion.

> **Commented [EK14]:** Wording used in regs is Executive not specific to Leader

Reports on special urgency decisions

19.420.6   The Leader shall report any decision taken under paragraph 19.1 (special urgency) to the next available meeting of Full Council. In any event the Leader will ~~submit an annual report~~report annually to Full Council on the Cabinet decisions taken under paragraph 19.1 (special urgency) in the preceding twelve months. The report will include the number of decisions so taken and a summary of the matters in respect of which those decisions were taken, if any.

> **Commented [EK15]:** The number is usually 0 - it is reported and minuted, but not necessarily requiring a written report in that circumstance

20.21.   Record of decisions

20.121.1   After any meeting of the Cabinet, whether held in public or private, the Proper Officer or their nominee or, where no officer was present, the person presiding at the

meeting, will produce a record of every decision taken at that meeting as soon as practicable. The record will include:

20.1.121.1.1   A record of the decision including the date it was made;

20.1.221.1.2   A record of the reasons for the decision;

20.1.321.1.3   Details of any alternative options considered and rejected by the decision taker;

20.1.421.1.4   A record of any conflict of interest relating to the matter decided which is declared by any member of the decision taker; and

20.1.521.1.5   In respect of any declared conflict of interest, a note of any dispensation granted by the Standards Dispensation Sub-Committee or Monitoring Officer.

20.221.2   In relation to decisions made by officers, the officer will produce a record of their decision in accordance with Part 3 of this Constitution as soon as reasonably practicable after the decision is made.

21.22.   Cabinet meetings relating to matters which are not Kkey decisions

21.122.1   The Cabinet will decide whether meetings relating to matters which are not Kkey decisions will be held in public or private.

22.23.   Notice of private meetings of the Cabinet

22.123.1   Members of the Cabinet will be entitled to receive five clear working days' notice of a meeting to which they are summoned, unless the meeting is convened at shorter notice as a matter of urgency.

23.24.   Attendance at private meetings of the Cabinet

23.124.1   All members of the Cabinet will be served notice of all private meetings of Committees of the Cabinet, whether or not they are Members of that Committee.

23.224.2   All members of the Cabinet are entitled to attend a private meeting of any Committee of the Cabinet.

24.3   Notice of private meetings of the Cabinet will be served on the chairs Chairs of the Overview and Scrutiny Management Committee and any other sub-committees Overview and Scrutiny Select Committee, at the same time as notice is served on members of the Cabinet. Where the a Overview and Scrutiny Committee does not have a Cehairman, the notice will be served on all the members of that Committee.

23.324.4   Where a matter under consideration at a private meeting of the Cabinet is within the remit of the Overview and Scrutiny Management Committee or any other Scrutiny Select/sub- committee Committeee, the chair Chairman of that Committee or in his/her their absence the vice Vice-Cehairman may attend that private meeting with the

consent of the person presiding, and speak.

~~23.4~~24.5   The ~~Executive Directors~~Chief Executive, Corporate ~~Directors, the Chief Finance Officer and~~Directors and the Monitoring Officer and their nominees are entitled to attend any meeting of the Cabinet. The Cabinet may not meet unless the Proper Officer has been given reasonable notice that a meeting is to take place.

~~23.5~~24.6   A private meeting may only take place in the presence of the Proper Officer or ~~his/her~~their nominee who will be~~are~~ responsible for recording and ~~publicising~~~~publicizing~~publicizing the decisions.

~~23.6~~24.7   The provisions of 21.1 to 21.2 will apply where meetings of the Cabinet are held in private.

~~24.~~25.   Decisions made by individual members of the Cabinet

Reports intended to be taken into account

~~24.1~~25.1   Where an individual member of the Cabinet receives a report which ~~he/she~~they intend~~s~~ to take into account in making any ~~key~~ Key decision, then ~~he/she~~they will not make the decision until at least five clear working days after receipt of that report.

Commented [EK16]: Protocol 5 makes this the process for non-key decisions too, which is nearly all of them

Provision of copies of reports to Overview and Scrutiny Committees

~~24.2~~25.2   On giving of such a report to an individual decision maker, the person who prepared the report will ~~give a copy of it~~provide a copy to the ~~chair~~Chairman of ~~an~~ the relevant Overview and Scrutiny Committee as soon as reasonably practicable, and make it publicly available at the same time.

Record of individual decision

~~24.3~~25.3   As soon as reasonably practicable after an executive decision has been taken by an individual member of the Cabinet, a written record of the decision must be produced which must include the following:

~~24.3.1~~25.3.1   record of the decision including the date it was made;
~~24.3.2~~25.3.2   A record of the reasons for the decision;
~~24.3.3~~25.3.3   Details of any alternative options considered and rejected by the member;
~~24.3.4~~25.3.4   A record of any conflict of interest relating to the matter decided which is declared by any member of the Cabinet who is consulted by the member which relates to the decision; and
~~24.3.5~~25.3.5   In respect of any declared conflict of interest, a note of any dispensation granted by the Standards Dispensation Sub-Committee or

Part 5
Last Updated ~~March 2019~~21 May 2024

Page 196

Monitoring Officer.

24.425.4   The provisions of paragraphs 11.1 to 12.2 (access to minutes and background papers after meetings) will also apply to the making of decisions by individual members of the Cabinet. This does not require the disclosure of exempt or confidential information or advice from a political or mayor's assistant.

25.26.   Overview and scrutiny committees' aAccess to documents for Overview and Scrutiny Committees

Rights to copies

25.126.1   Subject to paragraph 26.4 to 26.5 (limit on rights) below, any member of an Overview and Scrutiny Committee (including its sub-committees) is entitled to copies of any document which is in the possession or control of the Leaderthe Cabinet and which contains material relating to:

> **Commented [EK17]:** Regs say 'of the executive of that authority'

25.1.126.1.1   any business transacted at a public or private meeting of the Cabinet; or

25.1.226.1.2   any decision taken by an individual member of the Cabinet; or

25.1.326.1.3   any executive decisions that have been made by an officer in accordance with Part 3D of this Constitution.

25.226.2   Where a member of an Overview and Scrutiny Committee (including its sub-committees) requests a document which falls within the above, the Leader Cabinet must provide that document as soon as reasonably practicable and in any case no later than ten clear working days after the LeaderCabinet- receives the request.

25.326.3   Subject to paragraph 26.4 to 26.5, the chair Chairman of the any Overview and Scrutiny Committee will be entitled to foresight of papers in relation to private decisions of the Cabinet before the decision is made.

Limit on rights

25.426.4   A member of the any Overview and Scrutiny Committee will not be entitled to:

25.4.126.4.1   any document that is in draft form;

25.4.226.4.2   any document or part of it that contains exempt or confidential information, unless that information is relevant to an action or decision they are reviewing or scrutinising or intend to scrutinise or any review contained in any programme of work of the Overview and Scrutiny Committees; or

25.4.326.4.3   the advice of a political adviser [or assistant].

25.526.5   Where the Leader Cabinet determines that a member of the any Overview and Scrutiny Committee is not entitled to a copy of a document, or part of any such document, for the reasons set out above the Leader Cabinet must provide the Overview and Scrutiny Committee with a written statement setting out their reasons for

that decision.

26.27.   Additional rights of access for Members

26.127.1   Any document which is in the possession or under the control of the Leader and contains material relating to:

    26.1.127.1.1   any business to be transacted at a public meeting;
    26.1.227.1.2   any business transacted at a private meeting;
    26.1.327.1.3   any decision made by an individual member; or
    26.1.427.1.4   an executive decision made by an officer

26.227.2   must be available for inspection by any Member unless:

    26.2.127.2.1   it contains confidential information, or exempt information falling within paragraphs 14.4.1, 14.4.2, 14.4.3 (but only to the extent that the information relates to any terms proposed or to be proposed by or to the Council in the course of negotiations for a contract), 14.4.4, 14.4.5, and 14.4.7 of the categories of exempt information; or
    26.2.227.2.2   it contains the advice of a political adviser.

27.3   Guidance to Members on requesting access to exempt information is provided at Schedule 1 of Protocol 1 of the Constitution.

26.327.4   In relation to public meetings, where a document is required to be available for inspection it must be available for at least five clear working days before the meeting except where the meeting is convened at shorter notice or an item is added to an agenda at shorter notice in which case the document must be available for inspection when the meeting is convened or the item is added to the agenda.

26.427.5   In relation to private meetings, decisions made by an individual member, or executive decisions made by an officer, where a document is required to be available for inspection it must be available within 24 hours of the meeting concluding or, where an executive decision is made by an individual member or an officer, within 24 hours of the decision being made.

Material relating to key Key decisions

26.527.6   All Members will be entitled to inspect any document (except those available only in draft form) in the possession or under the control of the Leader Executive which relates to any key Key decision unless the exceptions in paragraph 27.1 to 27.2 above apply.

27.28.   Nature of rights

27.128.1   These rights of Members are additional to any other right he/shethey may have.

Wiltshire Council Constitution
Part 7
Cabinet Procedure Rules

Contents

PART 7
CABINET PROCEDURE RULES

Who may make Cabinet decisions?

1. The Leader will decide how arrangements for the discharge of cabinet functions are to be exercised, except insofar as they are already set out in the Cabinet arrangements adopted by the Council.

2. As set out in Part 3C (Delegation of Executive Functions), Aarrangements for the discharge of Cabinet functions may provide for cabinet functions to be discharged by:

    1.1 Wiltshire Council's Cabinet as a whole
    1.2 a committee of the Cabinet
    1.3 an individual member of the Cabinet
    1.4 an officer
    1.5 an Area Board
    1.6 joint arrangements or
    1.7 another local authority.

Delegation by the Leader

3. In accordance with Article 7 of Part 2 of this Constitution the Leader will decide who is to discharge cabinet functions.

4. At the first available meeting of the Full Council, tThe Leader will present to the councilprovide a written record of delegations made by him/herthey have made for inclusion in the council's scheme of delegation at Part 3C to this constitution. The document presented by the Leader will contain the following information about Cabinet functions in relation to the coming year:

    4.1 the names, addresses and electoral divisions of the people appointed to the Cabinet by the Leader;

    4.2 the extent of any authority delegated to Cabinet Members individually, including any details of the limitation on their authority;

    4.3 the terms of reference and constitution of such Cabinet committees as the Leader appoints and the names of Cabinet Mmembers appointed to them;

    4.4 the nature and extent of any delegation of Cabinet functions to area committees, any other authority or any joint arrangements and the names of those Cabinet Members appointed to any joint committee for the coming year; and

    4.5 the nature and extent of any delegation to officers with details of any limitation on that delegation, and the title of the officer to whom the delegation is made.

5. The record at Part 3C will be updated by the Monitoring Officer from time to time to reflect the appointments by, and allocation of responsibilities from, the

Sub-delegation of Cabinet functions

6. Where the Cabinet, a committee of the Cabinet or an individual member of the Cabinet is responsible for any Cabinet function, they may delegate further to an area committee, joint arrangements or an officer.

7. Unless the Council directs otherwise, if the Leader delegates functions to the Cabinet, then the Cabinet may delegate further to a committee of the Cabinet or to an officer.

8. Unless the Leader directs otherwise, a committee of the cabinet to whom functions have been delegated by the Leader may delegate further to an officer.

9. Even where Cabinet functions have been delegated, that does not prevent the discharge of delegated functions by the person or body who delegated them.

The Council's scheme of delegation and cabinet functions

10. Subject to Paragraph 11 below the Council's scheme of delegation will be subject to adoption by the Council and may only be amended by the Council. It will contain the details required in Part 3 of this Constitution.

11. The Leader may amend the scheme of delegation relating to Cabinet functions at any time during the year.

12. To do so, the Leader must give written notice to the Monitoring Officerproper officer and to the person, body or committee concerned.

11.13. The notice must set out the extent of the amendment to the scheme of delegation, and whether it entails the withdrawal of delegation from any person, body, committee or the Cabinet as a whole.

12.14. The Proper OfficerMonitoring Officer will present a report to the next ordinary meeting of the councilFull Council setting out the changes made by the Leader.

13.15. Where the Leader seeks to withdraw delegation from a committee, notice will be deemed to be served on that committee when he/she has served on it as its chairthe decision is provided to the Chairman of that committee.

Conflicts of interest

14.16. Where the Leader has a conflict of interest in any matter this shall be dealt with as set out in the Council's Code of Conduct for Members in Part 12 of this Constitution.

15.17. If every Member of the Cabinet has a conflict of interest this shall be dealt with as set out in the council's Code of conduct for Members in Part 12 of this constitution.

16.18. If the exercise of a cabinet function has been delegated to a committee of the cabinet, an individual member or an officer, and should a conflict of

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interest arise, then the function will be exercised in the first instance by the person or body by whom the delegation was made and otherwise as set out in the council's Code of Conduct for Members in Part 12 of this constitution.

Location and frequency of Cabinet meetings

19. The Cabinet will ~~meet~~ schedule at least 11 meetings ~~at least 11 times~~ per year at times to be agreed by the Leader.

~~17.~~20.   The Cabinet shall meet at the Council's main offices, or another location to be agreed by the Leader.

Public and private meetings of the Cabinet

21. The access to information rules in Part 5 of this constitution set out the requirements covering public and private meetings of Cabinet and any Cabinet Committees.

~~18.~~22.   Other than the legal requirements, consideration should also be given to any principles of decision-making set out in Article 13 of Part 2 of this constitution.

Public and Member participation at Cabinet meetings

23. ~~The~~ Cabinet welcomes questions or statements from members of the public.

24. ~~However, the s~~Specific arrangements for public and Member participation at Cabinet or Cabinet Committee meetings are a matter for determination by the Leader.

25. ~~and will as such be kept under review.~~The Leader will keep arrangements under review.

Quorum

~~19.~~26.   The quorum for a meeting of the Cabinet, or a committee of it, shall be one quarter of the total number of members of the Cabinet (including the Leader), or three including the Leader, whichever is the larger, unless otherwise specified in a Cabinet committee term of reference.

Procedure for cabinet decision making

~~20.~~27.   Cabinet decisions which have been delegated to the Cabinet as a whole will be taken at a meeting convened in accordance with the access to information rules in Part 5 of the Constitution.

~~21.~~28.   Where Cabinet decisions are delegated to a committee of the Cabinet, the rules applying to cabinet decisions taken by them shall be the same as those applying to those taken by the Cabinet as a whole.

Conduct of Cabinet meetings

~~22.~~29.   The Leader will preside at any meeting of the Cabinet or its committees at which ~~he/she~~they ~~is~~ are present, or may appoint another person to do so.

23.30. If the Leader is absent and has not appointed another person to preside in ~~his/her~~their place, a person appointed to do so by those present shall preside.

24.31. Details of who may attend Cabinet meetings are set out in the access to information rules in Part 5 of this Constitution. It is a matter for the Cabinet to determine if these rules should be widened, for example to enable members of the public to attend meetings that would otherwise be private.

25.32. Members of the Council who are not Cabinet Members may attend meetings of the Cabinet and may speak with the consent of the Leader. Chairs of ~~the Standards Committee and the scrutiny~~ committees will be invited to attend the Cabinet to present ~~their~~ reports or provide updates as appropriate.

Business of Cabinet meetings

26.33. At each ordinary meeting of the C~~c~~abinet the following business will be conducted:

30.1 consideration of the minutes of the last meeting

30.2 declarations of interest, if any

30.3 matters referred to the Cabinet (whether by an Overview and Scrutiny Committee or by the Council) for reconsideration by the Cabinet in accordance with the provisions contained at ~~in the overview and scrutiny procedure rules set out in Part 8 of this constitution or the budget and policy framework procedure rules set out in Part 6 of this constitution~~Part 6 and Part 8 of the Constitution (Budget and Policy Framework, and Overview and Scrutiny Procedure Rules).

30.4 matters that ~~individual~~ the Leader ~~cabinet members~~ determines~~s~~ shall be brought before Cabinet following ~~consultation with advisory panels~~any necessary or appropriate consultations

30.5 consideration of any reports from overview and scrutiny committees where appropriate, and

30.6 Other matters set out in the agenda for the meeting, and which shall indicate which are key decisions and which are not in accordance with the access to information procedure rules set out in Part 5 of this Constitution.

Consultation

34. All reports to the Cabinet from any Member of the Cabinet or an officer on proposals relating to the Budget and Policy Framework must contain details of the nature and extent of consultation with stakeholders and relevant overview and scrutiny committees, and the outcome of that consultation.

27.35. Reports about other matters will set out the details and outcome of consultation as appropriate. The level of consultation required will be appropriate to the nature of the matter under consideration.

28.36. Reports must state that consultation has been carried out in accordance

Commented [EK7]: In case something other than an advisory panel

with the council's consultation guidance or explain the reason for any divergence from that guidance.

Setting Cabinet agendas

~~29.~~37.   The Leader will decide upon the schedule for the meetings of the Cabinet. ~~He/she~~They may put on the agenda of any Cabinet meeting any matter which ~~he/she~~they wish~~es~~, whether or not authority has been delegated to the Cabinet, a committee of it or any member or officer in respect of that matter. The Proper Officer will comply with the Leader's requests in this respect.

~~a.   Any member of the cabinet may require the Proper Officer to make sure that an item is placed on the agenda of the next available meeting of the cabinet for consideration. If he/she makes such a request the Proper Officer will comply.~~

~~30.~~38.   The Proper Officer will make sure that an item is placed on the agenda of the next available meeting of the Cabinet where a relevant Overview and Scrutiny Committee, or the Full Council, has resolved that an item be considered or re-considered by the Cabinet. However, there may be only up to two such items on any one agenda.

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Commented [KE8]: Eg following a call-in being upheld

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39. The Monitoring Officer and/or the Chief Financial Officer may include an item for consideration on the agenda of a Cabinet meeting and may require the ~~director of resources~~Proper Officer to call such a meeting in pursuance of their statutory duties.

40. In other circumstances, where any two of the Head of Paid Service, ~~Chief Financial Officer~~S.151 Officer and ~~M~~monitoring ~~O~~officer are of the opinion that a meeting of the Cabinet needs to be called to consider a matter that requires a decision, they may jointly include an item on the agenda of a Cabinet meeting.

~~31.~~41.   If there is no meeting of the Cabinet soon enough to deal with the issue in question, then the ~~person(s)~~those listed above entitled to include an item on the agenda may also require that a meeting be convened by the Proper Officer at which the matter will be considered.

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Wiltshire Council Constitution

Part 8

Overview and Scrutiny Procedure Rules

Contents

<p style="text-align:center">Page 208</p>

PART 8

OVERVIEW AND SCRUTINY PROCEDURE RULES

1. **Numbers of and arrangements for Overview and Scrutiny Committees**

1.1 Full Council will appoint such numbers of Overview and Scrutiny Committees in accordance with Article 6(4) of Part 2 of this Constitution.

1.2 The Terms of Reference and arrangements of the Overview and Scrutiny Committees are also set out in Article 6 of Part 2 of this Constitution.

2. **Limitations on Membership of Overview and Scrutiny Committees**

2.1 No member of the Cabinet may be appointed as a member of an Overview and Scrutiny Committee, Task Group, Rapid Scrutiny Exercise, or other scrutiny activity.

2.2 As members of the Executive administration supporting the Cabinet in formulating and developing policy, Paragraph 2.1 shall also apply to Portfolio Holders as defined at Article 7(9) of Part 2 of the Constitution.

2.3 No Member may take part in scrutinising a decision in which they have been directly involved.

3. **Co-Optees**

3.1 All Overview and Scrutiny Committees shall be entitled to appoint non-voting Co-Optees, subject to ratification by Full Council.

3.2 They may also select key partners or stakeholders as informal non-voting members of their committee.

Education representatives

3.3 The Overview and Scrutiny Committee dealing with education matters shall additionally include in its membership the following voting representatives:

3.3.1 One Church of England diocese representative

3.3.2 One Roman Catholic diocese representative

3.3.3 Three Parent Governor representatives from local authority maintained schools

3.4 The representatives above may participate fully in any matter but may only vote where the relevant committee's functions relate wholly or in part to any education functions which are the responsibility of the Cabinet, such as any scrutiny of the council in its role as a local education authority.

4. **Chairmen of Overview and Scrutiny Committees**

4.1 Each Overview and Scrutiny Committee will be responsible for electing its Chairman at their first meeting following the annual meeting of Full Council.

Page 209

4.2 The Overview and Scrutiny Committees shall use the same procedure as that used to elect Chairmen of Area Boards as set out at Paragraphs 4.9-4.15 of Part 3B of the Constitution.

4.3 Chairmen and Vice-Chairmen must be drawn from the voting members of a committee.

5. Role of Overview and Scrutiny Committees

Scrutiny Role

5.1 The Overview and Scrutiny Committees may:

5.1.1 Review and scrutinise the decisions made by, and the performance of, the cabinet and officers both in relation to individual decisions and over time;

5.1.2 Review and scrutinise the performance of the council in relation to its policy objectives, performance targets and/or particular service areas;

5.1.3 Question members of the Cabinet and first and second tier officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;

5.1.4 Make recommendations to the Cabinet and/or Full Council arising from the outcome of the scrutiny process;

5.1.5 For the avoidance of doubt, the scrutiny role does not extend to individual regulatory decisions such as development control and licensing, although reviews of general regulatory policy and service performance can be undertaken if felt necessary or invited to do so;

5.1.6 Review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the relevant overview and scrutiny body and local people about their activities and performance.

Policy review and development role

5.2 The Overview and Scrutiny Committees may:

5.2.1 assist Full Council and the Cabinet in the development of the council's budget and policy framework by in-depth analysis of policy issues;

5.2.2 hold enquiries, conduct research, undertake consultation and encourage community participation in the development options;

5.2.3 liaise with other external organisations operating in the County to ensure that the interests of local people are enhanced by collaborative working;

5.2.4 In relation to the development of the council's approach to other matters not forming part of its policy and budget framework, Overview and Scrutiny Committees may make proposals to the Cabinet for developments in so far as they relate to matters within their terms of reference as set out in Article 6 of this Constitution.

5.2.5 Access such documents and receive notice of such meetings as set out in Part 5 of the Constitution, Access to Information Procedure Rules.

6. Meetings

<u>Frequency</u>

6.1 The frequency and timing of meetings should reflect the demands placed on the committees from the overall work programme agreed by the Overview and Scrutiny Management Committee ("The Management Committee").

6.2 However, there shall be at least six ordinary meetings of each Overview and Scrutiny Committee scheduled each year.

6.3 Additional meetings may be scheduled from time to time where considered appropriate by the Proper Officer, as defined ata Article 12 Para 3.3 of Part 2 of the Constitution.

6.4 An extraordinary Overview and Scrutiny Committee meeting may also be called by:

6.4.1 the Chairman of the relevant Overview and Scrutiny Committee;

6.4.2 any three members of that committee

6.5 The Proper Officer, if they consider it necessary or appropriate. The notice for any extraordinary meeting must specify the business proposed to be transacted at the meeting, with no consideration of previous minutes or reports from Committees.

<u>Quorum</u>

6.6 The quorum for a meeting of an Overview and Scrutiny Committee shall be one quarter of the number of voting members of that committee, subject to a minimum of three.

6.7 Non-voting Members shall count towards that quorum, subject to a minimum of two voting members being present.

<u>Agenda Items</u>

6.8 Overview and Scrutiny Committees shall consider the following business:

6.8.1 Minutes of the last meeting

6.8.2 Declarations of interest

6.8.3 Chairman's Announcements

6.8.4 Consideration of any matter referred to the Committee for a review in relation to call in of a decision

6.8.5 Responses of the Cabinet to reports of the Overview and Scrutiny Committee

6.8.6 The Forward Work Plan for the committee; and

6.8.7 Such business otherwise set out on the agenda for the meeting.

<u>Work Programme</u>

6.9 The Management Committee will be responsible for approving the overall work programme in order to ensure the most effective allocation of resources across all the Overview and Scrutiny Committees.

6.10 The Management Committee will work co-operatively with all other Overview and Scrutiny Committees, also known as Select Committees, and with all political groups, in preparing its overall work programme.

6.11 The Management Committee will be mindful of the council's priorities set out in the Business Plan and the benefit of establishing an effective working relationship with the Cabinet, also known as the Executive, and the Audit & Governance Committee in setting its work programme. It will also have regard to Protocol 10 of the Constitution, Governance Reporting Arrangements.

6.12 The Management Committee and other Overview and Scrutiny Committees may also liaise as appropriate with the Cabinet, Chief Executive, Corporate Directors, and Directors, as part of determining the work programme.

Reference of matters to overview and scrutiny committee

Referrals by an Individual Member

6.13 Any Member of the Council may inform the Designated Scrutiny Officer (as defined at Article 12 Para 4 of Part 2 of the Constitution) that they wish to refer to an Overview and Scrutiny Committee any matter which is relevant to the functions of that committee and is not an excluded matter (Overview and Scrutiny (Reference by Councillors) (Excluded Matters) (England) Order 2012).

6.14 Following such notice, the item will be listed on the agenda at the next ordinary meeting of the appropriate committee as a referred matter. The Member referring the matter will be invited to attend the meeting and set out what Overview and Scrutiny activity or action they consider would be appropriate. The Committee will then determine what if any action should be taken in response to the discussion. If the Committee considers that no further work or action is appropriate the matter should not be debated further, and they will provide reasons to the requesting Member.

Referrals by Area Boards or through Member Call for Action

6.15 The Management Committee shall include on its agenda any referral from a Member Call for Action or an Area Board which has followed the proper processes set out at sections 7 and 8 below.

Referrals by Full Council or Cabinet

6.16 The Management Committee shall also respond, as soon as its work programme permits, to referrals from Full Council and, if it considers it appropriate, the Cabinet, to review particular areas of council activity.

6.17 Where it does so, the Management Committee shall report its findings and any recommendations back to Full Council and/or Cabinet.

7.   Member Call for Action (MCfA)

7.1 MCfA is a process that enables Members to deal with issues of concern in their local communities. When concerns arise – either as a result of information from individuals, community groups, or the Member's own observations – they are able to trigger a response from service providers and ensure the concerns are dealt with. What makes the MCfA different from a more general request for scrutiny is the focus of the MCfA is on neighbourhood or locality issues, and specifically the quality of public service provision at a local level.

7.2 Any Member may submit a MCfA using the appropriate form available from the Designated Scrutiny Officer. The MCfA is intended to be a process of last resort and therefore a Member must demonstrate that reasonable steps have been taken to resolve the matter including a response from the relevant Cabinet Member and Director.

7.3 In the first instance the relevant Area Board will consider the MCfA and will then be placed on the agenda of the Overview and Scrutiny Management Committee should the Member remain dissatisfied.

7.4 It is for the Overview and Scrutiny Management Committee to determine how it wishes to respond to the MCfA and in the case of refusal to undertake a review then reasons must be provided.

8. Area Boards

8.1 The Overview and Scrutiny Management Committee will consider referrals from Area Boards on issues which have been the subject of local review and are multi-boundary, or have budget, policy or contractual implications for the council which have first been debated at an Area Board.

8.2 The Overview and Scrutiny Management Committee will have full discretion in how it wishes to respond to such referrals. This does not preclude Overview and Scrutiny initiating its own review of a local issue, however in general reviews will focus on broader strategic and policy matters.

9. Scrutiny of crime and disorder reduction partnerships

9.1 The Overview and Scrutiny Management Committee will be the responsible committee for scrutiny of performance of the partnerships under the provisions of the Police and Criminal Justice Act 2006.

10. Reports from Overview and Scrutiny Committees

10.1 Once recommendations have been formed on a matter, an Overview and Scrutiny Committee may submit a formal report for consideration as appropriate by:

15.1.1 the Cabinet as a whole, or

15.1.2 a Cabinet Member, if the proposals relate to an executive function and are consistent with the existing budgetary and policy framework or

15.1.3 to Full Council if the recommendation would require a departure from or a change to the agreed budget and policy framework,.

10.2 If an Overview and Scrutiny Committee cannot agree on one single final report to the Full Council or Cabinet as appropriate, minority report(s) may be prepared and submitted for consideration by Full Council or Cabinet alongside the majority report.

10.3 Full Council, Cabinet, or a Cabinet Member, shall consider a report submitted by an Overview and Scrutiny Committee within two months (or next available meeting in the case of Full Council) of it being submitted.

10.4 Where an Overview and Scrutiny Committee submits a report for consideration by the Cabinet in relation to a matter where the Leader has delegated decision-making power to another individual member of the Cabinet, the report will be submitted to them for consideration. The Member with delegated decision-making power must

consider the report and respond in writing to the relevant Overview and Scrutiny committee within two months of receiving it. The Cabinet Member will also attend a future meeting of the relevant Overview and Scrutiny Committee to present their response.

11.   Members and officers giving account

11.1   Overview and Scrutiny Committees may scrutinise and review decisions made or actions taken in connection with the discharge of any council functions. A standing invitation exists for Cabinet Members and officers to attend Overview and Scrutiny Committees to give account for any decision, action, or proposed action.

11.2   As well as reviewing documentation Overview and Scrutiny Committees may require any Cabinet Member, the Chief Executive, or any Corporate Director or Director, to attend a meeting to explain any decision or answer questions about a matter within their remit, including proposed actions.

11.3   Where an Overview and Scrutiny committee makes a resolution requiring the attendance of any Cabinet Member or Officer detailed above at a meeting, it is the duty of those persons to attend. This requirement extends to Task Groups and Rapid Scrutiny Exercises established by an Overview and Scrutiny Committee.

11.4   Where any Cabinet Member or officer is required to attend an Overview and Scrutiny body, the Designated Scrutiny Officer shall inform the Member or officer in writing giving at least 10 working days' notice.

11.5   The notice will state the nature of the topic on which they are required to give an account and whether any written evidence needs to be produced for the meeting. Sufficient notice should be given to allow reasonable time to produce the written evidence.

11.6   The Chairman of the relevant Overview and Scrutiny Committee shall determine the reasonableness of the notice to produce any written evidence if this is disputed, or whether it is appropriate for another Member or Officer of equivalent or greater seniority to attend in place of the requested person(s), or rearrange the attendance date.

12.   Attendance by others and evidence gathering

12.1   Overview and Scrutiny Committees may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations.

12.2   They may appoint advisers to assist them in this process and ask witnesses to attend to address them on any matter under consideration and may pay a reasonable fee and expenses for doing so subject to agreement of the Designated Scrutiny Officer in consultation with the Chairman of the relevant committee and the Management Committee that it is reasonable and proportionate.

12.3   They may invite any person to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders. Members and officers in other parts of the public sector

12.4   Where witnesses have been called then the meeting should be conducted in accordance with the following principles:

Page 214

12.4.1 The investigation be conducted fairly and all Members of the committee be given the opportunity to ask questions of attendees, and to contribute and speak;

12.4.2 Those assisting the committee by giving evidence to be treated with respect and courtesy;

12.4.3 The investigation be conducted to maximise the efficiency of the investigation or analysis; and

12.4.4 The committee to make its report and findings public, subject to the requirements of confidentiality and exempt information provisions.

13. Call-in

Purpose of Call-in

13.1 Call-in should only be used in exceptional circumstances. This is where members of the Overview and Scrutiny Management Committee are provided evidence which suggests that a decision maker as set out in Paragraph 18.2 did not take a decision in accordance with the principles of decision making as set out in Article 13(2) of Part 2 and Paragraph 2.2 of Part 3D(1) of the Constitution.

Which decisions can be called in

13.2 When an Executive decision is made by:

13.2.1 the Cabinet

13.2.2 an individual Member of the Cabinet

13.2.3 a committee of the Cabinet

13.2.4 an officer with delegated authority from the Cabinet in respect of a Key decision

13.2.5 an area committee, when making a decision with delegated authority from the Cabinet

13.2.6 or under joint arrangements

13.3 the decision shall be published, including where possible by electronic means, and shall be available at the main offices of the normally within three days of being made. The Chairman of the Management Committee will be sent copies of the records of all such decisions within the same timescale, by the person responsible for publishing the decision.

Notice of Decision

13.4 That notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of five clear working days after the publication of the decision, unless in the decision is called in to the Management Committee.

13.5 During that five clear working day period, the Designated Scrutiny Officer shall call in a decision to the Management Committee where a request is received from any ten non-executive members of the council, setting forth the grounds by which they

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believe the decision has not been taken in accordance with the principles of decision making.

13.6 If a request is received by the requisite number of Members setting forth the grounds for their request, the Designated Scrutiny Officer shall then notify the decision-maker of the call-in.

13.7 If there is an ordinary Management Committee meeting scheduled within that period, the call-in may be considered at that meeting, if the Chairman of the Management Committee agrees there is sufficient notice to consider the call-in appropriately. Otherwise, the Proper Officer will then call an extraordinary meeting of the Management Committee in consultation with the Designated Scrutiny Officer, and the Chairman of the Management Committee, within seven working days of the call-in.

Committee procedure to consider call-in request

13.8 The Designated Scrutiny Officer shall prepare a report for the Management Committee, listing the reasons those requesting call-in consider the decision does not accord with the principles of decision-making, and any other relevant facts or details.

13.9 A representative from those submitting the call-in request will be invited to present their request in full. This may be followed by officers and Members involved in the decision as appropriate, or contributions by other non-committee Members. All parties may be questioned for further detail by Members of the Management Committee.

13.10 Following final summation from the lead representative of those requesting call-in and then the decision maker, the Committee will debate whether to confirm the request.

Committee decision on call-in

13.11 If the Management Committee resolves that they have concerns the decision was not carried out fully in accordance with the principles of decision making then it may refer it back to the decision-making person or body for reconsideration, setting out in writing the nature of its concerns.

13.12 Alternatively, they may refer the matter to Full Council for consideration. In that circumstance the Proper Officer in consultation with the Chairman of Council will determine whether to call an extraordinary meeting.

13.13 Matters should only be referred to Full Council if the Management Committee considers that the decision is contrary to the policy framework or contrary to or not wholly in accordance with the budget.

13.14 If referred to the decision-maker that person or body shall then reconsider the decision within a further seven working days, amending the decision or not, before adopting a final decision. The decision-maker must set out the reasons for their decision with reference to the reasoning and resolution of the Management Committee.

13.15 If, following a call in, the Management Committee does not meet in the period set out above, or does meet but does not refer the matter back to the decision-making person or body, the decision shall take effect on the date of the Overview and

Scrutiny meeting, or the expiry of that further seven clear working day period, whichever is the earlier.

Committee referral to Full Council

13.16 If the matter was referred to Full Council and it considers that the principles of decision making were followed and/or that the decision was made in accordance with the policy framework and the budget , then no further action is necessary and the decision will be effective in accordance with the provisions below.

13.17 Where Full Council considers that the decision was contrary to the policy framework or contrary to or not wholly in accordance with the budget, or otherwise not in accordance with the principles of decision making, it will refer the decision back to the decision-making person or body, together with its views on the decision. That decision-making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. The decision-maker must set out the reasons for their decision with reference to the reasoning and resolution of Full Council.

13.18 Where the decision was taken by the Cabinet as a whole or a committee of it, a meeting will be convened to reconsider the decision within seven working days of the Full Council decision.

13.19 Where the decision was made by an individual Member of Cabinet or officer taking a Key decision delegated from Cabinet, the individual will reconsider the decision within seven working days of the Full Council decision, using the procedure for individual decisions as set out in Protocol 5 of the Constitution or for an officer in accordance with the Scheme of Delegation, Part 3D of the Constitution.

13.20 If Full Council does not meet to consider a referral, or if it does but does not refer the decision back to the decision-making body or person, the decision will become effective on the date of the Full Council meeting

14. Call-in and urgency

14.1 The call-in procedure set out above shall not apply where the decision being taken is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the council's or the public's interests.

14.2 The record of the decision, and notice by which it is made public, shall state whether in the opinion of the decision-making person or body, the decision is an urgent one, and therefore not subject to call-in.

14.3 The Chairman of the Council must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Chairman, the Vice-Chairman's consent shall be required.

14.4 In the absence of both, the Proper Officer's consent shall be required following consultation with the Monitoring Officer.

14.5 Any such urgent decisions taken shall be reported at the next available meeting of Full Council together with the reasons for the urgency, and also reported annually..

14.6 The call-in procedure shall also not apply where a decision maker has responded to an existing call-in request and reconsidered their decision accordingly.

Page 218

Wiltshire Council Constitution

Part 8

Overview and Scrutiny Procedure Rules

Contents

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PART 8
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3.2.2 3.3.2 One Roman Catholic diocese representative

3.2.3 3.3.3 Three Parent Governor representatives from local authority maintained schools

3.3 3.4 The representatives above may participate fully in any matter but may only vote where the relevant committee's functions relate wholly or in part to any education functions which are the responsibility of the Cabinet, such as any scrutiny of the council in its role as a local education authority. The Overview and Scrutiny Committee in this paragraph is an Overview and Scrutiny Committee of a local education authority, where the committee's functions relate wholly or in part to any education functions which are the responsibility of the authority's cabinet. If the Overview and Scrutiny Committee deals with other matters, these representatives shall not vote on those other matters, though they may stay in the meeting and speak.

4. Role of Overview and Scrutiny Committees

Scrutiny Role

4.1 The Overview and Scrutiny Committees may:

4.1.1 Review and scrutinise the decisions made by, and the performance of, the cabinet and officers both in relation to individual decisions and over time;

4.1.2 Review and scrutinise the performance of the council in relation to its policy objectives, performance targets and/or particular service areas;

4.1.3 Question members of the Cabinet and first and second tier officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;

4.1.4 Make recommendations to the Cabinet and/or Full Council arising from the outcome of the scrutiny process;

4.1.5 For the avoidance of doubt, the scrutiny role does not extend to individual regulatory decisions such as development control and licensing, although reviews of general regulatory policy and service performance can be undertaken if felt necessary or invited to do so;

4.1.6 Review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the relevant overview and scrutiny body and local people about their activities and performance.

Policy review and development role

4.2 The Overview and Scrutiny Committees may:

4.2.1 assist Full Council and the Cabinet in the development of the council's budget and policy framework by in-depth analysis of policy issues;

4.2.2 hold enquiries, conduct research, undertake consultation and encourage community participation in the development options;

4.2.3 liaise with other external organisations operating in the County to ensure that the interests of local people are enhanced by collaborative working;

4.2.4 In relation to the development of the council's approach to other matters not forming part of its policy and budget framework, Overview and Scrutiny Committees may make proposals to the Cabinet for developments in so far as they relate to matters within their terms of reference as set out in Article 6 of this Constitution.

4.2.5 Access such documents and receive notice of such meetings as set out in Part 5 of the Constitution, Access to Information Procedure Rules.

4.5. Meetings of the Overview and Scrutiny Committees

Frequency

5.1 The frequency and timing of meetings should reflect the demands placed on the committees from the overall work programme agreed by the Overview and Scrutiny Management Committee ("The Management Committee").

5.2 However, Tthere shall be at least six ordinary meetings of each ~~of the~~ Overview and Scrutiny Committee~~s~~ scheduled ~~in the Council's diary in~~ each year.

5.3 ~~In addition, e~~Additional~~xtraordinary~~ meetings may be ~~called~~ scheduled from time to time ~~as and when appropriate~~ where considered appropriate by the Proper Officer, as defined at Article 12 Para 3.3 of Part 2 of the Constitution.

5.4 An extraordinary Overview and Scrutiny Committee meeting may also be -called by:

5.4.1 the ~~chair~~ Chairman of the relevant Overview and Scrutiny Committee~~;~~:

5.4.2 ~~by~~ any ~~two~~ three members of that committee

4.1.1 or by Tthe ~~Director of Legal and Governance~~Proper Officer, if ~~he/she~~they consider~~s~~ it necessary or appropriate.

4.25.5 ~~However, the frequency and timing of meetings should reflect the demands placed on the committees from the overall work programme agreed by the management committee.~~ The notice for any extraordinary meeting must specify the business proposed to be transacted at the meeting, with no consideration of previous minutes or reports from Committees.

Quorum

5.6 The quorum for a meeting of an Overview and Scrutiny Committee shall be one quarter of the ~~whole~~ number of voting -members of that committee, subject to a minimum of three.

4.35.7 Non-voting Members shall count towards that quorum, subject to a minimum of two voting members being present.

Agenda Items

5.8 Overview and Scrutiny Committees shall consider the following business:

5.8.1 Minutes of the last meeting

5.8.2 Declarations of interest

5.8.3 Chairman's Announcements

5.8.4 Consideration of any matter referred to the Committee for a review in relation to call in of a decision

5.8.5 Responses of the Cabinet to reports of the Overview and Scrutiny Committee

5.8.6 The Forward Work Plan for the committee; and

5.8.7 Such business otherwise set out on the agenda for the meeting.

~~5.~~6. **Chairmen of Overview and Scrutiny Committees**

5.1 Each Overview and Scrutiny Committee will be responsible for electing its Chairman at their first meeting following the annual meeting of Full Council. ~~Chairs of Overview and Scrutiny Committees will be drawn from among the Members sitting on the committee, and subject to this requirement the committee may appoint such a person as it considers appropriate as chair.~~

Page 223

6.1 The Overview and Scrutiny Committees shall use the same procedure as that used to elect Chairmen of Area Boards as set out at Paragraphs 4.9-4.15 of Part 3B of the Constitution

6.2 Chairmen and Vice-Chairmen must be drawn from the voting members of a Committee.

6.7. Work Programme

7.1 The ~~Overview and Scrutiny~~ Management Committee will be responsible for ~~setting~~ approving the overall work programme in order to ensure the most effective allocation of resources across all the Overview and Scrutiny Committees.

7.2 The Management Committee will work co-operatively with all other Overview and Scrutiny Committees, also known as Select Committees, and with all political groups, in preparing its overall work programme. ~~and in doing so it shall take into account wishes of members on that committee who are not members of the largest political group on the council.~~

7.3 ~~However, the committee~~The Management Committee will be mindful of the council's priorities set out in the ~~Council's~~Business Plan and the benefit of establishing an effective working relationship with the Cabinet, also known as the Executive, and ~~Council's~~ the Audit & Governance Committee in setting its work programme. ~~The Overview and Scrutiny Management Committee~~It will also ~~wil~~ have regard to ~~the~~ Protocol 10 of the Constitution ~~on~~, Governance Reporting Arrangements.

6.17.4 The Management Committee and other Overview and Scrutiny Committees may also liais~~on~~e as appropriate with the Cabinet, Chief Executive, Corporate Directors, and Directors, as part of determining ~~its~~the work programme.

7.8. Referral of Agenda items

Referrals by an Individual Member

8.1 ~~Any member of an Overview and Scrutiny Committee shall be entitled to give notice to the designated scrutiny officer that he/she wishes an item relevant to the functions of the committee to be included on the agenda for the next available meeting of the committee. On receipt of such a request the designated scrutiny officer will ensure that it is included on the next available agenda, subject to agreement by the Overview and Scrutiny Management Committee.~~Any Member of the Council may inform the Designated Scrutiny Officer (as defined at Article 12 Para 4 of Part 2 of the Constitution) that they wish to refer to an Overview and Scrutiny Committee any matter which is relevant to the functions of that committee and is not an excluded matter (Overview and Scrutiny (Reference by Councillors) (Excluded Matters) (England) Order 2012).

7.18.2 Following such notice, the item will be listed on the agenda at the next ordinary meeting of the appropriate committee as a referred matter. The Member referring the matter will be invited to attend the meeting and set out what Overview and Scrutiny activity or action they consider would be appropriate. The Committee will then determine what if any action should be taken in response to the discussion. If the Committee considers that no further work or action is appropriate / the matter should not be debated further, and they will provide reasons to the requesting Member.

Commented [EK14]: To formalise the procedures currently used already.

Referencing in this way reduces duplication - covers off details like must be present unless providing written consent to be elected chair in absence, how to break ties etc.

Commented [EK15]: Move above to section about meetings as a subheading, under title 'Reference of matters to overview and scrutiny committee'

Commented [EK16]: LGA 2000 enables any member to 'refer' a matter

Commented [MJ17R16]: Reference to refer any matter which is not an "excluded matter".

(5)In subsection (1)(c) "excluded matter" means any matter which is—
(a)a local crime and disorder matter within the meaning of section 19 of the Police and Justice Act 2006 (local authority scrutiny of crime and disorder matters), or
(b)a matter of any description specified in an order made by the Secretary of State for the purposes of this section.

Commented [HP18R16]: The Overview and Scrutiny (Reference by Councillors) (Excluded Matters) (England) Order 2012:
Excluded matters
3. Subject to article 4, the descriptions of matters specified as excluded matters for the purposes of section 9FC of the Local Government Act 2000 are—
(a)any matter relating to a planning decision;
(b)any matter relating to a licensing decision;
(c)any matter relating to a person in respect of which that person has a right of recourse to a review or right of appeal conferred by or under any enactment;
(d)any matter which is vexatious, discriminatory or not reasonable to be included in the agenda for, or to be discussed at, a meeting of the overview and scrutiny committee or at a meeting of a sub-committee of that committee.

Commented [EK19]: This means any member has a process to refer a matter of concern to the relevant committee

LGA Act 2000

(2)For the purposes of subsection (1), provision enables a person to refer a matter to a committee or sub-committee if it enables him to ensure that the matter is included in the agenda for, and discussed at, a meeting of the committee or sub-committee.

Inclusion in the agenda could be read to be under another item, but a more ordinary use of words would be that it means as an agenda item

7.2 ~~The leader of the opposition may on up to four occasions per year require the designated scrutiny officer to include an item on the agenda of the Overview and Scrutiny Management Committee for consideration. The designated scrutiny officer shall inform the chair of the Overview and Scrutiny Management Committee of the request at the earliest opportunity, and make arrangements for the matter to be included on the agenda at the next available meeting of the Overview and Scrutiny Management Committee.~~

Commented [EK20]: Unnecessary, given procedure for any member to refer a matter

7.3 ~~Any Five Members of the Council may give written notice to the Designated Scrutiny Officer that they wish an item to be included on the agenda of the Overview and Scrutiny Management Committee. If the designated scrutiny officer receives such a notification, then he/she will include the item on the first available agenda of the Overview and Scrutiny Management Committee for consideration by the committee.~~

Commented [EK21]: Revisions make unnecessary as any member may refer a matter

Referrals by Area Boards or through Member Call for Action

~~7.4~~8.3 The ~~Overview and Scrutiny~~ Management Committee shall include on its agenda any referral from an Area Board ~~and a~~or ~~formal~~ Member Call for Action which has followed the proper process~~es set out at sections xx and xy below.~~~~.~~

Commented [KE22]: Insert for final version, once approved, once all sections in their proper place

Referrals by Full Council or Cabinet

8.4 The ~~Overview and Scrutiny~~ Management Committee shall also respond, as soon as its work programme permits, to ~~requests~~ referrals from ~~the~~ Full Council and, if it considers it appropriate, the Cabinet, to review particular areas of council activity.

~~7.5~~8.5 ~~-~~Where it does so, the ~~Overview and Scrutiny~~ Management Committee shall report its findings and any recommendations back to ~~the~~ Full Council and/or Cabinet.

~~8.~~9. Member Call for Action (MCfA)

9.1 MCfA is a process that enables Members to deal with issues of concern in their local communities. When concerns arise ~~–~~ either as a result of information from individuals, community groups, or the Member's own observations ~~–~~ they are able to trigger a response from service providers and ensure the concerns are dealt with. What makes the MCfA different from a more general request for scrutiny is the focus of the MCfA is on neighbourhood or locality issues, and specifically the quality of public service provision at a local level.

~~8.1~~9.2 Any ~~elected member~~Member may submit a MCfA using the appropriate form. available from the Designated Scrutiny Officer. The MCfA is intended to be a process of last resort and therefore a ~~member~~ Member must demonstrate that reasonable steps have been taken to resolve the matter including a response from the relevant Cabinet Member and Director.

~~8.2~~9.3 In the first instance the relevant Area Board will consider the MCfA and will then be placed on the agenda of the Overview and Scrutiny Management Committee should the ~~M~~member remain dissatisfied.

~~8.3~~9.4 It is for the Overview and Scrutiny Management Committee to determine how it wishes to respond to the MCfA and in the case of refusal to undertake a review then reasons must be provided. (~~Further guidance on the operation of MCfA is available on the intranet and from the designated scrutiny officer.)~~

Commented [EK23]: Redundant

Page 225

9.10. **Area Boards**

10.1 The Overview and Scrutiny Management Committee will consider referrals from Area Boards on issues which have been the subject of local review ~~or~~ and are multi-boundary, or have budget, policy or contractual implications for the council which have first been debated at an ~~area~~ Area ~~board~~ Board.

9.110.2 The Overview and Scrutiny Management Committee will have full discretion in how it wishes to respond to such referrals. ~~Further information on local challenge referrals is contained in the area boards' handbook.~~ This does not preclude ~~overview~~ Overview and ~~scrutiny~~ Scrutiny initiating its own review of a local issue, however in general reviews will focus on broader strategic and policy matters.

10.11. **Scrutiny of crime and disorder reduction partnerships**

10.111.1 The Overview and Scrutiny Management Committee will ~~facilitate~~ be the responsible committee for scrutiny of performance of the partnerships under the provisions of the Police and Criminal Justice Act 2006.

Commented [EK24]: 19Local authority scrutiny of crime and disorder matters
(1)Every local authority shall ensure that it has a committee (the "crime and disorder committee") with power—
(a)to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions;
(b)to make reports or recommendations to the local authority with respect to the discharge of those functions.
"The responsible authorities" means the bodies and persons who are responsible authorities within the meaning given by section 5 of the Crime and Disorder Act 1998 (c. 37) (authorities responsible for crime and disorder strategies) in relation to the local authority's area.

11.12. **Reports from Overview and Scrutiny Committees**

12.1 Once recommendations have been formed on a matter, ~~the~~ an Overview and Scrutiny Committee ~~will~~ may submit a formal report for consideration as appropriate by:

15.1.1 the ~~cabinet~~ Cabinet as a whole, or

~~or cabinet~~ 15.1.2 a Cabinet ~~member~~ Member, (if the proposals relate to an executive function and are consistent with the existing budgetary and policy framework~~)~~, or

~~or~~15.1.3 to ~~the council~~ Full Council ~~as appropriate~~ (if the recommendation would require a departure from or a change to the agreed budget and policy framework~~)~~.

11.112.2 If an Overview and Scrutiny Committee cannot agree on one single final report to the ~~council~~ Full Council or ~~cabinet~~ Cabinet as appropriate, ~~one~~ minority report(s) may be prepared and submitted for consideration by ~~the~~ Full Council or Cabinet ~~with~~ alongside the majority report.

11.212.3 The Full Council, ~~or~~ Cabinet, or a Cabinet Member, shall consider ~~the~~ a report ~~of~~ submitted by ~~the~~ an Overview and Scrutiny Committee within two months (or next available meeting in the case of Full Council) of it being submitted.

11.312.4 Where ~~the~~ an Overview and Scrutiny Committee submit**s** a report for consideration by the ~~cabinet~~ Cabinet in relation to a matter where the Leader has delegated decision-making power to another individual member of the Cabinet, the report will be submitted to ~~him/her~~them for consideration. The ~~member~~ Member with delegated decision-making power must consider the report and respond in writing to the ~~Overview and Scrutiny Management Committee the~~ relevant Overview and Scrutiny committee within two months of receiving it. The Cabinet Member will also attend a future meeting of the relevant Overview and Scrutiny Committee to present their response.

~~12. Rights of Overview and Scrutiny Committee members to documents~~

~~12.1 In addition to their rights as Members, members performing overview and scrutiny duties have the additional right to documents and to notice of meetings as set out in the Access to Information Procedure Rules in Part 5 of this Constitution.~~

Part 8
Last Updated ~~4 February 2014~~21 May 2024
8

Page 226

12.212.5   ~~Nothing in this paragraph prevents more detailed liaison between the cabinet and Overview and Scrutiny Committees as appropriate depending on the particular matter under consideration.~~

13.   Members and officers giving account

13.1 Overview and Scrutiny Committees may scrutinise and review decisions made or actions taken in connection with the discharge of any council functions. A standing invitation exists for Cabinet Members and officers to attend Overview and Scrutiny Committees to give account for any decision, action, or proposed action.

13.113.2   As well as reviewing documentation Overview and Scrutiny Committees ~~they~~ may require ~~any cabinet~~ Cabinet ~~member~~Member, ~~the Head of Paid Service or any Director~~the Chief Executive, or any Corporate Director, or Director to attend a meeting to explain ~~in relation to~~ any decision or answer questions about a matter with~~in~~ their remit, including proposed actions.

13.213.3   ~~Where a specific request has been made~~Where an Overview and Scrutiny committee makes a resolution requiring the attendance of any Cabinet Member or Officer detailed above at a meeting, it is the duty of those persons to attend ~~if so required~~. This requirement extends to Task Groups and Rapid Scrutiny Exercises established by an Overview and Scrutiny Committee. ~~In addition, a standing invitation exists for cabinet members to attend Overview and Scrutiny Committees.~~

13.4 Where any Cabinet Member or officer is required to attend an Overview and Scrutiny body ~~under this provision~~, the Designated Scrutiny Officer shall inform the Member or officer in writing giving at least 10 working days' notice.

13.313.5   The notice will state the nature of the topic on which ~~he/she~~they are ~~is~~ required to give an account and whether any written evidence needs to be produced for the meeting. Sufficient notice should be given to allow reasonable time to produce the written evidence.

13.413.6   The Chairman of the relevant Overview and Scrutiny Committee shall determine the reasonableness of the notice to produce any written evidence if this is disputed, or whether it is appropriate for another Member or Officer of equivalent or greater seniority to attend in place of the requested person(s), or rearrange the attendance date.

14.   Attendance by others and evidence gathering

14.1 Overview and Scrutiny Committees may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations.

14.2 They may appoint advisers to assist them in this process and ask witnesses to attend to address them on any matter under consideration and may pay a reasonable fee and expenses for doing so subject to agreement of the Designated Scrutiny Officer in consultation with the Chairman of the relevant committee and the Management Committee that it is reasonable and proportionate.

14.114.3   They may invite any person to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders~~and.~~ ~~members~~ Members and officers in other parts of the public sector ~~and shall invite such people to attend.~~

Part 8
Last Updated ~~4 February 2014~~21 May 2024

9

Commented [EK25]: Reference included elsewhere

Commented [EK26]: Moved from below, and added officers - sets out the more collegial expectations and practice at Wiltshire

Commented [EK27]: The LG Act 2000 says:
(8)An overview and scrutiny committee of a local authority or a sub-committee of such a committee—
(a)may require members of the executive, and officers of the authority, to attend before it to answer questions,

Not just about decisions

Commented [EK28]: At present the requirement says it is to explain decisions, but the statute is broader.

It also says the 'committee' may require it. A resolution, to indicate formal view of the committee

Commented [KE29]: That is, a committee can require a senior officer/Member attend a Task Group.

Commented [EK30]: To clarify attending is a requirement not to be disputed, but if more time is needed for material to be produced the Chairman will determine if they accept that explanation.

Commented [EK31]: To provide flexibility - people on holiday etc - but ensure senior people still attend

Commented [EK32]: Simply to clarify the procedural step to agree payment of expenses or fee for such advisers/witnesses

14.214.4   Where witnesses have been called then the meeting should be conducted in accordance with the following principles:

14.2.114.4.1 The investigation be conducted fairly and all ~~members~~ Members of the committee be given the opportunity to ask questions of attendees, and to contribute and speak;

14.2.214.4.2 Those assisting the committee by giving evidence to be treated with respect and courtesy;

14.2.314.4.3 The investigation be conducted ~~so as~~ to maximise the efficiency of the investigation or analysis; and

14.2.414.4.4 The committee to make its report and findings public, subject to the requirements of confidentiality and exempt information provisions.

15.   Call-in

Purpose of Call-~~i~~ In

15.1 Call-in should only be used in exceptional circumstances. This is where members of the Overview and Scrutiny Management Committee ~~have~~ are provided evidence which suggests that a decision maker as set out in Paragraph 18.2 ~~the Cabinet~~ did not take ~~the~~ a decision in accordance with the principles of decision making ~~in the Constitution~~ as set out in Article 13(2) of Part 2 and Paragraph 2.2 of Part 3D(1) of the Constitution.

> **Commented [EK33]:** Eg. Can be a delegated decision

Which decisions can be called -in

15.2 When an Executive decision is made by:

> **Commented [EK34]:** Includes ABs below, but this is just when using the executive authority

15.2.1 ~~-~~the Cabinet

15.2.2 ~~,~~ an individual Member of the Cabinet

15.2.3 a committee of the Cabinet

15.2.4 ~~, or a Key decision is made by~~ an officer with delegated authority from the Cabinet in respect of a Key decision

15.2.5 ~~, or~~ an area committee, when making a decision with delegated authority from the Cabinet

15.2.6 or under joint arrangements

~~,~~ the decision shall be published, including where possible by electronic means, and shall be available at the main offices of the normally within ~~two~~ three days of being made. The ~~chair~~ Chairman of the ~~Overview and Scrutiny~~ Management Committee will be sent copies of the records of all such decisions within the same timescale, by the person responsible for publishing the decision.

> **Commented [KE35]:** Suggested due to turnaround for Cabinet meetings
>
> Call-in runs from the day of publication of the decision, so making this three instead of two would not reduce call-in time.

Notice of Decision

14.315.3   That notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of five clear working days after the publication of the decision, unless ~~the Overview and Scrutiny Management Committee objects to it and calls it in~~ in the decision is called in to the Management Committee.

15.4 During that five clear working day period, the ~~designated~~ Designated ~~scrutiny~~ Scrutiny ~~officer~~ Officer shall call -in a decision ~~for scrutiny by the management committee~~ to the Management Committee where ~~if so requested~~ a request is ~~by~~ received from any ten non-executive members of the council, setting forth the grounds by which they believe the decision has not been taken in accordance with the principles of decision making. ~~.~~.

15.5 If a request is received by the requisite number of Members ~~and~~ setting forth the grounds for their request, the Designated Scrutiny Officer ~~and~~ shall then notify the decision-maker of the call-in.

15.6 If there is an ordinary Management Committee meeting scheduled within that period, the call-in may be considered at that meeting, if the Chairman of the Management Committee agrees there is sufficient notice to consider the call-in appropriately. ~~He/she shall~~ Otherwise, the Proper Officer will then call a~~n~~ extraordinary meeting of the Management Committee ~~on such date as he/she may determine~~ in consultation with the Designated Scrutiny Officer, ~~where possible after consultation with~~ and the ~~chair~~ Chairman of the Management Committee, ~~and in any case~~ within ~~five~~ seven working days of the ~~decision to~~ call-in.

Committee procedure to consider call-in request

15.7 The Designated Scrutiny Officer shall prepare a report for the Management Committee, listing the reasons those requesting call-in consider the decision does not accord with the principles of decision-making, and any other relevant facts or details.

15.8 A representative from those submitting the call-in request will be invited to present their request in full. This may be followed by officers and Members involved in the decision as appropriate, or contributions by other non-committee Members. All parties may be questioned for further detail by Members of the Management Committee.

15.9 Following final summation from the lead representative of those requesting call-in and then the decision maker, the Committee will debate whether to confirm the request.

Committee decision on call-in

15.10 If, the ~~having considered the decision, the Overview and Scrutiny~~ Management Committee ~~is still concerned about it,~~ resolves that they have concerns the decision was not carried out fully in accordance with the principles of decision making then it may refer it back to the decision-making person or body for reconsideration, setting out in writing the nature of its concerns~~, or~~.

15.11 Alternatively, they may refer the matter to Full Council for consideration. In that circumstance the Proper Officer in consultation with the Chairman of Council will determine whether to call an extraordinary meeting.

15.12 Matters should only be referred to Full Council if the Management Committee considers that the decision is contrary to the policy framework or contrary to or not wholly in accordance with the budget.

Page 229

14.415.13 If referred to the decision-maker ~~they~~ that person or body shall then reconsider the decision within a further ~~five~~ seven working days, amending the decision or not, before adopting a final decision. The decision-maker must set out the reasons for their decision with reference to the reasoning and resolution of the Management Committee.

15.14 If, following ~~an objection to the decision~~a call in, the ~~Overview and Scrutiny~~ Management Committee does not meet in the period set out above, or does meet but does not refer the matter back to the decision-making person or body, the decision shall take effect on the date of the Overview and Scrutiny meeting, or the expiry of that further ~~five~~ seven clear working day period, whichever is the earlier.

Committee referral to Full Council

15.15 If the matter was referred to Full Council and ~~the council does not object to a decision which has been made~~it considers that the principles of decision making were followed and/or that the decision was made in accordance with the policy framework and the budget , then no further action is necessary and the decision will be effective in accordance with the provisions below.

15.16 ~~The council will refer any decision to which it objects~~Where Full Council considers that the decision was contrary to the policy framework or contrary to or not wholly in accordance with the budget, or otherwise not in accordance with the principles of decision making, it will refer the decision back to the decision-making person or body, together with ~~the council's views~~its views on the decision. That decision-making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. The decision-maker must set out the reasons for their decision with reference to the reasoning and resolution of Full Council.

15.17 Where the decision was taken by the Cabinet as a whole or a committee of it, a meeting will be convened to reconsider the decision within ~~five~~ seven working days of the Full Council ~~request~~decision.

14.515.18 Where the decision was made by an individual Member of Cabinet or officer taking a Key decision delegated from Cabinet, the individual will reconsider the decision within ~~five~~ seven working days of the Full ~~c~~Council ~~request~~decision, using the procedure for individual decisions as set out in Protocol 5 of the Constitution or for an officer in accordance with the Scheme of Delegation, Part 3D of the Constitution. ~~The Council cannot make decisions in respect of a Cabinet decision unless it is contrary to the policy framework, or contrary to or not wholly consistent with the budget.~~

14.615.19 If ~~the council~~Full Council does not meet to consider a referral, or if it does~~,~~ but does not refer the decision back to the decision-making body or person, the decision will become effective on the date of the ~~council~~ Full Council meeting ~~or expiry of the period in which the council meeting should have been held, whichever is the earlier.~~

14.7 ~~Where a cabinet decision has been taken by an area committee then the right of call-in shall extend to any other area committee which resolves to refer a decision which has been made but not implemented to the Overview and Scrutiny Management Committee for consideration in accordance with these provisions.~~

14.8 ~~An area committee may request the designated scrutiny officer to call-in the decision only if it is of the opinion that the decision will have an adverse effect on the area to which it relates. All other provisions relating to call-in shall apply as if the call-in had been exercised by members of the Overview and Scrutiny Management Committee.~~

~~15.~~16.   Call-in and urgency

~~15.1~~16.1   The call-in procedure set out above shall not apply where the decision being taken ~~by Cabinet~~ is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the council's or the public's interests.

~~15.2~~16.2   The record of the decision, and notice by which it is made public, shall state whether in the opinion of the decision-making person or body, the decision is an urgent one, and therefore not subject to call-in.

~~15.3~~16.3   The Chairman of the Council must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Chairman, the ~~vice-chair's~~Vice-Chairman's consent shall be required.

~~15.4~~16.4   In the absence of both, the ~~head of paid service or his/her nominee's~~Proper Officer's consent shall be required following consultation with the Monitoring Officer. ~~Decisions taken as a matter of urgency must be reported to the next available meeting of the council, together with the reasons for urgency.~~

16.5   ~~submitted~~Any such urgent decisions taken shall be reported at the next available meeting of Full Council together with the reasons for the urgency, and also reported annually.~~The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to council with proposals for review if necessary~~.

~~15.5~~16.6   The call-in procedure shall also not apply where a decision maker has responded to an existing call-in request and reconsidered their decision accordingly.

~~16.   Procedure at Overview and Scrutiny Committee meetings~~

~~16.1   Overview and Scrutiny Committees shall consider the following business:~~

~~16.1.1 Minutes of the last meeting~~

~~16.1.2 Declarations of interest~~

~~16.1.3 Consideration of any matter referred to the Committee for a review in relation to call in of a decision~~

~~16.1.4 Responses of the cabinet to reports of the Overview and Scrutiny Committee and~~

~~16.1.5 The business otherwise set out on the agenda for the meeting.~~

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Wiltshire Council

Full Council

21 May 2024

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Integrated Emergency Management Guide

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Executive Summary

A full review of the Wiltshire Council Integrated Emergency Management Plan (IEM) has now been completed.

This plan consists of the three overarching response plans which can be used when responding to an incident in Wiltshire.

These are the:

- Incident Response Guide
- Recovery Guide
- Corporate Business Continuity Guide.

Proposals

To note the three guides which make up the council's Integrated Emergency Management Guide:

- Incident Response Guide
- Recovery Guide
- Corporate Business Continuity Guide.

Reason for Proposals

Although neither operational nor tactical commanders, Elected Members are valuable and instrumental components to Wiltshire Council's emergency response.

These are the core response and recovery Guides for Wiltshire Council and will form the basis for incident-specific Plans when they are required.

Perry Holmes, Director Legal and Governance
Samantha Howell, Director Highways and Transport

Wiltshire Council

Full Council

21 May 2024

Integrated Emergency Management Guide

Purpose

1. To note the updated Integrated Emergency Management Guide, consisting of three overarching response plans.

Background

2. Wiltshire Council (and all Category 1 organisations) have responsibilities under the Civil Contingencies Act 2004 (CCA) to put in place emergency plans and business continuity management arrangements. Category 1 responders are defined as those organisations at the core of emergency response, including emergency services and local authorities.

3. As well as having incident-specific emergency plans, Wiltshire Council also has an overarching Guide called the Integrated Emergency Management Guide, which is comprised of three core Guides: the Incident Response Guide, the Corporate Business Continuity Guide and the Recovery Guide.

Main Considerations

4. The three guides which have been reviewed can all be used when required in the response to incidents throughout the county, or internally. They would also be used when in a recovery phase from an incident.

5. The guides would also be used as a base from which incident-specific plans can be written, when required.

6. Although Members would not be involved at an operational or tactical commander level in responding to an incident, they play an important community role and would need to be appropriately briefed and updated, and depending on their position may have some level of involvement in specific situations.

7. Accordingly, it is important that Members be able to formally receive, comment upon, and note the various guides in order to be aware of their contents.

8. Members will also be invited to and requested to engage with training sessions throughout Summer 2024 to further raise awareness of their role and responsibilities during incident management.

9. Multi-agency partners will be made aware of the updates through the Local Resilience Forum (LRF).

Safeguarding Implications

10. There are no safeguarding implications.

Public Health Implications

11. There are no public health implications.

Procurement Implications

12. There are no procurement implications.

Risk Assessment

13. There are no risk issues arising from this report.

Equalities Implications

14. There are no equalities implications.

Environmental and Climate Change Implications

15. There are no environmental implications.

Workforce Implications

16. There are no workforce implications.

Financial Implications

17. There are no financial implications.

Legal Implications

18. There are no legal implications.

Options

19. To note the updated Guide.

Proposal

20. That Council notes the three guides which make up the council's Integrated Emergency Management Guide:

- Incident Response Guide
- Recovery Guide
- Corporate Business Continuity Guide.

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Appendices

Appendix A - Incident Response Guide
Appendix B - Recovery Guide
Appendix C - Corporate Business Continuity Guide.

Background Papers
None

Wiltshire Council

Incident Response Guide

Version 1.0 2024

Contents

Introduction

Background Information	**This is a generic plan for mobilising staff and resources in response to an emergency and for performing council functions in relation to a wide range of possible scenarios.**
Major Incident Definition	The definition of a Major Incident is '*An event or situation with a range of serious consequences which requires special arrangements to be implemented by one or more emergency responder agency.*' *(JESIP Doctrine)*
Aim	The aim of this plan is to provide a coordinated Wiltshire Council emergency response framework.
Objectives	The objectives of this plan are: • to detail the Council's alerting and callout procedures • to define the roles and responsibilities of key staff and service areas • to detail the Council's emergency response strategy • to define the Council's incident management arrangements including the handover process from response to recovery • to detail the Council's emergency response capabilities and related emergency plans
Scope	This plan is designed to enable a response to any major incident or emergency that might arise in, or affect, Wiltshire and that requires the coordination of multiple services to respond. The plan is not designed to deal with 'routine' out of hours minor emergencies that fall to individual service departments, and which are dealt with by existing schemes and other procedures established and operated by services independently. The plan is not designed to replace local site or building specific procedures, such as fire evacuation plans.
Links to other plans	This plan links to the Wiltshire and Swindon Local Resilience Forum (LRF) and Local Health Resilience Partnership (LHRP) plans. Key plans to be aware of include: • Emergency Multi-Agency Procedures (EMAP) o contains the full list of LRF plans • Operation Link There are also other LRF and LHRP plans, guides and procedures. This plan links to all Wiltshire Council Plans which can be utilised dependant on the incident.

Defining Business as Usual, Emergency and Major Incident

Incidents, or disruptions, can occur either within Wiltshire Council as an organisation, or across the County, resulting in the need for support from the emergency services. They are not ALL deemed as emergencies or Major Incidents. This is because those services that deal with disruptions daily such as the Highways, Adults social care teams for example are very resilient in being able to cope with disruptions and have good business continuity arrangements in place. This ensures such incidents do not escalate and impact other services of Wiltshire Council.

To provide an understanding of what may or may not be deemed as an '*emergency*' or '*Major Incident'* for Wiltshire Council some case studies have been provided below. In most cases, weather related incidents are usually dealt with by the Highways Operations Teams as *'business as usual'*. The need for additional support and coordination from Emergency Planning and Comms comes into play when there is large scale disruption or displacement of persons that require the assistance of a number of services and the support from external agencies.

Case Study	Defined as	Rationale
Storm Babet / Ciaran October / Nov 2023	Business as Usual	These storms caused wide scale flooding and disruption to the highways network (fallen trees etc) however this was all managed through business as usual for the highways operations teams. Should there have been risk to life to residents this would have been escalated to an 'emergency' with plans put in place to support residents through the coordination of a number of services.
Amesbury Fire June 2023	Emergency	This incident was not something the council deals with every day. The need to rehouse several families meant the coordination of several services within the council. However, because the response did not require 'mutual aid' or arrangements to be put in place that the council couldn't deal with themselves this was **not** declared a Major Incident. If the council required, the support from neighbouring authorities or voluntary sector because they were 'overwhelmed' a major incident may have been declared.

Case Study	Defined as	Rationale
Storm Henk Flooding January 2024	Emergency	At the start of the flooding, Highways teams were dealing with this disruption as Business as Usual, however, it became an emergency when there was a need to coordinate services to support residents in being rehoused from a Marlborough assisted living premises. Had the issue escalated, and more premises needed to be evacuated, its likely this would have been declared a Major Incident due to how stretched the services would have been to accommodate the asks. This didn't happen and our own internal services and resources were able to accommodate the need.
Salisbury Incident March 2018	Major Incident	Due to the large-scale impacts of the incident, the potential for it to evolve geographically, economically and environmentally and extremely high-level political interest this was declared a Major Incident for Wiltshire Council AND the other responding agencies across the county. Internally for Wiltshire Council this had huge reputational consequences and required a multi service approach for a prolonged period, into Recovery.

Wiltshire Council

Core Incident Response Team

During an emergency or incident, a number of different services may be called into an incident to support in their area of expertise. However, in the initial stages, there is always a core team that will discuss how to manage the incident within the first hour, referred to as the Golden Hour. These services and their roles and responsibilities during a response are detailed below.

Emergency Planning, Resilience and Response (EPRR) Specialist

EPRR on call will provide a representative 24/7 365.

The EPRR Team provide a range of support to facilitate the overall coordination of the Council response, activation of resources and production of situational awareness.

They are the main point of contact for the Category 1 and 2 responders within the multi-agency environment. They will advise on a recommended battle rhythm to ensure the production of situation reports to inform decision making at a tactical and strategic level.

The EPRR Team provide specialist advice as a tactical advisor to both the Strategic and Tactical representatives when multi agency strategic and tactical coordinating groups are stood up.

The email account EPRR@wiltshire.gov.uk will be used as the primary email account for Wiltshire Council staff in emergency response.

Communications

Communications support will be provided through the Communications Team in hours and through the Duty Communications Officer out of hours.

Communications will provide support to the Strategic and Tactical lead and will lead on the development of both the content and methods of delivery of messages to the public.

Communications will also lead on monitoring information on the incident available through the Multi Agency Communications Cell (MACC) where the communications team could lead on this role, dependant on the incident.

Highways Duty Manager / Tactical Advisor

Highways, specialist equipment and contractors are provided through the Highways Duty Manager. The Duty Manager is the first point of contact for external incidents, they will contact the EPRR representative if a Wiltshire Council response is required.

The Duty Manager will coordinate the clearance of gullies, repair of highways / road structures, road closures and diversions. They lead on the coordination of specialist roles including; civil engineering advice, specialist burial and cemetery support, waste clearance and land contamination issues. They will liaise with the building team for specialist engineering advice and commissioning building recovery and securing unstable structures. They will also organise the procurement of access to specialist plant, contractors, equipment and vehicles.

Specifically in flooding events the drainage team would be called to work alongside the Highways and Operational Resilience teams in the Operational Flood plan.

Supporting Services

The following services will be called upon by the Core Incident Response team where the incident warrants their support and is very dependant on the nature of the incident in terms of the short-, medium- and longer-term impacts.

Public Health (PH)

PH support will be coordinated through the PH Team in and out of hours.

The PH service will provide specialist support and guidance in response to public health issues and potential public health impacts of any incident.

Should a Strategic Coordinating Group decide to activate a Science and Technical Advice Cell (STAC) to support strategic decision making, PH will arrange appropriate representation from Wiltshire Council.

Through links with the wider NHS and the Local Health Resilience Partnership (LHRP) they can mobilise local resources and may take a lead in managing a Public Health Emergency in Wiltshire.

Adult Social Care (ASC) and Children Social Services

ASC and Childrens services will provide a coordination role in the identification and supporting of vulnerable people and staffing of welfare centres in an evacuation.

During office hours vulnerable individual searches can be undertaken by the QA Childrens and Adults Service who are able to provide accurate mapping tools. Out of hours these searches are undertaken by ASC and Emergency Duty Service (EDS)

In the event of a large incident both services may support the operation of Rest Centres, Survivor Reception Centres and Family and Friends Reception Centres.

Should a Strategic Coordinating Group decide to activate a Vulnerable Persons Cell to support the identification and support to vulnerable people, ASC will arrange an appropriate representative from Wiltshire Council to attend and possibly Chair this subgroup.

Housing

Housing services can provide solutions to longer term rehousing issues as a result of a situation that requires a longer-term rehousing situation. Housing services should be made aware of any incident that displaces residents even for a short period of time.

Housing services do not have a 24/7 on call function.

Strategic, Tactical and Operational Representatives

Strategic Representatives

The strategic (formally referred to as Gold) lead is in overall charge of the Wiltshire Council response and has responsibility for formulating the strategy for the incident. This role involves forecasting the long-term requirements of the response to the incident and for instigating the recovery process. They will be responsible for considering the Council reputation and communications strategy, whilst also maintaining oversight or finance and ensuring sufficient resources are available for response.

For internal Strategic Coordinating group meetings an Agenda Template can be found in Appendix A.

Tactical Representatives

The tactical level is responsible for formulating the tactics that will be adopted by Wiltshire Council to achieve the strategy set by CLT.

Tactical level representatives will be selected by EPRR based on the incident type; these are likely to be Heads of Service.

For internal Tactical Coordinating group meetings an Agenda Template can be found in Appendix B.

Corporate Leadership Team (CLT)

The role of the CLT is to provide strategic oversight of the Wiltshire Council response to any incident. Depending on the scale of the incident CLT and strategic level response to an incident may not always be necessary, however as part of the incident procedures they should be notified of all incidents.

CLT can be contacted when needed through the incident response Whatsapp group, there currently is no On Call Strategic Rota available. The Core Response Team will identify the most appropriate CLT member to attend any multi agency meetings based on the nature of the incident.

CLT will undertake the following:

- Maintain strategic oversight and provide the strategy to be implemented. The strategy will be developed in coordination with the multi-agency strategy developed at the Strategic Coordinating Group.
- Where an incident disrupts the functionality of Wiltshire Council Services, they will ensure directorates are able to manage their service delivery response to the emergency whilst continuing to maintain priority services. This will include the activation of service level Business Continuity Plans.
- Communicate updates and any significant developments to relevant members (e.g., Leader / Cabinet Members).
- Lead on emergency budget management and the consideration of funding such as through the Bellwin Scheme.

Council Members

Councillors are uniquely placed as a local leader in each community and have local knowledge which could be essential in an incident and which the Emergency Planning Team would like to utilise.

The Leader and Cabinet members will be briefed by the Strategic Officer at the earliest opportunity, with further briefings will be provided as required. The Communications Team will send all members briefings to Councillors. Relevant Councillors may be required for public and press briefings.

Local Authority Incident Officer (LAIO)

The LAIO role will be provided by an appropriate Duty Manager depending on the incident.

The LAIO is the general local authority representative at the scene of an incident, who will provide situational awareness and act as the point of contact between the scene of the incident and the Core Response Team.

The LAIO's do not have any decision-making responsibilities.

Activation

Elements of this plan can be used in isolation and, as such, the whole plan does not need to be activated on every occasion. It is however best practice to stand up resources early, and later stand them down, than have to attempt to catch-up during an incident that has escalated beyond initial expectations.

The activation of this plan does not in itself constitute the declaration of a multi-agency major incident by the WSLRF, nor an Major Incident by Wiltshire council. Wiltshire Council may activate elements of this plan to respond to incidents that fall short of being declared a major incident but still require a coordinated response by the local authority.

Incident Notification

Notification of an emergency will usually be from one of the following routes into the Emergency Planning On call Officer:

- Emergency Services or another multi-agency partner through Operation Link
- Wiltshire Council Staff
- Emergency Duty Service (EDS)
- Duty Manager
- Neighbouring Local Authority

Activation Triggers

The MIP will be invoked in response to an incident that can, or has the potential to, cause the following:

- The involvement of a large number of people to support the response, inclusive of standing up the Voluntary Agency Support
- Requirement for large scale multi-agency response
- Significant number of calls or media enquiries
- Significant financial implications
- Impacts on Wiltshire Council's reputation

The MIP will never take the place of service arrangements for dealing with 'routine' minor emergencies. These should be managed through each services individual business continuity plan.

Level of Incident

The EPRR On Call Officer, in consultation with Duty Manager, is responsible for determining the initial level of Council response to an emergency and for initiating call-out procedures.

Incidents have different levels ranging from minor incidents, which largely focus on impacts to Wiltshire Council only, to Major incidents which is likely to involve the response of multiple agencies within the LRF.

Initial coordination will take place via EPRR where a systematic flowchart depending on the nature of the incident will be invoked.

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Legend:
- **Minor** (yellow)
- **Significant** (peach)
- **Major Incident** (red)
- **Incident Notification Receivers** (orange)
- **24/7 On Call Functions** (green)
- **No On Call Function** (light green)
- **LRF Function** (blue)

Diagram boxes:
- Councillors
- Strategic
- Head of Service (Tactical)
- Emergency Planning on Call/ Emergency Planning
- LRF (Op Link)
- Loggist
- Duty Manager
- Comms on Call
- IT Incident Staff
- Local Authority Incident Officer
- Incident Room Opened
- Public Health
- Childrens Services
- Adult Social Care
- Housing
- Incident Room Volunteers
- Rest Centre

Version 1 (January 2024)

Wiltshire Council

Level	Impact	Response
Minor Incident	Incidents with minimal impacts on the community or a minor business continuity impact.	EPRR has overall management for the incident with support from additional services (as required).
Significant Incident	Significant incident that has **not** been declared a major incident, or an incident which **could** severely impact on the local authority to deliver critical functions.	EPRR has initial overall management for the incident with significant levels of support from internal services and multi-agency partners which is likely to include a Tactical Coordinating Group (TCG). EPRR to consider Tactical level representation at TCG. CLT to be briefed about the incident.
Major Incident	Major disruption to the community declared as a Multi-Agency major incident as defined in JESIP Doctrine.	CLT has overall strategic management of the incident from a Local Authority perspective with a full strategic level response at Local Resilience Forum level.

*It should be noted that weather related incidents which have a large impact on the highways network (Flooding, Snow, Ice) maybe lead by the Operational Resilience Team with advice, support provided by the EPRR team.

Activation Process

Following notification of an incident EPRR should follow the following steps to determine the appropriate level of response.

```
┌─────────────────────────┐
│   EP notified of Incident │
└─────────────────────────┘
              │
┌─────────────────────────┐
│  EP to establish Core    │
│  Response Team           │
└─────────────────────────┘
              │
┌─────────────────────────┐
│  Consider Short term     │
│  impacts and longer term │
│  Consequences            │
└─────────────────────────┘
              │
┌─────────────────────────┐
│   Multi Agency           │
│   Response               │
│   Required?              │
└─────────────────────────┘
        │              │
       Yes             NO
```

- **Yes**
  - Engage supporting WC services
  - Brief CLT
  - Attend Multi Agency Meetings
    - Respond to Incident
      - Internal and Multi Agency Debrief

- **NO**
  - Engage supporting WC services
  - Brief CLT
    - Respond to Incident
      - Internal Debrief

Wiltshire Council

Incident Management

The diagram below shows the Wiltshire Council structure for emergency response running alongside Multi Agency Structures:
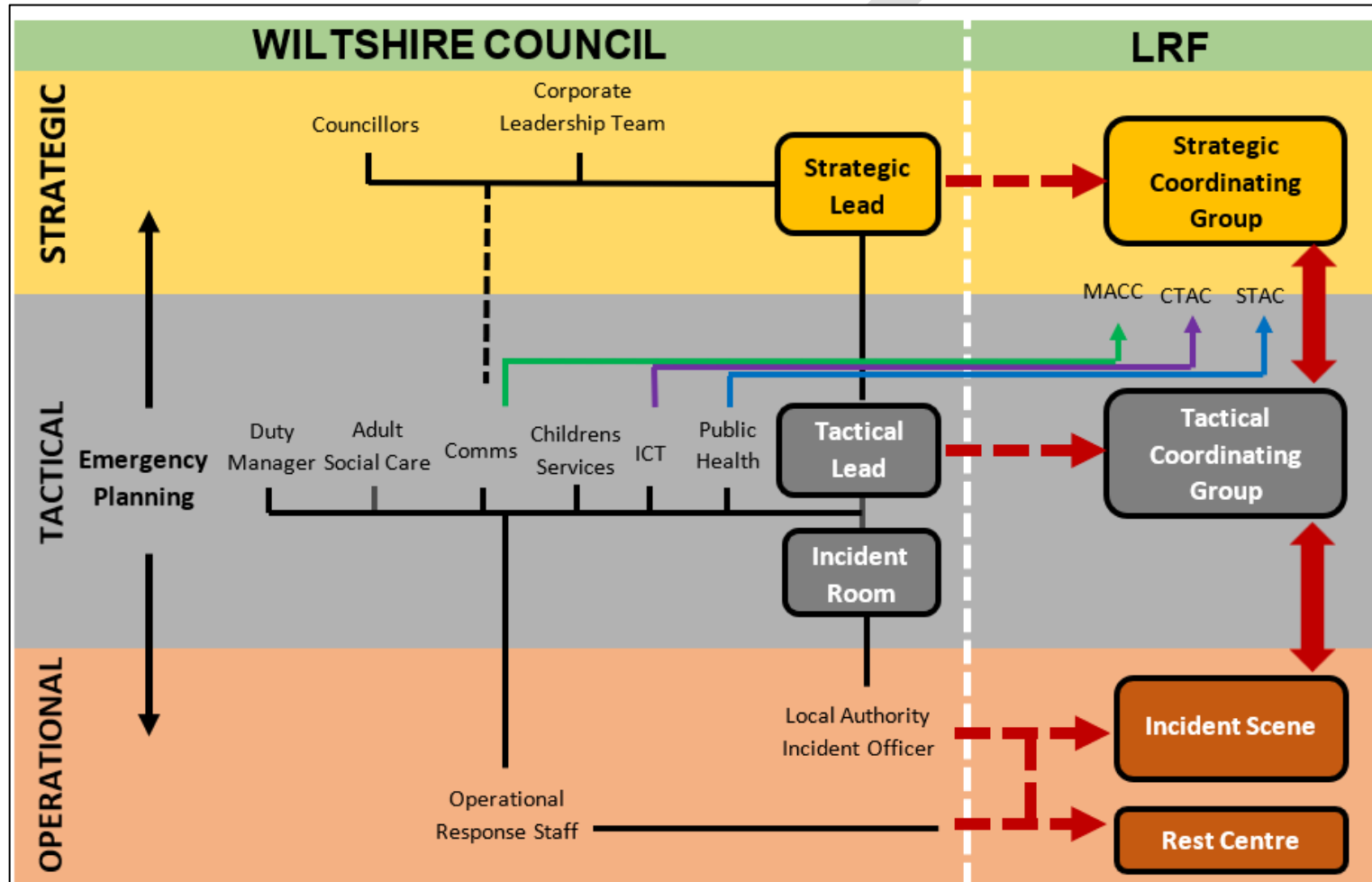
Multi Agency Response Structures

Strategic Coordinating Group (SCG)

In the event of a Major Incident or emergency being declared in Wiltshire or Swindon it is likely an SCG will be being activated. An SCG is where multi-agency strategic commanders will meet together to set the strategic direction for the incident.

Most SCGs will be undertaken utilising Microsoft Teams, however in some instances a Strategic Coordinating Centre (SCC) will be established to provide physical SCG meetings.

Three SCC locations have been identified, Strategic leads will ne notified of where to attend in the event of in persons SCG meetings.

The locations are agreed as:

Primary Location	Police HQ, Devizes, SN10 2DN
Secondary Location	Gable cross Police Station, Swindon, SN3 4RB
Tertiary Location	County Hall, Trowbridge, BA14 8JN

Wiltshire Council Strategic representatives can be supported by the following roles:

Tactical Advisor	**Lead: EPRR** **Role:** To provide advice to the strategic lead and provide support in the implementation of the strategy
Comms Advisor	**Lead:** Communications **Role:** To provide advice and support in the development and implementation of the communications strategy
Loggist	**Contact:** Loggist **Role:** Log all the decisions and their justification made by the strategic lead. The strategic lead should speak to the loggist before the SCG to discuss how the information should be recorded.

Further information on the SCG can be found within the Wiltshire & Swindon LRF Emergency Multi-Agency Procedures (EMAP) and EMAP Annex A.

Tactical Coordinating Group (TCG)

The Tactical Coordinating Group (TCG) could be established at an appropriate location close to the incident, however its most likely to be conducted via Microsoft Teams.

Wiltshire Council will be represented at the TCG by the nominated Tactical representative who should have appropriate powers to implement the local authority strategy.

Tactical Representatives can be supported by the following roles:

Tactical Advisor	**Lead: EPRR / Duty Manager** Role: To provide advice and support in the implementation of the tactical response
Subject Matter Experts	**Lead:** Public Health / ASC / CSC / Animal Health / Public Protection **Role:** To provide advice and support in the implementation of the tactical response
Comms Advisor	**Contact:** Communications Officer **Role:** To provide advice and support in the implementation of the communications strategy and provision of messages to the public and media
Loggist	**Contact:** Loggist **Role:** Log all the decisions actions and the justification for them made by the Wiltshire Council Tactical representative

Operational Response

The contact details for activating any operational support resources can be found through the Emergency Planning SharePoint Link, this is only accessible by the EPRR On Call Team.

Response Considerations

Logging

Each member of staff responding to a major incident must retain a log of their actions, options, decisions and the justification. This should be completed on the paper-based logging system.

The Strategic representative in the SCG should have a loggist present with them and a loggist will be available for the TCG. Training on how to be a loggist, and how to use a loggist is available from the EPRR Team.

It is essential that a comprehensive record is kept of the Council's involvement in a major incident in order to assess the effectiveness of the Council's response. The information may also be required to be produced as evidence of the Council's actions in the event of a public enquiry or other legal proceedings. To support the evidence trail it is essential that any notes, jottings or paper scraps written on during the incident are kept and as such no written information or notes should be destroyed; as all will be evidence at any future investigation.

Situation Reporting

A battle rhythm for situation reporting will be established by the Council Incident Room to meet the briefing requirements for the SCG. Depending on the nature of the incident a request may go to specific Heads of Service or all Heads of Service to complete a Service Level Situation Report.

This information would be used to inform the Wiltshire Council Situation report (Appendix C) which will be produced by Emergency Planning / Council Incident Room and sent to the Tactical and Strategic Officers to inform decision making.

Wiltshire Council

Shift Handover Brief

The shift handover will take place when a new shift takes over the control of the incident and will provide an opportunity to share information on the progress and outstanding actions.

It is recommended that the IIMARCH (Information, Intent, Method, Administration, Risk Assessment, Communications and Humanitarian Issues) tool is used when considering the situation and informing briefing. JESIP - IIMARCH - Briefing.

Templates are available in Appendix D.

I	INFORMATION
I	INTENT
M	METHOD
A	ADMINISTRATION
R	RISK ASSESSMENT
C	COMMUNICATIONS
H	HUMANITARIAN ISSUES

Information	Overview of the incident. METHANE or SBAR
Intent	The strategy – what do you intend to achieve from the incident
Method	How, who, when and where you are responding
Administration	Log books | action trackers | expenses | key contacts
Risk Assessment	Key risks to share and mitigation in place
Communications	Key communication requirements, times and formats
Humanitarian	Welfare | sign posting | psychosocial arrangements

Multi-Agency Working

The Joint Emergency Services Interoperability Principles (JESIP) have been developed to improve the way in which blue light responders and multi-agency partners work together in response to a major incident.

There are five principles:

CO-LOCATE

Co-locate with other responders as soon as practicably possible at a single, safe and easily identified location.

COMMUNICATE

Communicate using language which is clear, and free from technical jargon and abbreviations.

CO-ORDINATE

Co-ordinate by agreeing the lead organisation. Identify priorities, resources, capabilities and limitations for an effective response, including the timing of further meetings.

JOINTLY UNDERSTAND RISK

Jointly understand risk by sharing information about the likelihood and potential impact of threats and hazards, to agree appropriate control measures.

SHARED SITUATIONAL AWARENESS

Establish shared situational awareness by using M/ETHANE and the Joint Decision Model.

Co Locate

Consider methods of co locating both internally and externally with multi agency partners, consider the following:

- Microsoft Teams
- Teleconferencing
- Meeting together face to face
- Incident Room (ICC)

Communicate

Communicate in plain English, being conscious of abbreviations and three letter acronyms. Be confident to challenge others to ensure you have a clear understanding and communicate effectively.

Coordinate

Confirm which organisation or department is best to lead and coordinate the incident – if it is a scenario involving multiple agencies confirm that this is understood, communicated and accepted by all involved.

For an internal incident, agreeing the appropriate team to lead – for example, a Trust-wide IT outage who would be best placed to coordinate the response?
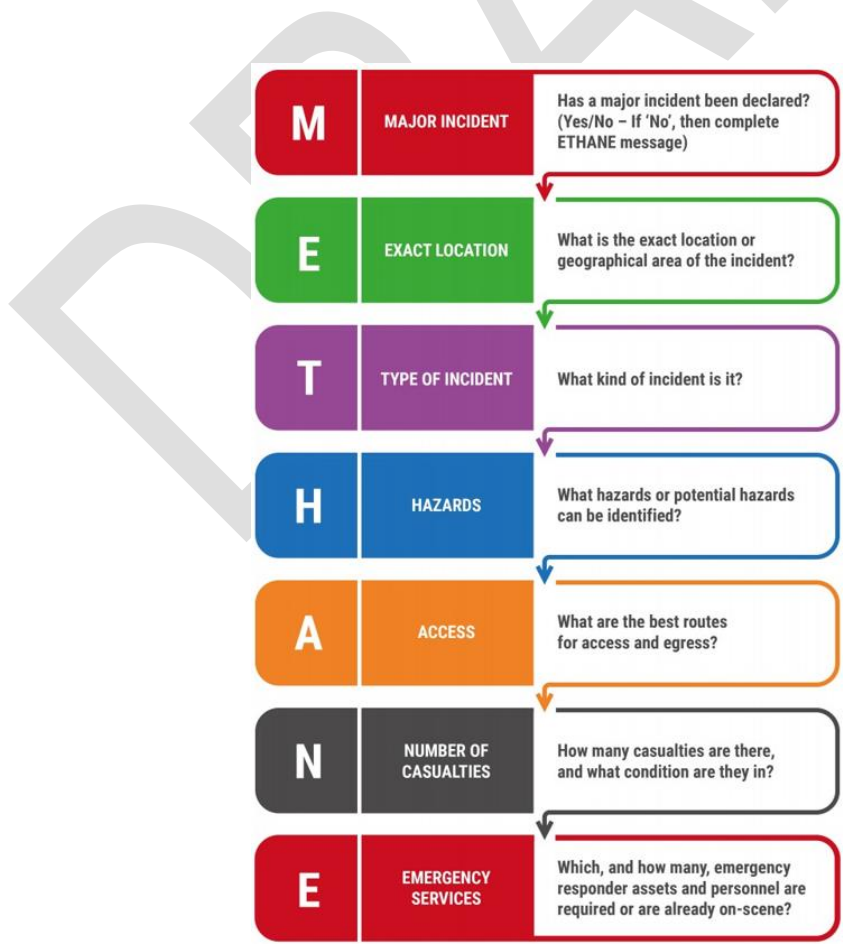
Jointly Understand Risk

Identify and share risks and understand risks to other organisations – consider how this may also impact on your own organisation and partner agencies

Shared Understanding of risk

Use and understand JESIP tools to have common conversations to manage incidents. Share situational awareness by using METHANE and the Joint Decision Model

METHANE

It is important to be aware of the shared situational awareness mnemonic '**M/ETHANE'.** This will be used by multi-agency partners in the initial stages of an incident to share information on the incident and can be seen in the diagram below.

M	**MAJOR INCIDENT**	Has a major incident been declared? (Yes/No – If 'No', then complete ETHANE message)
E	**EXACT LOCATION**	What is the exact location or geographical area of the incident?
T	**TYPE OF INCIDENT**	What kind of incident is it?
H	**HAZARDS**	What hazards or potential hazards can be identified?
A	**ACCESS**	What are the best routes for access and egress?
N	**NUMBER OF CASUALTIES**	How many casualties are there, and what condition are they in?
E	**EMERGENCY SERVICES**	Which, and how many, emergency responder assets and personnel are required or are already on-scene?

Wiltshire Council

JOINT DECISION MODEL

Wiltshire Council response staff should also be aware of the Joint Decision Model (JDM) which will be used in a major incident for multi-agency partners to decide upon the appropriate action to take in response. Each section of the model should be considered against the Aims and Objectives of the incident.

Every time you need to make a decision you can use the JDM to formulate and be able to articulate how you made the decision.

Gather Info & Intellegence

- **To be completed every time a new piece of information or intelligence is received** – "spin the wheel":
- What do you know?
- What do you not know?
- What is you need to know?
- How can you turn information into intelligence?

Assess threats and risks & Develop working strategy

- (a) Who is at highest risk?
- (b) Who is at a medium risk?
- (c) Who is at the lowest risk?
- Consider: People, Premises, Reputation, Public, Financial risks
- **Develop a Working Strategy**
- Consider your aim and Objectives to manage the incident
- Consider other command levels, informing, notifying, sharing sitautional awareness

Consider Powers, Policies, Procedures

- What documentation will support your decision:
- What plans need activating?
- (Major Incident Plan / Business Continuity for example)
- What legislative powers do I need to apply?
- (Duty of Care; Health and Social Care Act; Health and Safety at Work Act for example)
- What policies or procedures apply for this decision?
- All of these should provide you with direction and process to base your decision upon

Identify options and contingencies

- Any idea is an option!
- Consider all options – those that you may implement – and those that you may not.
- Showing that you considered all options is key.
- Do nothing is always an option. You may want to wait for more information to make an informed decision.
- Contingencies always ask the "What if?" question:
  - What if my plan doesn't work?
  - What if there are more casualties that we first thought?
  - What if the Police are not available?

Take Action and review what happened

☐ Choose an option, or multiple options identified and implement
☐ Review the effectiveness of your decision (which will provide new information and intelligence to 'spin the wheel' again)

Mutual Aid

Wiltshire Council is able to request assistance under mutual aid arrangements from neighbouring authorities if the response to a major incident exceeds the resources available. Mutual aid can include equipment, staff or services from one or more neighbouring authorities.

Requests should be made formally between a Wiltshire Council Strategic representative and the chief executive of the other local authorities involved. Agreements need to be reached on terms and conditions applicable to the support measures prior to their deployment.

Military Aid to the Civil Authorities (MACA)

MACA is the collective term used to refer to the operational deployment of the armed forces in support of the civilian authorities, other government departments and the community as a whole.

During a major incident the military can be available to support the local authority under the following areas:

- **Military Aid to Government Departments (MAGD)**
  - o This is used for work of national importance and in maintaining services essential services to the life, health and safety of the local community.
  - o *Example: Animal disease epidemics such as foot and mouth*
- **Military Aid to the Civil Power (MACP)**
  - o This is assistance provided by armed forces to the civil power in maintenance of law and order.
  - o *Example: Terrorism incident requiring specialist expertise*
- **Military Aid to the Civil Community (MACC)**
  - o The military might be asked under Category A of MACC to provide aid to the civil community to assist in alleviating hardship to the victims dealing with an emergency such as a natural disaster.
  - o *Example: Flooding*

The need for a MACA will be discussed within the SCG. The principles that should be used to determine whether military aid should be requested include:

- where the need to act is clear, and where other options have been discounted by the SCG
- where the SCG lacks the capability to fulfil the task and it is unreasonable or too expensive to expect it to develop one
- and / or the SCG has the capability but the need to act is urgent and it lacks readily available resources

There are no predefined military forces for these tasks and therefore military support is not guaranteed. There is normally a fee associated with a MACA request, however if there is a threat to life, no charges are made to the requesting authority.

Finances

The provision of resources and services in emergency circumstances remains the responsibility of each service area and will be funded by service budgets. The cost of providing resources and services will be met by the relevant service; typically the service responsible for the provision on a day-to-day basis. It is essential that full financial records are kept by all services detailing any expenditure incurred as part of the incident.

The Tactical representative is responsible for reporting expenditure incurred to the Finance Department and will brief the CLT at regular appropriate intervals on expenditure levels.

The Strategic and tactical representatives have delegated powers to invoke additional expenditure if required in the event of a major incident. The CLT will monitor the financial expenditure until the formal stand-down of the local authority.

The Corporate Director will be responsible for making a claim to the agency or organisation responsible for the incident. The Bellwin Scheme provides emergency financial assistance to local authorities in England following large expenses incurred following the declaration of a major incident. The government will pay 85% of eligible expenditure above the 0.2% of its calculated annual budget. Further information can be found through the Bellwin Scheme Guidance

Welfare

All staff responding to a major incident are required to consider their own personal welfare requirements and complete regular dynamic risk assessments to ensure their own personal safety when responding to an incident.

During an emergency, staff may be required to work beyond their normal hours however it is recommended that staff should work in shifts of between six and eight hours and staff do not work shifts exceeding twelve hours. Refer to the HR Policy.

All staff should go through both a hot debrief immediately after their shift and a cold debrief at a later date providing an opportunity to feedback on the response. Staff should also be offered counselling support where appropriate following a major incident.

Vulnerability

The Local Authority has a responsibility to make specific considerations to people that are considered vulnerable and have been affected by an emergency. The Wiltshire Council Emergency Duty Service (out of hours) and Performance, Outcomes and Quality Assurance service (in hours only) access information on vulnerable people and should be contacted during an incident to identify the vulnerable people within the area.

Community Resilience

Wiltshire Council works with communities to encourage the development of community emergency plans and flood plans. These are designed to encompass a wide variety of issues, but particularly those that the town and parish's suffer most from. Each Community is asked to submit all plans to Wiltshire Council which are stored to help in times of response and recovery. Flood and snow plans in particular encompass maps of known issue areas which aid the local authority in carrying out preventative works but also understand better possible problematic areas in times of incident.

Wiltshire Council also holds a list of emergency contacts within each community, these can be utilised as a first port of contact in an incident. These are held by Emergency Planning and are accessible by the Local Authorities response team. These contacts may be utilised to pass information to a local area, but also assist us with 'on-the-ground' information. This system also allows the community to convey quick time issues and requirements to the Local Authorities response team.

Communities are also being asked to sign up to a multi-agency scheme based around Emergency Contact Hubs which are buildings which the community open and manage themselves in an emergency. Wiltshire Councils helps set these up and keeps a list of locations and contact information on them. They can be used as a base in any kind of emergency before any further assistance is required.

Category 2 Responders and Voluntary Agencies

Upon the notification of an incident the Tactical Representative should consider the appropriate agencies and partners that should be notified about the incident.

Category 2 responders include utilities and transport providers and they have a duty under the Civil Contingencies Act 2004 to cooperate and share information with Category 1 responders. Contact details for Category 2 responders within Wiltshire can be found within the Wiltshire Council Emergency Contacts Directory Section 2.
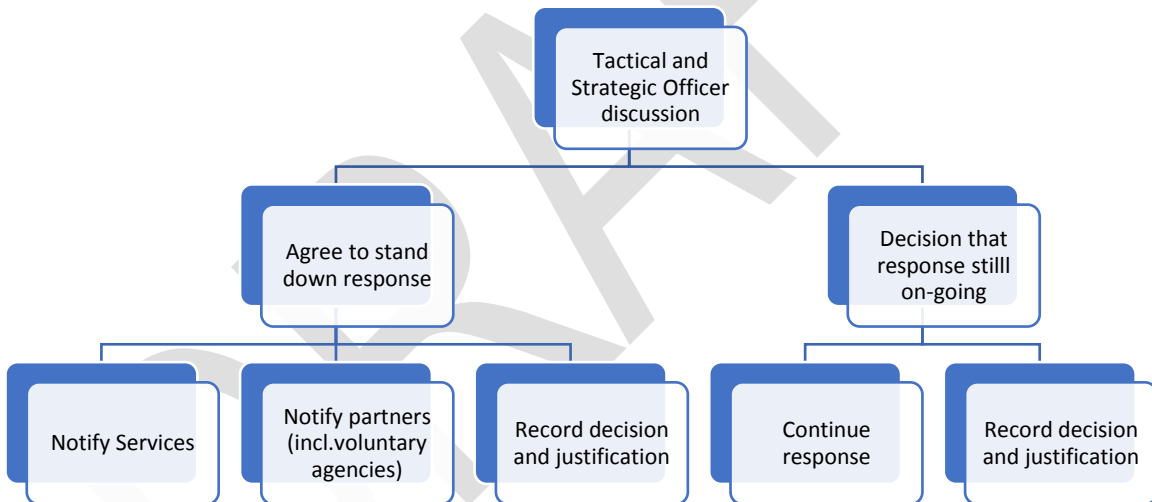
Information on support available from voluntary agencies within Wiltshire can be found in the Wiltshire and Swindon Local Resilience Forum Voluntary Agencies Sector (VASEC) Guide. Early consideration should be given to notifying voluntary agencies of an incident.

Stand Down Arrangements

Involvement in an emergency will finish at different times for different agencies and services. The emergency services direct involvement in the incident will often finish once the initial situation has been resolved, often handing over the scene to the Local Authority. The local authority will often lead on the longer-term issues of restoration and recovery of the community and the area affected.

When the incident has been brought under control it is essential that clear instructions are provided to responding services that they should stand down operations. During a major incident it is likely that some services will be required to stand down before others.

The Tactical representative will liaise with the Strategic representative to establish the point at which the Local Authority response is stood down. This will then be communicated through the Council Incident Room to all responding service areas and partner agencies.

```
                    Tactical and
                  Strategic Officer
                     discussion
                    /           \
          Agree to stand      Decision that
          down response       response stilll
                              on-going
          /      |      \          |        \
   Notify    Notify    Record   Continue   Record
   Services  partners  decision response   decision
             (incl.    and              and
             voluntary justification    justification
             agencies)
```

Debrief

Debriefs are an important part of improving personal and organisational performance through the capturing of best practice and/or identifying operational learning points from an incident.

The debriefing of staff following the response to an incident is likely to be one of the most effective methods of capturing information to identify lessons following an emergency.

The debrief will allow staff to pass on relevant information and ensure that ongoing actions undertaken in the next shift or incident are as effective as possible. It is recommended that debriefs are carried out by an independent person, who was not involved in the subject of the debrief.

There are several different types of debrief that will be used during an incident.

Hot Debrief

An informal 'Hot Debrief' should be completed at the end of the shift or when a member of staff is stood down. The hot debrief should be used to capture information in the immediate aftermath of the incident. Normally this will identify immediate remedies to problems arising from the response, identify areas for improvement to prevent reoccurrence and maintain morale / relieve stress.

Internal Debrief

The internal debrief will be more structured, following a set agenda and result in the production of a report on the incident response. The internal debrief allows staff to consider the response to the incident in hindsight and should be completed prior to any multi-agency debrief. Staff may provide comments on; the methods used in response, an evaluation of the effectiveness of response, staff welfare issues, identification of the positives and negatives associated with the response, identification of lessons identified and key recommendations to ensure learning is captured. This information will be used to inform future responses and information from this debrief should be included within the multi-agency debrief.

Multi-Agency Debrief

The multi-agency debrief allows multi-agency partners that responded to an incident to come together to discuss the response. Key points from the internal debrief will be fed in and this will facilitate discussion between different agencies and allow the identification of aspects of the response that went well and aspects that were not so positive. A report will be produced by the lead agency which will make recommendations for multi-agency partners to take forward into future emergency response.

The Structured Debrief process involves a facilitated discussion, managed by a trained Facilitator. Facilitators within the EPRR Team are trained and accredited by the National

College of Policing but may call upon external agencies within the LRF and Regional LRF's to undertake the debrief. The Facilitator should have the necessary attributes to effectively facilitate the debrief. They should not have been an active player in the event unless it was a very minor role.

- Debriefing should capture the following areas:
  - what did not go so well and 'how can it be improved for next time
  - what went well

Debrief Report

Following the debrief process, a full debrief report summarising the incident, actions taken in the emergency response to resolve issues, positives, negatives, lessons identified and future recommendations should be produced within a timescale agreed by strategic leads following the major incident.

The Strategic On-Call Officer will establish whether the report should be written externally or by the Emergency Planning Resilience and Response Team. The report will be circulated to multi-agency partners and actions monitored through the LRF.

Recovery

An LRF Recovery plan exists that encompasses the role of each partner agency during the recovery phase. Recovery is led by the affected Local Authority and will be considered at the earliest opportunity after an incident has commenced. During an incident that impacts both Local Authorities, a decision will be made at the SCG as to the most appropriate Local Authority to lead, from there a Recovery Coordinating Group will be established. Information regarding the processes for Wiltshire Council to adopt during recovery is detailed in the separate Wiltshire Council Recovery Plan.

Training and Exercising

The Wiltshire Council Major Incident Plan will undergo training and exercising in accordance with the Wiltshire Council EPRR Work plan which sets out a cycle for validating, testing and exercising the plan and training personnel on their role in the plan.

The Wiltshire Council Major Incident Plan will be reviewed on an annual basis and will be subject to training within six months and having been exercised within twelve months.

Action Cards

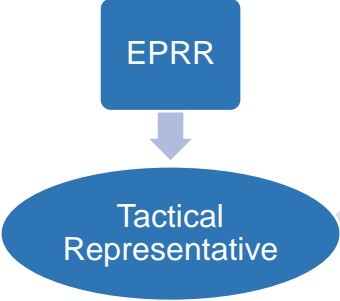| Strategic Action Card	
Role	**Responsibilities**
To lead the strategic (Gold) Wiltshire Council response to an emergency.	• Decide whether to activate strategic response • Management of additional resources where needed • Management of media and communications • Liaison with elected members • Management of financial aspects • Maintaining corporate reputation • Representation at the Strategic Coordinating Group • Providing situational awareness to elected members
Activation Process	Immediate Actions

Activation Process	Immediate Actions
Tactical / EPRR → Strategic ← Whatsapp Group	• Gain full situational awareness from EPRR / Tactical Reps • Decide whether to activate Wiltshire Council Strategic arrangements • Notify the Tactical Officer of the decision and justification • Start log recording all decisions, options, actions and justification
	Advice Available from
	• Tactical on call • Emergency Planning • Media Advisor

Actions to Consider within the Role

- ☐ Forming a tactical advice team
- ☐ Set the Aims and Objectives for response
- ☐ Inform the LRF via Operation Link
  - o Consider with the LRF if the Strategic Coordination Group is required
- ☐ Briefing other Strategic Colleagues
- ☐ Establishing a battle rhythm for response (internal meetings inline with multi agency SCG/TCGs)
- ☐ Consider the requirement for business continuity management
- ☐ Consider the need to establish a recovery group
- ☐ Consider if mutual aid is required
- ☐ Consider notifying elected members
- ☐ Refer to incident specific plans
- ☐ Liaison with DCLG
- ☐ Attend the Strategic Coordination Group, if appropriate
- ☐ Discussing with the loggist what you want them to record at the SCG meetings

Plans / Procedures to Consider	Standing Down
• Operation Link • W&S LRF Emergency Multi-Agency Procedures (EMAP) • Wiltshire Council Corporate Business Continuity Plan • Recovery Plan	• Stand down at the end of your shift or when Strategic is stood down. • Inform Tactical and give contact of replacement. • Give a full briefing to the subsequent Strategic when handing over

Tactical Action Card	
Role	**Responsibilities**
To lead on the tactical (previously referred to as silver) Wiltshire Council response to a business disruption incident.	• Lead on the implementation of the tactical response • Assure appropriate attendance at TCG meetings • Coordinate Council resources in response
Activation Process	Immediate Actions
EPRR ↓ Tactical Representative	• Gain a full situational awareness • Decide whether the incident may be a Major Incident with advice from the core incident response team and Strategic representatives. • Decide whether a Business Continuity Response is also required • Start log recording all decisions, options, actions and justification
	Advice Available from
	• Strategic Representatives (Via WhatsApp) • Emergency Planning • Duty Manager • Communications • Other specific services dependant on incident.

Actions to Consider within the Role
☐ Attend internal incident response meetings coordinated by EPRR ☐ Start the internal notification cascade ☐ Inform the LRF via Operation Link (if required) ☐ Set the battle rhythm (battle rhythm may change if SCG is called) ☐ Set aim and objectives, for strategic to review if called upon ☐ Consider IIMARCH analysis tool to analyse the problem (see appendix) ☐ Consider using the JESIP Joint Decision Model (see appendix) ☐ Refer to incident specific plans ☐ Attend the Tactical Coordination Group, if appropriate ☐ Using the Incident Support officer to record decisions and actions

Plans / Procedures to Consider	Standing Down
• Operation Link • W&S LRF Emergency Multi-Agency Procedures • Wiltshire Council Corporate Business Continuity Plan	• Stand down at the end of your shift or when Tactical is stood down • Inform Strategic and give contact of replacement

	• Give a full briefing to the subsequent Tactical when handing over

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PH On call Action Card	
Role	**Responsibilities**
To lead on the provision of public health advice in response to an incident within Wiltshire	• Provide public health information and guidance for the general public and incident management • Act as Subject Matter Expert (SME) at multi agency meetings based on the nature of the incident • Mobilise local response to a public health emergency • Mobilise environmental testing (e.g. air quality monitoring) • Liaise with UKHSA and NHS colleagues as required • Represent the local authority in a STAC • Authorise expenditure from the public health budget
Activation Process	**Immediate Actions**
	• Attend internal incident response meetings as required. • Gain situational awareness from Local Health Resilience Partnership members.
	Advice Available from
	• Director of Public Health • UKHSA (Out of Hours) • NHS England (On-Call Director) • Tactical • Emergency Planning • Duty Manager
Actions to Consider within the Role	

☐ Gain a full situational awareness from internal incident response teams
☐ Start a log recording all decisions, options, actions and justification
☐ Activate public health response in accordance with the Communicable Disease Control Plan or Major Incident Plan as required
☐ Participation in outbreak control team
☐ Alerting Council Communications lead (if required)
☐ Providing a briefing for Strategic and Cabinet Members (if required)
☐ Attendance at Multi Agency meetings as SME (as required)

Plans / Procedures to Consider	Standing Down

• W&S LHRP Communicable Disease Plan • W&S LHRP Pandemic Influenza Plan • W&S LRF Animal Health Plan • Animal Health Plan	• Stand down at the end of your shift or when instructed to by Tactical • Inform Tactical and give contact of replacement • Give a full briefing to the subsequent Public Health SMT when handing over (use IIMARCH)

Emergency Planning Action Card	
Role	**Responsibilities**
To coordinate the response to an emergency or major incident with the council, providing emergency response advice to the core response team, Tactical and Strategic representatives.	• To take role of tactical advisor in an emergency • Provide advice and support to LAIO on-call • Provide advice to the Tactical / Strategic representative on incident response and support on multi agency meetings • Escalate issues to the Public Health SMT or Tactical / Silver • To provide assistance or support as directed to the Public Health SMT on-call • Set up CIR (See CIR action Card)
Activation Process	**Immediate Actions**
	• Start log recording all decisions, options, actions and justification • Provide advice and support to LAIO • Report back to Silver / Tactical, establish battle rhythm.
	Advice Available from
	• PH SMT on call • Silver / Tactical on call

Actions to Consider within the Role

- ☐ Attend the Council Incident Room on the instruction of the Silver / Tactical
- ☐ Ensure Parishes with a community plan have been contacted.
- ☐ Interaction with LAIO
  - ○ Support LAIO by providing information they need eg to feed into briefings
  - ○ Support LAIO by making phone calls for them, eg to call other OOH officers
  - ○ Request information from LAIO , eg to brief the Silver / Tactical, or PH SMT on call
  - ○ Request an action by LAIO, eg to obtain information, or speak to residents
- ☐ Interaction with Silver / Tactical or PH SM on call
  - ○ Provide information and updates from LAIO
  - ○ To action tasks allocated to Emergency Planning
  - ○ Request information from LAIO , eg to brief the Silver / Tactical, or PH SMT on call
  - ○ Request deployment by another service, eg Highways, Building Control, etc
- ☐ Use GIS to identify risks
- ☐ Use the app to update case information and upload photographs

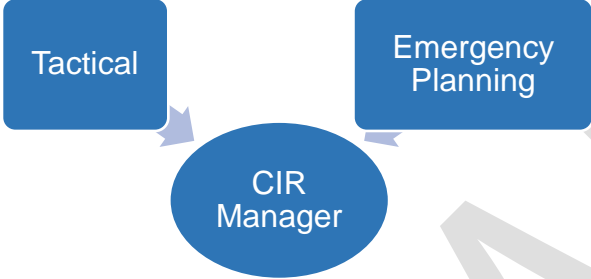| Plans / Procedures to Consider	Standing Down
• Emergency Contacts Directory • Council Incident Room Plan • W&S LRF Emergency Multi-Agency Procedures • Welfare Plan • Recovery Plan	• Stand down at the end of your shift or when instructed to by the Silver / Tactical • Inform LAIO and give contact of replacement • Give a full briefing to the subsequent Emergency Planning when handing over

Local Authority Incident Officer (LAIO) Action Card	
Role	**Responsibilities**
LAIO To attend the scene of the incident on behalf of Wiltshire Council	• Deployment to any Emergency
Activation Process	**Immediate Actions**
Tactical → LAIO	• Start log recording all decisions, options, actions and justification • Introduce to Incident Commander • Report back to Tactical • Meet Wiltshire Council colleagues on scene
	Advice Available from
	• Emergencies – Emergency Planning On Call • Duty Manager – Highways / Ops Resilience

Actions to Consider within the Role

- ☐ Continue the log of activities, conversations, decisions and the rationale behind them
- ☐ Advise emergency services on the most appropriate support available from the council
- ☐ Attend operational command briefings as required
- ☐ Contact Tactical Point of Contact to provide him/her with updates of the resources required and actions taken.
- ☐ Contact Emergency Planning, to
  - o Provide information
  - o Request an action
  - o Request information
- ☐ Answer questions by Emergency Planning
- ☐ Respond to requests and information from the Tactical and Strategic Representatives.
- ☐ Co-ordinate all council staff and resources on site, including contractors
- ☐ Note time of arrival
- ☐ Call forward council services as required
- ☐ Look after the welfare of all staff deployed on behalf of Wiltshire Council, including your own.
- ☐ Use tablets to log updates, upload photos and update case information in the app

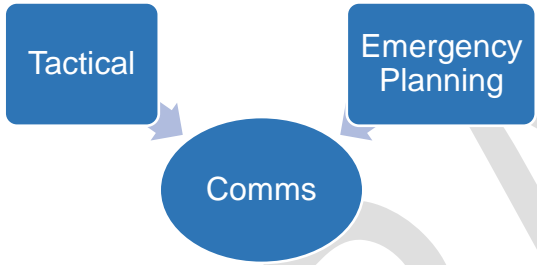| Plans / Procedures to Consider	Standing Down
• Emergency Contacts Directory • Emergency Telecoms & Procedures Guide • W&S LRF Emergency Multi-Agency Procedures	• Stand down when instructed by Silver / Tactical • Inform Wiltshire Council staff on site • Inform Emergency Planning, if involved • Give a full briefing to the subsequent LAIO when handing over

Council Incident Room (CIR) Manager Action Card	
Role	**Responsibilities**
Overseeing the coordination and completion of actions and the timely distribution of information.	• Oversees the Council Incident Room • Coordinates the completion and monitoring of actions and distribution of situation reports • Resolves issues where required • Liaises with the Tactical • Monitors the welfare of staff in the CIR
Activation Process	Immediate Actions
	• Attend the CIR • Initiate call out for CIR volunteers • Begin setting up the CIR
	Advice Available from
	• Tactical • Emergency Planning • Communications • Public Health SMT

Actions to Consider within the Role	
• Contacting the relevant number of staff to attend the CIR and set up CIR • Brief staff on arrival on the incident and assign to relevant roles in the CIR • Coordinate requests and information in the CIR tasking Coordinators with actions • Coordinate the flow of messages between the CIR and Tactical, Highways Incident Room, Local Authority Incident Officer (LAIO), Rest Centre, internal services and multi-agency partners • Ensure the timely distribution of situational awareness • Ensure the loggist records details of the current situation, all messages into and out of the CIR, details of all actions taken with options available and justification • Regularly brief the CIR staff to ensure that they are aware of the whole picture; updates are particularly important following any major developments • Forecast ahead, in consultation with Coordinators and Services to ensure any potential future issues are identified and resources are in place • Keep an eye on staff in the CIR, look for signs of stress in staff and ensure breaks are taken when required (including consideration for food and drink) • Requirement for a rota (particularly if incident is likely to exceed 8 hours) • Complete a hot debrief with all Council Incident Room staff when they finish their shift	

Plans to Consider	Standing Down
• Emergency Contacts Directory • Major Incident Plan • Corporate Business Continuity Plan • Welfare Plan	• Notify Tactical that you are standing down and inform them who the subsequent CIR Manager will be (if appropriate)

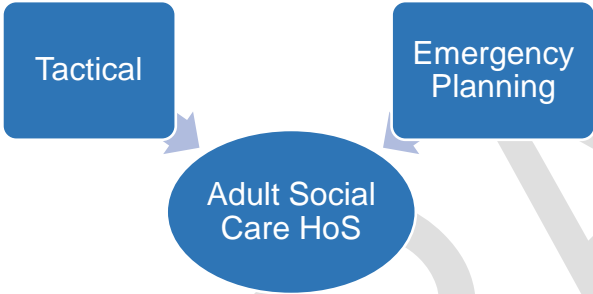|	- Complete handover with subsequent CIR Manager - Complete a Hot Debrief Form

Communications Action Card	
Role	**Responsibilities**
To lead on the provisions of communications to staff and the public in an emergency	• Provide support and guidance to Strategic in establishing a media strategy • Liaison with multi-agency partners, attend MACC • Representation at the LRF media cell • Coordinate the provision of information to Wiltshire Council staff and the public • Coordinate all Wiltshire Council statements, media releases and interviews • Provide briefings to Cabinet Members, Cllrs and staff
Activation Process	Information Required
Tactical → Comms ← Emergency Planning	• Full situational awareness of the incident • Confirm which agency is leading on media messages • Identifying additional information available through media and social media
	Advice Available from
	• Strategic • Tactical • Emergency Planning • Public Health SMT • Council Incident Room
Actions to Consider within the Role	
☐ Start a log; recording all decisions, options, actions and justification ☐ Provide support and guidance to the Strategic in establishing a media strategy (if required) ☐ Ensure appropriate representation at the Strategic Coordinating Group (if required), Tactical Coordinating Group and the Council Incident Room ☐ Develop media briefings in coordination with multi-agency partner media leads ☐ Develop and disseminate briefings internally to Cabinet Members, Councillors and staff ☐ Facilitate the provision of a media handling centre at the scene of the incident in accordance with the W&S LRF Media and Communications Guide ☐ Providing and updating information on the website, social media and the internet ☐ When advised to stand down ensure that information is provided to the public and the media to raise awareness that agencies are returning to business as usual and that the incident response has been stood down	

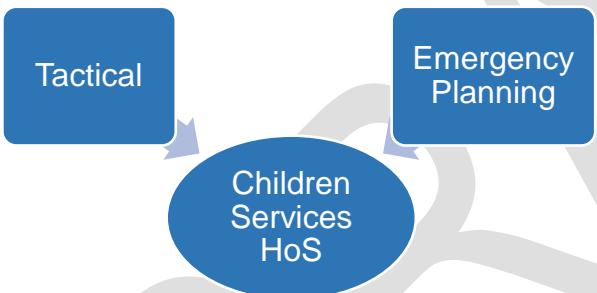| Plans / Procedures to Consider	Standing Down
• Emergency Contacts Directory • W&S LRF Media and Communications Guide	• Stand down at the end of your shift or when instructed to by the Tactical • Inform Tactical, CIR and give contact of replacement • Give a full briefing to the subsequent Communications officer when handing over

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Adult Social Care Head of Service Action Card

Role	Responsibilities
To lead on the provision of welfare to those affected by the incident	• Identification of temporary accommodation for a small number of displaced residents / evacuees • Coordinate staffing of a Rest Centre • Liaison between the Rest Centre Manager and Council Incident Room • Coordinate staffing of a Survivor Reception Centre to support the Police • Identification of vulnerable people • Liaison with multi-agency partners • Chair / Attend Multi Agency Vulnerable Individuals Cell as required

Activation Process	Immediate Actions
Tactical → Adult Social Care HoS ← Emergency Planning	• Gain a full situational awareness • Location of the Rest Centre • Location of nearest Rest Centre bag • Time Rest Centre will be opened • Number of people evacuated • Name of contact opening Rest Centre

Advice Available from

• Tactical
• Emergency Planning
• Public Health SMT
• Council Incident Room (CIR)
• Wiltshire Police

Actions to Consider within the Role

☐ Start a log; record all options, decisions, actions and the justification for the decision
☐ Obtain contact details for the Tactical and Emergency Planning
☐ Identification of vulnerable residents known to Wiltshire Council
☐ Coordination of temporary accommodation for a small number of displaced / evacuated residents
☐ Coordination of staff to activate and operate the Rest Centre; including the consideration for staff rotation (if required)
☐ Provision of your contact details to all staff activated to attend the Rest Centre
☐ Consideration of Rest Centre staff welfare; ensuring their safe arrival initially at the Rest Centre and then at home at the end of their shift
☐ Coordination of staff to operate the Survivor Reception Centre in cooperation with Wiltshire Police; including the consideration for staff rotation (if required)
☐ Coordination of staff to activate and operate the Family & Friends Reception Centre; including the consideration for staff rotation (if required)

Plans / Procedures to Consider	Standing Down
• Major Incident Plan • Emergency Contact Directory • Welfare Plan • W&S LRF/LHRP Vulnerable Individuals Plan • Rest Centre Staff Contact List	• Stand down at the end of your shift or when instructed to by the Tactical • Inform Tactical, CIR and give contact of replacement • Give a full briefing to the subsequent Adult Care Head of Service when handing over at the end of your shift

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Children's Social Care Head of Service Action Card	
Role	**Responsibilities**
To lead on the provision of welfare to those children directly or indirectly affected by the incident	• Advise on support required to safeguard children during specific incidents. • Identification of vulnerable premises associated with children's care • Identification of Vulnerable Children • Identification of temporary accommodation for a small number of displaced residents / evacuees • Provision and coordinate staffing of a Rest Centre • Liaison between the Rest Centre Manager and Council Incident Room • Liaison with multi-agency partners • Attendance of Multi Agency Vulnerable Individuals Cell as required.
Activation Process	Immediate Actions

	Immediate Actions
	• Gain a full situational awareness • Location of the Rest Centre • Location of nearest Rest Centre bag • Time Rest Centre will be opened • Number of people evacuated • Name of contact opening Rest Centre
	Advice Available from
	• Tactical • Emergency Planning • Adult Social Care • Public Health SMT • Council Incident Room (CIR) • Wiltshire Police

Actions to Consider within the Role

☐ Start a log; record all options, decisions, actions and the justification for the decision
☐ Obtain contact details for the Tactical and Emergency Planning
☐ Identification of vulnerable children / premises known to Wiltshire Council
☐ Coordination of staff to activate and support Rest Centres; including the consideration for staff rotation (if required)
☐ Provision of your contact details to all staff activated to attend the Rest Centre
☐ Consideration of Rest Centre staff welfare; ensuring their safe arrival initially at the Rest Centre and then at home at the end of their shift

Plans / Procedures to Consider	Standing Down

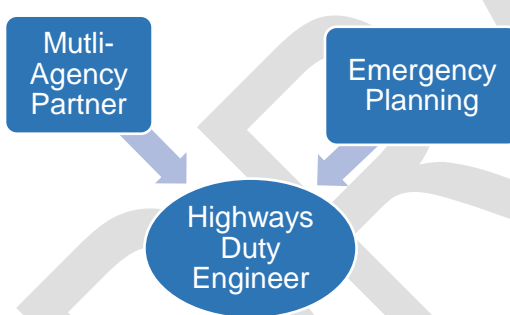|	
• Major Incident Plan • Emergency Contact Directory • Welfare Plan • W&S LRF/LHRP Vulnerable Individuals Plan • Childrens Services Business Continuity Plans • Rest Centre Staff Contact List	• Stand down at the end of your shift or when instructed to by the Tactical • Inform Tactical, CIR and give contact of replacement • Give a full briefing to the subsequent Childrens Services Head of Service when handing over at the end of your shift

Highways Duty Manager Action Card	
Role	**Responsibilities**
To lead on the coordination of emergency response on highways and the provision of vehicles, plant, equipment and resourcing additional equipment. Activate Emergency Planning response as and when required.	• Contact Emergency Planning during incidents which may require the coordination of an LA emergency response. • Authorise and effect repairs to highways • Clearance and clean-up of road network • Coordination of traffic management • Coordination of contractors, skilled operators, plant, additional equipment, transport and fuel • Provision of access to vehicles (which includes 4x4's) • Liaison with multi-agency partners and attendance of multi agency meetings. • Coordination of civil engineering advice and support • Provision of Tactical Advise to Tactical and Strategic reps.
Activation Process	Information Required
Mutli-Agency Partner → Highways Duty Engineer ← Emergency Planning	• Gain a full situational awareness • Specific impacts of the incident on highways network • Is there a requirement for specialist plant, materials, vehicles or advice
	Advice Available from
	• Emergency Services • National Highways • Tactical • Local Authority Incident Officer • Emergency Planning • Council Incident Room

Actions to Consider within the Role

☐ Deploying officers to make a detailed assessment
☐ Liaison with the Local Authority Incident Officer (LAIO), Emergency Services, Environment Agency and Utility companies to establish the resource requirements at the scene
☐ Requirement for road closures or car park closures
☐ Potential damage to the highways and requirement for repair
☐ Flooding impacts (if required) and requirement for emergency pumping, drainage and sandbags
☐ Procurement of specialist equipment, plant, materials, contractors, specialist advice or vehicles
☐ Provision of emergency structural advice at the incident

Plans / Procedures to Consider	Standing Down
• Emergency Contact Directory	• Stand down at the end of your shift or when instructed to by Tactical • Inform Tactical, Council Incident Room and give contact of replacement • Give a full briefing to the subsequent Highways Duty Engineer when handing over

Appendix A: Strategic Coordinating Group Meeting Agenda

Wiltshire Council
Strategic Coordinating Group (SCG)

OPEN LOG - RECORD DECISIONS/ ACTIONS/ RATIONALE
Initial Agenda

- **Membership**
  - o Nominate Chair
  - o Confirm Loggist
  - o Introductions / Roles / Responsibilities / Confirm Contact Details
  - o Are Other Services required?

- **Current Situation Analysis**
  - o Are there urgent items for attention?
  - o Overview of the Incident to be provided.
  - o Overview of the multi-agency arrangements in place (*if stood up*)
  - o Consider Risks/Threats – consider Scale, Duration, Impact
  - o Are there imminent/potential threats to services and residents?
  - o Provide Service updates.
  - o Consider if Tactical Coordinating Group Meetings required (*if not already set up*)

- **Aim and Objectives**
  - o Set strategic Aim and Objectives (*in line with multi agency Aim and Objectives if set*)
  - o Communicate Aim and Objectives to tactical leads.

- **Communications**
  - o Consider Strategic Communication Strategy and communicate with Comms Lead
  - o Consider wider warning and informing Issues

- **Logistics and Administration**
  - o Identify 'talking heads' at multi agency strategic level and communicate to Core Incident response Team (EPRR, COMMS, Duty Manager).
  - o Continuity of SCG meetings – consider Chair / loggist if prolonged incident.

- **AOB**

- **Confirm Decisions / Actions**

- **Date/Time/Venue/Set Agenda of Next Meeting**

Considerations for Future Meetings

- Review Actions / Impact
- Review Situation Report
- Review Aim and Objectives
- Recovery Issues
- Consider further Resource Requirements

Appendix B: Tactical Coordinating Group Meeting Agenda

Wiltshire Council Tactical Coordinating Group (TCG)

OPEN LOG - RECORD DECISIONS/ ACTIONS/ RATIONALE

Initial Agenda

- **Membership**
  - Nominate Chair and confirm Loggist
  - Introductions / Roles / Responsibilities / Confirm Contact Details
  - Are Other Services required?

- **Current Situation Analysis**
  - Are there urgent items for attention?
  - Overview of the Incident to be provided.
  - Overview of the multi-agency arrangements in place (*if stood up*)
  - Update from SCG (if sitting)
  - Consider Risks/Threats – consider Scale, Duration, Impact
  - Are there imminent/potential threats to services and residents?
  - Provide Service updates.
  - Consider if Strategic Coordinating Group Meetings required.

- **Aim and Objectives**
  - Set Aim and Objectives (*in line with multi agency Aim and Objectives if set*)
  - Communicate Aim and Objectives to operational leads.
  - Develop tactical plans to meet the Aim and Objectives.

- **Supporting Groups**
  - Consider Involvement of voluntary agencies to support capabilities if required.
  - Consider requirement for Mutual Aid from neighbouring Authorities.

- **Communications**
  - Consider Shared Situational Awareness. Communicate relevant information to Strategic Level (CLT / ELT / Members) Agree the service and department who will be the main point of contact to these channels throughout the incident.
  - Provide update on the Multi agency Comms Strategy (*if applicable)*
  - Consider wider warning and informing Issues.
  - Identify 'talking heads' at multi agency tactical level.

- **Logistics and Administration**
  - Staff welfare
  - Consider places of work for staff (*if alternatives are required)*
  - Continuity of TCG meetings – consider Chair / loggist if prolonged incident.

- **AOB**

- **Confirm Decisions / Actions**

- **Date/Time/Venue/Set Agenda of Next Meeting**

Considerations for Future Meetings

- Review Actions / Impact
- Review Situation Report
- Review Aim and Objectives
- Recovery Issues
- Consider further Resource Requirements

Appendix C: Wiltshire Council Situation Report

Wiltshire Council	Situation report	Date	
		Time	
Incident	*< Insert Incident Name Here >*		

Level of Response *(Tick applicable response)*	**Info Sharing and Comms**	**Internal Incident Response and Coordination**	**Multi Agency response**

OVERVIEW OF CURRENT SITUATION			
M/ETHANE REPORT			
Major Incident Declared?	Yes / No	**Time Declared**	hh:mm
Exact Location			
Type of Incident			
Hazards			
Access			
Casualties Information			
Emergency Services Involved			

GENERAL SITUATION (*Top line information to include status in Wiltshire, summary of arrangements including deployment of resources*)

Actions Completed

Outstanding Actions

HORIZON SCAN

COMMUNITY IMPACT ASSESSMENT (impact of incident on the Wiltshire Residents & Environment)		
RED	Incident having significant impact with possible long-term consequences	
AMBER	Incident having a moderate impact with possible short to long term consequences	
GREEN	Limited or no impact	
Community Impact Area	**RAG**	**Comments (Please provide details to support the assessment of areas which have been identified as AMBER or RED)**
Social *(Encompassing the social consequences of an event and affect on residents)*		
Health *(Encompassing the direct health impacts on Wiltshire)*		
Environment *(Encompassing the impact of the contamination of pollution on Wiltshire)*		
Infrastructure *(Encompassing the impact on local transport, buildings, and services)*		

OTHER PERTINENT INFORMATION

INCIDENT IMAGES	
Description	Image #1
Description	Image #2
Sit Rep Completed By	
Times of Next Update	
Contact Details	
Sit Rep Circulated to	

Appendix D: IIMARCH Template

Element	Key questions	Considerations
INFORMATION	What, where, when, how? So what? What might? How many?	
INTENT	Why are we here? What are we trying to achieve?	
METHOD	How are we going to do it?	
ADMINISTRATION	What is required for effective, efficient and safe implementation?	
RISK ASSESSMENT	What are the relevant risks? What measures are required to mitigate them?	
COMMUNICATIONS	How are we going to initiate and maintain communications with all partners and interested parties?	
HUMANITARIAN ISSUES	What humanitarian assistance and human rights issues arise or may arise from this event and the response to it?	

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Wiltshire Council

Recovery Guide

V1.0 2024

Contents

Wiltshire Council

1. Introduction

Plan Title:	Wiltshire Recovery Guide
Plan Author:	Sarah Kelly-Escott
Date of Publication:	January 2024
Review Date:	January 2025
Training Requirements:	EP Team and EP on-call
Training Date:	Team meeting
Exercise Requirements:	EP Team and EP on-call
Exercise Date:	Team meeting

Document History

Version	Date	Comments	Reviewer
1.0	Jan 2024	Full update of previous plan	Sarah Kelly-Escott

Background Information	Under the Civil Contingencies Act 2004 Wiltshire Council has a responsibility to develop emergency plans in accordance with the local risks as identified in the Wiltshire and Swindon Local Resilience Forum Community Risk Register. Wiltshire Council has a generic Incident Response Guide to guide the standard emergency response and a number of specific emergency plans for specific types of emergency or specific sites.
Aim	To enable Wiltshire Council to support local residents and businesses in their recovery from an incident.
Objectives	The aim will be achieved by: • Putting in place a framework for overseeing recovery. • Recovery will start as soon after the incident commences, as appropriate • Concentrating resources on the health and well-being of communities, critical infrastructure, the economy and the environment. • Providing signposting information to specialist services and resources.
Scope	This Guide covers strategic recovery in Wiltshire, the responsibility for which is transferred by a Strategic Coordinating Group to Wiltshire Council, following an incident. This is a guidance document for the generic recovery to an incident.

2. Activation

2.1 Activation

Recovery will be considered at the earliest opportunity after an incident has commenced. The guide will be activated when recovery is first discussed, likely when a chairperson is appointed and a Recovery Coordinating Group (RCG) is convened. A bespoke recovery plan may be required if the incident will have a complex recovery phase. This guide can be used as a base for such a plan.

It is highly likely that the RCG will be multi-agency.

If required, this Guide may be used as a starting point to write an incident-specific recovery plan. This may happen as a result of a complex or potentially long-running incident and potential recovery period.

2.2 Activation Process

A Recovery Coordinating Group will be set up when requested by the Chair of the Strategic Coordinating Group (SCG).

The Recovery Coordinating Group may be set up during or after an incident. In certain circumstances, a Recovery Coordinating Group may be formed as a sub-group of the Strategic Coordinating Group until full handover takes place (see LRF Emergency Multi-Agency Procedures (EMAP) document).

The Recovery Coordinating Group will be chaired by a Director (Strategic Lead) of Wiltshire Council. The exact level of the chair will be determined when they are required. A deputy should also be identified at this time.

The decision to hand over management of the incident from response to recovery will be made by the Strategic Coordinating Group and will be recorded as a formal decision.

The LRF Emergency Multi-Agency Procedures (EMAP) document details the hand-over process from response to recovery. The hand-over form can be found at the end of this document.

Handover from SCG
- SCG Decides response phase is completed
- Formal decision by SCG to handover to RCG, on agreed timescale

RCG
- RCG sets up task/sub groups for recovery
- RCG agrees the Communications Strategy
- Future programme of meetings is agreed
- RCG oversees progress of tasks groups and communications plan

BAU
- RCG formally decides that recovery phase is complete
- Long term recovery actions are included in business as usual
- Sub-groups may continue after the recoery phase has officially been concluded, as required, and may take on different forms. This may include economic recovery and tourism recovery).

Wiltshire Council

2.3 First steps in Recovery

Once the need for an RCG has been established (either as a sub-group of the SCG, or as a stand-alone Group), a chair has to be identified. They are likely to come from the group of Directors. The most appropriate chair will need to be identified at the time, taking into account the nature of the incident, and workloads.

```
                                    ┌──────────────────────────┐
                                    │ Hand over to recovery    │
                                    │ phase from SCG           │
                                    └──────────────────────────┘
                                                 │
┌──────────────────────────┐        ┌──────────────────────────┐
│ Ongoing considerations to │       │ RCG chair established    │
│ include:                  │───────│ (and deputy)             │
│ - Need for a HAC          │       └──────────────────────────┘
│ - Need for community      │                    │
│ briefings/meetings        │       ┌──────────────────────────┐
└──────────────────────────┘        │ Sub-groups estblished    │
                                    │ (plus chairs and deputies)│
                                    └──────────────────────────┘
                                                 │
                                    ┌──────────────────────────┐
                                    │ Work continues in        │
                                    │ consultation with the    │
                                    │ public                   │
                                    └──────────────────────────┘
                                                 │
                                    ┌──────────────────────────┐
                                    │ Continuing review of     │
                                    │ sub-groups and overall   │
                                    │ aim and objectives       │
                                    └──────────────────────────┘
                                                 │
                                    ┌──────────────────────────┐
                                    │ Aim and objectives met   │
                                    └──────────────────────────┘
                                                 │
                                    ┌──────────────────────────┐
                                    │ Recovery phase concluded │
                                    └──────────────────────────┘
                                                 │
                                    ┌──────────────────────────┐
                                    │ Return to BAU/new normal │
                                    └──────────────────────────┘
                                                 │
                                    ┌──────────────────────────┐
                                    │ Ongoing anniversaries,   │
                                    │ acknowledgement of what  │
                                    │ happened                 │
                                    └──────────────────────────┘
```
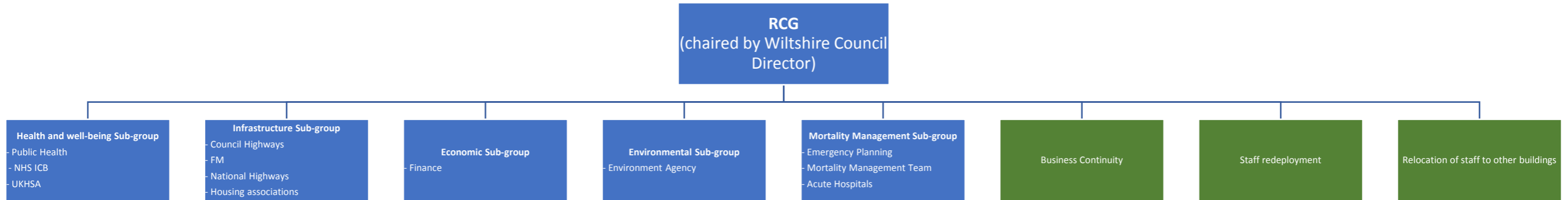
This diagram outlines the areas which may need to be considered by a Recovery Coordinating Group, and the services and organisations which may need to be involved. This is not a definitive list, and can be amended as required by the incident. LRF organisations may be required at all sub-groups.

The blue boxes are direct RCG sub-groups, the green boxes are internal WC sub-groups which may be required to sit alongside the RCG.

RCG
(chaired by Wiltshire Council Director)

Health and well-being Sub-group
- Public Health
- NHS ICB
- UKHSA

Infrastructure Sub-group
- Council Highways
- FM
- National Highways
- Housing associations

Economic Sub-group
- Finance

Environmental Sub-group
- Environment Agency

Mortality Management Sub-group
- Emergency Planning
- Mortality Management Team
- Acute Hospitals

Business Continuity

Staff redeployment

Relocation of staff to other buildings

Page 299

2.4 Business Continuity – Recovery within Wiltshire Council

There is a strong chance that the incident which has resulted in the requirement for a recovery phase, has also resulted in a business continuity incident for Wiltshire Council, at a range of levels. Each service has its own Business Continuity Plan, which is reviewed every 12 months. These plans should be used when required when the organisation is in recovery. There is also the Corporate Business Continuity Guide, which outlines the overarching organisational response to a business continuity incident.

2.5 Humanitarian Assistance Centres (HACs)

A HAC may have been established to support those affected by the incident. They are established and run by the local authority, but will have support from a range of partners, so their establishment must take place with consultation from all stakeholders. It is highly likely that, if established, it will continue to run well into the recovery phase. As outlined in the Wiltshire Council HAC Plan, a HAC can take many forms (online, phone, in person), and will change in response to the needs of those using its services. Refer to the Wiltshire Council HAC Plan for information on set-up and running on a HAC.

2.6 Community Emergency Hubs (ECHs)

These Hubs are available in, and are run by the community (with assistance from additional organisations as required). It may be that one or more had been used in the response phase as a place for people to shelter in and has become a focal point for members of the public. This should be kept in mind when planning for HAC locations, and community meetings in the Recovery phase. They are pre-identified and should be known by people in the area as a safe place to go when an incident is occurring.

2.7 Community Engagement

It is essential that the affected community are included in the recovery phase from its outset. They should be given the opportunity to feed into conversations around re-building of public areas, re-planting of public gardens, and potentially naming of new areas. The way the affected communities are engaged with will vary depending on the area affected, and the type of incident. It may be that a new engagement meeting needs to be set up at regular times, or that engagement can take place through the Parish or Town Council.
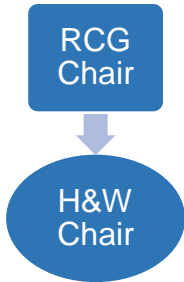
3. Action Cards

Recovery Coordinating Group	
Role	**Responsibilities**
Chairperson of the **Recovery Coordinating Group**	• Convening Group • Forming Recovery Coordinating Group • Overseeing assessments of risks to community.
Notification	Immediate Actions
SCG Chair ↓ RCG Chair	• Confirm handover from SCG • Refer to Agenda • Consider appropriate partners • Consider any necessary sub-groups, including those continuing from the SCG, and those newly formed for the RCG.
	Information Required
	• Situation Report • Assessment of existing risks • Knowledge of community groups • Access to RD response page • Access to relevant LRF/WC plans
Actions to Consider	

• Agreeing recovery objectives in these areas:
    -Health and Well being, including community engagement.
    -Economic
    -Infrastructure
    -Environmental.
• Inviting appropriate organisations to attend the Recovery Coordinating Group, including from Cat 1, 2 and voluntary agencies.
• Creating sub-groups (could be in the areas above) to carry out operational recovery tasks.
• Asking sub-groups to carry out impact assessments where required.
• Identify opportunities to carry out long term economic regeneration.
• Details on any donations given (money/goods etc) and a plan on how these will be managed and distributed.
• Creating and implementing a communications strategy for informing residents and businesses of the ongoing recovery process.
• How to empower and involve local communities during recovery
• Involvement of appropriate voluntary groups.
• How to record and apportion expenditure, including managing donations
• A strategy for transitioning from recovery phase to business as usual.
• Effective protocols for political involvement and liaison (Parish, District /	

County / Unitary and Parliamentary) are established.
- Link with all sub-groups for overlapping work.

Resources Available	Plans to Consider
Equipment predetermined for incident: - GIS mapping - Local knowledge from Parish Councils and community groups. - RD response page	- National Recovery guidance - LRF Recovery Guide https://www.gov.uk/national-recovery-guidance

Communications Group	
Role	**Responsibilities**
Chairperson of the **Communications Group**	• Convening Group • Ensure that the public and media are fully informed and consulted • Oversee the communications output of all other sub-groups
Notification	Immediate Actions
	• Ensure involvement of stakeholders • Ensure consistency of message • Respond as appropriate to negative media stories and misinformation as well as reinforcing positive messaging and safety information. • Set comms strategy
	Information Required
	• Situation Report • Assessment of existing risks • Knowledge of community/affected groups
Actions to Consider	

- Co-ordinate communications across all recovery groups, including attending meetings
- Consider longer-term strategy:
  - Key target audiences, including those inside and outside of the area
  - Key messages, focussing on public/business reassurance and rebuilding image.
  - Mechanisms to ensure cross agency working and consistency of message.
  - Key spokespersons, both overall and for specific aspects of the recovery period.
- The communications strategy:
  - Media relations/information programme
  - Resources needed Web content/presence
  - Public information helplines
  - Publications/printed materials
  - Exhibition/display materials
  - Drop in/information centres
  - Interpretation and translation
  - Public forums/meetings
  - Information points.
  - If established, comms relating to the opening/continuation/closing of a Humanitarian Assistance Centre (HAC)
- Inform the following key groups:
  - Residents
  - Key business partners/employers
  - Elected members
  - Staff in all agencies
- Consider use of "trusted" individuals and "opinion formers" to get the message across, including those from the communities affected

Resources Available	Plans to Consider
• Link with other sub-groups for overlapping work.	
• Internet access • Local knowledge from Parish Councils and community groups.	• National Recovery guidance • RD response page https://www.gov.uk/national-recovery-guidance

Wiltshire Council

Health and Well Being Group	
Role	**Responsibilities**
Chairperson of the **Health and Well Being Group**	• Convening Group • To co-ordinate the provision of support to physical impacts, psychological impacts, community displacement, death and bereavement. • Implement agreed strategy
Notification	Immediate Actions
RCG Chair → H&W Chair	• ensure involvement of stakeholders • consider group membership • create a risk assessment for health and well being
	Information Required
	• Situation Report • Assessment of existing risks • Knowledge of community groups

Actions to Consider

- Assess impact on vulnerable individuals / establishments and community care
- Co-ordination of welfare assistance in order to avoid duplication of effort
- Provide welfare to those affected
- Engagement with the affected communities, ensuring they are kept up to date on remediation works, and consulted on in relevant areas like re-building and re-planting public spaces, and naming new buildings etc.
- Prepare a health monitoring and protection strategy
- Maintain normal Health Services
- Establish extra health services if required
- Ensure public are informed about any health implications.
- Publicise changes to health related services preferably before, but also during any period of disruption
- Provide long term health monitoring if necessary
- Assess if long term temporary or permanent accommodation is required.
- Assessment of any long term material aid, eg. essential household items
- Recognition of the effect on faith communities
- Financial assistance for:
  - Loss of income to individuals / community
  - Displaced individuals / families
  - Loss of work
- Assistance with insurance and advice services, (e.g. ABI)
- Assistance with legal aid
- Link with other sub-groups for overlapping work.

Resources Available	Plans to Consider

• Databases of vulnerable people • Local knowledge from Parish Councils and community groups.	• National Recovery guidance • RD response page https://www.gov.uk/national-recovery-guidance

Mortality Management Group	
Role	**Responsibilities**
Chairperson of the **Mortality Management Group**	• Appointing and convening Mortality Management Group • To co-ordinate the needs resulting from a mass fatality or level 2 excess deaths incident. • To liaise closely with the police and coroner
Notification	Immediate Actions
	• Ensure involvement of stakeholders • Consider group membership • Establish required frequency of meetings.
	Information Required
	• Situation Report • Mortality capacities across the WSLRF Footprint • Assessment of existing risks • Knowledge of community group

Actions to Consider	
• Liaise closely with police • Work with Wiltshire Council internal mortality management team • Review data on hospital mortuary spaces • Consider support over and above business continuity arrangements where required for additional mortuary spaces. • Consider need for additional transport requirements for the deceased. • Consider the activation of the REMA	
Resources Available	Plans to Consider
• Internal mortality management team • Funeral directors • Hospital mortuaries • HM Coroner	• National Recovery guidance • RD response page https://www.gov.uk/national-recovery-guidance

Infrastructure Group	
Role	**Responsibilities**
Chairperson of the **Infrastructure Group**	• Convening Group • To co-ordinate cleaning, repair or replacement of the physical infrastructure and clean-up of the natural environment to an agreed state – decontaminating where necessary • Implement agreed strategy
Notification	Immediate Actions
RCG Chair → Infrastructure Chair	• ensure involvement of stakeholders • consider group membership • carry out infrastructure risk assessment
	Information Required
	• Situation Report • Assessment of existing risks • Knowledge of community groups

Actions to Consider
Consider the following: • Review integrity of key assets and prepare strategy for reinstatement or improvement where required • Compile assessments of level and nature of damage to essential services / assets, building / structural, transport, health and educational infrastructure • Restoration of utilities and services where required • Ensure any relevant monitoring is carried out and results used • Develop strategy on how community will be involved in physical rehabilitation • Identification of ownership of land, premises and infrastructure • Identify and procurement of resources / plant, as required • Identify use of local capacities and expertise so as to reduce reliance on external sources • Commission remedial work (building to make safe, demolition, decontamination and clear up of waste/debris). • For essential services / assets, building / structural, transport, health and educational infrastructure, consider: o Temporary structures o Redesign o Repair o Rebuilding • Consider planning permission for new build, repairs to listed / graded buildings. • Identify whether compulsory purchase orders are required • Identify any potential future prevention / mitigation aspects • Consider location and reconstruction requirements for memorial structure(s) • Link with other sub-groups for overlapping work.

Wiltshire Council

Resources Available	Plans to Consider
• Internet access • Local knowledge from Parish Councils and community groups.	• National Recovery guidance • RD response page https://www.gov.uk/national-recovery-guidance

Wiltshire Council

Economic Group	
Role	**Responsibilities**
Chairperson of the **Economics Group**	• Convening Group • Assess the economic impact • Enable businesses affected by the emergency to resume trading as soon as possible.
Notification	Immediate Actions
RCG Chair → Economics Chair	• ensure involvement of stakeholders • consider group membership • carry out economic risk assessment
	Information Required
	• Situation Report • Assessment of existing risks • Knowledge of community groups

Actions to Consider

- Evaluate the impact to the local economy
  - impact on its main business sector(s)
  - trading operations and environment,
  - accessibility for customers and suppliers,
  - and to essential services
- Assistance to businesses affected to enable them to resume normal business as quickly and effectively as possible
- Consider establishment of relevant schemes/grants to assist businesses
- Promotion of the area as 'open for business'
- Facilitate access to buildings and an early return as possible to premises
- Identify alternative premises, potentially for long periods of time, using Industrial and Commercial Property Registers and local agents.
- Assistance with advice services, for example, in conjunction with ABI
- Provision of information to the business community affected
  - a single enquiry number/help-line service,
  - drop in centre,
  - website / social media
  - leaflets as appropriate
- Link with other sub-groups for overlapping work.
- Potentially lead on Bellwin Scheme application
- Potentially liaise with insurance companies on behalf of the public and/or businesses affected.

Resources Available	Plans to Consider
• Internet access • Local knowledge from Parish Councils and community groups.	• National Recovery guidance • RD response page

	https://www.gov.uk/national-recovery-guidance

Environmental Group	
Role	**Responsibilities**
Chairperson of the **Environmental Group**	• Convening Group • Assess the environmental impact • Enable the environment to return to as close to its original state as possible, or be improved upon
Notification	Immediate Actions

Notification	Immediate Actions
RCG Chair → Environment Chair	• ensure involvement of stakeholders • consider group membership • carry out environmental risk assessment
	Information Required
	• Situation Report • Assessment of existing risks • Knowledge of community groups

Actions to Consider

Consider the following:

• Evaluate the impact to the local environment
  o Liaise with health group to decide impact on food chain
  o Liaise with helath group to decide impact of contamination of water courses
  o Liaise with health group to decide return of residents
  o Assess the most appropriate method of decontamination
  o Map areas affected
• Length of restriction on public access
• ensuring that waste is legally and safely disposed of
• ensuring the co-operation and co-ordination of site owners into the decontamination strategy
• considering what is an acceptable level of residual hazard to declare the area "clean"
• setting target levels for the decontamination process
• ensuring that further contamination is avoided or kept to a minimum
• Using communications to update local residents and interested parties
• Facilitating criminal investigation
• Link with other sub-groups for overlapping work.

| Resources Available	Plans to Consider
• Internet access • Local knowledge from Parish Councils and community groups.	• UK Recovery handbook for chemical incidents https://www.gov.uk/government/publications/uk-recovery-handbook-for-chemical-incidents-and-associated-publications • National Recovery guidance • RD response page

	https://www.gov.uk/national-recovery-guidance

4. Recovery Management

4.1 Recovery Arrangements

The scale of recovery arrangements can vary immensely depending up on the incident.

Recovery Structure
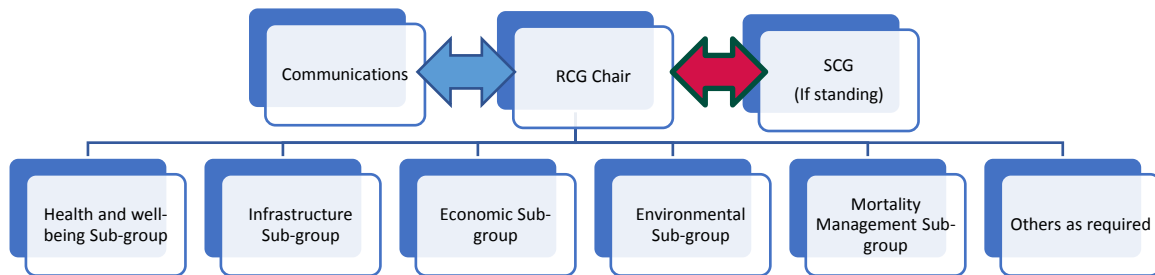
- The Chair of the Recovery Coordinating Group shall decide, in consultation with the Strategic Coordinating Group, which sub-groups are required (if any).
- A draft agenda for the initial meeting is attached in Appendix A
- In forming any necessary sub-groups, relevant internal and external partners shall be invited to attend. External partners could include representatives from both Category 1 and Category 2 responders, and the voluntary agencies and military.
- Sub-groups can meet together as a group or indvidually, as deemed appropriate by the Chair of the Recovery Coordinating Group.
- Draft objectives are attached in Appendix B.

Recovery Arrangements

The Recovery Coordinating Group shall formally agree the action plans of each sub-group. Each Sub group will be responsible for implementing its action plan. The Sub group will also be responsible for reporting progress to the Recovery Coordinating Group at set times identified by the RCG chair.

Suggested targets / milestones could include some of the following:

- Demands on public services returned to normal levels (including health)
- Utilities are again fully functional
- Transport infrastructure is running normally

- Local businesses are trading normally
- Tourism in the area has been re-established to pre-incident levels.

Warning and Informing

Communications will be responsible for creating and implementating a communications action plan. The plan will include methods of consulting with affected communities, and identify opportunities for engagement that will allow the local community to be involved and empowered during the recovery process.

The communications plans should recognise that local communities , especially those affected, will have a wealth of knowledge, experience and resources that could assist in the recovery process.

Resources

The Recovery Coordinating Group will likely be hosted at Wiltshire Council premises.

Resources required to implement the action plans of Sub groups/Communications, shall be reviewed and approved by the Recovery Coordinating Group.

Welfare

Welfare requirements will be identified from the community, and provided on a short term basis. Support will be prioiritised for individuals or families that are unable to make alternative arrangements for themselves.

Vulnerability

Identification of individuals that are vulnerable will include by accessing local knowledge in the community, carrying out vulnerable people searches, and information provided from the NHS. The LRF Vulnerable Individuals Plan will also be activated if needed.

Faith Groups

Faith groups should be consulted as required through out the recovery process. Any religious days of significance should be considered during the recovery phase.
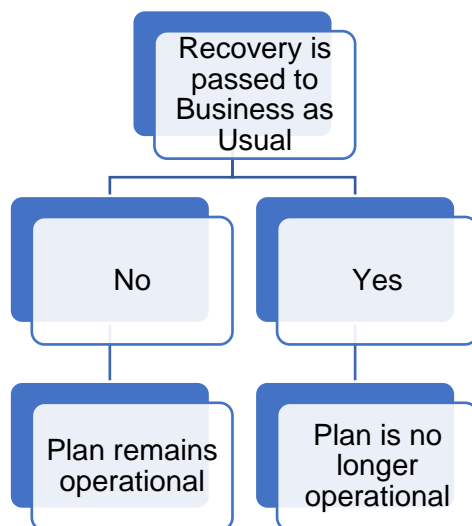
Community Resilience

Parish Councils that have resilience plans will be better equipped to support recovery. Areas that have no plans or resilience mechanisms in place, may require extra support from Wiltshire Council until they establish themselves.

Voluntary Agencies

The Recovery Coordinating Group will task each sub-group to approach appropriate voluntary groups. The LRF will also contact appropriate members of the VASEC (Voluntary Agency's Sector).

4.2 Stand Down Arrangements

There is a possibility that sub-group work will continue in a form after the formal recovery process has been stood down. The type and duration of this work will be determined by the nature of the incident.

```
                    Recovery is
                    passed to
                    Business as
                    Usual
              ┌──────────┴──────────┐
            No                      Yes
              │                      │
         Plan remains          Plan is no
         operational           longer
                               operational
```

Stand Down Plan
The Chair of the Recovery Coordination Group shall decide whether to transition from the Recovery phase to business as usual, taking due consideration of the views of the sub groups and community. The decision to cease the Recovery Phase will be minuted at a Recovery Coordination Group closing meeting.

Stand Down Notification
When the Recovery phase is ended, the Chair of the Recovery Coordination Group will notify both the LRF and LHRP, and community leaders.

4.3 Debrief

Hot Debrief
All staff responding to the incident should be given a hot debrief before leaving their shift in the response phase either in person or online. All staff should be given the opportunity to speak about their experiences as soon as possible.

Internal Debrief
All internal staff that responded should be invited to feedback to and/or at the internal debrief.

Multi-Agency Debrief
The information from the internal debrief should be fed into the multi-agency debrief.

4.4 Further Information

National Recovery guidance can be found at https://www.gov.uk/national-recovery-guidance including:

- Decontamination of buildings
- Recovery from Chemical, Biological, Radiation, Nuclear incidents
- Site Clearance

5. Appendices

Appendix A – Suggested Agenda for First Meeting of the Recovery Coordinating Group

The following is a list of points that could be put on the initial agenda for any Recovery Coordinating Group meeting.

- Introductions
- Urgent items for action
- Terms of reference for the group
- Membership
- Responsibilities and authority
- Other agencies that may be required
- Briefing / progress report, including the latest impact assessment and the Strategic Coordinating Group strategy (brief overview, keep concise)
- Agree recovery strategy (including detailed objectives and targets as necessary
- Immediate actions / or urgent issues related to the emergency
- Recovery action plan formulation and delegation of tasks (including deciding what Sub-Groups are required)
- Priorities for action, including media messages and consistent early public information
- Any other issues
- Schedule of meetings – frequency & location

Notes or minutes of the meeting should be taken as well as the maintenance of a key decision / action log. A trained loggist should be used for this role, and a rota should be established as soon as possible. Sample log books are available from the Emergency Planning Team.

Recovery Coordination Group Objectives

- To feed in recovery issues whilst the SGC is running
- To decide the overall recovery strategy, including communications, clean up, health, welfare, economic and business recovery
- Ensure that relevant stakeholders, especially the communities affected, are involved in the development and implementation of the strategy
- To establish appropriate Sub-Groups as required by the emergency.
- To produce an impact assessment on the situation
- To co-ordinate the recommendations and actions of the Sub-Groups and monitor progress
- To monitor financial matters and pursue funding and other assistance.
- To agree exit strategy criteria and timescale
- Decide the final "state" of the physical infrastructure and natural environment affected by the emergency
- Deal with other issues that fall outside the scope of the working groups
- To provide reassurance to the public and to minimise fear and alarm.
- To make recommendations, at an early stage, to elected Local Authority members on the strategic choice between 'normalisation' (restoring an area to its previous condition) and 'regeneration' (aspiring to transform an area in support of longer term development objectives) of an affected area

Health and Well Being Objectives

- Provide welfare to those affected
- Allocation of welfare tasks to individual agencies
- Co-ordination of welfare assistance in order to avoid duplication of effort
- Collation of data on affected persons
- Prepare a health monitoring and protection strategy
- Maintain normal Health Service
- Establish extra health services if required
- Ensure public are informed about any health implications.

Economic Objectives

- To support affected businesses
- To devise an economic recovery strategy that takes account of any longer term strategic regeneration and economic development opportunities in the affected area

Environmental Objectives

- To develop a preferred remediation strategy for submission to, and agreement by, the Recovery Co-ordinating Group, to cover clean up and restoration of the natural environment to an agreed state

Infrastructure Objectives

- To develop a preferred remediation strategy for submission to, and agreement by, the Recovery Co-ordinating Group, to cover cleaning, repair or replacement of the physical infrastructure to an agreed state
- Review integrity of key assets and prepare strategy for reinstatement where required
- To implement the agreed strategy(s).

Communications Objectives

- To ensure effective communication and consultation with affected communities
- To formulate an overall Communications Strategy
- To ensure all information presented to the affected communities is in an understandable language
- To ensure the involvement of stakeholders
- To ensure consistency of message
- To react to negative media stories and misinformation
- To have a representative on the other Sub-Groups if possible
- To ensure that all staff, elected members and those involved are kept informed.

Overall responsibilities

Health and Well being	Physical impacts (including individuals' health, housing, financial needs)
	Psychological impacts
	Deaths
	Community displacement
Economic	Economic and business recovery
Infrastructure	Disruption to daily life (eg. educational establishments, welfare services, transport system)
	Disruption to utilities / essential services
	Damage to residential properties and security of empty buildings
Environmental	Pollution and decontamination
	Waste
	Natural resources and habitats

Appendix C – Draft hand over certificate for response to recovery

[Note: This certificate has been written assuming the Strategic Co-ordinating Group is being chaired by Wiltshire Police and the Recovery Co-ordinating Group is being chaired by xxxxx Council]

Upon this Status Certificate being signed by both the Local Authority and the Chair of the Strategic Coordinating Group, the Command and Control for dealing with the aftermath of the ….. …………………………………….................. emergency is to be taken over by xxxxx Council.

In addition to any requirements laid out in specific contingency plans relevant to this emergency:

1. There is no known further risk to life in relation to this specific emergency.

2. The circumstances dictate it more appropriate for Command and Control to rest with xxxxx Council in that the phase is clearly now one of recovery.

3. There are no serious public order or crime prevention issues which impact on the overall strategic co-ordination of the recovery phase.

4. Dorset & Wiltshire Fire and Rescue Service together with the South Western Ambulance Service Foundation Trust are operating at a level which does not necessitate a Strategic Co-ordinating Group to co-ordinate and facilitate their activity.

5. There are no known scenarios which may require the reinstatement of the Strategic Co-ordinating Group in relation to this emergency in the foreseeable future.

6. xxxxx Council is satisfied that it has in place the infrastructure and processes to take over co-ordination from the Police.

Signed: ……………….………………….. **xxxxx** Council

Signed: ……………….………………….. Wiltshire Police

Date and Time Signed: ……………….…………………..

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Wiltshire Council Corporate Business Continuity Guide

V1.0 2024

Contents

3.1 Introduction

Background Information	This Guide has been developed to meet the requirements of the Cabinet Office 'Expectations and Indicators of Good Practice Set for Category 1 and 2 Responders' and aligned to both the Business Continuity Institute 'Good Practice Guide 2018' and 'ISO22301:2012'. This Guide provides both the strategic management framework within which the service restoration will operate and practical generic advice and information to help work towards recovery. **It is the responsibility of Heads of Service to complete (or refresh) their Service's BC plan at least once every 12 months. The contents of the plan then need to be disseminated throughout the service, so all staff are aware of what the plan contains.**
Business Continuity Definition	The strategic and tactical capability of the organisation to plan for and respond to incidents and business disruptions in order to continue business operations at an acceptable predefined level.
Aim	The aim of this guide is to outline the procedures for the continuity of critical services delivered by Wiltshire Council through an incident.
Objectives	The objectives of this guide are: • To establish the organisational structure required to manage the corporate response to a business disruption • To identify priority 1 services • To identify the immediate actions to be taken in response • To outline the need for communications with staff, suppliers/partners and the public during an emergency or business disruption • To ensure the council continues to meet its statutory obligations as a Category 1 responder as defined in the Civil Contingencies Act 2004
Scope	This guide establishes how Wiltshire Council will provide continuity of its critical services though a disruption; including the prioritisation of services for recovery. The guide will not supersede service level arrangements to respond to minor disruption.
Links to other plans	This guide links to: • Incident Response Guide • Recovery Guide • Wiltshire Council Service Level Business Continuity Plans

3.2 Activation

3.2.1 Incident Notification

Every member of staff has a responsibility to bring to the attention of their line manager any situation which might lead to the requirement to activate their Service Level Business Continuity plan or the Corporate Business Continuity Guide. The line manager should then discuss with the head of service the level of response that is required to the incident. With further escalation to Director level as required.

Notification of a business disruption incident that needs coordination at a council-wide level should be given to Emergency Planning On-call (EP On-call).

3.2.2 Activation Triggers

The Wiltshire Council Corporate Business Continuity Guide (CBC) will be invoked in response to an incident with the potential to impact the delivery of critical services due to the following impacts (not limited to):

Impact	Examples
Staff shortage	• Pandemic influenza / communicable disease • Adverse weather causing transport difficulties • Industrial action • Fuel shortage • Response to external emergencies • Acts of terrorism (fear of attending workplace)
Loss of Access	• Fire • Flood • Act of terrorism • Unsafe building • Adverse weather conditions • Security threat
Loss of ICT	• Loss of server access • Loss of power • Loss of information • Cyber attack
Loss of Communications	• Power failure affecting phone exchange / server • Loss of service due to supplier issue • Industrial action on postal service • Adverse weather affecting postal service
Loss of supply from external provider	• Utility failure (gas, electric, water) • Supplier going into receivership • Adverse weather affecting supply • National power outage
Fuel Shortage	• Industrial action / Public Protest • Scarcity of supply • Technical issue with infrastructure
Loss of transport routes	• Wide-spread storm damage • Wide-spread flooding • Large-scale road traffic collision

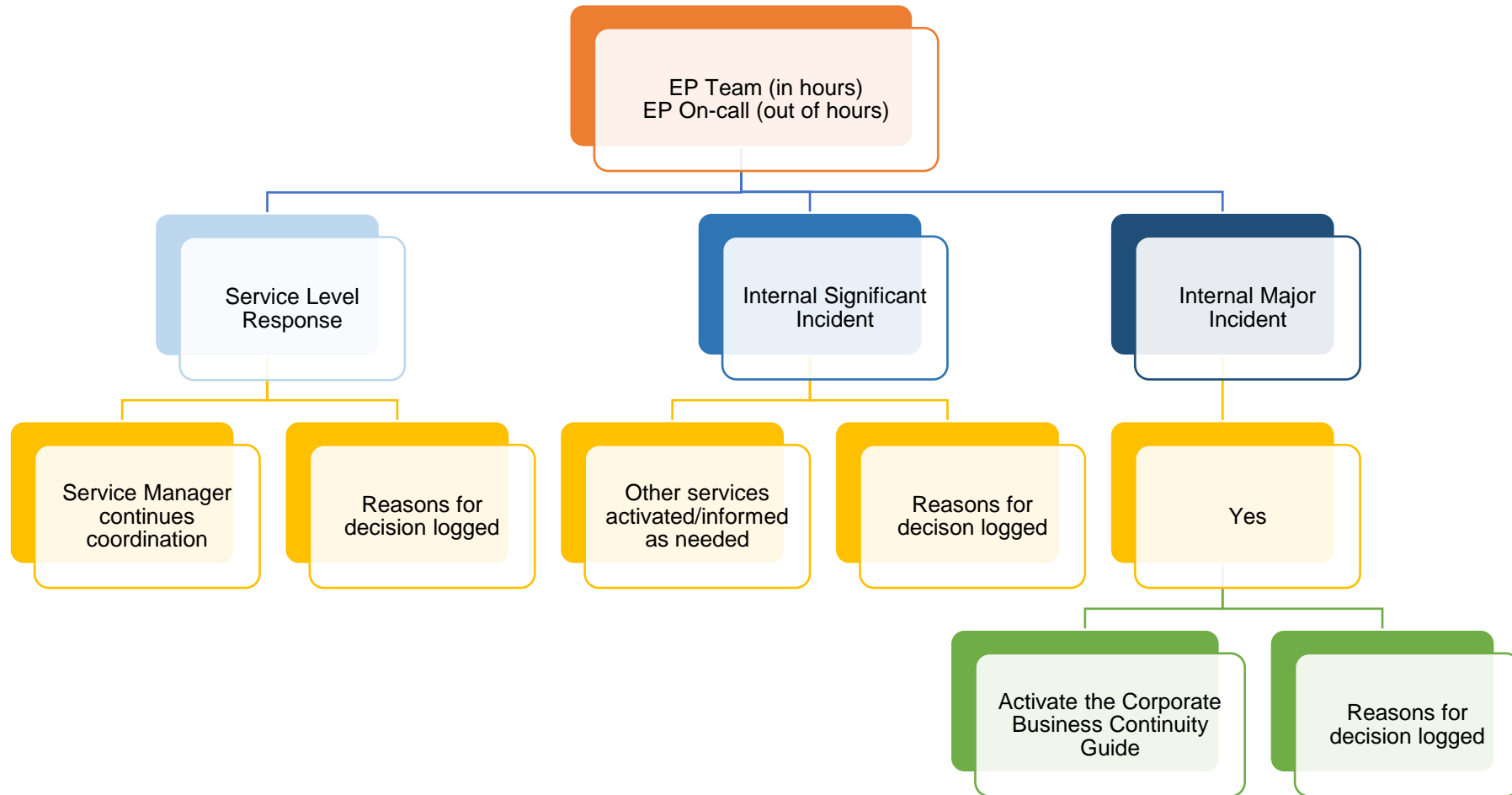| Resources overstretched	• Excessive demands on the service
Financial loss	• Significant unexpected expenditure
Loss of reputation	• Significant negative press coverage • Loss of funding

3.2.4 Business Continuity Activation

When an incident occurs with the potential to disrupt the Local Authority's services, the Head of Service is responsible for determining if the incident can be managed by the Service or whether there is a requirement to notify EP On-call.

There are three levels of response, outlined below. They may all involve a single service, or multiple services, depending on the nature of the incident.

Level	Impact	Response
Internal Minor Incident	Relatively minor incidents that may result in limited disruption of services but involve no threat to health, no legal / statutory implications and pose no threat to Wiltshire Council.	Head of Service responds within their service with support from staff and other services as required
Internal Significant Incident	Incident with the potential to disrupt critical services and pose a potential threat to health, property, legal or statutory implications or pose a threat to Wiltshire Council.	Head of Service will notify their Director and Emergency Planning who can coordinate the response with support from internal services.
Internal Major Incident	Major Incident that will disrupt critical services and will significantly threaten health or life, legal or statutory implications or the reputation of Wiltshire Council.	The full Wiltshire Council response will be activated.

The Corporate Business Continuity Guide can be activated in response to an incident in progress or in response to a potential incident which could impact on the ability of the local authority to deliver critical services. The activation of this guide does not constitute the declaration of an Internal Major Incident, or the need for multi-agency support. This guide is most likely to be activated at the Significant or Major Incident levels.

3.2.3 Activation Process

EP Team (in hours)
EP On-call (out of hours)

Service Level Response

Internal Significant Incident

Internal Major Incident

Service Manager continues coordination

Reasons for decision logged

Other services activated/informed as needed

Reasons for decison logged

Yes

Activate the Corporate Business Continuity Guide

Reasons for decision logged

3.2.4 Response Activation
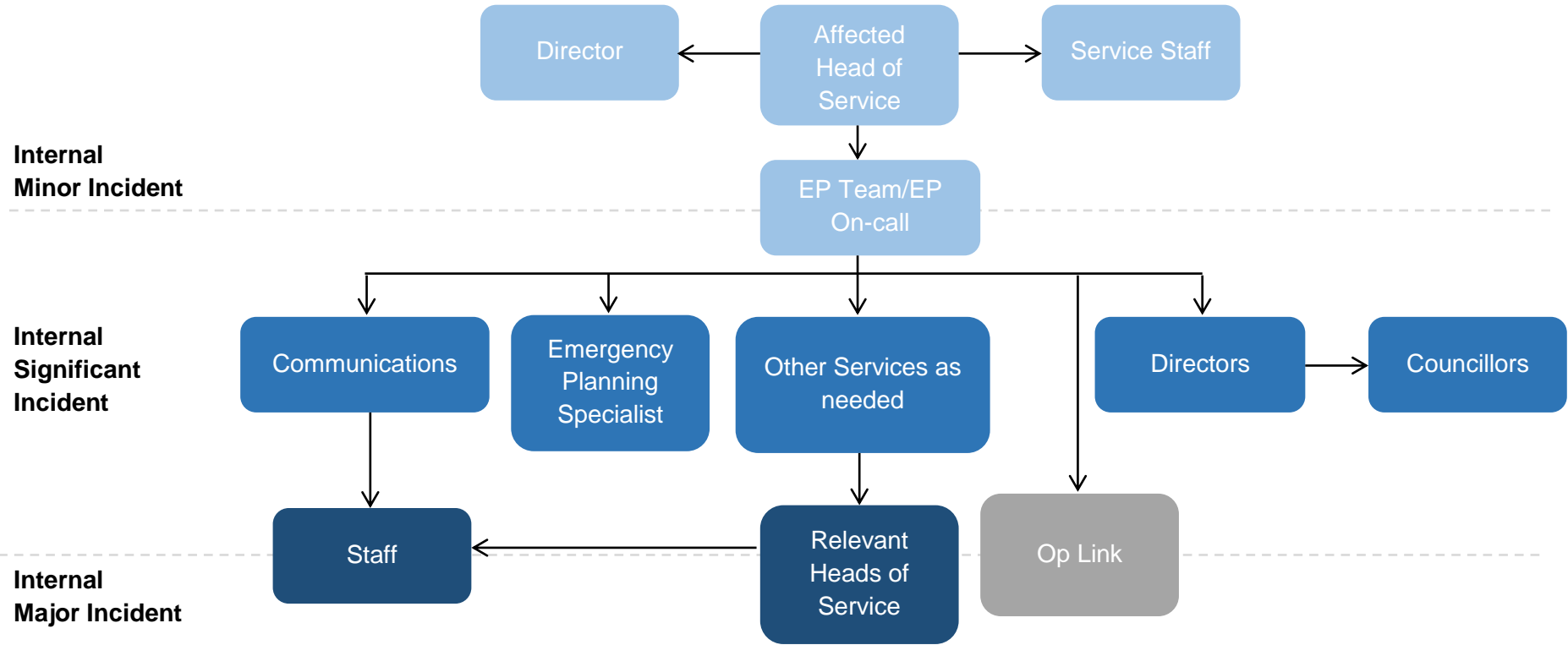
3.3 Incident Management

3.3.1 Response Structure

Priority Levels

All services are given an overall Priority rating of 1, 2 or 3. Priority 1 services are the most important to get back up and running first, followed by Priorities 2 and 3. Within services, their individual functions are given ratings of A-C (A most important), so it is clear which functions within services need to be brought back first.

Strategic Response

The most appropriate Director will be the strategic lead for Wiltshire Council. They have overall management of the business continuity response to a service disruption and, as required, the emergency response of the council.

The lead Director and CEO will set the aims and objectives for response. They will be responsible for setting the communications strategy and signing off external media messages whilst also ensuring the leader, Cabinet Members and Council Members are informed of the incident and any significant developments, alongside the Comms Team. The lead Director will also maintain an overview of the financial expenditure associated with the incident and will ensure that the required resources are made available to facilitate the response.

Tactical Response

The most appropriate Head of Service will be the tactical lead for Wiltshire Council. They are responsible for setting the tactics that will be adopted by Wiltshire Council to implement the strategy set by the lead Director.

In the event that the incident has resulted in both an internal incident and external emergency response, the lead Head of Service may consider nominating a deputy, if needed, to manage the service disruption and activating a secondary incident room.

The lead Head of Service can request the support of relevant Heads of Service or representatives from services to support the coordination of response to the disruption.

The lead Head of Service will ensure the continuity of Priority 1 and 2 services and coordinate support from Priority 3 services.

Emergency Planning Specialist

An Emergency Planning Specialist will be provided through the Emergency Planning Resilience and Response Team in hours and out of hours through EP On-call.

Emergency Planning will provide specialist advice as a tactical advisor to both the strategic and tactical representatives.

The Emergency Planning Specialist will provide a range of support to facilitate the overall coordination of the Council response, activation of services and provide supporting the lead Head of Service. They will advise on a recommended battle rhythm to ensure the production of Situation Reports to inform decision making at a strategic and tactical level.

Communications

Communications will lead on the development of a communications strategy to be agreed by the lead Director. Communications will create both internal messages to staff and external messages to the media and public. They will also be responsible for monitoring information within the media and social media during the service disruption and relaying this information to the lead Head of Service and EP Team/Council incident Room.

Council Incident Room

The Council Incident Room (CIR) can provide the central point for coordinating information during the service disruption. The Council Incident Room will be activated by Emergency Planning (in hours) or EP On-call (out of hours) following the procedures in the Council Incident Room plan. The Council Incident Room Manager will coordinate the response with support Council Incident Room staff; contact details can be found in the Emergency Contacts Directory.

<u>Location</u>

The Council Incident Room will be located in the Westwood Room, County Hall, in person, but may also be virtual, or have an online presence.

<u>Role</u>

The CIR/EP Team will collate the service level situation reports, produce the Wiltshire Council Situation Report and liaise directly with services reporting issues. They will also liaise with LRF partners.

Operational Response

The operational response to the incident will be led by individual Heads of Service, and be coordinated through the Council Incident Room (CIR) in liaison with the lead Head of Service. This will involve the coordination of all services to effectively manage the response to the service disruption.

Heads of Service

All Heads of Service will retain responsibility for implementing their service level business continuity plans. Priority 1 services will be required to ensure that they are able to continue the delivery of critical services and should raise any issues to the Council

Incident Room/EP Team. Priority 2, and 3 services will be required to maintain services unless direction is received from the lead Head of Service to suspend, reduce or significantly alter delivery.

All Heads of Service are required to complete (or nominate a member of the team to complete) the Service Level Situation Report (Appendix A). Services should highlight at the earliest opportunity any business critical services that require additional support to maintain delivery.

Facilities Management

The Facilities Management team are responsible for the coordination of the response to impacts on premises managed by Wiltshire Council. They will also coordinate the moving of staff to new office locations.

ICT / Telephony

The ICT Team are responsible for assessing the impacts of the service disruption on ICT infrastructure and applications. They will make a decision as to whether Disaster Recovery arrangements need to be activated and will coordinate the response of ICT and prioritise the recovery of applications for services. The telephony team will assess the impacts of the service disruption on the council telecommunications and will coordinate the recovery of Customer Services where needed.

Customer Services

Customer Services are responsible for the communication of messages about the service disruption to the public through the Council phone lines, emails, apps and public information desks. Customer Services will also feedback from the public that will be fed to the Council Incident Room using the Service Level Situation Report (Appendix A).

3.3.2 Response Considerations

Situation Reporting

Heads of Service will be required to complete the service level situation report (Appendix A) on the level of impact of the service disruption. Services will report whether they are Red (critical services not covered), Amber (staff moved to cover critical roles and some impact in non-critical areas) or Green (limited or no impact). Heads of Service or their nominated deputy will send the service level situation report to bcresponse@wiltshire.gov.uk by the set deadline.

The Emergency Planning Team will collate the information from the service level returns into a centralised spreadsheet. They will contact any services reporting red or amber to identify if any additional support is required. The information will then be collated into a Wiltshire Council Situation Report (Appendix A) which will be sent to the lead Director,

CEO, lead Head of Service, Communications, Customer Services and wider as required. It is likely that a briefing will need to be issued to elected members as well.

The Wiltshire Council Situation Report can then be used to support decision-making and the provision of information to Councillors, staff and the public.

Logging

All staff responding to a service disruption are required to ensure that they maintain a log of the information they receive, options considered, their decisions, actions and justification. The log will support staff in keeping track of the incident; facilitating the completion of tasks and supporting staff in the handover process. It may also serve as evidence for why certain decisions were taken, with the context held at the time. Expenses related to the incident should also be accurately recorded.

Communications

The Comms Teams is responsible for developing the strategy for all communications with the public, customers, partners, staff and the media and will be supported by other responding staff, including the EP Team, lead Director and lead Head of Service.

Internal Communications

Communications will prepare messages to be sent internally to staff. Messages will be sent at regular intervals to ensure that all staff are kept informed of the latest developments. Internal emails, staff notice boards and where appropriate the media will be used to send generic messages to all staff and notify staff of the actions that they should be taking. If significant numbers of staff are asked to stay at home or to work from home, consideration should be given to establishing a staff information phone line to keep staff updated.

It is the responsibility of Heads of Service to send information about their service to their staff.

The lead Director is responsible for briefing the Leader, Cabinet Members and Council Members. Internal emails to Councillors may be used to keep all Councillors informed during the incident.

During a power outage, communications will need to be carried out in person. This may be done through briefings at the main Council hubs, where staff can attend and hear the most up-to-date information on the response and recovery elements.

External Communications

Heads of Service are responsible for notifying relevant partners, external contractors and customers through pre-existing channels.

The lead Director is responsible for agreeing key strategic messages for the public. The EP Team will liaise with the LRF, and activate Operation Link if needed.

The Communications Team will update information on the Council website, social media and send briefings to the media. This will inform the public of any disruption to services, advice on the impacts of the disruption and will be updated as the situation changes.

The Customer Services team will maintain the call centre as a Priority 1 service to ensure that customers can continue to contact the council. Information on the latest situation will be provided through the Situation Reports and the Council Incident Room.

Service Prioritisation

There is a list of services and their priority level in the appendices of this guide.

HR, supported by relevant Heads of Service will plan whether services will be:

- Enhanced to respond to the service disruption / emergency
- Reduced in order to facilitate making resources available for higher priority services
- Suspended in order to enable the reallocation of resources

Decisions will be made by the Corporate Leadership Team, based on the council's capabilities, constraints and the needs of the community. Heads of Service will be required to implement any reallocation as determined by the Corporate Leadership Team.

Equipment

Heads of Service will be responsible for ensuring that they have sufficient resources available to maintain the continuity of services and should have contact details in their business continuity plans for equipment required. Some services may be scaled down to make additional resources available.

If internal or external (multi-agency) mutual aid is required the lead Director will request this from neighbouring authorities.

Finances

Heads of Service are responsible for creating a process and recording expenditure that is associated with the response to the service disruption. The finance team will request and collate the information during the period of disruption. The service teams should aim to move to a business as usual position at the earliest opportunity.

Heads of Service will be responsible for using and monitoring their available budget to respond to the service disruption and cannot expect funding to come from other sources.

The Finance Team will be responsible for reporting expenditure as a result of the service disruption at a high level. The finance team will work with Heads of Service to review and, where necessary, allow sufficient flexibility to ensure that we can respond to service disruption with agility to maintain the continuity of services (particularly Priority 1 Services).

The lead Director is responsible for reporting expenditure incurred to the Finance Department and will brief the Corporate Leadership Team at regular intervals on expenditure levels. The Directors, and Heads of Service have delegated powers to invoke additional expenditure if required in the event of a major incident. The Corporate Leadership Team will monitor the financial expenditure until formal stand-down by the local authority.

Welfare

All staff are required to consider their own personal welfare requirements to ensure their own personal safety. Further information on staff policies can be found on the Wiltshire Council Epic Hub SharePoint site.

Redeployment

If staff are redeployed to new duties (to maintain priority services) Heads of Service must facilitate safe working including the provision of relevant risk assessments, training and appropriate personal protective clothing or equipment. Particular care should be given to the redeployment of appropriate people to appropriate roles, taking into account personal circumstances. Where necessary, Occupational Health will be consulted prior, during and post event.

Relocation

In the event that one of the Council premises becomes unavailable as a result of the service disruption, there is the capability to move Priority 1 staff to alternative premises (primarily council hubs). Facilities Management are responsible for making the space available. Services at the receiving location may need to implement their business continuity plan to reduce or suspend services to make space for the additional staff.

The following desk space has been identified at each of the council hubs: (TO BE UPDATED)

	County Hall		Monkton Park	Bourne Hill
	OCH	MECH		
Total Standard Desk Capacity	406	565	288	300
Capacity in Break Out Areas	97	364	271	50+
High Seats Capacity in Break Out	24	108		
Total Meeting Rooms	11	25	11	8
Total Meeting Rooms Capacity	108	136	136	82

Total	635	1173	695	432

Human Resources will be responsible for providing guidance on the specific policies associated with working from an alternative location.

3.3.3 Stand Down Resources

```
        ┌─────────────────────────┐
        │ Lead Director liaises with │
        │ relevant staff and         │
        │ coordiating group to       │
        │ decide if reponse should   │
        │ be stood down              │
        └─────────────────────────┘
          │                        │
  ┌──────────────┐         ┌──────────────┐
  │ Agree to stand │       │ Decision that │
  │ down response  │       │ response still │
  │                │       │ on-going       │
  └──────────────┘         └──────────────┘
    │          │             │            │
┌────────┐ ┌──────────┐ ┌────────┐ ┌──────────┐
│ Notify │ │ Record   │ │Continue│ │ Record   │
│Services│ │ decision │ │response│ │ decision │
│        │ │and just. │ │        │ │and just. │
└────────┘ └──────────┘ └────────┘ └──────────┘
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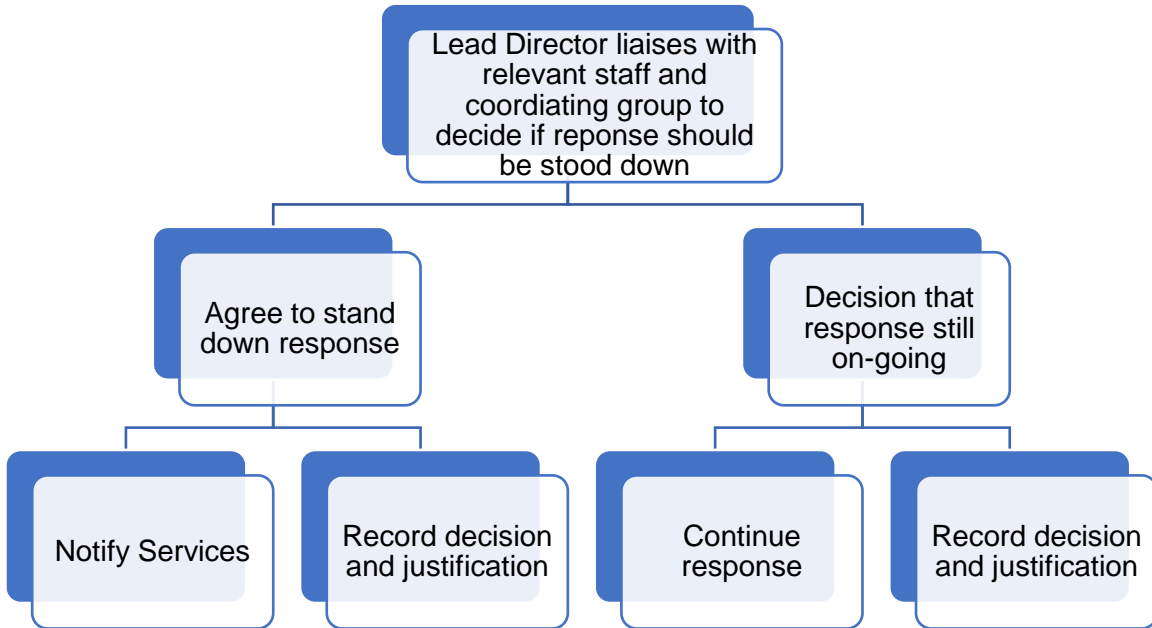
3.4 Action Cards

3.3.1 Lead Director Action Card	
Role	**Responsibilities**
To lead on the strategic Wiltshire Council response to a business disruption.	• Decision to declare Internal Major Incident • Maintain overall executive control • Liaison with elected members • Management of additional resources • Management of finance • Maintaining corporate reputation • Set Aims and Objectives for the incident
Activation Process	Information Required
Lead Head of Service ↓ Lead Director	• Details of disruption • Services reporting red / amber impacts to business critical functions • Anticipated length of disruption
	Advice Available from
	• Lead Head of Service • Council Incident Room • Emergency Planning Specialist • Heads of Service

Actions to Consider within the Role
☐ Start a personal log of the incident and record all information, options, decisions, justification and actions, request a loggist from the EP Team if required.
☐ Establish the strategic objectives of the response
☐ Devise the short, medium and long-term strategy for recovery
☐ Establish the communications strategy and approve external media statements before they are issued
☐ Resolve conflicts in response and recovery
☐ Approve significant expenditure
☐ Ensure the Council continues to meet statutory and legal requirements
☐ Authorise the implementation of the Corporate Business Continuity Guide
☐ Keep elected members informed
☐ Identifying a media spokesperson for the incident
☐ Receive and consider situation reports
☐ Consider requesting assistance from other local authorities / agencies
☐ Is disruption major or affects wider than the authority? In which case consider declaring a major incident or respond to the declaration by another organisation.

Plans/Procedures to Consider	Standing Down

• Corporate Business Continuity Guide • Emergency Contacts Directory • W&S LRF Operation Link	• Stand down at the end of your shift or when Strategic level is stood down • Inform lead Head of Service and give contact of replacement • Give a full briefing to the subsequent lead Director when handing over

3.3.2 Lead Head of Service Action Card

Role	Responsibilities
To lead on the tactical Wiltshire Council response to a business disruption.	• Lead on the implementation of the tactical response • Coordinate Council resources to ensure continuity of business critical functions

Activation Process	Information Required

Information Required
• Details of disruption
• Services reporting red / amber impacts to business critical functions
• Anticipated length of disruption

Advice Available from
• Lead Director
• Council Incident Room
• Emergency Planning Specialist
• Heads of Service

Actions to Consider within the Role

- ☐ Decide if a coordinated business continuity response is required
- ☐ Inform the necessary On-Call staff (Emergency Planning Specialist, Facilities Management, IT)
- ☐ Consider assembling representatives from relevant services to coordinate the response
- ☐ Determine priority of services to be recovered
- ☐ Consider whether services will be:
  - o Enhanced to respond to the service disruption / emergency
  - o Reduced in order to facilitate making resources available for higher priority services
  - o Suspended in order to enable the reallocation of resources
- ☐ Set the battle rhythm
- ☐ Set aims and objectives, for lead Director to review if called upon
- ☐ Consider IIMARCH analysis tool to analyse the problem.
- ☐ Refer to incident specific plans
- ☐ Start a log of the incident and record all information, options, decisions, justification and actions

Plans/Procedures to Consider	Standing Down
• Corporate Business Continuity Guide • Emergency Contacts Directory • Wiltshire & Swindon Local Resilience Forum Operation Link	• Stand down at the end of your shift or when tactical response is stood down • Inform lead Director and give contact of replacement

	• Give a full briefing to the subsequent lead Head of Service when handing over

3.3.3 Head of Service Action Card	
Role	**Responsibilities**
Head of Service To coordinate the response to and recovery of your service to a business continuity incident	• Maintain overview of your service • Identify the impacts of the disruption on business critical functions • Provide situation awareness of impacts on your service to the Council Incident Room (bcresponse@wiltshire.gov.uk)
Activation Process	**Information Required**
	• Impacts on your service delivery (particularly business critical functions) • Confirm the staffing levels available
	Advice Available from
	• Staff • Lead Head of Service • Council Incident Room • Emergency Planning Specialist
Actions to Consider within the Role	
☐ Activation of your service business continuity plan ☐ Start a log of the incident and record the information on the options available, decisions on actions to take and justification of those decisions ☐ Identification of business critical staff ☐ Confirm alternative working space (if required) ☐ Notifying service staff of business disruption ☐ Provide *(as required)* situational awareness reports to the Council Incident Room on the status of your service (see appendix A) ☐ Provide mutual aid to other service areas (as required) ☐ Consider temporary redeployment, special incident leave, honorarium payments, travel claims, additional hours or non-standard patterns of work, annual leave, flexitime, unexplained absence and flexible home working.	
Plans/Procedures to Consider	**Standing Down**
• Corporate Business Continuity Guide • Service Business Continuity Plan • Service Level Procedures	• Notify staff in your service that the business disruption is over • Stand down at the end of your shift or when instructed to by the lead Head of Service / Council Incident Room • Inform the lead Head of Service, Council Incident Room and give contact of nominated representative

	• Give a full briefing to the subsequent nominated representative when handing over • Contribute to the debrief

Wiltshire Council

3.3.4 Emergency Planning Specialist Action Card	
Role	**Responsibilities**
Emergency Planning Specialist To provide assistance and guidance to the Tactical On-Call Officer and supporting the Council Incident Room	• Support lead Head of Service • in incident management and coordination • Activation of relevant services
Activation Process	Information Required
	• Services reporting impacts • Additional services that are required to contact
	Advice Available from
	• Lead Head of Service • Heads of Service • Communications

Actions to Consider within the Role

- ☐ Start a log of the incident and record all information, options, decisions, justification and actions
- ☐ Provision of support and guidance to lead Head of Service
- ☐ Activation and notification of services (as required)
- ☐ Support the coordination and management of the incident
- ☐ Collating and disseminating Situation Reports

Plans/Procedures to Consider	Standing Down
• Emergency Contacts Directory • Corporate Business Continuity Guide	• Stand down at the end of your shift or when instructed to by the lead Head of Service • Inform the lead Head of Service and give contact of replacement • Give a full briefing to the subsequent Emergency Planning Specialist when handing over

3.3.5 Communications Action Card	
Role	**Responsibilities**
Communications To lead on the provisions of communications to staff and the public as a result of the business disruption	• Provide support and guidance to the lead Director in establishing a media strategy • Provide media guidance to the lead Head of Service • Manage the provision of information to Wiltshire Council staff and the public • Manage all Wiltshire Council statements, media releases and interviews
Activation Process	**Information Required**
	• Full situational awareness of the business disruption including the anticipated impacts and expected length of disruption • Information on the services that are reporting impacts as a result of the disruption
	Advice Available from
	• Lead Director • Lead Head of Service • Emergency Planning Specialist • Council Incident Room
Actions to Consider within the Role	
☐ Managing all Wiltshire Council statements and media releases ☐ Arrange press conferences, media releases and media visits ☐ Monitor press and media coverage and take action as required ☐ Manage internal communications with staff ☐ Advice on actions required to protect Wiltshire Council's reputation	
Plans/Procedures to Consider	**Standing Down**
• Corporate Business Continuity Guide • Emergency Contacts Directory	• Stand down at the end of your shift or when instructed to by the lead Head of Service • Inform lead Head of Service, Council Incident Room and give contact of replacement • Give a full briefing to the subsequent Communications officer when handing over

3.3.6 ICT Action Card	
Role	**Responsibilities**
ICT To lead on the restoration and recovery of ICT and Telephony for all Wiltshire Council services	• Establish the impacts of the incident on IT and Telephony • Activate the Disaster Recovery Plan (if required) •
Activation Process	**Information Required**
	• Services reporting impacts • Anticipated impacts of disruption
	Advice Available from
	• Lead Head of Service • Council Incident Room
Actions to Consider within the Role	
☐ Start a log of the incident and record all information, options, decisions, justification and actions ☐ Implement the Wiltshire Council disaster recovery plan (if applicable) ☐ Restore and secure IT systems, applications, data ☐ Maintenance and recovery of external website provision ☐ Provide advice to the Council Incident Room and lead Head of Service about the IT implications of the incident	
Plans/Procedures to Consider	**Standing Down**
• Emergency Contacts Directory • Disaster Recovery Plan	• Stand down at the end of your shift or when instructed to by the lead Head of Service, Council Incident Room • Inform lead Head of Service, Council Incident Room and give contact of replacement • Give a full briefing to the subsequent ICT team when handing over at the end of your shift

3.3.7 Facilities Management Action Card	
Role	**Responsibilities**
Facilities Management To lead on the continued provision of business premises to enable staff to continue to deliver priority services	• Ensure provision of business premises and parking for staff • Lead on the response to issues with utilities in Wiltshire Council buildings • Lead on emergency repairs / remedial works and liaise with contractors • Support the emergency services in responding to an incident
Activation Process	**Information Required**
Lead Head of Service → FM ← Emergency Planning Specialist	• Buildings affected and the impacts • Numbers of staff requiring alternative working premises
	Advice Available from
	• Lead Head of Service • Council Incident Room • FM Head of Service • Asset Management • IT • Emergency Planning Specialist
Actions to Consider within the Role	
☐ Start a log of the incident and record all information, options, decisions, justification and actions ☐ Arrange and manage alternative accommodation for priority staff displaced by an incident and liaise with IT to ensure staff have the appropriate telephony and IT equipment available to work at alternative premises ☐ Arrange and manage access for staff at Wiltshire Council buildings as required in response to the incident ☐ Arrange emergency repairs and remedial work at Wiltshire Council premises and liaise with contractors ☐ Manage the coordination of parking spaces for staff ☐ Arrange as required catering for staff ☐ Manage the provision of stationary and printing facilities for staff ☐ Manage the activation and coordination of emergency procedures to responds to incidents involving utility failures at Council buildings include gas leaks, water leaks and electrical issues ☐ Advice and coordinate with the emergency services when required in an incident (e.g. bomb or fire)	
Plans/Procedures to Consider	**Standing Down**

• Emergency Contacts Directory • Facilities Management Out of Hours Procedures	• Stand down at the end of your shift or when instructed to by the lead Head of Service • Inform lead Head of Service, Council Incident Room and give contact of replacement • Give a full briefing to the subsequent Facilities Management team when handing over the incident

Wiltshire Council

3.5 Appendices

3.5.1 Appendix A: Service Level Situation Report

Wiltshire Council	Situation report	Date	
		Time	
Incident	*< Insert Incident Name Here >*		
Level of Response *(Tick where applicable)*	Info Sharing and Comms	Internal Incident Response and Coordination	Multi Agency response
OVERVIEW OF CURRENT SITUATION			
M/ETHANE REPORT			
Major Incident Declared?	Yes / No	**Time Declared**	hh.mm
Exact Location			
Type of Incident			
Hazards			
Access			
Casualties Information			
Emergency Services Involved			
GENERAL SITUATION (*Top line information to include status in Wiltshire, summary of arrangements including deployment of resources*)			
Actions Completed			

Outstanding Actions
HORIZON SCAN

COMMUNITY IMPACT ASSESSMENT (impact of incident on the Wiltshire Residents & Environment)		
RED	Incident having significant impact with possible long-term consequences	
AMBER	Incident having a moderate impact with possible short to long term consequences	
GREEN	Limited or no impact	
Community Impact Area	**RAG**	**Comments (Please provide details to support the assessment of areas which have been identified as AMBER or RED)**
Social *(Encompassing the social consequences of an event and affect on residents)*		
Health		

Wiltshire Council

(Encompassing the direct health impacts on Wiltshire)		
Environment *(Encompassing the impact of the contamination of pollution on Wiltshire)*		
Infrastructure *(Encompassing the impact on local transport, buildings, and services)*		

OTHER PERTINENT INFORMATION

INCIDENT IMAGES	
Description	Image #1
Description	Image #2
Sit Rep Completed By	
Times of Next Update	
Contact Details	
Sit Rep Circulated to	

Wiltshire Council

3.5.2 Appendix B: Business Continuity Programme

Business Continuity Management

The Wiltshire Council Business Continuity Management (BCM) programme is developed, administered and delivered by the Emergency Planning Resilience and Response Team on an annual cycle. Within Wiltshire Council Business Continuity (BC) arrangements are made at two different levels; corporate planning for the entire organisation and service level planning.

Corporate Business Continuity Guide

The Corporate Business Continuity Guide establishes the generic procedures for the management across the organisation of a business disruption and facilitates the coordinated recovery of services.

Service Level Business Continuity Plans

All Heads of Service are required to complete a Service Level Business Continuity Plan (BCP) using the standardised template. This will identify the impacts of non-delivery; establish the requirements for service recovery; including timeframe, personnel and equipment required. They also establish the procedures for maintaining or recovering service delivery.

Business Continuity Programme

The Emergency Planning Resilience and Response Team will oversee the Business Continuity Programme.

Guide Review

The Corporate Business Continuity Guide will be reviewed on an annual basis.

Service Level Business Continuity Plan

The Service Level Business Continuity Plan will be reviewed annually. All Heads of Service will be offered introductory sessions to business continuity and how to complete their service level plan within the standardised Wiltshire Council template.

Directors should ensure Heads of Service have sufficient time to complete Business Continuity Plans and are required to sign off the plan upon its completion. A report will be produced by the Emergency Planning Resilience and Response Team for each Corporate Director based on the information from their Service Area following the period of plan review.

Service level plans may need to be reviewed at other times during the year if there is a key business change, restructuring, expansion/contraction, new services are created, services are relocated or due to learning following an incident.

Training and Exercising

Business continuity training and pre-made exercises are available from the EP Team for all services.

3.5.3 Appendix C: Service Priority Levels

There are some gaps in the 'Priority' column, this is for a range of reasons; some don't need a BC plan because they form part of another one or a whole directorate plan, others have not advised the Emergency Planning Team what Priority level they are.

Director	Priority	Service	Head of Service
Director of Adult Social Care Emma Legg	1	Head of Living and Ageing Well	Emma Townsend
	1	Head of Safeguarding & Prevention	Margaret Ndlovu
	1	Head of Reablement, Therapy & Community Services	Helen Henderson
	1	Head of Housing, Migration & Settlement	Nicole Smith
	1	Head of Transformation & Quality	Dan Wilkins
	1	Head of Whole Life Pathway	Caroline Bowen
Director of Education and Skills KATHRYN DAVIS - INTERIM DIRECTOR	2	Head of Targeted Education (plus employment and skills)	Interim - Louise Lewis/John Spring
	2	Head of Inclusion and SEND	Lisa Fryer
	2	Head of School Effectiveness	Amanda Butler
	2	Head of Traded Services	Paul Redford
	2	Early Years Service Manager	Emma Cooke
	1	School Place Commissioning Lead	Clara Davies
Director Families and Children Jen Salter	2	Head of Service – QA, Partnerships and Sector Led Improvement	Tim Sandle
	1	Head of Service - Support and Safeguarding	Netty Lee
	1	Head of Service - Children in Care and Young People	Kat McJannet
	3	FACT Lead	Simon Thomas

Kate Blackburn Director of Public Health	1		
		Public Health (inc consultants)	Alice Marriott/Jenny Wright
Interim Director for Commissioning Alison Elliott	3	Head of Commissioning - Adults & Whole Life	Victoria Bayley
	3	Head of Commissioning - Families and Children	Kai Muxlow
	2	Head of Resources - Commissioning	VACANT (AE to cover)
Director Assets James Barrah	2	Head of Estates Development	Mike Dawson
	1	Head of Strategic Assets and FM	Nick Darbyshire
	3	Head of Capital Projects	Louise Cary
	1	Head of Housing Revenue Accounts (HRA) Operations	Nick Darbyshire
Director ICT Mark Tucker	1	Service Delivery Manager	Matthew Tobin
		ICT Operations &Infrastructure Manager	Frazer Davies
		Projects and Programmes Manager	
		Strategic Programme Manager	Andrew Wickham
		Data and Busines Information Manager	Rebecca Edmonds
		Enterprise Architect	
		Business Partners	Barny Brookes/Irene Doherty
Head of Wiltshire Pension Fund Jennifer Devine	2	Pensions Administration Lead	
		Fund Governance and Performance Manager	Richard Bullen
		Communications, Projects and Training Manager	Krystie Waterhouse
		Business Analyst and Project Manager	Mark Briggs
		Investment Team	n/a
Director Finance Lizzie Watkin	2/3	Head of Finance Adults	Sarah Rose
		Head of Finance - Childrens	Marie Taylor
		Head of Finance - Place and Resources	Leanne Kendrick

		Chief Accountant	Sally Self
	2	Head of Revenue and Benefits	Ian Brown
	2	PFI Lead	Emma Brown
	3	Head of Strategic Procurement	Debbie Bull
Director HR&OD Tamsin Kielb	2	HR Operations & Payroll Manager	Jane Margetts
		Senior Strategic Business Partner	Paula Marsh
	2	Strategic HR & OD Business Partner	Jane Tagg/Caroline Smith/Claudia Beaumont
	2	Occupational Health (occ health staying H&S going to Assets)	
Director Transformation & Business Change Stuart Honeyball Emailed Stu 18th March			Stuart Honeyball
Director Highways and Transport Samantha Howell	2	Head of Major Projects	Stephen Wilson
	2	Head of Asset Management and Commissioining	Dave Thomas
	3	Head of Sustainable Transport	Allan Creedy
	1	Head of Highway Operations	Adrian Hampton
	1	Head of Local Highways/Rights of Way/Definitive Mapping	Chris Clark
	1	Head of Passenger Transport	Jason Salter

Director Planning Nic Thomas	3	Head of Development Management	Andrew Guest
	1	Head of Building Control and Planning Technical Services	Sally Canter
	3	Head of Spatial Planning	Georgina Clampitt-Dix
		Minerals and Waste Technical Specialist	Jason Day
		Neighbourhood Planning Manager	Mike Kilmister
Director - Environment Sarah Valdus	1	Head of Service Waste Management	Martin Litherland
	1	Head of Service Public Protection	John Carter
	3	Head of Climate and Environment	Lynn Trigwell
Head of Economy and Regeneration Victoria Moloney	3	Economic Development Service Manager	Rory Bowen
	3	Head of Service Major Projects	Richard Walters
		Wiltshire 100 Business Manager	Peter Manley
Director of Leisure Culture & Communities David Redfern	1	Leisure Operations Manager	Justine Foster/ Jane Lloyd
		Libraries Specialist Manager	Rebecca Bolton
		Engagement & Partnerships	Rhys Schell
	3	Heritage Services Manager	Terry Bracher
		Development Service Manager	Paul Pritchard
		Leisure Strategy	Daniel Geeson
Perry Holmes Head of Legal and Governance	1-3	Legal & Governance/Deputy Monitoring :	Jo Madeley
		Legal	
		Dem Services & Scrutiny	

		Information Governance	Martin Nicholls
		Complaints	
		Executive Office:	
	1	Executive Office Emergency Planning Cabinet Exec Assistants	
	1	Registration	
	1	Coroner Support	
Perry Holmes Head of Legal and Governance		Customers & Communication :	Ceri Tocock
	1	Communications & Lieutenancy	
		Customer Services	
	1	Elections	

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Wiltshire Council

Full Council

21 May 2024

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Parish Name Change Review

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Summary
To consider proposals to change the name of a parish as recommended by the Electoral Review Committee.

Proposals
That Council:
1) **Approve that the name of the parish of Clyffe Pypard be changed to the parish of Clyffe Pypard and Bushton.**
2) **Authorise the Solicitor to the Council to make any necessary legal orders and notifications to enact the above changes.**

Reason for Proposals
To reflect community identity and interests

Perry Holmes
Director - Legal and Governance

Wiltshire Council

Full Council

21 May 2024

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Parish Name Change Review
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Purpose

1. To consider proposals to change the name of the parish of Clyffe Pypard.

Background

2. Changing the name of a parish or parish council can be done through a Community Governance Review process in accordance with the Local Government and Public Involvement in Health Act 2007.

3. However, such a change may also be progressed under s.75 of the Local Government Act 1972.

4. As the latter would be a simpler process in terms of structure, consultation and decision, the Electoral Review Committee at its meeting on 21 September 2021 resolved that where a request was received solely regarding a parish name change, the s.75 process would be followed.

5. This report relates to requests from the parish of Clyffe Pypard, which is located south of Royal Wootton Bassett within the Electoral Division of Lyneham.

6. S.75 allows the Council to change the name of a parish at the request of a parish council (or parish meeting if there is no council). This means that the Council may only approve or not approve that suggested name and cannot substitute some other proposal. For instance, should a new suggestion arise as a result of a survey or another reason, unless the parish council had indicated formal consent for that alternative proposal it could not be approved through this process.

Main Considerations

7. Clyffe Pypard Parish Council requested that the name of the parish be changed to Clyffe Pypard and Bushton. The reason for the request was:

   The parish includes two main settlements: Clyffe Pypard and Bushton. Bushton is the larger settlement, but it is not reflected in the name of the parish.

8. In order to change the name of a parish, a decision would be required by Full Council, who would then notify the Secretary of State, Director General of the Ordnance Survey, and the Registrar General, along with a parish name change order.

9. There are no specific consultation requirements where a change of parish name is being considered under s.75, only proscribed notifications after the event as detailed above. However, at the request of the Committee an online survey was placed on the council's website for circulation to interested parties.

10. 44 responses were received to the survey. 36 responses were in favour and 8 against the proposal. 2 of the responses against the proposal (which were submitted from the

same email address) incorrectly stated Clyffe Pypard and Bushton were separate parishes under a joint parish council, when in fact the area is a single parish with multiple communities.

11. 42 responses stated they were submitted by residents of the parish. As the total electorate of Clyffe Pypard is approximately 251, then even with the total population being higher than the electorate this would indicate a very significant proportion of the parish have responded to the name change proposal, with a sizable majority of those in favour of the change.

12. If Council approves the name change, an Order will be made, also to include the name changes approved by Council at its meeting on 21 February 2024.

Safeguarding Implications

13. There are no safeguarding implications.

Public Health Implications

14. There are no public health implications.

Procurement Implications

15. There are no procurement implications.

Risk Assessment

16. There are no risk issues arising from this report.

Equalities Implications

17. There are no equalities implications.

Environmental and Climate Change Implications

18. There are no environmental implications.

Workforce Implications

19. There are no workforce implications.

Financial Implications

20. There are no financial implications.

Legal Implications

21. This report is consistent with the requirements of s.75 of the Local Government Act 1972.

Options

22. Full Council may approve the proposed name changes for the parish as listed or decline to approve any change. If it considers a different name would be appropriate for a parish, consent of the relevant Parish Council would need to be sought.

Proposal

23. That Council:

    1) Approve that the name of the parish of Clyffe Pypard be changed to the parish of Clyffe Pypard and Bushton.

    2) Authorise the Solicitor to the Council to make any necessary legal orders and notifications to enact the above changes.

Perry Holmes - Director, Legal and Governance

Report Author: Kieran Elliott, Democracy Manager (Democratic Services)

Appendices
None

Background Papers
Responses to the online survey

Part 3 Section C
Appendix 2 - Individual Members of Cabinet

Cabinet Member Post	Responsibilities	Cabinet Member(s)
Leader **(Military-Civilian Integration, Health and Wellbeing, Economic Development, Heritage, Arts, Tourism and)**	• Setting strategic direction, priorities and targets • Ensuring the needs and aspirations of Wiltshire people are known • Management initiatives • Promoting the council • Relationships with other political group leaders and the Chairman of the Council • Economic Development • Local Enterprise Partnership • Military Covenant • Communication Policy • Cultural development including heritage, museums and arts • Tourism • Performance • Risk • Food Poverty • Tackling Food Insecurity	**Cllr Richard Clewer** **Downton & Ebble Valley Division** **Correspondence address:** Leader of the Council Wiltshire Council Bythesea Road Trowbridge BA14 8JN
Deputy Leader and Cabinet Member for Children's Services, Education and Skills	• Performance of children's social services including child protection, fostering and adoption, children's homes and special educational needs • Relations with other organisations, especially the health service and voluntary organisations regarding children's services • Partnership with Wiltshire's school governors and headteachers on education matters including school performance, outcomes, funding, curriculum, buildings and admissions • Performance of the youth development service and early years provision and youth justice • Skills and Social Mobility	**Cllr Laura Mayes** **Bromham, Rowde & Roundway Division** **Correspondence address:** Wiltshire Council Bythesea Road, Trowbridge BA14 8JN
Cabinet Member for Finance, Development Management and Strategic Planning	• Development management services including planning enforcement and conservation • Strategic planning including the Local Development Framework • Wiltshire and Swindon minerals and waste local plans • Finance • Probity and financial management • Revenues and Benefits	**Cllr Nick Botterill** **By Brook Division** **Correspondence address:** Wiltshire Council Bythesea Road, Trowbridge BA14 8JN

	• Welfare reform • Audit • Pensions • Investment • Procurement and Commissioning	
Cabinet Member for Highways, Street Scene and Flooding	• Flooding • Highways maintenance and improvements • Rights of way • Grounds and open space management including allotments • Cemeteries and markets (Licensing)	**Cllr Nick Holder** **Bowerhill Division** Correspondence address: Wiltshire Council Bythesea Road Trowbridge BA14 8JN
Cabinet Member for Adult Social Care, SEND and Inclusion	• Performance of adult care services including services for people with learning disability, mental health problems or a physical impairment and for older people • Adult Social Care Transformation • Relations with other organisations, especially the health service and voluntary organisations regarding social care services • SEND	**Cllr Jane Davies** **Marlborough West Division** Correspondence address: Wiltshire Council Bythesea Road Trowbridge BA14 8JN
Cabinet Member for Housing	• Strategic Housing • Housing • Provision of Gypsy and traveller services	**Cllr Phil Alford** **Melksham Without North & Shurnhold Division** Correspondence address: Wiltshire Council Bythesea Road Trowbridge BA14 8JN
Cabinet Member for Public Health, Communities, Leisure and Libraries	• Public health • Communities and Area Boards • Leisure and Libraries services	**Cllr Ian Blair-Pilling** **Avon Valley Division** Correspondence address: Wiltshire Council Bythesea Road Trowbridge

Part 3 Section C
Appendix 2 - Individual Members of Cabinet

		BA14 8JN
Cabinet Member for Governance, IT, Broadband, Digital and Staffing	• Electoral Reviews • Statutory Governance including information management • Registration Services and coroners • Legal • Democratic Services • Member Development • Human Resources and organisational development • Equality and Diversity • Customer Care • Emergency Planning • Broadband • IT and Digital	**Cllr Ashley O'Neill** **Calne Rural Division** Correspondence address: Wiltshire Council Bythesea Road Trowbridge BA14 8JN
Cabinet Member for Waste and Environment	• Performance of waste management including collection, disposal and recycling • Environment • Public Protection • Community Safety • Licensing • Litter and cleansing activities and environmental enforcement including abandoned vehicles, fly tipping etc • Climate Change • Areas of Outstanding Natural Beauty • Canals • Community Safety	**Cllr Dominic Muns** **The Lavingtons Division** Correspondence address: Wiltshire Council Bythesea Road Trowbridge BA14 8JN
Cabinet Member for Transport and Assets	• Transport: Passenger Transport and Active Travel • Performance and strategy for transport including the Local Transport Plan and related strategies and policies • Strategic and Operational Asset Management • Facilities management	**Cllr Tamara Reay** **Devizes Rural West Division** Correspondence address: Wiltshire Council Bythesea Road Trowbridge BA14 8JN

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