

AGENDA SUPPLEMENT (2)

Meeting: Council

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

Date: Tuesday 21 May 2019

Time: 10.30 am

The Agenda for the above meeting was published on 13 May 2019. Additional documents are now available and are attached to this Agenda Supplement.

Please direct any enquiries on this Agenda to Kieran Elliott, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718504 or email kieran.elliott@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

10 **Allocation of Seats on Committees to Political Groups and Appointment of Committees** *(Pages 3 - 20)*

15 **Councillors' Questions** *(Pages 21 - 30)*

DATE OF PUBLICATION: 17 May 2019

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SCHEDULE OF COMMITTEE PLACES

May 2019

Committee	Total Number of Places for Elected Members	Conservative Group Allocation (66 seats)*	Liberal Democrat Group Allocation (20 seats)	Labour Group Allocation (3 seats)	Independent Group Allocation (9 seats)
Strategic Planning	11	8	2	0	1
Area Planning Committees					
North	11	8	3	0	0
South	11	7	1	1	2
East	8	7	0	0	1
West	11	7	3	0	1
Licensing	12	8	3	0	1
Electoral Review	10	6	2	1	1
Overview and Scrutiny Management	15	10	3	1	1
Children's Select	13	9	3	0	1
Environment Select	13	8	3	1	1
Health Select	13	8 (-1)	3	0	2 (+1)
Standards	11	8	2	0	1
Police and Crime Panel	7	5	1	0	1
Audit	11	7 (-1)	2	1	1 (+1)

Appeals	8	5	2	0	1
Staffing Policy	9	6	2	1	0
Officer Appointments	5	4	1	0	0
Pension Fund	5	3	1	0	1
TOTALS:	184	124 (-2) (123.918)	37 (37.551)	6 (5.663)	17 (+2) (16.898)

*One seat is currently vacant.

Wiltshire Council

Annual Council

21 May 2019

Leader's Motion - Appointment of Committees and Review of Allocation of Seats on Committees to Political Groups

- a) Appointment of Committees and Review of Allocation of Seats on Committees to Political Groups**
 - b) Appointment of Councillors to Committees**
 - c) Appointment of Chairmen and Vice-Chairmen – Committees**
 - d) Appointments to the Dorset and Wiltshire Fire Authority**
-

The Leader will move the following:

The Council is asked:

- a) To note this report and the legal requirements.
- b) To re-appoint the following committees in accordance with their Terms of Reference:

- Appeals Committee
- Area Planning Committees: Eastern, Northern, Southern and Western
- Audit Committee
- Children's Select Committee
- Electoral Review Committee
- Environment Select Committee
- Health Select Committee
- Health and Wellbeing Board
- Investment Sub Committee
- Licensing Committee
- Officer Appointments Committee
- Overview and Scrutiny Management Committee
- Pension Fund Committee
- Police and Crime Panel
- Staffing Policy Committee
- Standards Committee
- Strategic Planning Committee

- c) To re-appoint those Area Boards, constituted as area committees as set out in paragraphs 13 to 15 and Appendix 1 of the report presented and within the Constitution, to comprise the Unitary Councillors for that area.
- d) To re-appoint the Local Pension Board established under the Public Service Pensions Act 2013 and consequent amendments Page 5 Local Government Pension Scheme Regulations 2013 with the terms of reference as set out in the Constitution.

- e) To approve a scheme of committee places which sets out the number of seats available to members of the Council and to political groups as set out in the Schedule of Committee Places.
- f) To appoint councillors to serve on those committees in accordance with the agreed scheme of committee places, until the next occasion membership is reviewed under the provisions of the Local Government & Housing Act 1989 (as attached).
- g) To appoint substitute members (to a maximum of four per group) to the committees referred to in (A) above (as attached).
- h) To appoint those councillors representing electoral divisions to their respective area boards as set out in Appendix 1 of the report
- i) To re-appoint four non-voting co-opted members until May 2021 as follows:

Mr Richard Baxter
Mr Philip Gill MBE
Mr Michael Lockhart
Miss Pam Turner

- j) Re-appoint the following persons as Independent Persons each for a four-year term (until 2021):

Mr Tony Drew
Mrs Caroline Baynes
Mr Stuart Middleton

- k) To reappoint the following non-elected members to the Children’s Select 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
Ms Jen Jones	Further Education Representative
Miss Sarah Busby	Secondary Schools Head Teacher Representative
Miss Tracy Cornelius	Primary School Head Teacher Representative

Mr John Hawkins	School Teacher Representative
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l)

To re-appoint the following co-opted members to the Wiltshire Pension Fund Committee:

Name	Representing
Cllr Tim Swinyard	Swindon Borough Councillor (as determined by Swindon Borough Council)
Cllr Steve Allsopp.	Swindon Borough Councillor (as determined by Swindon Borough Council)
Chris Moore	Employer Representative
Diane Hall	Employer Representative
Stuart Dark	Scheme Member Observer- appointed by Unison
Mike Pankiewicz	Scheme Member Observer- appointed by Unison

To reappoint the Investment Sub Committee in accordance with its Terms of reference with the following co-opted members:

Name	Representing
Cllr Swinyard	Swindon Borough (as determined by Swindon Borough Council)
Cllr Gordon King	Wiltshire Council member of Wiltshire Pension Fund Committee.

m) To re-appoint the Local Pension Board under the Public Service Pensions Act 2013 until the expiry of the 4 year term and to re-appoint the Chairman for a further 1 year term.

Name	Representing
Howard Pearce	Independent Chairman
David Bowater	Scheme Member Representative
Barry Reed	Scheme Member Representative
Mike Pankiewicz	Scheme Member Representative
Sarah Holbrook	Employer Member Representative
Cllr Richard Britton	Employer Member Representative
Vacancy	Employer Member Representative

n) To re-appoint the following co-opted members to the Police and Crime Panel:

Name	Representing

Cllr Alan Bishtop	Swindon Borough Council (as determined by Swindon Borough Council)
Cllr Caryl Sydney Smith	Swindon Borough Council (as determined by Swindon Borough Council)
Cllr Junab Ali	Swindon Borough Council (as determined by Swindon Borough Council)
Cllr Abdul Amin	Swindon Borough Council (as determined by Swindon Borough Council)
Mamie Beasant	Independent co-optee
Anna Richardson	Independent co-optee

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

Committee	Chairman	Vice-Chairman
Area Planning Committee – Eastern	Mark Connolly	Paul Oatway
Area Planning Committee – Northern	Tony Trotman	Peter Hutton
Area Planning Committee – Southern	Fred Westmoreland	Richard Britton
Area Planning Committee – Western	Christopher Newbury	Jonathon Seed
Audit Committee	Richard Britton	Stewart Dobson
Health and Wellbeing Board (Chairman only)	Baroness Scott of Bybrook OBE	NA
Licensing Committee	Peter Hutton	Jose Green
Officer Appointments	Baroness Scott of Bybrook OBE	John Thomson
Pension Fund Committee	Tony Deane	Roy While
Staffing Policy Committee	Allison Bucknell	Tony Jackson
Standards Committee	Paul Oatway	Howard Greenman
Strategic Planning Committee	Fleur de Rhé-Philipe	Derek Brown

p) To note that the Overview and Scrutiny Management Committee, the Scrutiny Select Committees, the Police and Crime Panel and the Area Boards will be asked to elect their respective Chairmen and Vice-Chairmen at their first meeting following the annual meeting of council.

q) To note that the Appeals Committee does not meet as a formal committee. However, three members who have undergone appropriate training are drawn from its membership to form Appeal Panels to consider and determine various types of appeals. No appointment of chairman or vice-chairman to the committee is therefore necessary. Each panel when convened will elect its own chairman.

r) That Council appoint the following 6 members to serve as Council representatives on the Dorset and Wiltshire Fire and Rescue Authority:

Conservatives (4)	Liberal Democrat (1)	Independent (1)
Peter Hutton	Bob Jones	Ernie Clark
Christopher Newbury		
Paul Oatway QPM		
Pip Ridout		

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**Proposed Appointment of Councillors to Committees
For Approval by Council May 2019**

Strategic Planning Committee (11)

Conservative Group (8)	Liberal Democrat Group (2)	Labour Group (0)	Independent (1)
Fleur de Rhé-Phillipe	Sarah Gibson		Ernie Clark
Stewart Dobson	David Jenkins		
Christopher Newbury			
Tony Trotman			
Fred Westmoreland			
Derek Brown			
Andrew Davis			
James Sheppard			
Substitutes	Substitutes		Substitutes
Ian Blair-Pilling	Clare Cape		Nick Murry
David Halik	Chris Hurst		Russell Hawker
Stuart Wheeler	Ruth Hopkinson		Graham Wright
	Stewart Palmen		Chris Devine

Area Planning Committee – East (8)

Conservative Group (7)	Liberal Democrat Group (0)	Labour Group (0)	Independent (1)
Mark Connolly			Nick Fogg
Paul Oatway			
James Sheppard			
Richard Gamble			
Peter Evans			
Stewart Dobson			
Ian Blair-Pilling			
Substitutes			Substitutes
Jerry Kunkler			Ernie Clark
Anna Cuthbert			Graham Wright
Chris Williams			George Jeans

Area Planning Committee – North (11)

Conservative Group (8)	Liberal Democrat Group (3)	Labour Group (0)	Independent (0)
Tony Trotman	Chris Hurst		
Christine Crisp	Gavin Grant		
Toby Sturgis	Brian Mathew		
Howard Greenman			
Peter Hutton			
Chuck Berry			
Ashley O'Neill			
Mollie Groom			
Substitutes:	Substitutes		
Philip Whalley	Bill Douglas		
Melody Thompson	Nick Murry		
Jacqui Lay	Ruth Hopkinson		
Ben Anderson	Bob Jones		

Area Planning Committee – South (11)

Conservative Group (7)	Liberal Democrat Group (1)	Labour Group (1)	Independent (2)
Fred Westmoreland	Brian Dalton	Ian McLennan	Chris Devine
Richard Britton			George Jeans
Leo Randall			
John Smale			
Jose Green			
Mike Hewitt			
Sven Hocking			
Substitutes	Substitutes	Substitutes	Substitutes
Tony Deane	Trevor Carbin	John Walsh	Ernie Clark
Bridget Wayman			Graham Wright
Robert Yuill			

Area Planning Committee – West (11)

Conservative Group (7)	Liberal Democrat Group (3)	Labour Group (0)	Independent (1)
Christopher Newbury	Trevor Carbin		Ernie Clark
Jonathon Seed	Sarah Gibson		
Darren Henry	Stewart Palmen		
Andrew Davis			
Edward Kirk			
Pip Ridout			
Peter Fuller			
Substitutes	Substitutes		Substitutes
Toby Sturgis	David Jenkins		Russell Hawker
David Halik	Gordon King		Graham Wright
Philip Whitehead	Steve Oldrieve		George Jeans
Roy While	Jim Lynch		

Licensing Committee (12)

Conservative Group (8)	Liberal Democrat Group (3)	Labour Group (0)	Independent (1)
Peter Hutton	Ian Thorn		George Jeans
Jose Green	Trevor Carbin		
Sue Evans	Jim Lynch		
Mike Hewitt			
Pip Ridout			
Peter Evans			
Allison Bucknell			
Leo Randall			
Substitutes	Substitutes		Substitutes
Howard Greenman	Clare Cape		Ernie Clark
Anna Cuthbert	Gavin Grant		Nick Murry
Atiqul Hoque	Steve Oldrieve		Graham Wright
	Stewart Palmen		

Overview and Scrutiny Management Committee (15)

Conservative Group (10)	Liberal Democrat Group (3)	Labour Group (1)	Independent (1)
Alan Hill	Jon Hubbard	John Walsh	Graham Wright
Christine Crisp	Ruth Hopkinson		
Stewart Dobson	Gordon King		
Mary Douglas			
Howard Greenman			
John Smale			
Pip Ridout			
Tony Trotman			
Stuart Wheller			
Chuck Berry			
Substitutes	Substitutes	Substitutes	Substitutes
Roy While	Clare Cape	Ricky Rogers	Ernie Clark
Anna Cuthbert	Brian Dalton		George Jeans
Jacqui Lay	Gavin Grant		Chris Devine
	David Jenkins		

Children's Select Committee (13)

Conservative Group (9)	Liberal Democrat Group (3)	Labour Group (0)	Independent (1)
Mary Champion	Jon Hubbard		Chris Devine
Sue Evans	Chris Hurst		
Jacqui Lay	Hayley Spencer		
Deborah Halik			
Johnny Kidney			
Andrew Davis			
David Halik			
Mary Douglas			
Roy While			
Substitutes	Substitutes		Substitutes
Stewart Dobson	Pat Aves		Nick Fogg
Allison Bucknell	Clare Cape		Ernie Clark
Peter Evans	Trevor Carbin		Russell Hawker
	Jim Lynch		

Environment Select Committee (13)

Conservative Group (8)	Liberal Democrat Group (3)	Labour Group (1)	Independent (1)
John Smale	Bob Jones	Ian McLennan	Nick Murry
Tom Rounds	Clare Cape		
Tony Jackson	Steve Oldrieve		
Peter Evans			
Jacqui Lay			
Derek Brown			
Peter Fuller			
Mike Hewitt			
Substitutes	Substitutes	Substitutes	Substitutes
Mollie Groom	Brian Dalton	Ricky Rogers	George Jeans
Jose Green	Ross Henning		Ernie Clark
Sue Evans	Brian Mathew		Russell Hawker
	Stewart Palmen		

Health Select Committee (13)

Conservative Group (8)	Liberal Democrat Group (3)	Labour Group (0)	Independent (2)
Mary Champion	Gordon King		Graham Wright
Christine Crisp	Clare Cape		Andy Phillips
Pip Ridout	Gavin Grant		
Howard Greenman			
Tom Rounds			
Chuck Berry			
Mollie Groom			
Fred Westmoreland			
Substitutes	Substitutes		Substitutes
Mike Hewitt	Pat Aves		Nick Murry
Peter Fuller	Trevor Carbin		Ernie Clark
Anna Cuthbert	David Jenkins		George Jeans
Allison Bucknell	Steve Oldrieve		Russell Hawker

Standards Committee (11)

Conservative Group (8)	Liberal Democrat Group (2)	Labour Group (0)	Independent (1)
Paul Oatway	Ruth Hopkinson		Ernie Clark
Howard Greenman	Bob Jones		
Fred Westmoreland			
Alison Bucknell			
Peter Evans			
Derek Brown			
Peter Fuller			
Stuart Wheller			
Substitutes	Substitutes		Substitutes
Richard Britton	Trevor Carbin		
Peter Hutton	Chris Hurst		Graham Wright
Sue Evans	Gordon King		Nick Fogg
	Brian Mathew		George Jeans

Police and Crime Panel (7)

Conservative Group (5)	Liberal Democrat Group (1)	Labour Group (0)	Independent (1)
Richard Britton	Ross Henning		Nick Murry
Peter Hutton			
Jonathon Seed			
John Smale			
Tom Rounds			
Substitutes	Substitutes		Substitutes
Peter Evans	Sarah Gibson		Matt Dean
Sue Evans	Ruth Hopkinson		
Tony Trotman	Gordon King		
Anna Cuthbert	Jim Lynch		

Audit Committee (11)

Conservative Group (7)	Liberal Democrat Group (2)	Labour Group (1)	Independent (1)
Richard Britton	Ian Thorn	John Walsh	Andy Phillips
Stewart Dobson	Gavin Grant		
Stuart Wheeler			
Mike Hewitt			
Anna Cuthbert			
Edward Kirk			
Tony Jackson			
Substitutes	Substitutes	Substitutes	Substitutes
Roy While	Jim Lynch	Ricky Rogers	
Pip Ridout	Ross Henning		
Peter Evans	Ruth Hopkinson		
	Jon Hubbard		

Appeals Committee (8)

Conservative Group (5)	Liberal Democrat Group (2)	Labour Group (0)	Independent (1)
Allison Bucknell	Brian Dalton		Chris Devine
Paul Oatway	Bill Douglas		
Fred Westmoreland			
Stuart Wheeler			
Peter Fuller			
Substitutes	Substitutes		Substitutes
Mike Hewitt	Pat Aves		Ernie Clark
Tony Jackson	David Jenkins		Graham Wright
Jose Green	Jim Lynch		
	Brian Mathew		

Staffing Policy Committee (9)

Conservative Group (6)	Liberal Democrat Group (2)	Labour Group (1)	Independent (0)
Allison Bucknell	David Jenkins	Ricky Rogers	
Tony Jackson	Hayley Spencer		
Mike Hewitt			
Richard Clewer			
Jane Scott			
John Smale			
Substitutes	Substitutes	Substitutes	
Fleur de Rhé-Philippe	Jon Hubbard	Ian McLennan	
Peter Evans	Bob Jones		
David Halik	Gordon King		
Tony Trotman	Ian Thorn		

Officer Appointments Committee (5)

Conservative Group (4)	Liberal Democrat Group (1)	Labour Group (0)	Independent (0)
Jane Scott	Steve Oldrieve		
John Thomson			
Philip Whitehead			
Pauline Church			
Substitutes	Substitutes		
Laura Mayes	Brian Dalton		
Bridget Wayman	Jon Hubbard		
Richard Clewer	Bob Jones		
	Ian Thorn		

Pension Fund Committee (5)

Conservative Group (3)	Liberal Democrat Group (1)	Labour Group (0)	Independent (1)
Tony Deane	Gordon King		George Jeans
Roy While			
Christopher Newbury			
Substitutes	Substitutes		Substitutes
Fleur de Rhé-Philippe	Ian Thorn		Matt Dean
Derek Brown	Bob Jones		
	Sarah Gibson		
	Gavin Grant		

Electoral Review Committee (10)

Conservative Group (6)	Liberal Democrat Group (2)	Labour Group (1)	Independent (1)
Richard Clewer	Gavin Grant	Ian McLennan	Graham Wright
Stuart Wheeler	Clare Cape		
Christopher Newbury			
Ashley O'Neil			
Ian Blair- Pilling			
Jonathon Seed			
Substitutes	Substitutes	Substitutes	Substitutes
Jacqui Lay	Ruth Hopkinson	Ricky Rogers	Nicky Murry
Peter Fuller	Ian Thorn		

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Wiltshire Council

Council

26 February 2019

Councillor Questions Update

Questions Received

1. A total of 2 questions from Councillors have been received since the last ordinary meeting of Full Council on 26 February 2019.
2. Details of questions submitted and the order they will be received at the meeting are shown at Appendix 1. Responses are included at Appendix 2.
3. Both questions were received before the first deadline of 3 May 2019, and were therefore guaranteed written responses as attached to this report.
4. The Chairman will go through the questions and responses and, as is customary, take them as read and giving the questioner an opportunity to ask one relevant supplementary question for each question submitted. In accordance with Part 4 of the Constitution members were requested to submit their questions in priority order.

Proposal

5. To receive the questions as detailed.

Stuart Figini, Senior Democratic Services Officer

Appendix 1 - Councillor Questions Summary

Appendix 2 - Questions and Responses

Appendix 1 - Councillor Submitted Questions Summary

Questions will be received in the order listed below as specified in the Constitution - so that every member who submitted a question has the opportunity to ask a supplementary prior to another member having the opportunity to ask a second supplementary.

Questions for Council (attached at Appendix 2)

Ref	Questioner	Date Received	Written or Verbal	Subject	Cabinet Member
19-31	Cllr Ian Thorn	7/3/19	Written	Cost of security for 26 Feb 19 council	Cllr Philip Whitehead
19-32	Cllr Ian Thorn	7/3/19	Written	Council press releases	Cllr John Thomson

Wiltshire Council

Council

21 May 2019

From Councillor Ian Thorn, Calne Central Division

**To Councillor Philip Whitehead, Cabinet Member for Finance, Procurement, IT
and Operational Assets**

Question (19-31)

How much did the security at the Council meeting on 26 February 2019 cost?

Response

The cost of the security was £2,448 (including VAT), and considered necessary and proportionate to ensure the security of our building, staff, councillors and the public attending the Full Council meeting. The security was arranged following intelligence that disruptive protests had been experienced at meetings of other councils and similar events were possible in Wiltshire. In addition to this, a higher than usual public attendance at the meeting was already expected, therefore security were also on hand to assist with accommodating the public in overflow rooms to ensure safety once the council chamber was at capacity.

Wiltshire Council

Council

21 May 2019

From Councillor Ian Thorn, Calne Central Division

To Councillor John Thomson, Deputy Leader of the Council and Cabinet Member for Communications, Communities, Leisure and Libraries

Question (19-32)

Who decides the content of Wiltshire Council press releases? What criteria is used?

Response

The media relations protocol sets out the context for media and communications work undertaken by the council:

<https://cms.wiltshire.gov.uk/documents/s94451/CURRENTProtocol07MediaRelations.docx.pdf>

PROTOCOL 7

MEDIA RELATIONS

1. Introduction

1.1 *This protocol will operate along with the Member and Officers' Codes of Conduct and applies explicitly whenever an individual is acting on behalf of the council.*

1.2 *The provisions of the Local Government Act 1972, the Local Government Act 1986 and the Code of Recommended Practice on Local Authority Publicity 2011 (the Code of Publicity), annexed at Appendix A, govern this protocol. All media and communications work done by the council will comply with these Acts and the Code of Publicity.*

1.3 *The council's approach is based on the key principles set out in the Code, that publicity should:*

- be lawful*
- be cost effective*
- be objective*
- be even-handed*
- be appropriate*

- *have regard to equality and diversity*
- *be issued with care during periods of heightened sensitivity*

A key paragraph of the Code is Paragraph 16, “Any publicity describing the council’s policies and aims should be as objective as possible, concentrating on the facts or explanation or both. Local authorities should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy....”

2. Role of the Communications Team

2.1 The communications team’s key role is to manage and protect the reputation of the council. The team adopts an open and transparent approach to all communication, acknowledging confidentiality and sensitivity. The team provides objective, professional advice to the whole council, including supporting and advising the cabinet and the scrutiny functions. The team is non party political.

Key areas of focus include;

o Communicating and promoting corporate policy and areas of activity in consultation with the leader of the council, cabinet, the relevant Corporate Director and other senior officers. This is likely to include media releases, briefings, publications, events and other communications;

Communicating and promoting the corporate priorities and the business plan in consultation with the leader of the council, cabinet members, and the corporate leadership team;

o Communicating and promoting agreed service activities in consultation with the leader of the council, cabinet members, and the corporate leadership team;

o Communicate, where appropriate, the role of scrutiny and their recommendations relating to council priorities or services;

o Promote the valuable democratic role of elected members, as appropriate.

3. Political Groups

3.1 The communications team will provide information on request to the political groups within the constitution of the council. It will provide professional non-party political advice to members on request within the bounds of the Code of Publicity.

3.2 Political groups will be responsible for issuing their own information and party political media releases. Although this is a legitimate part of the democratic process - it is not appropriate to use council resources.

3.3 *When speaking or issuing information to the media, members should make clear whether they are speaking:*

- o officially on behalf of Wiltshire Council (if this is the case the communications team should be kept informed and updated);*
- o officially on behalf of their particular political group, stating the name of that group; or*
- o personally as a local divisional councillor or as a Wiltshire Council councillor, when discussing wider issues.*

4. *Council Meetings*

4.7 *The communications team will;*

- o Issue factual information before meetings, as appropriate, in order to highlight key issues and to explain council policies and services, as agreed by the leader and relevant Corporate Director.*
- o Issue press releases and, if appropriate, photographs to update and inform decisions made at council meetings. These may include quotes from the leader of the council, the appropriate cabinet member, or another member – such as the chair of a meeting (such as area boards) - as agreed by the leader and relevant Corporate Director;*
- o Respond to all media enquiries before and after the meeting, providing an objective, factual explanation of the issues to promote understanding and awareness of council policies and services in consultation with the leader and relevant Corporate Director. This will include facilitating interviews and photo opportunities, as appropriate;*
- o Refer all requests for political comment on council policies and decision to the relevant group leader.*

5. *Cabinet*

5.1 *The communications team will:*

- o Co-ordinate regular cabinet media briefings and other briefings to present papers to the media and give an opportunity for questions and answers, as appropriate;*
- o Notify group leaders of media briefings and what will be covered;*
- o Issue media releases pre and post meetings regarding issues for discussion and decisions. These may include quotes from the leader of the council, the appropriate cabinet member, as agreed by the leader and corporate leadership team;*

- o Respond to any media enquiries either pre or post the meeting - providing factual information. Where council policy is in question, the information will be coordinated in consultation with the appropriate officer and cabinet member in conjunction with the leader;*
- o Refer all requests for political comments to the appropriate group leader.*

6. Scrutiny

6.1 The communications team will support the scrutiny function by:

- o Issuing factual information, as appropriate, at the request of the chairman and vice-chairman of a select committee and agreed by both, regarding the focus and outcome of the meeting and reflecting the majority view of the committee;*
- o Responding to any media enquiries pre or post the meeting by providing a factual explanation of the issue. Where a matter of policy is in question, the team will also consult with the appropriate officer and cabinet member;*
- o Refer all requests for political comments to the appropriate group leader.*

7. Area Boards

7.1 The communications team will in consultation with the relevant Community Area Manager;

- o Issue factual information before meetings, as appropriate, in order to highlight key issues as agreed with the Chairman of an Area Board and encourage public engagement and attendance;*
- o Issue press releases and, if appropriate, photographs to update and inform decisions made at Area Board meetings. These may include quotes from the chairman of an Area Board, appropriate cabinet member, or other appropriate member;*
- o Respond to all media enquiries before and after meetings, providing an objective, factual explanation of the issues to promote understanding and awareness of the business of an Area Board in consultation with the Chairman of an Area Board. This will include facilitating interviews and photo opportunities, as appropriate;*
- o Provide information as requested on the overall operation of Area Boards and on matters considered by an Area Board which have wider*

geographical implications following consultation with the Leader and corporate leadership team.

o Refer all requests for political comment on decisions made by Area Boards to the relevant group leader.

8. General Media Enquiries

8.1 (a) *The communications team will manage all media enquiries and provide factual, objective information on the policies and decisions of the council in consultation with the leader of the council, the relevant member of the cabinet or other members, as appropriate, or the relevant senior officer.*

(b) Any requests for political comments will be referred to the appropriate group leader.

9. Press Relations

9.1 *The communications team will adopt a proactive approach, wherever possible, to provide information and explain policy decisions. The appropriate cabinet member, portfolio holder or senior officer may be requested to speak to the media about such decisions.*

9.2 *Occasionally issues come to the notice of the media which involve staff or members and aspects of their private lives or employment contracts. It is not the council's policy to comment upon such issues and, as such, responses will be factual but respectful of the confidentiality of such issues and the individual's rights under data protection legislation.*

9.3 *All press releases will be written and issued by the communications team in conjunction with members and/or the relevant officers. Links to media releases will be emailed to all members and copies of full media releases will be circulated to the relevant members. Contact details of the relevant Cabinet Member/Portfolio Holder will be included on all press releases, along with those of the nominated representatives of the opposition groups.*

10 Recording and Webcasting of Meetings

10.1 *The council is committed to being open and transparent in the way it conducts its business. The press and members of the public are therefore welcome to film, photograph or record at any meeting that is open to the public and to use social media. The Council has also decided that some public meetings such as Cabinet and Full Council should be the subject of live web transmission ('webcasting'), or recorded for subsequent transmission.*

10.2 *Guidance on this subject is included at Appendix 1.*

11. Use of Social Media

11.1 *The council welcomes the use of social media to help the council to communicate effectively with the public; to consult and engage; and to be more transparent and accountable. Equally the council recognises the need to be aware of the responsibilities that come with the use of social media, and to ensure that the highest level of propriety is maintained.*

11.2 *Guidance on the use of social media **on behalf of the council** is contained in the council's social media and blogging policy, which may be found on the council's intranet at:*

http://www.wiltshire.gov.uk/council/howthecouncilworks/plansstrategiespolicies/socialmediapolicy.htm#Social_media_policy_etiquette-Anchor

11.3. *Guidance for councillors on the personal use of social media may be found on the council's intranet at:*

<http://moderngov.wiltshire.council/ecSDDisplay.aspx?NAME=Protocol%207%20%20Media%20Relations%20Protocol&ID=877&RPID=10498685&sch=doc&cat=13386&path=13386>

13. Embargoes

13.1 *Wherever possible the communications team will avoid embargoed information. On the rare occasion where information is embargoed then agreement will be sought from group leaders on how the information is managed and shared with members.*

13.2 *If an embargo is unavoidable, it is proposed that agreement is sought from media representatives ahead of the release of the embargoed information regarding its publication.*

14. Contacts and Emergency Out of Hours

14.1 *The communications mobile number (07747007340) is always available for the media out of hours. The designated media relations officer will determine whether an immediate response is required, contacting the relevant officer(s) or members as necessary.*

14.2 *Wiltshire Council has a key role to play in the Emergency Plan for Wiltshire. Arrangements are in place to ensure effective cooperation with the other agencies involved. A media relations officer from one or more of the agencies will be nominated to deal with media enquiries. During an emergency, clear guidance on the identity of media contacts will be issued to officers and members.*

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