

SUMMONS

Meeting: Council

Place: Council Chamber, County Hall, Trowbridge, BA14 8JN

Date: Tuesday 17 October 2017

Time: 11.00 am

Councillors are reminded to sign the attendance book before entering the Council Chamber

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.

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County Hall, Trowbridge
Bourne Hill, Salisbury
Monkton Park, Chippenham

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Public Participation

Please see the agenda list 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](#).

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 **Apologies**

To receive any apologies for the meeting.

2 **Minutes of Previous Meeting** (*Pages 7 - 26*)

To approve as a correct record and sign the minutes of the meeting of Council held on 11 July 2017.

3 **Declarations of Interest**

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

4 **Announcements by the Chairman**

To receive any announcements from the Chairman.

5 **Petitions**

5a) **Petitions Received** (*Pages 27 - 28*)

Paul Cunningham, Chairman of Netherhampton Parish Council, to present a petition in response to the Draft Housing Site Allocations Plan for Council to note.

5b) **Petitions Update** (*Pages 29 - 32*)

To note updates on petitions submitted to the council.

6 **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. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item.

Please contact the officer named above for any further clarification.

Questions

To receive any questions from members of the public received in accordance with the constitution. 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 Corporate Director) **no later than 5pm on 10 October 2017** in order to be guaranteed a written response. Questions received after this deadline and **no later than 5pm 12 October 2017** will receive a verbal response. Please contact the officer named on the first page of this agenda for further advice.

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

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

ANNUAL REPORTS AND UPDATES

7 **Dorset & Wiltshire Fire Authority Annual Report** (*Pages 33 - 42*)

To receive the annual report of the Dorset & Wiltshire Fire Authority

8 **Update on Syrian Vulnerable Persons Relocation Scheme** (*Pages 43 - 50*)

To receive a briefing note from the Corporate Director.

ITEMS FOR COUNCIL

9 **Independent Remuneration Panel's Report** (*Pages 51 - 96*)

To receive the report of the Independent Remuneration Panel's and to consider the recommendations therein.

10 **Local Government Boundary Commission for England - Proposed Electoral Review of Wiltshire** (*Pages 97 - 106*)

To inform members of the forthcoming Electoral Review to be carried out by the Commission.

COUNCILLORS' MOTIONS

11 **Notices of Motion**

To consider the following notices of motions:

11a) **Notice of Motion No.03 - Recorded Votes** (Pages 107 - 108)

To consider the attached motion from Councillors Jon Hubbard and Ross Henning.

11b) **Notice of Motion No.04 - Staff Pay Cap** (Pages 109 - 110)

To consider the attached motion from Councillors Brian Mathew and Chris Hurst.

MINUTES OF CABINET AND COMMITTEES

12 **Minutes of Cabinet and Committees**

- a. The Chairman will move that Council receives and notes the minutes of Cabinet and the various Committees of the Council as listed in the [minute book](#).
- b. The Chairman will invite the Leader, Cabinet members and Chairmen of Committees to make any important announcements.
- c. Councillors will be given the opportunity to raise questions on points of information or clarification on the minutes presented.
- d. Councillors will be given an opportunity to raise any questions on the minutes of the Dorset and Wiltshire Fire Authority - please submit any questions to committee@wiltshire.gov.uk by 5pm 9 October May 2017
- e. Councillors will be given an opportunity to raise general issues relating to Area Boards but not specific local issues.

OTHER ITEMS OF BUSINESS

13 **Membership of Committees**

To determine any requests from Group Leaders for changes to committee membership in accordance with the allocation of seats to political groups previously approved by the Council.

COUNCILLORS' QUESTIONS

14 **Councillors' Questions**

Please note that Councillors are required to give notice of any such questions in

writing to the officer named on the first page of this agenda (acting on behalf of the Corporate Director) **not later than 5pm on Tuesday 10 October 2017**. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Councillors 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

Dr Carlton Brand
Corporate Director

Carolyn Godfrey
Corporate Director

Alistair Cunningham
Corporate Director

Terrence Herbert
Corporate Director

Wiltshire Council
Bythesea Road
Trowbridge
BA14 8JN

COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON 11 JULY 2017 AT COUNCIL CHAMBER, COUNTY HALL, TROWBRIDGE, BA14 8JN.

Present:

Cllr Phil Alford, Cllr Ben Anderson, Cllr Pat Aves, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Richard Britton, Cllr Derek Brown OBE, Cllr Allison Bucknell (Chairman), Cllr Clare Cape, Cllr Trevor Carbin, Cllr Mary Champion, Cllr Pauline Church, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Mark Connolly, Cllr Christine Crisp, Cllr Anna Cuthbert, Cllr Brian Dalton, Cllr Andrew Davis, Cllr Matthew Dean, Cllr Tony Deane, Cllr Stewart Dobson, Cllr Bill Douglas, Cllr Mary Douglas, Cllr Peter Evans, Cllr Sue Evans, Cllr Nick Fogg MBE, Cllr Peter Fuller, Cllr Richard Gamble, Cllr Sarah Gibson, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Mollie Groom, Cllr David Halik, Cllr Deborah Halik, Cllr Russell Hawker, Cllr Ross Henning, Cllr Darren Henry, Cllr Mike Hewitt, Cllr Alan Hill, Cllr Sven Hocking, Cllr Ruth Hopkinson, Cllr Atiqul Hoque, Cllr Jon Hubbard, Cllr Chris Hurst, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Simon Jacobs, Cllr George Jeans, Cllr David Jenkins, Cllr Bob Jones MBE, Cllr Johnny Kidney, Cllr Gordon King, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Jim Lynch, Cllr Brian Mathew, Cllr Laura Mayes, Cllr Ian McLennan, Cllr Nick Murry, Cllr Christopher Newbury, Cllr Ashley O'Neill, Cllr Steve Oldrieve, Cllr Stewart Palmen, Cllr Graham Payne, Cllr Andy Phillips, Cllr Horace Prickett, Cllr Leo Randall, Cllr Fleur de Rhé-Philipe, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Tom Rounds, Cllr Baroness Scott of Bybrook OBE, Cllr James Sheppard (Vice Chairman), Cllr Jonathon Seed, Cllr John Smale, Cllr Hayley Spencer, Cllr Toby Sturgis, Cllr Melody Thompson, Cllr John Thomson, Cllr Ian Thorn, Cllr Tony Trotman, Cllr John Walsh, Cllr Bridget Wayman, Cllr Fred Westmoreland, Cllr Philip Whalley, Cllr Stuart Wheeler, Cllr Roy While, Cllr Philip Whitehead, Cllr Jerry Wickham, Cllr Christopher Williams and Cllr Graham Wright

119 Apologies

Apologies for absence were received from Councillors Derek Brown, Jane Davies, Christopher Devine, Josie Green, Paul Oatway QPM and Robert Yuill.

120 Minutes of Previous Meeting

The minutes of the Meeting held on 16 May 2017 were presented.

Resolved:

That the minutes of the last Council meeting held on 16 May 2017 be approved as a correct record and signed by the Chairman.

121 **Declarations of Interest**

It was noted that some Councillors were also members of the Dorset & Wiltshire Fire Authority; but that this would not prevent them from taking part in and voting on item 12 – the Dorset and Wiltshire Fire and Rescue Authority - Proposed Revised Governance Arrangements:

For reference the following Councillors declared their membership in the interests of transparency: Peter Hutton, Pip Ridout, Andrew Davis, Christopher Newbury, Matthew Dean, Bob Jones MBE, Brian Dalton and Ernie Clark.

122 **Announcements by the Chairman**

The Chairman drew attention to following list of engagements:

- Chippenham Town Council Mayor's Investiture Ceremony.
- Robing Ceremony (formerly Mayor Making), Malmesbury.
- Royal British Legion Annual Rededication Service and Parade, Royal Wotton Bassett.
- Beating the Retreat Ceremony and Military Motorcycle Display, Azimghur Barracks, North Colerne.
- Trowbridge in Bloom in partnership with Trowbridge College Catwalk Show, Arc Theatre, Trowbridge.
- Royal Wootton Bassett Royal British Legion Armed Forces Day Celebration.
- Armed Forces and Veterans' Weekend Celebrations, Trowbridge Park
- Malmesbury Town Council Choral Evensong, Malmesbury Abbey.
- Annual Fovant Badges Drum Head Service, East Farm, Fovant.
- Visit of HRH The Prince of Wales to the Army Air Corps 60th Anniversary Guidon Presentation Parade and Service, Salisbury Cathedral.
- The High Sheriff of Wiltshire's Summer Reception, Odstock Manor.
- Marlborough Civic Service.
- Annual Meeting of Devizes Town Council and Mayoral Reception
- Wilton Ground Breaking Ceremony.
- Melksham Town Council's Civic Service.

- Army Air Corps 60th Anniversary Guidon Presentation Parade and Service, Salisbury Cathedral.
- The High Sheriff of Wiltshire's Summer Reception, Odstock Manor.

The Chairman announced that a number of Wiltshire residents had received national recognition in Her Majesty's Birthday Honours' List in June.

- Companions of the Order of the Bath (CB) has been awarded to:
- Jonathan Henry Lyle, from East Grafton, for services to Defence.

Officers of the Order of the British Empire (OBE's) have been awarded to:

- Major General Patrick Anthony John Cordingley, from Salisbury, for Voluntary Service.
- Ms Carmel Jane Grant, from Shrewton, for services to Army Reform.
- Mr. Kenneth Thomas Green, from Warminster, for Voluntary Political Service.
- Dr. Julie Patricia Greeves, from Salisbury, for services to Military Operational Effectiveness.
- Miss Louise Hubble, from Salisbury, for services to the Rural Communities in Hampshire and the Isle of Wight.
- Mrs. Karen Riley, from Salisbury, for services to Special Educational Needs and Disabilities.
- Miss Heather Mary Stanning, MBE, from Wroughton, for services to Rowing.

Members of the Order of the British Empire (MBE's) have been awarded to:

- Mr. Christopher Davies, from Amesbury, for services to Drugs Awareness in the Armed Forces.
- Mr. Angus Stuart Macpherson, from Wroughton, for services to the community in Wiltshire.
- Mrs. Valerie Jean McLea, from Royal Wootton Bassett, for services to the Community and Assisting Policing in Royal Wootton Bassett.
- Mr. Philip Neame, from Malmesbury, for voluntary service to Reserve Forces and Cadets.
- Mrs. Ishbel Sewell, from Aldbourne, for services to the Community in Aldbourne.

Medallist of the Order of the British Empire (BEMs) have been awarded to:

- Mr. Richard Adrian Giles, from Pewsey, for services to the community in Pewsey.
- Mr. Roy Stephen, from Swindon, for services to the Malayee Association, UK Knanaya Catholic Association and to the Community in Swindon.
- Mr. Richard Derek Tilney, from Malmesbury, for services to the community in Malmesbury.

The Chairman made specific reference to her attendance, at County Hall, at the event of the presentation of the Norwegian Medal of Honour for Ken Foster.

Ken Foster was given the commemorative medal by Honorary Consul for Norway, Nigel Fletcher Ken was a crew member on the ship that returned Prince Olav to Norway in May 1945.

123 **Public Participation**

(a) Councillor Martin Pain – Melksham Town Council

Councillor Pain expressed his concern that the Melksham Campus project had lost momentum and that interest parties, and the wider public, were not receiving sufficient information on progress.

In response to the question, Councillor John Thomson gave a verbal update on the progress made to date and agreed to publish a full report on the matter.

(b) Councillor Ian McLennan

Councillor McLennan made a statement to the effect that he believed the announced reduction on the hours of operation for the council's phone lines and reception desks was a mistake and should be reconsidered.

124 **Petition Received - Review of Traffic Calming Measures - Calne**

The Chairman reported the receipt of a petition to the meeting regarding the request to review a traffic calming scheme in Calne, and noted that it did not meet the threshold for debate. After giving the opportunity for the local division member, Councillor Ian Thorn, to present the petition, the Chairman invited the Cabinet Member for Highways to respond.

In response to the petition, Councillor Bridget Wayman noted that the scheme had been installed following concerns raised about safety and that there had been no recorded accidents at the site since the scheme had been introduced. As with all schemes, the efficacy of the scheme would be reviewed and a report shared with the local Area Board as appropriate.

125 **Petitions Update**

The Chairman reported that, as of the 30th June 2017, three petitions had been received since the last meeting.

Having been duly proposed and seconded, and upon being put to the vote, it was,

Resolved

To note the petitions received and the action taken, as set out in the appendix to this report.

126 **Corporate Parenting Panel Annual Report 2016-17**

At the Chairman's invitation, Councillor Laura Mayes, Cabinet Member for Children's Services, introduced the item. In presenting the item, Councillor Mayes highlighted: the fact that all councillors are corporate parents; the work of the panel in reviewing budgets; monitoring young people's absences; reviewing school records; the role of Aspire House in Melksham, and that Councillors are encouraged to attend; the strategic priorities agreed by the Panel, including securing foster provision, provision for care leavers and improving the profile of the service; and the desire to raise educational standards.

Ending her presentation, Councillor Mayes urged all councillors to assist in recruiting foster carers in their local communities.

A presentation was made by three care leavers, who shared their experiences and challenged the councillors to consider carefully how they might better understand and support looked after children in facing their personal challenges.

The Chair added her thanks for the excellent presentation

Following a short debate, the meeting;

Resolved

To receive and note the Annual Report and ratify the improvements required to strengthen Corporate Parenting in Wiltshire.

127 **Overview and Scrutiny Annual Report 2016-17**

At the Chairman's invitation, Councillor Laura Mayes, Cabinet Member for Children's Services, introduced the item. In presenting the item, Councillor Mayes highlighted: the fact that all councillors are corporate parents; the work of the panel in reviewing budgets; monitoring young people's absences; reviewing school records; the role of Aspire House in Melksham, and that Councillors are encouraged to attend; the strategic priorities agreed by the Panel, including securing foster provision, provision for care leavers and improving the profile of the service; and the desire to raise educational standards.

Ending her presentation, Councillor Mayes urged all councillors to assist in recruiting foster carers in their local communities.

A presentation was made by three care leavers, who shared their experiences and challenged the councillors to consider carefully how they might better understand and support looked after children in facing their personal challenges.

The Chair added her thanks for the excellent presentation

Following a short debate, the meeting;

Resolved

To receive and note the Annual Report and ratify the improvements required to strengthen Corporate Parenting in Wiltshire.

128 **Wiltshire Council Draft Business Plan 2017-2027**

At the invitation of the Chairman, the Leader introduced the Draft Business Plan which aimed to set the council's overarching strategy for the next ten years.

Presenting the report, the Leader emphasised the achievements in the term of the previous plan, and the challenges that would be addressed in the next. In moving the proposal, the Leader stated that the plan would be amended to include reference to councils existing commitments on the environment and carbon reduction.

The Chair then opened the matter for debate.

Councillor Steve Oldrieve proposed, subsequently seconded by Councillor Clare Cape the following amendments:

*Re-instate the 2013 Objective: **Everyone in Wiltshire lives in a high-quality environment** Households, businesses and public services should have a lower carbon footprint. More domestic, commercial and public buildings are energy efficient with renewable technology.*

We will increase recycling and reduce our carbon footprint.

- *More support for the Green Economy (Growing the Economy)*
- *Help for communities to invest in renewable energy and reduce energy costs (Strong Communities)*
- *Develop small scale wind turbine developments.*
- *More emphasis on reducing energy use in Council buildings (Effective Council)*
- *Build green infrastructure and encourage active travel (Strong Communities)*
- *Flood prevention given more emphasis (Strong Communities)*
- *Insert a carbon footprint target for Wilts Council (6.7 tCO₂ per capita [Wilts as a whole] 2012).*
- *Insert a % renewable energy use target for Wiltshire as a whole. (14% in 2016. Nationally 15% by 2020).*

In response to the motion, Councillor Toby Sturgis stated that he could not support the amendments as they were, in part, already reflected in existing policy or, in other instances, were in possible conflict with existing policy.

Following a debate and a request for a recorded vote, and having been put to the vote, the motion was LOST and was recorded as follows:

For the motion (26):

Cllr Bill Douglas, Cllr Bob Jones MBE, Cllr Brian Dalton, Cllr Brian Mathew, Cllr Chris Hurst, Cllr Clare Cape, Cllr David Jenkins, Cllr Ernie Clark, Cllr Gavin Grant, Cllr Gordon King, Cllr Hayley Spencer, Cllr Ian McLennan, Cllr Ian Thorn, Cllr Jim Lynch, Cllr John Walsh, Cllr Jon Hubbard, Cllr Nick Fogg MBE, Cllr Nick Murry, Cllr Pat Aves, Cllr Ricky Rogers, Cllr Ross Henning, Cllr Ruth Hopkinson, Cllr Sarah Gibson, Cllr Stephen Oldrieve, Cllr Stewart Palmen and Cllr Trevor Carbin

Against the motion (65):

Baroness Scott of Bybrook OBE, Cllr Alan Hill, Cllr Allison Bucknell, Cllr Andrew Davis, Cllr Andy Phillips, Cllr Anna Cuthbert, Cllr Ashley O'Neill, Cllr Atiqul Hoque, Cllr Ben Anderson, Cllr Bridget Wayman, Cllr Christine Crisp, Cllr Christopher Newbury, Cllr Christopher Williams, Cllr Chuck Berry, Cllr Darren Henry, Cllr David Halik, Cllr Deborah Halik, Cllr Edward Kirk, Cllr Fleur de Rhe-Philippe, Cllr Fred Westmoreland, Cllr Graham Payne, Cllr Graham Wright, Cllr Horace Prickett, Cllr Howard Greenman, Cllr Ian Blair-Pilling, Cllr Jacqui Lay, Cllr James Sheppard, Cllr Jerry Kunkler, Cllr Jerry Wickham, Cllr John Smale, Cllr John Thomson, Cllr Johnny Kidney, Cllr Jonathon Seed, Cllr Laura Mayes, Cllr Leo Randall, Cllr Mark Connolly, Cllr Mary Champion, Cllr Mary Douglas, Cllr Matthew Dean, Cllr Melody Thompson, Cllr Mike Hewitt, Cllr Mollie Groom, Cllr Pauline Church, Cllr Peter Evans, Cllr Peter Fuller, Cllr Peter Hutton, Cllr Philip Alford, Cllr Philip Whalley, Cllr Philip Whitehead, Cllr Pip Ridout, Cllr Richard Britton, Cllr Richard Clewer, Cllr Richard Gamble, Cllr Roy While, Cllr Russell Hawker, Cllr Simon Jacobs, Cllr Stewart Dobson, Cllr Stuart Wheeler, Cllr Sue Evans, Cllr Sven Hocking, Cllr Thomas Rounds, Cllr Toby Sturgis, Cllr Tony Deane, Cllr Tony Jackson and Cllr Tony Trotman

Abstained (1):

Cllr George Jeans.

Note: the meeting adjourned at 13:02 and reconvened at 13:50. Councillors Bill Douglas, Graham Wright and Deborah Halik did not attend the latter half of the meeting.

Councillor Sarah Gibson proposed, subsequently seconded by Councillor Ross Henning, the following amendment:

*Include in the paragraph **why is this important?**, the following:*

We need to insure the provision of new homes without dwarfing our existing market towns or putting strain on their services and amenities.

These new homes must be provided in a way that generates quality of place and community and not housing estates tacked onto the edge of towns.

*Include in the paragraph **What we will do, Development where it is needed** the following:*

*Develop the Core Strategy to include a 20yr vision for homes in new communities that avoid more doughnutting of existing towns and villages
Encourage and support the towns and villages to complete their neighbourhood plans or enact revisions to include sustainable levels of residential and commercial development.*

In response to the motion, Councillor Toby Sturgis stated that he would welcome a further discussion, where relevant, when the Core Strategy was next reviewed, but could not support the inclusion of the amendments in the business plan.

Following a debate, and having been put to the vote, the motion was LOST and was recorded as follows:

For the motion (26):

Cllr Bob Jones MBE, Cllr Brian Dalton, Cllr Brian Mathew, Cllr Chris Hurst, Cllr Clare Cape, Cllr David Jenkins, Cllr Ernie Clark, Cllr Gavin Grant, Cllr Gordon King, Cllr Hayley Spencer, Cllr Ian McLennan, Cllr Ian Thorn, Cllr Jim Lynch, Cllr John Walsh, Cllr Jon Hubbard, Cllr Melody Thompson, Cllr Mollie Groom, Cllr Nick Murry, Cllr Pat Aves, Cllr Ricky Rogers, Cllr Ross Henning, Cllr Ruth Hopkinson, Cllr Sarah Gibson, Cllr Stephen Oldrieve, Cllr Stewart Palmen and Cllr Trevor Carbin

Against the motion (65):

Baroness Scott of Bybrook OBE, Cllr Alan Hill, Cllr Allison Bucknell, Cllr Andrew Davis, Cllr Andy Phillips, Cllr Anna Cuthbert, Cllr Ashley O'Neill, Cllr Atiquil Hoque, Cllr Ben Anderson, Cllr Bridget Wayman, Cllr Christine Crisp, Cllr Christopher Newbury, Cllr Christopher Williams, Cllr Chuck Berry, Cllr Darren Henry, Cllr David Halik, Cllr Edward Kirk, Cllr Fleur de Rhe-Philippe, Cllr Fred Westmoreland, Cllr George Jeans, Cllr Horace Prickett, Cllr Howard Greenman, Cllr Ian Blair-Pilling, Cllr Jacqui Lay, Cllr James Sheppard, Cllr Jerry Kunkler, Cllr Jerry Wickham, Cllr John Smale, Cllr John Thomson, Cllr Johnny Kidney, Cllr Jonathon Seed, Cllr Laura Mayes, Cllr Leo Randall, Cllr Mark Connolly, Cllr Mary Champion, Cllr Mary Douglas, Cllr Matthew Dean, Cllr Mike Hewitt, Cllr Pauline Church, Cllr Peter Evans, Cllr Peter Fuller, Cllr Peter Hutton, Cllr Philip Alford, Cllr Philip Whalley, Cllr Philip Whitehead, Cllr Pip Ridout, Cllr Richard Britton, Cllr Richard Clewer, Cllr Richard Gamble, Cllr Roy While, Cllr Russell Hawker, Cllr Simon Jacobs, Cllr Stewart Dobson, Cllr Stuart Wheeler, Cllr Sue Evans, Cllr Sven Hocking, Cllr Thomas Rounds, Cllr Toby Sturgis, Cllr Tony Deane, Cllr Tony Jackson and Cllr Tony Trotman

Abstained (1):

Cllr Graham Payne

Councillor Sarah Gibson proposed, subsequently seconded by Councillor Ross Henning, the following further amendments:

Amendment two: Growing the economy: Transport and infrastructure

*Include in the paragraph **what we will do: New transport infrastructure to support housing and employment** the following:*

Plan for new development within easy access of principal transport routes

Amendment three: Strong Communities Community wellbeing

*Include in the paragraph **what we will do: more neighbourhood plans** the following:*

Set out clear objectives for the neighbourhood plans to include sustainable development to boost the vibrancy of the town or village under an overall master plan to provide the necessary guarantee to the parish and town councils that their settlement not be under pressure to include ad-hoc development in 5 yrs.

Amendment four: Strong Communities personal wellbeing

*Include in the paragraph **what we will do: good countryside** the following:*

Plan areas of growth in communities to allow good access to the countryside and to services (Doctors, Village Halls, Shops etc) that will encourage walking and cycling rather than car use.

Having been put to the vote, the motion was LOST and was recorded as follows:

For the motion (23):

Cllr Bob Jones MBE, Cllr Brian Dalton, Cllr Brian Mathew, Cllr Chris Hurst, Cllr Clare Cape, Cllr David Jenkins, Cllr Ernie Clark, Cllr Gavin Grant, Cllr Gordon King, Cllr Hayley Spencer, Cllr Ian McIennan, Cllr Ian Thorn, Cllr Jim Lynch, Cllr John Walsh, Cllr Jon Hubbard, Cllr Nick Murry, Cllr Pat Aves, Cllr Ricky Rogers, Cllr Ross Henning, Cllr Ruth Hopkinson, Cllr Sarah Gibson, Cllr Stewart Palmen and Cllr Trevor Carbin

Against the motion (61):

Baroness Scott of Bybrook OBE, Cllr Alan Hill, Cllr Allison Bucknell, Cllr Andrew Davis, Cllr Andy Phillips, Cllr Anna Cuthbert, Cllr Ashley O'Neill, Cllr Atiquil Hoque, Cllr Ben Anderson, Cllr Bridget Wayman, Cllr Christine Crisp, Cllr Christopher Williams, Cllr Chuck Berry, Cllr Darren Henry, Cllr David Halik, Cllr Edward Kirk, Cllr Fleur de Rhe-Philipe, Cllr Fred Westmoreland, Cllr George Jeans, Cllr Horace Prickett, Cllr Howard Greenman, Cllr Ian Blair-Pilling, Cllr Jacqui Lay, Cllr James Sheppard, Cllr Jerry Kunkler, Cllr Jerry Wickham, Cllr

John Smale, Cllr John Thomson, Cllr Johnny Kidney, Cllr Jonathon Seed, Cllr Laura Mayes, Cllr Leo Randall, Cllr Mark Connolly, Cllr Mary Champion, Cllr Mary Douglas, Cllr Matthew Dean, Cllr Mike Hewitt, Cllr Pauline Church, Cllr Peter Evans, Cllr Peter Fuller, Cllr Peter Hutton, Cllr Philip Alford, Cllr Philip Whalley, Cllr Philip Whitehead, Cllr Pip Ridout, Cllr Richard Britton, Cllr Richard Clewer, Cllr Richard Gamble, Cllr Roy While, Cllr Russell Hawker, Cllr Simon Jacobs, Cllr Stewart Dobson, Cllr Stuart Wheeler, Cllr Sue Evans, Cllr Sven Hocking, Cllr Thomas Rounds, Cllr Toby Sturgis, Cllr Tony Deane, Cllr Tony Jackson and Cllr Tony Trotman

Abstained (1):

Cllr Graham Payne

Councillor Steve Oldrieve proposed, subsequently seconded by Councillor Ian Thorn, the following amendment:

That Trowbridge be added to the list of campuses projects included in the business plan.

In response to proposal, Councillor John Thomson stated that work in relation to the Health & Wellbeing Centre was underway as part of the One Public Estate and did not feel a further reference was required.

Having been put to the vote, the motion was LOST and was recorded as follows:

For the motion (23):

Cllr Bob Jones MBE, Cllr Brian Dalton, Cllr Brian Mathew, Cllr Chris Hurst, Cllr Clare Cape, Cllr David Jenkins, Cllr Ernie Clark, Cllr Gavin Grant, Cllr George Jeans, Cllr Gordon King, Cllr Hayley Spencer, Cllr Ian McLennan, Cllr Ian Thorn, Cllr John Walsh, Cllr Jon Hubbard, Cllr Pat Aves, Cllr Ricky Rogers, Cllr Ross Henning, Cllr Ruth Hopkinson, Cllr Sarah Gibson, Cllr Stephen Oldrieve, Cllr Stewart Palmen and Cllr Trevor Carbin

Against the motion (60):

Baroness Scott of Bybrook OBE, Cllr Alan Hill, Cllr Allison Bucknell, Cllr Andrew Davis, Cllr Andy Phillips, Cllr Anna Cuthbert, Cllr Ashley O'Neill, Cllr Atiqui Hoque, Cllr Ben Anderson, Cllr Bridget Wayman, Cllr Christine Crisp, Cllr Christopher Williams, Cllr Chuck Berry, Cllr Darren Henry, Cllr David Halik, Cllr Fleur de Rhe-Philipe, Cllr Fred Westmoreland, Cllr Horace Prickett, Cllr Howard Greenman, Cllr Ian Blair-Pilling, Cllr Jacqui Lay, Cllr James Sheppard, Cllr Jerry Kunkler, Cllr Jerry Wickham, Cllr John Smale, Cllr John Thomson, Cllr Johnny Kidney, Cllr Jonathon Seed, Cllr Laura Mayes, Cllr Leo Randall, Cllr Mark Connolly, Cllr Mary Champion, Cllr Mary Douglas, Cllr Matthew Dean, Cllr Melody Thompson, Cllr Mike Hewitt, Cllr Mollie Groom, Cllr Nick Murry, Cllr Pauline Church, Cllr Peter Evans, Cllr Peter Fuller, Cllr Peter Hutton, Cllr Philip Alford, Cllr Philip Whalley, Cllr Philip Whitehead, Cllr Pip Ridout, Cllr Richard

Britton, Cllr Richard Clewer, Cllr Richard Gamble, Cllr Roy While, Cllr Simon Jacobs, Cllr Stewart Dobson, Cllr Stuart Wheeler, Cllr Sue Evans, Cllr Sven Hocking, Cllr Thomas Rounds, Cllr Toby Sturgis, Cllr Tony Deane, Cllr Tony Jackson and Cllr Tony Trotman

Abstained (1):

Cllr Edward Kirk and Cllr Russell Hawker

Councillor Ian Thorn proposed, subsequently seconded by Councillor Ruth Hopkinson, that consideration of the substantive matter be deferred to allow for fuller consultation to be undertaken. A motion was moved by Councillor Christopher Williams, subsequently seconded, to move directly to the vote on the amendment, and the requisite number of councillors requesting it, the vote was recorded as follows:

For (37):

Cllr Alan Hill, Cllr Allison Bucknell, Cllr Anna Cuthbert, Cllr Ashley O'Neill, Cllr Ben Anderson, Cllr Christopher Williams, Cllr Edward Kirk, Cllr Ernie Clark, Cllr Fleur de Rhe-Philipe, Cllr Fred Westmoreland, Cllr Horace Prickett, Cllr Howard Greenman, Cllr Ian Blair-Pilling, Cllr Jacqui Lay, Cllr James Sheppard, Cllr John Smale, Cllr Johnny Kidney, Cllr Leo Randall, Cllr Mark Connolly, Cllr Mary Champion, Cllr Melody Thompson, Cllr Mike Hewitt, Cllr Peter Evans, Cllr Peter Fuller, Cllr Peter Hutton, Cllr Philip Whalley, Cllr Pip Ridout, Cllr Richard Britton, Cllr Roy While, Cllr Russell Hawker, Cllr Simon Jacobs, Cllr Stewart Dobson, Cllr Sue Evans, Cllr Thomas Rounds, Cllr Tony Deane, Cllr Tony Trotman and Cllr Trevor Carbin.

Against (43):

Baroness Scott of Bybrook OBE, Cllr Andy Phillips, Cllr Atiqul Hoque, Cllr Bob Jones MBE, Cllr Brian Dalton, Cllr Brian Mathew, Cllr Chris Hurst, Cllr Christine Crisp, Cllr Chuck Berry, Cllr Clare Cape, Cllr Darren Henry, Cllr David Halik, Cllr David Jenkins, Cllr Gavin Grant, Cllr George Jeans, Cllr Gordon King, Cllr Graham Payne, Cllr Hayley Spencer, Cllr Ian Mclennan, Cllr Ian Thorn, Cllr Jerry Wickham, Cllr Jim Lynch, Cllr John Thomson, Cllr John Walsh, Cllr Jon Hubbard, Cllr Jonathon Seed, Cllr Laura Mayes, Cllr Mary Douglas, Cllr Nick Murry, Cllr Pat Aves, Cllr Pauline Church, Cllr Philip Alford, Cllr Philip Whitehead, Cllr Richard Clewer, Cllr Richard Gamble, Cllr Ricky Rogers, Cllr Ross Henning, Cllr Ruth Hopkinson, Cllr Stephen Oldrieve, Cllr Stewart Palmen, Cllr Stuart Wheeler, Cllr Sven Hocking and Cllr Toby Sturgis

Abstained (4): Cllr Matthew Dean, Cllr Sarah Gibson, Cllr Jerry Kunkler, Cllr Bridget Wayman

Following the rest of the debate, and having been put to the vote, the motion was LOST.

The meeting then returned to debate the substantive motion as amended by the Leader.

At the close of the debate, and having been put to the vote, the meeting;

Resolved

To approve the Business Plan 2017-2027 including the addition of the following amendment:

‘to reaffirm our commitments to continue working within our policies on the Environment and Carbon reduction’

129 Alignment of Council Structure to the New Business Plan - Consequential Matters

At invitation of the Chairman, the Leader introduced the report which to asked Council to consider various consequential matters arising from Cabinet’s decision of 20 June 2017 to make changes to the senior management structure of the Council.

Following a short debate, the meeting;

Resolved

a) To approve the designation of statutory functions as follows:

- i. Director of Adult Social Services (DASS) to the Corporate Director, Adult Care and Health (Joint with the CCG) (paragraph 13 of the cabinet report of 20 June 2017).**
- ii. Director of Children’s Service (DCS) to the Corporate Director, Children & Education (paragraph 14 of the cabinet report of 20 June 2017).**
- iii. Returning Officer (RO) and Electoral Registration Officer (ERO) to the Corporate Director, Communities, Transformation & Resources (paragraph 16 of the cabinet report of 20 June 2017).**
- iv. Director of Public Health, to the Associate Director with responsibility for Public Health, (currently Associate Director, Public Health) (paragraph 15 of the cabinet report of 20 June 2017).**
- v. Head of Paid Service to the Associate Director with responsibility for Human Resources & Organisational Development (HR & OD), (currently Associate Director, People & Business) (paragraph 17 to 22 of the cabinet report of 20 June 2017).**

- b) To authorise the Monitoring Officer to make any consequential changes to the Constitution arising from the designation of the statutory functions outlined above.**

130 Notices of Motion

The meeting considered the following motions:

131 Notice of Motion No.1 - Planning meetings to accommodate everyone - Councillors Chris Hurst and Ian Thorn

The Chairman reported receipt of the listed motion from Councillors Chris Hurst and Ian Thorn. Accordingly, Councillor Hurst moved the following motion which was duly seconded by Councillor Thorn:

“The Council recognises the important role of planning within the authority and asserts the importance of democratic debate in the planning process. Public engagement is crucial to ensure that planning decisions are made in the best interests of Wiltshire residents. The Council's planning meetings are central in this process; giving the public an opportunity to contribute, speak and witness that all decisions are open, transparent and made free from prejudice.

To this end, the Council resolves to start all Eastern, Northern, Southern and Western Planning Committee meetings at 6pm to ensure that all residents have the greatest opportunity to attend.”

Presenting his motion, Councillor Hurst emphasised his view that afternoon meetings did not enable those of working age to attend thereby maximising the opportunity to make their views known on planning matters.

Responding to the motion, Councillor Toby Sturgis, as the Cabinet Member for Planning, stated that he could not support the motion as he believed that there were ample opportunities for the public to engage with the planning process and make their views known, and that there had been no reduction in public attendance when the meetings moved to the afternoon.

Issues raised in the course of the debate included: the impact of the timing of meetings in different groups ability to attend; the limited number of times someone would attend a planning meeting; the alternative methods of engagement with the process; the impact of the timing of meetings on Councillors with other commitments; the impact on the levels of concentration of members and thus the quality of debate; and the impact of the proposals on officers supporting the meetings.

Having been put to the vote, the motion was LOST and was recorded as follows:

For the motion (25):

Cllr Andy Phillips, Cllr Bob Jones MBE, Cllr Brian Dalton, Cllr Brian Mathew, Cllr Chris Hurst, Cllr Clare Cape, Cllr David Jenkins, Cllr Ernie Clark, Cllr Gavin Grant, Cllr George Jeans, Cllr Gordon King, Cllr Graham Payne, Cllr Hayley Spencer, Cllr Ian Thorn, Cllr James Sheppard, Cllr Jon Hubbard, Cllr Nick Murry, Cllr Pat Aves, Cllr Ricky Rogers, Cllr Ross Henning, Cllr Russell Hawker, Cllr Ruth Hopkinson, Cllr Stephen Oldrieve, Cllr Stewart Palmen and Cllr Trevor Carbin

Against the motion (55):

Baroness Scott of Bybrook OBE, Cllr Alan Hill, Cllr Allison Bucknell, Cllr Andrew Davis, Cllr Ashley O'Neill, Cllr Atiqul Hoque, Cllr Ben Anderson, Cllr Bridget Wayman, Cllr Christine Crisp, Cllr Christopher Williams, Cllr Chuck Berry, Cllr Darren Henry, Cllr David Halik, Cllr Edward Kirk, Cllr Fleur de Rhe-Philippe, Cllr Fred Westmoreland, Cllr Horace Prickett, Cllr Howard Greenman, Cllr Ian Blair-Pilling, Cllr Jacqui Lay, Cllr Jerry Kunkler, Cllr Jerry Wickham, Cllr John Smale, Cllr John Thomson, Cllr Johnny Kidney, Cllr Jonathon Seed, Cllr Laura Mayes, Cllr Leo Randall, Cllr Mary Champion, Cllr Mary Douglas, Cllr Matthew Dean, Cllr Melody Thompson, Cllr Mike Hewitt, Cllr Mollie Groom, Cllr Pauline Church, Cllr Peter Evans, Cllr Peter Fuller, Cllr Peter Hutton, Cllr Peter Hutton, Cllr Philip Alford, Cllr Philip Whalley, Cllr Philip Whitehead, Cllr Pip Ridout, Cllr Richard Britton, Cllr Richard Clewer, Cllr Richard Gamble, Cllr Roy While, Cllr Simon Jacobs, Cllr Stewart Dobson, Cllr Stuart Wheeler, Cllr Sue Evans, Cllr Sven Hocking, Cllr Thomas Rounds, Cllr Toby Sturgis, Cllr Tony Jackson, and Cllr Tony Trotman

Abstained (3):

Cllr Mark Connolly, Cllr Sarah Gibson and Cllr Tony Deane.

132 **Notice of Motion No. 2 - Members' Allowances - Councillors Gavin Grant and Brian Mathew**

The Chairman reported receipt of the listed motion from Councillors Gavin Grant and Brian Mathew. Accordingly, Councillor Gavin Grant moved the following motion which was duly seconded by Councillor Brian Mathew:

“Council notes that in 2013 allowances for the Leader, Deputy Leader, Cabinet Members, Portfolio Holders and Chairs of Committees were raised by 22% at an additional cost of £127,000 a year to Wiltshire residents.

This rise took place at a time when salaries for Wiltshire Council staff and other public sector workers were subject to a fixed 1% pay increase, along with non-portfolio holding councillors who received a single 1% pay increase.

To this end, Council resolves to return the Leader, Deputy Leader, Cabinet Members, Portfolio holders and Chairs of Committees to the 2013 levels prior to those increases having been made plus the addition of the one off 1% increases received by other Councillors. The saved revenue from this action to be allocated pro rata to Area Boards to support projects and activities in their communities”.

Presenting his motion, Councillor Grant stated that he wished these matters to be considered by the Remuneration Body.

Following a vote, the motion was agreed for debate.

In response to the motion, the Leader stated that she felt these matters had already been considered carefully by the Remuneration Panel and that she could not support the motion as it stood.

In the course of the debate, issues raised included: the process by which Council reaches a decision on allowances following recommendations made by the Independent panel; the impact of levels of allowances on members ability to take time away from their other commitments; and whether the motion was required as the Councillors were able to refer issues for consideration to the Independent Panel when it convened.

Having been put to the vote, the motion was LOST and was recorded as follows:

For the motion (8):

Cllr Brian Mathew, Cllr Chris Hurst, Cllr Clare Cape, Cllr Gavin Grant, Cllr Gordon King, Cllr Ian Thorn, Cllr Stephen Oldrieve and Cllr Trevor Carbin.

Against the motion (71):

Baroness Scott of Bybrook OBE, Cllr Alan Hill, Cllr Allison Bucknell, Cllr Andrew Davis, Cllr Andy Phillips, Cllr Ashley O'Neill, Cllr Atiqul Hoque, Cllr Ben Anderson, Cllr Brian Dalton, Cllr Bridget Wayman, Cllr Christine Crisp, Cllr Christopher Williams, Cllr Chuck Berry, Cllr Darren Henry, Cllr David Halik, Cllr David Jenkins, Cllr Edward Kirk, Cllr Ernie Clark, Cllr Fleur de Rhe-Philipe, Cllr Fred Westmoreland, Cllr George Jeans, Cllr Graham Payne, Cllr Hayley Spencer, Cllr Horace Prickett, Cllr Howard Greenman, Cllr Ian Blair-Pilling, Cllr Jacqui Lay, Cllr Jerry Kunkler, Cllr Jerry Wickham, Cllr John Smale, Cllr John Thomson, Cllr Johnny Kidney, Cllr Jon Hubbard, Cllr Jonathon Seed, Cllr Laura Mayes, Cllr Leo Randall, Cllr Mark Connolly, Cllr Mary Champion, Cllr Mary Douglas, Cllr Matthew Dean, Cllr Melody Thompson, Cllr Mike Hewitt, Cllr Mollie Groom, Cllr Pat Aves, Cllr Pauline Church, Cllr Peter Evans, Cllr Peter Fuller, Cllr Peter Hutton, Cllr Philip Alford, Cllr Philip Whalley, Cllr Philip Whitehead, Cllr Pip Ridout, Cllr Richard Britton, Cllr Richard Clewer, Cllr Richard Gamble, Cllr Ricky Rogers, Cllr Roy While, Cllr Russell Hawker, Cllr Ruth Hopkinson, Cllr Sarah Gibson, Cllr Simon Jacobs, Cllr Stewart Dobson, Cllr Stewart Palmen, Cllr Stuart Wheeler, Cllr Sue Evans, Cllr Sven Hocking, Cllr Thomas Rounds, Cllr Toby Sturgis, Cllr Tony Deane, Cllr Tony Jackson and Cllr Tony Trotman.

Abstained (2):

Cllr Bob Jones MBE and Cllr Nick Murry

133 **Dorset and Wiltshire Fire and Rescue Authority - Proposed Revised Governance Arrangements**

At invitation of the Chairman, the Leader introduced the report which invited the Council comment upon the proposed revision to the governance arrangements of the Fire and Rescue Authority.

The Leader, in presenting the item, argued that the number of authority members should be 24 to enable a strong voice to be maintained across a geographically large and diverse community.

Councillors Ian Thorn and Graham Payne spoke broadly in support of a 24 member authority, whereas, Councillor Bob Jones MBE spoke in support of an 18 member authority.

Having been put the vote, the meeting;

Resolved

That the Council accepts the principle of a reduction in the size of DWFRA, and in the principle of retaining equality of membership between north (Wiltshire and Swindon) and south (Dorset, Poole, Bournemouth), and expresses a preference for an Authority of no fewer than 24 members.

134 **Membership of Committees**

The Chairman invited Group Leaders to present any requests for changes to committee membership in accordance with the allocation of seats to political groups previously approved by Council.

Following a request made The Baroness Scott of Bybrook, OBE, Leader of the Conservative Group, and from Councillor Ian Thorn, Leader of the Liberal Democrat Group, it was;

Resolved

1. Northern Area Planning Committee:

Add: Councillor Chuck Berry

Remove: Councillor Ben Anderson

Add: Councillor Ben Anderson as a substitute.

2. Children's Select

Add: Councillor Deborah Halik

Remove: Leo Randall.

Add Councillor James Sheppard as a substitute

3. Health Select:

Add: Councillor Fred Westmoreland

Remove: Councillor Peter Hutton.

4. Staffing & Policy:
Add: Councillor Mike Hewitt
Remove: Councillor Tony Trotman

5. Southern Area Planning Committee:
Add: Councillor Trevor Carbin as substitute.

135 **Minutes of Cabinet and Committees**

The Chairman reported receipt of seven questions for this meeting from Councillors Ernie Clark, Ian Thorn, Nick Fogg, Brian Mathew and Jon Hubbard details of which were circulated in Agenda Supplement No. 1.

Questioners were permitted to each ask one relevant supplementary question per question submitted and where they did so, the relevant Cabinet member responded as summarised below:

1. Councillor Ernie Clark to Councillor Toby Sturgis (Ref 17-46)

There was no supplementary question.

2. Councillor Ian Thorn to Councillor Bridget Wayman (Ref 17-47)

In response to a supplementary question, Councillor Wayman confirmed that the answer was 'no', and that the scheme would continue to be reviewed considering the relatively low number of volunteers.

3. Councillor Nick Fogg to Councillor Philip Whitehead (Ref 17-49)

There was no supplementary question.

4. Councillor Brian Mathew to Councillor Toby Sturgis (Ref 17-50)

In response to a supplementary question, Councillor Sturgis stated that he could not yet offer unqualified support for a new town in Wiltshire.

5. Councillor John Hubbard to Councillor Bridget Wayman (Ref 17-52)

In response to the question, Councillor Wayman stated at the meeting that she recognised that a mistake had been made, and hoped that this had not negatively impacted on the Britain in Bloom judging. In response to a supplementary question, it was stated that £600,000 had been allocated for Market Place improvements but that further clarification would be sent in writing.

6. Councillor Ian Thorn to Councillor Bridget Wayman (Ref 17-48)

In response to a supplementary question, Councillor Wayman confirmed that the answer was 'no'.

7. Councillor Ernie Clark to Councillor Toby Sturgis (Ref 17-51)

In the absence of Councillor Clark, it was stated that a written answer to the question would be sent.

136 **Councillors' Questions**

The Chairman reported receipt of seven questions for this meeting from Councillors Ernie Clark, Ian Thorn, Nick Fogg, Brian Mathew and Jon Hubbard details of which were circulated in Agenda Supplement No. 1.

Questioners were permitted to each ask one relevant supplementary question per question submitted and where they did so, the relevant Cabinet member responded as summarised below:

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- 2.

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There was no supplementary question.

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8. Councillor Ernie Clark to Councillor Toby Sturgis (Ref 17-51)

In the absence of Councillor Clark, it was stated that a written answer to the question would be sent.

(Duration of meeting: 10.30 am - 5.15 pm)

The Officer who has produced these minutes is Will Oulton, of Democratic & Members' Services, direct line 01225 713935, e-mail william.oulton@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115

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Wiltshire Council

Council

17 October 2017

Petition to remove the housing allocations on Netherhampton Rd between Netherhampton and Harnham from the Draft Housing Site Allocations Plan on the grounds of transport and infrastructure concerns.

Summary

A petition of 242 signatures is submitted to Council in respect of proposed housing site allocations on Netherhampton Rd between Netherhampton and Harnham. The petition expresses concern there is not sufficient transport or infrastructure provision to support the proposed housing allocations in this location and will lead to a significant increase in traffic and associated problems in the surrounding locality, with a detrimental impact upon local residents.

The petition has been brought to the attention of the local member and the Cabinet Member, the petition was also forwarded to Spatial Planning to consider as part of the Draft Housing Site Allocations Plan Consultation which closed on 22 September 2017.

Action requested

It is requested the proposed housing allocations on Netherhampton Rd between Netherhampton and Harnham are removed from the Draft Housing Site Allocations Plan and are not included until transport and infrastructure issues have been sufficiently addressed.

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Wiltshire Council

Council

17 October 2017

Petitions Update

Petitions Received

As of 4 October 2017, three petitions have been received by Wiltshire Council since the last report to Council on 11 July 2017.

Proposal

That Council notes this update on petitions.

Libby Johnstone
Senior Democratic Services Officer

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Petitions Update

| NAME | DATE RECEIVED | RESPONDENTS | ACTION |
|---|----------------------|--------------------|--|
| Alex Shaw and Julia Drewett Petition the Council to close the footpath between Salter Close and Millhand Villas, Trowbridge, in response to crime and anti-social behaviour. | 13.09.17 | 26 | Petition referred to the local member, Cabinet Member for Highways and Cabinet Member for Public Health and Public Protection. Officers from Wiltshire Council Highways, Legal, Public Health, Public Protection and Wiltshire Police met to review the evidence and official complaints submitted to the Police and Wiltshire Council. It was agreed more needs to be known to address the root causes of the problem before taking any further action in respect of closing the footpath. Residents are therefore advised to log incidents of antisocial behaviour on one central portal, evidence will be reviewed upon receipt and direct an effective course of action. Police Pulse Patrols have been undertaken in this location in response to incident reports. |
| Sarah Cornelius Petition for a speed limit reduction on Shute Lane, Alderbury. | 13.09.17 | 83 | Petition referred to the local member, Cabinet Member for Highways and Highways Engineer. This issue is already known to the Southern Wiltshire CATG, a metrocount was recently undertaken, however the results did not indicate levels of speeding to warrant a change to the speed limit, the Parish Council will re-assess the matter in 12 months' time. |
| Paul Cunningham Petition in respect of proposed Housing Site Allocations on Netherhampton Rd, between Netherhampton and Harnham. | 14.09.17 | 242 | Petition referred to the local member and the Cabinet Member. The petition was forwarded to Spatial Planning as part of the consultation on the Draft Housing Site Allocations Plan. The petitioner has also requested to present the petition to this meeting of Council. |

Note: This does not include petitions received in respect of regulatory matters ie planning and licensing which are dealt with under different procedures.

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DORSET & WILTSHIRE
FIRE AND RESCUE

Annual Report 2016/17



PASSIONATE ABOUT
CHANGING & SAVING LIVES



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PASSIONATE ABOUT
CHANGING & SAVING LIVES

DORSET & WILTSHIRE FIRE AND RESCUE

DORSET & WILTSHIRE
FIRE AND RESCUE

Introduction



Ben Ansell,
Chief Fire Officer

This is our first Annual Report for the newly created Dorset & Wiltshire Fire and Rescue Service and the Authority that is responsible for it. Looking back, last year has been a challenging one for us. We are proud of our teams and how well they have adapted to form the new Service.

Over the past 12 months we attended nearly 12,500 incidents where people needed our urgent help. Whilst we will always provide this important service, we continue to do a lot of work to prevent fires and accidents from happening in the first place. Last year we engaged with over 1,000 local businesses and responded to nearly 1,500 building applications as well as undertaking a large number of fire safety audits.



Cllr Spencer Flower,
Chairman

We work hard to identify the people likely to have a fire and talk to them about minimising that risk with wide-ranging safety advice and by fitting free smoke alarms. Last year we completed over 12,000 safe and well checks, an essential means of reducing the number of fires. Whilst talking to these vulnerable people, we also help them to improve their wellbeing by helping them with additional needs they may have. For example, during our safe and well checks we are now moving to checking for frailty, warmth, risk of falling in the home and offering crime prevention support. By making referrals to partners where residents need support, this helps to reduce the pressures and costs for our partners in the ambulance, police and NHS.

Last year we worked with thousands of children and young people who received safety education talks and we ran a large number of youth intervention programmes. To help us further spread the word about reducing risks and making safer choices, we are expanding the network of safety centres to include a new centre on the border of Wiltshire and Swindon.

To help make our roads safer, we delivered road safety education to around nearly 17,000 young people and thousands of army personnel from across Dorset and Wiltshire. All in all it's been a very busy and productive year.

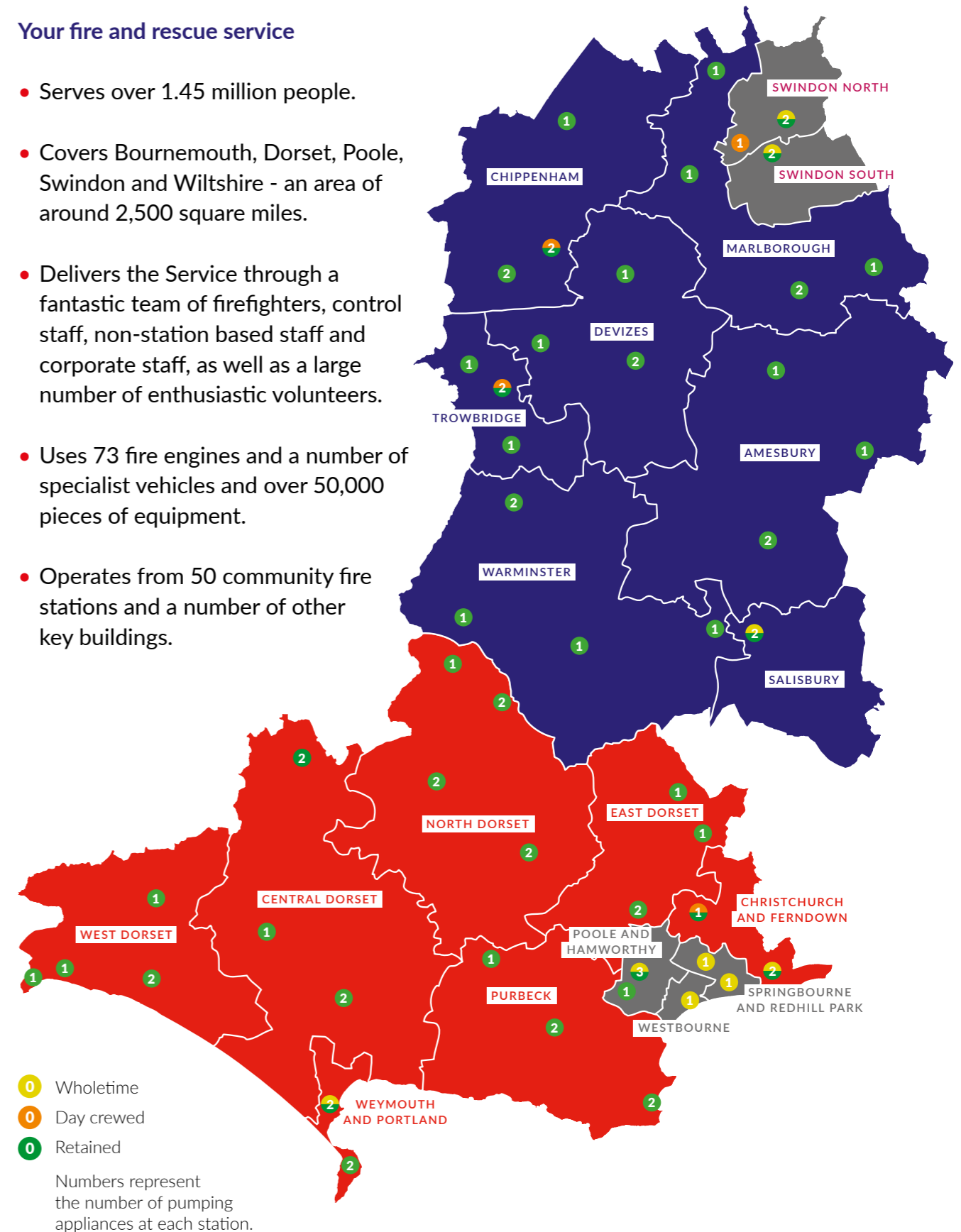
Finally, whilst this annual report gives you a flavour of what has happened last year, our Community Safety Plan 2017-21 sets out our future direction. This plan and a lot more information is available on our website or by contacting us.

We hope you enjoy reading this annual report.

About us

Your fire and rescue service

- Serves over 1.45 million people.
- Covers Bournemouth, Dorset, Poole, Swindon and Wiltshire - an area of around 2,500 square miles.
- Delivers the Service through a fantastic team of firefighters, control staff, non-station based staff and corporate staff, as well as a large number of enthusiastic volunteers.
- Uses 73 fire engines and a number of specialist vehicles and over 50,000 pieces of equipment.
- Operates from 50 community fire stations and a number of other key buildings.

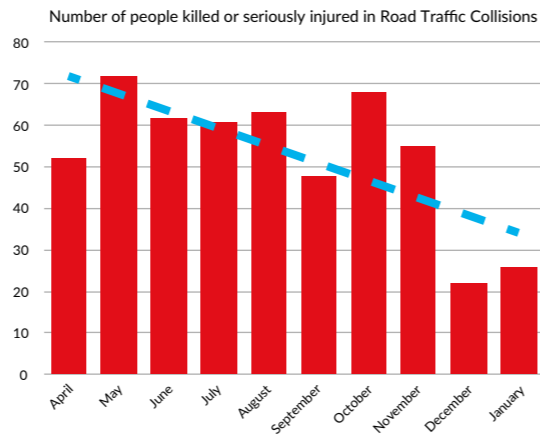




Making safer and healthier choices



Key headlines



Helping to achieve:

- Fewer injuries and deaths from accidental fires and preventable fires in the home.
- Fewer road traffic collisions that result in injury and death.
- Less anti-social behaviour and arson.
- More young people reaching their potential.
- More protection and support for vulnerable people so they can live fulfilling, independent lives.
- Less hospital admissions for vulnerable people.

Case study

Page 36

On the 6th November 2016, we attended a very serious house fire in Swindon. This unfortunately resulted in the tragic deaths of two occupants and significant injuries to a young child. Firefighters also rescued three more occupants.

This incident led to an immediate coordinated multi-agency response with Local Authority Officers, the police, Ward Councillors and Community Leaders. Our Safe and Well advisors, Firefighters and Local Authority Officers gave safety information to nearly 1,000 homes with 400 receiving a Safe and Well visit - many of which didn't have working smoke alarms.

Overview

Last year we delivered safety education talks and youth intervention programmes to over 22,000 children and young people. Our youth intervention programmes continue to be very well received. We delivered 26 youth courses last year with over 200 attendees, all helping to deliver positive outcomes for the young people and adults who attend them.

Since 1 April 2016, we undertook 12,459 Safe and Well checks. The visits increasingly provide advice and information not only on how to drive down the risk from fire but also how people can improve their overall health and well-being. By doing this, we are seeking to provide support for those experiencing frailty, warmth, risk of falling in the home, mental health and offering crime prevention advice. By working with partners in public health, local authorities, social services and the police we hope to reduce the demands on these services and save money across the wider public purse.

To help us target those at most need, we have invested in specialist community risk targeting software and we have been working hard

to increase the amount of partnership data through initiatives such as the 'Single View' initiative in Wiltshire and the Dorset Information Sharing Charter involving Dorset, Bournemouth and Poole. This is to ensure that our crews and Safe and Well advisers have the right information available to target the most vulnerable in our communities.

We have a number of portable misting units which can be fitted as a temporary measure in the homes of very vulnerable people, who often have significant mobility issues. The extension of the 'Orion network' through transmitters and repeaters on our fire stations now allows our Service Control Centre to be notified automatically should the portable misting units activate and a suitable response is then sent automatically.

We are focused on educating young drivers aged 16-24. The main education programme is through Safe Drive Stay Alive Roadshows focused on Schools and Colleges. We have delivered road safety education to around 16,900 people from across Dorset and Wiltshire. In addition, 24% of the British Army is located within the

Service area and data from the Ministry of Defence indicates that Army staff are 161% more likely to be involved in a road traffic collision than the rest of the UK population. As a result, we have focussed efforts on this high risk group and have delivered our roadshow to over 2,800 army personnel.

Moving forward



We will continue to focus on ensuring we are contributing towards wider health outcomes.

Our youth intervention and education programmes, including driver education, and our work in promoting wider health and well-being are also complimented by activities and events which take place at the SafeWise safety centres which we support financially in conjunction with partners and key stakeholders. The reach and impact of our work with the SafeWise charity will increase with the development of a new community safety centre at Wroughton.



Protecting you and the environment from harm



Key headlines



706
fire safety audits



1,482
building regulation consultations



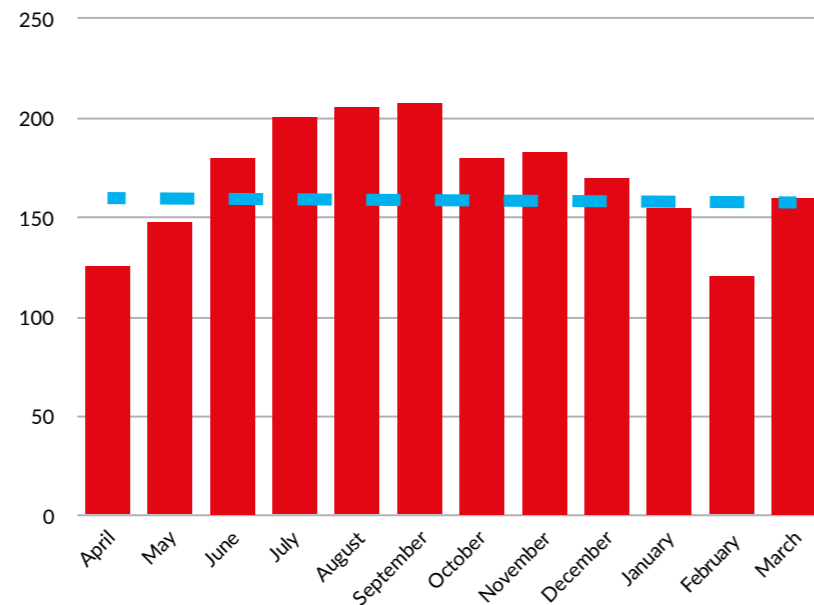
1,000 +
positive engagements with businesses

Case study

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A fire crew attending a property for a false alarm had serious concerns about the level of housekeeping within the property and also the mental health and wellbeing of the occupant. Through a safeguarding officer they made a referral. The case was passed on to the local community Social Worker and a revised care package was put in place for the occupant, even though they were already known to Social Services. The occupant has subsequently received a Safe and Well visit from the Service and a tele-care link has been installed. The occupant is now safer and better supported.

Attended false alarms from automatic fire detection equipment - non domestic premises



Helping to achieve:

- Fewer injuries preventable fires, deaths and accidents.
- Less disruption from extreme weather, especially flooding.
- Fewer false alarms and unnecessary call outs.
- Less damage to wildlife.

Overview

Our fire safety inspection programme is based on actively targeting those buildings and people at greatest risk. Last year we continued to develop effective working relationships with the Care Quality Commission and Clinical Commissioning Groups for jointly regulated premises. This has allowed us to share knowledge on risk, educate partner agencies in our work and train partners in how they can assist us in recognising and reducing risk from fire. Our approach to safeguarding is in place with 24/7 coverage to manage safeguarding referrals and all personnel with safeguarding responsibilities also received additional training.

Our fire safety team undertook 706 fire safety audits and responded to 1,482 buildings regulations consultations as part of our statutory duties. We have actively engaged with over 1,000 local businesses to raise awareness of their fire safety responsibilities and where necessary to drive down the number of false alarm calls generated by faulty systems or misuse.

As part of the Primary Authority Scheme, whereby

we are the national lead for all fire safety matters associated with agreed organisations, we have adopted an active approach and this has resulted in our support for key housing groups such as Aster and Colten Care. We also support the Royal National Lifeboat Institution and Oak Furniture Land in achieving greater fire safety compliance in their premises nationwide.

Operational crews have continued to gather and review information and intelligence on key risks within their areas to help ensure that they are prepared for emergency incidents should they occur. We are investing in further technology to assist operational crews to get timely data to support their roles.

All high-rise buildings are included in the site specific risk information process. We also identify Grade 1 and 2 listing status so that these premises are appropriately protected and responded to.

We are an active member of both of the Local Resilience Forums that are in place across the Service area helping to ensure that we jointly plan and respond



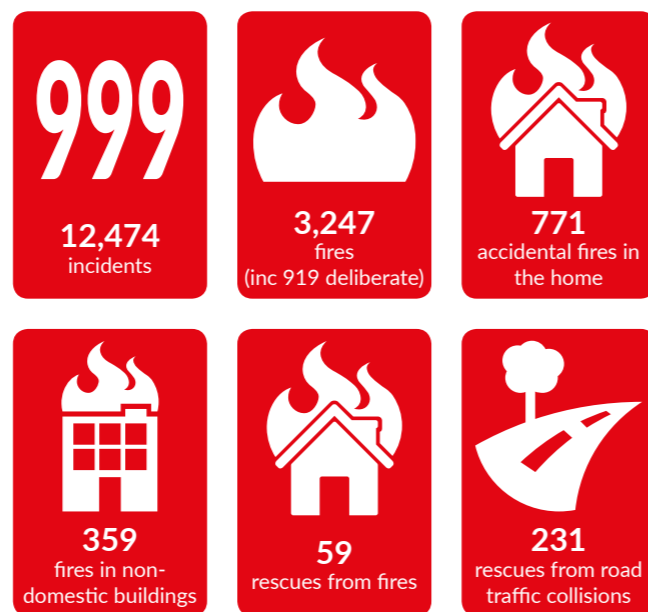
with our key partners. By understanding risk and the priorities for our area, we are able to understand the impact of emergencies occurring and work with statutory partners to assess the gaps in our ability to respond.

Moving forward

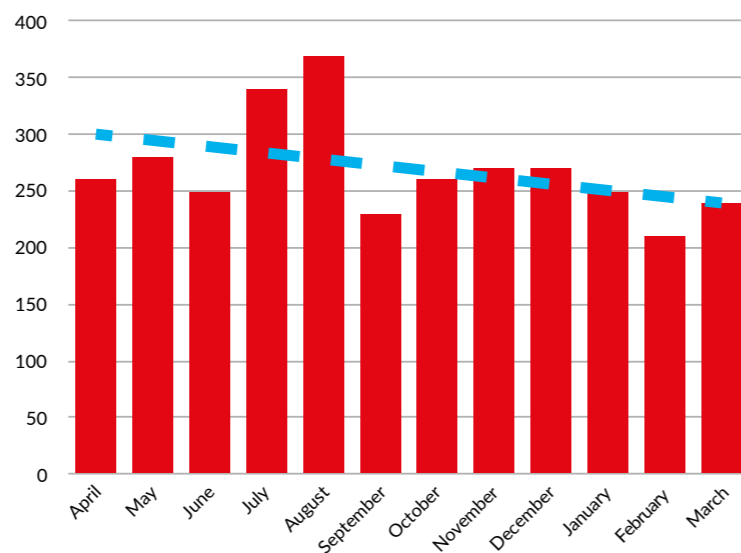
We will continue to have a pro-active approach to providing business support and education aimed at promoting residential and commercial sprinkler systems, alongside raising awareness of fire safety responsibilities and compliance. We are further strengthening our training to help identify safeguarding concerns and ensure that appropriate action is taken if a concern for an adult or child arises.



Key headlines



Total number of fires



Helping to achieve:

- Fewer injuries and deaths from accidental fires and preventable fires.
- Safer roads with fewer road traffic collisions that result in injury and death.
- Fewer deaths and serious medical injuries.
- Safer firefighters and staff.

Case study

In March of this year, a serious fire broke out at HMP Guys Marsh. This drew significant resources from the Service and required a great deal of coordination across a number of responding organisations due to the complexity of the environment, being a secure prison. The fire was declared a 'major incident', which ensured that tried and tested processes and procedures, were put in place leading to the safe and effective resolution of the incident.

Both internal and multi-agency debriefs were held to ensure any learning points from the event were captured and addressed.

Overview

Last year we attended 12,474 incidents including 3,247 fires. We were called to 919 deliberately set fires and 771 accidental fires in the home. Tragically, six people lost their lives, five of which were accidentally started fires. We rescued 59 people from fire and 231 from road traffic collisions.

We have set our emergency response standards to focus on life risk, which for sleeping risks means we aim to arrive within 10 minutes for the first fire engine and 13 minutes for the second one, if needed. We achieved this on 71.6% and 65.7% respectively.

Where we know that our ability to physically achieve our response standards is not possible, we continue to work hard to help identify those most vulnerable in our communities and focus our efforts on prevention and fire safety.

To ensure that operational firefighters are safe to carry out their roles, we have continued to develop our approach to acquiring, applying and maintaining our operational competences.

Moving forward

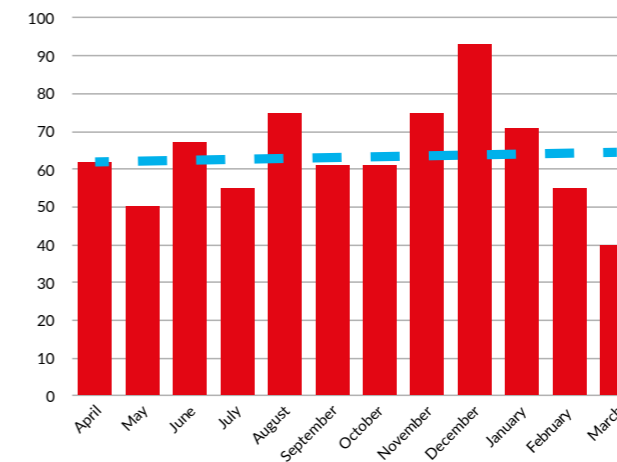
In the first year of the Service we have concentrated on aligning operational ways of working. We will continue to do this, as well as implementing reviews associated with rescues from height, dealing with flooding or any other foreseeable



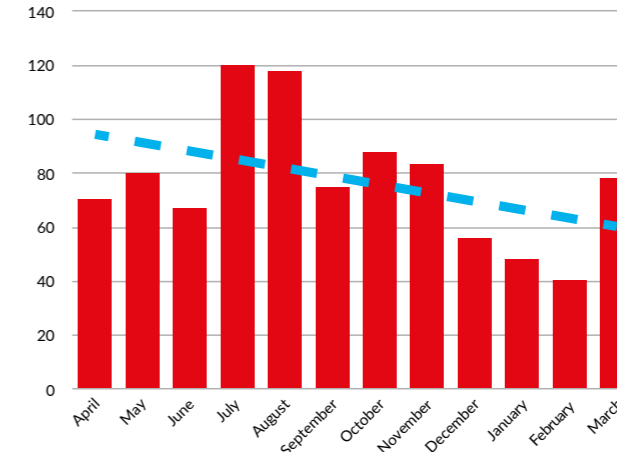
event that can be mitigated by our response capabilities. We are investing significantly in mobile technology devices to help ensure that operational staff have accurate and timely information to do their job efficiently and safely.

Whilst our availability to respond to the wide range of emergencies that we face is suitable and sufficient in our major conurbations, 85% of our response appliances are crewed by on-call duty system firefighters who are mostly operating in rural areas. Attraction, recruitment, retention and therefore availability of our on-call firefighters continues to be a challenge. We have therefore been focussing on local campaigns to improve the establishment of our on-call duty system staff. This has had increasing success and together with a comprehensive on-call review, this will help ensure the sustainability of this critical section of our workforce.

Number of accidental dwelling fires



Number of deliberate fires (primary and secondary)



£ Making every penny count



Key headlines

- £4m** of annual cashable and non-cashable savings
- Unqualified audited accounts
- Below average costs per head
- At or below costs against a national 'basket of goods'
- 100%** of all requests under the Data Protection Act have met the statutory timescales
- 99%** of Freedom of Information requests within timescales
- 93.5%** of complaints resolved within 14 days

Helping to achieve:

Page 39

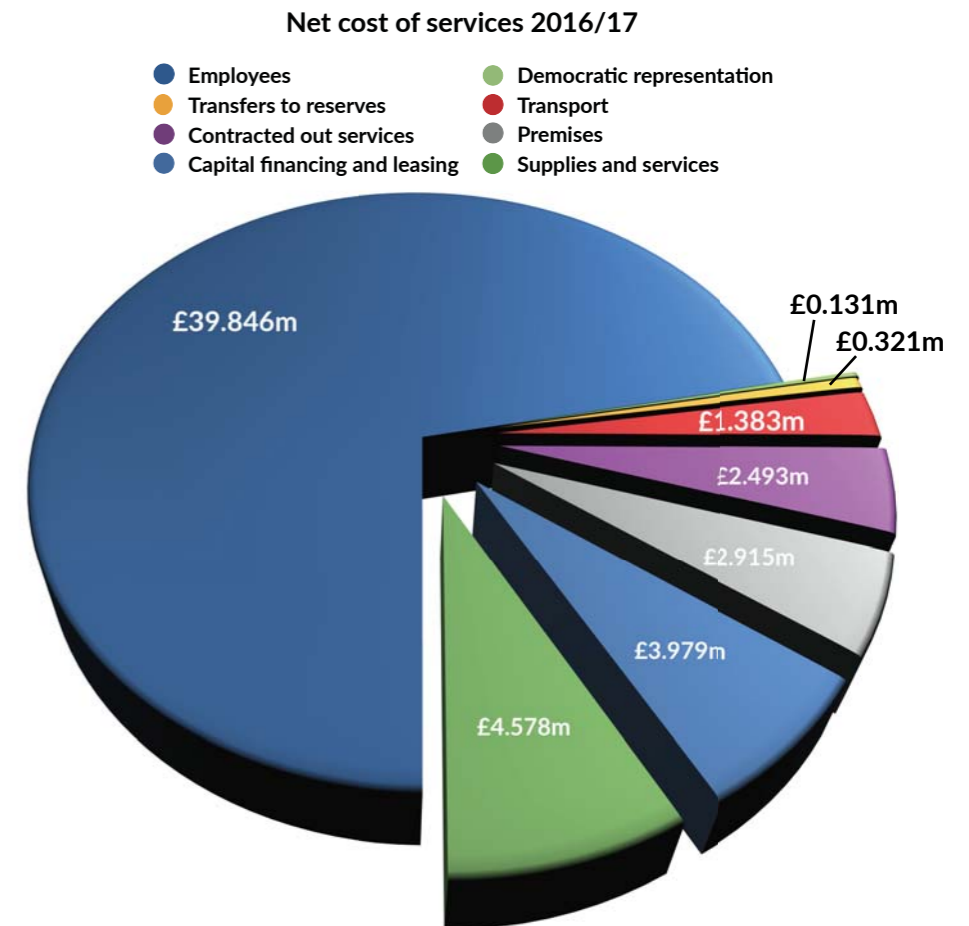
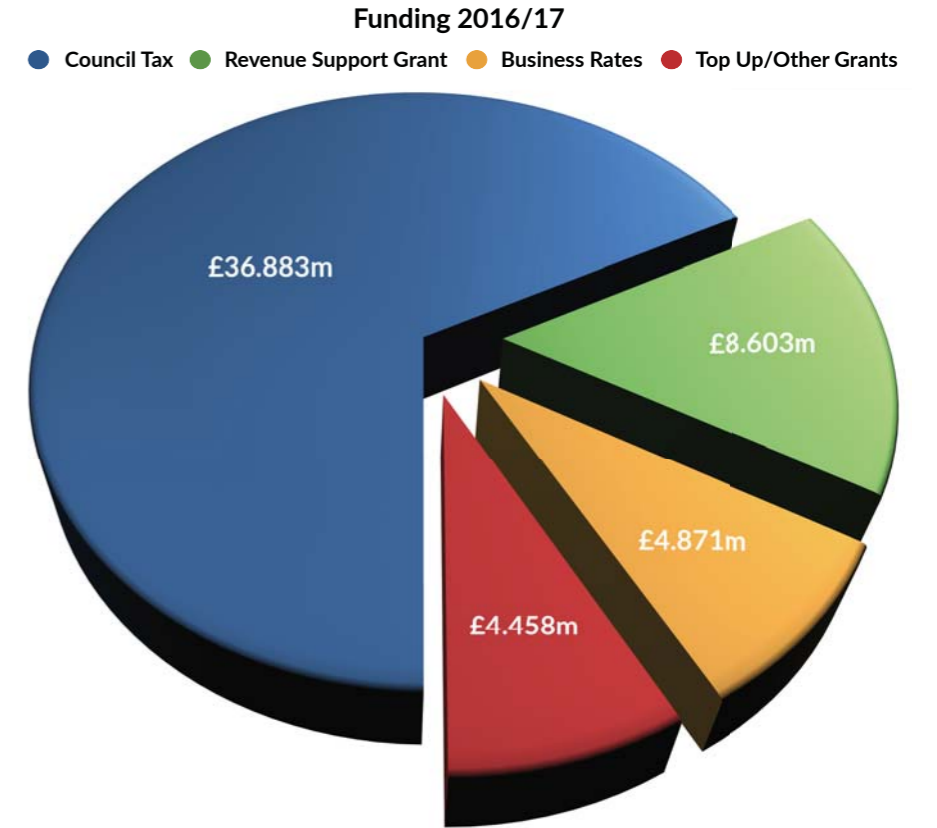
- A stronger, more financially stable fire and rescue service putting as much money in the frontline as we can.
- Maximising usage of buildings and minimising their running costs.
- Being more cost-effective by working more closely with other emergency services and local authorities.
- A reduced carbon footprint, fewer unnecessary journeys and more cost savings.



Overview

Last year our Band D fire precept was £69.21, compared to a national average of £73.14. We achieved £4m worth of cashable and non-cashable savings in order to help balance the 2016/17 budget. The main areas for savings have been through senior management reviews, rationalising non-station based staffing and flexi duty officers, establishing a single Service Control Centre. The remaining savings came through other areas, such as property sharing initiatives, smarter working practices and changes in procurements and contracts.

In addition to this, we have also been able to invest in strengthening the availability of fire appliances in rural areas. We are working hard with the SafeWise charity and partners towards establishing a new safety centre on the Wiltshire and Swindon border. This new community facility will complement the existing centres in Bournemouth and Weymouth where over 15,000 young people visit each year to learn in a safe and controlled environment and become aware of every day dangers to reduce accidents happening. In addition, we have worked



with Wiltshire Council to establish a new headquarters at their Five Rivers health and wellbeing centre in Salisbury. We are also working with key partners to explore opportunities for sharing our fire stations and in some cases to establish new buildings in line with the One Public

Estate initiatives operating in both Dorset and Wiltshire. As well as ensuring sound financial management, we are also pleased that our internal and external auditors have not raised any significant governance issues. Each year we are required to provide

an annual statement of assurance. The statement includes a number of links to the reports that assess our performance along with our Statement of Accounts, our Annual Governance Statement and our external assessment reports. These are all available from our website.

Moving forward

In spite of our combination, we received the fourth worst financial settlement for Combined Fire Authorities in England and Wales (27%).

We will constantly review all aspects of our Service to identify ways we can improve efficiency and make our money go even further. We are consolidating contracts and working with others to procure key support services

to maximise our savings. It was pleasing to note that recent government analysis demonstrates that against a standard 'basket of goods', that we purchased them at or below the average for fire and rescue services in England. We are reviewing whole time duty systems to more efficiently crew appliances to help us set a balanced budget in future years. We are working hard to reduce non-

essential travel for our staff by investing in new technology. This will save time and money, reducing our carbon footprint. Maximising the space available in our buildings is another way we are reducing our costs. We already share facilities with the police, ambulance and local councils, and will continue to realise new opportunities for sharing our buildings and generally working more closely.

Our future plans



Members of the Fire and Rescue Authority

The Fire and Rescue Authority oversees the Dorset & Wiltshire Fire and Rescue Service. The Authority currently has 30 Members who are appointed annually by their Councils:

- Ten from Wiltshire Council.
- Eight from Dorset County Council.
- Five from Swindon Borough Council.
- Four from Bournemouth Borough Council.
- Three from Borough of Poole

The proportion of Members is on the basis of the numbers of electors in each of the constituent areas. The Authority's statutory core functions, as laid down in the Fire and Rescue Services Act 2004, are to:

- promote fire safety in its area;
- extinguish fires and protect life and property from fire;
- deal with road traffic accidents and the rescue of trapped persons; and
- deal with other types of emergencies as designated by order from the Secretary of State.

The Authority has a number of sub-committees including four Local Performance and Scrutiny Committees that look closely at performance and improvements at a local level.

More information about the Authority and these committees can be found on our website.

As an Authority, we are always looking to improve what we do and how we do it. We have a great workforce that work tirelessly to help make Dorset and Wiltshire a healthier and safer place to visit and work.

By working together with other agencies in a joined up way, we can deliver our priorities and reduce demands on the police, adult care, children's services, health services and many others. Ultimately, this saves us all money and makes the best use of our valuable public sector resources.

Our Community Safety Plan 2017-21 sets out the future ambitions for the Service over the coming years. It highlights our key priorities and what we intend to focus on, including our key targets.



DORSET & WILTSHIRE FIRE AND RESCUE

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/DWFire



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Dorset & Wiltshire Fire and Rescue Service
Five Rivers Health & Wellbeing Centre
Hulse Road
Salisbury
Wiltshire
SP1 3NR

PASSIONATE ABOUT

CHANGING & SAVING LIVES

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Wiltshire Council

Council

17 October 2017

Update on Syrian Vulnerable Persons Relocation Scheme

1. It is now two years since full council passed a motion to participate in the Government's Syrian Vulnerable Persons Relocation (VPR) Scheme and any other such schemes introduced to support other vulnerable persons seeking refugee status.
2. The VPR scheme prioritises the most vulnerable refugees that are living in countries neighbouring Syria – typically survivors of violence, torture, women and girls at risk and those with urgent medical needs.
3. The first Syrian refugees arrived in Wiltshire in December 2015. Wiltshire was one of the first local authorities to welcome refugees under the scheme and is now home to 87 Syrian refugees (27 family/ or individual group referrals).
4. We are grateful to volunteers, faith and community groups from a number of towns across Wiltshire who have been critical to the successful functioning of the scheme. They have worked with us and our partner agencies to ensure the refugees have everything they need to settle here quickly. The volunteers have been part of the approach to ensure the individuals and families have all they need. Our families are based all over Wiltshire with each family or person having volunteers on hand to support them as they become accustomed to the British way of life or provide informal English lessons.
5. Wiltshire Council is continuing to work closely with public sector partners and the community to ensure homes, school places and all necessary support is in place for when refugees arrive in the county. We continue to coordinate support for arrivals with the NHS, DWP and other partners (such as Wiltshire College for English lessons) as well as council services for education, housing, skills and social care.
6. Some of the Syrian refugees in the county have been reunited with other members of their family. We have worked closely with the Home Office to achieve this. Each of the families that have been reunited with relatives in Wiltshire has been eligible in their own right for the Vulnerable Persons Relocation scheme (that is, they fall into the most vulnerable category of refugees).
7. Our families who have been here for some time are already integrating with their communities and volunteering (including with the fire and rescue service) and gaining work experience and employment. Some already have a professional background or qualification and those who have arrived in Wiltshire already have shown a strong desire to integrate and have been incredibly grateful for the

opportunity for a safe new home. Several have gained their UK driving licence and purchased cars and other families have had children during their time here.

8. The numbers of Syrian refugees we can accommodate in future will be determined by the availability of suitable accommodation. If you know of someone willing to explore renting their house or flat to a Syrian refugee, please contact the housing options team on 01225 718005 or homeless@wiltshire.gov.uk. We are looking for self contained properties, with their own entrance, that are available to rent for a minimum of 12 months at Local Housing Allowance rate. The team are happy to talk about wider support that can be given to enable properties to be rented. The properties will be for families or individuals living on their own. We work with Wiltshire Community Foundation and volunteers who can help with cleaning and overseeing the properties, including furnishing and decorating properties and providing welcome packs.
9. Support is in place for each family, including interpreters and an appointed support worker to help the families settle in and become integrated. We also check capacity at local GP surgeries and schools to ensure they are able to meet local needs. All refugees are able to work in the UK and are supported to learn English (when not already fluent).
10. Funding for the refugee programme comes through the UK Government's International Aid budget and this covers all the costs - including furnishing the homes and ensuring refugees have the key essentials to help them start their life here.
11. The Government have said they are on target to meet their ambition of resettling 20,000 refugees by 2020 - but this relies on the pledges that councils have made being realised and current progress being maintained.
12. The number of refugees settled by local authority so far (as at June 2017) under the VPR scheme is shown in Appendix 1. Wiltshire compares well with councils elsewhere – those above the council in the table tend to be urban areas with experience of other migration schemes or areas with greater availability of low cost accommodation.
13. We are very grateful to public sector partners, the voluntary and community sector, our staff, individual volunteers and for the support of councillors for this scheme over the past two years.

Carolyn Godfrey
Corporate Director

Appendix 1

Table 20_q: Refugees (and others) resettled under the Vulnerable Persons Resettlement scheme, including dependants, by local authority

Q2 June 2017

| Region | Local Authority | Numbers resettled |
|--------------------------|---------------------------------|-------------------|
| West Midlands | Coventry | 223 |
| North East | Gateshead | 203 |
| Northern Ireland | Belfast | 201 |
| Scotland | Glasgow | 163 |
| Yorkshire and The Humber | Leeds | 160 |
| Yorkshire and The Humber | Bradford | 153 |
| Scotland | Edinburgh | 153 |
| Yorkshire and The Humber | Sheffield | 149 |
| Northern Ireland | Armagh, Banbridge and Craigavon | 142 |
| West Midlands | Birmingham | 136 |
| Scotland | North Lanarkshire | 133 |
| North East | Newcastle upon Tyne | 127 |
| Scotland | Renfrewshire | 107 |
| Scotland | Aberdeenshire | 94 |
| Scotland | South Lanarkshire | 93 |
| Scotland | Argyll and Bute | 92 |
| East Midlands | Leicester | 88 |
| North East | County Durham | 87 |
| Scotland | West Dunbartonshire | 85 |
| Scotland | Dundee | 82 |
| East Midlands | Nottingham | 82 |
| Yorkshire and The Humber | Kirklees | 81 |
| South West | Wiltshire | 81 |
| Scotland | Clackmannanshire | 78 |
| North East | Hartlepool | 77 |
| Northern Ireland | Lisburn and Castlereagh | 77 |
| Scotland | Aberdeen | 75 |
| South West | Bristol | 75 |
| London | Camden | 75 |
| Scotland | Fife | 72 |
| Scotland | North Ayrshire | 72 |
| Wales | Swansea | 71 |
| Wales | Carmarthenshire | 66 |
| Wales | Powys | 66 |
| South East | Oxford | 64 |
| West Midlands | Shropshire | 63 |
| North West | Liverpool | 61 |
| West Midlands | Herefordshire | 60 |
| South East | Ashford | 59 |
| North East | Redcar and Cleveland | 58 |
| North West | Blackpool | 56 |
| London | Newham | 55 |
| Yorkshire and The Humber | East Riding of Yorkshire | 54 |
| Yorkshire and The Humber | Harrogate | 54 |
| East of England | Ipswich | 53 |
| Wales | Neath Port Talbot | 52 |
| South East | Woking | 52 |
| North West | Halton | 51 |

| | | |
|--------------------------|------------------------------|----|
| Northern Ireland | Newry, Mourne and Down | 51 |
| London | Barnet | 50 |
| East of England | Colchester | 50 |
| East of England | Cambridge | 49 |
| Yorkshire and The Humber | Calderdale | 47 |
| Northern Ireland | Derry and Strabane | 47 |
| North West | Wirral | 47 |
| Scotland | Highland | 46 |
| Scotland | West Lothian | 46 |
| North East | Darlington | 45 |
| Scotland | Inverclyde | 42 |
| London | Lambeth | 42 |
| South East | Milton Keynes | 42 |
| North East | Northumberland | 42 |
| South West | Gloucester | 41 |
| North West | St. Helens | 41 |
| South West | Cornwall | 40 |
| Scotland | East Renfrewshire | 40 |
| North West | Knowsley | 40 |
| Northern Ireland | North Down and Ards | 40 |
| South West | Plymouth | 40 |
| Yorkshire and The Humber | Wakefield | 40 |
| Yorkshire and The Humber | Kingston upon Hull | 39 |
| North West | Pendle | 38 |
| Yorkshire and The Humber | York | 38 |
| North East | North Tyneside | 37 |
| Yorkshire and The Humber | Scarborough | 36 |
| North West | Sefton | 36 |
| East of England | Peterborough | 34 |
| Wales | Rhondda Cynon Taf | 34 |
| Scotland | Angus | 33 |
| Scotland | East Lothian | 33 |
| Wales | Cardiff | 32 |
| Scotland | Perth and Kinross | 32 |
| London | Islington | 31 |
| Wales | Wrexham | 31 |
| South West | Bath and North East Somerset | 30 |
| North West | Cheshire West and Chester | 30 |
| Yorkshire and The Humber | Craven | 30 |
| Scotland | South Ayrshire | 30 |
| South East | Tunbridge Wells | 30 |
| East Midlands | Newark and Sherwood | 29 |
| East of England | St. Albans | 29 |
| South East | Brighton and Hove | 28 |
| Scotland | Falkirk | 28 |
| East Midlands | Mansfield | 28 |
| South East | West Oxfordshire | 28 |
| North West | Cheshire East | 27 |
| Yorkshire and The Humber | Selby | 27 |
| Scotland | Eilean Siar | 26 |
| East Midlands | Gedling | 26 |
| South West | South Somerset | 26 |
| South East | Winchester | 26 |
| East of England | Bedford | 25 |
| Scotland | East Ayrshire | 25 |
| South East | Vale of White Horse | 25 |
| South East | Guildford | 24 |
| Wales | Monmouthshire | 24 |

| | | |
|--------------------------|-------------------------|----|
| East of England | Norwich | 24 |
| West Midlands | Solihull | 24 |
| South West | South Gloucestershire | 24 |
| Wales | Bridgend | 23 |
| North West | Carlisle | 23 |
| East of England | Central Bedfordshire | 23 |
| Wales | Ceredigion | 23 |
| Scotland | Midlothian | 23 |
| North West | South Ribble | 23 |
| South East | Lewes | 22 |
| Yorkshire and The Humber | North Lincolnshire | 22 |
| North West | Preston | 22 |
| West Midlands | Stafford | 22 |
| Scotland | East Dunbartonshire | 21 |
| Scotland | Scottish Borders | 21 |
| Wales | Gwynedd | 20 |
| West Midlands | Stoke-on-Trent | 20 |
| South West | Torbay | 20 |
| West Midlands | Walsall | 20 |
| Yorkshire and The Humber | Doncaster | 19 |
| London | Hackney | 19 |
| Scotland | Moray | 19 |
| West Midlands | Newcastle-under-Lyme | 19 |
| West Midlands | Telford and Wrekin | 19 |
| West Midlands | Wolverhampton | 19 |
| East Midlands | Chesterfield | 18 |
| West Midlands | Dudley | 18 |
| Scotland | Dumfries and Galloway | 18 |
| South East | Reading | 18 |
| South West | Stroud | 18 |
| Wales | The Vale of Glamorgan | 18 |
| Wales | Caerphilly | 17 |
| London | Lewisham | 17 |
| West Midlands | Redditch | 17 |
| Scotland | Stirling | 17 |
| South West | Taunton Deane | 17 |
| West Midlands | Wyre Forest | 17 |
| East Midlands | Broxtowe | 16 |
| South West | Cheltenham | 16 |
| South West | Cotswold | 16 |
| East of England | Dacorum | 16 |
| East of England | Stevenage | 16 |
| West Midlands | Warwick | 16 |
| West Midlands | Worcester | 16 |
| South East | Hastings | 15 |
| South East | Mole Valley | 15 |
| Wales | Newport | 15 |
| South East | Shepway | 15 |
| South East | Swale | 15 |
| Wales | Torfaen | 15 |
| East Midlands | Derbyshire Dales | 14 |
| South West | North Somerset | 14 |
| West Midlands | Nuneaton and Bedworth | 14 |
| Yorkshire and The Humber | Rotherham | 14 |
| East of England | East Hertfordshire | 13 |
| South West | Exeter | 13 |
| London | Kingston upon Thames | 13 |
| Yorkshire and The Humber | North East Lincolnshire | 13 |

| | | |
|--------------------------|---------------------------|----|
| South West | South Hams | 13 |
| South East | West Berkshire | 13 |
| South East | Windsor and Maidenhead | 13 |
| East Midlands | Ashfield | 12 |
| South East | East Hampshire | 12 |
| Wales | Pembrokeshire | 12 |
| London | Richmond upon Thames | 12 |
| South East | Southampton | 12 |
| South West | Mendip | 11 |
| South East | Reigate and Banstead | 11 |
| East Midlands | Rushcliffe | 11 |
| Yorkshire and The Humber | Ryedale | 11 |
| South East | Sevenoaks | 11 |
| West Midlands | Stratford-on-Avon | 11 |
| East of England | Watford | 11 |
| South East | Wokingham | 11 |
| South East | Adur | 10 |
| Wales | Blaenau Gwent | 10 |
| West Midlands | Cannock Chase | 10 |
| East Midlands | Charnwood | 10 |
| Wales | Denbighshire | 10 |
| South East | Dover | 10 |
| East of England | Epping Forest | 10 |
| Wales | Flintshire | 10 |
| East Midlands | North West Leicestershire | 10 |
| North West | Tameside | 10 |
| East of England | Three Rivers | 10 |
| South East | Bracknell Forest | 9 |
| South East | Crawley | 9 |
| South West | East Devon | 9 |
| North West | Eden | 9 |
| East Midlands | Melton | 9 |
| East of England | Mid Suffolk | 9 |
| East of England | North Hertfordshire | 9 |
| East of England | Southend-on-Sea | 9 |
| South West | Teignbridge | 9 |
| North West | Warrington | 9 |
| South West | Weymouth and Portland | 9 |
| East Midlands | High Peak | 8 |
| South East | Horsham | 8 |
| Wales | Isle of Anglesey | 8 |
| Wales | Merthyr Tydfil | 8 |
| Scotland | Orkney Islands | 8 |
| South West | Poole | 8 |
| West Midlands | Rugby | 8 |
| East Midlands | South Derbyshire | 8 |
| South East | Wealden | 8 |
| South East | Canterbury | 7 |
| South East | Chichester | 7 |
| London | City of London | 7 |
| South East | Dartford | 7 |
| South East | Fareham | 7 |
| South East | Mid Sussex | 7 |
| London | Hammersmith and Fulham | 6 |
| East of England | Harlow | 6 |
| East of England | Maldon | 6 |
| South East | Runnymede | 6 |
| East of England | Uttlesford | 6 |

| | | |
|---------------------------------|--|-------------|
| South East | Waverley | 6 |
| London | Merton | 5 |
| South East | New Forest | 5 |
| South East | Portsmouth | 5 |
| South East | Slough | 5 |
| East of England | Tendring | 5 |
| South West | Tewkesbury | 5 |
| South East | Tonbridge and Malling | 5 |
| North West | Trafford | 5 |
| East of England | Welwyn Hatfield | 5 |
| South East | Basingstoke and Deane | 4 |
| East Midlands | Blaby | 4 |
| South West | Bournemouth | 4 |
| London | Brent | 4 |
| South East | Eastbourne | 4 |
| South West | Forest of Dean | 4 |
| London | Haringey | 4 |
| East of England | Hertsmere | 4 |
| East Midlands | Rutland | 4 |
| South West | West Dorset | 4 |
| Wales | Conwy | 3 |
| South East | Isle of Wight | 3 |
| London | Kensington and Chelsea | 3 |
| South East | Test Valley | 3 |
| London | Wandsworth | 3 |
| South West | West Devon | 3 |
| South East | Eastleigh | 2 |
| West Midlands | North Warwickshire | 2 |
| London | Ealing | 1 |
| East Midlands | Northampton | 1 |
| | 140 Other Councils | 0 |
| Scotland | *Total Scotland | 1807 |
| Yorkshire and The Humber | *Total Yorkshire and The Humber | 997 |
| West Midlands | *Total West Midlands | 754 |
| South East | *Total South East | 698 |
| North East | *Total North East | 676 |
| Wales | *Total Wales | 568 |
| Northern Ireland | *Total Northern Ireland | 558 |
| South West | *Total South West | 550 |
| North West | *Total North West | 528 |
| East of England | *Total East of England | 422 |
| East Midlands | *Total East Midlands | 378 |
| London | *Total London | 347 |
| *Total | *Total | 8283 |

Government Quarterly Immigration Statistics, Table 20q:

<https://www.gov.uk/government/publications/immigration-statistics-april-to-june-2017/list-of-tables>

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Wiltshire Council

Council

17 October 2017

Report of the Independent Remuneration Panel on Members' Allowances – Financial Context

Purpose of report

1. To set the financial context for the following report on the agenda from the Independent Remuneration Panel (the Panel).

Main Considerations for the Council

2. The Panel's remit is to recommend to the Council a scheme of allowances. It has, however, no remit over the budget for allowances as this is a matter for the Council.
3. The Council is asked to take into account the information contained within this report when considering the recommendations of the Panel.
4. The Panel has recommended the following changes to the current Scheme:

| Rec No. | <u>SRA</u> | Current scheme provision | Recommendation | Variation |
|---------|--|---|--|---|
| 8 | Chairman of Overview and Scrutiny Management Committee | 35% of Leader SRA - £11,210 | Increase to 40% of Leader SRA - £12,812 | £1,602 |
| 10 | Chairman of Police and Crime Panel | 30% of Leader SRA - £9,608 | Reduce to 22.5% of Leader SRA - £7,206 | (£2,402) |
| 17 | Chairman of Strategic Planning Committee | 15% of Leader SRA - £4,804 | Increase to 20% of Leader SRA - £6,405 | £1,601 |
| 24 | Lead representative on South West Councils | not banded as a % of Leader SRA - £2,254 | Remove | (£2,254) |
| Rec no | <u>Non-SRA</u> | Current scheme provision | Recommendation | Variation |
| 26 | Group Leaders Allowance | Conservative £3,900 Lib/Democrat £1,500 Independent £850 Labour £650 | £8,000 £6,000 £1,400 £600 | £4,100 £4,500 £550 (£50) |

| | | | | |
|-------|-------------------------------------|--|--|--|
| 26 | Group Responsibility Allowance | Conservative £6,800 Lib/Democrat £2,000 Independent £700 Labour £300 | Remove all | (£6,800) (£2,000) (£700) (£300) |
| 27-30 | Co-optees | Total £19,532 | application of uplift from 2013 Total £20,366 | £834 |
| | Indexing to basic SRAs co-optees | £1,255,556 (total) £572,493 (total) £20,366 (total) | Staff pay increase backdated | £12,556 £5,725 £204 |
| | | | Total cost of recommendations in 2017/18 | £17,166 |

5. The Council adopts the annual pay award to the majority of council staff, subject to the NJC local government services terms and conditions as the index by which annual adjustments are made to the basic allowance, currently £12,811.80. The Panel is recommending the index will continue to apply, and also apply to the special responsibility allowances (SRA) payable to individual councillors and co-opted members. Indexing would apply for the period up to 2020/2021. The figures above estimate a 1% increase for the pay award, as estimated in the council budget for 2017/18.
6. The Panel recommends that all of the allowances referred to above are backdated to 8 May 2017, being the first day of office for elected councillors and to be rounded to the nearest pound. This is reflected in the above costings.
7. Other changes recommended by the Panel that don't have any additional financial implications include:
 - The scrutiny fund, which is intended to reward Councillors performing specific scrutiny functions such as chairing task groups, rapid scrutiny exercises, serving on active project boards and acting as Vice Chairmen of Select Committees, to be retained within the scheme at £15,000.

The fund is to be allocated according to a scheme to be approved annually by the Overview and Scrutiny Management Committee.
 - confirmation of the decision of Council made in February 2017 to remove the payment of a Technology Allowance of £250 per Councillor from the scheme.
 - To remove paragraph 15 of the scheme concerning the withholding of allowances to reflect changes in legislation relating to standards of conduct.
8. All other aspects of the scheme are, for the avoidance of doubt, recommended to be confirmed as remaining unchanged.

Budget Provision 2017/18

9. The recommendations from the Panel as shown above total approximately £0.017 million in 2017/2018. The current estimated cost of members' allowances is £1.864 million (excluding National Insurance contributions). If the Council were to agree the Panel's recommendations in full, the overall estimated cost would be approximately £1.881 million.
10. Employer's National Insurance contributions are payable against both the basic and special responsibility allowances . These total approximately £0.140 million.
11. Should the Council agree the recommendations in full or in part, compensating savings will be required. These will be identified within the appropriate budget monitoring reports to Cabinet as well as the 2018/19 budget setting process and medium term financial strategy. If it is also agreed to backdate any awards to May 2017 then this additional cost in 2017/18 will be funded as a one off from General Fund Reserves.

Future Budget Provision

12. The Panel's recommendations are intended to cover the period of this Council from 2017 to 2021.
13. The Panel has, therefore, recommended that the Council adopts the annual pay award to the majority of council staff, subject to the NJC local government services terms and conditions, as the index by which annual adjustments are made to the basic allowance, currently £12,811.80. The same index will apply to the SRAs payable to individual councillors. Indexing will apply annually for the period up to 2020/2021.
14. Subject to the Council approving this recommendation, these additional costs will need to be taken into account in the budget setting process for 2018/19 and future years.

Risk Assessment

15. There are no specific risks associated with the proposals in this report.

Financial Implications

16. These are explicit in this report and the Chief Financial Officer has been consulted in the preparation of this report.

Legal Implications

17. The review of the scheme of allowances has been conducted in accordance with The Local Authorities (Members' Allowances) (England) Regulations 2003.

Safeguarding considerations

18. There are no safeguarding implications in respect of this report.

Public Health Implications

19. There are no public health implications in respect of this report.

Recommendation

20. **The Council is asked to determine a scheme of members' allowances for Wiltshire Council for the period from May 2017 to May 2021, having regard to the recommendations of the Independent Remuneration Panel as set out in their report, and the financial context as described in this report.**

Ian Gibbons
Associate Director
Legal and Governance
and Monitoring Officer

Robin Townsend
Associate Director
Corporate Services

Report of the Independent Remuneration Panel of Wiltshire Council

Review of the Members' Allowances
Scheme

17 October 2017

Members of the Panel

Mr Graham Russell
Mr Jeremy Payne
Mr David Stratton OBE

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SUMMARY OF RECOMMENDATIONS

The Independent Remuneration Panel recommends that:

- (1) The Council adopts the annual pay award to the majority of council staff subject to the NJC local government services terms and conditions as the index by which annual adjustments are made to the basic allowance, currently £12,811.80. The same index will apply to the special responsibility allowances (SRA) payable to individual councillors, co-opted members and the group leaders' allowance. Indexing will apply for the period up to 2020/2021.
- (2) All of the allowances recommended in this report are unless stated otherwise backdated to 8 May 2017, being the first day of office for elected councillors and will be rounded to the nearest pound. All figures given below are subject to that backdated indexing.
- (3) The Council maintains the maximum cap of 2 SRAs be payable to individual councillors. No third SRA to be payable.
- (4) The Leader's SRA remains at 250% of the basic allowance resulting in an SRA of £32,028.98 per annum (Band 1).
- (5) The Deputy Leader SRA remains at 80% of the Leader SRA or £25,622.56 per annum (Band 2).
- (6) The Cabinet Member SRA remains at 60% of the Leader SRA or £19,217.18 per annum (Band 3).
- (7) The Chairman of Council SRA remains at 40% of the Leader SRA or £12,811.80 (Band 4).
- (8) The Chairman of the Overview and Scrutiny Management Committee SRA is increased to 40% of the Leader SRA or £12,811.80 (Band 4).
- (9) The Chairman of the Health and Wellbeing Board SRA remains at 30% of the Leader SRA or £9,608.07 per annum (Band 5).
- (10) The Chairman of the Police and Crime Panel SRA be reduced to 22.5% of the Leader SRA or £7,206.05 per annum (Band 6).
- (11) The Portfolio Holders' SRA remains at 22.5% of the Leader SRA or £7,206.05 per annum (Band 6).
- (12) SRAs for the Chairmen of the Children's Select Committee, the Environment Select Committee and the Health Select Committee remains at 22.5% of the Leader SRA or £7,206.05 per annum (Band 6).
- (13) The Vice-Chairman of the Overview and Scrutiny Management Committee SRA remains at 22.5% of the Leader SRA or £7,206.05 per annum (Band 6).

- (14) The Chairman of Area Board SRA remains at 22.5% of the Leader SRA or £7,206.05 per annum (Band 6).
- (15) The Vice-Chairman of the Council SRA remains at 20% of the Leader SRA or £6405.38 per annum (Band 7).
- (16) The Chairman of Area Planning Committee SRA remains at 20% of the Leader SRA or £6405.38 per annum (Band 7).
- (17) The Chairman of the Strategic Planning Committee SRA is increased to 20% of the Leader SRA or £6405.38 per annum (Band 7).
- (18) The Chairman of Licensing Committee SRA remains at 10% of the Leader SRA or £3,202.69 per annum (Band 8).
- (19) The Chairman of the Audit Committee SRA remains at 10% of the Leader SRA or £3,202.69 per annum (Band 8).
- (20) The Chairman of the Staffing Policy Committee SRA remains at 10% of the Leader SRA or £3,202.69 per annum (Band 8).
- (21) The Chairman of the Wiltshire Pension Fund Committee SRA remains at 10% of the Leader SRA or £3,202.69 per annum (Band 8).
- (22) The Chairmen of the Operational Flood Working Groups' SRA remains at 10% of the Leader SRA or £3,202.69 per annum (Band 8).
- (23) The Chairman of the Standards Committee's allowance remains at 10% of the Leader SRA or £3,202.69 per annum (Band 8).
- (24) The allowance for the Lead representative on South West Councils SRA be removed.
- (25) (a) The scrutiny fund, which is intended to reward Councillors performing specific scrutiny functions such as chairing task groups, rapid scrutiny exercises, serving on active project boards and acting as Vice Chairmen of Select Committees, is retained within the scheme at £15,000.
- (b) The fund is to be allocated by the Overview and Scrutiny Management Committee in accordance with a scheme which it will approve annually.
- (26) The Group Leader Allowance to be allocated as follows:
- (a) Group Leaders to receive a flat rate allowance dependent on level of representation on the council with the following proportions:
- I) For Groups holding at least 30% of seats the Leader will receive an allowance of £8000.00.
- II) For Groups holding at least 20% of seats the Leader will receive an allowance of £6000.00.

- III) For Groups holding at least 10% of seats the Leader will receive an allowance of £2000.00.
- IV) For Groups holding fewer than 10% of seats the Leader will receive a proportion of £2000 allowance

(b) The Group Responsibility Allowance be removed.

(c) The Group Leader Allowance remains exempt from the SRA per Councillor cap.

(d) The Group Leader Allowance to receive annual adjustment as detailed in recommendation 1, but not to be backdated to 8 May 2017.

- (27) The remuneration for the Independent Persons for Standards to be increased to £2,336.00 per annum
- (28) The Co-opted Members of the Standards Committee's allowance to be increased to £1,168.00 per annum.
- (29) The Co-opted Member of the Children's Select Committee's allowance to be increased to £934.00 per annum.
- (30) The Co-opted Members of the Police and Crime Panel's allowance to be increased to £2,008.00 per annum.
- (31) To confirm Panel agreement with the February 2017 decision of Council to remove the payment of a Technology Allowance of £250 per Councillor from the scheme.
- (32) To remove paragraph 15 of the scheme concerning the withholding of allowances to reflect changes in legislation.
- (33) All other aspects of the scheme are, for the avoidance of doubt, confirmed as remaining unchanged.

INTRODUCTION

1. Wiltshire Council's Independent Remuneration Panel was convened under The Local Authorities (Members' Allowances) (England) Regulations 2003. The Regulations require all local authorities to set up and maintain an advisory Independent [Members'] Remuneration Panel to review and provide advice on Members' allowances. All Councils are required to convene their Remuneration Panel and seek its advice before they make any changes or amendments to their allowances scheme and they must 'pay regard' to the Panel's recommendations before setting a new or amended Members' Allowances Scheme.
2. The Local Authorities (Members' Allowances) (England) Regulations 2003 also stipulate the statutory content of an allowances scheme, and thereby require the Panel to make recommendations on:
 - the level of a Basic Allowance payable to all members of the Council;
 - the roles and responsibilities for which Special Responsibility Allowances (SRAs) should be payable and the level of each such allowance;
 - the level of allowances payable to Co-opted Members;
 - the inclusion of child care and/or dependent carers' allowances and the level of any such payments; and
 - the level of allowances for travel, subsistence and overnight stays;

BACKGROUND

3. The Independent Remuneration Panel ('the Panel') undertook a detailed review of the Members' Allowances Scheme ('the Scheme') in 2013. Since then it had been necessary for the Panel to meet to update the scheme following changes to the standards regime introduced by the Localism Act in 2012 and the new governance arrangements for the Health and Wellbeing Board and the Police and Crime Panel.
4. In discussion with council officers, following consultation with group leaders, the Panel was satisfied that a light touch approach to the review would be appropriate, bearing mind that a detailed examination had been carried out as part of the review in 2013. Nevertheless, the Panel recognised that it was open to them to explore in greater depth any significant issues arising from their review and the information submitted to them.
5. The Panel would also note elements of the scheme which they felt might require detailed consideration in a future review, including in particular future simplification of the Scheme through reducing the number of separate SRA bands.
6. Wiltshire Council's Independent Remuneration Panel consists of the following Panel Members:

Mr Graham Russell:

Mr Russell has considerable experience of local government and has served on a number of independent remuneration panels. He is a Senior Associate of South West Councils and has produced their regional guidance on councillors' allowances for those involved in the work of independent remuneration panels. Mr

Russell chaired the IRP in place of the previous chairman, Mr Albert Lampey, who had retired from the role.

Mr Jeremy Payne:

Mr Payne served on the IRP during the last review in 2013 and in previous years. He was the Managing Director of HTV Group until 2005. His media career has encompassed experience in newspapers, radio, public relations and independent commercial film production as well as television in the UK and internationally. He was the founding chairman of South West Screen and has chaired the South West Film and Television Archive.

Mr David Stratton OBE:

Mr Stratton also served as a member of the IRP when it conducted its last review in 2013 and previously. He ran his family's farm in Kingston Deverill from 1970-2006, and remains a partner in the business, with the day to day management of the farm undertaken by his son. He was High Sheriff of Wiltshire in 2001 and is a serving Deputy Lieutenant of Wiltshire.

7. The Panel received officer support from Paul Kelly, Head of Democracy and Performance, and Kieran Elliott, Senior Democratic Services Officer. The Panel members are very grateful for the support of these officers.
8. A list of Councillors who gave verbal evidence to the Panel is included at Appendix 1. In addition, 11 Councillors responded to the consultation as detailed below. The Panel would like to record its gratitude to those Councillors who provided evidence in either form.

PRINCIPLES

9. In revisiting the current Scheme, the Panel reviewed the principles it had adopted for previous reviews, as well as those adopted by other Independent Remuneration Panels. It resolved to retain the principles it had adopted for past reviews which were:
 - A. the level of remuneration should relate to a commonly accepted benchmark
 - B. a scheme should be simple and easy to understand by the public as well as councillors themselves
 - C. a scheme should not be bureaucratic
 - D. Wiltshire Council is one of many local authorities and it should not adopt a scheme which is significantly out of line with others
 - E. membership of a local authority is a voluntary public service and the level of allowances should reflect that; but people should not be prevented from standing for office on financial grounds

F. a scheme should provide reasonable recompense for the time commitment and duties involved, after allowing for an element of public service, in order to maintain the quality of representation and extend the opportunity for people to serve as councillors

G. a scheme should reflect the substantial time which the average councillor spends on casework, local community work and other council work

H. a scheme should recognise also the additional duties and responsibilities of office holders.

The Panel recognises that the legislation and guidance from the Government about members allowances dates from 2003. Wiltshire Council is a relatively new and large Unitary Authority with complex member and officer roles. Where appropriate, the Panel has been mindful of this in making its recommendations.

PROCESS AND METHODOLOGY

10. In undertaking the review, the Panel met on three occasions in August and September 2017 in addition to electronic communications. They considered a range of evidence, including:

Verbal evidence from Councillors

11. The Panel met with Councillors holding various roles of special responsibility, including the Leader of the Council, the Deputy Leader of the Council, Leaders of all opposition groups, the Chairman and Vice Chairman of the Overview and Scrutiny Management Committee, and the Chairman of the Audit Committee, Police and Crime Panel and an Area Board. The evidence they provided is referenced, where appropriate, throughout this report. A complete list of Councillors and officers who provided verbal evidence for the Panel is attached at Appendix 1.

Consultation

12. An email was sent to all councillors on 15 August 2017 providing details of the present scheme, the report of the IRP in 2013, and requesting any comment councillors might have on any aspect of the scheme by 11 September 2017. A total of four reminders were sent to all councillors with a total of 11 responses received with comments on the scheme. The evidence they provided is referenced, where appropriate, throughout this report.

Members' Allowance Schemes adopted by other councils

13. During its 2013 deliberations the Panel considered members' allowance schemes from a number of local authorities for comparative purposes, in particular other unitary councils and other councils within the South West region. The Panel requested an update as to the schemes of those authorities to compare for the 2017 review. The authorities compared are listed in Appendix 1.

14. The Panel considered the levels paid by these comparable councils, as well as other aspects of their schemes as appropriate. This assisted it in adhering to one

of its agreed principles: "Wiltshire Council is one of many local authorities and it should not adopt a scheme which is significantly out of line with others". See comment above.

15. Details of the sample of comparable councils referred to above and the comparative data presented before the Panel are attached at Appendix 2.

BASIC ALLOWANCE AND INDEXATION

Introduction

16. Under the 'Local Authorities (Members' Allowances) (England) Regulations 2003, a members' allowance scheme must make provision for a Basic Allowance, which must be paid at the same rate for all Councillors. The Statutory Guidance on the Regulations states that the Basic Allowance "is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as meeting with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes." (ODPM, 2003). Incidental costs can be many, ranging from telephone calls to visiting constituents (Councillors Commission, 2007).
17. In its 2013 Review the Panel had extensively re-examined the principles on which the Basic Allowance was calculated, including consideration of average number of hours worked by councillors and several potential alternate rates on which to base the allowance.
18. The Regulations state that a scheme may make provision for an annual adjustment of allowances by reference to an index, which may be specified by the authority. It must not rely on this index to make annual adjustments to the scheme for a period of more than four years (after which it must seek a further recommendation from its Independent Remuneration Panel) (ODPM, 2003).
19. Following such index linked rises the present Basic Allowance is set at £12,811.80 for 2017/18 (subject to review following the Officers' pay award.).

Conclusions

20. The Panel in considering the Basic Allowance received no representations that the present level was either too high or too low. The level was also not out of keeping with comparative authorities. They therefore were satisfied the previous calculations undertaken during the last detailed review continued to adhere to the principles as set out earlier in this report.
21. Evidence received from councillors verbally and in writing supported either no increase to the Basic Allowance, or restricting any rise to the level of the annual pay award to council staff.
22. On that basis of the need to recommend a Scheme that would last the life of the Council (i.e. for four years), the Panel agreed that Basic Allowance should be updated annually in accordance with the pay award to council staff to the end period of the council, being 2020/2021.

23. It was further confirmed that the indexing and annual increase in accordance with the pay award to council staff should apply to all Special Responsibility Allowances (SRA) and Co-opted Member Allowances.

RECOMMENDATION 1

The Panel recommend that the Council adopts the annual pay award to the majority of council staff subject to the NJC for local government services terms and conditions as the index by which annual adjustments are made to the basic allowance, currently £12,811.80. The same index will apply to the special responsibility allowances (SRA) payable to individual councillors and Co-opted Member Allowances. Indexing will apply for the period up to 2020/2021.

BACKDATING

24. The Panel recommends that all of the allowances recommended herein are backdated to the appropriate date in 2017.

RECOMMENDATION 2

The Panel recommend that all of the allowances recommended herein are unless stated otherwise backdated to 8 May 2017, being the first day of office for elected councillors and will be rounded to the nearest pound. All figures given in this report are subject to that backdated indexing.

SPECIAL RESPONSIBILITY ALLOWANCES (SRAs)

Introduction

25. The Regulations state that “a special responsibility allowance [SRA] may be paid to those members of the council who have significant additional responsibilities over and above the generally accepted duties of a councillor. These responsibilities must be related to the discharge of the authority’s functions.” (ODPM 2003).

26. The Regulations list the categories of responsibilities which might call for an SRA. They state that SRAs may be payable for duties which fall within the following categories:

- acting as leader or deputy leader of a political group;
- membership of the executive, where an authority is operating executive arrangements;
- presiding at meetings of a committee, sub-committee, or joint committee;
- representing the authority at meetings of another body;
- membership of a committee or sub-committee which meets with exceptional frequency or for exceptionally long periods;
- acting as a spokesperson for a political group on a committee or sub-committee;

- membership of an adoption appeals panel or panel dealing with licensing or controlling any activity;
- any other activities in relation to the discharge of the authority's functions as to require equal or greater effort of the member than any of the activities listed above.

27. The Regulations also state that where one political group is in control, and where an authority has decided to pay SRAs, the authority must make provision for the payment of a special responsibility allowance to at least one member of a minority group.

28. The Panel noted the Government's guidance that "it should not necessarily follow that a responsibility which is vested to a particular member is a significant additional responsibility for which an SRA should be paid. Whilst such responsibilities may be unique to a particular member it may be that all or most members have some such responsibility to varying degrees. Such responsibilities should be recognised as a time commitment to council work which is acknowledged within the basic allowance and not responsibilities for which an SRA allowance should be recommended" (ODPM, 2003). The Panel has indicated that it will take particular account of this guidance in its next full review of the Scheme, particularly relating to the lower bandings of the Scheme.

SRAs per Councillor

29. In its 2013 review the Panel recommended amending the Scheme to discontinue the limitation of one full SRA being payable to an individual councillor. In recognition of the expanded role for councillors in a large, unitary authority it was recommended, and approved by Council, to set a maximum cap of two full SRAs be payable to any one councillor.

30. No submissions made to the Panel suggested the cap should be reviewed, and accordingly the Panel confirmed its 2013 recommendation.

RECOMMENDATION 3

The Panel recommends that the Council maintains the maximum cap of two SRAs be payable to individual councillors. No third SRA to be payable.

SRA Methodology and Leader of the Council SRA

31. The Panel received no representations that it should alter its previous recommendation to utilise the widely adopted methodology of determining an SRA for the most time consuming post on the council, in this case the Leader SRA, and using proportions of that to calculate SRAs for all other positions.

32. This approach has the advantage that, when future adjustments to the SRAs are required, changing the Leader's SRA will have a proportionate and easily calculable impact on all other SRAs within the scheme. This approach also provides a clear, transparent and understandable scheme of allowances,

particularly when roles with comparable levels of 'special responsibility' are banded together (with each band attracting a set percentage of the Leader's SRA).

33. Therefore the Panel was satisfied the methodology in paragraph 31 should be retained.

34. Furthermore, that the SRA for the position of Leader of the Council continue to be set at 250% of the Basic Allowance. This had been recommended after extensive examination of the nature of the role and having regard to the structures in Wiltshire Council without a Chief Executive Officer, the level was now not out of keeping with comparative local authorities.

RECOMMENDATION 4

The Panel recommend that the Leader's SRA remains at 250% of the basic allowance resulting in an SRA of £32,028.98 per annum (Band 1).

Deputy Leader SRA

35. Like the other Cabinet Members the Deputy Leader holds responsibility for an executive portfolio, but performs the additional duty of deputising for the Leader so far as legally possible and permissible in the Leader's absence. S/he also assists and works closely with the Leader in delivering the Leader's usual functions and on budgetary planning and policy development.

36. The Panel examined closely the duties and responsibilities of this office-holder and in particular the differential between the Deputy Leader and other Cabinet Members. Although some representation was made that this SRA was set too high, the Panel remains satisfied that the size and breadth of the Leader's responsibilities in a large unitary council was also reflected in the role of the Deputy Leader. The role holds significant responsibilities and requires a time input almost comparable to that of the Leader to be performed effectively. This assistive responsibility is obviously in addition to the duties of a regular Cabinet Member.

37. The current Deputy Leader SRA is set at a level equidistant between that of the Leader and that of a regular Cabinet Member. This equates to an SRA set at 80% of the Leader SRA.

RECOMMENDATION 5

The Panel recommend that the Deputy Leader SRA remains at 80% of the Leader SRA or £25,622.56 per annum (Band 2).

Cabinet Member SRA

38. The main responsibilities of Cabinet Members are to give political direction to officers working within their portfolio and to support them in the implementation of

policy. They are accountable for individual delegated decisions and performance within their portfolio both internally and externally, to partners and the community. They have an overview of the performance management, efficiency and effectiveness of their portfolio and make executive decisions relating to it. The current Cabinet portfolios include Children, Education and Skills; Economic Development and Housing; and Highways, Transport and Waste.

39. The Panel continued to be satisfied that the role of Cabinet Member is third only to that of Leader and Deputy Leader in terms of the responsibilities and time demands of the role. Portfolio Holder roles to assist the Cabinet Members are additional resources providing extra capacity to the work of Cabinet Members, but that the demands of the Cabinet Member role as decision maker continued to justify the existing SRA.

RECOMMENDATION 6

The Panel recommend that the Cabinet Member SRA remains at 60% of the Leader SRA or £19,217.18 per annum (Band 3).

Chairman of Council SRA

40. As well as presiding over meetings of the Council, the Chairman of Council's role is to represent the Council at civic functions and on outside bodies and to promote public involvement in the Council's activities.
41. The Panel acknowledged the importance of the role of presiding over council meetings and representing the Council at a large number of events, and received no representations that the current SRA was at an inappropriate level.
42. However, the Panel did note that the current SRA was to some extent out of keeping with data from comparative authorities, and suggested that during a future full review the level of the SRA might need to be reassessed.

RECOMMENDATION 7

The Panel recommend that the Chairman of Council SRA remains at 40% of the Leader SRA or £12,811.80 (Band 4).

Chairman of the Overview and Scrutiny Management Committee SRA

43. In recommending SRAs relating to the Council's overview and scrutiny function the Panel received a detailed briefing from the Chairman and Vice Chairman of the Overview and Scrutiny Management Committee and the statutory scrutiny officer on the roles fulfilled by its scrutiny committees and their respective Chairmen and Vice-Chairmen.

44. The Panel recognised that Overview and Scrutiny was a statutory function that required robust leadership at member level. Its primary roles were as a backbench Councillor forum for challenging and scrutinising the decisions of the Cabinet; contributing to the monitoring of the Council's performance and to the development of Council policy.
45. In its 2013 review the Panel had concluded that the Overview and Scrutiny Management Committee's broader role meant that its Chairman is viewed as the functional lead at member level for the Council's Overview and Scrutiny function and the post-holder must undertake significant additional work outside of Committee meeting to this end. The Panel continued to be satisfied, therefore, that the Chairman of the Overview and Scrutiny Management Committee holds a greater level of responsibility than the Chairmen of the Select Committees and that a differentiation in the levels of their respective SRAs remains appropriate.
46. The Panel received submissions on how the overview and scrutiny function had developed since the last review in 2013, in particular the increased involvement prior to approval of major cabinet and council items such as the budget. It was considered that there had been a significant evolution of how the function operated, and an expanded role for the Chairman of the Overview and Scrutiny Management Committee.
47. Although not suggested by the present Chairman or Vice-Chairman, the Panel therefore concluded that the expanded role of overview and scrutiny, and concomitant increase in responsibility for the senior chairman, justified an increase in the SRA currently set at 35% of the Leader SRA. This would also remove a band (band 5) from the scheme to aid its simplification.

RECOMMENDATION 8

The Panel recommend that the Chairman of the Overview and Scrutiny Management Committee SRA is increased to 40% of the Leader SRA or £12,811.80 per annum (Band 4).

Chairman of the Health and Wellbeing Board SRA

The Health and Wellbeing Board is responsible for:

- Preparing the Joint Strategic Needs Assessment (JSNA) and Joint Health and Wellbeing Strategy (JHWS);
- Encouraging integrated working between health and social care commissioners in connection with the provision of health and social care services;
- Encouraging close working between commissioners and health-related services and the board itself; and
- Encouraging close working between commissioners of health-related services and commissioners of health and social care services.

48. The Board had a powerful role in joining up health and social care and in influencing over £2b worth of commissioning spend. In 2013 the Panel had concluded that the Chairman's role in understanding the complexity of this area and influencing partner organisations was critical to the success of the board and the joining up of health and social care.
49. Having received no submissions contradicting the findings of its 2013 review, the Panel continued to recognise the important role undertaken by the Board, with significant responsibilities attendant upon the Chairman. They therefore resolved to maintain the current SRA, although they felt the role and associated SRA should be reviewed in more detail in the future.

RECOMMENDATION 9

The Panel recommend that the Chairman of the Health and Wellbeing Board SRA remains at 30% of the Leader SRA or £9,608.07 per annum (Band 5).

Chairman of the Police and Crime Panel (PCP)

50. The Police and Crime Panel is a body which holds the Police and Crime Commissioner to account and scrutinises their work.
51. In its 2013 review the Panel had concluded the PCP was principally a scrutiny body, although it did contain some additional powers around budgetary and staffing matters and had set the SRA at 30% of the Leader SRA.
52. Some representations had been received about the level of the SRA and in particular the justification for this being higher than for the Chair of a Scrutiny Committee. Notwithstanding some additional powers, the Panel did not feel the PCP role was equivalent to that of the Chairman of the Health and Wellbeing Board. Its role was primarily that of scrutiny and that, the correct band was more appropriately equivalent to that of a Scrutiny Select Chairman.

RECOMMENDATION 10

The Panel recommend that the Chairman of the Police and Crime Panel SRA be set at 22.5% of the Leader SRA or £7,206.05 per annum (Band 6).

Portfolio Holder SRA

53. Following the elections in June 2009, the Leader appointed for the first time Portfolio Holders who sat outside of the Cabinet but whose primary role is to support the workload of Cabinet Members. They have no statutory decision-making powers but are an additional resource providing extra capacity to Cabinet Members' work, undertaking in-depth work with Directors and also functioning as

an extra contact point for non-executive Councillors. The role also serves as a development position for prospective Cabinet Members.

54. In 2009 and 2013 the Panel had examined the nature and extent of the work of the Portfolio Holders, including time commitments, and had set the SRA at 22.5% of the Leader SRA.
55. A number of representations were received in relation to the SRA, some suggesting the SRA should be elevated and others suggesting no change.
56. In spite of these comments the Panel considered that the role had not developed significantly since the last review. Additionally, although the number of Portfolio Holders was, at 16, higher than at any time since their creation in 2009, the impact was not sufficient to justify a change in the SRA at the present time given the nature of the role.

RECOMMENDATION 11

The Panel recommend that the Portfolio Holders' SRA remains at 22.5% of the Leader SRA or £7206.05 per annum (Band 6).

Overview and Scrutiny Select Committee SRAs

57. In addition to the Overview and Scrutiny Management Committee Wiltshire Council has three scrutiny select committees: Children's Select Committee, Environment Select Committee and the Health Select Committee.
58. In accordance with its 2013 review the Panel remained satisfied that the Council's Select Committees played an important overall role in the functions listed above in paragraph 43 and that their Chairmen's roles in facilitating this was sufficient to attract significant SRAs. These roles include leading their respective select committees as a team, acting as a key link with Cabinet Members and Senior Officers, being accountable to the Council for the actions of their Committees and for the chairmanship of Committee meetings.
59. The Panel received no representations against its previous conclusions that the SRA band for the Select Committee Chairmen should be set lower than the of the Chairman of the Management Committee. Whilst recognising the increased role of scrutiny as the function had evolved, at the present time the Panel did not feel an increase in the SRA for Select Committee Chairmen was justified.

RECOMMENDATION 12

The Panel recommend that SRAs for the Chairmen of the Children's Select Committee, the Environment Select Committee and the Health Select Committee remains at 22.5% of the Leader SRA or £7,206.05 per annum (Band 6)

Vice-Chairmen of Overview and Scrutiny Management Committee

60. In its 2013 review the Panel had concluded based on the collaborative work between Chairman and Vice-Chairman of the Overview and Scrutiny Management Committee that the Vice-Chairman role should receive a significant SRA. Although the responsibilities differed, it was considered that the level of responsibility assisting in managing the overview and scrutiny function was equivalent to that of a Select Committee Chairman.
61. Some representations were received which felt that the SRA for the role was set too high and was not equivalent to that of an Area Board Chairman. However, from discussions with members and officers and on the basis of its previous reasoning, the Panel was satisfied the SRA remained at an appropriate level.

RECOMMENDATION 13

The Panel recommend that the Vice-Chairman of the Overview and Scrutiny Management Committee SRA remains at 22.5% of the Leader SRA or £7,206.05 per annum (Band 6).

Chairman of Area Board SRA

62. The creation of Wiltshire's eighteen Area Boards was a key aspect of the Council's bid for unitary status in 2009, intended to engage local people and devolve decision making, and that within a broad framework, the Boards operated differently to best reflect the needs of their particular locality.
63. The Panel had concluded that the Area Boards play a pivotal role in a large rural unitary authority such as Wiltshire. Boards met regularly and evidence received suggested most Boards still received significant engagement, and the Panel was informed further budgets had been devolved to them since the last review in 2013.
64. The Panel remained satisfied that although Chairmen of Area Boards had no specific delegated authority they played a key role in the success or failure of the Area Boards sufficient to justify a significant SRA.
65. Representations were made as to the level of SRA that the role should receive. Some considered that the role was not equivalent to that of a Portfolio Holder which currently received the same level of SRA, and others felt the responsibilities incumbent upon an Area Board Chairman had increased since the last review and therefore an increase in the SRA was perhaps justified.
66. At the present time the Panel concluded there was not sufficient evidence to justify either raising or lowering the SRA for Area Board Chairmen, however an in depth review at some point in the future might be necessary to ensure it was still within the most appropriate SRA banding.

RECOMMENDATION 14

The Panel recommend that the Chairman of Area Board SRA remains at 22.5% of the Leader SRA or £7,206.05 per annum (Band 6).

Vice-Chairman of Council SRA

67. The Vice-Chairman's role is to deputise for the Chairman, chairing Council meetings and attending events in the place of the Chairman when necessary. The Panel, as in previous reviews, acknowledged that, since there is no longer a two tier system of local government in Wiltshire, the Chairman and Vice Chairman will be invited to more civic receptions and functions than previously.
68. Having received no representations in opposition to the current SRA banding, the Panel concluded it should remain at its current level.

RECOMMENDATION 15

The Panel recommend that the Vice-Chairman of Council SRA remains at 20% of the Leader SRA or £6,405.38 per annum (Band 7).

Chairman of Area Planning Committee SRA

69. The Committees' role is to determine planning applications and matters such as the designation and amendment of conservation areas, Village Design Statements, Parish Plans, registration of common land for town and village greens, and public rights of way.
70. As of May 2017 the Area Planning Committees meet on a four week cycle with approximately 13 meetings per year. Having reviewed statistics of the Area Planning Committee meetings, the Panel was satisfied the level of work and the time commitment would remain significant in an area of great public interest, and that therefore the level of SRA should be maintained.

RECOMMENDATION 16

The Panel recommend that the Chairman of Area Planning Committee SRA remains at 20% of the Leader SRA or £6,405.38 per annum (Band 7).

Chairman of Strategic Planning Committee SRA

71. The Strategic Planning Committee is responsible for major strategic planning applications and the allocation of housing and sites for major waste and mineral applications among other matters.
72. Since its 2013 review, which had recommended an SRA at 15% of the Leader SRA, it was apparent in reviewing the committee statistics that the Strategic Planning Committee met far more frequently and considered more items than had previously been the case, and that this was a sustained increase in work. Even more so than the Area Planning Committees the Strategic Planning Committee also dealt with items of considerable public interest and importance. Representations were also made that the current SRA was set too low.
73. The Panel was made aware of an overview and scrutiny review of the planning process and that at some point in the future the Panel may need to take into account the findings of that review and any impact on members' allowances.
74. The Panel therefore recommended that the level of SRA be increased to that of the Area Planning Committee Chairman SRA. By implication this then removed another band from the scheme to aid simplification.

RECOMMENDATION 17

The Panel recommend that the Chairman of the Strategic Planning Committee SRA is increased to 20% of the Leader SRA or £6,405.38 per annum (Band 7).

Chairman of Licensing Committee SRA, Chairman of Audit Committee SRA, Chairman of Staffing Policy Committee SRA, Chairman of Wiltshire Pension Fund Committee SRA, Chairman of Standards Committee, Chairman of Operational Flood Working Groups SRA

75. All the SRA roles listed above currently receive an SRA of 10% of the Leader SRA
76. The Regulations state that "a special responsibility allowance [SRA] may be paid to those members of the council who have significant additional responsibilities over and above the generally accepted duties of a councillor. These responsibilities must be related to the discharge of the authority's functions." (ODPM 2003).
77. Reviewing its 2013 conclusions in accordance with the principles and following an additional four years of operation, the Panel had some reservations that such a minor SRA could continue to be justified in the longer term. The Panel maintains that attendance at meetings was an expected part of a councillors' role, and given meeting statistics and role changes, such as the inclusion of a further Operational Flood Working Group Chairman, questioned whether all the roles listed above incur an additional responsibility significant enough above the generally accepted duties of a councillor to justify an SRA for that role.

78. Nevertheless, in the absence of representations to that effect, and given the nature of the review, the Panel did not feel at this stage that it had a significant enough evidentiary basis to recommend any of the above SRAs be removed.
79. The Panel therefore recommended that all the roles above retain their current SRA level, but noted that at the next in depth review each role should be assessed to ensure if all the roles should still receive an SRA and, if so, if all should be at the same level.

RECOMMENDATION 18

The Panel recommend The Chairman of Licensing Committee SRA remains at 10% of the Leader SRA or £3,202.69 per annum (Band 8).

RECOMMENDATION 19

The Panel recommend that the Chairman of the Audit Committee SRA remains at 10% of the Leader SRA or £3,202.69 per annum (Band 8).

RECOMMENDATION 20

The Panel recommend that the Chairman of the Staffing Policy Committee SRA remains at 10% of the Leader SRA or £3,202.69 per annum (Band 8).

RECOMMENDATION 21

The Panel recommend that the Chairman of the Wiltshire Pension Fund Committee SRA remains at 10% of the Leader SRA or £3,202.69 per annum (Band 8).

RECOMMENDATION 22

The Panel recommend that the Chairmen of the two Operational Flood Working Groups' SRA remains at 10% of the Leader SRA or £3,202.69 per annum (Band 8).

RECOMMENDATION 23

The Panel recommend that the Chairman of the Standards Committee's allowance remains at 10% of the Leader SRA or £3,202.69 per annum (Band 8).

Lead Representative on South West Councils

80. South West Councils is a body which acts as the regional voice of councils in the South West, as well as providing training, Human Resource advice and networking opportunities for councils.
81. Although not listed in the recommendations in the 2013 report of the Panel an SRA of £2,253.98 is included in the current Scheme. This is below the lowest listed band of 10% of the Leader SRA.
82. The Panel noted that South West Councils, according to their website, brings together 'Leaders or their Deputies', although councils could appoint other representatives. They also noted it was in effect simply an Outside Body, of which there were a great many in the council, with limited commitments and for which no SRA was payable.
83. Therefore, the Panel concluded that there was no justification for this particular Council appointee to have an entitlement to an SRA and that it should therefore be deleted from the Scheme of Members' Allowances.

RECOMMENDATION 24

The Lead representative on South West Councils SRA be removed.

Scrutiny fund

84. The current Scheme provides for a lump sum of £15,000 to be allocated annually to those members performing specific scrutiny functions, in recognition of the time commitment and to encourage councillors to engage with the statutory scrutiny function to enhance the democratic benefit it provides.
85. In its 2013 report the initial conclusion had been that the fund would be allocated by the Chairman of the Overview and Scrutiny Management Committee, although at its presentation to Council this was amended by the Panel, and accepted, to state that a scheme prepared by the Chairman would be approved by the Overview and Scrutiny Management Committee and that such approval must be on an annual basis. In practice this was presently the case.
86. In the interests of greater clarity and transparency over the control of this fund, the Panel concluded that the wording be amended to remove reference to the Chairman, giving all responsibility over the apportionment of the fund to the Overview and Scrutiny Management Committee, as well as further specifying the acceptable roles that could be remunerated .
87. The Panel further concluded that the level of the fund remain at £15,000 per annum.

RECOMMENDATION 25

The Panel recommend that:

(a) The scrutiny fund, which is intended to reward Councillors performing specific scrutiny functions such as chairing task groups and rapid scrutiny exercises, serving on active project boards and acting as Vice-Chairman of Select Committees, is retained within the Scheme at £15,000.

(b) The fund is to be allocated by the Overview and Scrutiny Management Committee in accordance with a scheme which it will approve annually.

Group Leader Allowances

88. Group Leaders are the main point of contact for officers and coordinate the activity of all political groups. Under the current Scheme, they receive two allowances:

- I. A flat rate of £500 per Group Leader, plus £50 per member in the Group. This recognises that the size of the Group may have some effect on the responsibilities of the Group Leader.
- II. The second allowance payable to Group Leaders is to reflect responsibilities within their Group (i.e. Secretary, treasurer, spokesperson) and this is paid at a rate of £100 per member, and is allocated by the Group Leader.

89. The current Scheme results in the allowances shown in **Table 1**.

Table 1 – Political composition of Wiltshire Council and amounts to be paid under the present Scheme

| Political Group | Membership | 1. Group Leader SRA (£500 flat + £50 per member) | 2. Group responsibilities (£100 per member) | Total |
|------------------------|-------------------|---|--|--------------|
| Conservatives | 68 | £3,900 | £6,800 | £10,700 |
| Liberal Democrat | 20 | £1,500 | £2,000 | £3,500 |
| Independents | 7 | £850 | £700 | £1,550 |
| Labour | 3 | £650 | £300 | £950 |

90. In discussions with Group Leaders and having reviewed other allowances schemes, several concerns were raised in respect of the Scheme explicitly providing funds for group positions which it was felt was the responsibility of the group themselves to provide. The Panel was concerned that these might be perceived as political roles rather than Council roles. The Panel therefore resolved to remove the £100 per capita Group Responsibility Allowance.

91. The Panel, having considered the previously approved methodology inadequate due to the above concerns, considered various alternatives. As seen in the comparative council data in Appendix 2, councils adopt a wide range of approaches when providing group leader allowances, including only providing to opposition groups, to groups of certain sizes or not at all.
92. The Group Leader of the Liberal Democrat Group, like their predecessor in 2013, made specific representation that the role of leader of the main opposition group was qualitatively distinct from other opposition group leaders, requiring significant additional time and resources in order to appropriately hold the administration to account.
93. The Panel took those representations into account, although they noted the level of support able to be provided to all councillors in the council constitution, including the right to request private meetings from senior officers on policy matters for political groups, and did not feel in itself that being the main opposition justified a significant allowance increase.
94. Nevertheless, in seeking an alternate allocation method having removed the Group Responsibility Allowance, the Panel considered that a lump sum graded approach should apply. This would mean increases for some groups and decreases for others, but was felt overall to be a fairer method than the present system, as well as being clearer and more transparent as to the total amounts to be received by each group leader.
95. Under such a method group leaders would receive an allowance depending on the percentage of seats their group holds on the council as follows:
- I) For Groups holding at least 30% of seats the Leader will receive an allowance of £8000.00.
 - II) For Groups holding at least 20% of seats the Leader will receive an allowance of £6000.00.
 - III) For Groups holding at least 10% of seats the Leader will receive an allowance of £2000.00.
 - IV) For Groups holding fewer than 10% of seats the Leader will receive a proportion of £2000 allowance
96. This would result in allocations as shown below in **Table 2**

Table 2 – Political composition of Wiltshire Council and amounts to be paid under the proposed Scheme

| Political Group | Membership (% of council seats) | Total |
|------------------------|--|--------------|
| Conservatives | 30+% | £8,000 |
| Liberal Democrat | 20+% | £6,000 |
| Independents | Under 10% | £1,400 |
| Labour | Under 10% | £600 |

97. The totals paid would initially be £16,000 rather than the £16,700 under the present Scheme, subject to any future uplift as detailed in paragraph 98.
98. The Panel also recommended that Group Leaders' Allowances remain exempt from the two SRA per councillor cap, and that the Group Leaders' Allowance also be subject to uplift in accordance with the annual staff pay award from the next financial year.

RECOMMENDATION 26

The Group Leader Allowance to be allocated as follows:

- (a) **Group Leaders to receive a flat rate allowance dependent on level of representation on the council with the following proportions:**
- I) **For Groups holding at least 30% of seats the Leader will receive an allowance of £8000.00.**
 - II) **For Groups holding at least 20% of seats the Leader will receive an allowance of £6000.00.**
 - III) **For Groups holding at least 10% of seats the Leader will receive an allowance of £2000.00.**
 - IV) **For Groups holding fewer than 10% of seats the Leader will receive a proportion of £2000 allowance.**
- (b) **The Group Responsibility Allowance to be removed.**
- (c) **The Group Leader Allowance remains exempt from the SRA per Councillor cap.**
- (d) **The Group Leader Allowance to receive annual adjustment as detailed in recommendation 1, but not to be backdated to 8 May 2017.**

CO-OPTED MEMBERS

99. The Panel received no representations in respect of Co-opted member allowances, and reviewing its reasoning for the 2013 review accepted as reasonable the level of allowances that had been assigned to the roles.
100. The Panel did however note that the allowances for the three co-opted roles had not been subject to the same uplift in accordance with the annual staff pay award as had other roles, and so determined to recommend an increase to the amounts to where they would have risen to had the uplift been applied, and for the uplift to apply thereafter as recommended.
101. Additionally, the Panel felt that consideration should be given in any future review, to determining if it would be appropriate and reasonable to set two rates for co-opted members, one non-voting and one voting, which would provide a clear basis should any committees in future decide to co-opt members.

102. Whilst recognising that the remuneration set for the role of Independent Person does not form part of the allowances scheme, in line with the approach taken previously, the Panel considered that this should be increased to £ 2,336 to reflect the uplift the role would have received in accordance with the annual staff pay award, and then for the uplift to apply as recommended.

RECOMMENDATION 27

The Panel recommend that remuneration for the Independent Person for Standards be increased to £2,336 per annum.

RECOMMENDATION 28

The Panel recommend that the Co-opted Members of the Standards Committee's allowance be increased to £1,168 per annum.

RECOMMENDATION 29

The Panel recommend that the Co-opted voting Member of the Children's Select Committee's allowance be increased to £934 per annum.

RECOMMENDATION 30

The Panel recommend that the Co-opted Members of the Police and Crime Panel's allowance be increased to £2,008 per annum.

OTHER ASPECTS OF THE SCHEME

Technology Allowance

103. In 2013 the Panel had recommended payment of a Technology Allowance £250 per councillor be continued within the Scheme to contribute toward IT costs. The Council had removed this element of the Scheme as part of its budget setting process for 2017/18, and the Panel supported this change.

RECOMMENDATION 31

To confirm Panel agreement with the February 2017 decision of Council to remove the payment of a Technology Allowance of £250 per Councillor from the scheme.

Withholding Allowances

104. Paragraph 15 of the current Scheme provides for the withholding or repayment of allowances in the event of councillor or co-optee disqualification, removal or suspension. Following legal advice from officers, the Panel recommends that this paragraph is removed.

RECOMMENDATION 32

To delete remove paragraph 15 of the scheme concerning the withholding of allowances to reflect changes in legislation relating to standards of conduct.

Travelling and Subsistence Allowances

105. A representation was received suggesting that no meal allowance should be claimable unless a councillor was away overnight on Council approved business.

106. The Panel did not feel any other evidence supported such a change, and so resolved to recommend no changes to this or any other aspects of the Scheme.

RECOMMENDATION 33

The Panel recommend that all other aspects of the scheme are, for the avoidance of doubt, confirmed as remaining unchanged.

Concluding comments

107. As explained at the outset, this has been a light touch review. Inevitably, during the process of inviting evidence, issues have come to light which would normally require deeper analysis and review. Where such issues have been identified, the panel has flagged up its intention to review these in depth at the next fundamental review.

108. The Panel believes its overall recommendations make the scheme simpler by reducing the number of bandings and better reflects the needs of Wiltshire Council for the next 4 year period.

APPENDICES

Appendix 1 - Evidence sources and Councillors and Officers who met with the Panel

Appendix 2 - Council Comparative data

Appendix 3 - Recommended Revised Allowances Scheme

Appendix 4 - Issues to be considered at future reviews

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Appendix 1 - Evidence sources and Councillors and Officers who met with the Panel

Evidence sources

Local Authorities (Members' Allowances) (England) Regulations (ODPM, 2003)

Wiltshire Council Constitution

Consultation responses

Committee meeting statistics

Report of the Independent Remuneration Panel of Wiltshire Council 2013

Members' Allowances Schemes of the following councils:

Bath and North East Somerset Council

Bristol City Council

Cornwall Council

Devon County Council

Durham County Council

East Riding Council

Gloucestershire County Council

Hampshire County Council

Herefordshire County Council

Northumberland Council

Shropshire Council

Somerset County Council

List of councillors who met with the Panel

Cllr Richard Britton

Cllr Ernie Clark

Cllr Alan Hill

Cllr Ricky Rogers

Cllr Baroness Scott of Bybrook OBE

Cllr John Thompson

Cllr Ian Thorn

Cllr Graham Wright

List of officers who met with the Panel

Robin Townsend - Associate Director (Corporate Function, Procurement and Programme Office)

Ian Gibbons - Associate Director (Legal and Governance)

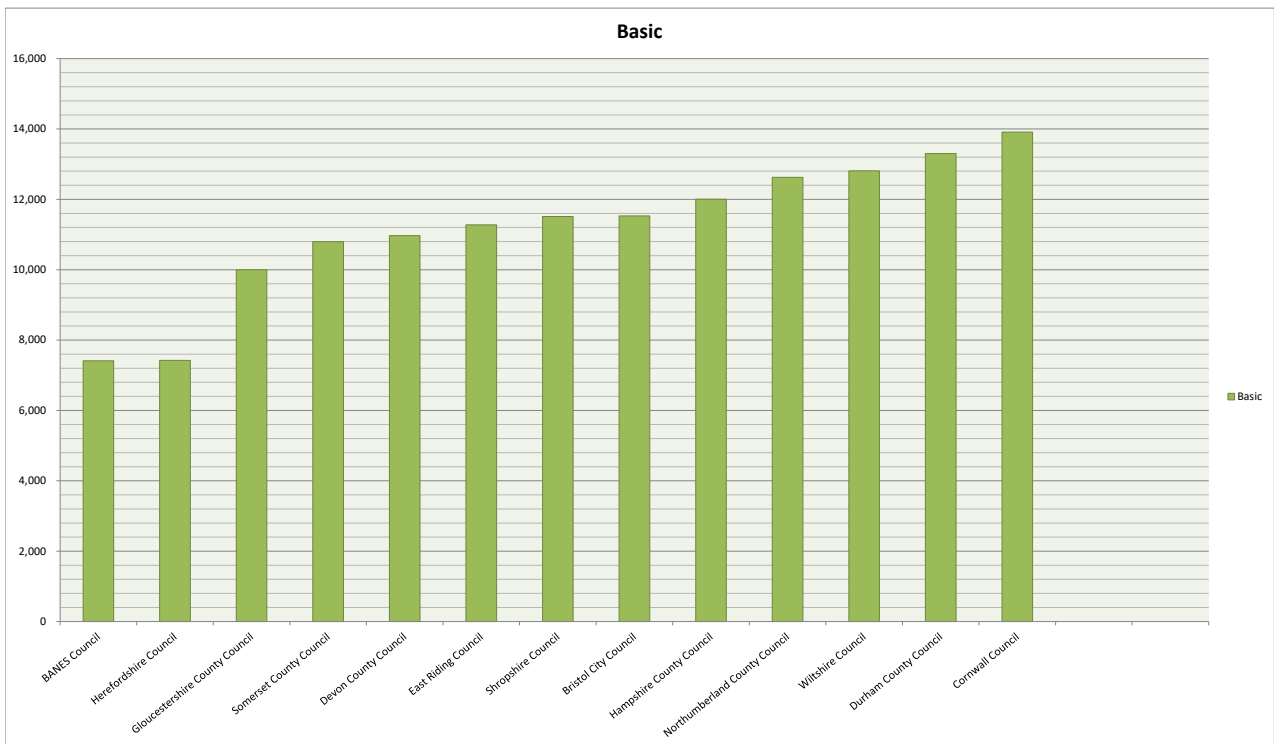
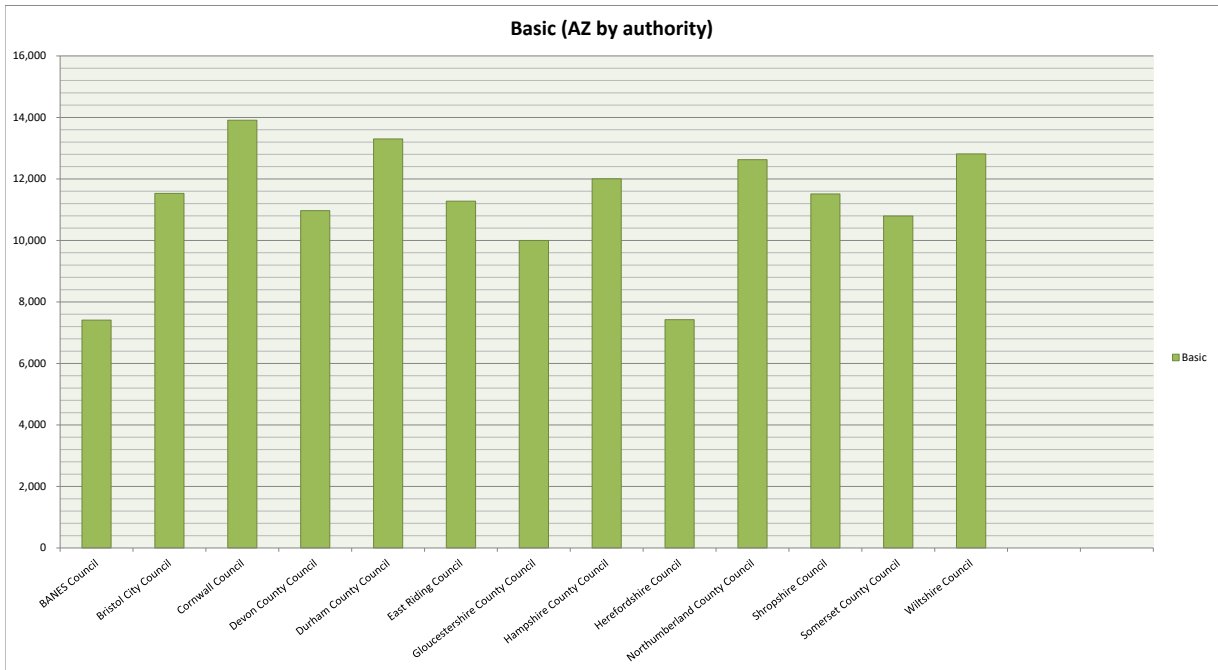
Paul Kelly - Head of Democracy and Performance

Henry Powell - Senior Scrutiny Officer

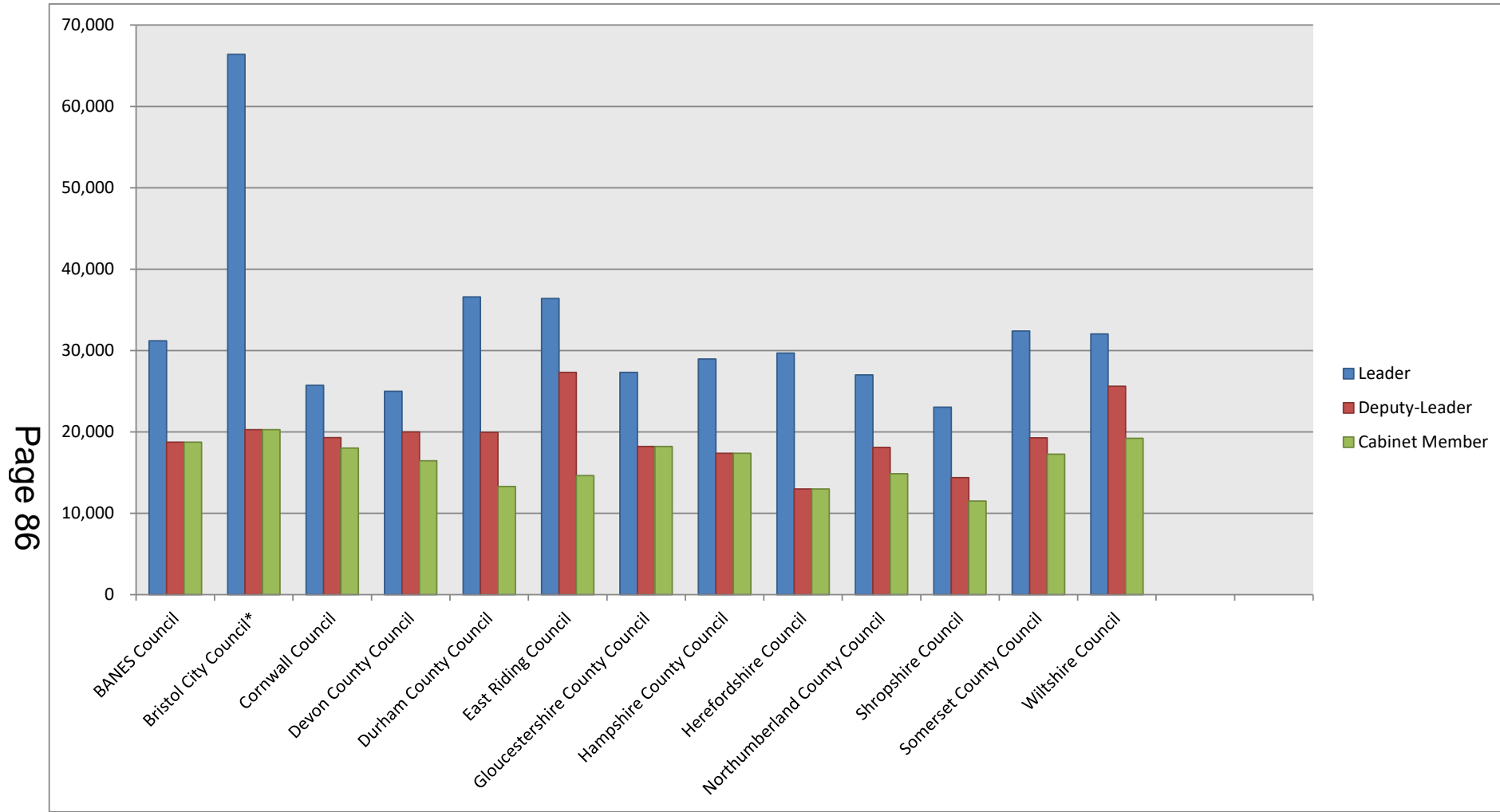
**Councillor
Allowances Review
2017**

APPENDIX 2

| Authority | Basic | Leader | Deputy-Leader | Cabinet Member | Chairman of Council | Vice-Chairman of Council | Chairman of 'main' O & S Committee | Chairman of 'secondary' O&S Committees | Chairman of Pension Fund SRA | Chairman of Strategic Planning | Chairman of Area Planning Committee | Chairman of Standards Committee | Chairman of Audit Committee | Chairman of PCP | Chairman of Licensing Committee | Chairman of Staffing Policy | Area Board or Area Committee Chairs | When were the figures reviewed last? |
|----------------------------------|--------|--------|---------------|----------------|---------------------|--------------------------|------------------------------------|--|------------------------------|--------------------------------|-------------------------------------|---------------------------------|-----------------------------|-----------------|---------------------------------|-----------------------------|-------------------------------------|---|
| 1 BANES Council | 7,411 | 31,186 | 18,728 | 18,728 | 9,173 | 2,325 | 7,645 | 7,645 | 4,856 | - | 13,759 | - | - | | 4,856 | - | - | (implemented for the 2016/17 council year and updated annually in future years in line with the pay award for local authority staff) |
| 2 Bristol City Council | 11,530 | 66,395 | 20,266 | 20,266 | 20,266 | - | 6,080 | 6,080 | - | - | 6,080 | - | 6,080 | | 6,080 | | - | (2011 - stated to last until 30/04/16) |
| 3 Cornwall Council | 13,911 | 25,735 | 19,301 | 18,014 | 18,014 | 5,404 | 7,720 | 5,147 | 2,573 | 7,720 | 5,147 | 2,573 | 3,860 | - | 3,860 | - | - | (17 May 2017) |
| 4 Devon County Council | 10,970 | 25,000 | 20,000 | 16,455 | 8,775 | 3,055 | 8,000 | 8,000 | 2,743 | | 5,485 | - | 2,743 | | - | - | - | (2013 - SRAs set as multiplier of basic allowance, which it saws will be updated in line with APT&C Pay Awards (after approval by the council), but it does not appear that the SRAs have increased since 2013, and the basic allowance appears the same too. |
| 5 Durham County Council | 13,300 | 36,575 | 19,950 | 13,300 | 6,650 | 3,325 | 13,300 | 2,660 | 2,660 | 3,325 | 3,325 | 2,660 | 2,660 | | 3,325 | n/a | - | (Allowances guide updaetd 'as at 1 April 2017) |
| 6 East Riding Council | 11,277 | 36,402 | 27,300 | 14,631 | 9,618 | 1,214 | 9,753 | - | 3,657 | 9,753 | 3,657 | - | 3,657 | | 3,657 | 3,657 | - | (Allowances guide updaetd 'as at 1 April 2017) |
| 7 Gloucestershire County Council | 10,000 | 27,300 | 18,200 | 18,200 | 9,100 | 2,730 | 5,460 | 5,460 | 5,460 | - | 5,460 | - | 5,808 | 5,808 | - | - | - | (1 April 2016) |
| 8 Hampshire County Council | 12,003 | 28,967 | 17,379 | 17,379 | 18,348 | 9,414 | 11,586 | 11,586 Select Committees/ 14,433 for Health Scrutiny | 11,586 | 11,586 | - | - | 5,793 | | n/a | n/a | - | (Allowances guide updaetd 'as at 1 April 2017) |
| 9 Herefordshire Council | 7,423 | 29,692 | 12,990 | 12,990 | 9,279 | | 9,279 | 9,279 | - | 9,279 | - | - | 5,567 | | 5,567 | - | - | (Allowances guide updaetd 'as at 19 May 2017) |
| 10 Northumberland County Council | 12,625 | 27,000 | 18,090 | 14,850 | 14,850 | | 12,150 | 12,150 | 4,005 | 12,150 | 9,450 | | 4,005 | | 9,450 | - | 10,800 | (May 2013 - in force thereafter until revoked or amended) |
| 11 Shropshire Council | 11,514 | 23,028 | 14,392 | 11,514 | 8,635 | 8,635 | 11,514 | 11,514 | 2,878 | - | 5,757 | - | 5,757 | | 2,878 | - | - | (1 April 2014 - effect unless otherwise specified in subsequent years) |
| 12 Somerset County Council | 10,795 | 32,385 | 19,272 | 17,272 | 9,716 | 2,160 | 6,477 | - | 2,160 | - | 6,477 | 2,160 | 6,477 | | 6,477 | - | - | (Approved for 2017/18) |
| 13 Wiltshire Council | 12,812 | 32,029 | 25,623 | 19,217 | 12,812 | 6,405 | 11,210 | 7,206 | 3,203 | 4,804 | 6,405 | 3,203 | 3,203 | | 3,203 | 2,517 | 7206.05 | 2013 |



Executive



| Authority | Basic |
|--------------------------------|--------|
| BANES Council | 7,411 |
| Herefordshire Council | 7,423 |
| Gloucestershire County Council | 10,000 |
| Somerset County Council | 10,795 |
| Devon County Council | 10,970 |
| East Riding Council | 11,277 |
| Shropshire Council | 11,514 |
| Bristol City Council | 11,530 |
| Hampshire County Council | 12,003 |
| Northumberland County Council | 12,625 |
| Wiltshire Council | 12,812 |
| Durham County Council | 13,300 |
| Cornwall Council | 13,911 |

| Authority | Leader | Deputy-Leader | Cabinet Member |
|--------------------------------|--------|---------------|----------------|
| BANES Council | 31,186 | 18,728 | 18,728 |
| Bristol City Council* | 66,395 | 20,266 | 20,266 |
| Cornwall Council | 25,735 | 19,301 | 18,014 |
| Devon County Council | 25,000 | 20,000 | 16,455 |
| Durham County Council | 36,575 | 19,950 | 13,300 |
| East Riding Council | 36,402 | 27,300 | 14,631 |
| Gloucestershire County Council | 27,300 | 18,200 | 18,200 |
| Hampshire County Council | 28,967 | 17,379 | 17,379 |
| Herefordshire Council | 29,692 | 12,990 | 12,990 |
| Northumberland County Council | 27,000 | 18,090 | 14,850 |
| Shropshire Council | 23,028 | 14,392 | 11,514 |
| Somerset County Council | 32,385 | 19,272 | 17,272 |
| Wiltshire Council | 32,029 | 25,623 | 19,217 |

| | Authority | Group Leaders | Other Group Allowances |
|----|---------------------------------------|--|---|
| 1 | BANES Council | 428 per member to each group leader | Groups allowance (training/additional special responsibility); 100 per member out of 6500 total |
| 2 | Bristol City Council | 12158 if holding 10% seats | 6080 to group whips |
| 3 | Cornwall Council | None | None |
| 4 | Devon County Council | (Opposition groups only) Leader LD Group 5485, Leader Labour Group 5485, Leader Ind Group 2743 | None |
| 5 | Durham County Council | opposition group leaders - If 20% of total members 6650, if less than 3325 | None |
| 6 | East Riding Council | 3567 for leader of main opposition group | 'Group Officer Supplements' (364 per member if more than 6 members in the group)17472 for conservative group (12192 for group secretary, 3762 for chief whip, 1518 for deputy group whip), 2184 for Labour group deputy leader, 2184 for Independent group leader |
| 7 | Gloucestershire County Council | 5850 if more than 5 members, proportion of 5850 if less than 5 members | 1500 each for political group spokespersons |
| 8 | Hampshire County Council | (opposition only) 12201 leader of LD group | 5376 each to 6 LD spokespersons |
| 9 | Herefordshire Council | 1634 to all group leaders if 10% of council membership | plus 124 per group member |
| 10 | Northumberland County Council | 12150 for opposition group leaders | 4860 for main opposition dep leader, 2430 for other opposition deputy leaders; group secretaries receive 15 per group member (this not subject to 1 sra rule, group leaders are) |
| 11 | Shropshire Council | 5757 to opposition group leaders | None |
| 12 | Somerset County Council | 9716 LD opposition, 1079 group leader | 1079 deputy LD leader |
| 13 | Wiltshire Council | 500 + 50 per group member | 100 to group leader per group member for 'group responsibilities allowance' (for remunerating group members with roles within the group eg treasurer, secretary) |

Part 13

WILTSHIRE COUNCIL MEMBERS' ALLOWANCES SCHEME

The Scheme

1. This scheme may be cited as the Wiltshire Council Members' Allowances Scheme. The scheme is made in accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003. It was last approved by Wiltshire Council on ~~12 November 2013~~ 17 October 2017 and shall have effect from that date. However, some allowances are backdated to the appropriate date in ~~8 May 2013~~ 2017. The scheme shall continue to have effect until revoked or amended by resolution of the council.

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4.2. In this scheme:

'councillor' means an elected member of Wiltshire Council.

'co-optee' means a co-opted member of Wiltshire Council.

'year' means the period from 1 April to the following 31 March.

Basic Allowance

3. Subject to paragraphs ~~9-12~~ 7, for 2016/7 a basic allowance ~~of £12,811.80~~ as detailed in appendix 1 shall be paid to each councillor. This allowance is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as meeting with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes.

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Special Responsibility Allowances

4. For each year Special Responsibility Allowances (SRAs) shall be paid to those councillors who hold special responsibilities in relation to the council that are specified in Appendix 1 of this scheme. SRAs recognise the significant additional time commitment and responsibility required in undertaking these roles.

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5. Subject to paragraphs ~~7-9~~ 12, the amount of each such allowance shall be the amount specified against that special responsibility in Appendix 1.

6. Any councillor may hold up to two roles of special responsibility and will receive both payments in full. No third SRA will be payable.

Co-optees' Allowance

7. For each year a co-optees' allowance shall be paid to those co-opted members who hold the posts listed in Appendix 2 of this scheme. Subject to paragraphs ~~7-9~~ 12, the amount of each such allowance shall be the amount specified in Appendix 2.

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Renunciation

8. A councillor or co-optee may, by notice in writing given to the corporate director, elect to forgo any part of his or her entitlement to an allowance under this scheme.

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Part-year Entitlements

9. ———The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to basic and special responsibility allowances, and co-optees to co-optees' allowances, where, in the course of a year, this scheme is amended or that councillor or co-optee becomes, or ceases to be, a councillor or co-optee, or accepts or relinquishes a special responsibility in respect of which an SRA is payable.

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10. If the amount of basic, special responsibility or co-optees' allowance is changed, a councillor or co-optee is entitled to an amount based on the old and new rates. The number of days at the old rate runs from 1 April to the day before the day the change takes effect. The number of days at the new rate runs from the day the change takes effect to the day before the next change or 31 March, whichever occurs first.

11. If a councillor or co-optee is elected or appointed to the council or ceases to be a councillor or co-optee part way through the financial year, he or she is entitled to receive an allowance only for such period as he or she holds office.

12. The SRA will be paid only for such period as he or she holds the post to which the SRA applies.

Dependants' Carers' Allowance

13. An allowance may be claimed when a carer has been engaged to enable a councillor or co-optee to carry out an approved duty (as set out in Appendix 5), subject to the conditions set out in Appendix 4.

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Statutory Sick and Maternity Pay

14. These payments may be available for certain periods when a councillor is unable to undertake approved duties. Details are available from the corporate director.

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Senior Citizen's Railcard

15. Males and females aged 65 and over, who regularly travel by train on council business, may apply for a Senior Citizen's Railcard. Use of the card offers a reduction of one third on the ticket price on most rail journeys. The cost of the railcard will be reimbursed through the payroll on production of a receipt. The payroll section will monitor the cards to ensure that savings made using the card exceed the cost of the card.

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Travel and Subsistence Allowances

16. Travel and subsistence allowances can be claimed for approved duties as set out in Appendix 5. The rates for these allowances are set out in Appendix 3. Subsistence is not payable where a meal is provided free of charge.

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Claims and Payments

~~(1)~~17. A claim for travelling, subsistence and dependants' carers' allowances under this scheme shall be made on the appropriate claim form at the end of each month. The corporate director shall have delegated authority to consider late claims and the reason for lateness and to pay those he considers reasonable.

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~~(2)~~18. Payments of basic, special responsibility and co-optees' allowances shall, subject to ~~sub~~-paragraph ~~(3)~~ below 19, be made automatically in instalments of one-twelfth of the amount specified in this scheme.

~~(3)~~19. Where a payment of one-twelfth of the amount specified in this Scheme in respect of a basic, special responsibility or co-optees' allowance would result in the councillor or co-optee receiving more than the amount to which, by virtue of paragraphs ~~7~~9-12, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

14. Updating of Allowances

20. Full Council has agreed that the annual pay award to council staff as the index by which annual adjustments are made to the basic allowance and the special responsibility allowances payable to individual councillors for the period up to 2016/17.

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15. Withholding of Allowances

~~In the event of a councillor or co-optee being suspended, any basic, special responsibility, travel or subsistence allowance may be withheld or, if already made, may be repaid, as determined by the Standards Committee after consideration of the merits of each case.~~

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16. Queries

— If you have any queries relating to this scheme please contact ~~one of the following:~~

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21. Yamina Rhouati (Ext 18024) or Paul Kelly (Ext 13049committee@wiltshire.gov.uk) for advice on what constitutes an approved duty.

Appendix 1

The Council adopts the annual pay award to council staff as the index by which annual adjustments are made to the basic allowance payable to individual councillors for the period up to ~~2016/17~~2020/2021. The same index will apply to SRAs, Group leaders' allowance and co-opted member allowances.

Basic and Special Responsibility Allowances (SRAs)

| | | |
|---|---|---------------------------|
| <u>Basic Allowance 2017/18 (to be updated in accordance with the annual pay award to the majority of council staff subject to the NJC local government services terms and conditions) and backdated to 8 May 2017</u> | <u>£12,811.80</u> | |
| <u>Special Responsibility Allowance (SRA)</u> | <u>2017/18 (to be updated in accordance with the annual pay award to the majority of council staff subject to the NJC local government services terms and conditions) and backdated to 8 May 2017</u> | <u>% of Leader SRA</u> |
| <u>Leader of the Council</u> | <u>£32,028.98</u> | <u>(Band 1) 100%</u> |
| <u>Deputy Leader of the Council</u> | <u>£25,622.56</u> | <u>(Band 2) 80%</u> |
| <u>Cabinet Member (8)</u> | <u>£19,217.18</u> | <u>(Band 3) 60%</u> |
| <u>Chairman of the Council Chairman of Overview and Scrutiny Management Committee</u> | <u>£12,811.80</u> | <u>(Band 4) 40%</u> |
| <u>Chairman of the Health and Wellbeing Board</u> | <u>£9,608.07</u> | <u>(Band 5) 30%</u> |
| <u>Portfolio Holder (16) Chairman of Police and Crime Panel Chairman of Scrutiny Select Committee (3) Chairman of Area Board (18) Vice-Chairman of Overview and Scrutiny Management Committee</u> | <u>£7,206.05</u> | <u>(Band 6) 22.5%</u> |
| <u>Vice-Chairman of the Council Chairman of Strategic Planning Committee Chairman of Area Planning Committee (4)</u> | <u>£6,405.38</u> | <u>(Band 7) 20%</u> |
| <u>Chairman of Audit Committee Chairman of Licensing Committee Chairman of Staffing Policy Committee Chairman of Wiltshire Pension Fund Committee</u> | <u>£3,202.69</u> | <u>(Band 8) 10%</u> |

| | | |
|--|--|--|
| <u>Chairman of Standards Committee</u> <u>Chairman of Operational Flood Working Group (3)</u> | | |
|--|--|--|

Group Leaders' Allowance (Exempt from SRA limit as detailed in paragraph 6) (uplift not backdated to 8 May)

| <u>Number of Seats Held by Political Group</u> | <u>Allowance Per Annum</u> |
|--|--|
| <u>30+%</u> | <u>£8000</u> |
| <u>20+%</u> | <u>£6000</u> |
| <u>10+%</u> | <u>£2000</u> |
| <u>Under 10%</u> | <u>A proportion of £2000 (eg 7% = £1400)</u> |

Overview and Scrutiny Fund

To remunerate councillors to recognize significant additional responsibilities undertaken as part of overview and scrutiny activities.

A scheme on how to allocate the fund will be prepared and approved annually by the Overview and Scrutiny Management Committee.

£15,000 per annum

Appendix 2

| <u>Co-opted Members' Allowance</u> | <u>Per Annum</u> |
|---|------------------|
| <u>Non-voting co-opted member of the Standards Committee (Maximum of 8)</u> | <u>£1168</u> |
| <u>Independent co-opted member of the Police and Crime Panel</u> | <u>£2008</u> |
| <u>Co-opted voting member of the Children's Select Committee</u> | <u>£934</u> |

| <u>Other Allowances</u> | <u>2017/18</u> |
|--|----------------|
| <u>Independent Person of the Standards Committee (3)</u> | <u>£2336</u> |

Appendix 4 – Aspects of the Scheme identified for particular attention in the next IRP Review

In addition to any standard reassessment of basic and special responsibility allowances to be undertaken for the next review of members' allowances, the Panel have identified the following areas they feel should be reviewed.

Chairman of Council SRA

Reason - Potentially out of keeping with comparative authorities.

Chairman of Health and Wellbeing Board SRA

Reason - Nature and extent of role should be reassessed to ensure SRA remains appropriate.

Overview and Scrutiny Select Committee Chairmen SRA

Reason - Nature and extent of role particularly in relation to development of scrutiny function should be reassessed to ensure SRA remains appropriate.

Area Board Chairman SRA

Reason - Representations received indicated disagreement around the appropriate level of SRA. A full review should assess the nature and extent of role.

Chairman of Licensing Committee SRA, Chairman of Audit Committee SRA, Chairman of Staffing Policy Committee SRA, Chairman of Wiltshire Pension Fund Committee SRA, Chairman of Standards Committee, Chairman of Operational Flood Working Groups SRA

Reason - Small SRA, further work required to ensure level of additional responsibility is sufficiently over that expected as part of a councillors' role to justify an SRA, and if so if all should be at the same level.

Co-opted Allowances

Reason – To determine if it were possible and reasonable to have a single set rate for both a co-opted voting member, and a non-voting co-opted member, whatever committee they are co-opted onto.

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Wiltshire Council

Council

17 October 2017

Local Government Boundary Commission for England – Proposed Electoral Review of Wiltshire

Summary

The Local Government Boundary Commission for England ('the Commission') has recently notified the Council of its intention to carry out an electoral review of the Council. The review will consider the total number of councillors on the Council, and then review the numbers and boundaries of electoral divisions within the Council.

This report sets out proposals for the creation of an Electoral Review Committee to consider the issues raised in such a review and to make recommendations to full Council. It also considers the implication of the Electoral Review on any proposals for changes to the governance arrangements for parishes within the Council's administrative area.

Proposal

It is recommended that:

- a) the Council notes the current position regarding the proposed Electoral Review to be carried out by the Commission.
- b) an Electoral Review Committee, comprising 10 members, is established to progress the proposed Review on behalf of the Council and to formulate recommendations to the Council on any submissions to the Commission during the Review process.
- c) the terms of reference for the Electoral Review Committee are as set out in the Appendix to this report.
- d) any proposed parish community governance reviews are put on hold pending the conclusion of the Electoral Review, unless the Electoral Review Committee considers otherwise in relation to specific cases.
- e) the council approves, as a one-off funding, use of the Enabling Fund Earmarked Reserve for the provision of any additional resources required for this significant programme of work.

Reason for Proposal

The creation of an Electoral Review Committee will enable proper consideration to be given to the issues arising during the Electoral Review process.

Dr Carlton Brand
Corporate Director

Local Government Boundary Commission for England – Proposed Electoral Review

Purpose of Report

1. The purpose of this report is to inform members of the forthcoming Electoral Review to be carried out by the Commission and to propose the creation of a Committee to consider the issues arising from this Review and to make recommendations to the Council as appropriate.

Main Considerations for the Council

2. The Local Government Boundary Commission for England (the Commission) is an independent statutory body, whose objectives include the provision of electoral arrangements that are fair and that deliver electoral equality for voters.
3. As part of its responsibilities, the Commission carries out reviews of electoral arrangements for principal local authorities in England. In deciding which local authorities to review, the LGBC calculates the levels of electoral imbalance in each local authority area each year. Electoral imbalances occur where voters are either over- or under- represented by their local councillor, when compared with the average levels of representation across the authority. A review is considered to be appropriate where any electoral division has a variance of 30% or more (i.e. 30% more or fewer electors than the average for the authority), or where more than 30% of divisions have an electoral variance of more than 10% from the average for the authority,
4. In June, the Commission reported that 25 (25.5%) of the electoral divisions in Wiltshire had a variance greater than 10% and 2 had a variance of more than 30%. The Commission indicated that, in view of this, it was possible that Wiltshire Council would be included in the 2018/19 review work programme.
5. By a letter dated 15 September 2017 the Commission have now confirmed that Wiltshire Council has been included in the review work programme for 2018/19.
6. The Review will first consider the overall number of councillors on the Council and will then proceed to consider future divisional arrangements, based on the preferred total number of councillors.
7. Although the formal review will start in April 2018, the Commission will expect the Council, in advance of that date, to provide it with relevant information to assist it with its considerations. This includes:-
 - a. Details of current electoral arrangements and electoral register;
 - b. Identification of parishes and their boundaries;
 - c. Other indicators which identify and build up a map of communities;
 - d. Five-year electoral forecasts;

8. The Commission will also expect the Council to provide it with an understanding of the various communities within the Council's area and how the Council and individual councillors work with those communities.
9. At the end of the preliminary period, the Commission would expect the Council to submit its proposals for the future size of the Council. This should have regard to the political management arrangements, including executive, regulatory and scrutiny functions and the representational role of councillors, both in terms of their divisional work and representing the Council on outside bodies.
10. The proposed timetable for the review process is as set out in the table below. The actual time to be taken will depend on the nature of the issues to be addressed and the availability of supporting evidence:

| Stage | Action | Duration |
|--|---|---|
| Preliminary Period | Informal dialogue with local authority. Focus on gathering preliminary information including electorate forecasts and other electoral data. Commissioner-level involvement in briefing group leaders on the issue of council size. Meetings also held with officers, group leaders, full council and, where applicable, parish and town councils. At the end of this process, the council and its political groups should submit their council size proposals for the Commission to consider. | Up to 6 months in advance of formal start of review |
| Council size decision | The Commission analyses submissions from local authority and/or political groups on council size and takes a 'minded to' decision on council size. | April 2018 |
| Formal start of review | | |
| Consultation on future division arrangements | The Commission publishes its initial conclusions on council size. General invitation to submit division proposals based on Commission's conclusions on council size | May to July 2018 |
| Development of draft recommendations | Analysis of all representations received. The Commission reaches conclusions on its draft recommendations. | July to September 2018 |
| Consultation on draft recommendations | Publication of draft recommendations and public consultation on them. | September – November 2018 |
| Further Consultation (if required) | Further consultation only takes place where the Commission is minded to make significant changes to its draft | |

| | | |
|--------------------------------------|---|--|
| | recommendations and where it lacks sufficient evidence of local views in relation to those changes. | |
| Development of final recommendations | Analysis of all representations received. The Commission reaches conclusions on its final recommendations. | November 2018 to January 2019 |
| Final Recommendations | Publication of final recommendations | January 2019 |
| Parliamentary Scrutiny | A draft order seeking the implementation of the final recommendation will be laid in both Houses of Parliament under the negative resolution procedure for 40 days. Parliament can accept or reject the recommendations. It cannot modify them. | Subject to parliamentary scrutiny, the Commission will 'make' the order at the end of the 40 days and inform the council that order is now complete so that it can prepare for elections on the new arrangements |
| Implementation | Election on new electoral arrangements: council size, division boundaries and division names come into effect at the election | Ordinary day of election 2021 |

11. At the end of the Review process the Commission will publish its final recommendations and prepare a draft Order. This is laid before Parliament for forty sitting days and will then be confirmed, unless either of the Houses of Parliament call for a debate within that time. If a debate is called for, the draft Order may only be approved or rejected. – there is no provision for it to be amended by Parliament.
12. The Commission has produced detailed technical guidance on how it carries out electoral reviews and the information that it takes into account in such a review. The relevant guidance may be found on the link below:

<https://www.lgbce.org.uk/policy-and-publications/guidance>

As with community governance reviews, the aim is to try to ensure that, as well as providing electoral equality, any proposals reflect community identities and provide for effective and convenient local government.

13. When carrying out their Review, the Commission will take into account any changes to the numbers and distribution of electors that are likely to take place within the five years following the end of the Review.
14. The Review will involve considerable consultation with local electors and interested parties at various stages during the review process.

Initial Steps

15. As mentioned above, prior to the start of the formal review process, there is a preliminary stage, during which the Commission will meet with the Council and interested parties to explain the process and to identify the information that they will need for the review. During this period the Commission will also seek to gain an understanding of the extent and nature of the various communities within the Council's area, the relationships between those communities and how the council and individual councillors work with those communities. This will then inform their proposals on the preferred size of the Council.
16. The Commission has indicated an intention to meet with the Leader and Corporate Directors before the end of November. This will be followed by briefing sessions with group leaders, councillors and senior officers. Further information on the scope and timescale for the Review will be provided by the Commission at those meetings.

Boundary Review Committee

17. There will be a considerable amount of work involved in assisting the Commission with their Review and in formulating the Council's proposals in respect of the issues to be considered in the Review. In order to oversee this work, and to formulate recommendations on the issues involved, it is proposed to establish an Electoral Review Committee, comprising 10 members. This will be a formal committee of the Council and will be politically balanced unless the Council decides otherwise with no member voting against. On the basis that the proposed Committee is politically balanced the membership will be as follows:

| | |
|------------------------|---|
| Conservative Group | 6 |
| Liberal Democrat Group | 2 |
| Independent Group | 1 |
| Labour Group | 1 |

18. The proposed Terms of Reference of this Committee are attached as Appendix 1 to this report.
19. There will be a considerable amount of work required at officer level to assist the Commission with its review, including the provision of the information required by the Commission. An officer working group will also be established to ensure that all necessary information is collated and provided to the Commission and to report to the proposed Committee.

Community Governance Reviews

20. Members will recall that a comprehensive review of parish boundaries has recently been undertaken, with the approved changes taking effect earlier this year. At the time of that review, it was agreed to postpone any consideration of the boundaries

of parishes in the Chippenham area, due to the uncertainty, at that time, of the housing allocations in that area.

21. In addition, since the completion of the last community governance review, the Council has been approached by several town and parish councils and others, with proposals for other changes to community governance within their parishes.
22. The general position of the Commission is that it is not appropriate for a principal local authority that is subject to an electoral review to carry out any community governance reviews at the same time. They consider that to do so could cause administrative difficulties and confusion for the local people affected.
23. Officers will discuss the outstanding proposals for parish reviews with the Commission. Subject to their views, it is proposed that no further action be taken on any community governance reviews until the conclusion of the electoral review. However, it is also proposed that the Electoral Review Committee should be able to approve exceptions to this general position. It should be noted that any changes to parish governance arrangements would not normally come into effect until the next parish elections in 2021 in any event.

Safeguarding Implications

24. There are no specific safeguarding implications associated with this report

Public Health Implications

25. There are no specific public health implications associated with this report.

Environmental and Climate Change Considerations

26. There are no specific environmental and climate change considerations associated with this report

Equalities Impact of the Proposal

27. There are no specific equality considerations associated with this report

Risk Assessment

28. If the Council does not properly resource its role in the review, there is a significant risk for the Council will not be able to discharge its responsibilities in relation to the conduct of the electoral review.

Financial Implications

29. Considering the amount of work that will be required and the associated timeline, this programme will need to be adequately resourced. Budgetary provision will be made available from the 'Enabling Fund' Earmarked Reserves to resource this significant programme of work.

Legal Implications

30. The Electoral Review is a statutory process carried out by the Commission in accordance with its obligations and powers as set out in the Local Democracy, Economic Development and Construction Act 2009.

Recommendations

31. Council is recommended to:

- a) note the current position regarding the proposed Electoral Review to be carried out by the Commission.
- b) establish an Electoral Review Committee, comprising 10 members, to progress the proposed Review on behalf of the Council and to formulate recommendations to the Council on any submissions to the Commission during the Review process.
- c) approve the terms of reference for the Electoral Review Committee as set out in the Appendix.
- d) put on hold any proposed parish community governance reviews pending the conclusion of the Electoral Review, unless the Electoral Review Committee recommends otherwise in relation to specific cases.
- e) approve, as a one-off funding, use of the Enabling Fund Earmarked Reserve for the provision of any additional resources required for this significant programme of work

Dr Carlton Brand
Corporate Director

Report Author: Paul Taylor, Senior Solicitor, Legal Services

Background Papers

LGBCE Electoral Reviews – Technical Guidance 2014

Appendix – Electoral Review Committee – Terms of Reference

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Electoral Review Committee

Draft Terms of Reference

1) Composition

- a) The Committee shall consist of 10 members appointed in accordance with the rules on political proportionality.
- b) The Committee shall appoint a chairman and vice chairman from among its membership .

2) Responsibilities

- a) To oversee the provision of information required by the Local Government Boundary Commission for England in carrying out its Electoral Review of Wiltshire, including any consultation arrangements with electors or other stakeholders;
- b) To update full Council on the progress of the Electoral Review;
- c) To make recommendations to full Council on proposed submissions to the LGBCE relating to
 - i) The total number of councillors on Wiltshire Council;
 - ii) The number and boundaries of electoral divisions within Wiltshire Council;
 - iii) The number of councillors to be returned by any electoral division;
 - iv) The name of any electoral division;
- d) To determine on a case by case basis whether any requests for community governance reviews should be progressed during the Electoral Review and if so
 - i) to make recommendations to Council accordingly
 - ii) to oversee any community governance reviews that are to proceed and to make recommendations to Council on the outcomes of such reviews.
- e) To provide such further advice and support as may be requested by the Council related to or impacted upon by the Electoral Review.

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Wiltshire Council

Council

17 October 2017

Notice of Motion No. 3 - Recorded Votes

From Councillors Jon Hubbard and Ross Henning

To consider the following motion submitted in accordance with the constitution:

“Wiltshire Council is committed to being an open and transparent local authority and aims to do all it can to encourage participation by members of the public, and to be as open as is possible on how and why it has made decisions.

Council notes that the agendas for its meetings are split into sections and that substantive items usually fall into POLICY FRAMEWORK or COUNCILLOR MOTIONS.

Council therefore resolves to expand the current requirement, imposed by central government, that all budget matters must be resolved by a recorded vote to all policy matters, the council’s business plan and councillor motions considered by council. Details of the recorded vote to be published with the minutes of every meeting and made available to elected members and the public following each meeting on request”.

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Wiltshire Council

Council

17 October 2017

Notice of Motion No. 4 – Staff Pay Cap

From Councillors Brian Mathew and Chris Hurst

To consider the following motion submitted in accordance with the constitution:

“Council welcomes the change in Government policy towards the pay cap for Police and Prison staff. It believes that the wider public sector pay cap is having an unreasonable effect on the living standards of many public-sector staff, and is also affecting recruitment and retention.

Council therefore instructs the Corporate Team and Leader of Council to write to the Chancellor of the Exchequer and the Secretary of State for Communities and Local Government to request that the cap is lifted to allow the implementation of the recommendations of Pay Review Bodies and negotiations with employers, and that subsequent pay increases be fully funded via Central Government settlement.

Further, Council urges the Local Government Association to make urgent representations to Government to fund and notify us of their actions in this regard.”

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