

SUMMONS

Meeting: Council

Place: Civic Centre

Please see text in red below for details of what to expect if wishing to attend this meeting in person. [Watch the meeting on YouTube](#)

Date: Tuesday 20 July 2021

Time: 10.30 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.

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

Covid-19 safety precautions for public attendees

To ensure COVID-19 public health guidance is adhered to, a capacity limit for public attendance at this meeting will be in place. **You must contact the officer named on this agenda no later than 5pm on 16th July if you wish to attend this meeting.** Places will be allocated on a first come first served basis.

To ensure safety at the meeting, all members of the public are expected to adhere to the following public health arrangements to ensure the safety of themselves and others:

- Do not attend if presenting symptoms of, or have recently tested positive for, COVID-19
- Follow one-way systems, signage and instruction
- Maintain social distancing
- Wear a face-mask (unless exempt)

Where it is not possible for you to attend due to reaching the safe capacity limit at the venue, alternative arrangements will be made, which may include your question/statement being submitted in writing.

This meeting will also be live streamed for all members of the public to watch online.

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Wiltshire Council may record this meeting for live and/or subsequent broadcast. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

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Parking

There is no public parking at the Civic Centre, please use nearby multi-storey car parks, or parking at County Hall, Bythesea Road, Trowbride, BA14 8JN.

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 absence.

2 **Minutes of Previous Meeting** (*Pages 7 - 24*)

To approve as a correct record and sign the minutes of the last meeting of Council held on 18 May 2021.

3 **Declarations of Interest**

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

4 **Announcements by the Chairman**

5 **Petitions** (*Pages 25 - 26*)

A petition is to be presented to the meeting, as detailed in the attached report.

6 **Public Participation**

The Council welcomes contributions from members of the public, however due to evolving Covid-19 public health advice, physical attendance at this meeting may be limited. Please contact the officer named on this agenda no later than 5pm on 16 July if you wish to attend this meeting.

Statements

Members of the public who wish to submit a statement in relation to an item on this agenda should submit this electronically to the officer named on this agenda no later than 5pm on 16 July 2021. Up to three speakers are allowed for each item.

Each statement must:

- State whom the statement is from (including if representing another person or organisation);
- state points clearly, and;
- be readable aloud in approximately 3 minutes.

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 **Tuesday 13 July 2021** to receive a written response in advance of the meeting, **or Thursday 15 July 2021** to receive a verbal response at the meeting. 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.

BUDGET AND POLICY FRAMEWORK

- 7 **Annual Treasury Management Outturn Report** (*Pages 27 - 50*)

ANNUAL REPORTS AND COUNCIL UPDATES

- 8 **Wiltshire Council's Response to the Climate Emergency - Update Report** (*Pages 51 - 90*)

A report from the Chief Executive Officer, Terence Herbert

- 9 **Overview and Scrutiny Annual Report** (*Pages 91 - 100*)

To receive a report on Overview and Scrutiny activity.

ITEMS FOR COUNCIL

- 10 **Report of the Independent Remuneration Panel** (*Pages 101 - 180*)

To consider the report of the Independent Remuneration Panel on the Members' Allowances Scheme.

- 11 **Proposed Changes to the Constitution** (*Pages 181 - 188*)

To receive a recommendation from the Standards Committee on proposed changes to Part 3B (Health and Wellbeing Board) and Protocol 10 (Governance Reporting Arrangements).

- 12 **Area Board Naming- Amesbury area** (*Pages 189 - 194*)

To consider a recommendation from the current Amesbury Area Board and Electoral Review Committee.

COUNCILLORS' MOTIONS

- 13a) **Notice of Motion No.1 - Members' Allowances Scheme** (*Pages 195 - 198*)

To consider the attached motion from Cllr Whitehead.

OTHER ITEMS OF BUSINESS

- 14 **Announcements from Cabinet and Committees**

a) The Leader, Cabinet members and Chairmen of Committees will be invited to make any important announcements.

b) Councillors will be given the opportunity to raise questions to the Chairmen of

Committees or to the Dorset and Wiltshire Fire Authority on the minutes of their meetings, available here [Dorset & Wiltshire Fire Service | Agendas and minutes \(dwfire.org.uk\)](http://Dorset & Wiltshire Fire Service | Agendas and minutes (dwfire.org.uk))

c) Councillors will be given an opportunity to raise general issues relating to Area Boards but not specific local issues.

15 **Appointments to the Local Pension Board and Wiltshire Pension Fund Committee** (*Pages 199 - 202*)

A report from the Chief Executive.

16 **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.

17 **Councillors' Questions**

Councillors were required to give notice of any such question in writing to the officer names on the first page of this agenda **no later than 5pm** nine clear working days before the meeting – **Tuesday 6 July 2021** in order to be guaranteed a written response.

Any question received after 5pm on 12 November 2019 and no later than 5pm four clear working days before the meeting, **Tuesday 13 July 2021**, may only receive a verbal response at the meeting. Any questions received after this date will be received at the next meeting.

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

Details of any questions received will be circulated to 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

Terence Herbert
Chief Executive Officer
Wiltshire Council
Bythesea Road
Trowbridge

Wiltshire

Council

MINUTES OF THE COUNCIL MEETING HELD ON 18 MAY 2021 AT CIVIC CENTRE, TROWBRIDGE, ST STEPHEN'S PL, TROWBRIDGE BA14 8AH.

Present:

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

1 Election of Chairman 2021/22

The outgoing Chairman, Cllr Richard Gamble welcomed everyone to the meeting, which was the first meeting of the new Council following the Unitary elections on 6 May 2021. Cllr Gamble explained that he would be presiding over the election of a new Chairman who would then take the Chair. Cllr Gamble welcomed all new Councillors; thanked officers for their work on the elections and induction and thanked Ian Gibbons, Director of Legal and Governance, who was retiring after 33 years with the Council. The Chairman also welcomed the new Director of Legal and Governance, Perry Holmes.

The Chairman then sought nominations for the position of Chairman of Council for 2021/22.

Cllr Simon Jacobs, seconded by Cllr Paul Oatway QPM, nominated Cllr Stuart Wheeler.

Cllr Ian Thorn, seconded by Cllr Gordon King, nominated Cllr Ruth Hopkinson.

There being no other nominations, a vote was taken and it was

Resolved:

That Cllr Stuart Wheeler be elected Chairman of Wiltshire Council for the year 2021/22.

The chairman subsequently read out and signed the declaration of acceptance of office of Chairman of the Council, witnessed by the Monitoring Officer.

Cllr Stuart Wheeler in the Chair.

2 Election of the Vice Chairman 2021/22

The Chairman called for nominations for the position of Vice-Chair of the Council for 2021/22.

Cllr Allison Bucknell, seconded by Cllr Richard Britton, nominated Cllr James Sheppard. There being no other nominations it was

Resolved:

That Cllr James Sheppard be elected Vice-Chairman of Wiltshire Council for the year 2021/22.

The Vice-Chairman subsequently read out and signed the declaration of acceptance of office of Vice-Chairman of the Council witnessed by the Monitoring Officer.

The Chairman thanked the outgoing Chairman and the group leaders also passed on their thanks to the outgoing Chairman.

3 Apologies

Apologies for absence were received from Cllr Nick Holder and Cllr Jonathan Seed.

4 Minutes of Previous Meeting

The minutes of the meeting held on 23 February 2021 were presented for consideration and it was

Resolved:

That the minutes of the last Council meeting held on 23 February 2021 be approved as a correct record and signed by the Chairman.

5 **Declarations of Interest**

There were no declarations of interest.

6 **Announcements by the Chairman**

The Chairman made the following announcements:

a) Chairman's Engagements

27 February 2021	Virtual Wiltshire FAIRTRADE Coffee Morning.
20 March 2021	The Mayor of Malmesbury's Virtual Ball.
31 March 2021	Virtual Service for the Rule of Law and Declaration and Appointment of new High Sheriff, Sir Charles Hobhouse, Bt.
12 April 2021	Two BEM Presentation Ceremonies, hosted by the Lord-Lieutenant, County Hall, Trowbridge
16 April 2021	A Service at Salisbury Cathedral for HRH Prince Philip, The Duke of Edinburgh
1 May 2021	Formal opening of the new community café at Melksham Railway Station by Michelle Donelan MP.

b) Acknowledgement of Service - Members

It was noted that at the last council meeting, the meeting acknowledged those councillors who had let it be known they would not be standing for re-election, it had now been confirmed that the following members did not seek re-election:

Ben Anderson, Derek Brown, Christine Crisp, Anna Cuthbert, Stewart Dobson, Bill Douglas, Mary Douglas, Peter Evans, Sue Evans, Nicholas Fogg, Peter Fuller, Richard Gamble, Jose Green, Mollie Groom, Russell Hawker, Mike Hewitt, Hayley Illman, Jim Lynch, Steve Oldrieve, Leo Randall, Fleur de Rhé-Philipe, John Smale, Toby Sturgis, Melody Thompson, John Thomson, John Walsh, Fred Westmoreland and Phillip Whalley.

And the following members were not returned:

Pat Aves, Andrew Bryant, Tony Deane, Christopher Devine, David Halik, Alan Hill, Atiquil Hoque, Chris Hurst and Andy Phillips.

The Chairman paid tribute to their hard work and the contribution they had made to Wiltshire and the communities they represented.

The Chairman also took the opportunity to welcome the 38 new Members of the Council:

Liz Alstrom, Helen Belcher, Nick Botterill, David Bowler, Steve Bucknell, Daniel Cave, Zoe Clewer, Caroline Corbin, Monica Devendran, Nick Errington, Adrian Foster, Mel Jacob, Kathryn MacDermid, Mark McClelland, Charles McGrath, Dominic Muns, Nabil Najjar, Kelvin Nash, Jack Oatley, Andrew Oliver, Bill Parks, Sam Pearce-Kearney, Antonio Piazza, Anthony Pickernell, Nic Puntis, Tamara Reay, Rich Rogers, Paul Sample, Mike Sankey, Martin Smith, Caroline Thomas, Elizabeth Threlfall, Tim Trimble, Mark Verbinnen, David Vigar, Iain Wallis, Derek Walters and Mary Webb.

The Chairman also thanked all officers, volunteers and candidates who participated in the elections.

c) Ian Gibbons/Perry Holmes

The Chairman passed on gratitude to the Monitoring Officer, Ian Gibbons, who was retiring after more than 33 years with the council and stated he hoped that Mr Gibbons could enjoy his well earned retirement.

The Chairman then welcomed Perry Holmes to his first meeting as Monitoring Officer.

The Chairman thanked Trowbridge Town Council for allowing Wiltshire Council to use their facilities.

7 Election Results

The Chairman formally thanked the Returning Officer, Terence Herbert, along with all officers, volunteers and candidates who had participated in the particularly challenging set of recent elections.

A report, which could be seen in agenda supplement 1, was presented which gave the detailed results of the Wiltshire Council Elections on the 6 May 2021.

Resolved:

To note the election results from the 6 May 2021 elections, as set out in Agenda Supplement 1.

The Chairman invited public speakers who wished to make a statement on this item to take the floor.

Mr Bill Jarvis, representing Wiltshire Climate Alliance congratulated all Members on being elected. Mr Jarvis stated that he looked forward to all councillors prioritising making the county carbon neutral by 2030. Mr Jarvis felt that there was an urgent and immediate need to develop a robust and measurable programme to deliver change.

8 **Public Participation**

The Chairman explained that all questions received and the responses provided were published in agenda supplement 1. Questions and statements related to particular agenda items would be taken under those items. Some of the questions received were of a general nature and as the Cabinet were not yet in post these would be taken at the end of the meeting.

9 **Appointment of the Leader**

The Chairman called for nominations for the position of Leader of Wiltshire Council for 2021 – 2025.

Cllr Philip Whitehead nominated Cllr Richard Clewer, this was seconded by Cllr Chris Williams.

As there were no further nominations it was

Resolved:

That Cllr Richard Clewer be elected as Leader of Wiltshire Council for 2021 – 2025.

Cllr Clewer signed the acceptance of office, thanked everyone for the appointment and thanked his predecessor, Cllr Philip Whitehead. The Leader then announced Cabinet appointees as follows:

- Cllr Laura Mayes – Deputy Leader and Cabinet Member for Children's Services, Education and Skills
- Cllr Nick Botterill – Cabinet Member for Development Control, Strategic Planning and Climate Change
- Cllr Pauline Church - Cabinet Member for Finance & Procurement, Commissioning, IT, Digital and Commercialisation
- Cllr Dr Mark McClelland - Cabinet Member for Transport, Waste, Street Scene and Flooding
- Cllr Jane Davies - Cabinet Member for Adult Social Care, SEND, Transition and Inclusion
- Cllr Phil Alford - Cabinet Member for Housing, Strategic Assets and Asset Transfer
- Cllr Ian Blair-Pilling - Cabinet Member for Leisure, Libraries, Governance, Facilities Management and Operational Assets
- Cllr Simon Jacobs - Cabinet Member for Public Health, Public Protection, Licensing, Staffing, Communities and Area Boards

The Leader then announced Portfolio Holders as follows:

- Cllr Nabil Najjar - Portfolio Holder for Arts, Heritage and Tourism
- Cllr Peter Hutton - Portfolio Holder for Safeguarding

- Cllr Dominic Muns - Portfolio Holder for Education
- Cllr Tamara Reay - Portfolio Holder for Climate Change
- Cllr Kevin Daley - Portfolio Holder for Transport
- Cllr Suzanne Wickham - Portfolio Holder for SEND and Inclusion
- Cllr Nick Holder - Portfolio Holder for Adults
- Cllr Robert Yuill - Portfolio Holder for Housing
- Cllr Sven Hocking - Portfolio Holder for Leisure and Libraries
- Cllr Allison Bucknell - Portfolio Holder for Area Boards

The Leader emphasised a few priorities for his term including:

- The state of highstreets emerging from the pandemic
- Delivery of the climate change strategy and
- Housing and the Local Plan

10 **Political Balance and Allocation of Councillors to Committee**

The Chairman announced that agenda items 10a, 10b and 10c would all be taken together and that the proposals could be seen in agenda supplement 2.

Cllr Clewer as Leader of the Council proposed the appointment motions as detailed in agenda supplement 2. This was seconded by the Deputy Leader, Cllr Laura Mayes.

The Chairman then invited the public registered to speak on this item to address the meeting.

Mr Andrew Nicholson spoke regarding the standards of public life. Mr Nicholson requested increased transparency over matters such as voting records, register of interests and gifts and hospitality received.

The Chairman thanked Mr Nicholson.

As this item was for note there was no debate on this item. The Leader's motion was put to the vote and it was

Resolved:

- To note the report and the legal requirements.**
- To re-appoint the following committees with the terms of reference as set out in the Constitution:-**

Appeals Committee

Area Planning Committees: Eastern, Northern, Southern and Western

Audit and Governance Committee

Children's Select Committee

Electoral Review Committee
Environment Select Committee
Health Select Committee
Health and Wellbeing Board
Investment Sub Committee
Licensing Committee
Officer Appointments
Overview and Scrutiny Management Committee
Wiltshire Pension Fund Committee
Police and Crime Panel
Staffing Policy Committee
Standards Committee
Strategic Planning Committee

- c) To re-appoint those Area Boards, constituted as area committees under item 10a Appendix 1 of the report presented and within the Constitution, to comprise the Unitary Councillors for that area.
- d) To approve a scheme of committee places which sets out the number of seats available to members of the Council and to political groups as 10a (Appendix 3)
- e) To appoint councillors to serve on those committees in accordance with the agreed scheme of allocations.
- f) To appoint substitute members (to a maximum of four per group) to the committees referred to above, as detailed in the agenda supplement, with the addition for Cllr Graham Wright to the Electoral Review Committee.
- g) To appoint those councillors representing electoral divisions to their respective area boards as set out 10b Appendix 1.
- h) To note that Council has previously delegated the appointment of co-opted members of the Standards Committee, to the Committee.
- i) To appoint the following persons as Independent Persons each for a four year term from May 2021:
- Tony Drew
 - Damian Kearney
 - Patricia Bunch
- j) To reappoint the following non-elected members to the Children’s Select Committee:-

Non-Elected Voting Members	Representing
Vacancy	Church of England
Dr Mike Thompson	Clifton Diocese Roman Catholic Church
Vacancy	Parent Governor (Secondary- maintained)
Vacancy	Parent Governor (Secondary – academy)

Non-Elected Voting Members	Representing
Vacancy	Parent Governor (Special Educational Needs)
Vacancy	Parent Governor (Primary)
Non-Elected Non-Voting Members	Representing
Maisy Humphrey (Sub Declan Kiely)	School, Children and Young People representatives
Nikki Barnett	Further Education Representative
Sarah Busby	Secondary Schools Head teacher Representative
Catriona Williamson	Primary School Head teacher Representative
John Hawkins	School Teacher Representative

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

Name	Representing
Swindon Borough Councillor	Swindon Borough Councillor (as determined by Swindon Borough Council 21 May)
Swindon Borough Councillor	Swindon Borough Councillor (as determined by Swindon Borough Council 21 May)
Diane Hall	Employer Representative
Vacancy (to be appointed in July)	Employer Representative
Stuart Dark	Scheme Member Observer- appointed by Unison
Mike Pankiewicz	Scheme Member Observer- appointed by Unison

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

Name	Representing
Swindon Borough Councillor	Swindon Borough (as determined by Swindon Borough Council 21 May)
Cllr Gordon King	Wiltshire Council member of Wiltshire Pension Fund Committee.

l) To re-appoint the Local Pension Board under the Public Service Pensions Act 2013 until the expiry of the 4 year term

Name	Representing
Mark Spilsbury	Independent Chairman
Rod Lauder	Scheme Member Representative
Barry Reed	Scheme Member Representative
Mike Pankiewicz	Scheme Member Representative
Paul Smith	Employer Member Representative
Vacancy	Employer Member Representative
Ian Jones	Employer Member Representative

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

Name	Representing
Swindon Borough Councillor	Swindon Borough Council (as determined by Swindon Borough Council)
Swindon Borough Councillor	Swindon Borough Council (as determined by Swindon Borough Council)
Swindon Borough Councillor	Swindon Borough Council (as determined by Swindon Borough Council)
Swindon Borough Councillor	Swindon Borough Council (as determined by Swindon Borough Council)
Mamie Beasant	Independent co-optee
Anna Richardson	Independent co-optee

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

Conservative (4)	Liberal Democrat (2)	Independent (0)	Labour (0)
Cllr Pip Ridout	Bob Jones		
Cllr Ashley O'Neill	Brian Dalton		
Cllr Paul Oatway			
Cllr Kelvin Nash			

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

Committee	Chairman	Vice-Chairman
Strategic Planning Committee	Howard Greenman	Tony Trotman
Area Planning Committee – Eastern	Philip Whitehead	Paul Oatway
Area Planning Committee – Northern	Tony Trotman	Howard Greenman
Area Planning Committee – Southern	Richard Britton	Sven Hocking
Area Planning Committee – Western	Christopher Newbury	Bill Parks
Audit and Governance Committee	Mark Connolly	Stuart Wheeler
Health and Wellbeing Board (Chairman only)	Richard Clewer	NA
Licensing Committee	Peter Hutton	Allison Bucknell
Committee	Chairman	Vice-Chairman

Officer Appointments Committee	Richard Clewer	Laura Mayes
Pension Fund Committee	Richard Britton	Edward Kirk
Staffing Policy Committee	Stuart Wheeler	Simon Jacobs
Standards Committee	Paul Oatway	Allison Bucknell

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

q) To note that the Appeals Committee does not meet as a formal committee. However, three members who have undergone appropriate training are drawn from its membership to form Appeal Panels to consider and determine various types of appeals. Each panel when convened will elect its own chairman.

11 **Petitions Update**

The Chairman stated that three petitions had been formally received by the Council since the last ordinary meeting of the Council. Details could be seen at page 41 of the agenda.

In response to a question from Cllr Gordon King regarding the procedure followed for the petition to reduce the speed limit from 60mph to 40mph on the A4361, the local Division Member, Cllr Jane Davies, gave assurance that all procedures were followed correctly.

Resolved:

That Council note the report and the petitions received.

The Chairman confirmed that no notices of motion had been received for the meeting.

12 **Designation of Statutory Posts**

The Chairman invited the Leader to introduce a report on the formal designation of statutory functions following changes to the Council's leadership structure. The report could be seen in agenda supplement 2.

The Leader proposed the motion as detailed in the report, this was seconded by Cllr Laura Mayes.

Group leaders were invited to comment. Whilst the group leaders had no comment on the report they all took the opportunity to thank the previous Leader, Cllr Philip Whitehead and to welcome Cllr Clewer to the role of Leader.

Resolved:

That Council:

a) Approve the designation of statutory functions as follows:

- i. Returning Officer (RO) and Electoral Registration Officer (ERO) to the Chief Executive.**
- ii. Head of Paid Service to the Chief Executive**

b) Note the interim designation of the Director of Adult Social Services (DASS) to the Corporate Director for People who is also Director of Children's Services pending a review of tier 2 senior leadership structure.

c) Note the interim designation of the Section 151 Officer to the Corporate Director of Resources pending a review of tier 2 senior leadership structure.

d) Note that the other designated statutory roles are unchanged as a result of the restructure and remain with existing postholders namely:

- i. Director of Public Health (DPH) with the post of Director of Public Health**
- ii. Monitoring Officer with the post of Director of Legal and Governance**

e) Authorise the Monitoring Officer to make any consequential changes to the Constitution arising from the designation of the statutory functions outlined above.

13 Urgent Executive Decisions taken by Cabinet

The Chairman introduced a report noting that no urgent executive items had been taken by Cabinet in the last year. The report could be seen at page 43 of the agenda.

The Chairman, seconded by Cllr James Sheppard, proposed the recommendations in the report.

The Chairman invited members of the public registered to speak on this item to take the floor.

Mr Andrew Nicolson had submitted two questions which were published in agenda supplement 1:

- Question 21-17 regarding the lack of urgent decisions related to the climate emergency, and
- Question 21-18 regarding the removal of cycle lanes in Salisbury and Chippenham not being on the list.

Written responses would be provided to Mr Nicolson.

Group leaders had no comments on the item.

Resolved:

- **That Council note the report, and that no decisions have been taken by Cabinet using the special urgency provision in the period since the last report.**
- **That Council note, due to the Covid-19 pandemic, decisions have been made by Directors under emergency powers, where this has occurred these have been published online in accordance with the Regulations**

14 **Announcements from Cabinet and Committees**

There were no announcements from Cabinet Members or Chairs of Committees.

There were no questions in relation to the minutes of the Dorset and Wiltshire Fire Authority.

There were no general issues raised relating to Area Boards.

15 **Councillors' Questions**

No questions from Members had been received.

As stated by the Chairman under agenda item 8, Public Participation, general public questions would now be taken.

Melanie Boyle had submitted two questions which were published in agenda supplement 1:

- Question 21-15 on housing figures and
- Question 21-16 regarding green grants and those on low incomes.

Ms Boyle was not present at the meeting so written responses would be provided.

There were no further items, so the Chairman concluded the meeting.

Members Attendance

(Duration of meeting: 10.30am - 11.40 am)

The Officer who has produced these minutes is Tara Shannon of Democratic Services, direct line: 01225 718352, e-mail tara.shannon@wiltshire.gov.uk

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

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Full Council Meeting – 18/05/21 – Members Attendance

Councillor Name		Time In	Time Out
Phil	Alford	10.30am	11.40am
Liz	Alstrom	10.30am	11.40am
Helen	Belcher	10.30am	11.40am
Chuck	Berry	10.30am	11.40am
Ian	Blair-Pilling	10.30am	11.40am
Nick	Botterill	10.30am	11.40am
David	Bowler	10.30am	11.40am
Richard	Britton	10.30am	11.40am
Allison	Bucknell	10.30am	11.40am
Steve	Bucknell	10.30am	11.40am
Clare	Cape	10.30am	11.40am
Trevor	Carbin	10.30am	11.40am
Daniel	Cave	10.30am	11.40am
Mary	Champion	10.30am	11.40am
Pauline	Church	10.30am	11.40am
Ernie	Clark	10.30am	11.40am
Richard	Clewer	10.30am	11.40am
Zoe	Clewer	10.30am	11.40am
Mark	Connolly	10.30am	11.40am
Caroline	Corbin	10.30am	11.40am
Kevin	Daley	10.30am	11.40am
Brian	Dalton	10.30am	11.40am
Jane	Davies	10.30am	11.40am
Andrew	Davis	10.30am	11.40am
Matthew	Dean	10.55am	11.40am
Monica	Devendran	10.30am	11.40am
Nick	Errington	10.30am	11.40am
Adrian	Foster	10.30am	11.40am
Sarah	Gibson	10.30am	11.40am
Gavin	Grant	10.30am	11.40am
Howard	Greenman	10.30am	11.40am
Ross	Henning	10.30am	11.40am
Sven	Hocking	10.30am	11.40am
Nick	Holder	Apologies	Apologies
Ruth	Hopkinson	10.30am	11.40am
Jon	Hubbard	10.30am	11.40am
Peter	Hutton	10.30am	11.40am
Tony	Jackson	10.30am	11.40am
Mel	Jacob	10.30am	11.40am
Simon	Jacobs	10.30am	11.40am
George	Jeans	10.30am	11.40am
Bob	Jones	10.30am	11.40am
Johnny	Kidney	10.30am	11.40am

Gordon	King	10.30am	11.40am
Carole	King	10.30am	11.40am
Edward	Kirk	10.30am	11.40am
Jerry	Kunkler	10.30am	11.40am
Jacqui	Lay	10.30am	11.40am
Kathryn	MacDermid	10.30am	11.40am
Brian	Mathew	10.30am	11.40am
Laura	Mayes	10.30am	11.40am
Mark	McClelland	10.30am	11.40am
Charles	McGrath	10.30am	11.40am
Ian	McLennan	10.30am	11.40am
Dominic	Muns	10.30am	11.40am
Nick	Murry	10.30am	11.40am
Nabil	Najjar	10.30am	11.40am
Kelvin	Nash	10.30am	11.40am
Christopher	Newbury	10.30am	11.40am
Jack	Oatley	10.30am	11.40am
Paul	Oatway	10.30am	11.40am
Andrew	Oliver	10.30am	11.40am
Ashley	O'Neill	10.30am	11.40am
Stewart	Palmen	10.30am	11.40am
Bill	Parks	10.30am	11.40am
Sam	Pearce-Kearney	10.30am	11.40am
Antonio	Piazza	10.30am	11.40am
Anthony	Pickernell	10.30am	11.40am
Horace	Prickett	10.30am	11.40am
Nic	Puntis	10.30am	11.40am
Tamara	Reay	10.30am	11.40am
Pip	Ridout	10.30am	11.40am
Ricky	Rogers	10.30am	11.40am
Rich	Rogers	10.30am	11.40am
Tom	Rounds	10.30am	11.40am
Paul	Sample	10.30am	11.40am
Mike	Sankey	10.30am	11.40am
Jonathon	Seed	Apologies	Apologies
James	Sheppard	10.30am	11.40am
Martin	Smith	10.30am	11.40am
Caroline	Thomas	10.30am	11.40am
Ian	Thorn	10.30am	11.40am
Elizabeth	Threlfall	10.30am	11.40am
Jo	Trigg	10.30am	11.40am
Tim	Trimble	10.30am	11.40am
Tony	Trotman	10.30am	11.40am
Mark	Verbinnen	10.30am	11.40am
David	Vigar	10.30am	11.40am
Iain	Wallis	10.30am	11.40am

Derek	Walters	10.30am	11.40am
Bridget	Wayman	10.30am	11.40am
Mary	Webb	10.30am	11.40am
Stuart	Wheeler	10.30am	11.40am
Philip	Whitehead	10.30am	11.40am
Suzanne	Wickham	10.30am	11.40am
Chris	Williams	10.30am	11.40am
Graham	Wright	10.30am	11.40am
Robert	Yuill	10.30am	11.40am

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Wiltshire Council

Council

20 July 2021

Petitions Received

1. A petition has been received for presentation to this meeting in relation to a housing development in Warminster.

Background

2. [Petition- Save Warminster Biodiversity](#) has over 2,600 signatures and relates to planning applications 17/12348/OUT (determined) and 20/07214/REM (non-determined) Damask Way.
3. The outline planning application was determined in 2018, meaning the principle of development on this site has been accepted and agreed; the period for challenge has expired.
4. The lead petitioner has received a response explaining the current status of the applications, including that the consultation for 20/07214/REM is ongoing, however there is no target committee date set at this time.

Process for Council

5. Petitions cannot be considered by Full Council where they relate to non-determined planning applications ie. 20/07214/REM and this application will be considered on its merits when the consultation period ends. The case officers are aware of the petition and it will be reported to the Western Area Planning Committee when the unreserved matters application is brought forward for determination.
6. Matters relating to previously determined applications ie. 17/12348/OUT, or biodiversity generally, are within the remit of the council's petitions scheme and may be presented.
7. The level of signatures on the petition is not sufficient to request a Full Council debate, however the petition may be presented to Council to note.

Proposal:

That Council note this petition and representations received.

Report Author
Libby Johnstone
(Democracy Manager)
9 July 2021

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Wiltshire Council

Council

20 July 2021

Subject: Treasury Management Outturn Report 2020/21

Cabinet member: Councillor Pauline Church – Cabinet Member for Finance, Procurement, Commissioning, IT, Digital and Commercialisation

Key Decision: Non Key

Executive Summary

The Council adopted a Treasury Management Strategy and an Annual Investment Strategy for 2020/21 at its meeting on 4 February 2020.

The Treasury Management Strategy requires an Annual Outturn Report reviewing the Treasury Management activities for the year. This report covers the period from 1 April 2020 to 31 March 2021.

The Council has continued to finance capital expenditure through maximising the use of capital receipts, capital grants and internal borrowing.

Overall, the Council is under borrowed by £176.530m. This has avoided the Council having to pay out external interest costs in the order of £3.884m. This under borrowed position is factored into the revenue budget. Against budget, there is an underspend in respect of the net position on interest receivable/payable of £0.036m. This has been accounted for in the overall year end revenue outturn position for 2020/21.

The Council did not breach any of its performance indicators during 2020/21.

During the year the Council breached the counterparty limit for the HSBC current account. The limit is £10m and was breached by £1.5m for one day. Details of this breach can be seen in paragraphs 58-60. Actions have been taken to mitigate the risk of reoccurrence of any such breach.

This report will be discussed at Cabinet on 13 July 2021, and the minutes of that meeting will be available [here](#).

Proposals

Council is requested to:

Note the contents of this report are in line with the Treasury Management Strategy 2020/21;

Reasons for Proposals

To give members an opportunity to consider the performance of the Council against the parameters set out in the approved Treasury Management Strategy for 2020/21.

Terence Herbert
Chief Executive

20 July 2021

Subject: Treasury Management Outturn Report 2020/21

Cabinet member: Councillor Pauline Church – Cabinet Member for Finance, Procurement, Commissioning, IT, Digital and Commercialisation

Key Decision: Non Key

PURPOSE OF REPORT

1. The Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2020/21. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities, (the Prudential Code).
2. During 2020/21 the minimum reporting requirements were that the Council should receive the following reports,
 - an annual treasury strategy in advance of the year (reported to Cabinet on 4 February 2020)
 - a mid-year treasury update report (reported to Cabinet on 3 November 2020)
 - an annual review following the end of the year describing the activity compared to the strategy (this report)
3. The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by members.
4. This Council confirms that it has complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports before they were reported to Full Council.

5. This report summarises the following,

- Capital activity during the year;
- Impact of this activity on the Council's underlying indebtedness, (the Capital Financing Requirement);
- The actual prudential and treasury indicators;
- Overall treasury position identifying how the Council has borrowed in relation to this indebtedness, and the impact on the investment balances;
- Summary of interest rate movements in the year;
- Detailed debt activity;
- Detailed investment activity.

Overall Treasury Position

6. During 2020/21, the Council complied with its legislative and regulatory requirements. The key actual prudential and treasury indicators detailing the impact of capital expenditure activities during the year, with comparators, are as follows:

Prudential and Treasury Indicators	2019/2020 Actual £m	2020/21 Original Indicator £m	2020/21 Actual £m
Capital Expenditure			
General Fund	97.407	221.052	97.121
HRA	12.558	40.482	10.114
Total	109.965	261.534	107.235
Capital Financing Requirement			
General Fund	446.484	581.433	473.779
HRA	111.865	126.558	107.865
Total	558.349	707.991	581.644
Gross Borrowing	335.123	561.560	336.157
External Debt	335.143	561.580	336.177
PFI Liability	68.816	65.233	68.957
Over/(under) borrowing	(154.410)	(81.198)	(176.530)
Investments			
Longer than one year	0.000	0.000	0.000
Under one year	79.519	109.420	142.452
Total	79.519	109.420	142.452
Net Borrowing	255.604	452.140	193.705

7. Other prudential and treasury indicators are to be found in the main body of the report.

8. The financial year 2020/21 continued the challenging investment environment of previous years, namely low investment returns as a result of the economic downturn.

The Council's Capital Expenditure and Financing

9. The Council undertakes capital expenditure on long term assets. These activities may either be,
- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions) which has no resultant impact on the Council's borrowing need; or,
 - If insufficient funding is available, or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.
10. The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed.

General Fund	2019/2020 Actual £m	2020/21 Budget £m	2020/21 Actual £m
Capital expenditure	97.407	221.052	97.121
Financed in year	63.539	58.464	62.767
Unfinanced Capital Expenditure	33.868	162.588	44.468

HRA	2019/2020 Actual £m	2020/21 Budget £m	2020/21 Actual £m
Capital expenditure	12.558	40.482	10.114
Financed in year	12.558	21.788	10.114
Unfinanced Capital Expenditure	0.000	18.694	0.000

The Council's Overall Borrowing Need

11. The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). This figure is a gauge of the Council's indebtedness. The CFR results from the capital activity of the Council and resources used to pay for the capital spend. It represents the 2020/21 unfinanced capital expenditure (see above table) and prior years' net or unfinanced capital expenditure which has not yet been paid for by revenue or other resources.
12. Part of the Council's treasury activities is to address the funding requirements for this borrowing need. Depending on the capital programme, the treasury team organises the Council's cash position to ensure that sufficient cash is available to meet the capital plans and cash flow requirements. This may be sourced through borrowing from external bodies (such as the Government through the Public Works

Loans Board, or the money markets), or utilising temporary cash resources within the Council.

The Capital Financing Requirement (CFR)

13. The Council's (non HRA) underlying borrowing need (CFR) is not allowed to rise indefinitely. The Council is required to make an annual revenue charge, called the Minimum Revenue Provision (MRP), to reduce the CFR. This is effectively a repayment of the non-Housing Revenue Account (HRA) borrowing need. There is no statutory requirement to reduce the HRA CFR. This differs from the treasury management arrangements which ensure that cash is available to meet capital commitments. External debt can also be borrowed or repaid at any time, but this does not change the CFR.
14. The total CFR can also be reduced by,
 - The application of additional capital financing resources, such as unapplied capital receipts; or,
 - Charging more than the statutory revenue charge (MRP) each year through a Voluntary Revenue Provision (VRP)
15. The Council's 2020/21 MRP Policy (as required by the MHCLG Guidance) was approved as part of the Treasury Management Strategy Statement on 4 February 2020.
16. The Council's CFR for the year is shown below and represents a key prudential indicator. It includes PFI and leasing schemes on the balance sheet, which increase the Council's borrowing need. No borrowing is actually required against these schemes as a borrowing facility is included within the contracts.

	2019/2020 Actual £m	2020/21 Indicator £m	2020/21 Actual £m
CFR – General Fund	446.484	581.433	473.779
CFR – HRA	111.865	126.558	107.865
Total CFR	558.349	707.991	581.644
Movement in CFR (from previous year)	11.498	149.642	23.295
Represented by			
Unfinanced Capital Expenditure (General Fund) as paragraph 10	33.868	162.588	44.468
Unfinanced Capital Expenditure (HRA) as paragraph 10	0.000	18.694	0.000
Total Unfinanced Capital Expenditure	33.868	181.282	44.468
Less MRP/VRP	(10.789)	(14.479)	(12.955)
Less Other Long Term Liabilities (PFI)	(3.581)	(3.581)	(4.218)
Less Other Financing Movements	(8.000)	(13.580)	(4.000)
Movement in CFR	11.498	149.642	23.295

17. Borrowing activity is constrained by prudential indicators for gross borrowing and the CFR, and by the authorised limit.

Gross Borrowing and the CFR

18. In order to ensure that borrowing levels are prudent over the medium term and only for a capital purpose, the Council should ensure that its gross external borrowing does not, except in the short term, exceed the total of the CFR in the preceding year (2020/21) plus the estimates of any additional capital financing requirement for the current (2021/22) and the next two financial years. This essentially means that the Council is not borrowing to support revenue expenditure.

19. This indicator would allow the Council some flexibility to borrow in advance of its immediate capital needs in 2020/21.

20. The table below highlights the Council's gross borrowing position against the CFR. The Council has complied with this prudential indicator. Following on from the under/over funding of the CFR, the table also details the Council's under borrowing position.

	2019/2020 Actual £m	2020/21 Budget £m	2020/21 Actual £m
Gross borrowing position	335.123	561.560	336.157
CFR	558.349	707.991	581.644
(Under)/over funding of CFR	(223.226)	(146.431)	(245.487)
PFI Liability	44.485	65.233	68.957
(Under)/Over Borrowing	(178.741)	(81.198)	(176.530)

21. To illustrate the benefit of having an under borrowed position: if the Council was to externally borrow £176.530m (over 25 years at current PWLB rate of 2.20%), this would result in external annual interest costs in the order of £3.884m. The interest foregone on the use of internal funds would be £0.406m (based on current average interest rate of 0.23% as at 31/03/2020. This produces a benefit of £3.478m.

Authorised Limit

22. The authorised limit is the affordable borrowing limit required by section 3 of the Local Government Act 2003. The limit is set based on the Operational Boundary allowing for unplanned and exceptional cash movements up to 2.5% above the Operational Boundary. Once this has been set, the Council does not have the power to borrow above this level. The table below demonstrates that during 2020/21 the Council has maintained gross borrowing within its authorised limit.

Operational Boundary

23. The operational boundary is the expected borrowing position of the Council during the year. The Operational Boundary is set based on the Capital Financing Requirement with additional capacity for day to day cashflow borrowing needs to allow for managing movements in cash. Periods when the actual position is either below or over the boundary are acceptable subject to the authorised limit not being breached.

	2020/21 £m
Authorised Limit	746.897
Maximum Gross Borrowing Position during the year	340.157
Operational Boundary	731.772
Average Gross Borrowing Position	338.645

Actual Financing Costs as a Proportion of Net Revenue Stream

24. This indicator identifies the trend in the cost of capital, (borrowing and other long-term obligations costs net of investment income), against the net revenue stream.

	2020/21 %
Financing Costs as a Proportion of Net Revenue Stream – GF	5.65

Treasury Position as at 31 March 2021

25. The Council's treasury management debt and investment position is organised by the treasury management team (within the Accountancy Team), in order to ensure adequate liquidity for revenue and capital activities, security for investments and to manage risks within all treasury management activities. Procedures and controls to achieve these objectives are well established both through member reporting detailed in the summary, and through officer activity detailed in the Council's Treasury Management Practices.

26. The Council's treasury position was as follows,

Debt Portfolio	31 March 2020			31 March 2021		
	Principal £m	Rate/ Return %	Average Life Years	Principal £m	Rate/ Return %	Average Life Years
Fixed Rate Funding						
PWLB	274.123	3.60	19.39	270.123	3.65	18.62
Market	61.000	4.37	38.57	61.000	4.37	37.57
Salix Funding	0.000	0.00	0.00	5.034	0.00	4.47
Variable Rate Funding						
PWLB	0.000	0.00	0.00	0.00	0.00	0.00
Market	0.000	0.00	0.00	0.00	0.00	0.00
Total Debt	335.123	3.74	21.13	336.157	3.78	20.00
Total Investments	79.519	0.90	0.42	142.452	0.23	0.22
Net Debt	255.604			193.705		

27. The maturity structure of the debt portfolio (in terms of percentages and absolute values) was as follows,

	31 March 2020 Actual £m	31 March 2021 Actual £m
Under 12 months	40.000	44.000
12 months and within 2 years	14.000	8.000
2 years and within 5 years	28.000	41.157
5 years and within 10 years	49.123	49.000
10 years and within 20 years	78.500	68.500
10 years and within 30 years	41.500	47.500
30 years and within 40 years	48.000	42.000
40 years and within 50 years	36.000	36.000
	335.123	336.157

	2020/21 Authorised Limits %		31 March 2021 Actual %	
	Upper Limit	Lower Limit	Next Call Date	Contractual Maturity
Under 12 months	25.00	0.00	13.09	2.97
12 months and within 2 years	25.00	0.00	2.38	2.38
2 years and within 5 years	45.00	0.00	12.24	10.46
5 years and within 10 years	75.00	0.00	14.58	14.58
10 years and above	100.00	0.00	57.71	69.61

28. The structure of the investment portfolio was as follows,

Investment Portfolio	Actual 31 March 2020 £m	Actual 31 March 2020 %	Actual 31 March 2021 £m	Actual 31 March 2021 %
Treasury Investments				
Banks	40.000	55.33	60.000	42.12
Building Societies	0.000	0.00	0.000	0.00
Local Authorities	5.000	6.29	25.500	17.90
MMFs	30.497	38.35	41.977	10.51
Call Account	0.023	0.03	14.975	29.47
Total Treasury Investments	79.519	100.00	142.452	100.00
Non-Treasury Investments				
Third Party Loans	5.003	100.00	10.944	77.60
Stone Circle Loan	0.000	0.00	3.160	22.40
Total Non-Treasury Investments	5.003	100.00	14.104	100.00
Treasury Investments	79.519	94.08	142.452	90.99
Non-Treasury Investments	5.003	5.92	14.104	9.01
Total - All Investments	84.522	100.00	156.556	100.00

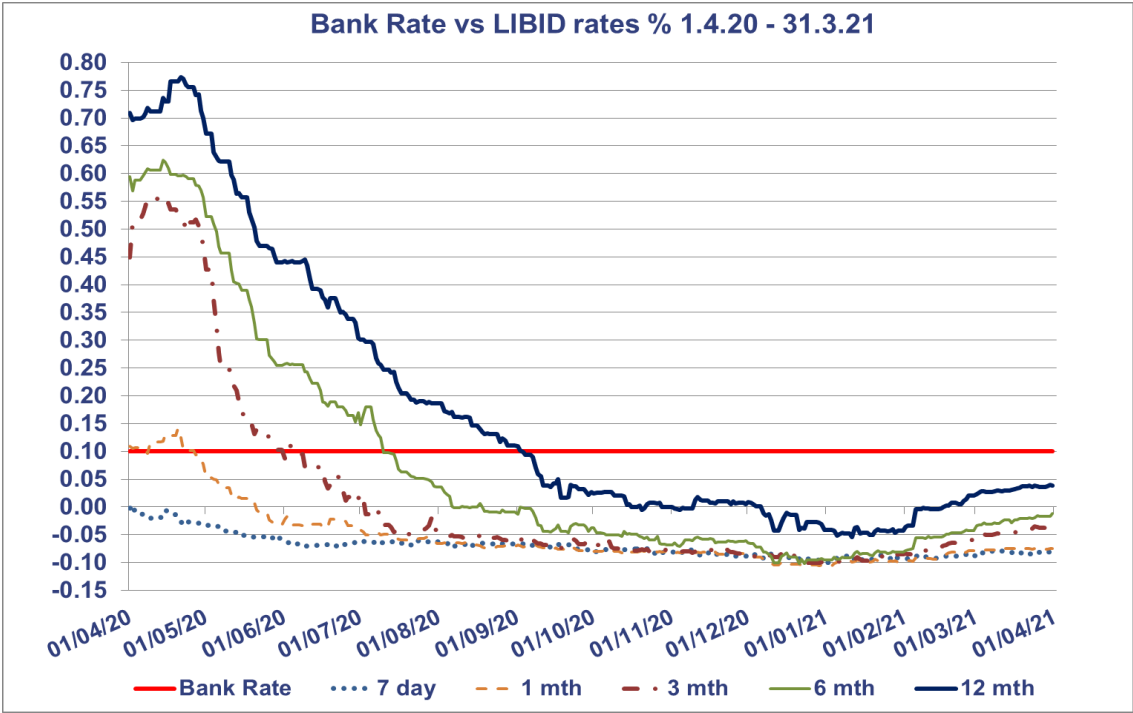
29. All treasury investments were placed with a maturity date of up to one year.

Treasury Management Strategy 2020/21

Investment Strategy and Control of Interest Rate Risk
Page 36

30. The Bank of England Bank Rate and LIBID (London Interbank Bid Rate) rates for 2020/21 were as follows

	Bank Rate	7 Day	1 Month	3 Month	6 Month	12 Month
High	0.10%	0.00%	0.14%	0.56%	0.62%	0.77%
High Date	01/04/20	02/04/20	20/04/20	08/04/20	14/04/20	21/04/20
Low	0.10%	-0.10%	-0.11%	-0.10%	-0.10%	-0.05%
Low Date	01/04/20	31/12/20	29/12/20	23/12/20	21/12/20	11/01/21
Average	0.10%	-0.07%	-0.05%	0.01%	0.07%	0.17%
Spread	0.00%	0.10%	0.25%	0.66%	0.73%	0.83%



31. Investment returns which had been low during 2019/20, plunged during 2020/21 to near zero, or even into negative territory. Wiltshire Council managed to avoid negative interest rates, in part by taking advantage of the growth of inter local authority lending.

32. The expectation for interest rates within the treasury management strategy for 2020/21 was that Bank Rate be at 0.75% at the start of the year, before rising to end 2022/23 at 1.25%. This forecast was invalidated by the COVID-19 pandemic, which caused the Monetary Policy Committee (MPC) to cut Bank Rate in March, first to 0.25% and then to 0.10%, in order to counter the hugely negative impact of the national lockdown on large swathes of the economy. The Bank of England and the Government also introduced new programmes of supplying the banking system and the economy with massive amounts of cheap credit so that banks could help cash-starved businesses to survive the lockdown.

33. The Government supplied large amounts of finance to local authorities to pass on to businesses. This meant that for most of the year there was much more liquidity

in financial markets than there was demand to borrow, with the consequent effect that investment earnings rates plummeted.

34. While the Council has taken a cautious approach to investing, it is also fully appreciative of changes to regulatory requirements for financial institutions in terms of additional capital and liquidity that came about in the aftermath of the financial crisis. These requirements have provided a far stronger basis for financial institutions, with annual stress tests by regulators evidencing how institutions are now far more able to cope with extreme stressed market and economic conditions.
35. Investment balances have been kept to a minimum through the agreed strategy of using reserves and balances to support internal borrowing, rather than borrowing externally from the financial markets. External borrowing would have incurred an additional cost, due to the differential between borrowing and investment rates. Such an approach has also provided benefits in terms of reducing the counterparty risk exposure, by having fewer investments placed in the financial markets.

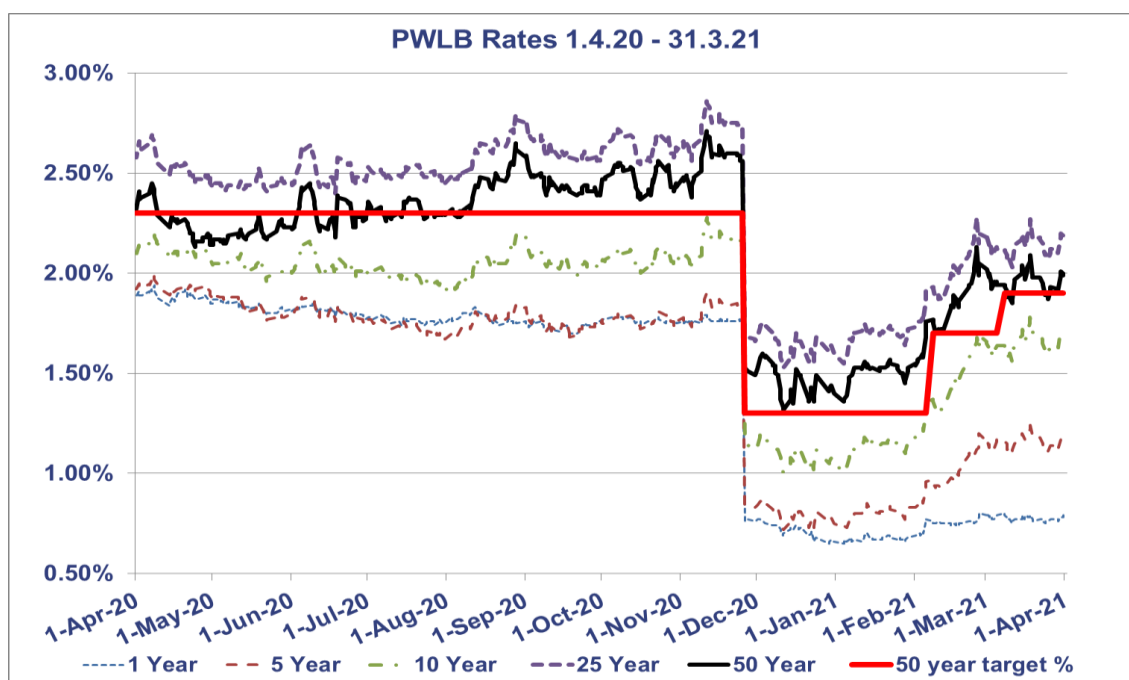
Borrowing Strategy and Control of Interest Rate Risk

36. During 2020/21, the Council maintained an under-borrowed position. This meant that the capital borrowing need (the CFR) was not fully funded with loan debt, as cash supporting the Council's reserves, balances and cash flow was used as an interim measure. The strategy was prudent as investment returns were low and minimising counterparty risk on placing investments also needed to be considered.
37. The policy of avoiding new borrowing by running down spare cash balances, has served well over the last few years. However, this was and remains under constant review to avoid incurring higher borrowing costs in the future when the Council may not be able to avoid new borrowing to finance capital expenditure and/or the refinancing of maturing debt. The Council's Section 151 Officer may then decide to enter into long term borrowing in the near future to secure lower rates of fixed debt to fund the Councils capital programme.
38. Against this background and the risks within the economic forecast, caution was adopted within the treasury operations. The treasury team monitored interest rates in financial markets and adopted a pragmatic strategy based upon the following principles to manage interest rate risks.
 - if it had been felt that there was a significant risk of a sharp fall in long and short term rates, (e.g. due to a marked increase of risks around relapse into recession or of risks of deflation), then long term borrowings would have been postponed, and potential rescheduling from fixed rate funding into short term borrowing would have been considered.
 - if it had been felt that there was a significant risk of a much sharper rise in long and short term rates than initially expected, perhaps arising from an

acceleration in the start date and in the rate of increase in central rates in the USA and UK, an increase in world economic activity or a sudden increase in inflation risks, then the portfolio position would have been re-appraised. Most likely, fixed rate funding would have been drawn whilst interest rates were lower than they were projected to be in the next few years.

39. Interest rate forecasts expected only gradual rises in medium and longer term fixed borrowing rates during 2020/21 and the two subsequent financial years.
40. The following table and graph show a PWLB rates for range of maturity periods, the average borrowing rates, the high and low points in rates, spreads and individual rates at the start and the end of the financial year.

PWLB Rates	1 Year	5 Year	10 Year	25 Year	50 Year
Low	0.65%	0.72%	1.00%	1.53%	1.32%
Low Date	04/01/2021	11/12/2020	11/12/2020	11/12/2020	11/12/2020
High	1.94%	1.99%	2.28%	2.86%	2.71%
High Date	08/04/2020	08/04/2020	11/11/2020	11/11/2020	11/11/2020
Average	1.43%	1.50%	1.81%	2.33%	2.14%
Spread	1.29%	1.27%	1.28%	1.33%	1.39%



41. PWLB rates are based on gilt (UK Government Bond) yields, through HM Treasury determining a specified margin to add to them. The main influences on gilt yields are Bank Rate, inflation expectations and movements in US treasury yields.
42. Gilt yields fell sharply from the start of 2020 and then spiked up during a financial markets melt down in March caused by the pandemic hitting western countries;

this was rapidly countered by central banks flooding the markets with liquidity. Expectations of economic recovery started once the UK vaccination programme started making rapid progress in the new year of 2021; gilt yields and PWLB rates started rising sharply as confidence in economic recovery rebounded. Financial markets also expected Bank Rate to rise quicker than in the forecast tables in this report.

43. Current margins over gilt yields are as follows,

- PWLB Standard Rate = gilt plus 100 basis points
- PWLB Certainty Rate = gilt plus 80 basis points
- PWLB HRA Standard Rate = gilt plus 100 basis points
- PWLB HRA Certainty Rate = gilt plus 80 basis points
- Local Infrastructure Rate = gilt plus 60 basis points

44. There is likely to be only a gentle rise in gilt yields and PWLB rates over the next three years as Bank Rate is not forecast to rise from 0.10% until March 2024, as the Bank of England has clearly stated that it will not raise rates until inflation is sustainably above its target of 2%; this sets a high bar for Bank Rate to start rising.

Borrowing Outturn

45. A summary of the Council's borrowing position is detailed at Appendix 1.

46. Due to low investment returns and counterparty risk, no new borrowing was undertaken during the year.

47. One naturally maturing loan was repaid during 2020/21 as follows,

Pool	Lender	Principal £m	Type	Interest Rate %	Loan Term
HRA	PWLB	4.000	Fixed Rate Maturity	2.21	9 years

Borrowing in Advance of Need

48. The Council has not borrowed more than, or in advance of its needs, purely to profit from the investment of the extra sums borrowed.

Debt Rescheduling

49. No debt rescheduling was undertaken during the year, as the average 1% differential between PWLB new borrowing rates and premature repayment rates made rescheduling unviable.

Investment Outturn

50. The Council's investment policy is governed by MHCLG investment guidance, which has been implemented in the annual investment strategy approved by the Council on 4 February 2020. This policy sets out the approach for choosing investment counterparties and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data.
51. The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.
52. The Council maintained an average balance of £149.222m of internally managed funds. The difference between the balances available for investment and the actual investments is due to the varying level of working capital (creditors, debtors and other long term liabilities) and internal borrowing.
53. The internally managed funds earned an average rate of 0.23%. The comparable performance indicator is the average 3 month LIBID rate, which was 0.015%.
54. The Council's total interest received from investments for 2020/21 was £0.421m. The Council's budgeted investment return for 2020/21 was £0.940m, therefore forecast investment income (interest) for the year to date is £0.519m under achieved against budget. The interest received was lower than budgeted due to the effect of the pandemic on interest rate levels, which were much lower than forecast.
55. The position on interest income must be compared with external interest costs payable. The Council paid external interest costs of £12.744m against a budget of £13.299m. This is a £0.555m underspend against budget.
56. The net underspend in respect of interest receivable/payable is £0.036m. This has been accounted for in the overall revenue outturn position for 2020/21.
57. A summary of the Council's investment position as at 31 March 2021 is detailed at Appendix 2.

Breach of Counterparty Limit - HSBC

58. During the year, due to the exceptionally low interest rates, higher balances were occasionally left in the HSBC current account overnight than previous years. Due to the level of interest rates it was not financially beneficial to place funds with a Money Market Fund, when they would be required within the next few days, as the interest received would have been less than the cost of the CHAPS fee charged for transferring the funds.
59. In February 2021, a balance of £7.8m was left in the HSBC current account, and an unexpected large receipt of approximately £3.7m came in, resulting in a balance

of £11.5m in the HSBC current account overnight. This breach of £1.5m (over the £10m counterparty limit) was rectified immediately the following morning.

60. To prevent the above situation recurring and being exposed to counterparty risk, a decision was made to leave lower balances in the account overnight, with the impact of additional CHAPS charges above the value of the interest earned. The risk will also be mitigated through improved communication between relevant departments to assess the impact of significant income receipts.

Economic Background and Interest Rate Forecast

61. Financial year 2020/21 will go down in history as being the year of the COVID_19 pandemic. The first national lockdown in late March 2020 did huge damage to an economy that was unprepared for such an eventuality. This caused an economic downturn that exceeded the one caused by the financial crisis of 2008/09.
62. A short second lockdown in November did relatively little damage but by the time of the third lockdown in January 2021, businesses and individuals had become more resilient in adapting to working in new ways during a three month lockdown so much less damage than was caused than in the first one.
63. The advent of vaccines starting in November 2020, were a game changer. The way in which the UK and US have led the world in implementing a fast programme of vaccination which promises to lead to a return to something approaching normal life during the second half of 2021, has been instrumental in speeding economic recovery and the reopening of the economy.
64. In addition, the household saving rate has been exceptionally high since the first lockdown in March 2020 and so there is plenty of pent-up demand and purchasing power stored up for services in the still-depressed sectors like restaurants, travel and hotels as soon as they reopen. It is therefore expected that the UK economy could recover its pre-pandemic level of economic activity during quarter 1 of 2022.
65. Both the Government and the Bank of England took rapid action in March 2020 at the height of the crisis to provide support to financial markets to ensure their proper functioning, and to support the economy and to protect jobs.
66. The MPC cut Bank Rate from 0.75% to 0.25% and then to 0.10% in March 2020 and embarked on a £200 billion programme of quantitative easing (purchase of gilts so as to reduce borrowing costs throughout the economy by lowering gilt yields). The MPC increased quantitative easing by £100bn in June and by £150bn in November to a total of £895bn.
67. While Bank Rate remained unchanged for the rest of the year, financial markets were concerned that the MPC could cut Bank Rate to a negative rate; this was firmly discounted at the February 2021 MPC meeting when it was established that

commercial banks would be unable to implement negative rates for at least six months – by which time the economy was expected to be making a strong recovery and negative rates would no longer be needed.

68. The Chancellor has implemented repeated rounds of support to businesses by way of cheap loans and other measures and has protected jobs by paying for workers to be placed on furlough. This support has come at a huge cost in terms of the Government's budget deficit, so that in 2021/22, the Debt to GDP ratio reaches around 100%.
69. In March 2021 the budget increased fiscal support to the economy and employment during 2021 and 2022, followed by substantial tax rises in the following three years to help to pay the cost for the pandemic. This will help further to strengthen the economic recovery and return the government's finances to a balanced budget on a current expenditure and income basis in 2025/26. This will stop the Debt to GDP ratio rising further from 100%.
70. A current area of concern is that the government's debt is now twice as sensitive to interest rate rises as before the pandemic due to quantitative easing operations substituting fixed long-term debt for floating rate debt; there is, therefore, much incentive for the Government to promote Bank Rate staying low.

Overview & Scrutiny Engagement

71. Regular reports are taken to Overview & Scrutiny through the Financial Planning Task Group relating to the Council's financial position

Safeguarding Implications

72. None have been identified as arising directly from this report.

Public Health Implications

73. None have been identified as arising directly from this report.

Procurement Implications

74. None have been identified as arising directly from this report.

Equalities Impact of the Proposal

75. None have been identified as arising directly from this report.

Environmental and Climate Change Considerations

76. Wiltshire Council will not intentionally invest in any investment that is not ethical and would not be consistent with our environmental and social policy objectives.
77. Where appropriate, the Council will consider investments that deliver environmental and social benefits, whilst maintaining our Security, Liquidity and Yield criteria.

Risks Assessment

78. All investments have been at fixed rates during the period. The Council's current average interest rate on long term debt is 3.78%, which compares favourably with similar rates of other UK local authorities.
79. The primary management risks to which the Council is exposed are adverse movements in interest rates and the credit risk of counterparties.
80. Investment counterparty risk is controlled by assessing and monitoring the credit risk of borrowers as authorised by the Annual Investment Strategy.

Financial Implications

81. These have been examined and are implicit throughout the report.

Workforce Implications

82. None have been identified as arising directly from this report.

Legal Implications

83. None have been identified as arising directly from this report.

Proposals

84. Council is requested to:
- a) Note the contents of this report are in line with the Treasury Management Strategy 2020/21

Andy Brown
Corporate Director of Resources & Deputy Chief Executive (S.151 Officer)

Report Author: Debbie Price, Business Analyst
debbie.price@wiltshire.gov.uk, Tel: 01225 718640

Appendices

Appendix 1 Borrowing Portfolio

Appendix 2 Investment Portfolio

Borrowing Portfolio as at 31 March 2021

Lender	Start Date	Maturity Date	Amount £m	Interest Rate %	Annual Interest £m
Public Works Loan Board (PWLB)					
PWLB	15/02/2010	01/06/2021	2.000	4.33	0.087
PWLB	28/03/2012	28/03/2022	8.000	2.40	0.192
PWLB	28/03/2012	28/03/2023	8.000	2.56	0.205
PWLB	15/02/2010	01/06/2023	2.000	4.45	0.890
PWLB	28/03/2012	28/03/2024	8.000	2.70	0.216
PWLB	15/02/2010	01/06/2024	2.000	4.49	0.090
PWLB	28/03/2012	28/03/2025	8.000	2.82	0.226
PWLB	14/08/2001	01/12/2025	0.123	4.875	0.006
PWLB	28/03/2012	28/03/2026	10.000	2.92	0.292
PWLB	15/02/2010	01/06/2026	2.000	4.54	0.091
PWLB	28/03/2012	28/03/2027	8.000	3.01	0.241
PWLB	21/08/2002	01/06/2027	4.000	4.75	0.190
PWLB	28/03/2012	28/03/2028	6.000	3.08	0.185
PWLB	29/07/1999	01/06/2028	1.000	4.75	0.048
PWLB	15/02/2010	01/06/2028	2.000	4.56	0.091
PWLB	28/03/2012	28/03/2029	7.000	3.15	0.221
PWLB	29/07/1999	01/06/2029	1.000	4.75	0.048
PWLB	28/03/2012	28/03/2030	8.000	3.21	0.257
PWLB	29/07/1999	01/06/2030	1.000	4.75	0.046
PWLB	20/05/2005	01/06/2030	2.000	4.45	0.089
PWLB	05/12/2005	18/03/2031	5.000	4.25	0.213
PWLB	28/03/2012	28/03/2031	2.000	3.26	0.065
PWLB	29/07/1999	01/06/2031	1.000	4.75	0.048
PWLB	20/05/2005	01/06/2031	2.000	4.45	0.089
PWLB	21/11/2005	18/09/2031	2.000	4.25	0.085
PWLB	28/03/2012	28/03/2032	5.000	3.30	0.165
PWLB	20/05/2005	01/06/2032	2.000	4.45	0.089
PWLB	04/11/1999	01/12/2032	1.500	4.625	0.069
PWLB	28/03/2012	28/03/2033	6.000	3.34	0.200
PWLB	20/05/2005	01/06/2033	2.000	4.45	0.089
PWLB	15/11/1999	19/09/2033	1.000	4.25	0.042
PWLB	28/03/2012	28/03/2034	7.000	3.37	0.236
PWLB	20/05/2005	01/06/2034	2.000	4.45	0.089
PWLB	15/11/1999	18/09/2034	1.000	4.25	0.043
PWLB	21/11/2005	18/09/2034	5.000	4.25	0.213
PWLB	28/03/2012	28/03/2035	2.000	3.40	0.068
PWLB	14/06/2005	14/06/2035	5.000	4.35	0.218
PWLB	15/11/1999	18/09/2035	1.000	4.25	0.043

Lender	Start Date	Maturity Date	Amount £m	Interest Rate %	Annual Interest £m
Public Works Loan Board (PWLB) – Continued					
PWLB	21/11/2005	18/09/2035	5.000	4.25	0.213
PWLB	15/11/1999	18/09/2036	0.500	4.25	0.021
PWLB	15/11/1999	18/09/2036	0.500	4.25	0.021
PWLB	28/03/2012	28/03/2037	9.000	3.44	0.310
PWLB	11/01/2006	01/12/2037	4.000	4.00	0.160
PWLB	11/01/2006	01/12/2038	4.000	4.00	0.160
PWLB	15/02/2010	01/06/2041	2.000	4.57	0.091
PWLB	11/08/2006	01/12/2041	3.000	4.35	0.131
PWLB	15/02/2010	01/06/2042	2.000	4.57	0.091
PWLB	11/08/2006	01/12/2042	2.000	4.35	0.087
PWLB	11/08/2006	01/12/2043	2.000	4.35	0.087
PWLB	06/09/2006	01/12/2044	3.000	4.25	0.128
PWLB	06/09/2006	01/12/2045	3.000	4.25	0.128
PWLB	29/06/2006	18/09/2046	4.000	4.45	0.178
PWLB	30/08/2006	01/12/2046	2.000	4.25	0.085
PWLB	29/06/2006	18/09/2047	4.000	4.45	0.178
PWLB	30/08/2006	01/12/2047	2.000	4.25	0.085
PWLB	09/10/1998	18/09/2048	1.000	4.50	0.045
PWLB	29/06/2006	18/09/2048	3.500	4.45	0.156
PWLB	30/08/2006	01/12/2048	2.000	4.25	0.085
PWLB	09/10/1998	18/09/2049	1.000	4.50	0.045
PWLB	29/06/2006	18/09/2049	3.000	4.45	0.134
PWLB	30/08/2006	01/12/2049	2.000	4.25	0.085
PWLB	30/08/2006	01/06/2050	5.000	4.25	0.213
PWLB	17/09/1998	18/09/2050	1.000	5.125	0.051
PWLB	17/09/1998	18/09/2051	1.000	5.125	0.051
PWLB	07/03/2007	01/06/2052	2.000	4.25	0.085
PWLB	23/07/1998	03/06/2052	1.000	5.50	0.055
PWLB	07/03/2007	01/06/2053	2.000	4.25	0.085
PWLB	23/07/1998	02/06/2053	1.000	5.50	0.055
PWLB	19/06/1998	01/06/2054	1.000	5.375	0.054
PWLB	19/06/1998	01/06/2055	1.000	5.375	0.054
PWLB	21/06/2006	01/06/2055	2.000	4.30	0.086
PWLB	22/06/2006	18/09/2055	4.000	4.35	0.174
PWLB	19/06/1998	01/06/2056	1.500	5.375	0.081
PWLB	21/06/2006	01/06/2056	3.000	4.30	0.129
PWLB	22/06/2006	01/06/2056	6.000	4.35	0.261
PWLB	02/10/1997	25/09/2057	1.500	6.625	0.99
PWLB	12/03/2019	13/03/2063	10.000	2.36	0.236
PWLB	12/03/2019	13/03/2064	10.000	2.36	0.236
PWLB	12/03/2019	13/03/2065	10.000	2.36	0.236
TOTAL PWLB LOANS			270.123		9.913

Lender	Start Date	Maturity Date	Amount £m	Interest Rate %	Annual Interest £m
Market Loans					
Barclays Bank	03/12/2004	03/12/2054	10.000	4.45	0.445
FMS Wermanagement	07/12/2004	08/12/2053	10.000	4.45	0.445
Depfa Deutsche Pfandbriefbank	10/12/2004	10/12/2052	10.000	4.45	0.445
Dexia Credit Local	10/12/2004	11/12/2051	10.000	4.45	0.445
Barclays Bank	31/08/2005	31/08/2055	5.000	3.99	0.200
Dexia Credit Local	20/02/2006	18/02/2066	6.000	4.45	0.267
Beyern LB	05/03/2007	07/03/2067	4.000	4.2	0.168
Barclays Bank	31/07/2007	01/08/2067	6.000	4.21	0.253
TOTAL MARKET LOANS			61.000		2.667
Salix Loans					
SALIX1	22/11/2019	01/04/2025	0.930	0.00	0.000
SALIX2	02/03/2020	02/03/2026	4.104	0.00	0.000
TOTAL SALIX LOANS			5.034		0.000
TOTAL - ALL LOANS			336.157		12.580

* Annual interest = Total amount of annual interest payable per loan outstanding as at 31 March 2021.

This will not equal the amount of interest paid during 2020/21 – as the total loan portfolio has changed during the year.

Investment Portfolio as at 31 March 2021 (compared to the counterparty list)

Borrower	Amount £m	Interest Rate %	Start Date	Maturity Date	LAS Credit Rating **
DBS Bank Ltd	10.000	0.06	23/12/2020	23/06/2021	Orange – 12 Months
Qatar National Bank	10.000	0.28	20/01/2021	20/07/2021	Red – 6 Months
Landesbank Baden-Wuerttemberg	10.000	0.06	18/01/2021	18/05/2021	Red – 6 Months
Landesbank Hessen-Thuringen	10.000	0.04	20/01/2021	20/04/2021	Orange – 12 Months
Australia and New Zealand Banking Group	10.000	0.07	08/02/2021	08/06/2021	Orange – 12 Months
Goldman Sachs	10.000	0.145	03/02/2021	03/08/2021	Red – 6 Months
Northumberland PCC	6.500	0.10	24/03/2021	07/05/2021	Yellow – 5 Years
Surrey County Council	5.000	0.15	08/03/2021	08/06/2021	Yellow – 5 Years
Wirral Metropolitan Borough Council	5.000	0.11	09/03/2021	09/06/2021	Yellow – 5 Years
Warwickshire PCC	4.000	0.14	26/03/2021	26/07/2021	Yellow – 5 Years
Telford & Wrekin Council	5.000	0.14	18/03/2021	19/07/2021	Yellow – 5 Years
Handelsbanken plc (Call Account)	14.975	0.10	*	35 Days Notice	Orange – 12 Months
Black Rock Money Market Fund	0.000	0.01	*	*	AAA
JP Morgan Money Market Fund	0.000	0.01	*	*	AAA
Federated Money Market Fund	0.000	0.01	*	*	AAA
Goldman Sachs Money Market Fund	0.000	0.01	*	*	AAA
Aberdeen Investments Liquidity Fund	14.267	0.01	*	*	AAA
BNP Money Market Fund	27.710	0.02	*	*	AAA
Total	142.452				

* Money Market Funds/Call Account – cash can be invested and withdrawn on a daily basis (subject to maximum investment limits) so there is no start date or maturity date for the purposes of this report.

** For explanation please see following page.

Link Asset Services provide a creditworthiness service, which employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- a) credit watches and credit outlooks from credit rating agencies;
- b) CDS spreads to give early warning of likely changes in credit ratings;
- c) sovereign ratings to select counterparties from only the most creditworthy countries.

This modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will therefore use counterparties within the following durational bands:

- a) Yellow – 5 years (this category is for AAA rated Government debt or its equivalent, including an investment instrument – collateralised deposits, where the investment is secured only against local authority debt, namely LOBOs, making them effectively government exposure);
- b) Dark pink – 5 years for Enhanced money market funds (EMMFs) with a credit score of 1.25
- c) Light pink – 5 years for Enhanced money market funds (EMMFs) with a credit score of 1.5
- d) Purple – 2 years;
- e) Blue – 1 year (only applies to nationalised or semi nationalised UK Banks and their subsidiaries);
- f) Orange – 1 year;
- g) Red – 6 months;
- h) Green – 100 days; and
- i) No Colour – not to be used.

The advisor's creditworthiness service uses a wider array of information than just primary ratings and by using a risk weighted scoring system, does not give undue preponderance to just one agency's ratings.

Wiltshire Council

Council

20 July 2021

Subject: Update on Council's response to the climate emergency

Cabinet Member: Cllr Nick Botterill, Cabinet Member for Development Management, Strategic Planning and Climate Change

Key Decision: Non Key

Executive Summary

At its meeting held on 26 February 2019 Full Council resolved to acknowledge that 'there is a climate emergency and to seek to make the county of Wiltshire carbon neutral by 2030'.

A commitment was made to provide six-monthly progress updates on actions the council is taking to reduce carbon generation in Wiltshire. This is the fourth progress report to Cabinet following updates in October 2019, July 2020 and February 2021.

The update is again structured against the following business plan priorities. The plan was updated by Full Council in July 2020 to include a Climate Emergency Addendum.

- Growing the economy
- Strong communities
- Protecting the vulnerable
- Working with our partners as an innovative and effective council.

A wide range of work, against all the above priorities, is being undertaken by all departments at the council in relation to the climate emergency. To date a total of £88.095m Capital and £3.871m Revenue has been approved as set out in the Financial implications below.

A climate strategy will be developed over the coming months. A key focus has been on engagement work in relation to the climate discussion document, agreed at the February Cabinet meeting, to find out the key priorities from a range of stakeholders. This report will be discussed at Cabinet on 13 July 2021 and is included below.

Proposal(s)

That Council notes the actions taken in response to the climate emergency following the last update in February 2021.

Reason for Proposal(s)

To provide Council with an update on actions taken in response to the climate emergency.

Terence Herbert
Chief Executive

Wiltshire Council

Cabinet

13 July 2021

Subject: Update on Council's Response to the Climate Emergency

Cabinet Member: Cllr Nick Botterill, Cabinet Member for Development Management, Strategic Planning and Climate Change

Key Decision: Non Key

Purpose of Report

1. To provide the fourth progress update on actions taken in response to the climate emergency

Relevance to the Council's Business Plan

2. The programme of work to seek to make the county of Wiltshire carbon neutral by 2030 will contribute to all four business plan priorities of:
 - i. Growing the economy
 - ii. Strong communities
 - iii. Protecting the vulnerable
 - iv. Working with our partners as an innovative and effective council

The update on the actions taken in response to the climate emergency is contained in paragraphs 6-50 and structured against these headings.

Background

3. At its meeting held on 26 February 2019 council debated the following notices of motion:

- 12b) Acknowledging a Climate Emergency and Proposing the Way Forward;
- 12c) Environment and Global Warming.

The council resolved to acknowledge that there is a climate emergency and to seek to make the county of Wiltshire carbon neutral by 2030.

The [minutes](#) of the meeting are available online (see pages 21 to 24). Cabinet has also pledged to make Wiltshire Council carbon neutral by 2030.

4. As part of this motion, the council resolved that Cabinet should report to Full Council on a six-monthly basis regarding the actions the council is taking and

will take to address the climate emergency. The third report was presented to Cabinet in February 2021.

5. A Global Warming and Climate Emergency Task Group was established by Environment Select Committee to develop recommendations to seek to achieve the target of making the county of Wiltshire carbon neutral by 2030. The task group developed two reports and recommendations covering energy, transport and air quality on [29 September 2020](#) and planning on [13 January 2021](#). Executive responses to the task group report were received by the select committee on 13th January 2021 and 3 March 2021.

The Overview & Scrutiny Management Committee agreed that the task group continue beyond May 2021. Subject to the new Environment Select Committee's approval, the task group will reconvene in summer 2021.

6. The council's [Organisational Recovery](#) programme provides oversight of activities related to council-wide internal transformation. It ensures that all improvement activity is reviewed against a set of principles to promote a joined up approach, aligned to Our Identity and the delivery of the council's business plan. The green agenda and carbon neutral promise have been included within this set of principles to ensure this is considered when making decisions related to internal transformation activity.

Main Considerations for the Council

7. The council has undertaken a significant round of engagement on the climate strategy discussion document brought to Cabinet on 2 February 2021:
 - A summary version of the discussion document has been developed and circulated to over 550 organisations and individuals for comment. The document is available as a [download](#).
 - Four thematic stakeholder events were held in May and attended by a total of 137 people
 - Discussions on the climate strategy were held at a range of external meetings
 - Key Wiltshire employers have been spoken to and informative discussion held on business aspirations and barriers in relation to the climate emergency.
 - A climate strategy session was held with all Wiltshire Council Heads of Service on 21 April 2021 and a follow up survey completed by over 40 Heads of Service.

Engagement results (see **Appendix 1**) will be reviewed to shape the draft Climate Strategy which will be published for consultation in September 2021

8. An induction session on the council's climate commitments was held for all Wiltshire councillors on 17 May with 44 attending and providing feedback on the climate strategy discussion document.

Growing the Economy: Highly Skilled Jobs (Employment)

9. The [Community Renewal Fund](#) aims to support people and communities that wish to bring forward new ideas to invest in skills, community and place, local business, and supporting people into employment. It is a competitive process with no pre-set eligibility. 100 priority places across the country have been identified, based on an index of economic resilience. Projects that target investment at communities in need, especially at the top 100 priority places, will be prioritised. Wiltshire is not a top 100 priority place

The role of the council (Lead Authority) is to invite bids from a range of Project Applicants, appraise and prioritise projects up to a maximum of £3m per place and submit a shortlist to UK Government, by 18th June 2021, who will select projects based on the published assessment criteria. Wiltshire Council has received 9 applications, from various sectors including Private and Business, Education, Community and from within the council itself. The table below shows how the applications align with the funds four investment priorities. Two thirds of projects will contribute to the Net Zero and environmental objectives.

	Investment in skills	Investment for local business	Investment in communities and place	Supporting people into employment
Application 1		✓		
Application 2	✓	✓		
Application 3			✓	
Application 4			✓	
Application 5	✓	✓	✓	✓
Application 6			✓	
Application 7	✓	✓	✓	✓
Application 8	✓	✓	✓	✓
Application 9	✓	✓	✓	✓

10. The Wiltshire Online programme has been working in partnership with BDUK (Department of Digital, Culture, Media and Sport) and Openreach since 2013 to bring superfast and ultrafast fibre broadband to areas of Wiltshire considered to be non-commercially viable; more recently we have also been working in partnership with Gigaclear to the north of our county to achieve the same aims. So far over 95% of Wiltshire premises have access to superfast broadband (>30Mbps) and 22% ultrafast (>100Mbps).

Growing the Economy: Housing and Environment

11. The council is significantly investing in zero carbon homes for its council house new build programme, as also being considered by Cabinet in this meeting. As the pilot programme is showing an increase in cost to develop homes to the higher standards, the agenda item sets out the cost increases and how this will be funded going forward. This investment will help the council respond to the climate emergency, as part of its ambition to seek to make Wiltshire carbon

neutral by 2030, and also ensure that council homes are cheaper to run, bringing these savings directly to residents. The new council house build programme will see around £195m invested into building new, energy efficient council homes up to 2032. The council is initially running a pilot scheme, and if successful, all new properties that are built by the council (not including those purchased from developers) will be constructed to 'zero carbon' standards, which features very high levels of insulation and generation of electricity, among other environmental benefits. These properties enjoy very low energy bills for residents, offset by the properties' energy generation.

12. The council was successful in a bid for £0.55m from Government's 'Green Homes Grant' Local Authority Delivery Scheme - Phase 1b, to target improvements to 100 homes with some of the lowest EPC ratings and families on low incomes by September 2021. This will focus on Fabric First, although there will be some properties that will require a Whole House Retrofit. A Whole House Retrofit takes each house in its own right. It considers the fabric, the heating and hot water requirements, ventilation and the people living in the property to establish the correct measures to implement for that individual property. To support this the council is training 3 staff members in the new role of Retrofit Coordinator, mandatory under PAS 2035.

Work will then follow on from the GHG delivery in October on the £50 million programme of work, taking place over the next 10 years, to raise council homes to energy performance B rating (as a minimum). The Housing Energy Efficiency Programme (HEEP) will benefit from the Industry certified process and regulation formed from the delivery of the GHG scheme to deliver thermally comfortable homes, realise utility savings to tenants and aims to reduce carbon emissions of around 20,000 tons a year.

13. The council joined the UK Green Building Council March 2021 giving access to best practice materials and events in low carbon building.
14. The council is now in year two of the Amenity Wildflower meadow trial. This has seen 102,000 square metres of general grass across 12 sites in Wiltshire converted from a monthly cut to a bi-annual cut and collect. Due to the reduced cutting frequency of these sites we have significantly reduced the carbon footprint associated with the maintenance of these areas. In addition to this, the arisings are being composted at strategic locations onsite, not only eradicating the need for further transportation and disposal but also creating a haven for wildlife such as slow worms who thrive in this environment. On the whole the trial has been well supported by local councils, councillors and residents. We have tried to incorporate footways within the meadows to enable residents to benefit and enjoy the natural wildflowers as they begin to establish. We will soon incorporate one more site into the trial which we will then monitor over the coming two years to get a greater understanding of the impact and benefits for the local flora and fauna. The trial has provided invaluable information which will enable to shape the way in which we specify our future grounds maintenance provision post November 2022 when the current contract expires.
15. The Wiltshire Green Blue Infrastructure (GBI) Strategy will support the council's emerging Climate Change Strategy in its focus on the natural

environment and how by creating a strong, well considered network of green and blue corridors and spaces we can support adaption and resilience to climate change, halt loss of and improve biodiversity and contribute to the health and wellbeing of our communities. The GBI Strategy and Climate Strategy are being produced during the same timeframe, and in May 2021 targeted engagement with key stakeholders has been undertaken to help develop the strategy. An outline of the GBI Strategy is available on our website [Green and blue infrastructure - Wiltshire Council](#) Further consultation on the draft GBI Strategy is planned for Autumn 2021.

16. A new Wiltshire [Community Environmental Toolkit](#) has been developed in partnership with Natural England to allow communities to take the lead in defining and restoring biodiversity and natural carbon sequestration in their community. Designed for use by community groups, local landowners, Parish and Town Councils, schools and youth groups it provides a structure for how local communities can better understand what they already have in terms of biodiverse habitats as well as how to plan for developing greater biodiversity and nature based carbon sequestration in the future. The Toolkit also signposts to many other organisations which can assist communities in delivering their aims and objectives. There are three basic steps we recommend in the toolkit:

- 1 – Survey the local area to see what communities already have and what would make suitable foundations for their environmental plan
- 2 – Plan what improvements are viable in their community (based on the six main habitat types described)
- 3 – Implement the environmental plan ensuring sustainability of action over the long term.

The toolkit provides local case studies that are designed to provide local communities with inspiration to set up their own groups and develop community based / community delivered solutions to climate change and habitat / species decline.

Our confirmed recycling rate for 20/21 was 42.46%. This rate is calculated from the tonnage of all the household waste managed by the council (213,262 tonnes in 20/21), and the amount that was collected for recycling (54,703 tonnes) or composting (33,817 tonnes). It includes waste collected at the kerbside, waste managed through the household recycling centres, as well as waste collected as litter, etc.

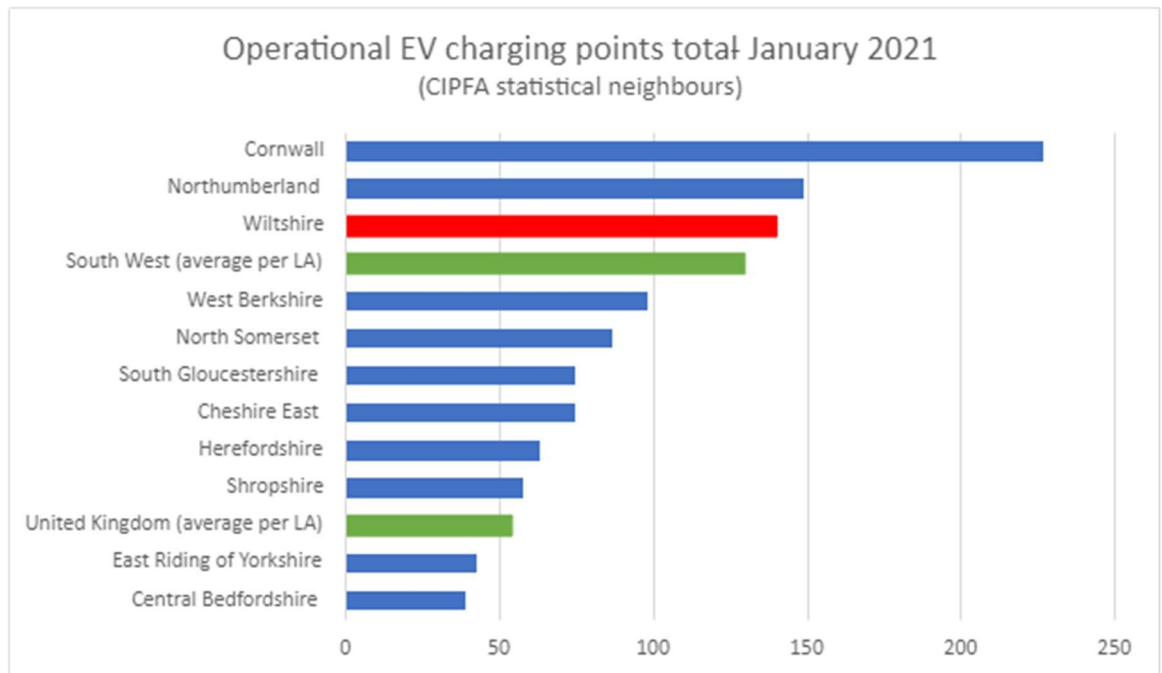
The council also implemented a new kerbside recycling service in March of last year, designed to make it easier for residents to recycle much of their household waste from home; plastic bottles, pots, tubs and trays, paper and cardboard, food and drinks cartons, tins, cans and textiles. Glass is collected from a separate container, normally by the same vehicle. The new service has allowed the council to reduce the waste collection fleet from 149 vehicles to 121, thereby reducing the carbon impact of the service, and 24% more material was collected for recycling at the kerbside compared with the previous year. However, the council also collected more non-recyclable household waste at the kerbside during this period. The national lockdowns in response to the Covid-19 pandemic has heavily influenced these increases in collected

tonnages. The council also had to close its network of household recycling centres between 24 March and 8 May as a consequence of Covid-19. These factors have both contributed to reducing our expected recycling rate. Notwithstanding this, the council still managed to divert 82.9% of the municipal waste it manages from landfill, through the use of waste treatment and energy from waste facilities, and very little of the non-recyclable waste collected at the kerbside goes to landfill.

17. The forthcoming Environment Bill seeks to ensure that future rates of recycling are significantly increased by obligating producers of packaging to fund the full costs of collection and recycling. Government will introduce a Plastic Packaging Tax from April 2022. Manufacturers will be incentivised to use more easily recyclable materials under an Extended Producer Responsibility scheme from 2023, which will also see funding released to local authorities to support additional recycling of packaging, and also fund litter collection activities. A national Deposit Return Scheme is proposed that could significantly reduce the impact of littering of bottles and cans etc from late 2024. The Environment Bill also proposes to mandate consistency in local authority recycling collections, to include weekly collections of food waste, and free of charge garden waste collections, with additional service costs being met by government through the “new burdens” scheme. These proposals are currently subject to a second round of stakeholder consultation..
18. As part of the Local Plan Review there was a consultation on the climate topic and initial results were summarised in a report to Cabinet on 29 June 2021.

Growing the Economy: Transport and Infrastructure

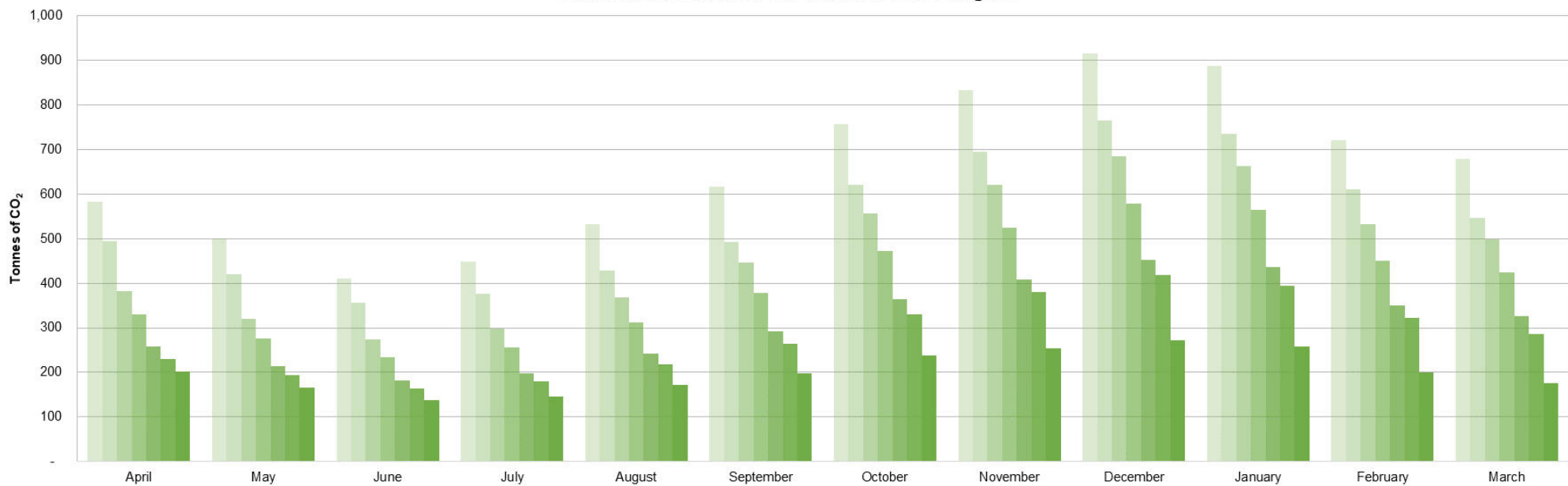
19. The council is preparing an outline Local Cycling and Walking Infrastructure Plan (LCWIP) for Wiltshire, and an LCWIP for Salisbury. These have been developed with input from stakeholders including Sustrans, the Salisbury Cycle Liaison Panel, the Salisbury Walking & Disabled Access Forum and the Salisbury Neighbourhood Planning Group. These draft documents will shortly be put out to public consultation. The LCWIP sets out design standards for developers and identifies key active travel schemes to be delivered by the council in the short, medium and long term. The council has applied to the Capability Fund for £60,000 to develop LCWIPs for Chippenham and Trowbridge by March 2022.
20. The table below shows that Wiltshire is ahead of the South West average and the national average for the number of electric vehicle charging points in the area. It also compares favourably with local authority statistical neighbours.



21. The council has been working with Calne Town Council, Bradford on Avon Town Council, Pewsey Parish Council and Pitton village hall to facilitate the installation of electric vehicles charging points. A charging point in Tisbury has been installed. Furthermore, ten of the thirteen largest Wiltshire communities have a car park with a public electric vehicle charging point infrastructure in place.
22. Through its e-bulletin to local businesses, the council has also promoted government [grants](#) for workplace charging of electric vehicles.
23. The council is currently rolling out a £12m programme to convert streetlights across Wiltshire to LEDs and the graph overleaf shows the significant reduction in carbon emissions already being achieved by this programme for every month of the year.

Carbon Emissions from Wiltshire Streetlights

2014/15 2015/16 2016/17 2017/18 2018/19 2019/20 2020/21



24. Bus Back Better - The National Bus Strategy (NBS) is a huge opportunity for Wiltshire. The council has already accepted an initial £100,000 funding to be used to grow the staff resource to both meet the demands of, and maximise the benefit of, the NBS. Subject to Cabinet member approval, the Enhanced Partnership route is to be followed and much preparatory work is going on. Whilst zero emissions has to be the ultimate aim, much can be done with the existing fleet and encouraging modal shift. This will be the initial objective, making the bus more attractive, whilst the alternative fuel technologies mature to be able to meet the demands of long-distance cross-country and rural operations.
25. Furthermore, the council has been awarded £671k via Bus Back Better to enhance bus services in Wiltshire. After an initial round of consultation with Wiltshire councillors and town and parish councils in the summer of 2020, potential solutions are being worked on. However, COVID has had a big effect on travel patterns and whilst we are now close to returning to normal not everything will return to where it was, in terms of demand. Therefore, we are about to re-circulate to our councillors (many newly elected) and the local councils to confirm that their previous ideas and suggestions are still valid. We will then proceed, via the normal procurement channels, to establish these new journeys and service.
26. The council has been successful in its bid for £1.2 million from the Demand Responsive scheme run by the Department for Transport to modernise and enhance the existing scheme in the Pewsey Vale. A project manager is to be recruited and community engagement will be key going forward. In the meantime existing staff are considering the opportunities for timetables and options for integration with fixed bus services at the edges of the area, especially in light of the publication of the National Bus Strategy.
27. The council is working in partnership with the Environment Agency to deliver the first phase of the Salisbury River Park scheme. The scheme forms part of the Central Area Framework initiatives and will enable the delivery of the council's wider regeneration goals for the Maltings and Central Car Park site and future phases of the River Park. The approximately £20 million package of investment is predominantly funded through Grant in Aid from Defra and Local Growth Fund from the Swindon and Wiltshire Local Enterprise Partnership and the council is contributing £6.5m. Phase 1 will improve resilience to climate change and reduce the risk of flooding for existing residents and businesses in Salisbury city centre. It also includes significant improvements for leisure, recreation, ecology, biodiversity and walking and cycling facilities. The latter will encourage active travel and facilitate a modal shift away from cars which will bring further health, air quality and carbon reduction benefits.

The planning application for phase 1 of the River Park has been submitted (PL/2021/03601) and a decision is expected in July. If approved, construction is planned to commence in summer 2022 and be completed by the end of 2023.

Viewpoint across Central Car Park showing 'before' and 'after'

Before



After



28. In the last 6 months, 14 out of 29 road resurfacing schemes have used warm asphalt. The use of warm asphalt leads to a 40% reduction in carbon emissions. This is one of a range of schemes that have led to a reduction in carbon emissions. Other examples include replacement of the gritter fleet by disposing of the old inefficient vehicles and replacing them with leased low emissions fleet in 2019; and the use of battery powered temporary signal sets, to replace diesel, since 2016 by contractor Ringway.

Strong Communities: Community Wellbeing

29. The construction of Melksham Community Campus is now underway. Since the last report, the design team for the project have developed a proposal for the installation of photovoltaics on the roof of the campus. The proposal locates panels on as much of the roof as is feasible. Initial models anticipate approximately 14% of the building's power could be provided by this scheme, with all the power generated being used to make the site more efficient. Costs are being developed so a decision on funding can be considered, as capital for this element is not currently budgeted for.
30. Since the last report, work has been undertaken to assess the electric vehicle charging points for the Melksham campus. The scheme will include three double charging points. In addition, ducting is being installed to a further fifty-seven bays (over a quarter of the available bays), to allow for the expansion of provision in the future. A scheme is also being developed for the neighbouring Melksham House. The design team are currently preparing a sustainability options report.

Protecting the Vulnerable: Early Intervention

31. [Warm and Safe Wiltshire](#) is an energy advice service provided by Wiltshire Council and Swindon Borough Council in partnership with Dorset & Wiltshire Fire and Rescue Service and managed by the Centre for Sustainable Energy. The service, which has seen a 20% increase in demand as a direct result of the pandemic, has bid for and received a significant Covid support grant. The grant is to address fuel poverty, exacerbated by Covid-19, which has a direct impact on health. As well as providing for additional casework advice, the £500,000 programme will deliver a range of direct measures including the provision of fuel vouchers; heating control replacement; emergency oil filled radiators; radiator panels; and the provisions of new or replacement boilers/night storage heaters (40% of which are to be electric and for households off the mains gas network).

The project will also train two advice trainees who will receive formal energy qualifications and workplace experience. After qualification and an initial period they will be able to undertake casework, including the provision of behavioural energy advice and advice around the installation of renewable technology. This will allow them to support clients to reduce their carbon impact.

Working with Partners as an Innovative and Effective Council: Community Involvement

32. The council is developing an awareness raising campaign of how the community can play its part in tackling the climate emergency and enabling Wiltshire to become net zero carbon. The campaign will use a range of with images, phrases and branding to enable people to understand how they can 'play their part' and tackle the climate emergency.
33. The council has run four thematic events in May 2021 as part of their climate discussion document engagement work. Sessions were run with a range of stakeholders, including a joint workshop to discuss the Green and Blue Infrastructure Strategy. A meeting was held earlier in the year with young people to discuss their priorities. The events allowed discussion on the stakeholders' priorities and the ways in which their organisations could support the climate strategy. Attendees also discussed how they could work with and learn from each other.
34. The council is working in partnership with Bradford-on-Avon Town Council to submit a £100k bid to the [Local Authority Treescape fund](#). The aim is to increase tree coverage across the town to create wildlife corridors, increase biodiversity, reduce air pollution, store carbon and improve the health and wellbeing of residents. If successful it is hoped that this application will act as a template for our other market towns to apply for funding to improve tree coverage across the county.
35. The council has supported more than 100 community litter picking groups by supplying them with all the necessary equipment to undertake successful litter picking events. The appetite for volunteers has significantly increased throughout the pandemic.

Working with Partners as an Innovative and Effective Council: Performance

36. The council was successful in its bid for more than £4.4m from the Government's Public Sector Decarbonisation Scheme to reduce carbon emissions by upgrading the heating systems in many of its buildings. The majority of the funding will be used to install air to water heat pump systems at Five Rivers Health and Wellbeing Centre in Salisbury, Warminster Leisure Centre, the Olympiad in Chippenham, and, subject to planning permission, Lime Kiln Leisure Centre in Royal Wootton Bassett. Solar panels will also be installed at a further 19 council buildings, including leisure centres, libraries and depots; while further heating and air handling upgrades will be made at 10 council properties. Once all the upgrades are completed in the autumn, they will save approximately 1,200 tonnes of carbon each year, and also bring the council financial savings (see **Appendix 2** for further details).
37. Funding provided by Nadder Community Energy from their Community Fund has been used to install PV solar panels on the roof of Tisbury swimming pool, providing energy for both the pool and the nearby cricket pavilion (owned by Tisbury Parish Council). The system is expected to generate around 6100 kWh of electricity per year leading to savings for both Wiltshire Council and Tisbury Parish Council.
38. The council has upgraded its green electricity tariff to 'Your Green', a product provided by our supplier Total Gas and Power (TGP) that ensures that all Renewable Energy Guarantees of Origin (REGOs) are sourced from a generator or technology directly contracted with TGP. This product ensures that 100% of the REGOs are purchased along with the associated generation. The sources of the renewable electricity remain as solely wind, solar, and hydro. This product provides increased traceability, transparency and reduces the perception of 'greenwashing' sometimes associated with REGO backed electricity.
39. As reported in the February update the Wiltshire Pension Fund Committee has been devoting significant time over the last year to climate change, to determine how we can best protect the Fund's investments, and position ourselves to take advantage of investment opportunities. As a result of the recent work, which includes climate change scenario modelling, the Committee has now set a target for the investment portfolios, of net zero by 2050. This will help to safeguard the investments and improve returns. The Committee has also approved spend to work with Mercer (the Fund's investment advisers) to develop a plan to ensure that the net zero target is achieved – this will include interim targets and monitoring.
40. During March 2021, the Fund launched a survey of the scheme membership, focussing on responsible investment issues, including climate change. 2,251 responses were received, from a diverse mix of scheme members. The results of the survey have been published in full on the [website](#). One relevant finding was that 86% of respondents answered Yes or Maybe to the question "is it important to you for Wiltshire Pension Fund to invest in sustainable and/or low carbon assets?"

41. A summary of the survey findings will be included in the Pension Fund annual report 2020/21. Also to be included this year is TCFD (Task force on Climate Related Financial Disclosures) reporting, for the first time. This will describe how the Fund manages climate risk, from a perspective of governance, strategy, risk management, and will also include carbon metrics.

Working with Partners as an Innovative and Effective Council: Commercialism

42. The council is currently working with the existing grounds maintenance provider to arrange a demonstration day for electric fleet which is currently on the market. This will include vans, ride-on mowers and hand tools such as hedge cutters and strimmers. It is likely that any significant changes to grounds maintenance fleet and tools will happen at the inception of the new provision post November 2022.

Working with Partners as an Innovative and Effective Council: Delivering Together

43. The council's area boards have been supporting groups on a variety of work programmes that relate to the environment. These range across many different topics, such as community electric vehicle charge points; energy saving schemes; waste reduction; knowledge sharing schemes; and many projects that support the natural environment and access to it. Further information is included in **Appendix 3**. All funding bids to Area Boards are now required to articulate their environmental impact.
44. The council has promoted the [Let's Go Zero](#) campaign to schools, with presentations to both Headteachers and Governors in March 2021. So far, 12 Wiltshire schools have signed up to the campaign. Environmental grants for schools have been promoted in the weekly e-bulletin and their feedback has been requested on the climate strategy.
45. Schools have also been provided with information on the [Queen's Green Canopy](#) initiative, a unique tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022. Schools can access free saplings on a first come first served basis. The initiative is not just restricted to schools and is looking to encourage many organisations to 'plant a tree for the jubilee'.
46. The council is currently undertaking a highway verge litter picking programme on major routes. So far this year 2215 bags of litter and 22 vehicle tyres equivalent to 29 tonnes of rubbish have been collected. The programme has been extremely successful and has been extended by a further four weeks. Litter is not only unsightly but also has significant impact on the environment and wildlife. The work that we have undertaken this year has been recognised by many Wiltshire residents via social media and also by Highways England for the clearance works on the major trunk roads (A303 and A36).
47. The council has signed up to the Keep Britain Tidy exemplar membership. This is a platform to engage with other organisations working to improve local environmental quality. It gives us unlimited access to the "ask the network"

where we can put questions to other members relating to our services, best practice and share expertise and “ask the expert” which offers impartial support from network experts including legal and environmental solutions.

48. Farmers and land managers working together can deliver greater benefits, especially at a landscape scale. Cranborne Chase Area of Outstanding Natural Beauty (AONB) has six farmer groups run by advisors or ‘facilitators’. In total there are over 90 farmers working in these groups across an area of 130 square miles. Each group sets their own agenda but common to all groups is a commitment to make improvements to the soils on their farms. Increasing the amount of organic matter within the soil allows more carbon to be stored so farmers are increasing their use of organic fertilisers like sewage sludge and compost from kitchen waste, rather than chemical fertilisers which use considerable amounts of energy and create emissions to produce. Soil structure and earthworm populations can be damaged by ploughing which also releases carbon into the atmosphere as well as using a considerable amount of fuel. Increasingly farmers are switching from ploughing to ‘minimum tillage’ systems saving fuel, earthworms and reducing emissions.
49. Working together across farm boundaries to create wildlife habitat corridors can help minimise the damaging effects of climate change on vulnerable wildlife populations such as rare butterflies, birds, plants, mammals and reptiles by allowing them to move safely between sites. Martin Down National Nature Reserve is completely surrounded by a ‘supercluster’ comprising three different farmer groups: Chalke Valley, Martin Down and Allenford Farmer Clusters. Species such as Marsh Fritillary butterfly and Turtle Dove are now being found outside the nature reserve boundary on new habitats created on adjacent farmland.
50. The council is involved nationally with the following networks and groups which aim to shape national policy. For example, the council was involved in a workshop with National Audit Office on the relationship between government and local authorities and how this will help or hinder net zero.
 - [Countryside Climate Network](#), which the Leader of Wiltshire Council now chairs
 - [Local Government Association](#) (LGA) climate action group
 - Association of Directors of Environment, Economy, Planning & Transport ([ADEPT](#)) Environment Board
 - [County Councils Network](#)
 - [Collaborative for Climate Action](#)
51. Working groups have been set up with public sector partners and housing associations to share knowledge and ways to work together to achieve our climate ambitions.

Overview and Scrutiny Engagement

52. As part of the governance supporting the development and delivery of the Climate Strategy, the Chairman of the Overview and Scrutiny Management

Committee now sits on the Councillor Climate Working Group. The executive continues to work closely with the O&S task group supporting this area and the recently published second set of recommendations were considered by the Environment Select Committee on 13 January 2021. The Global Warming & Climate Emergency task group discussed the Climate Strategy discussion document on 28 January 2021.

Safeguarding Implications

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

Public Health Implications

54. There are no direct public health implications arising from the report itself. Most of the actions we are taking (for example travel) will, however, have the potential to have a positive impact on the health of the population.

Procurement Implications

55. Project leads will be engaging with Procurement directly and in line with the council's procurement policy.

Equalities Impact of the Proposal

56. One of the key principles is for the Climate Strategy to be equitable, ensuring the transition to low carbon, climate resilient future is fair.

57. The consultation and engagement approach for the Climate discussion document has been planned so that it is inclusive.

Environmental and Climate Change Considerations

58. This report sets out the council's response to environmental and climate change considerations following the acknowledgement of a climate emergency and agreement by Full Council to seek to make the county of Wiltshire carbon neutral by 2030.

Risks that may arise if the proposed decision and related work is not taken

59. The paper is for Cabinet to note and does not require a decision to be made.

Financial Implications

The table in Appendix 4 shows the Capital and Revenue funds that are allocated to programmes to reduce carbon generation in Wiltshire. To date a total of £88.095m Capital and £3.871m Revenue has been approved, these have different funding streams as shown in the table below.

The council has invested extensively in its carbon reduction programme, committing £50m towards retrofitting its housing stock as well as £12.295m funding to convert 40,000 street lights to LED and £10.4m to reduce emissions from its

corporate estate. The council has also successfully secured £0.68m of government funding to support active travel and has secured a bid of £4.438m to the Public Sector Decarbonisation Scheme (PSDS), following a successful pilot bid of £0.2m to improve Warminster library.

It is recognised that further funding will be required to continue this progression at both an organisational and at a county level. The council is committed to working with government and private sector partners to explore all opportunities to access the funds to facilitate this work.

As part of the Climate Strategy development, the council will begin to quantify how much the pathway to a carbon neutral council will cost.

Legal Implications

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

Workforce Implications

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

Options Considered

62. The only option considered is to note the report.

Conclusions

63. Since Full Council resolved to acknowledge that there is a climate emergency and to seek to make the county of Wiltshire carbon neutral by 2030, a number of areas of work have been progressed.

Sam Fox, Corporate Director for Place and Environment

Report Authors:

Ariane Crampton, Head of Climate

Programme, ariane.crampton@wiltshire.gov.uk, 01225 718831;

Louisa Haines, Climate Officer, louisa.haines@wiltshire.gov.uk, 01249 468 464

22 June 2021

Appendices

Appendix 1: Climate Strategy Stakeholder Engagement Report

Appendix 2: Carbon Reduction works completed and underway on council property

Appendix 3: Area Board supported environmental projects 2020/21

Appendix 4: Capital and Revenue funds that are allocated to programmes to reduce carbon generation in Wiltshire.

Background Papers

None.

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Appendix 1

Climate Strategy Stakeholder Engagement Report

This report summarises the engagement that will help to inform the draft Wiltshire Climate Strategy, which will be subject to consultation in Autumn 2021. A wide variety of stakeholders have provided input, and this is being considered along with our own research to develop the strategy.

Since Wiltshire Council acknowledged the climate emergency in February 2019, engagement on this agenda has been carried out – first by the Wiltshire Council ‘Global Warming and Climate Emergency Task Group’ and more recently by the council’s Climate Team. A summary of engagement activity is provided in Annex A.

The most recent targeted engagement activity during Spring 2021 was focussed on talking to key stakeholders. Annex B gives an overview of the groups of stakeholders that were involved at this stage.

During May 2021 a series of webinars were held, and input was also invited via e-mail. The ‘Climate Strategy Discussion Document’ was published in full, and as a summary, on the council’s [climate webpages](#). The engagement was based on this document and asked the questions:

1. What do you feel are the 3 priorities for Wiltshire (not just the council) in becoming carbon neutral by 2030?
2. Does the organisation you represent have carbon neutral targets? If so what are they?
3. In what way could you support the council’s Climate strategy?

As a result of this targeted engagement exercise 181 people attended live webinars, and 105 written responses were received.

All of the engagement to date will inform the draft Climate Strategy, which will be the subject of full public consultation in Autumn 2020.

This initial engagement is seen as the beginning of strategy development and delivery which will necessarily encompass ongoing engagement and partnership working in different forms.

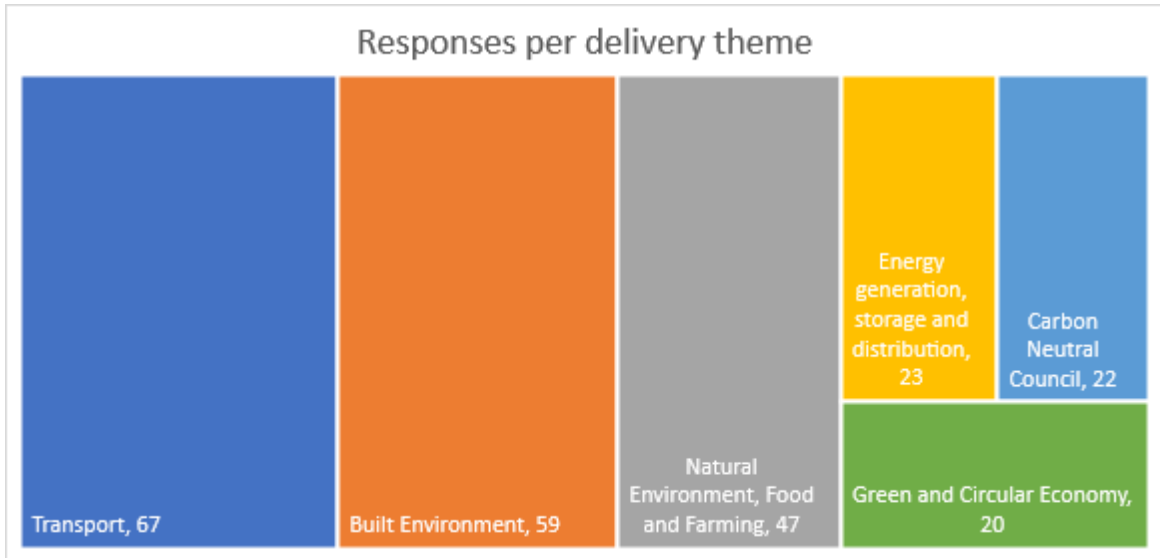
This was a targeted engagement programme, not aiming to provide a fully representative or statistically significant set of responses. The engagement was designed to give a steer in relation to:

- Feedback on the issues raised in the ‘Climate Strategy Discussion Document’
- An indication of the themes that stakeholders felt should be prioritised in the Climate Strategy
- An indication of gaps in awareness or knowledge – where there are themes that we know are critical in achieving carbon neutrality, but these received few mentions during our engagement.

Summary of emerging themes

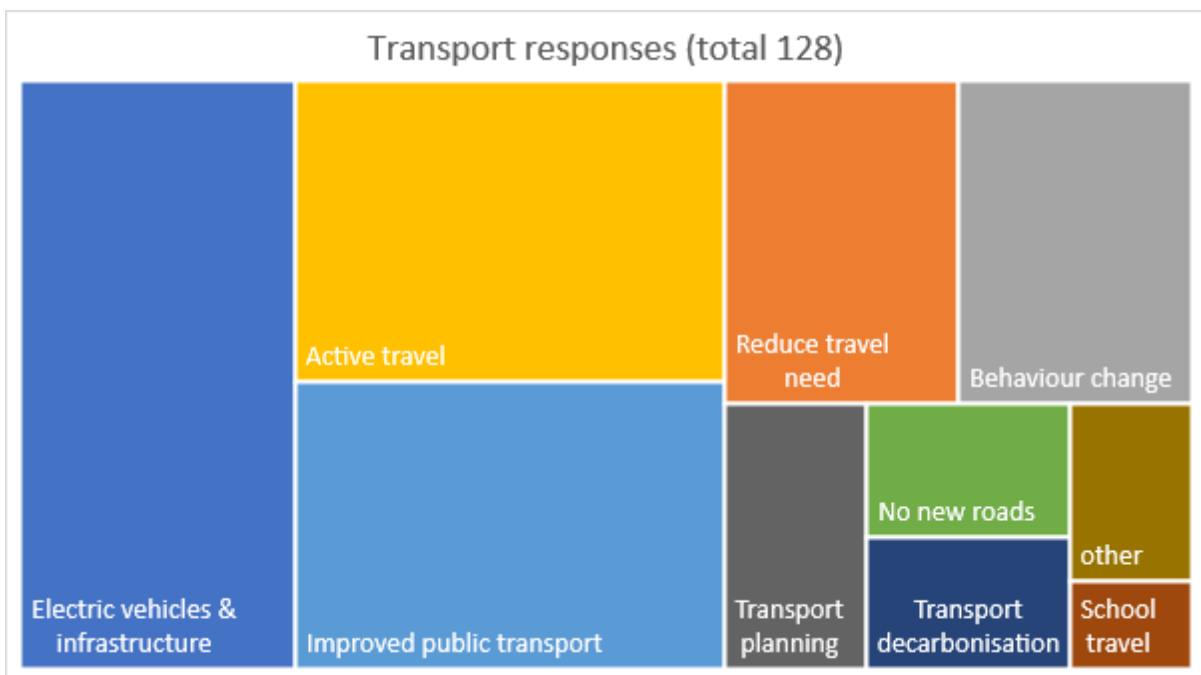
Q1: What do you feel are the 3 priorities for Wiltshire (not just the council) in becoming carbon neutral by 2030?

The following diagram shows the number of responses received in relation to each of the overarching Delivery Themes as set out in the Climate Strategy Discussion Document.



The following sections summarise the main messages that have been received through our engagement, in response to the priority areas for the Climate Strategy Question 1 above. Each section gives an overview diagram showing the strength of support for different topics and themes, as well as summarising the emerging themes that people felt the strategy should highlight.

Transport



Transport

- Transport was the theme that received the most comments and discussions in written responses as well as live events. Comments broadly followed the challenges and opportunities set out in the Discussion Document in relation to the 'Avoid, Shift, Improve' mode.
- While there were a lot of comments specifically on electric vehicle charging, the clear message was that the strategy should be centred on a strong, forward-thinking and strategic approach to low carbon mobility, affordable public transport and active travel.
- Many stakeholders pointed out that the council must give a clear and consistent message in relation to new road building and new housing developments, and how they align with the carbon neutrality aspiration, and in particular the zero carbon transport agenda.

Avoiding emissions

- Reduce the need / choice to travel by car – working from home, retain and improve local facilities, broadband, planning development
- No new road building

Shift the mode of travel

- Public transport – improve, and increase use
- Active Travel:
 - Active travel needs to be front and centre of strategies – aligning with carbon hierarchy, and 'Avoid, Shift, Improve'. A strategic cycling and walking network for Wiltshire – incorporated within and extending existing Rights of Way network and integrated within existing or new green and blue infrastructure as much as possible.
 - Improved walking and cycling infrastructure must be incorporated into new developments; strategic cycling network between settlements – particularly in and around the main towns / 'Principal Settlements';
 - Improve rural road safety

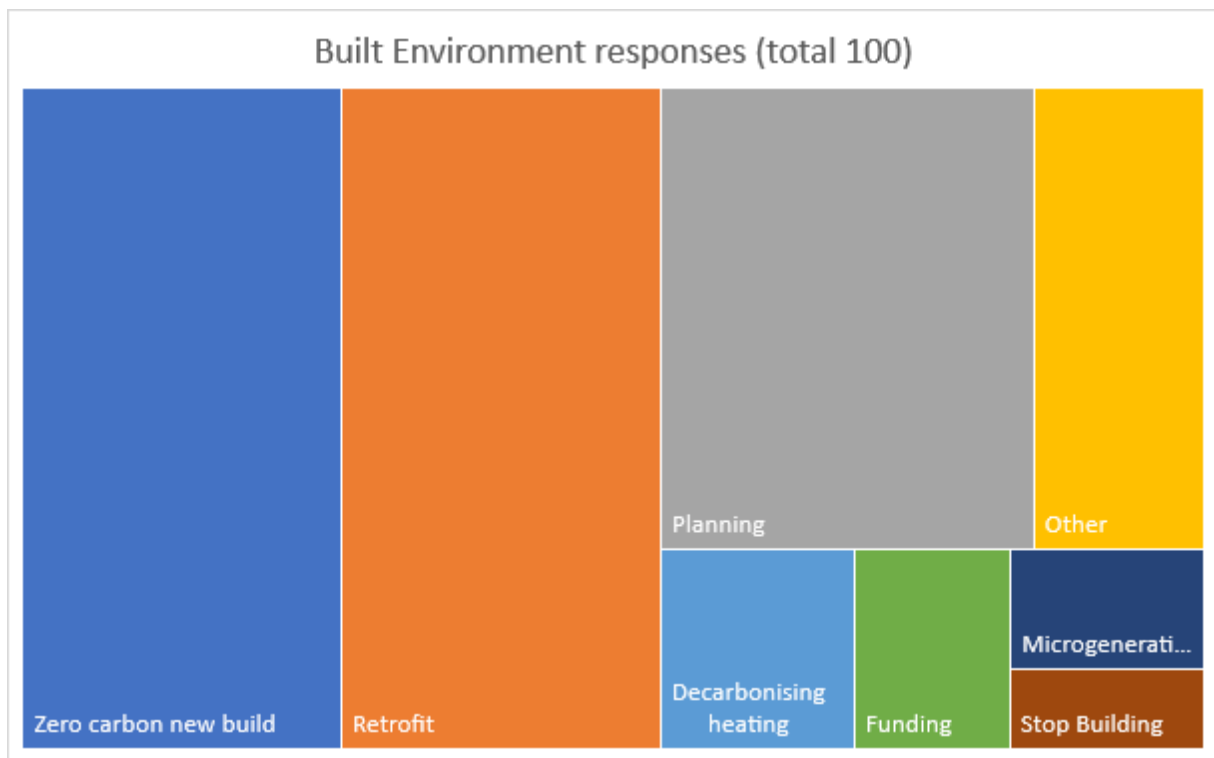
Improve vehicle technology

- **Electric vehicle uptake:**
 - improve EV charging infrastructure in Wiltshire
 - EV car clubs
- Alternative fuels such as hydrogen and biomethane were not generally discussed

Overarching issues:

- Talk about 'Mobility' instead of 'Transport'
- Behaviour change – schools / work travel plans; increase use of public transport, active travel
- There wasn't a significant mention of 'transport poverty' or fairness and accessibility

Built environment

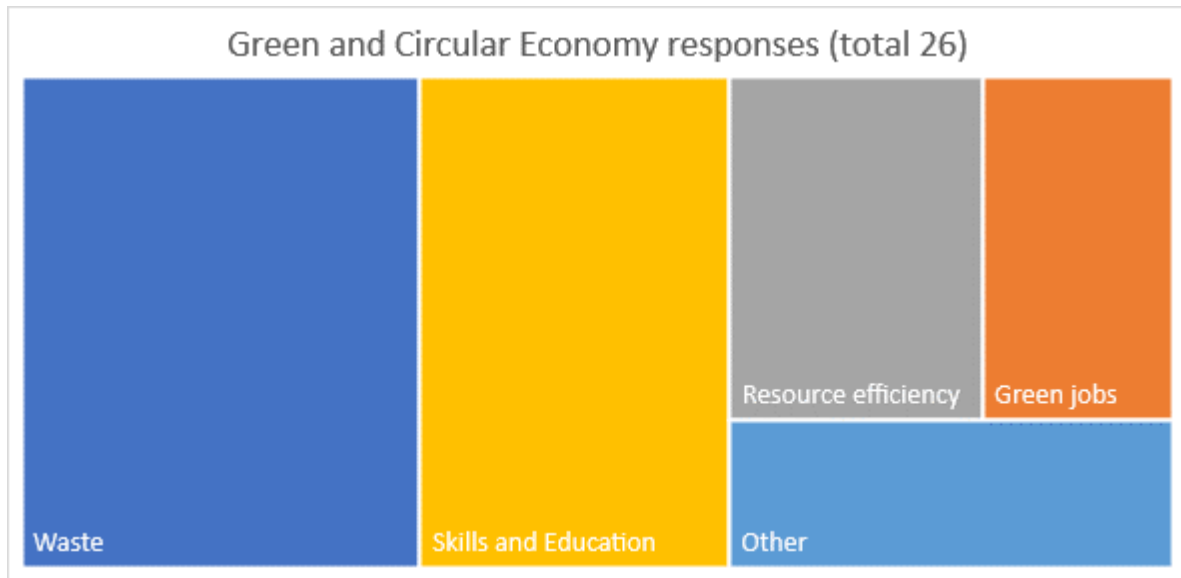


Built environment

Three key topics were raised, net zero carbon new build, planning/settlement location and the retrofit of existing property.

- New building should be built to be zero carbon. This referred to both housing and general building.
- Many comments refer to the importance of planning in relation to the built environment. This refers both specifically to the local plan produced by the council, but also more generally to the spread of settlements, where these are located, and how transport relates to settlement patterns.
- The need to retrofit the existing built environment, and ensure it is energy efficient, was highlighted, in relation to housing primarily, but also to business and schools and the wider built environment. The difficulty of retrofitting historic buildings was mentioned by only a few.
- The need for support in undertaking retrofit was also raised. Understanding where to start with this and how to access grants was raised alongside funding.
- Fuel poverty is an important topic and significant government funding is being allocated to tackle it, but not a significant issue raised by the targeted engagement.
- Specific technical issues such as the need to decarbonise heating or microgeneration were mentioned but by a minority of respondents, these are also encompassed by wider topic of housing retrofit.
- There was little mention of the need to make sure the built environment is resilient to the impacts of climate change, e.g. designing and retrofitting for cooling, reduced water use.

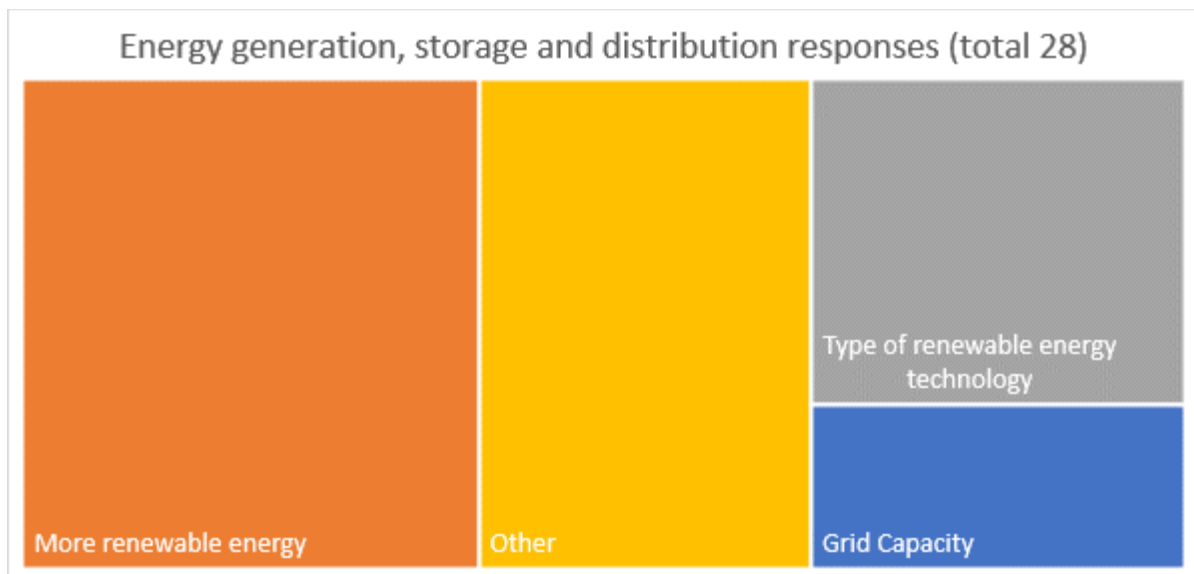
Green and circular economy



Green and Circular Economy

- Ensuring there are enough skilled people for local “green jobs”, e.g. skills needed for retrofitting buildings / installing new heating technologies.
- Diversification of businesses into green sector.
- Waste was mentioned no doubt partly because it was not presented in detail in the Discussion Document. Specific comments included:
 - More recycling – including businesses.
 - Consumption by individuals needs to be tackled.
 - Less waste = no new incinerators needed.

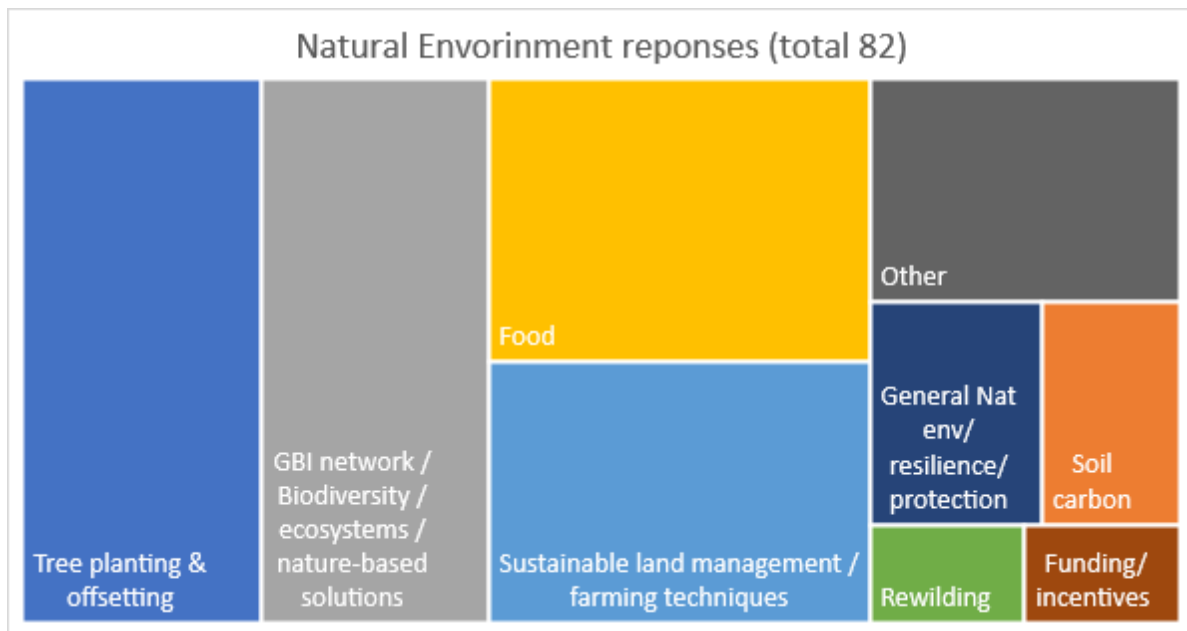
Energy generation, storage and distribution



Energy generation, storage and distribution

- Using renewable energy, in particular solar but also wind, was the most commented on topic in energy. Other technologies were mentioned to a lesser degree.
- It was felt that the council should explore renewable energy generation on its property as much as possible.
- Generally energy was raised as a priority less than the other main topic areas, (it does however overlap with others such as net zero carbon built environment)
- Grid capacity was highlighted as a crucial issue by a couple of respondents.
- The smart grid specifically was not highlighted or the need to reduce energy as a starting point.

Natural environment



Natural Environment, Food and Farming

The main engagement event with natural environment stakeholders was held in conjunction with the Green and Blue Infrastructure Strategy, so there was a significant proportion of specialist input and comments relating to improving the green and blue infrastructure network, improving biodiversity and ecosystems.

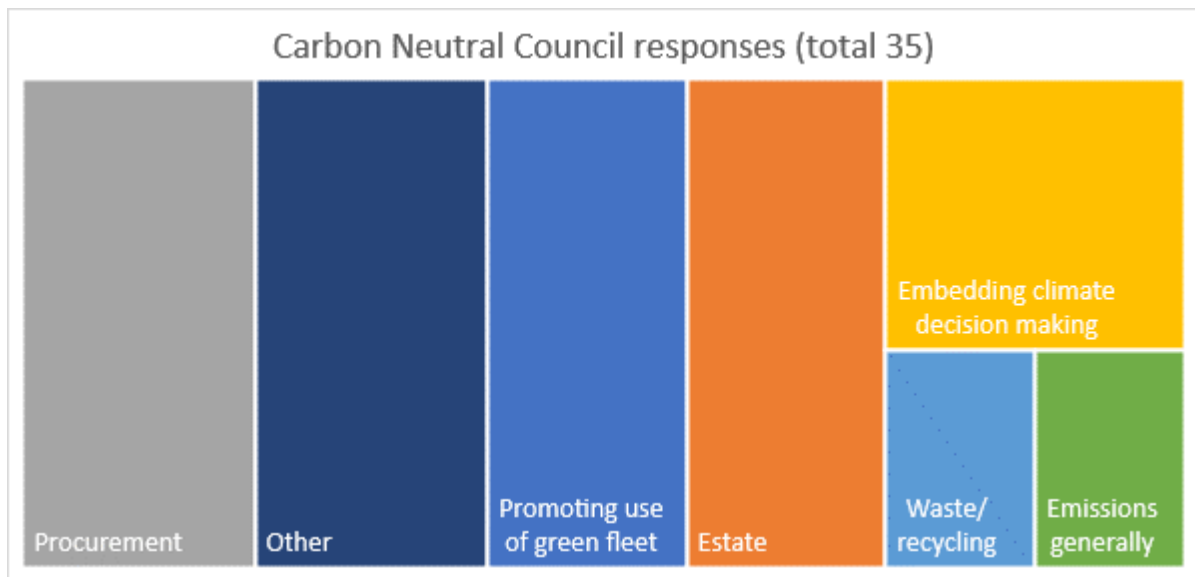
Outside of the natural environment stakeholder group, many other responses also called for the natural environment to be highlighted in the strategy.

Key areas are summarised as follows:

- Make best use of our natural environment to help offset emissions – through tree planting, but also through improved land use management, rewilding and improve biodiversity / ecosystems / soil to increase absorption carbon dioxide
- Food: supporting agriculture to produce locally and cut down on food miles, sustainable production methods, changing diets

- Apart from a great deal of interest in tree-planting, surprisingly little was specifically discussed in relation to offsetting, soil carbon and resilience
- The main comments in relation to resilience were to look after the natural environment so that it can help us be resilient to climate change – e.g. flooding
- Though not mentioned by many, it is important to highlight the comments in relation to efficient use of land or balancing land uses – e.g. in relation to potentially competing land uses, such as renewable energy, recreation, restoring biodiversity/habitats, offsetting, food production
- Some non-technical specialists commented that it was interesting that the council's presentation and documents set out the need to plan for a 2°C temperature rise, as until then respondents had focussed mainly on the need to avoid / mitigate carbon emissions, and not on the impacts / adaptation.

Carbon Neutral Council



Carbon Neutral Council

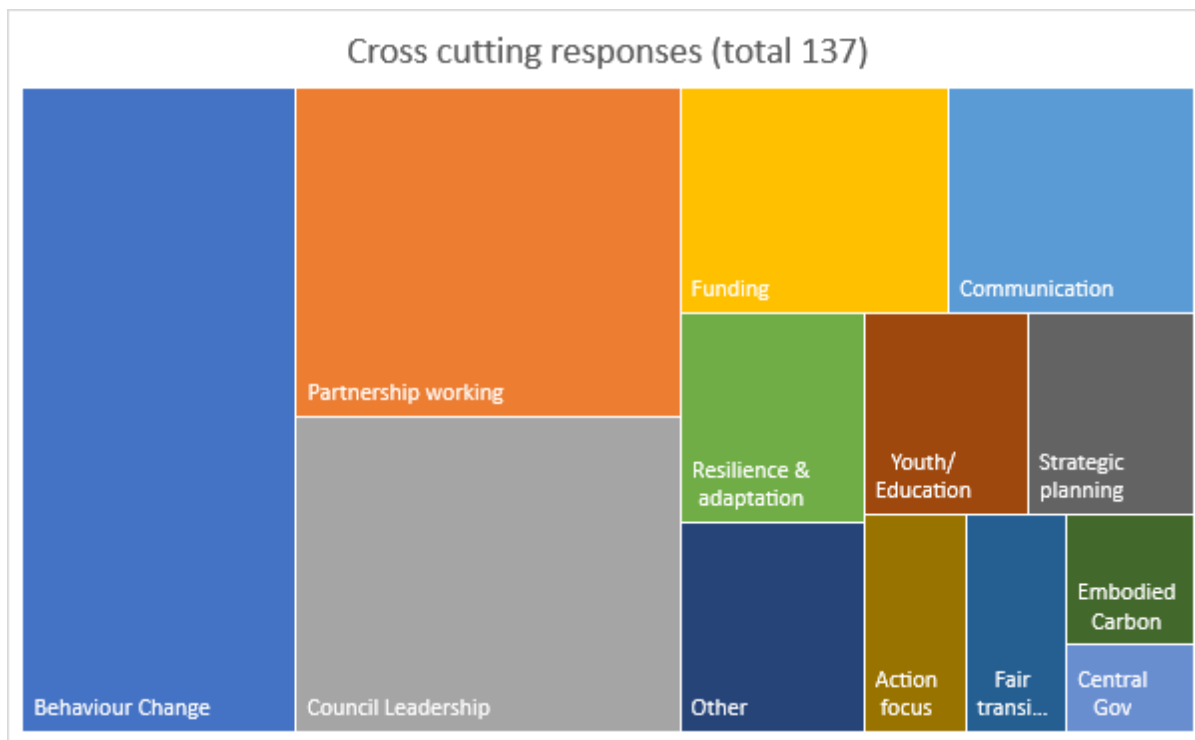
A wide variety of specific suggestions were raised in relation to the council's own operations and greenhouse gas emissions, including:

- Workplace EV charging
- Promoting use of green fleet
- Focus on reducing emissions from council estate and de-gas operational buildings
- Waste / recycling
- Tree planting / improving biodiversity and land management on own property
- Travel planning and parking charges

A few overarching areas stood out:

- the council needs to show **leadership and example** by becoming carbon neutral as a council.
- **procurement / indirect emissions** are not currently measured / reported and this was raised as an area that the council should be looking at
- embedding climate in **decision making** was also a key theme, including carbon assessment of key projects and decisions.
- the council's role in **engaging others**.

Principles, approach and other cross-cutting themes



Principles, approach, cross-cutting themes

- Behaviour change – ensuring people understand carbon neutral / zero carbon and are equipped to take action. It came through very strongly that this needs to underpin the strategy and cross-cuts all the other themes.
- Defining carbon neutral / net zero. Define what ‘carbon neutral by 2030’ means and how it is measured. Provide a clear route map to carbon neutral by 2030.
- Explain / use clearly the different national and local targets
- Report scope 3 emissions. Use consumption-based emissions / embodied carbon, not just territorial. Include all GHGs, not just carbon dioxide and methane.
- Don’t gloss over issues (e.g. no new roads) – council needs to lead. Be honest and open about the climate impact, and if a project is necessary explain the reason and how a decision was reached.
- Leadership / focus on actions that can make a difference. e.g. Town and Parish Councils are looking to Wiltshire Council for leadership on what they should be doing. They are wanting specific targets, actions, advice and support e.g. in relation to being a carbon neutral local council, or advice on how to work with the community.
- Green recovery – use the lessons from Covid in reacting to an emergency. Make sure the recovery does not take us backwards.
- A fair transition to net zero was only mentioned by a few, but a meaningful discussion was initiated.

Initiatives and targets to support implementation of the Climate Strategy

As well as asking stakeholders about the priorities that should be included in the Climate Strategy, the Discussion Document and engagement activities also asked whether stakeholders had carbon neutral targets and how their own work programmes would support the Climate Strategy:

2. Does the organisation you represent have carbon neutral targets? If so what are they?
3. In what way could you support the council's Climate strategy?

In general, where stakeholders had targets, these broadly aligned with the council's own commitment to be carbon neutral by 2030, or the government's 2050 target. It was encouraging how many respondents stated that they already had strategies and measures in place to help achieve carbon neutrality, and that they were keen to work in partnership with each other and with the council to achieve the common goal.

Conclusion

The engagement with stakeholders has provided useful input to the development of the Climate Strategy. The issues raised by stakeholders broadly align with the content of the Discussion Document. However, the results show that stakeholders wish to see certain aspects highlighted or brought out even more strongly, such as the scale and strategic or holistic nature of measures needed.

The responses generally call for clear leadership and a strong approach by the council in relation to the areas of the largest emissions: Transport and Built Environment. In addition, the Natural Environment was a key area, which, although it does not necessarily contribute the greatest proportion of Wiltshire's greenhouse gas emissions, it is perhaps the theme that represents interactions between all other themes and touches on everyone's lives, offering co-benefits alongside carbon neutrality.

Behaviour change and information came through very strongly as an area that underpins all of the delivery themes. It was felt that the Climate Strategy would not be delivered successfully without a significant change in mindset and action of all that live and work in Wiltshire.

Themes that did not receive a lot of attention indicate a lack of awareness of these issues or of certain specific technologies.

Most comments were based on carbon reduction, and there were relatively few mentions of adaptation and resilience, except by the natural environment stakeholders. In particular there seems to be a lack of discussion of the impacts of climate change and the cost to the economy and health.

Despite much discussion on carbon reduction, this tended to focus on looking at low-carbon technologies and solutions, rather than getting to grips with the need to reduce our energy use. This may be implied or taken as read, but we will need to ensure it is a clear priority.

It is interesting that the most popular comments and themes are not necessarily the most impactful in relation to mitigating or adapting to climate change. This will need to be explored through the development and delivery of the climate strategy.

Annex A: Summary of engagement activity and reports.

<p>Engagement by the Global Warming and Climate Emergency Task Group, June 2019 - November 2020</p>
<p>Substantial research and engagement was carried out by Wiltshire Council's Global Warming and Climate Emergency Task Group. The Task Group met with a range of witnesses, including local authority officers, Executive members, professionals in relevant industries, interest/campaign groups, national bodies and other stakeholders. More details on who was engaged are available in the Task Group's first report (see item 64, paragraph 15) and second report (see items 11, paragraph 14).</p>
<p>Early engagement by Climate Team November 2020 – April 2021</p>
<p>Climate Team in place from Autumn 2020. Initial engagement in Nov 2020 with Wiltshire Council staff</p>
<p>Direct 1 to 1 engagement / meetings with external stakeholders</p> <ul style="list-style-type: none"> • Businesses – a selection of large Wiltshire businesses, Inspire, Swindon and Wiltshire Local Enterprise Partnership • Community and voluntary groups e.g. Salisbury Diocese, Wiltshire Racial Equality Council, Centre for Independent Living, Pound Arts Centre
<p>Internal engagement with Wiltshire Council officers on Climate Strategy Discussion Document, January 2021</p>
<p>Wiltshire Climate Alliance Youth event, 22 February 2021</p>
<p>Regular discussion on emerging strategy via the following groups:</p> <p>Wiltshire Council:</p> <ul style="list-style-type: none"> • Global Warming and Climate Emergency Task Group • Fleet strategy • Active Travel working group • Strategic Procurement: Social Value Working Group • Climate Programme Group – Wiltshire Council Directors • Heads of Service Forum <p>Partnerships:</p> <ul style="list-style-type: none"> • Public Sector Partners working group • Education, Employment and Skills Action Group (EESAG) • Social housing providers
<p>Specific engagement events May 2021</p>
<ul style="list-style-type: none"> • Sustainable Transport team meeting 4 May 2021 • Wiltshire Housing associations meeting 10 May 2021 • Wiltshire Councillors, as part of Councillor induction programme, 17 May 2021, 44 attended • Voluntary and Community Sector Organisations webinar, 17 May 2021, 12 attended • Town and Parish Councils webinar, 20 May 2021, 52 attended • Natural environment organisations: Green and Blue Infrastructure Strategy & Climate Strategy webinar, 25 May 2021, 40 attended • Environment and community interest groups webinar, hosted by Wiltshire Climate Alliance, 26 May 2021, 22 groups, 33 attended
<p>Additional engagement May 2021</p>

Schools: Article in headteachers network and Governors network newsletters.

E-mails to all stakeholders inviting comments on Climate Strategy Discussion Document

- Businesses and Business networks, e.g. Inspire, Wiltshire 100, Business West; Public Sector Partners; Local Resilience Forum; Housing Associations; Community Energy Groups; Neighbourhood Planning Groups (via Town and Parish Councils); utilities companies; Wiltshire Council's large suppliers; Education, Employment and Skills Action Group; survey for all Heads of Service at Wiltshire Council

Key reports that complement our engagement

Recommendations by the **Global Warming and Climate Emergency Task Group** which were reported as follows:

- GWCE Task Group Report Part One on Energy, Transport and Air Quality, reported to Overview and Scrutiny Management Committee on [29 September 2020](#)
- GWCE Task Group Report Part One on Planning was reported to Environment Select Committee on [13 January 2021](#)

The Executive Responses to the GWCE Task Group recommendations were presented to Environment Select Committee on [13 January 2021 and 3 March 2021](#).

Wiltshire Local Plan Review consultation 13 January – 9 March 2021 included a paper on 'Addressing Climate Change and Biodiversity Net Gain'. The consultation attracted many comments that are relevant to climate change and they will form part of the evidence base for both the Local Plan and the Climate Strategy. A summary of the Local Plan Review consultation results was presented at the Cabinet meeting on [29 June 2021](#).

National Association of Local Councils (NALC) survey on climate change, which was [launched](#) in October 2020. The results for Wiltshire were kindly shared with us by NALC.

Annex B: Summary of stakeholders who engaged with the Climate Strategy development

Public sector
Public service partners Statutory agencies Town / Parish / City Councils Schools
Businesses and supply chain
A selection of Wiltshire businesses Business networks / associations (inc Swindon and Wiltshire Local Economic Partnership (SWLEP), Inspire) Wiltshire Council suppliers
Natural environment & agriculture (in conjunction with Green and Blue Infrastructure Strategy)
Natural environment organisations including: Environment Agency, Natural England, Wessex Water, canal and river trusts and partnerships, NFU and representatives of farming networks, Historic England, National Trust, CPRE, AONBs.
Wiltshire Council
GWCE Task Group Councillors A cross section of managers and staff
Community and Voluntary Sector
Local environment groups, e.g. local transition / zero carbon groups (via Wiltshire Climate Alliance) Community Energy Groups Community & Voluntary sector organisations
Transport
Wiltshire Council Sustainable Transport Team, Passenger Transport Team <i>External transport partners will be engaged fully once the government transport decarbonisation strategy is published and provides a context for partnership working.</i>
Housing
Housing associations

Appendix 2: Carbon Reduction works completed and underway on council property

Site	Public Sector Decarbonisation Scheme works				Property Carbon Reduction Budget works		
	PV panels	Air Handling Unit replacements	Motor upgrades	Air to Water Heat Pumps	LED Lighting	Heat pump	Controls upgrades
Bradford on Avon Swimming Pool	Yes						
Calne Leisure Centre	Yes		Yes				
Calne Library	Yes						
Chippenham Monkton Park Offices	Yes		Yes				Yes
Chippenham Olympiad Leisure Centre	Yes		Yes	Yes			
Chippenham Wiltshire & Swindon History Centre	Yes				Yes		Yes
Corsham Campus	Yes						Yes
Devizes Bradbury Manor					Yes		
Devizes Kennet House Depot	Yes						
Devizes Leisure Centre	Yes		Yes				Yes
Durrington Swimming Pool	Yes	Yes					
Malmesbury Sports Centre - The Activity Zone	Yes		Yes		Yes		
Marlborough Leisure Centre	Yes		Yes				
Pewsey The Vale Community Centre	Yes						
Royal Wootton Bassett Lime Kiln Sports Centre	Yes	Yes					
Salisbury Bradbury House					Yes		
Salisbury Bourne Hill Council Offices	Yes						
Salisbury Churchfields Depot	Yes						
Salisbury Culver St car park					Yes		

Site	Public Sector Decarbonisation Scheme works				Property Carbon Reduction Budget works		
	PV panels	Air Handling Unit replacements	Motor upgrades	Air to Water Heat Pumps	LED Lighting	Heat pump	Controls upgrades
Salisbury Five Rivers Leisure Centre	Yes		Yes	Yes			
Salisbury London Rd Park and Ride					Yes		
Tisbury Nadder Community Campus	Yes						
Trowbridge County Hall	Yes				Yes		Yes
Trowbridge Riverway Depot							
Warminster Library	Yes	Yes		Yes	Yes		
Warminster Sports Centre	Yes	Yes		Yes			

Appendix 3: Area Board supported environmental projects 2020/21

Blue Heart Campaign, Trowbridge Area Board - £1,115 awarded

Project summary: This project engages members of the public on the Blue Heart Campaign, which focuses on areas of land in gardens, public open spaces or road verges that are left or enhanced for wildlife. Many wildlife meadow trials in Trowbridge have very little engagement and this project runs family events to create their own blue heart for their own garden. A wildflower patch in Trowbridge will be created to run a series of talks and events demonstrating the benefits of reduced mowing and wildflower enhancements for wildlife.

City to Countryside Dog Trails initiative, Southern Wiltshire Area Board - £500 awarded.

Project summary: Dog trails to facilitate access to the countryside via supported walking routes.

Eco Friendly Directory, Southern Wiltshire Area Board, no funding required

Project summary: A community area directory of eco-friendly initiatives, projects and schemes in and around Wiltshire (a sharing resource for parish councils and community groups to get inspiration from). Produced by a local volunteer, and to be used and promoted at a themed event this year.

Electric Charging Points, Tidworth Area Board – £9,000 awarded

Project summary: A joint project with Tidworth Town Council to include the installation of electric charging points in their new Civic Centre due for completion in about 2 years. The community area currently has no charging points.

Fovant Village Hall Energy Saving project, South West Wiltshire Area Board - £5,600 awarded.

Project summary: an environmental project to aid the Fovant Village Hall to save energy through the improvement of the hall structure.

Harnham Neighbourhood Association, Harnham Harvest Table, Salisbury Area Board - £910 awarded

Project summary: The project aims to provide a mechanism for gardeners and allotment-holders in Harnham to share their surplus fruit and vegetables with other local residents who can benefit from them. This reduces wastage and promotes health and wellbeing by providing an accessible and free source of fresh produce to all who wish to take advantage of it including struggling families and older people.

Kingdom of Sticks, Bee Trail, Salisbury Area Board - £1,753 awarded

Project summary: The Salisbury Bee Trail will update signage and maps will be available to enable people to experience being outside in the city and as lockdown eases. Exploring our city green spaces is central to the trail which have hidden signs and the map will take people to the correct spot to find each of the 14 stops. For more information visit - <https://www.kingdomofsticks.com/>

Laverstock Scouts Nature Discovery Area, Southern Wiltshire Area Board - £1,700 awarded

Living Green Wall, Bradford on Avon Area Board - £2,500 awarded

Project summary: This is a community project backed by the Town Council which the Area Board supported. The [Living Green Wall](#) is a community-led project aiming to build a beautiful vertical garden in the heart of Bradford on Avon. The proposal is to build a vertical garden on the wall in Bridge Yard for the enjoyment and benefit of the town's community, visitors and businesses. Living Walls offer not only aesthetic benefits; they improve air quality and encourage biodiversity in otherwise blank lifeless spaces.

With the Town Council's declarations of Climate and Ecological Emergencies, and Climate Friendly Bradford on Avon urging the community to upscale its efforts to improve air quality and biodiversity in the town centre, this project presents a fantastic opportunity to do so, whilst providing a beautiful feature for visitors and residents alike. The wall will include a wide variety of seasonal plants, low energy LED lighting as well as birdhouses and bug hotels.

Mere Electric Car Club, South West Wiltshire Area Board - £11,000 awarded

Project summary: The aim is to introduce up to 4 electric charging points in Mere and up to 2 electric cars that will facilitate a new car club, for residents and visitors to rent. The charging points will also be promoted to A303 travellers.

Purchase of Becky Addy Wood, Bradford on Avon Area Board - £5,000 awarded

Project summary: Following the wood's listing for auction, Bradford on Avon Town Council was approached by the Friends of Becky Addy Wood (FROBAW) to investigate whether it could support a purchase as a way of protecting habitat. A [project](#) was initiated to help purchase Becky Addy Wood for the benefit of the community both in Bradford on Avon and Westwood, to retain and protect green spaces as per the intention of the Neighbourhood Plan.

Salisbury City Council/ Anybody Can Cook, Salisbury Community Pantry, Salisbury Area Board - £5,000 awarded

Project Summary - A [community shop](#) for people on low incomes who have suffered a change in situation particularly during COVID. A project with partners to extend the food delivery project that has been in place during lockdown. It acts as a stepping

stone from foodbanks and supports families and individuals to prepare nutritious meals from the ingredients, as well as helping to avoid food waste.

Salisbury Garden Volunteers, Salisbury Area Board – £1,000 awarded

Project Summary - The [Secret garden](#) is nearing completion as far as design is concerned. However, with the background of Climate Change and the interruptions to our work caused by Novichok and COVID-19 the aim is to future-proof the garden as far as possible. Our immediate goals are a) To reduce the need for constant watering b) To offer more protection for wildlife c) To reduce our dependence on foreign imports d) To increase the production of our own compost material e) To provide more of a continuous display throughout the seasons.

Salisbury Transition City, Salisbury Area Board - £1,000 awarded

Project Summary - This [event](#) will build on the successful September 2020 event which brought together over 20 community groups and organisations including Salisbury City Council with the aim of raising awareness of the need to bring about a sustainable future for the city. The event is also aimed at encouraging greater engagement amongst the young people regarding environmental issues and will promote greater involvement in the democratic process. It is also hoped that this will provide young artists with a platform to showcase their talents. This will be done by doing the following:

- Create an uplifting event in Queen Elizabeth Garden where community groups can provide information about their work.
- Provide a two stages with musical entertainment poetry and educational talks. This application will enable the youth stage to be funded. It will be dedicated to young people.
- Provide a platform for organisations including Salisbury City Council to explain what they are doing to become carbon neutral by 2030.
- Encourage visitors to become involved in positive initiatives within their own communities. 5 To promote Salisbury as being a vibrant attractive community which cares about the future of the City and the environment.

Share Salisbury (A Library of Things), Salisbury Area Board, - £3,200 awarded

Project Summary - [Share Salisbury](#) will provide the community with a Library of Things containing items such as carpet cleaners camping tables tools and toys. These will be available to hire via an on-line platform. All items will be of significant value to families and individuals who may not otherwise have access to such goods due to high purchasing cost or because infrequent use would not justify a purchase. The project will help to reduce inequality waste resource use and carbon emissions.

[Tis the Future](#), South West Wiltshire Area Board, no funding required

Trowbridge environmental community, Waste Free Masterclasses: Trowbridge Area Board - £950 awarded

Project summary: A focus on providing waste free boxes to households to help them learn ways in which to combat unnecessary single use plastics at home. Boxes are provided at subsidised cost from 'We Are Undressed' and contain different items depending on the need at home e.g. lemon bicarbonate of soda and vinegar to make up a cleaning solution. Instructional videos of what is in each box and how to make up a cleaning solution are posted to our website to guide people through the process.

Water Quality Testing Kit, Wiltshire Wildlife Trust – Trowbridge Area Board - £515 awarded

This project will allow Wiltshire Wildlife Trusts Water Team to purchase a backpack lab - water quality testing kit and educational resource, part of the ABBA: A Better Biss Approach Project. An in-depth water quality analysis on the rivers around Trowbridge will commence and school and community groups will be introduced to water quality testing with practical demonstrations and activities.

Appendix 4: Capital and Revenue funds that are allocated to programmes to reduce carbon generation in Wiltshire.

CAPITAL	Previous				Future	Total	Grant	Salix	Borrowing	HRA	Revenue	TOTAL	External
	Years	2021/22	2022/23	Years									
	£'m	£'m	£'m	£'m	£'m	£'m	£'m	£'m	£'m	£'m	£'m	£'m	£'m
HRA - Housing Energy Efficiency Programme	-	3.000	5.000	42.000	50.000	-	-	-	50.000	-	50.000	-	-
LED Programme	8.024	4.271	-	-	12.295	-	-	12.295	-	-	12.295	-	-
Salisbury River Park Scheme	6.049	0.481	-	-	6.530	6.060	-	0.470	-	-	6.530	-	20.000
Area Board - Grants linked to Climate Change	0.050	-	-	-	0.050	-	-	0.050	-	-	0.050	-	-
Operational Property Energy Efficiency and Generation	0.453	3.047	6.900	-	10.400	-	-	10.400	-	-	10.400	-	-
Park & Ride Solar Panel Canopies	-	2.400	1.100	-	3.500	-	-	3.500	-	-	3.500	-	-
Public Sector Decarbonisation Scheme Projects	0.200	4.438	-	-	4.638	4.638	-	-	-	-	4.638	-	-
Active Travel Fund	-	0.681	-	-	0.681	0.681	-	-	-	-	0.681	-	-
Total Capital	14.777	18.318	13.000	42.000	88.095	11.380	-	26.715	50.000	-	88.095	-	20.000

REVENUE	Previous				Future	Total	Grant	Salix	Borrowing	HRA	Revenue	TOTAL	External
	Years	2021/22	2022/23	Years									
	£'m	£'m	£'m	£'m	£'m	£'m	£'m	£'m	£'m	£'m	£'m	£'m	£'m
National Bus Strategy	-	0.100	-	-	0.100	0.100	-	-	-	-	0.100	-	-
Better Bus Fund - Bus Service Enhancements	-	0.671	-	-	0.671	0.671	-	-	-	-	0.671	-	-
Rural Mobility Grant - Pewsey Vale Demand	-	1.200	-	-	1.200	1.200	-	-	-	-	1.200	-	-
Responsive Bus Service	-	0.500	-	-	0.500	0.500	-	-	-	-	0.500	-	-
COMF - Warm & Safe Wiltshire	-	0.350	0.350	0.350	1.400	-	-	-	-	-	1.400	-	-
Dedicated Climate team	0.350	0.350	0.350	0.350	1.400	-	-	-	-	-	1.400	-	-
Total Revenue	0.350	2.821	0.350	0.350	3.871	2.471	-	-	-	-	1.400	-	-

BIDS	Previous				Future	Total	Grant	Salix	Borrowing	HRA	Revenue	TOTAL	External
	Years	2021/22	2022/23	Years									
	£'m	£'m	£'m	£'m	£'m	£'m	£'m	£'m	£'m	£'m	£'m	£'m	£'m
Local Cycling and Walking Infrastructure Plans -													
Chippenham & Trowbridge	-	0.060	-	-	0.060	0.060	-	-	-	-	0.060	-	-
Bradford on Avon Treescape Bid	-	0.096	-	-	0.096	0.096	-	-	-	-	0.096	-	-
In Development	-	0.156	-	-	0.156	0.156	-	-	-	-	0.156	-	-

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Wiltshire Council

Overview and Scrutiny: Annual Report 2020/21



What is overview and scrutiny?

Wiltshire Council is run by councillors elected by the people of Wiltshire. A small number of them form the cabinet (also referred to as the executive) which sets the direction, determines the priorities and takes important decisions. The councillors in the cabinet hold powerful positions and it is important that they are held to public account for their actions. This is done through a system called Overview and Scrutiny and is undertaken by the non-executive councillors.

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

How do we do it in Wiltshire?

There is an OS management committee and three specialist select committees covering the following main service areas:

- Health (including the NHS, public health and adult social care)
- Environment (including highways, waste and transportation)
- Children (including education, vulnerable children, youth services and early years)

The management committee, as well as coordinating the work of the select committees, covers internal matters such as finance, performance and staffing. Most of the work is done by small groups of elected members from across the political parties reviewing single specific issues in detail. These groups then report to the select committees and make recommendations for improvement to the cabinet and others as necessary.

Focus

The work programme focuses on the commitments given by the council in its Business Plan and approaches its work in the following way:

- Better outcomes for the people of Wiltshire
- Adding value to the way decisions are reached
- Working constructively with the cabinet
- Challenging positively as a critical friend
- Basing its findings on good evidence
- Learning from others



Overview and scrutiny during COVID-19

As we all know, this has been an unprecedented and challenging year and the ripples caused by the pandemic will be felt for some time to come. Every department of the council has been involved in supporting the residents of Wiltshire through the pandemic and Overview and Scrutiny has needed to adapt its approach to support that effort.

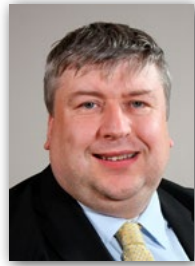
In normal circumstances, Overview and Scrutiny operates four committees, all meeting regularly and providing 'critical friend' input on most decisions taken by the council's executive. However, as the pandemic situation began to unfold in April 2020 it was agreed that Overview and Scrutiny should temporarily switch to a streamlined model, maintaining scrutiny's crucial role while allowing officers to focus on the urgent day-to-day challenges. The streamlined model comprised the following:

- **Wiltshire COVID-19 Response Task Group:** A dedicated working group of 7 members who met regularly with the Leader, Chief Executive and Corporate Leadership Team to receive updates on the pandemic and scrutinise the council's response.
- **Overview and Scrutiny Management Committee:** The council's lead Overview and Scrutiny committee continued to hold public meetings online throughout the pandemic and oversaw the work of the Wiltshire COVID-19 Response Task Group.
- **Children's, Environment and Health Select Committees:** To allow officers to focus on the incident response, formal meetings of these committees were paused between April 2020 and January 2021. However, they continued to meet informally, discussing issues of local concern and agreeing key questions for the Executive and officers. These were then taken forward by the COVID-19 Response Task Group and OS Management Committee.
- **Briefings for select committee chairmen and vice-chairmen:** The lead Overview and Scrutiny members were provided with regular briefings on proposals coming to the council's Cabinet, during the temporary pause of select committee meetings.

While COVID-19 remains in our lives, since March 2021 the council's full select committee structure has been back in place and has been providing Overview and Scrutiny input across the full Cabinet work programme and beyond.



Other Overview and Scrutiny work



Cllr Jon Hubbard
Chairman



Cllr Jacqui Lay
Vice chairman

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

Adoption West Joint Scrutiny Panel

- Adoption West and ensure that it meets its performance targets and expectations. The joint scrutiny panel started in 2020 and submitted its first annual report to the committee.

FACT (Family and Children Transformation) programme

- Received regular updates and recommended that the next committee (post May 2021) consider setting a task group to scrutinise the impact and effectiveness of the FACT programme.

Youth Voice

- Considered the outcomes of youth surveys and the changes to the service. Working to embed the voice of children and young people in the work of the council and monitoring the implementation, and impact, of the proposed approach for Youth Voice.

Environment select committee



Cllr Stuart Wheeler
Chairman



Cllr Bob Jones
Vice chairman

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

Global Warming and Climate Change

- Produced two detailed reports with 141 recommendations about how to reduce carbon emission through energy, transport, air quality and planning

Waste

- Reviewed the delivery of the Household Waste Management Strategy including waste collection, recycling and fly-tipping.

Highways

- Considered the effectiveness of the highways service over the last 12 months, looking at road maintenance, cycle lane provision and traffic management issues.

Health Select committee



Cllr Chuck Berry
Chairman



Cllr Gordon King
Vice chairman

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

Royal United Hospital (RUH)

- Considered the Government's Health Infrastructure Plan and the potential to secure funding to transform services and develop new hospital buildings at the RUH.

COVID-19 Response

- Reviewed the council's and the Bath, Swindon & Wiltshire Clinical Commissioning Group's (BSW CCG) activities to mitigate the impact of the pandemic within Wiltshire.

Children and Adolescent Mental Health Services (CAMHS)

Reviewed the mental health services for children and young people in Wiltshire, with all recommendations accepted by the Executive.

Management committee



Cllr Graham Wright
Chairman



Cllr Alan Hill
Vice chairman

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

Financial robustness

- Scrutinised council budget proposals in detail to ensure that they were sound and reviewed potential impacts on services.



Looking forward

Overview and Scrutiny has reflected on its work over the past four years, undertaking a detailed review of its activities and approach. You can read the full report on the council website [here](#).

With the 2017-21 council term at an end, the function will soon be forming a new work programme for 2021-25. This will reflect some of the issues raised by residents during the local election campaigns, as well as the corporate priorities agreed by the council as part of its new Business Plan.

Like local authorities across the country, Wiltshire Council is playing a central role in responding to COVID-19 and supporting residents to meet the challenges of the pandemic. It is working with its partners to ensure that communities are supported, local businesses receive government funding and critical services continue to protect people during an unprecedented and rapidly changing situation.

To add maximum value, Overview and Scrutiny will be focusing on how Wiltshire can recover as fast as possible and what new and improved ways of working can be found.

Covid-19 has placed significant new financial pressures on local authorities, on top of existing demographic challenges and rising costs. In Wiltshire, Overview and Scrutiny will contribute to meeting this challenge by acting as a 'critical friend' to decision-makers, supporting innovation in how the council and its partners deliver services and acting as the voice of the people when important decisions are being made.

Getting involved

Overview and Scrutiny welcomes suggestions from councillors and members of the public regarding issues that could be investigated. If you would like to suggest an issue that Overview and Scrutiny should look into, please contact us via the details at the end of this report. Members of the public can also get directly involved by attending committee meetings, submitting a question before a meeting or giving notice to make a statement on an item on the agenda.



Want to know more?

Contact Henry Powell, Democracy Manager (Scrutiny),
Tel **01225 718052**,
Email henry.powell@wiltshire.gov.uk
Visit www.wiltshire.gov.uk

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Wiltshire Council

Council

20 July 2021

Report of the Independent Remuneration Panel on Members' Allowances

Purpose of Report

1. To set the financial and legal 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:

SRA	Current Allowance	Recommendation	Variation
Leader	£34,583	£36,000	+£1,417
Deputy Leader	£27,665	£29,000	+£1,335
Cabinet Member	£20,749	£22,000	+£1,251
Chairman of Council	£13,833	£8,000	-£5,833
Chairman of O&S	£13,833	£15,000	+£1,167
Chairman of HWB	£10,375	£0.00	-£10,375
Portfolio Holder	£7,782	£8,000	+£218
Chairman PCP	£7,782	£8,000	+£218
Chairmen Select Committees	£7,782	£8,000	+£218
Chairmen Area Board	£7,782	£8,000	+£218
Vice Chair of O&S	£7,782	£8,000	+£218
Vice Chair of Council	£6,916	£4,000	-£2,916
Chairman of Strategic Planning	£6,916	£8,000	+£1,084
Chairman of Area Planning	£6,916	£8,000	+£1,084
Chairman of Audit and Governance	£3,459	£8,000	+£4,541
Chairman of Licensing	£3,459	£4,000	+£541
Chairman of Staffing	£3,459	£4,000	+£541
Chairman of Pension Fund	£3,459	£4,000	+£541

Chairman of Standards	£3,459	£4,000	+£541
Chairman of OFWG	£3,459	£4,000	+£541
Conservative GL	£8,552	£6,000	-£2552
Lib Dem GL	£6,414	£6,000	-£414
Independent GL	£1,497	£1,000	-£497
Labour GL	£641	£1,000	+£359
O&S Fund	£15,000	£15,000	N/A
Standards Independent person	£2,522	£3,000	+£478
Co-opted Standards (non-voting)	£1,262	£1,000	-£262
Co-opted PCP (co-opted voting)	£2,169	£2,000	-£169
Co-opted CSC (Co-opted voting)	£1,009	£2,000	+£991
Basic Allowance	£13,833	£14,500	+£667

5. Recommendations are also made to increase the ability to claim up to £30 per hour for caring responsibilities and for the inclusion of a long-term absence policy to cover instances of long-term sickness or parental leave.
6. 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 allowances. The Panel recommends this continues from the 2022-23 financial year and therefore future budget provision will need to be made for this, an incremental uplift has already been factored into the 2021-22 recommendations.

Budget Provision 2021/22

7. The current budget for members' allowances is £1,957,380 (excluding National Insurance contributions and travel, subsistence and carers allowance claims).
8. If the Council were to agree the Panel's recommendation in full, the overall estimated full year cost would be approximately £2,065,000, given that the proposals would only be effective from 10 May (for the basic allowance, and a later date for most SRAs) the estimated impact in the 2021/22 financial year is £2,051,004. The cost of the sickness/parental leave policy is not forecasted as the nature of this expenditure is that it cannot be planned ahead, additionally, it is expected to be used infrequently and therefore can do so without significant budgetary implications.
9. Employer's National Insurance contributions are payable against both the basic and special responsibility allowances. The current budget is £157,800 which is currently sufficient to meet the estimated NI cost arising from the Panel's recommendations.
10. The full year impact of the panels recommendation represents a 5.5% increase on the current budget which, if approved, will be a further pressure on the Councils estimated £45m budget gap in 2022/23 of £107,620. In the

current year there is no current budget provision for any increase and this would therefore leave an estimated overspend of £93,624.

11. If the recommendations are approved by Council, both the overspend in this current year and the full year impact from 2022/23 will need to be managed and mitigated by finding equivalent savings and/or reductions in spend elsewhere across the Council. These will be identified within the appropriate budget monitoring reports to Cabinet as well as the 2022/23 budget setting process and medium term financial strategy

Future Budget Provision

12. The recommendations of the Panel are intended to cover the period of this council from 2021-2025, including the annual pay award. Subject to Council approving this recommendation, these additional costs will need to be taken into account in future budget setting processes.

Financial Implications

13. These are detailed above in this report and the relevant Head of Finance has been consulted in the preparation of this report.

Legal Implications

14. The review of the scheme of allowances has been conducted in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003.
15. In respect of the recommended parental/sickness leave policy, this is a matter of local discretion as there is no legal right to parental leave of any kind for people in elected public office (i.e. MPs as well as Councillors).
16. From 2014 the government removed the entitlement of councillors to join a Local Government Pension Scheme, therefore the Members' Allowance Scheme is no longer able to provide pensions for councillors.

Other implications

17. There are no other relevant implications arising from the Panel's report.

Recommendations

18. **That Council is asked to determine a scheme of members' allowances for Wiltshire Council for the period May 2021-May 2025, having regard to the recommendations of the Independent Remuneration Panel, and the financial context as described in this report.**

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

Report Author: Libby Johnstone (Democracy Manager)

Date of report: 1 July 2021

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**Report of the Independent Remuneration Panel
of Wiltshire Council**

Review of the Members' Allowances Scheme

July 2021

Members of the Panel

John Quinton (Chairman)
Keith Broughton
Bernadette Fitzmaurice

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SUMMARY OF RECOMMENDATIONS

The Independent Remuneration Panel recommends that:

- 1) The council increases the basic allowance from £13,833 to £14,500 with effect from 10 May 2021.
- 2) From the financial year 2022/23 the council should apply the staff pay award, subject to the NJC for local government services terms and conditions, as the index by which annual adjustments are made to the basic allowance and SRAs, rounded to the nearest pound.
- 3) The number of SRA bands is reduced from eight to six.
- 4) The council reduces the maximum cap to 1 SRA payable to individual councillors. The highest SRA to be payable. The Group Leaders allowance and the Chairman of an Area Board SRA are exempt from the cap.
- 5) Band 1, the Leader's SRA, is £36,000 per annum.
- 6) Band 2, the Deputy Leader's SRA, is £29,000 per annum.
- 7) Band 3, the Cabinet Members' SRA, is £22,000 per annum.
- 8) Band 4, the Chairman of the Overview and Scrutiny Management Committee's SRA, is £15,000 per annum.
- 9) Band 5, including the Chairman of the Council, Portfolio Holders, Chairman of the Police and Crime Panel, Chairmen of the Select Committees, Vice-Chairman of the Overview and Scrutiny Management Committee, Chairmen of Area Boards, Chairman of the Strategic Planning Committee, Chairmen of Area Planning Committee and Chairman of the Audit & Governance Committee, is £8,000 per annum.
- 10) Band 6, including the Vice-Chairman of the Council, Chairman of Licensing Committee, Chairman of the Staffing Policy Committee, Chairman of the Wiltshire Pension Fund Committee, Chairman of the Standards Committee and Chairmen of the Operational Flood Working Groups, is £4,000 per annum.
- 11) The Chairman of the Health and Wellbeing Board is removed from the SRA scheme.
- 12) a) The Overview and Scrutiny fund is retained within the scheme at £15,000.
b) The fund will be allocated by the Overview and Scrutiny Management Committee in accordance with a scheme which it will approve annually.

- 13) Group Leaders to receive a flat rate allowance in the following proportions:
- i. The majority group Leader will receive £6,000;
 - ii. The main opposition group Leader will receive £6,000;
 - iii. For Groups with 3 or more members the Leader will receive £1,000.
- 14) The Group Leaders Allowance remains exempt from the SRA per councillor cap.
- 15) The remuneration for the Independent Person for Standards is to be £3,000 per annum.
- 16) Co-opted Members of committee's (voting) allowances is to be £2,000 per annum and applies to the co-opted voting members on the Police and Crime Panel and Children's Select Committee.
- 17) Co-opted Members of committees (non-voting) allowances is to be £1,000 per annum and applies to the co-opted members on the Standards Committee.
- 18) a) The basic allowance for Wiltshire Councillors shall be backdated to 10 May 2021.
- b) In an election year, the SRA for the Leader, Deputy Leader and Cabinet Members continue until the new Cabinet are appointed by the Full Council, this to apply from 7 May 2021 onwards, providing the member was re-elected. Section 6 of the Allowance Scheme to be updated accordingly.
- c) All other changes to the members allowance scheme shall come into effect from 20 July 2021 as the date of the council meeting.
- 19) The Dependants' Carers' Allowance scheme shall be amended to be paid at actual cost up to a maximum rate of £30 per hour or set at the National Minimum Wage hourly rate when informal care is provided by a friend or family member.
- 20) That the travel, subsistence, and approved duties remain, that the scheme explicitly specifies attendance at town, parish, and meetings of the Executive as an approved duty.
- 21) Section 8 of the Members Allowances Scheme be replaced with:
- a) Members entitled to a Special Responsibility Allowance (SRA) will continue to receive this in full during a period of long-term sickness, maternity, paternity, shared parental, or adoption leave. Long-term absence is defined as a duration of at least one month.

b) For claims under paragraph a) above, long-term absence from Members should be communicated by the Member to the Monitoring Officer and Group Leader (where applicable) in writing for assessment as to the appropriate course of action under paragraphs c-f below.

c) Where a replacement is appointed to cover the period of leave, that person will receive the SRA on a pro rata basis for the period of the temporary appointment. The replacement will be appointed by the Leader, Political Group, Council or Committee as appropriate under the circumstance, and the SRA may be backdated to the start of the temporary arrangements.

d) The payment of SRAs (to the primary SRA holder or replacement), shall continue for up to six months, or until the date of the next Annual Council Meeting, or the date where council must consider whether to make an exemption to the '*six month rule*' on non-attendance (whichever is sooner). At that point, the position will be reviewed, and will be subject to a possible extension for a further six-month period with reasons given for the extension.

e) Should a Member appointed to replace the Member on leave already hold an SRA position, the ordinary rules relating to one SRA payment shall apply.

f) In the event the Member taking leave is removed from their post, or they cease to be a member of the council, the member's leave will end at that time.

22) 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 recommendation before making any changes or amendments to their allowances scheme. The council 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 following if they are to be introduced:
 - level of a Basic Allowance payable to all members of the council;
 - roles and responsibilities for which Special Responsibility Allowances (SRAs) should be payable and the level of each such allowance;
 - level of allowances payable to Co-opted Members;
 - inclusion of childcare and/or dependent carers' allowances and the level of any such payments; and
 - level of allowances for travel, subsistence, and overnight stays.

BACKGROUND

3. The Independent Remuneration Panel ('the Panel') undertook a '*light touch*' approach to reviewing the Members' Allowances Scheme ('the Scheme') in 2017, therefore in 2021 the Panel were asked to undertake a thorough review. This included considering areas that the previous review felt might require detailed consideration, such as the simplification of the Scheme through reducing the number of SRA Bands (See Appendix Six).
4. Wiltshire Council's Independent Remuneration Panel was appointed by Council following a selection process involving representatives from all political groups and overseen by the Monitoring Officers. The Panel consists of the following members:

John Quinton (Chairman)

John is now retired following a career in local government, including working as the Head of Democratic Services for Wiltshire Council 2003-2013. Prior to working for Wiltshire Council, John performed a similar role at Surrey County Council. Since retirement, he has served on, and chaired, Independent Remuneration Panels for former district councils within Dorset and Bournemouth, both successor and unitary councils, and for the Dorset and Wiltshire Combined Fire Authority.

Keith Broughton

Keith Broughton spent most of his working life in human resources, specialising in remuneration and benefits. He worked for a number of major international companies and consultancies. Now retired, he lives in North Dorset and has served on Independent Remuneration Panels for Dorset and Bournemouth, Christchurch and Poole councils.

Bernadette Fitzmaurice

Recently retired from a career in contract management, compliance and commissioning, including a period with Wiltshire Council and Aster Group. Bernadette's previous experience also includes time as an Area Manager within the voluntary sector, for Wiltshire, Hampshire and Dorset's Supported Employment Service delivering European Social Fund Projects and Services.

5. The Panel received officer support from Libby Johnstone, Democracy Manager (Democratic Service), Simon Bennett, Senior Scrutiny Officer and Ben Fielding, Democratic Services Officer. Legal advice was provided by Perry Holmes (Director of Legal and Governance, and Monitoring Officer)
6. All the recommendations of the Panel were agreed unanimously.

PRINCIPLES

7. The Panel conducted the review in accordance with the following principles:
 - a) Wiltshire Council is one of many local authorities, it should adopt a scheme similar to comparable local authorities and which is not significantly out of line with others;
 - 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) 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 as far as possible;
 - e) 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;
 - f) a scheme should reflect the substantial time which the average councillor spends on casework, local community work and other council work – it is not a salary or intended to replace a salary;
 - g) a scheme should recognise also the additional duties and responsibilities of office holder
8. The Panel is not able to consider the financial implications of their recommendations upon the local authority. The financial implications of this report are a matter for Full Council and are provided in the covering report.

PROCESS AND METHODOLOGY

9. In undertaking the review, the Panel met on seven occasions between 15 March and 5 July 2021. In addition, interviews with officers and members were held as detailed below. The Panel considered a range of evidence, including:

Verbal evidence from councillors and officers

10. The Panel held fourteen online meetings with individual and representative groups of councillors holding various roles of special responsibility, including the Leader and Deputy Leader of the council, Cabinet members and portfolio holders, the Leaders of the political groups, the Chairman and Vice Chairman of the Overview and Scrutiny Management Committee and Chairmen of Select Committees, Chairmen of the Strategic and Area Planning Committees, Chairmen of Area Boards, Chairman and Vice-Chairman of the Council and the Chairman of the Audit & Governance Committee and the Police and Crime Panel. The Panel also met a group of backbench councillors.
11. Online meetings were also held with the Chief Executive Officer, the Director of Legal & Governance (previous and current), Head of Service Communities, the Communities Specialist Manager, Democracy Manager (Scrutiny) and Senior Democratic Services Officer.
12. 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 One.

Members' survey

13. The Panel conducted two online surveys of councillors which ran from Monday 19 March 2021 until Friday 2 April 2021. These targeted:
 - all councillors and related to the Basic Allowance and the Special Responsibility Allowance (SRA).
 - Special Responsibility Allowance (SRA) holders, including external co-opted members of committees.
14. Thirty-nine individuals completed the surveys, providing 64 responses in total to both surveys. The Panel considered that the findings from the survey responses were very clear and there would be no added benefit in surveying new councillors following the May elections.
15. The survey evidence is referenced, where appropriate, throughout this report. The survey questions can be found in Appendix Four.

Members' Allowance Schemes adopted by other councils

16. During its deliberations the Panel considered members' allowance schemes from a number of local authorities for comparative purposes. These included

neighbouring unitary councils, other councils in the South West and comparable local authorities in the rest of England.

17. The authorities compared are listed in Appendix One.
18. 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 that: *'Wiltshire Council is one of many local authorities, it should adopt a scheme similar to comparable local authorities and which is not significantly out of line with others'*.
19. Details of the sample of comparable councils referred to above and the comparative data presented before the Panel are attached at Appendix Two.

BASIC ALLOWANCE AND INDEXATION

Introduction

20. 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'* (Office of the Deputy Prime Minister ODPM, 2003). Incidental costs can be many, ranging from telephone calls to visiting constituents (Councillors Commission, 2007).
21. Statutory guidance also includes that the role of an elected councillor must in part be viewed as an unpaid voluntary service and some hours are not remunerated (2006 DCLG Statutory Guidance)
22. The Panel re-examined the principles on which the Basic Allowance was calculated, deliberating on the responsibility, accountability, time and effort required for the role of councillor. The Panel considered the average number of hours worked by councillors as captured in the members' survey and potential alternative rates on which to base the allowance.
23. 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).
24. Following such index linked rises the Basic Allowance, as of April 2021, was £13,833. The Panel noted that the staff pay award (against which the current scheme is indexed) had not yet been determined for 2021 and therefore the increment remained outstanding.

Conclusions

25. The majority of responses to the members' surveys were that the Basic Allowance was set at the right level, though a significant minority of respondents did feel that it was too low. The current level is in the higher end of local authority comparators, although not significantly out of keeping with other local authorities. Survey responses also indicated that the time spent per week on average by councillors on council business (20-25 hours) had not changed since the last survey in 2013. The Panel concluded that the level of the Basic Allowance did not need a major overhaul, and that whilst not all time spent on duties was reimbursed, this was part of the public service element of the role.
26. Evidence from the members' survey was evenly divided about whether the level of allowance was a barrier to people standing as a councillor. Discussions with councillors reinforced this divide. Strong representations were made about barriers for those who worked, had children and/or caring responsibilities or were receiving benefits. Representations received from the previous Leader and Deputy Leader highlighted the loss of actual or potential earned income. The Basic Allowance though is not a salary replacement scheme but recognises the time commitment and incidental cost incurred. Though considered in detail, the Panel received no conclusive evidence that the Basic Allowance dissuaded potential candidates from standing. In fact, most prospective candidates appeared to be unaware of the allowances. They did though hear a specific example of difficulties after a member had been elected. These were due to issues the Panel cannot influence, such as the income tax and benefit systems. However, to support those with children/caring responsibilities, the Panel has recommended changes to the Carers/Dependents Allowance and the introduction of a sickness and maternity policy which will help to remove some perceived barriers to elected office, see below (paras 92-93).
27. The Panel did agree that councillors were incurring additional costs when undertaking their role, such as telephone and broadband, due to the increased time working from home. These are likely to continue post-pandemic, though for some councillors these costs were offset by a reduction in travel time.
28. The Panel concluded the Basic Allowance should be increased to £14,500 in 2021/22 to reflect these additional incidental costs and to include an incremental increase not dissimilar to the typical staff pay award, which has yet to be applied for 2021/22. It should then be updated annually from 2022/2023, in accordance with the pay award to council staff.
29. Indexing and annual increases in accordance with the pay award to council staff should also apply to all Special Responsibility Allowances (SRA) and to Co-opted Member Allowances, rounded to the nearest pound for ease.

RECOMMENDATION 1

The council increases the basic allowance to £14,500 from 10 May 2021.

RECOMMENDATION 2

From the financial year 2022/23 the council should apply the staff pay award, subject to the NJC for local government services terms and conditions, as the index by which annual adjustments are made to the basic allowance and SRAs, rounded to the nearest pound.

SRA Methodology

30. The Panel received representations that it should alter the methodology for calculating an SRA which is currently based upon the Leader's allowance.
31. This approach was considered by the Panel to have the disadvantage of linking what are often very different roles, to that of the Leader. It also meant any increase in the Leader's SRA led to an automatic increase in all SRAs. The Panel saw no reason to continue to use this methodology. It preferred to band roles according to their specific responsibilities, accountabilities, time and effort (the RATE methodology commonly used during independent remuneration reviews) and to attach a remuneration to the band accordingly.
32. The current scheme has eight bands and the Panel found that, based upon the evidence, that there were few significant differences between many of the roles to warrant so many bands. For example, the current scheme differentiated between Band 6 and Band 7 by just 2.5%. It recommended the bandings be consolidated to reflect the similar responsibilities within the roles. The Panel made these assessments based upon the role performed and not upon the post holder. This approach supports the principle that the allowance scheme should be simple and easy to understand.
33. Overall, the Panel recommended an incremental increase in SRAs, in line with other local authorities, for the year 2021/22 with a few exceptions noted in the recommendations below. The increases are intended to cover some incremental increase from the previous year's allowance (noting the pay award had yet to be applied), reflect comparators and are rounded to make the scheme easier to understand. Backdating of SRAs is covered in detail below.

RECOMMENDATION 3

The number of SRA bands is reduced from eight to six.

SPECIAL RESPONSIBILITY ALLOWANCES (SRAs)

Introduction

34. The Statutory Guidance on 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).
35. 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.
36. 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.

SRAs per Councillor

37. A Special Responsibility Allowance (SRA) is attached to specific roles to recognise the significant additional time commitment and responsibility. The Panel considered whether it was possible for an individual councillor to undertake more than one SRA role effectively at any one time. The current scheme allows for two SRAs to be paid. In the survey of SRA holders, the average weekly time devoted to an SRA role was 19 hours. Recognising that there were broad variations in hours worked due to the differences in SRA roles, the Panel concluded that on balance it was not possible to fulfil more than one SRA role and dedicate time to these in addition to the role as local division member. The Panel concluded that a cap on SRAs was appropriate and this would also reflect that comparable local authorities have a cap of one SRA per councillor.

38. The exemption for the Group Leaders' allowance should be retained with the SRA for Chairing an Area Board also exempt. The majority of second SRAs were for fulfilling the role of Chairman of an Area Board, and as these are often rotated and have a limited group of potential nominees, it was felt to be appropriate to include this exemption.

RECOMMENDATION 4

The council reduces the maximum cap to 1 SRA payable to individual councillors. The highest SRA to be payable. The Group Leaders allowance and the Chairman of an Area Board SRA are exempt from the cap.

Leader of the Council SRA

39. The role of Leader remains the most time-consuming with the greatest responsibility. This was underlined by the survey results and interviews with senior officers and members. Previous Independent Remuneration Panels have highlighted, that with no Chief Executive Officer, the Leader had additional responsibilities. Though the creation of the position of Chief Executive Officer has and will change the role of Leader, this was not considered to be enough to change the SRA significantly at this stage.

RECOMMENDATION 5

Band 1, the Leader's SRA, is £36,000 per annum.

Deputy Leader SRA

40. With other Cabinet Members, the Deputy Leader holds responsibility for an executive portfolio. They also assist and work closely with the Leader in delivering the Leader's usual functions and on budgetary planning and policy development. They can also, but infrequently, perform the additional duty of deputising for the Leader so far as legally possible and permissible in the Leader's absence.

41. The Panel examined the duties and responsibilities of this office holder, in particular the difference between the Deputy Leader and other Cabinet Members. The size and range of the Leader's responsibilities in a large unitary council are also reflected in the role of the Deputy Leader. The Deputy Leader holds significant responsibilities and requires a time input almost comparable to that of the Leader to be performed effectively. This responsibility is in addition to the duties of a regular Cabinet Member.

RECOMMENDATION 6

Band 2, the Deputy Leader's SRA, is £29,000 per annum.

Cabinet Member SRA

42. 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.
43. 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. The role had not changed enough since the last review to warrant significantly amending the SRA.

RECOMMENDATION 7

Band 3, the Cabinet Members' SRA, is £22,000 per annum.

Chairman of the Overview and Scrutiny Management Committee SRA

44. Representations were made that Overview and Scrutiny is a key statutory function that requires robust and independent leadership at member level. Its primary roles are as a 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. The Panel also received evidence that the Chairman had played a significant role in assisting the council in its response to the pandemic and communicating with members.
45. The Chairman of the Overview and Scrutiny Management Committee holds a greater level of responsibility than the Chairmen of the Select Committees and a differentiation in the levels of their respective SRAs remains appropriate. The continued importance of the role, as raised by members of the Executive and senior officers, justifies the level of SRA.

RECOMMENDATION 8

Band 4, the Chairman of the Overview and Scrutiny Management Committee's SRA, is £15,000 per annum.

Band 5

46. Having considered the responsibility, accountability, time and effort required to undertake roles receiving an SRA the Panel agreed it could simplify the scheme by reducing the number of bands. Band 5 is for principle roles not included in the first four bands.

Chairman of Council SRA

47. 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.
48. The review in 2017 highlighted that this SRA is out of keeping with data from comparative local authorities and recommended the allowance be reviewed on that basis. The Panel felt that the responsibility, time and effort needed to preside at council meetings was mitigated by the significant officer support provided to the Chairman before and at the meetings. Similarly, officer resource supported the Chairman to undertake their civic functions though it was recognised that this could involve unsociable hours and travel. The Panel concluded the role is similar to other committee chairmen and the remuneration should reflect that similarity with other roles within the scheme.

Portfolio Holder SRA

49. The Leader appointed Portfolio Holders for the first time in 2009. They sit outside of the Cabinet, but their primary role is to support the workload of Cabinet Members. Portfolio Holders 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.
50. Discussions with the Leader, Deputy Leader, Cabinet Members and Portfolio Holders highlighted that the workloads of Portfolio Holders differ across portfolios and that their performance varied dependent upon how they were managed by Cabinet members. The new Leader highlighted that in future Portfolio Holders would be more accountable for providing leadership in their portfolio areas and having a more strategic focus. Though recognising this the Panel considered that the role had not changed sufficiently since the last review to warrant significantly amending the SRA.

Chairman of the Police and Crime Panel (PCP)

51. The Police and Crime Panel is a body which holds the Police and Crime Commissioner to account and scrutinises their work. It covers both the Wiltshire and the Swindon local authorities and is accountable to the public in those areas. This can be a complex role and being Chairman remains comparable to that of a Select Committee chairman.

Overview and Scrutiny Select Committee SRAs

52. In addition to the Overview and Scrutiny Management Committee Wiltshire Council has three scrutiny select committees i.e. Children's Select Committee, Environment Select Committee, and the Health Select Committee. Their role includes 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.

53. Interviews with members and senior officers reiterated that the council's Select Committees play an important role in policy development, ensuring scrutiny is a member led process and achieving evidence-based outcomes. On that basis it was sufficient to attract significant SRAs.

Vice-Chairmen of Overview and Scrutiny Management Committee

54. The Panel concluded, based upon 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. This recognises that the Vice-Chairman has an important role as the key contact between Overview and Scrutiny and the majority political group, and therefore unlike other vice-chairmen, this involved more than deputising for the Chairman. Although the responsibilities differed, the level of responsibility assisting in managing the overview and scrutiny function was equivalent to that of a Select Committee Chairman.

Chairman of Area Board SRA

55. Area Boards play a pivotal role in a large rural unitary authority and are a key point of contact for residents with the council at local level. Boards meet regularly and evidence from the members' survey and interviews suggested most Boards still received significant public and stakeholder engagement, as well as having responsibility for devolved budgets and identifying local priorities. Various representations were made about the level or appropriateness of an SRA for this role which recognised that Area Boards are very different in size and area. This can be a complex role and being Chairman of an Area Board, whilst very different, remains comparable to that of a Select Committee chairman.
56. Representation was made that vice-chairmen of Area Boards should be considered for an SRA. The Panel did not see sufficient evidence in terms of high levels of responsibility, accountability, time and effort, across all Area Boards, to justify their inclusion in the scheme.

Chairman of Strategic Planning Committee SRA

57. 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. The Strategic Planning Committee deals with items of considerable public interest and importance.
58. The Panel concluded that the role was on a par with a Chairman of a Select Committee and a Chairman of an Area Board, given time commitments,

responsibility and public engagement involved and should therefore be in Band 5.

Chairman of Area Planning Committee SRA

59. 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.
60. 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 role should be in Band 5.

Chairman of Audit & Governance Committee SRA

61. Since the last review the Audit Committee has become the Audit & Governance Committee reflecting the committee's role in supporting robust internal governance.
62. Representations were made that the Chairman had significant extra responsibilities in terms of the council's financial management and regulatory framework. Evidence was provided of how important this was after the experience of Northamptonshire County Council and Liverpool City where poor oversight by the Audit Committee had contributed to failing financial and governance controls. The role has similar responsibilities to the Chairman of the Police and Crime Panel and the Panel felt this should be in Band 5.

RECOMMENDATION 9

Band 5, including the Chairman of the Council, Portfolio Holders, Chairman of the Police and Crime Panel, Chairmen of the Children's Select Committee, the Environment Select Committee and the Health Select Committee, Vice-Chairman of the Overview and Scrutiny Management Committee, Chairmen of Area Boards, Chairman of the Strategic Planning Committee, Chairmen of Area Planning Committee and Chairman of the Audit & Governance Committee, is £8,000 per annum.

Band 6

63. Having considered the responsibility, accountability, time and effort required to undertake roles receiving an SRA the Panel agreed it could simplify the scheme by reducing the number of bands. Band 6 is for roles not included in the first five bands.

Vice-Chairman of Council SRA

64. The Vice-Chairman's role is to deputise for the Chairman of the Council, chairing council meetings and attending events in their place when necessary. Like the Chairman they are given significant officer support to undertake their role. However, in addition to the roles of other vice-chairmen, they undertake civic duties and play a very active role in assisting the Chairman of the Council during council meetings. To reflect the Vice-Chairman's similar responsibilities with other roles the Panel recommends the Chairman of the Council be in Band 6.

Chairman of Licensing Committee SRA, Chairman of Staffing Policy Committee SRA, Chairman of Wiltshire Pension Fund Committee SRA and Chairman of Standards Committee SRA

65. Reservations were raised by the previous review about these SRAs but again it was felt that in most instances there was not enough evidence to recommend significant changes.

66. Through representations made via the members' survey the Panel looked in detail at the role of the Chairman of the Standards Committee and how the use of sub-committees may impact that role. Though it was clear that the Assessment and the Hearings sub-committees could involve significant responsibility and time commitment the Panel was not convinced at this time that the chairmen of the Standards sub-committees should receive an SRA.

67. The Panel will again review the recommendation in a year's time (summer 2022) and seek further evidence on the role of the Standards Committee's sub-committees.

Chairmen of the Operational Flood Working Groups' SRAs

68. The previous review questioned the inclusion of the Operation Flood Working Group Chairman in the scheme. On balance and having heard from the new Leader of the Council that the role will develop over the coming months, particularly its role liaising with town and parish councils, the Panel agreed to keep the SRA for this role.

69. The Panel will review the recommendation in a year's time (summer 2022) and seek further evidence of the expansion of the role.

RECOMMENDATION 10

Band 6, including the Vice-Chairman of the Council, Chairman of Licensing Committee, Chairman of the Staffing Policy Committee, Chairman of the Wiltshire Pension Fund Committee, Chairman of the Standards Committee and Chairmen of the Operational Flood Working Groups, is £4,000 per annum.

Chairman of the Health and Wellbeing Board SRA

70. The 2017 review suggested that the nature and extent of the role of Chairman of the Health and Wellbeing Board should be reassessed to ensure an SRA remains appropriate.
71. When created, the Board had statutory responsibilities for bringing together health and social care funding and was envisaged to have a significant public health role. The SRA holder is now a co-chairman along with a representative of the local Clinical Commissioning Group (CCG) and the number of formal meetings has been reduced and replaced by workshops. Future changes to the National Health Service were likely to alter the Board's responsibilities further.
72. As this role was held by the Leader of the council, it is considered to be part of the Leader's responsibilities though it could be performed by another member of the Executive. Relevant Cabinet members and Portfolio Holders attend this meeting and provide expertise in the necessary areas. In addition to this, research showed that only one other Council from the comparative data set provided an SRA for the Board Chairman, and this was at a much-reduced rate. Therefore, it is recommended discontinuing the SRA for this role.

RECOMMENDATION 11

The Chairman of the Health and Wellbeing Board is removed from the SRA scheme.

To clarify the recommendations above, Table 1 sets out the revised scheme.

Table 1: Revised Special Responsibility Allowance (SRA) scheme

	2021/22	Band
Leader of the Council	£36,000	1
Deputy Leader of the Council	£29,000	2
Cabinet Member	£22,000	3
Chairman of Overview and Scrutiny Management Committee	£15,000	4
Chairman of the Council Portfolio Holder Chairman of Police and Crime Panel Chairman of Scrutiny Select Committee Chairman of Area Board Vice-Chairman of Overview and Scrutiny Management Committee Chairman of Strategic Planning Committee Chairman of Area Planning Committee Chairman of Audit & Governance Committee	£8,000	5

Vice-Chairman of the Council Chairman of Licensing Committee Chairman of Staffing Policy Committee Chairman of Wiltshire Pension Fund Committee Chairman of Standards Committee Chairman of Operational Flood Working Group	£4,000	6
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See also Appendix Five for a table presenting the recommended SRA scheme and the current scheme (2020/21)

OVERVIEW AND SCRUTINY FUND

73. A sum of £15,000 has been apportioned annually to those members performing specific Overview and Scrutiny functions, in recognition of the time commitment and to encourage councillors to engage with the statutory Overview and Scrutiny function to enhance the democratic benefit it provides.
74. The fund is allocated by the Overview and Scrutiny Management Committee from a scheme prepared by the Chairman and approved by the Overview and Scrutiny Management Committee annually.
75. The Panel looked at how the Fund was allocated. Whilst not wanting to direct how the Fund is apportioned, it did have some concerns. Firstly, that recipients of allowances sometimes already received an SRA via the wider allowances scheme, contrary to a scheme that explicitly capped the number of times an individual could be remunerated. Secondly, that it heard no convincing evidence for remunerating the Vice-Chairmen of select committees and that this ran counter to the spirit of the wider scheme which only remunerates vice-chairman in exceptional circumstances. The Panel concluded that the Fund should remain but that in future more consideration should be given to how the Fund might encourage wider member involvement in the overview and scrutiny process, which is one of the intentions of the Fund.
76. The Panel will review the Overview and Scrutiny Fund again in a year's time (summer 2022).

RECOMMENDATION 12

- a) **The Overview and Scrutiny fund 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 LEADERS ALLOWANCES

77. Group Leaders are the main political point of contact for officers and coordinate the activity of all political groups. Under the current Scheme, the Leaders receive an SRA based upon the number of members within each political

grouping. Under the Regulations, where an allowance scheme provides SRAs and the majority of the members on the council belong to the same political group, an SRA must be provided to at least one member who is not part of the majority group and is acting as the leader, deputy leader or spokesperson for another political group. Accordingly, within Wiltshire provision of an allowance for at least one opposition Group Leader/spokesperson must be made.

78. In discussions with Group Leaders it was clear that there were still some inconsistencies with this part of the scheme. Additionally, the Panel found comparable local authorities take very different approaches to Group Leaders roles, for example, some do not provide an allowance to the majority group leader, or allowances vary significantly (see Appendix Two). The Panel felt that the role of Conservative Group Leader in Wiltshire was different from their role as Leader of the Council, and therefore an allowance remained appropriate for the majority group leader.
79. The Group Leader of the Liberal Democrat Group made specific representation that the role of leader of the main opposition was distinct from other opposition group leaders, requiring significant additional time and resources in order to appropriately hold the administration to account, including attendance at Cabinet. The allowance for the main opposition leader should proportionally reflect the importance of that role. The Panel concluded that the main opposition leader should receive the same allowance as the leader of the majority group.
80. The Panel was aware that the Group Leaders' allowance was significantly changed in 2017 and did not want to fundamentally change it again. However, the link between the number of members in each group and the level of remuneration should be removed for the majority and main opposition groups. A simplified allowance for the other groupings is recommended to support the principles that the scheme should be easy for the public to understand, and not overly bureaucratic .

RECOMMENDATION 13

Group Leaders to receive a flat rate allowance in the following proportions:

- i. The majority group Leader will receive £6,000;**
- ii. The main opposition group Leader will receive £6,000;**
- iii. For Groups with 3 or more members the Leader will receive £1,000.**

RECOMMENDATION 14

The Group Leader Allowance remains exempt from the SRA per councillor cap.

Co-opted Members

81. The Panel noted the council does not have a clear policy on co-opted member allowances and simplification of co-optee allowances had been identified as a matter outstanding from the last review. The Panel also heard the Audit and

Governance committee was considering the appointment of co-opted members and therefore a standard allowance would be of benefit in this instance.

82. Research indicated that no rule had previously been applied to whether an allowance would be provided to co-opted members. Analysis showed that where a co-opted member had been appointed following a formal nomination process, representing a wide group of stakeholders, or acting as a lay member, an allowance had typically been provided. Where co-opted members were undertaking a role to represent a specific employer/stakeholder and the relationship was more mutually beneficial, there was less history of an allowance being provided. Additionally, allowances had more commonly been provided where co-option was a statutory requirement.
83. Given the varied demands, and status of different co-opted member roles, the Panel was unable to recommend a level of allowance or criteria that would apply to all co-opted members, including those that had not been considered for an allowance before. The Panel had also not received representation that any currently unremunerated co-opted positions should be reconsidered, or that current remuneration levels required significant adjustment.
84. The Panel concluded that the level of allowance for co-opted members that were remunerated under the current scheme could be standardised to one allowance for voting members, and one for non-voting members. This recognised the principles of the review to design an allowance scheme that was easy to understand and not overly bureaucratic.
85. The Panel will consider a case for allowances for new co-opted positions (i.e. to the Audit and Governance Committee) as these arise and will monitor the comparisons with existing co-opted positions in case these warrant further review.
86. The Panel received evidence that the role of the Independent Person (IP) for the Standards Committee continues to be important in assisting with the processing of complaints. The workload of the Standards Committee would be greater than in some other authorities due to the size of Wiltshire Council and the number of town and parishes in the county for which the committee hears complaints. It was noted the IP undertakes additional duties between meetings of the committee or sub-committee.

RECOMMENDATION 15

The remuneration for the Independent Persons for Standards is to be £3,000 per annum.

RECOMMENDATION 16

Co-opted Members of committee's (voting) allowances is to be £2,000 per annum and applies to the co-opted voting members on the Police and Crime Panel and Children's Select Committee.

RECOMMENDATION 17

Co-opted Members of committee's (non-voting) allowances is to be £1,000 per annum and applies to the co-opted members on the Standards Committee.

Other allowances

87. It was noted that the Electoral Review Committee had been established since the last review; this was typically chaired by the relevant Cabinet Member and no representations had been received for an allowance. The Panel did not consider that any other roles routinely conducted by elected or co-opted members warranted an SRA.

Backdating of allowances

88. As is usual practice, the Panel agreed changes to the basic allowance should come into effect from the start of the Council term, 10 May 2021.

89. The Panel considered it would not be fair to councillors who have given up their time to undertake a role being remunerated from 10 May, for this remuneration to need to be repaid where the allowance is to be reduced. Therefore, the Panel recommends other changes (i.e. decreases and increases) in allowances come into effect from 20 July 2021 as the date of the council meeting.

90. The Panel received representation from outgoing Executive members that whilst they were not officially in post following the elections on 6 May 2021, in practice they continued to provide political leadership for their cabinet portfolios until the new Cabinet were appointed on 18 May 2021. Throughout their review, the Panel found evidence of this and concluded that SRAs may continue to be paid in this instance if the Executive member is re-elected and is fulfilling their role. As the scope of the review was for the 2021 term onwards it was considered that the period from the election 6 May 2021 -18 May 2021 was applicable, however previous terms of the council were out of scope of this review.

91. Other SRA holders were considered, and it was agreed that those in other SRA positions e.g. Committee Chair did not undertake significant roles between the election and until after the Annual Meeting where committees were appointed, as much of that work is meeting based and meetings did not take place during this period.

RECOMMENDATION 18

- a) **The basic allowance for Wiltshire Councillors shall be backdated to 10 May 2021.**
- b) **In an election year, the SRA for the Leader, Deputy Leader and Cabinet Members continue until the new Cabinet are appointed by the Full Council, this to apply from 7 May 2021 onwards, providing the member was re-elected. Section 6 of the Scheme to be adjusted accordingly.**

- c) All other changes to the members allowance scheme shall come into effect from 20 July 2021 as the date of the council meeting.

OTHER ASPECTS OF THE SCHEME

Carer's allowance

92. Appendix 4 of the current allowance scheme. 'Dependents' Carers' Allowance' details provision for a carers allowance at the National Minimum Wage. The Panel compared this to other local authorities and found this to be in-line with the approach taken by other local authorities. However they noted this level of recompense could significantly disadvantage members needing to pay for professional carers' as opposed to family members or childminders.
93. The Panel conducted research and found that formal childcare costs, dependent upon the setting, could range from £5 to £15 per hour. Home and domiciliary care could run up to £30 per hour and as such recommends this as the maximum amount that can be claimed.

RECOMMENDATION 19

The Dependants' Carers' Allowance scheme shall be amended to be paid at the actual cost up to a maximum rate of £30 per hour or set at the National Minimum Wage hourly rate when informal care is provided by a friend or family member.

Approved duties

94. On reviewing the approved duties for travel and subsistence the Panel found no evidence a change was required and that the current scheme was in-keeping with those of other local authorities and not dissimilar from the staff scheme.
95. In response to a question raised during the review, the Panel concluded that under the current scheme that only for official site visits organised by the council should members claim a travel expense. It was also confirmed that travel to town and parish council meetings within the division should be considered an approved duty, as well as attendance from non-Executive members at Cabinet meetings.
96. The Panel noted the council now has virtual meeting technology and that where possible members should make use of this to prevent the need for travel.

RECOMMENDATION 20

That the travel, subsistence, and approved duties remain, that the scheme explicitly specifies attendance at town, parish and meetings of the Executive as an approved duty.

Sickness and maternity etc pay

97. There is no legal provision for elected members to take sickness, maternity, paternity, shared parental, or adoption leave. There is a requirement under, the 1985 Local Government Act, for councillors to attend at least one meeting of the authority every six months, unless for a reason agreed by the Full Council, or they cease to be a member of the authority. This rule would continue to apply regardless of the provisions in the Members' Allowances Scheme.
98. Whilst it is not yet very common within the south west, a number of local authorities nationally are now making provision for SRAs to continue during maternity, paternity, shared parental, and adoption leave, to help support the equality, inclusion, and diversity of members. Responses from the survey of Wiltshire Councillors indicated it can be challenging to attract a diverse range of candidates to stand for election, and a policy on parental leave may support diversity. Responses from the survey also indicated there had been occasions (albeit infrequent) of up to 12months where councillors have had to cover the SRA responsibilities of another e.g. at an Area Board or Select Committee, due to sickness, without receiving the allowance. In response to this, the Panel considered that the introduction of a formal approach to these absences may be of benefit to the council.
99. The allocation of Special Responsibilities is a political decision and the allowance scheme cannot determine that when a member returns from long-term leave, they return to the same SRA position. Unlike SRAs, there can be no provision for a councillor covering the case work of another's division to receive a second payment of the basic allowance, as such it is for political groups to agree how to cover the division work of a councillor who is taking sickness, maternity leave etc.
100. The Panel recommends the introduction of a policy for managing long-term absence and the terms below reflect similar schemes adopted by other local authorities nationally.

RECOMMENDATION 21

Section 8 of the Members Allowances Scheme be replaced with the following text, and Section 6 also adjusted accordingly:

a) Members entitled to a Special Responsibility Allowance (SRA) will continue to receive this in full during a period of long-term sickness, maternity, paternity, shared parental, or adoption leave. Long-term absence is defined as a duration of at least one month.

b) For claims under paragraph a) above, long-term absence from Members should be communicated by the Member to the Monitoring Officer and Group Leader (where applicable) in writing for assessment as to the appropriate course of action under paragraphs c-f below

c) Where a replacement is appointed to cover the period of leave, that person will receive the SRA on a pro rata basis for the period of the temporary appointment. The replacement will be appointed by the Leader, Political Group, Council or Committee as appropriate under the circumstance, and the SRA may be backdated to the start of the temporary arrangements.

d) The payment of SRAs (to the primary SRA holder or replacement), shall continue for up to six months, or until the date of the next Annual Council Meeting, or the date where council must consider whether to make an exemption to the '*six month rule*' on non-attendance (whichever is sooner). At that point, the position will be reviewed, and will be subject to a possible extension for a further six-month period with reasons given for the extension.

e) Should a Member appointed to replace the Member on leave already hold an SRA position, the ordinary rules relating to one SRA payment shall apply.

f) In the event the Member taking leave is removed from their post, or they cease to be a member of the council, the member's leave will end at that time.

RECOMMENDATION 22

All other aspects of the scheme are, for the avoidance of doubt, confirmed as remaining unchanged.

CONCLUDING REMARKS

101. The Panel have conducted an in-depth review and believe that its overall recommendations make the scheme simpler and easier to understand. In addition to the recommendations listed above, minor changes have been made to the scheme for brevity, or to update references eg. to claims processes. Proposed changes are marked as tracked changes to the Allowance Scheme in Appendix 7.

102. A number of issues have come to light, which the Panel has highlighted in the report, that it is prepared to review and consider again in 12 months at its annual meeting. These are:

- Standards Committee sub-committees;
- Chairmen of the Operational Flood Working Groups;
- Co-opted (voting and non-voting) members of Committees;
- Overview and Scrutiny Fund.

APPENDICES

Appendix One - Evidence sources and councillors and officers who met with the Panel

Appendix Two – Council comparative data
Appendix Three – Wiltshire Council Constitution Part 13 Members' Allowance Scheme
Appendix Four – Members' Allowances Surveys questions
Appendix Five – Recommended revised Allowances Scheme
Appendix Six - Aspects of the Scheme identified for particular attention in the next IRP Review (2017)
Appendix Seven – Amended Constitution Part 13 Members' Allowances Scheme

APPENDIX ONE

Evidence sources and councillors and officers who met with the Panel

Evidence sources

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

Wiltshire Council Constitution

Members' Surveys:

- a) Members' Allowance
- b) Special Responsibility Allowance (SRA)

Committee meeting statistics and civic engagements (pre and post pandemic)

Members with multiple SRA

Overview & Scrutiny Member Remuneration Fund 2018/19; 2019/20

Report of the Independent Remuneration Panel of Wiltshire Council 2017

Members' Allowances Schemes of the following councils:

Bath and North East Somerset Council
Bournemouth Christchurch & Poole
Council
Swindon Borough Council
Cheshire East
Leicester City Council
East Riding Council
Bristol City Council
Cornwall Council

Devon County Council
Dorset Council
Durham County Council
Gloucestershire County Council
Herefordshire County Council
Northumberland Council
Shropshire Council
Somerset County Council
Hampshire Council

Members' Allowances Scheme in relation to sickness and maternity allowances:

Bath and North East Somerset Council
Gloucestershire County Council
Devon County Council

London Boroughs of:
Barking and Dagenham
Brent
Camden
Croydon
Ealing
Enfield
Islington
Lambeth

Hackney
Haringey
Harrow
Lewisham
Merton
Newham
Redbridge
Southwark
Sutton
Tower Hamlets
Waltham Forest
Wandsworth.

List of councillors who met with the Panel:

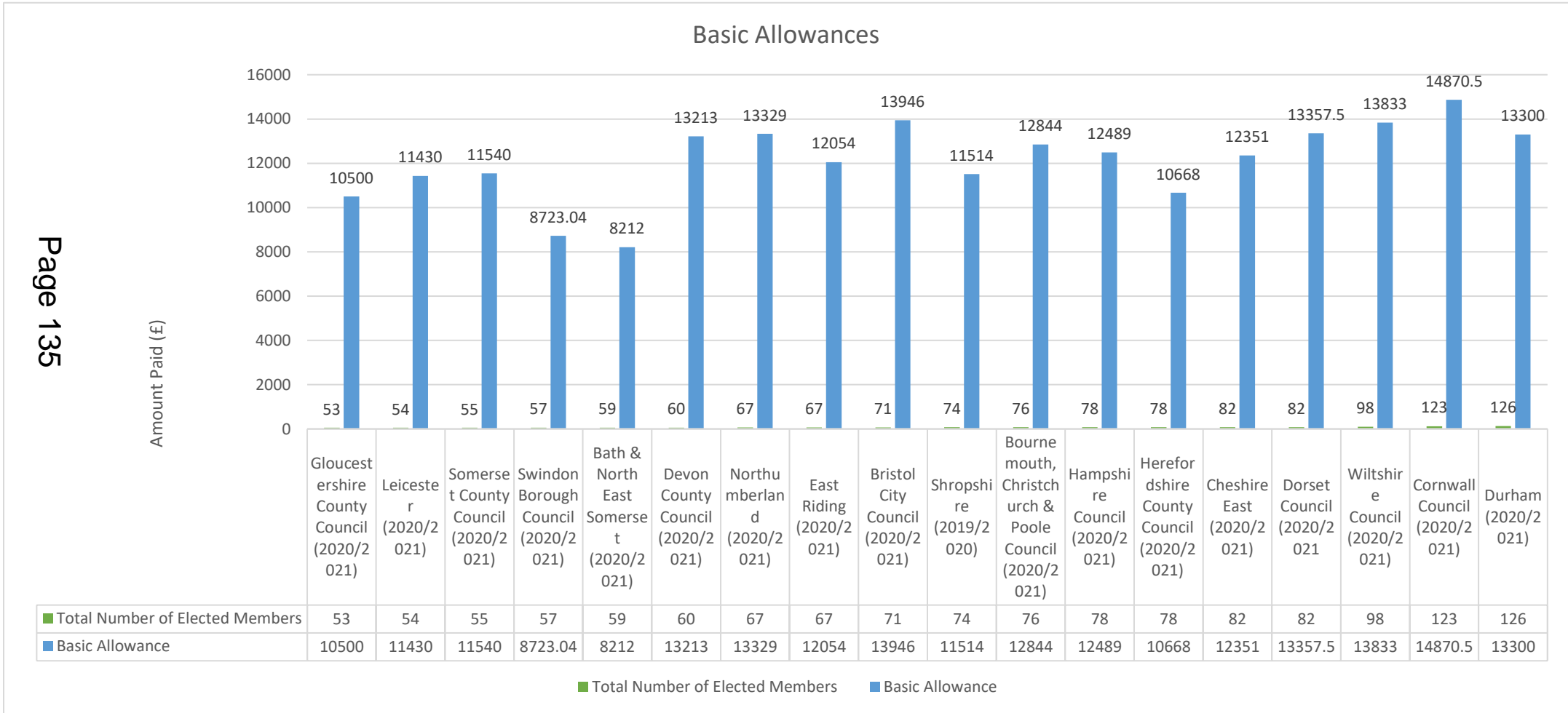
Cllr Chuck Berry	Cllr Jerry Kunkler
Cllr Ian Blair-Pilling	Cllr Jim Lynch
Cllr Richard Britton	Cllr Fleur de Rhé-Philippe MBE
Cllr Pauline Church	Cllr Ricky Rogers
Cllr Ernie Clark	Cllr Jonathan Seed
Cllr Richard Clewer	Cllr James Sheppard
Cllr Jane Davies	Cllr Ian Thorn
Cllr Richard Gamble	Cllr Tony Trotman
Cllr Jose Green	Cllr Fred Westmoreland
Cllr Alan Hill	Cllr Stuart Wheeler
Cllr Nick Holder	Cllr Philip Whitehead
Cllr Ruth Hopkinson	Cllr Chris Williams
Cllr Atiqul Hoque	Cllr Graham Wright
Cllr Jon Hubbard	Cllr Robert Yuill
Cllr Peter Hutton	

List of officers who met with the Panel

Terence Herbert, Chief Executive
Ian Gibbons, Director of Legal & Governance (former)
Perry Holmes, Director of Legal & Governance (current)
David Redfern, Head of Communities
Rhys Schell, Communities Specialist Manager
Henry Powell, Democracy Manager (Scrutiny)
Kieran Elliott, Democratic Services Officer

APPENDIX TWO Comparative Data

Chart 1: Comparison of basic allowances and number of elected members



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APPENDIX TWO
Comparative Data

Table 1: Comparison of Special Responsibility Allowances (SRA)

Council Name	Type of Council (County, Unitary or Borough/District)	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Cabinet Member/ Non Portfolio Holder	Chair Audit Committee	Licensing Committee Chair	Deputy Chair Licensing Committee	Member of Licensing Committee	Planning Committee Chair	Deputy Chair Planning Committee	Members of Planning Committee	Overview & Scrutiny Committee Chair	Deputy Chair Overview & Scrutiny Committee	Overview & Scrutiny Co-optee	Chair Health and Wellbeing Board	Chair / Civic Mayor	Deputy Chair / Civic Chair	Group Leader	Other Committee Chair	Independent Person	1 SRA per Councillor?
Bath & North East Somerset (2020/2021)	Unitary	£33,337	£20,019	£20,019	£0	£8,170	£5,190	£0	£0	£14,707	£0	£0	£8,170	£0	£0	N/A	£9,805	£2,484	428 per member	Pension fund chair & Licensing sub chair- £5,190	£0	No. 1 SRA in full and then 50% of the other.
Bournemouth, Christchurch & Poole Council (2020/2021)	Unitary	£18,550	£18,550	£18,550	£10,275	£10,275	£10,275	£2,569	£0	£10,275	£0	£0	£10,275	£0	£0	N/A	£10,275	£5,138	£3,083	Appeals and Standards: £3,083, Scrutiny Chairs - £7,706	£0	Yes
Bristol City Council (2020/2021)	Unitary	£65,522	£26,000	£24,000	£0	£6,465	£6,465	£0	£0	£6,465	£0	£0	£8,000	£0	£577	N/A	£21,550	£6,465	£12,929	£0	Independent Members of the Audit Committee receive £1536 per annum	No
Cornwall Council (2020/2021)	Unitary	£27,510.46	£20,632.85	£19,257.32	£0	£5,502.10	£4,126.57	£1,237.96	£0	£5,502.10	£1,650.63	£0	£8,253.15	£4,126.57	£1,390	N/A	£19,257.32	£5,777.21	£0	£825- £5,502	£1,650.63	Yes
Devon County Council (2020/2021)	County	£33,033	£26,426	£19,820	£0	£3,303	£0	£0	£0	£6,607	£3,303	£0	£9,645	£4,823	£0	N/A	£10,570	£3,680	Lib Dem and Labour - £6,607, Independent Group £3,303	Public Rights of Way - £3,303	£0	Yes
Dorset Council (2020/2021)	Unitary	£35,962.50	£22,605	£22,605	£10,275	£10,275	£0	£0	£0	£10,275	£0	£0	£10,275	£0	£350	N/A	£10,275	£5,137.50	£5,137.50 - for minority group leaders. Leader of the Council does not receive a Group Leader allowance	£5,137.50 Police and Crime Panel	£0	Yes
Gloucestershire County Council (2020/2021)	County	£34,170	£0	£19,130	£0	£6,360	£0	£0	£0	£6,360	£0	£0	£6,360	£0	£0	N/A	£9,570	£2,860	£6,360- 2550 (does not apply to the Leader of the Council)	Pensions - £6,360	£0	No
Swindon Borough Council (2020/2021)	Unitary	£26,169.12	£15,265.32	£13,084.56	£0	£6,542.28	£6,542.28	£0	£0	£6,542.28	£0	£0	If leader of the opposition: £13,084.56	£0	£0	£6,542.28	£10,200	£3,570	£2,180.76	Health and Wellbeing - £6,542.28	£1,308.66	Yes
Wiltshire Council (2020/2021)	Unitary	£34,583	£27,665	£20,749	£7,782	£3,459	£3,459	£0	£0	£6,916	£0	£0	£13,833	£7,782	£1,009	£10,375	£13,833	£6,916	30+% £8552, 20+% £6414, 10+% £2138, 3% £641	Range - £3,459 - £10,375	£2,522	2 SRA per Councillor
Cheshire East (2020/2021)	Unitary	£28,371	£17,128	£14,186	£0	£7,650	£7,650	£0	£0	£7,650	£0	£0	£7,650	£0	£0	N/A	£14,000	£5,600	£5,884 (Minority Group)	£5,884 Public Rights of Way, £7,650 Constitution Committee	£0	Yes
Durham (2020/2021)	Unitary	£36,575	£19,950	£13,300	£0	£2,660	£3,325	£1,662	£0	£3,325	£1,662	£0	£13,300	£7,980	£0	N/A	£6,650	£3,325	£3,325	Depending on the committee being chaired the SRA is £2,660 and £1,330 for vice	£0	Yes
East Riding (2020/2021)	Unitary	£38,816	£24,109	£15,671	£0	£3,977	£3,977	£0	£0	£6,027	£0	£0	£10,366	£2,532	£50	N/A	£0	£0	£1,889- £7,232	£0	£0	Yes
Leicester (2020/2021)	Unitary	£38,730	£23,245	£20,681	£7,839	£2,762	£0	£0	£0	£4,260	£2,139	£0	£10,690	£2,139	£2,139	N/A	£0	£0	731.6 per member	£0	£0	No
Northumberland (2020/2021)	Unitary	£27,000.00	£18,090.00	£14,850.00	£0	£4,005.00	£9,450.00	£2,362.50	£0	£10,800.00	£3,645.00	£0	£12,150.00	£5,467.00	£1,000 pa	N/A	£5,400.00	£1,620.00	Other Opposition Group Deputy Leaders (with 7 Members) - £2,430.00	£4,005 Chair £1,350 Vice	Independent Chair - Standards Committee £2,700 pa Independent Person - Standards Committee £2,700 pa	Yes
Shropshire (2019/2020)	Unitary	£23,026.00	£14,392.50	£11,514.00	£0	£5,757.00	£2,878.50	£2,878.50	£0	£5,757.00	£1,439.25	£0	£11,514.00	£0	£0	N/A	£8,635.50	£8,635.50	£0	Pensions: £2,878.50 Chair £1,439.25 Vice	£0	Yes
Hampshire Council (2020/2021)	County	£30,967	£18,580	£18,580	£0	£6,194	£12,387	£3,104	£0	12,387	£3,104	£0	£15,430	£3,863	£723	N/A	£19,653	£10,066	Represented as multiple minority group spokespersons - £5,768	Pensions - £12,387	£723	Yes
Somerset County Council (2020/2021)	County	£34,620	£20,657	£18,463	£0	£6,924	£6,924	£1,154	£0	£6,924	£1,154	£0	£6,924	£1,154	£577 p.a	N/A	£10,386	£2,308	Opposition Group - £10,386	Pensions - £2,308	£0	Yes
Herefordshire County Council (2020/2021)	County	£42,752	£32,064	£21,376	£0	£10,688	£0	£0	£0	£10,688	£0	£0	£16,032	£5,344	£500	N/A	£10,688	£2,672	3.5xBA / 78 x number of members in Group (18) - £37,408	Pensions - £10,688	£0	No

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**APPENDIX TWO
Comparative Data**

Table 2 – Carers' Allowance

Council Name	Type of Council (County, Unitary or Borough/District)	Do you offer a Child Care allowance?	Do you offer an allowance for other dependants?	What is the allowance?	Is there a maximum payment per annum?
Bath & North East Somerset (2020/2021)	Unitary	Yes	Yes	Childcare (including After School Clubs) - Up to £6.00 per hour/per child. Childcare for a child with a disability or special needs - Up to £9 per hour/per child. Care for an adult with a disability or ill health - Up to £8 per hour/person.	No
Bournemouth, Christchurch & Poole Council (2020/2021)	Unitary	Yes	Yes	£9 per hour	No
Bristol City Council (2020/2021)	Unitary	Yes	Yes	Living Wage	No
Cornwall Council (2020/2021)	Unitary	Yes	Yes	Formal Arrangements – Where formal arrangements for care of the dependant are in place, the full cost incurred will be reimbursed on the production of receipts. Informal Arrangements – Where a person who is not a member of the Councillor's household is used for care a maximum rate of £7.20 per hour can be claimed per adult dependants and £4.25 per hour for childcare will be reimbursed.	No
Devon County Council (2020/2021)	County	Yes	Yes	i) where charges are levied on an hourly basis, Members may claim actual and necessary costs incurred for the period of the approved duty (including time traveling time taken by a Member to 'drop-off' or 'pick-up' a dependent or by a carer engaged by a member to look after a dependant in the member's home) up to the maximum of the UK Real Living Wage rate currently £9.00 per hour (as may be amended from time to time) for each dependent; or ii) where charges are levied by a provider for a fixed period or session, Members may claim the cost of any such fixed period/session or periods/sessions incurred for the period of the approved duty (including time traveling time taken by a Member to 'drop-off' or 'pick-up' a dependent) up to the maximum of the UK Real Living Wage rate currently £9.00 per hour (as may be amended from time to time), for each dependent;	No
Dorset Council (2020/2021)	Unitary	Yes	Yes	Up to £10 per hour	No
Gloucestershire County Council (2020/2021)	County	Yes	Yes	Carers Allowance claims can be made for the actual cost of providing dependent care, with no maximum amount, subject to appropriate auditing procedures being carried out. *The claim should be included on the standard County Councillors claim form, with a receipt from the carer attached.	No
Swindon Borough Council (2020/2021)	Unitary	Yes	Yes	£20.00 max. per hour	No
Wiltshire Council (2020/2021)	Unitary	Yes	Yes	National Minimum Wage	No
Cheshire East (2020/2021)	Unitary	Yes	Yes	A Dependents' carers' allowance will be paid to elected Members for the cost of providing care for a dependant (i.e. a child, spouse/partner or parent) incurred whilst undertaking the duties specified in the Local Authorities (Members' Allowances) (England) Regulations 2003 as set out in schedule 3 of this scheme.	£6,410
Durham (2020/2021)	Unitary	Yes	Yes	£7.70 PH	No
East Riding (2020/2021)	Unitary	Yes	Yes	National Minimum Wage	No
Leicester (2020/2021)	Unitary	Yes	Yes	(1) The maximum hourly rate reimbursed for the independent care of a child under the age of 14 shall be equal to the minimum wage; (2) The maximum hourly rate reimbursed for the professional care of a dependent relative shall be equal to the Council's own hourly rate for a Home Care Assistant;	No
Northumberland (2020/2021)	Unitary	Yes	Yes	The allowance will be paid at up to £7.74 per hour for weekdays and £9.21 per hour for weekends	No
Shropshire (2019/2020)	Unitary	Yes	Yes	National Minimum Wage	£2,500
Hampshire Council (2020/2021)	County	Yes	Yes	Dependants' Carers Allowance (including dependent care for children with special needs) is payable at the County Council's Care at Home rate (currently £20.00 per hour). Childcare Allowance is payable at the National Living Wage hourly amount for age 25 and over.	No
Somerset County Council (2020/2021)	County	Yes	Yes	National Minimum Wage	No
Herefordshire County Council (2020/2021)	County	Yes	Yes	Childcare – Dependants' Carers' Allowance up to a maximum hourly rate according to London Living Wage of £10.75 Adult Care – Dependants' Carers' Allowance up to a maximum hourly rate of £20.24 per hour.	No

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APPENDIX TWO
Comparative Data

Table 3 – Other allowances

Council Name	Type of Council (County, Unitary or Borough/District)	Travelling / Mileage (pence per mile)	Bicycle Mileage (pence per mile)	Subsistence Allowance	IT Allowance
Bath & North East Somerset (2020/2021)	Unitary	45p/25p (over 10k miles)	20p	Where absence from normal place of residence is greater than 4 hours, but only in respect of activities outside of the Council's boundaries, subsistence claims will be met on the basis of actual expenditure subject to the following: The expenditure is considered reasonable. Receipts are submitted with the claim. Claimant must be prepared to justify expenditure if asked to do so	Homeworking Allowance - £208
Bournemouth, Christchurch & Poole Council (2020/2021)	Unitary	45p	20p	Breakfast (more than 4 hours away before 11am) £7.54 Lunch (more than 4 hours including 12 noon to 2pm) £10.72 (iii) Tea (more than 4 hours including 3pm to 6pm) £5.35 (iv) Evening Meal (more than 4 hours away ending after 7pm) £14.29	No
Bristol City Council (2020/2021)	Unitary	45p	20p	None	A Broadband allowance of £15 per month can be paid to each Member.
Corwall Council (2020/2021)	Unitary	40p	20p	Breakfast - £6.46; Lunch - £9.74; Evening Meal - £13.84. Overnight Provision (bed and breakfast) - £84.00; Major cities (except London) - £108.65; London - £139.40; Accommodation with relatives or friends - £27.16	No
Devon County Council (2020/2021)	County	45p/25p (over 10k miles)	20p	An absence of more than 4 but less than 8 hours - £10.16. An absence of more than 8 but less than 12 hours - £16.27. An absence of more than 12 hours - £30.34. For absence overnight (from usual place of residence) - £81.26 /£153.00 in London (PWC)).	No
Dorset Council (2020/2021)	Unitary	45p/25p (over 10k miles)	20p	At least 5 hours outside of the ceremonial county £5.00 At least 10 hours outside of the ceremonial county £10.00 At least 15 hours outside of the ceremonial county (and ongoing at 8pm) £25.00 Overnight (room only) £87.64 including VAT (or £115.02 including VAT for Greater and Inner London)	No
Gloucestershire County Council (2020/2021)	County	HMRC authorised mileage allowance rate	20p	When attending meetings of the Council or of other bodies, for which Members are entitled to claim travel and subsistence costs, reasonable subsistence costs will be reimbursed (on presentation of receipts) if the meeting started or finished between 12.30 and 14.30 and no food was provided.	No
Swindon Borough Council (2020/2021)	Unitary	45p	30p	Breakfast £5.85, Lunch £8.06, Evening £16.20	No
Wiltshire Council (2020/2021)	Unitary	45p/25p (over 10k miles)	40p	breakfast - 6.50, Lunch - 8.50, Tea - 3.35, Dinner - 12.50 Over night subsistence is £91.10 and for stays in London £126.00	No
Cheshire East (2020/2021)	Unitary	Miles per Accum/Engine Size 451 - 599cc 1000cc + Per mile that 6.500 46.8p 52.2p Per mile after 8.500 13.7p 14.4p	20p	Breakfast allowance for a duty of more than 4 hours concluding before 12 noon £8 Lunch allowance for a duty of more than 4 hours concluding after 12 noon £11 Dinner allowance for a duty of more than 4 hours concluding after 6 pm £17 Dinner allowance (London and abroad) for a duty of more than 4 hours concluding after 6 pm £27 Overnight accommodation outside London (to include breakfast) £124 Overnight accommodation in London (to include breakfast) £149	No
Durham (2020/2021)	Unitary	45p	None	Breakfast 2 hours which must be before 11.00 6.75 Lunch 2 hours which must include 12.00 to 14.00 9.27 Tea 3 hours which must include 16.00 to 18.00 3.65 Evening Meal 3 hours which must be after 19.00 11.48	No
East Riding (2020/2021)	Unitary	45p/25p (over 10k miles)	20p	Actual cost not exceeding Breakfast - more than 4 hours before 11 am £7.17 Lunch - more than 4 hours including 12 noon to 2 pm £9.77 Tea - more than 4 hours including 3 pm to 5 pm £3.69 Dinner - more than 4 hours ending after 7 pm £18.53 Overnight (covering 24 hours) - Inner London £181.90 Elsewhere £136.87 (Out of pocket expenses (per night) £5.21	IT Initial £394 IT Maintenance (per annum) £140
Leicester (2020/2021)	Unitary	45p/25p (over 10k miles)	20p	Rate A - County Hall Rates based upon purchase of a meal in the County Hall restaurant Breakfast £4.85 Lunch £7.80 Rate B - Other than County Hall Breakfast £3.20 Lunch £11.30 Tea £5.10 Dinner £19.50. The following rates shall apply for overnight absence (Room only): Provincial Rate - not to exceed £110 London Rate - not to exceed £170.	No
Northumberland (2020/2021)	Unitary	45p/25p (over 10k miles)	20p	Breakfast £5.28 (before 11 a.m.) Lunch £7.26 (12 noon and 2 p.m.) Tea £2.86 (3 p.m. and 6 p.m.) Dinner £8.99 (after 7 p.m.) Overnight (outside London) £103.30 Overnight (inside London) £117.69	No
Shropshire (2019/2020)	Unitary	45p	45p	Breakfast Allowance Payable in respect of absence from home for at least 4 hours, before 11.00 am...£4.95. Lunch Allowance Restricted out of county duties only Payable in respect of absence from home for at least 4 hours, including the whole of the period 12 noon to 2.00 pm £6.77. Tea Allowance Payable in respect of absence from home for at least 4 hours, including the whole of the period 3.00 pm to 6.00 pm £2.67. Evening Meal Allowance Payable in respect of absence from home for at least 4 hours, ending after 7.00 pm. £8.38.	No
Hampshire Council (2020/2021)	County	45p/25p (over 10k miles)	20p	(1) Where practicable, arrangements will be made for the cost of accommodation for overnight stays in the U.K. or abroad in connection with the exercise of an approved duty to be invoiced to the County Council, if Members make their own arrangements they should claim via ESS Lite for Councilors.	No
Somerset County Council (2020/2021)	County	45p/25p (over 10k miles)	20p	Breakfast - £6.72 max; Lunch - £9.24 max; Tea - £3.64 max; Evening Meal - £11.44 max; Overnight absence - £106.40 max	No
Herefordshire County Council (2020/2021)	County	45p/25p (over 10k miles)	10.18p	Breakfast - £5.54 max; Lunch - £7.64 max; Tea - £3.02 max; Dinner - £9.46 max; Overnight stay - £70.79 max.	No

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**Wiltshire Council
Constitution
Part 13
Members' Allowances
Scheme**

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PART 13

WILTSHIRE COUNCIL MEMBERS’ ALLOWANCES SCHEME

1. The Scheme

1.1 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 14 October 2017 and shall have effect from that date. However, some allowances are backdated to the appropriate date in May 8 2017. The scheme shall continue to have effect until revoked or amended by resolution of the council.

1.2 In this scheme:

- 1.2.1 ‘Member’ means an elected member of Wiltshire Council.
- 1.2.2 ‘co-optee’ means a co-opted member of Wiltshire Council.
- 1.2.3 ‘year’ means the period from 1 April to the following 31 March.

2. Basic Allowance

2.1 Subject to paragraphs 6.1-6.4, a basic allowance shall be paid to each Member as detailed in appendix 1. This allowance is intended to recognise the time commitment of all Members, 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.

3. Special Responsibility Allowances

3.1 For each year Special Responsibility Allowances (SRAs) shall be paid to those Members 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.

3.2 Subject to paragraphs 6.1-6.4, the amount of each such allowance shall be the amount specified against that special responsibility in Appendix 1.

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

4. Co-optees’ Allowance

4.1 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 6.1-6.4, the amount of each such allowance shall be the amount specified in Appendix 2.

5. Renunciation

5.1 A Member or co-optee may, by notice in writing given to the Executive Directors, elect to forgo any part of his or her entitlement to an allowance under this scheme.

6. Part-year Entitlements

6.1 The provisions of this paragraph shall have effect to regulate the entitlements of a Member 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 Member or co-optee becomes, or ceases to be, a Member or co-optee, or accepts or relinquishes a special responsibility in respect of which an SRA is payable.

6.2 If the amount of basic, special responsibility or co-optees' allowance is changed, a Member 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.

6.3 If a Member or co-optee is elected or appointed to the council or ceases to be a Member 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.

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

7. Dependants' Carers' Allowance

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

8. Statutory Sick and Maternity Pay

8.1 These payments may be available for certain periods when a Member is unable to undertake approved duties. Details are available from the Executive Director.

9. Senior Citizen's Railcard

9.1 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.

10. Travel and Subsistence Allowances

10.1 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.

11. Claims and Payments

- 11.1 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 Executive Directors shall have delegated authority to consider late claims and the reason for lateness and to pay those they consider reasonable.
- 11.2 Payments of basic, special responsibility and co-optees' allowances shall, subject to paragraph 11.3 below, be made automatically in instalments of one-twelfth of the amount specified in this scheme.
- 11.3 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 Member or co-optee receiving more than the amount to which, by virtue of paragraphs 6.1-6.4, 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.

12. Updating of Allowances

- 12.1 Full Council has agreed 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 Members for the period up to 2020/21.

13. Queries

- 13.1 If you have any queries in relation to any part of this scheme please contact committee@wiltshire.gov.uk

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 Members for the period up to 2020/2021.

Basic and Special Responsibility Allowances (SRAs)

Basic Allowance 2017/18	£12,940				
Basic Allowance 2018/19	£13,199				
Basic Allowance 2019/20	£13,463				
Basic Allowance 2020/21	£13,833				
Special Responsibility Allowance (SRA)	2017/18	2018/19	2019/20	2020/21	% of Leader SRA
Leader of the Council	£32,350	£32,997	£33,657	£34,583	(Band 1) 100%
Deputy Leader of the Council	£25,879	£26,397	£26,925	£27,665	(Band 2) 80%
Cabinet Member	£19,410	£19,798	£20,194	£20,749	(Band 3) 60%
Chairman of the Council Chairman of Overview and Scrutiny Management Committee	£12,940	£13,199	£13,463	£13,833	(Band 4) 40%
Chairman of the Health and Wellbeing Board	£9,705	£9,899	£10,097	£10,375	(Band 5) 30%
Portfolio Holder Chairman of Police and Crime Panel Chairman of Scrutiny Select Committee Chairman of Area Board Vice-Chairman of Overview and Scrutiny Management Committee	£7,279	£7,425	£7,574	£7,782	(Band 6) 22.5%
Vice-Chairman of the Council Chairman of Strategic Planning Committee Chairman of Area Planning Committee	£6,470	£6,599	£6,731	£6,916	(Band 7) 20%
Chairman of Audit Committee Chairman of Licensing Committee Chairman of Staffing Policy Committee Chairman of Wiltshire Pension Fund Committee Chairman of Standards Committee Chairman of Operational Flood Working Group	£3,235	£3,300	£3,366	£3,459	(Band 8) 10%

**Group Leaders' Allowance (Exempt from SRA limit as detailed in paragraph 3.3)
(uplift not backdated to 8 May 2017)**

Number of Seats Held by Political Group as % of Council	2017/18	2018/19	2019/20	2020/21
30+%	£8000	£8160	£8323	£8552
20+%	£6000	£6120	£6242	£6414
10+%	£2000	£2040	£2081	£2138
Under 10%	A proportion of £2000 (eg 7% = £1400)	A proportion of £2040 (eg 7% = £1428)	A proportion of £2081 (eg 7% = £1457)	A proportion of £2138 (eg 7% = £1497)

<p>Overview and Scrutiny Fund To remunerate Members to recognize significant additional responsibilities undertaken as part of overview and scrutiny activities.</p> <p>A scheme on how to allocate the fund will be prepared and approved annually by the Overview and Scrutiny Management Committee.</p>	<p>£15,000 per annum</p>
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Appendix 2

Co-opted Members' Allowance	2017/18	2018/19	2019/20	2020/21
Non-voting co-opted member of the Standards Committee (Maximum of 8)	£1,180	£1,204	£1228	£1262
Independent co-opted member of the Police and Crime Panel	£2,029	£2,070	£2111	£2169
Co-opted voting member of the Children's Select Committee	£944	£963	£982	£1009

Other Allowances	2017/18	2018/19	2019/20	2020/21
Independent Person of the Standards Committee (3)	£2,360	£2,406	£2454	£2522

Appendix 3

Rates of travel and subsistence allowances for Members and co-optees

1. Travelling Allowance

1.1 Second class rail fare, or ordinary fare for other public transport, or the appropriate cheap rate where applicable

NB second class rail travel must always be used. If the train's second class accommodation is full, Members and co-optees may travel first class.

1.2 The millage rate is 45p rate for the first 10,000 miles, and 25p for each subsequent mile. The rates for travel by a member in a private car are linked to the inland revenue rate (currently 45p per mile) and any movement in that rate to trigger an automatic rise in the Members' rate.

1.3 A cycle allowance of 40p per mile.

1.4 An allowance of 5p per mile when giving passengers a lift.

1.5 Hire of taxi cabs in cases of urgency or unavailability of public transport.

1.6 Expenditure on tolls, ferries, parking fees etc, and overnight parking.

1.7 If travelling by air the cost must not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in subsistence allowance consequent on travel by air.

The council has generally decided that Chief Officers are authorised to approve members travelling by air when they consider that the saving in time is so substantial as to justify payment of the fare for travel by air, and in such cases there may be paid an amount not exceeding:

- (i) the ordinary fare or any available cheap fare for travel by regular air service, or;
- (ii) where no such service is available or in case of urgency, the fare actually paid by the Member or co-optee.

2. Subsistence Allowances

2.1 Subsistence and overnight allowances be linked to those paid for officers with the exception of lunch allowance which is payable for Members.

2.2 In the case of an absence not involving an overnight absence from a members' usual place of residence:

Breakfast - departure from normal place of residence before 7am for an absence of at least 3 hours - £6.50

Lunch - departure from normal place of residence before 12 noon and return after 2pm - £8.50

Tea - return to normal place of residence after 6.30pm, following an absence of at least 3 hours - £3.35

Dinner - return to normal place of residence after 8.30pm, following an absence of at least 3 hours - £12.50

2.3 The rate of overnight subsistence for an overnight absence from the usual place of residence is £91.10.

2.4 The overnight subsistence allowance is the maximum payable for a complete 24 hour period of absence from normal place of residence and includes allowances for all meals listed above. It cannot be claimed if overnight accommodation has been paid for direct by the council. For an overnight absence in London the rate may be increased to £126.05.

2.5 For the purpose of this paragraph, London means the City of London and the London boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

3. Meals on Trains

3.1 When main meals (that is, a full breakfast, lunch or dinner) are taken on trains during a period for which there is an entitlement to day subsistence, the reasonable cost of the meals (including VAT), may be reimbursed in full. Where the cost of meals taken on trains is reimbursed, absence from the normal place of residence must be consistent with absences listed in (2) above.

Appendix 4

Dependants' Carers' Allowances for Members and co-optees

A Member or co-optee may claim an allowance where they have incurred expenditure on engaging a carer for a dependant in order to carry out an approved duty as detailed in Appendix 5, subject to the following conditions:

1. A carer will be any responsible mature person who does not normally live with the Member or co-optee as part of their family.
2. An allowance will be payable if the dependant being cared for:
 - (i) is a child under 14 years of age
 - (ii) is an elderly person
 - (iii) has a physical or mental disability, or
 - (iv) has a learning disabilityand normally lives with the Member or co-optee as part of their family and is unable to be left unsupervised.
3. The Dependants' Carers' Allowance shall be set at the National Minimum Wage hourly rate.

The period of duty is calculated on a 'door-to-door' basis, i.e. from the time a Member or co-optee leaves their place of residence to carry out the council duty to the time they return.
4. More than one allowance may be claimed in any 24-hour period beginning at 3am.
5. Claims for Dependants' Carers' Allowances should be made on form 504L.
6. Tax and National Insurance will be deducted by the council in appropriate cases.
7. No claim may be made and no allowance is payable where a Dependants' Carers' Allowance or the reimbursement of carers' expenses is paid by another body.

Appendix 5

Approved duties

Travel and subsistence allowances are payable when expenditure on travelling and subsistence is necessarily incurred for a duty approved for this purpose.

An approved duty is:

1. any duty undertaken by the Chairman or Vice-Chairman of the Council in that role.
2. any duty undertaken by the Leader and Cabinet Members within their agreed remit and responsibility.
3. any duty undertaken in connection with the discharge of the functions of the council by virtue of holding the office of Member, with the following exceptions:
 - (i) any duty or activity undertaken primarily for party political purposes as opposed to the discharge of the council's functions
 - (iii) any duty or activity undertaken by virtue of being a school governor
 - (iii) meetings with individual or groups of electors to discuss constituency issues which are covered by the Basic Allowance
 - (iv) site visits, unless authorised in advance by a committee or chief officer
 - (v) attendance at meetings of outside bodies where the bodies themselves pay expenses.
4. attendance at conferences and courses:
 - (i) to meet a Member's identified learning and development needs, and/or
 - (ii) approved by the Member Development Group.

APPENDIX FOUR

Members' Allowances Survey

An Independent Remuneration Panel (IRP) is reviewing Wiltshire Council's allowances including the basic allowance and special responsibility allowance (SRA). The IRP is seeking the input of councillors to inform its review and recommendations. Please answer the questions below in relation to your experience over the last four years (2017/21).

The questionnaire will take approx. 5 minutes to complete

The current members allowances scheme can be found on the council's website.

Section 1 – Basic Allowance

- 1. The basic allowance for councillors is intended to recognise the time commitment of the role including (but not limited to) travel to meetings, meeting preparation, attendance, meeting with officers and residents and case work. The allowance should also cover incidental costs such as use of councillors' homes. Government guidance also states the role of an elected councillors must in part be viewed as an unpaid voluntary service.**

On the basis of the above, do you think the basic allowance for the role of a unitary councillor is.....?

-Significantly too low

-Too low

-About right

-Too high

-Significantly too high

- 2. If you think the basic allowance is either too 'high' or too 'low' please state at what level the basic allowance should be paid?**
- 3. The basic allowance covers costs such as printing, telephone calls and home broadband – are there any additional cost that you incur in your role that are not covered by the basic allowance? If so, what are they and approximately how much do they cost per year?**
- 4. Do you think the current basic allowance may present a barrier to those who may wish to stand for election?**

-Yes

-No

5. **What is the average number of hours per week needed to perform the basic role of a Wiltshire Councillor?**

(Please note that this does not apply to duties you undertake as a member of the town or parish council or for which you receive a Special Responsibility Allowance (SRA))

-Less than 5 hours per week

-5 to 10 hours per week

-10 to 15 hours per week

-15 – 20 hours per week

-20-25 hours per week

-25-30 hours per week

-30-35 hours per week

-More than 35 hours per week

6. **Historically, the Panel have compared allowance schemes from comparable local authorities as a factor in determining allowances, do you have any suggestions for an alternative to update the allowances?**

7. **Has the role of a unitary councillor changed significantly since the last review in 2017?**

-Yes

-No

8. **Do you foresee the role of a unitary councillor changing, for instance if virtual meetings are continued?**

9. **In addition to the number of hours worked by councillors, are there any other factors you think should be considered by the panel when determining the basic allowance?**

Section 2- Special Responsibilities Allowance (SRA)

10. **Do you currently receive an SRA?**

-Yes

-No

11. Do you think the SRAs under the existing scheme are set at a fair level? If you believe the scheme has inconsistencies, please be specific.

12. Are there any other roles which you think should be in receipt of an SRA? If so, please give reasons.

13. What is your view on limiting the number of SRAs per person?

-SRAs should be limited to 1 per person (Group Leader allowance not included)

-SRAs should be limited to 1 full SRA per person and a percentage of a second SRA

-SRAs should continue to be limited to 2 per person (Group Leader allowance not included)

-Other – please specify

14. Do you think a councillor covering the special responsibilities of another due to a period of long term absence (eg. sickness, parental leave) for a significant period, should receive an SRA?

For example, a Vice chairman, is paid an allowance as Chairman if the Chairman is away from duties for more than one month.

-Yes

-No

Section 3 – Group Leaders' Allowance

15. Do you think Group Leaders should receive an allowance?

-Yes

-No

16. Should the allowance be based (at least in part) on the number of members in the group?

-Yes

-No

Section 4 – Overview & Scrutiny Fund

17. There is currently a £15,000 per annum Overview and Scrutiny Fund. This is to remunerate councillors performing specific scrutiny functions

such as chairing task groups and rapid scrutiny exercises. Do you think this fund continues to serve a purpose?

-Yes

-No

Section 5 – General

18. Do you have any other comments/observations to make on the members allowance scheme generally including travel, subsistence and carers allowances?

19. Would you like to be interviewed by the Independent Remuneration Panel (IRP) during the review?

Note that the panel will consider submissions and will seek to meet with a mix of different councillors.

-Yes

-No

Special Responsibility Allowance (SRA) Survey

An Independent Remuneration Panel (IRP) is reviewing Wiltshire Council's allowances including the basic allowance and special responsibility allowance (SRA). The IRP is seeking the input of those currently receiving an SRA to inform its review and recommendations.

Please answer the questions below in relation to your experience of being an SRA holder over the last four years (2017/21).

The survey will take approx. 6 minutes to complete

The current members allowances scheme can be found on the council's website.

1. What SRAs are you in receipt of? (With the exception of the Group Leader Allowance, no councillor may receive more than two SRAs)

- Leader of the Council
- Deputy Leader of the Council
- Cabinet Member
- Chairman of the Council
- Chairman of Overview & Scrutiny Management Committee
- Chairman of the Health & Well-being Board
- Portfolio Holder
- Chairman of the Police & Crime Panel
- Chairman of Scrutiny Select Committee
- Chairman of Area Board
- Vice-Chairman of Overview & Scrutiny Management Committee
- Vice-Chairman of the Council
- Chairman of Strategic Planning Committee
- Chairman of Area Planning Committee
- Chairman of Audit Committee
- Chairman of Licensing Committee

- Chairman of Staffing Policy Committee
- Chairman of Wiltshire Pension Fund Committee
- Chairman of Standards Committee
- Chairman, Operational Flood Working Group
- Group Leader Allowance
- Independent co-opted member of the Police and Crime Panel
- Non-voting co-opted member of the Standards Committee
- Independent Person of the Standards Committee
- Co-opted voting member of the Children's Select Committee

2. In your opinion does this role or roles need to be remunerated? Please give reasons.

3. Based on your current experience, what is the average number of hours per week needed to perform this role which are over and above the basic allowance?

If possible, please break this time down into specific duties (meetings, briefings, meeting fall-out, correspondence etc).

4. Do you think the SRA/SRAs you are awarded under the existing scheme is/are set at a fair level, if not, how do you think it should be changed? Please give reasons

5. Has the role evolved since the last review in 2017? If so, how?

6. What regional, national or outside bodies are you involved with as part of your area of special responsibility? Please bullet point below.

7. How often do you deal with the press/media as part of your role?

-Daily

-Weekly

-Monthly

-Less than monthly

8. Do you foresee the role changing over the next 4 years? Please give reasons.

- 9. What parts of your role are particularly time consuming?**
- 10. What parts of your role are particularly challenging?**
- 11. Do you have any comments in general on the SRAs and how these are calculated?**

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APPENDIX FIVE

Recommended Revised Allowances Scheme

Special Responsibility Allowance (SRA)

	2020/21	2021/22	Band
Leader of the Council	£34,583	£36,000	1
Deputy Leader of the Council	£27,665	£29,000	2
Cabinet Member	£20,749	£22,000	3
Chairman of Overview and Scrutiny Management Committee	£13,833	£15,000	4
Chairman of the Council	£13,833	£8,000	5
Portfolio Holder	£7,782	£8,000	
Chairman of Police and Crime Panel	£7,782	£8,000	
Chairman of Scrutiny Select Committee	£7,782	£8,000	
Chairman of Area Board	£7,782	£8,000	
Vice-Chairman of Overview and Scrutiny Management Committee	£7,782	£8,000	
Chairman of Strategic Planning Committee	£6,916	£8,000	
Chairman of Area Planning Committee	£6,916	£8,000	
Chairman of Audit & Governance Committee	£3,459	£8,000	
Vice-Chairman of the Council	£6,916	£4,000	
Chairman of Licensing Committee	£3,459	£4,000	
Chairman of Staffing Policy Committee	£3,459	£4,000	
Chairman of Wiltshire Pension Fund Committee	£3,459	£4,000	
Chairman of Standards Committee	£3,459	£4,000	
Chairman of Operational Flood Working Group	£3,459	£4,000	

Group Leaders' Allowance (Exempt from SRA limit)

	2020/21	2021/22
Majority Group	£8,552	£6,000
Opposition Group	£6,414 (Lib Dem)	£6,000
Any group ≥ 3 members	£1,497 (Independent) £641 (Labour)	£1,000

Co-opted Members' Allowance

		2021/22
Non-voting co-opted member of Committee	£1,262 (Standards)	£1,000
Co-opted voting member of Committee	£2,169 (Police and Crime Panel) £1,009 (Children's Select)	£2,000
Independent Person of the Standards Committee	£2,522	£3,000

APPENDIX SIX

Below is Appendix 4 of the Independent Remuneration Panel report 2017.

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
Constitution
Part 13
Members' Allowances
Scheme**

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PART 13

WILTSHIRE COUNCIL MEMBERS' ALLOWANCES SCHEME

1. The Scheme

1.1 ~~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 ~~14 October 2017~~20 July 2021 and shall have effect from that date. However, some allowances are backdated to ~~the appropriate date in May 8-2017~~10 May 2021. The scheme shall continue to have effect until revoked or amended by resolution of the council.

1.2 In this scheme:

- 1.2.1 'Member' means an elected member of Wiltshire Council.
- 1.2.2 'co-optee' means a co-opted member of Wiltshire Council.
- 1.2.3 'year' means the period from 1 April to the following 31 March.

2. Basic Allowance

2.1 Subject to paragraphs 6.1-6.4, a basic allowance shall be paid to each Member as detailed in appendix 1. This allowance is intended to recognise the time commitment of all Members, 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.

3. Special Responsibility Allowances

3.1 For each year Special Responsibility Allowances (SRAs) shall be paid to those Members 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.

3.2 Subject to paragraphs 6.1-6.~~5~~4, the amount of each such allowance shall be the amount specified against that special responsibility in Appendix 1.

3.3 ~~Whilst a~~Any Member may hold ~~up to two multiple~~ roles of special responsibility ~~and will receive both payments in full. No third SRA will be payable. only one special responsibility payment will be made, with the exception of the Group Leaders' allowance and Area Board Chairman's allowances which are exempt. Where multiple posts of Special Responsibilities are held, the highest of the allowances shall be the one paid.~~

4. Co-optees' Allowance

4.1 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 6.1-6.54, the amount of each such allowance shall be the amount specified in Appendix 2.

5. Renunciation

5.1 A Member or co-optee may, by notice in writing given to the ~~Executive Directors, Proper Officer~~ elect to forgo any part of his or her entitlement to an allowance under this scheme.

6. Part-year Entitlements

6.1 The provisions of this paragraph shall have effect to regulate the entitlements of a Member 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 Member or co-optee becomes, or ceases to be, a Member or co-optee, or accepts or relinquishes a special responsibility in respect of which an SRA is payable.

6.2 If the amount of basic, special responsibility or co-optees' allowance is changed, a Member 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.

6.3 If a Member or co-optee is elected or appointed to the council or ceases to be a Member 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.

6.4 The SRA will be paid only for such period as he or she holds the post to which the SRA applies with the exception of in an election year when the SRAs for the Leader, Deputy Leader and Cabinet Members continue until the new Cabinet are appointed by the Full Council, provided the members have been re-elected and continue to fulfil duties informally during this period -

6.4.6.5 SRAs will be paid during periods of long-term sickness or parental leave as detailed in section 8. No changes or additional payments in relation to the basic allowance are applicable during periods of long-term sickness or parental leave.

7. Dependants' Carers' Allowance

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

8. Statutory Sickness and Maternity PayParental Leave

~~8.1 These payments may be available for certain periods when a Member is unable to undertake approved duties. Details are available from the Executive Director.~~

8.1 Members entitled to a Special Responsibility Allowance (SRA) will continue to receive this in full during a period of long-term sickness, maternity, paternity, shared parental, or adoption leave. Long-term absence is defined as a duration of at least one month.

8.2 For claims under section 8.1 above, long-term absence from Members should be communicated by the Member to the Monitoring Officer and Group Leader (where applicable) in writing for assessment as to the appropriate course of action under sections 8.3-8.6 below.

8.3 Where a replacement is appointed to cover the period of leave, that person will receive the SRA on a pro rata basis for the period of the temporary appointment. The replacement will be appointed by the Leader, Political Group, Council or Committee as appropriate under the circumstance, and the SRA may be backdated to the start of the temporary arrangements.

8.4 The payment of SRAs (to the primary SRA holder or replacement), shall continue for up to six months, or until the date of the next Annual Council Meeting, or the date where council must consider whether to make an exemption to the 'six month rule' on non-attendance (whichever is sooner). At that point, the position will be reviewed, and will be subject to a possible extension for a further six-month period with reasons given for the extension.

8.5 Should a Member appointed to replace the Member on leave already hold an SRA position, the ordinary rules relating to one SRA payment shall apply.

8.6 In the event the Member taking leave is removed from their post, or they cease to be a member of the council, the member's leave will end at that time.

9. ~~Senior Citizen's Railcards~~

9.1 ~~Males and females aged 65 and over, Members~~ who regularly travel by train on council business, may apply for a ~~Senior Citizen's Railcard~~ 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.

10. Travel and Subsistence Allowances

10.1 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.

11. Claims and Payments

- 11.1 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 ~~Executive Directors~~Proper Officer shall have delegated authority to consider late claims and the reason for lateness and to pay those they consider reasonable.
- 11.2 Payments of basic, special responsibility and co-optees' allowances shall, ~~subject to paragraph 11.3 below,~~ be made automatically ~~in instalments of one twelfth of the amount specified in this scheme.~~on a pro-rata basis
- 11.3 ~~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 Member or co-optee receiving more than the amount to which, by virtue of paragraphs 6.1-6.4, 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.~~

12. Updating of Allowances

- 12.1 ~~Full Council has agreed~~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 Members for the period up to 2020/21~~from April 2022-March 2025.

13. Queries

- 13.1 If you have any queries in relation to any part of this scheme please contact committee@wiltshire.gov.uk

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 Members for the period up to 2020/2021.

Basic Allowance 2021/22	£14,500	
	<u>2021/22</u>	<u>Band</u>
<u>Leader of the Council</u>	<u>£36,000</u>	<u>1</u>
<u>Deputy Leader of the Council</u>	<u>£29,000</u>	<u>2</u>
<u>Cabinet Member</u>	<u>£22,000</u>	<u>3</u>
<u>Chairman of Overview and Scrutiny Management Committee</u>	<u>£15,000</u>	<u>4</u>
<u>Chairman of the Council</u>	<u>£8,000</u>	<u>5</u>
<u>Portfolio Holder</u>	<u>£8,000</u>	<u>5</u>
<u>Chairman of Police and Crime Panel</u>	<u>£8,000</u>	<u>5</u>
<u>Chairman of Scrutiny Select Committee</u>	<u>£8,000</u>	<u>5</u>
<u>Chairman of Area Board</u>	<u>£8,000</u>	<u>5</u>
<u>Vice-Chairman of Overview and Scrutiny Management Committee</u>	<u>£8,000</u>	<u>5</u>
<u>Chairman of Strategic Planning Committee</u>	<u>£8,000</u>	<u>5</u>
<u>Chairman of Area Planning Committee</u>	<u>£8,000</u>	<u>5</u>
<u>Chairman of Audit & Governance Committee</u>	<u>£8,000</u>	<u>5</u>
<u>Vice-Chairman of the Council</u>	<u>£4,000</u>	<u>6</u>
<u>Chairman of Licensing Committee</u>	<u>£4,000</u>	<u>6</u>
<u>Chairman of Staffing Policy Committee</u>	<u>£4,000</u>	<u>6</u>
<u>Chairman of Wiltshire Pension Fund Committee</u>	<u>£4,000</u>	<u>6</u>
<u>Chairman of Standards Committee</u>	<u>£4,000</u>	<u>6</u>
<u>Chairman of Operational Flood Working Group</u>	<u>£4,000</u>	<u>6</u>

<u>Group Leaders' Allowance</u>	<u>2021/22</u>
<u>Majority Group</u>	<u>£6,000</u>
<u>Opposition Group</u>	<u>£6,000</u>
<u>Any group ≥ 3 members</u>	<u>£1,000</u>

<p>Overview and Scrutiny Fund To remunerate Members to recognize significant additional responsibilities undertaken as part of overview and scrutiny activities.</p> <p>A scheme on how to allocate the fund will be prepared and approved annually by the Overview and Scrutiny Management Committee.</p>	<p>£15,000 per annum</p>
--	---------------------------------

Appendix 2

<u>Co-opted Member and Independent Person Allowances</u>	<u>2021/22</u>
<u>Non-voting co-opted member of the Standards Committee</u>	<u>£1,000</u>
<u>Co-opted voting member of the Children's Select Committee and Police and Crime Panel</u>	<u>£2,000</u>
<u>Independent Person of the Standards Committee</u>	<u>£3,000</u>

Appendix 3

Rates of travel and subsistence allowances for Members ~~and~~ co-optees and the Independent Person

1. Travelling Allowance

1.1 Second class rail fare, or ordinary fare for other public transport, or the appropriate cheap rate where applicable

NB second class rail travel must always be used. If the train's second class accommodation is full, Members and co-optees may travel first class.

1.2 The mileage rate is 45p rate for the first 10,000 miles, and 25p for each subsequent mile. The rates for travel by a member in a private car are linked to the inland revenue rate (currently 45p per mile) and any movement in that rate to trigger an automatic rise in the Members' rate.

1.3 A cycle allowance of 40p per mile.

1.4 An allowance of 5p per mile when giving passengers a lift.

1.5 Hire of taxi cabs in cases of urgency or unavailability of public transport.

1.6 Expenditure on tolls, ferries, parking fees etc, and overnight parking.

1.7 If travelling by air the cost must not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in subsistence allowance consequent on travel by air.

~~The council has generally decided that Chief Officers are~~The Proper Officer authorised to approve members travelling by air when they consider that the saving in time is so substantial as to justify payment of the fare for travel by air, and in such cases there may be paid an amount not exceeding:

- (i) the ordinary fare or any available cheap fare for travel by regular air service, or;
- (ii) where no such service is available or in case of urgency, the fare actually paid by the Member or co-optee.

2. Subsistence Allowances

2.1 Subsistence and overnight allowances be linked to those paid for officers with the exception of lunch allowance which is payable for Members.

2.2 In the case of an absence not involving an overnight absence from a members' usual place of residence:

Breakfast - departure from normal place of residence before 7am for an absence of at least 3 hours - £6.50

- Lunch - departure from normal place of residence before 12 noon and return after 2pm - £8.50
- Tea - return to normal place of residence after 6.30pm, following an absence of at least 3 hours - £3.35
- Dinner - return to normal place of residence after 8.30pm, following an absence of at least 3 hours - £12.50

2.3 The rate of overnight subsistence for an overnight absence from the usual place of residence is £91.10.

2.4 The overnight subsistence allowance is the maximum payable for a complete 24 hour period of absence from normal place of residence and includes allowances for all meals listed above. It cannot be claimed if overnight accommodation has been paid for direct by the council. For an overnight absence in London the rate may be increased to £126.05.

2.5 For the purpose of this paragraph, London means the City of London and the London boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

3. Meals on Trains

3.1 When main meals (that is, a full breakfast, lunch or dinner) are taken on trains during a period for which there is an entitlement to day subsistence, the reasonable cost of the meals (including VAT), may be reimbursed in full. Where the cost of meals taken on trains is reimbursed, absence from the normal place of residence must be consistent with absences listed in (2) above.

Appendix 4

Dependants' Carers' Allowances for Members and co-optees

A Member or co-optee may claim an allowance where they have incurred expenditure on engaging a carer for a dependant in order to carry out an approved duty as detailed in Appendix 5, subject to the following conditions:

1. A carer will be any responsible mature person who does not normally live with the Member or co-optee as part of their family.
2. An allowance will be payable if the dependant being cared for:
 - (i) is a child under 14 years of age
 - (ii) is an elderly person
 - (iii) has a physical or mental disability, or
 - (iv) has a learning disability

and normally lives with the Member or co-optee as part of their family and is unable to be left unsupervised.

3. The Dependants' Carers' Allowance shall be paid at actual cost (up to a maximum rate of £30 per hour) or set at the National Minimum Wage hourly rate when informal case is provided by a friend or family member.

The period of duty is calculated on a 'door-to-door' basis, i.e. from the time a Member or co-optee leaves their place of residence to carry out the council duty to the time they return.

4. More than one allowance may be claimed in any 24-hour period beginning at 3am.

~~5. Claims for Dependants' Carers' Allowances should be made on form 504L.~~

~~6.5.~~ Tax and National Insurance will be deducted by the council in appropriate cases.

~~7.6.~~ No claim may be made and no allowance is payable where a Dependants' Carers' Allowance or the reimbursement of carers' expenses is paid by another body.

Appendix 5

Approved duties

Travel and subsistence allowances are payable when expenditure on travelling and subsistence is necessarily incurred for a duty approved for this purpose.

An approved duty is:

1. any duty undertaken by the Chairman or Vice-Chairman of the Council in that role.
2. any duty undertaken by the Leader and Cabinet Members within their agreed remit and responsibility.
3. any duty undertaken in connection with the discharge of the functions of the council by virtue of holding the office of Member, with the following exceptions:
 - (i) any duty or activity undertaken primarily for party political purposes as opposed to the discharge of the council's functions
 - (iii) any duty or activity undertaken by virtue of being a school governor
 - (iii) meetings with individual or groups of electors to discuss constituency issues which are covered by the Basic Allowance
 - (iv) site visits, unless authorised in advance by a committee or chief officer
 - (v) attendance at meetings of outside bodies where the bodies themselves pay expenses.
4. attendance at conferences and courses:
 - (i) to meet a Member's identified learning and development needs, and/or
 - (ii) approved by the Member Development Group.

5. Attendance of non-Executive members at meetings of the Cabinet

5-6. Attendance at parish and town council meetings

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Wiltshire Council

Full Council

20 July 2021

Proposed Changes to the Constitution

Summary

This report sets out proposed changes to Part 3B and Protocol 10 of the Constitution, following reconsideration by the Standards Committee.

Proposals

That Full Council approve the proposed changes to Part 3B and Protocol 10 of the Constitution.

Reason for Proposals

To ensure the council's constitution is up to date, clear and effective.

Perry Holmes, Monitoring Officer

Proposed Changes to the Constitution

Purpose of Report

1. This report asks the Full Council to amend Part 3B and Protocol 10 of the Constitution

Background

2. The Standards Committee has responsibility for oversight of the Council's constitution and considered proposed changes at its meeting on 15 June 2021.
3. The changes relate to recommendations made by the Health and Wellbeing Board to reflect changes in its membership, and by the Audit and Governance Committee in respect of Protocol 10 – Governance Reporting Arrangements.

Main Considerations

Health and Wellbeing Board

4. The Health and Wellbeing Board a statutory partnership constituted as a committee of the council. Its membership includes those statutorily required, and other members. There are voting and non-voting members, with elected members and non-elected members.
5. With changes to the senior management structure of Wiltshire Council and the geography of the Clinical Commissioning Group from 1 April 2021 led to a review of the membership.
6. Accordingly, proposed changes to the membership of the Health and Wellbeing Board were presented by the Board at its meeting on 28 January 2021 as detailed at **Appendix A**.
7. The Standards Committee therefore resolved to recommend Council update Part 3B Paragraph 6 of the Constitution accordingly to reflect the changes in Membership.

Protocol 10 – Governance Reporting Arrangements

8. At its meeting on 18 April 2021 the Audit and Governance Committee recommended changes to Protocol 10 of the Constitution, following a review of corporate governance.
9. The proposed changes include:
 - Incorporating the Committee's change of name to Audit and Governance Committee;
 - Confirmation of the Audit and Governance Committee's responsibility to approve the Annual Statement of Accounts and the AGS;
 - Clarification of the Audit and Governance Committee's role in relation to Swindon and Wiltshire Local Enterprise Partnership(SWLEP);

- The Audit and Governance Committee's role in relation to the Council's Stone Circle companies, which will be considered as part of a review of the
- governance arrangements for these companies as requested by Cabinet at its meeting in February.

10. The changes proposed are detailed in **Appendix B**. The Standards Committee agreed the proposed changes were appropriate, and therefore resolved to recommend Council update Protocol 10 of the Constitution accordingly.

Safeguarding Implications

11. There are no safeguarding issues arising from this report.

Equalities Impact of the Proposal

12. There are no equalities impacts arising from this report.

Risk Assessment

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

Financial Implications

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

Legal Implications

15. The recommendations in this report are consistent with the council's duties under relevant legislation.

Public Health Impact of the Proposals

16. There are no public health impacts arising from this report.

Environmental Impact of the Proposals

17. There are no environmental impacts arising from this report.

Proposal

18. **To recommend Full Council approve the proposed revisions to Part3B as detailed in Appendix A and Protocol 10 of the Constitution as detailed in Appendix B.**

Perry Holmes, Monitoring Officer

Report Author: Kieran Elliott, Senior Democratic Services Officer, 01225 718504,
kieran.elliott@wiltshire.gov.uk

Appendices

Appendix A – Proposed Membership of the Health and Wellbeing Board

Appendix B – Proposed Changes to Protocol 10

Background Papers

[Part 3 of the Constitution](#)

Appendix A

Health and Wellbeing Board Membership - para 6 of Part 3B of the Constitution (statutory membership highlighted in green):

Voting Members:

- 4 **elected representatives**. The Leader of the Council and 2 Wiltshire Council Cabinet Members with responsibility for Children, Adults and Public Health; 1 Member of Wiltshire Council who is not a Member of the ruling group(s) on the Council;
- 4 **clinical representatives from the CCG**;
- 1 **representative from Healthwatch**;
- 1 Police and Crime Commissioner (PCC);
- 1 **NHS England representative**.

Non-voting Members:

- **Wiltshire Council officers with statutory responsibility for Children, Adults and Public Health services**;
- **Chief Officer / Chief Finance Officer of the Clinical Commissioning Group**;
- Acute Hospital Trusts representatives (Salisbury Hospital FT, Great Western Hospital FT and Bath RUH FT);
- South West Ambulance Service Trust (SWAST) representative;
- 1 Avon and Wiltshire Mental Health Partnership (AWP) representative;
- 1 Wessex Local Medical Committee representative;
- 1 Wiltshire Police Chief Constable representative;
- Wiltshire Council portfolio holder for Adults.

Full Council will be asked to formally include the following as non-voting members of the Board in the next set of changes to the constitution:

- Wiltshire Council Chief Executive
- BSW CCG Locality Manager
- DWFRS
- adult community health services provider (WHC)
- children's community health services provider (VirginCare)
- child and adolescent mental health services provider (Oxford Health)

Appendix B - Protocol 10 – Governance Reporting Arrangements

	Governance Area	Executive Responsibility	Non - Executive Lead Committee	Activity – Terms of Reference	Other Interested Committees*
1.	Business Corporate Plan - Performance	Cabinet (Council approves Plan)	Overview and Scrutiny	Review and scrutinise	Audit <u>and Governance</u> Standards
2.	Medium Term Financial Strategy (MTFS)	Cabinet (Council approves MTFS)	Overview and Scrutiny	Review and scrutinise	Audit <u>and Governance</u>
3.	Budget Setting	Cabinet (Council approves budget)	Overview and Scrutiny	Review and scrutinise	Audit <u>and Governance</u>
4.	Budget Monitoring	Cabinet	Overview and Scrutiny	Review and scrutinise	Audit <u>and Governance</u>
5.	Annual Statement of Accounts	Cabinet	Audit <u>and Governance</u>	Review and approve	Overview and Scrutiny
6.	Financial Management	Cabinet	Audit <u>and Governance</u>	Review to ensure arrangements for financial management are adequate and effective	Overview and Scrutiny
7.	Corporate governance, risk management and internal control	Cabinet	Audit <u>and Governance</u>	Monitor and review effective development and operation; receive progress reports.	Overview and Scrutiny
8.	Annual Governance Statement (AGS)	Cabinet <u>Leader and Chief Executive sign AGS</u>	Audit <u>and Governance</u>	Oversee process, review supporting evidence and approve AGS	Contributions from standards – ethical governance and Overview and Scrutiny
9.	Anti-fraud and Corruption Policy	Cabinet	Audit <u>and Governance</u>	Monitor development and implementation	Standards Overview and Scrutiny
10.	Internal Audit	Cabinet	Audit <u>and Governance</u>	- Approve terms of reference and strategy and annual internal audit plan; -	Overview and Scrutiny Standards – ethical governance issues

				<ul style="list-style-type: none"> - Monitor and review effectiveness of internal audit; - Consider annual report and opinion of Head of Internal Audit, summary on internal audit activity and level of assurance it provides on corporate governance; - Consider specific internal audit reports as requested and monitor implementation of agreed actions. 	
11.	External Audit	Cabinet	Audit and Governance	<ul style="list-style-type: none"> - Comment on external audit plan - consider relevant reports and report to those charged with governance; - Comment on scope and depth of external audit work and ensure it gives value for money - Monitor implementation of actions arising from external audit. - Consider issues arising from external audit of accounts 	<p>Overview and Scrutiny</p> <p>Standards – ethical governance issues</p>
12.	Audit and Inspection Letter	Cabinet	<ul style="list-style-type: none"> a. Overview and Scrutiny b. Audit c. Standards – ethical governance issues 		

13.	Constitution	Council	Standards	Oversight <u>of the Constitution and recommending any changes to full Council</u>	<u>Audit and Governance Committee consulted</u> on financial rules and regulations All other committees <u>Constitution Focus Group may be asked to consider and advise on any proposed changes to the Constitution</u>
14.	Promoting and maintaining high standards of conduct : officers and members	Cabinet	Standards	- Advising and providing training on Code of Conduct; -Granting dispensations; -Dealing with complaints under the Code of Conduct.	Staffing Policy Committee – Officer disciplinary hearings and any recommendations for wider learning
15.	Whistleblowing Policy	Cabinet	Standards	Overview of policy development and implementation	Possible issues for <u>Audit and Governance</u> , Standards and Overview and Scrutiny
16.	Corporate Complaints Handling and <u>Local Government and Social Care</u> Ombudsman Investigations	Cabinet	Standards	- Overview; - Review implementation of recommendations by Ombudsman	Possible issues for Overview and Scrutiny and <u>Audit and Governance Committee</u>
17.	<u>Partnership Governance of partnership working</u>	Cabinet	Audit <u>and Governance</u>	Review effectiveness of <u>partnership governance of partnership working arrangements</u> as part of AGS process	Overview and Scrutiny – review partnerships Standards, ethical governance in relation to partnerships

18.	Safeguarding and looked after children	Cabinet	Children's Select Committee	Ensuring safeguarding responsibilities	Corporate Parenting Panel Safeguarding Children and Young People Panel Safeguarding Children and Young People Task Group
19.	Health, wellbeing and social care	Cabinet/Health and Wellbeing Board	Health Select Committee	Ensuring health, wellbeing and social care responsibilities	
20.	Policing and Community Safety	Cabinet	Police and Crime Panel	Holding Police and Crime Commissioner to account	Overview and Scrutiny
21.	Swindon and Wiltshire Local Enterprise Partnership (SWLEP)	Cabinet	Joint Strategic Economic Committee Audit and Governance Committee	Democratic accountability, review effectiveness of SWLEP governance framework	Overview and Scrutiny - LEP Joint Scrutiny Task Group
22.	Stone Circle Companies	Cabinet (representing the Council as shareholder)	The role of Audit and Governance and Overview and Scrutiny Committees will be considered as part of the review of the governance arrangements for the Stone Circle companies on which Cabinet will be updated in July 2021.		

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*
The Overview and Scrutiny Management Committee will work with the Audit and Governance Committee to refer matters of governance for further review. Likewise, the Audit and Governance Committee can refer matters arising from its remit that have a specific impact or risk to the Council's policy or operation to the Management Committee to consider the need for review. (Paragraph 6.5 Article 6 of Part 2 of the Constitution)

Wiltshire Council

Full Council

20 July 2021

Area Board Naming – Amesbury Area

Summary

This report sets out a proposed change to the name of Amesbury Area Board

Proposals

That Amesbury Area Board be renamed Stonehenge Area Board, and to delegate any necessary constitutional changes to the Monitoring Officer.

Reason for Proposals

To ensure the name of the Area Board reflects local identity.

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

Area Board Naming – Amesbury Area

Purpose

1. To consider the request by the Amesbury Area Board that the Boards' name be changed to Stonehenge Area Board.

Background

2. The names and Division details of Area Boards are set out in Part 3B Schedule 1 of the Constitution.
3. The terms of reference of the Electoral Review Committee state the it may make recommendations on the composition of Area Boards, following completion of an Electoral Review or Community Governance Review, 'or another reason', for determination by Full Council.
4. Composition of the Area Boards was recommended by the Committee and determined by Full Council at its meeting on 24 November 2020. This included accepting a request from then Chippenham Area Board that they be renamed Chippenham and Villages Area Board.
5. The Committee considered the request of Amesbury Area Board at its meeting on 12 July 2021.

Main Considerations

6. At the request of some Members of Amesbury Area Board in November 2020 an agenda item was taken to consider and discuss the possibility of re-naming the Amesbury Area Board. This had been proposed in order to be more inclusive of the area represented and as a result of the boundary review changes. It was determined that the parishes should be consulted upon and councillors should discuss the matter further.
7. In December 2020 a survey was compiled, and after being approved by Amesbury Area Board Members the survey link was sent to all Amesbury Parishes and regular area board attendees. The survey was also advertised at the January meeting of the Area Board and ran until the end of January 2021. The results of this survey can be seen at **Appendix 1**. There were 15 respondents, 11 of which preferred the name Stonehenge Area Board, which was the alternative option listed in the survey.

8. In March 2021 this was again discussed at the Area Board meeting but Members felt that as this was the last meeting of the 4 year Council term, it would appropriate for the new Area Board after the May elections to determine whether to support such a name change. A recommendation to consider and adopt the name Stonehenge Area Board was made to the new board.
9. In June 2021 at the first meeting of the Amesbury Area Board after the election the matter was considered, and it was resolved to recommend that the name of the Area Board be changed to Stonehenge Area Board as soon as possible.
10. The Electoral Review Committee considered the proposal at its meeting on 12 July 2021. It considered that there was support from the Board for the name change, and that it had undertaken an exercise to determine if the proposed name change was appropriate or supported.
11. Accordingly, the Committee resolved to recommend that Full Council adopt the name Stonehenge Area Board for the current Amesbury Area Board.

Safeguarding Implications

12. There are no safeguarding implications.

Public Health Implications

13. There are no public health implications.

Procurement Implications

14. There are no procurement implications.

Risk Assessment

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

Equalities Implications

16. There are no equalities implications.

Environmental and Climate Change Implications

17. There are no environmental implications.

Workforce Implications

18. There are no workforce implications.

Financial Implications

19. There are no financial implications.

Legal Implications

20. There are no legal implications. Naming of Area Boards is an administrative arrangement of Wiltshire Council.

Proposal

21. That Amesbury Area Board be renamed Stonehenge Area Board, and to delegate any necessary constitutional changes to the Monitoring Officer.

Perry Holmes - Director of Legal and Governance (and Monitoring Officer)

Report Author: Tara Shannon, Senior Democratic Services Officer, 01225 718352,
tara.shannon@wiltshire.gov.uk

12 July 2021

Appendices

Appendix 1 – Results of Online Survey regarding the possible renaming of Amesbury Area Board

Background Papers

None

Appendix 1

Results of Online Survey regarding the possible renaming of Amesbury Area Board

	Status	Change?	Reason (no Change)	Preferred Option	Alternative	Reason (change)
1	Representative	Yes		Stonehenge Area Board		Stonehenge is near the centre of the new area, it is a national monument and as such invokes a certain pride for the area. The area shouldn't be named after one town as it suggests the other towns and villages are not really included and an afterthought.
2	Representative	Yes		Stonehenge Area Board		
3	Representative	Yes		Stonehenge Area Board		It more accurately reflects the area it serves
4	Resident	Yes		Stonehenge Area Board		It's a good name and we should recognise the importance of Stonehenge
5	Resident	Yes		Stonehenge Area Board		
6	Representative	Yes		Stonehenge Area Board		It is the identifier for the area which is known World wide while avoiding the suggestion that any single part of the community area has a lead role
7	Resident	No	The area surrounds Amesbury. Current name appropriate.			
8	Representative	Yes		Stonehenge Area Board		It is a generic name which encompasses the whole area. Small villages on the

						outskirts will feel that they are included and it might encourage them to attend meetings
9	Representative	Yes		Stonehenge Area Board		Stonehenge is in the centre of the new proposed area boundaries & the name would encompass all the surrounding villages such as ours - Netheravon
10	Representative	Yes		Alternative	Salisbury Plain South	Gives location information that is wider than the "Stonehenge" name implies. Also, new road works associated with Stonehenge bypass in the coming years may cause confusion.
11	Resident	Yes		Stonehenge Area Board		Stonehenge is a well-known feature that many local people identify with, is reasonably central to the area and the name does not 'favour' any particular part of the area.
12	Resident	Yes		Alternative	Stonehenge Community Area Board	Provides a broad ranging description for the Town & Parish Councils, particularly those to the North, and West of Amesbury.
13	Representative	Yes		Stonehenge Area Board		It apply to the whole area a lot better
14	Representative	Yes		Alternative	Avon and Till Valleys Area Board	No one lives at Stonehenge
15	Resident	Yes		Stonehenge Area Board		

Wiltshire Council

Council

20 July 2021

Notice of Motion No.1 – Members’ Allowances Scheme

Councillors Philip Whitehead and Cllr Graham Wright

Background

Members with special responsibility, e.g. Cabinet members, Chair of Committees etc, receive an annual allowance, the Special Responsibility Allowance (SRA). This allowance is paid monthly and if a member with a special responsibility leaves during the year, payments are made pro-rata on the time spent in the post.

During an election year there is an anomaly because of the way the Member’s Allowances Scheme is currently drafted, that results in members not being paid their full year’s SRA, even though they have completed the full year’s work. (For clarity this does not affect the standard allowance that all councillors receive)

Fundamentally this is because Democratic Services inform payroll immediately after an election is held that the Special Responsibility holder is no longer in post, because of the way the Member’s Allowances Scheme is currently drafted. As a result, members do not receive their annual allowance, even though they have done the full year’s work. An example of this is best given by looking at some of the SRA holders who have stayed in post, for example, Pauline Church, Ian Blair-Pilling and Graham Wright. All have completed their full year’s work, but they have not received the full year’s allowance because effectively Democratic services ended the year prematurely and payroll reflected this.

This anomaly would be easily solved if the Member’s Allowances Scheme was amended and all SRA holders were paid their allowance until the Full Council when SR members are appointed for the next year. (Clearly if a councillor is not re-elected their allowance would cease from the election date as is the current case.)

Finally, this was first raised 4 years ago with the Leader, executive Director and Finance Director, following the last election, and assurance was received that this anomaly had been resolved. Had this not been received this motion would have been proposed 4 years ago. Therefore, the request is that this is corrected retrospectively.

This Council resolves that:

The Members’ Allowances Scheme be amended to include provision that in an election year, the SRAs for all SRA holders continue until the new SRA holders are appointed by the Full Council. This to apply from 7 May 2021 onwards, providing the member was re-elected.

Briefing Note

This briefing note is prepared in response to the motion from Cllr Philip Whitehead:

The Members' Allowances Scheme be amended to include provision that in an election year, the SRAs for all SRA holders continue until the new SRA holders are appointed by the Full Council. This to apply from 7 May 2021 onwards, providing the member was re-elected.

Response:

The Members Allowance Scheme is a matter for Council to determine, however it must do so having sought the recommendation of an Independent Remuneration Panel.

The Panel have considered the matter of SRAs in an election year and recommend that SRAs continue only for the Leader, Deputy Leader and Cabinet members in this instance. The matter is addressed in paragraphs 90-91 and Recommendation 18 of the Panel's report on this agenda, however the Council is not obliged to follow the recommendation and it is a matter for the Council to determine whether it wishes to agree the motion proposed.

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Wiltshire Council

Full Council

20 July 2021

Subject: Appointments to the Wiltshire Pension Fund Committee and Local Pension Board

**Cabinet Member: Councillor Pauline Church
Cabinet Member for Finance, Procurement,
Commissioning, IT, Digital and Commercialisation**

Key Decision: Non-Key

Executive Summary

A vacancy has arisen on the Wiltshire Pension Fund Committee, to which Council appoints membership as the Administering Authority. The report sets out the recruitment process undertaken and recommends appointments to Council.

A vacancy has also arisen on the Local Pension Board, and delegation to the Monitoring Officer is requested to make an appointment, upon receipt of nominations.

Proposal

That Council

- a) Appoints Claire Anthony to the Wiltshire Pension Fund Committee for a four year term as an Employer Member Representative;
- b) Delegates to the Monitoring Officer to appoint a representative to the Local Pension Board once a nomination is made by the employer group.

Reason for Proposal

To ensure compliance with the Public Sector Pension Act (2013) along with the Local Government Pension Scheme (Amendment Governance) Regulations 2015 and to ensure the sound governance of the Fund.

**Terence Herbert
Chief Executive Officer**

Subject: **Appointment to the Wiltshire Pension Fund Committee and Local Pension Board**

Cabinet Member: **Councillor Pauline Church
Cabinet Member for Finance, Procurement,
Commissioning, IT, Digital and Commercialisation**

Key Decision: **Non-Key**

Purpose of Report

1. To report to Council the outcome of a selection process for the Wiltshire Pension Fund Committee and seek to Council's approval for the appointment as set out in the recommendation above. To make arrangements for an appointment to the Local Pension Board to be made between meetings of the Council.

Background

2. The Wiltshire Pension Fund Committee has, delegated from Full Council, decision making responsibility over the administration and management of the Wiltshire Pension Fund. It is a scheme manager as defined under Section 4 of the Public Service Pensions Act 2013. The Committee is also a committee of the council under the 1972 Local Government Act.
3. The term of office of an Employer Representative on the Committee came to an end recently when that representative became employed by the Fund.
4. Under the Public Service Pensions Act 2013 and consequent amendments to the Local Government Pension Scheme Regulations 2013, each administering authority (in this case Wiltshire Council) is required to appoint a Local Pension Board to assist the administering authority to comply with relevant legislation and guidance, and to ensure the effective and efficient governance and administration of the Local Government Pension Scheme. Such Boards are constituted entirely under the Public Service Pensions Act 2013 and are not local authority committees.
5. A vacancy has arisen on the Local Pension Board for a member representing Wiltshire Council as an employer, and nominations are being sought. To avoid delay in appointing to this position (which would normally take place at the next Council meeting) until October 2021, it is requested delegation be made to the Monitoring Officer to make this appointment.

Main Considerations for the Council

6. An appointment process for the Committee has been undertaken in line with the Committee's Terms of Reference and Claire Anthony of Magna Learning Partnership has been selected to represent employer members within the Fund, following a request for nominations by incumbent and applicable employer bodies.
7. Appointments confirmed by Council will take place with immediate effect.
8. Nominations for the Local Pension Board can be made by Wiltshire Council, in accordance with the Board's Terms of Reference, assessed and confirmed by the Monitoring Officer to avoid delay in appointment.

Safeguarding Implications

9. There are no safeguarding implications.

Public Health Implications

10. There are no public health implications.

Procurement Implications

11. There are no Procurement implications

Equalities Impact of the Proposal

12. There are no equalities implications.

Environmental and Climate Change Considerations

13. There are no environmental implications.

Financial Implications

14. There are no financial risks associated with these appointments.
15. Members of the Committee and Local Pension Board are able to claim travel expenses for their roles, budget for which has been allocated.

Legal Implications

16. Vacancies are required to be filled to ensure the Council fulfils its statutory duties as administering authority under the Public Sector Pension Act (2013) along with the Local Government Pension Scheme (Amendment Governance) Regulations 2015.

Conclusions

17. In order to ensure the effective operation of the Wiltshire Pension Fund Committee, it is recommended the appointment is confirmed, and a delegation established to appoint to the Local Pension Board without delay.

Andy Brown

(Corporate Director – Resources, Deputy Chief Executive, S151 Officer and Treasurer to the Wiltshire Pension Fund)

Report Author: Libby Johnstone, Democracy Manger (Democratic Services)

libby.johnstone@wiltshire.gov.uk / 01225 718214

Background Papers - None