

# SUMMONS

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**Annual Council Meeting**

Date: **13 May 2014**

Time: **10.45 am**

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

**PLEASE SIGN THE ATTENDANCE  
BOOK BEFORE ENTERING THE  
COUNCIL CHAMBER**

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Please direct any enquiries on this Agenda to Yamina Rhouati, of Democratic Services, County Hall, Trowbridge, direct line 01225 718024 or email [Yamina.Rhouati@wiltshire.gov.uk](mailto:Yamina.Rhouati@wiltshire.gov.uk)

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

This summons and all the documents referred to within it are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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## PART I

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

**1 Election of Chairman 2014/15**

Nominations will be sought orally from those present at the meeting. Voting will be by way of a show of hands unless at least 10 Members request the holding of a secret ballot.

**2 Election of Vice-Chairman 2014/15**

Nominations will be sought orally from those present at the meeting. Voting will be by way of a show of hands unless at least 10 Members request the holding of a secret ballot.

**3 Apologies**

**4 Declarations of Interest**

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

5 **Minutes of Previous Meeting** (*Pages 1 - 62*)

To approve as a correct record and sign the minutes of the last meeting of Council held on 25 February 2014. (Pages 1 - 62)

6 **Announcements by the Chairman**

7 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named above for any further clarification.

Questions

To receive any questions from members of the public received in accordance with the constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named above (acting on behalf of the Corporate Director) no later than 5pm on Tuesday 6 May 2014. 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.

8 **Petitions**

8a) **Petitions Received**

No petitions have been received for presentation to this meeting.

8b) **Petitions Update** (*Pages 63 - 66*)

Report of the Democratic Governance Manager.

**COUNCILLORS' MOTIONS**

9 **Notices of Motion: Recognition of Trade Union Rights - Councillors Jeff Osborn and Terry Chivers** (*Pages 67 - 68*)

To consider the following notice of motion:

*"In the tendering of any future contracts for services provided by this Council, a*

*clear condition should be made that the Council will only enter into a contract with organisations that make a clear and public commitment that they fully recognise trade union rights for their employees and that they will continue to do so”*

For Council's ease of reference the rules on how a motion is dealt with at Council taken from Part 4 of the Council's constitution is attached.

(Pages 67 - 68)

## **APPOINTMENTS**

Reports by Robin Townsend, Associate Director - Corporate Function and Procurement

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

10a **Appointment of Committees and Review of Allocation of Seats on Committees to Political Groups** (*Pages 69 - 82*)

10b **Appointment of Councillors to Committees** (*Pages 83 - 100*)

10c **Appointment of Chairmen and Vice-Chairman of Committees** (*Pages 101 - 102*)

11 **Appointment to the Wiltshire and Swindon Fire Authority** (*Pages 103 - 104*)

Report by Robin Townsend, Associate Director - Corporate Function and Procurement  
(Pages 103 - 104)

## **CONSTITUTIONAL ARRANGEMENTS**

12 **Constitutional Changes Recommended by the Standards Committee** (*Pages 105 - 212*)

Report by Ian Gibbons, Associate Director Legal and Governance and Monitoring Officer (*Pages 105 - 212*)

## **OTHER ITEMS OF BUSINESS**

13 **Annual Report on Executive Decisions Taken Under Special Urgency** (*Pages 213 - 216*)

Report by Robin Townsend, Associate Director - Corporate Function and Procurement  
(Pages 213 - 216)

14 **Annual Report of the Overview and Scrutiny Management Committee 2013/14**

Councillor Simon Killane, Chairman of the Overview and Scrutiny Management

Committee will present the Annual Report of the Committee which can be accessed on the following link:

15 **Annual Report of the Corporate Parenting Panel 2013/14 (Pages 217 - 230)**

Councillor Laura Mayes, Cabinet member for Children's Services will present the Annual Report of the Corporate Parenting Panel. (Pages 217 - 230)

**MINUTES OF CABINET AND COMMITTEES**

16 **Minutes of Cabinet and Committees**

- a. The Chairman will move that Council receives and notes the minutes of Cabinet and the various Committees of the Council as listed in the Minutes Book enclosed separately.
- b. The Chairman will refer to Cabinet and each Committee in turn:
  - i. The Leader, Cabinet members and Chairmen of Committees will be invited to make any important announcements.
  - ii. Councillors will be given the opportunity to raise questions on points of information or clarification on the minutes presented.
- c. Councillors will be given an opportunity to raise general issues relating to Area Boards but not specific local issues.
- d. Councillors will be given an opportunity to raise any questions on the minutes of the Wiltshire and Swindon Fire Authority

17 **Dates of Council meetings 2014/15**

Recommended:

To approve the Council meetings for the remainder of 2014/15 as follows:

2014

29 July

21 October

2015

3 February (if required)

24 February (budget meeting)

12 May (Annual Council)

**COUNCILLORS' QUESTIONS**

18 **Councillors' Questions**

Please note that Councillors are required to give notice of any such questions in writing to the officer named on the first page of this agenda (acting on behalf of

the Corporate Director) not later than 5pm on Tuesday 6 May 2014. Questions may be asked without notice if the Chairman decides that the matter is urgent.

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

## **PART II**

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

**None**

Dr Carlton Brand  
Corporate Director  
Wiltshire Council  
Bythesea Road  
Trowbridge  
Wiltshire BA14 8JN

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## **COUNCIL**

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### **DRAFT MINUTES OF THE COUNCIL (BUDGET) MEETING HELD ON 25 FEBRUARY 2014 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Desna Allen, Cllr Glenis Ansell, Cllr Pat Aves, Cllr Chuck Berry, Cllr Nick Blakemore, Cllr Richard Britton, Cllr Rosemary Brown, Cllr Liz Bryant, Cllr Allison Bucknell, Cllr Trevor Carbin, Cllr Chris Caswill, Cllr Mary Champion, Cllr Terry Chivers, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Mark Connolly, Cllr Christine Crisp (Chairman), Cllr Brian Dalton, Cllr Andrew Davis, Cllr Tony Deane, Cllr Christopher Devine, Cllr Bill Douglas, Cllr Mary Douglas, Cllr Dennis Drewett, Cllr Peter Edge, Cllr Peter Evans, Cllr Sue Evans, Cllr Richard Gamble, Cllr Jose Green, Cllr Howard Greenman, Cllr Mollie Groom, Cllr Russell Hawker, Cllr Mike Hewitt, Cllr Alan Hill, Cllr Charles Howard, Cllr Jon Hubbard, Cllr Keith Humphries, Cllr Chris Hurst, Cllr Peter Hutton, Cllr Simon Jacobs, Cllr George Jeans, Cllr David Jenkins, Cllr Julian Johnson, Cllr Bob Jones MBE, Cllr Gordon King, Cllr John Knight, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Magnus Macdonald, Cllr Alan MacRae, Cllr Howard Marshall, Cllr Laura Mayes, Cllr Ian McLennan, Cllr Jemima Milton, Cllr Bill Moss, Cllr Christopher Newbury, Cllr John Noeken, Cllr Paul Oatway, Cllr Stephen Oldrieve, Cllr Helen Osborn, Cllr Jeff Osborn, Cllr Linda Packard, Cllr Mark Packard, Cllr Sheila Parker, Cllr Graham Payne, Cllr Nina Phillips, Cllr David Pollitt, Cllr Horace Prickett, Cllr Fleur de Rhé-Philipe, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Jane Scott OBE, Cllr Jonathon Seed, Cllr John Smale, Cllr Toby Sturgis, Cllr John Thomson, Cllr Ian Tomes, Cllr Dick Tonge, Cllr Anthony Trotman, Cllr John Walsh, Cllr Nick Watts, Cllr Bridget Wayman, Cllr Fred Westmoreland, Cllr Ian West, Cllr Stuart Wheeler, Cllr Roy While, Cllr Philip Whitehead, Cllr Christopher Williams and Cllr Graham Wright

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#### **15 Apologies**

Apologies for absence were received from Councillors Simon Killane, Helena McKeown, Ian Thorn, Phillip Whalley, James Sheppard, Leo Randall and Nick Fogg.

#### **16 Minutes of Previous Meeting**

The minutes of the last meeting held on 4 February 2014 were presented.

**Resolved:**

**That the minutes of the last Council meeting held on 4 February 2014 be approved as a correct record and signed by the Chairman.**

**17 Declarations of Interest**

The Chairman reminded Councillors of the letter of advice from the Monitoring Officer dated 20 January 2014 which made particular reference to interests in the context of considering the budget and where Councillors held tenancies with the Council.

Cllr Brian Dalton declared a disclosable pecuniary interest in the housing revenue account to be considered as part of the budget (minute no. 21 a refers) as he held a garage tenancy and took no part in the discussion or voting on the item.

**18 Announcements by the Chairman**

**(a) The Pound Arts Centre, Corsham**

The Chairman reported that she had attended the visit of Her Royal Highness The Duchess of Cornwall to the Pound Arts Centre in Corsham the previous week when she officially opened their new studios. She met with resident artists and representatives of various community groups who benefit from the Centre, as well as some young people involved in the Centre's new Creative Futures programme.

The Centre was lively and vibrant. It was good to see the enthusiasm and dedication of many people across all ages in various aspects of creative art. The Centre's Rural Arts Touring programme had a fantastic range of live performances held in communities. This initiative was being delivered in partnership with Wiltshire Council and South Gloucestershire Council with funding from Arts Council England. The Chairman encouraged Councillors to view their website to see the wide range of events being held.

**(b) Commonwealth Flag Handover**

The Chairman reported that she had on 10 February together with the Leader of the Council joined the Mayor of Swindon and the Leader of the Council in the Mayor's Parlour at the Borough Council Offices. A short ceremony was held at which Her Majesty's Lord-Lieutenant of Wiltshire, Mrs. Sarah Troughton, handed over to the Chairman and the Mayor Commonwealth Flags which would be flown from the Councils' flagpoles on Commonwealth Day, 10 March.

'Flying a Flag for the Commonwealth' was a new initiative to mark Commonwealth Day. 500 Commonwealth flags would be raised throughout the



United Kingdom, Channel Islands and the Isle of Man at 10.00 a.m. on Monday, 10 March. A short ceremony at the flagpole at County Hall was being organised and Councillors were encouraged to attend if they were able to do so.

**(c) Briefing on the Wiltshire Core Strategy**

The Chairman reminded Councillors that a briefing on the preliminary findings of the Inspector examining the Wiltshire Core Strategy would be held following this meeting of Council.

**(d) Wiltshire Olympians**

The Chairman explained that she was sure Councillors would wish to join her in congratulating our Wiltshire Winter Olympians who competed in Sochi over the last couple of weeks. Trowbridge resident John Jackson and his four man bobsleigh team finished an impressive fifth, Shelley Rudman from Pewsey slid into sixteenth in the skeleton bobsleigh and Paula Walker, John Jackson's girlfriend, finished twelfth in the women's two man bobsleigh event.

**19 Petition - 'Stop the proposed cuts to youth services'**

The Chairman reported receipt of a petition, organised by Mr Glynn Root, details of which were circulated in the Agenda Supplement. The petition with 2,520 signatories was presented by Mr Chris Baker and stated:

*'Stop the proposed cuts to youth services. The cuts that you propose will simply be eaten up in the policing of young people with no facilities to direct their energy into something positive.'*

*'Wiltshire Council are planning to cut 24 youth services and up to 144 youth workers. These cuts include losing Bass Connection based at Grosvenor House in Salisbury. This service has provided the opportunity for thousands of young people to not only build on their music skills but provide invaluable support and mentoring not available elsewhere.'*

Mr Baker explained that he was presenting the petition on behalf of young people who had all been shocked at the proposals to cut funding for youth services. He considered there had been a lack of consultation with users and affected staff and that the usage figures quoted were misleading. He also sought clarification on what the proposals would mean for youth groups and youth workers.

The Chairman thanked Mr Baker for the petition and his comments which were duly noted. She explained that the future of the youth service was currently the subject of consultation running until 14 April. The results of the consultation which would include reference to the petition and comments made at this meeting would then be considered and taken into account by Cabinet when it makes its decision on this issue, currently scheduled for 22 April (note: this was

subsequently altered to 15 May). The Chairman explained that in view of the ongoing consultation and consideration by Cabinet, she did not intend to debate the petition at this meeting. Mr Baker and any other interested parties would be able to attend Cabinet, a meeting open to the public.

**Resolved:**

**That the petition and comments made at this meeting be received and noted and referred to Cabinet as part of the response to the consultation on the review of positive leisure time activities for young people.**

**20 Public Participation**

No requests for public participation had been received for this meeting.

**21 Budget 2014/15**

**(a) Wiltshire Council Financial Plan 2014/15**

The Chairman reminded Councillors of the various papers that had been previously circulated in connection with Council's consideration of this item as follows:

- (a) Leader's Budget Speech (tabled at the meeting)
- (b) The report of the Special Overview and Scrutiny Management Committee held on 5 February 2014
- (c) Relevant extract of the minutes of Cabinet held on 11 February 2014 detailing Cabinet's recommendations
- (d) Financial Plan - Report by Michael Hudson, Associate Director - Finance and S.151 officer
- (e) Wiltshire Council's Policy on Fees, Charges and Concessions
- (f) Proposed Council Tax Resolution

The Chairman explained how she intended to chair the debate on this item and that the Council had a duty to set a budget. The Chairman referred Councillors to the budget process which included the order of those who would be called to speak, details of which had been previously circulated.

The Chairman drew Councillors' attention to the requirements of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 which came into force today. The Regulations required Councils to take recorded votes when determining levels of expenditure on services and the level of council tax to be levied for their area, details of which together with how this requirement would be incorporated into the Council's Constitution were previously circulated.

The Leader of Council made her budget speech, copies of which were tabled at the meeting and attached as Appendix 1 to these minutes.

The Leader explained that the Council's vision continued to be to create stronger and more resilient communities. The Council would also continue to prioritise those who were most vulnerable and we would do all we could to continue to boost the local economy, and working with local people and organisations, we would encourage and support our communities to do even more for themselves. The Leader explained that she was confident that next year's budget for 2014/15 would help us to deliver this vision and our key priorities as set out in the Council's Business Plan.

The Leader highlighted the many achievements made by the Council and the priority areas which would as proposed in the budget, attract significant and increased funding. She also highlighted the financial challenges ahead and the need more than ever, to work more innovatively and in partnership with other organisations.

The Leader made the following amendments to the recommended budget:

- A re-alignment of £0.5 million each year for the next four years from the highways capital budget into flood prevention and protection reflecting the need to support and work with those local communities that have been most affected.

This means that £1 million will be allocated to help protect these communities which is in addition to any government announcement and funding streams allocated for flooding.

- A transfer of £0.6 million from its transformation reserve to fund work on developing a single shared information system for Wiltshire with our partners in health.

At the Leader's request, Cllr Dick Tonge, Cabinet member for Finance, Performance, Risk, Procurement and Welfare Reform guided Councillors through the detail of the budget papers. He explained that the budget had been aligned with the 12 key actions of the Business Plan and was both robust and deliverable. Cllr Tonge drew Council's attention to the budget consultation Feedback which included the budget consultation day on 10 February and the meeting between Group Leaders and Trade Unions on 6 February, details of which were circulated in the Agenda Supplement.

Cllr Tonge thanked Michael Hudson and his Finance team for all their hard work in producing the budget documentation.

Cllr Tonge proposed the recommendations of Cabinet dated 11 February 2014 including the changes referred to above from the Leader and this was duly seconded by the Leader.

In Cllr Simon Killane's absence due to ill health, Cllr Roy While as Vice-Chairman of the Overview and Scrutiny Management Committee and Chairman of the Financial Planning Task Group, presented the report of the Committee dated 5 February 2014. Cllr While agreed it was a challenging budget and summarised the key issues raised by Scrutiny as referred to in its report.

Cllr Jon Hubbard, opposition group leader addressed Council on the proposals. He also agreed that the Council faced challenging pressures mainly as a result of reduced funding from central Government which left little room for manoeuvrability locally. He accepted that his group would have proposed similar proposals given such restrictions. He considered that any amendments proposed to the budget needed to be costed and deliverable. He referred to the amounts spent on consultants and agency staff but acknowledged that this was to ultimately avoid permanent appointments which could later lead to redundancies.

Cllr Clark, leader of the Independent group agreed that it was a difficult budget given the financial challenges.

Cllr Ricky Rogers, leader of the Labour group referred to the challenges being faced by the Council following continued reductions in Government funding. He considered the administration had stepped up to meet those challenges. He referred to seven concerns that he had in particular and was fearful that the Council was getting to a stage of cutting valued services. He would be in favour of reducing money on highways and redirecting it at youth services.

Group Leaders having addressed the budget as proposed were then given an opportunity of proposing any amendments.

Cllr Jon Hubbard proposed the following amendment which was duly seconded by Cllr Glenis Ansell:

To increase the proposed budget for Integrated Youth by £250,000 to a figure of £3.232m funded through:

- *Ceasing to produce printed agendas and minutes for elected members for all council meetings. For the avoidance of doubt*

*this includes Full Council, all committees and task groups including joint committees where Wiltshire Council is the lead council.*

*To facilitate the paperless working for elected members a tablet computer will be provided on request which will provide appropriate access to electronic versions of all relevant papers.*

*This will produce an annual saving of £100,000.*

- *Reduce the Members Development Fund by £25,000.*

*Whilst recognising that member development is important, this needs to be balanced against the delivery of front line services.*

- *Undertake an audit of the cost effectiveness of the provision of premises from which Youth Work is currently delivered. Where appropriate negotiate a viable and local alternative that can be secured by the council to deliver at least the current hours required by the service.*

*Work undertaken with officers had identified savings of at least £125,000 from this approach which can be realised in the 2014/15 financial year.*

Cllr Tonge and the Leader as the mover and seconder respectively of the motion, accepted the above amendments which would be incorporated into the main motion.

The debate was then opened to all other Councillors. Cllr Jeff Osborn proposed the following motion which was duly seconded by Cllr Terry Chivers:

- *That this Council reinstate the proposed approximate £25,000 budget cut in support for the highly valued Link Schemes across the county. This will be funded by undertaking an audit of the cost effectiveness of the provision of premises from which Youth Work is currently delivered. Where appropriate negotiate a viable and local alternative that can be secured by the council to deliver at least the current hours required by the service. Work undertaken with officers has identified savings of at least £125,000 from this approach which can be realised in the 2014/15 financial year.*

Cllr John Thomson, Cabinet member for Highways, Streetscene and Broadband explained the operation and funding streams of the Link scheme. He noted that most of the trips made under the Link scheme

were health related which was not reflected in the funding contribution from the NHS. Cllr Thomson was working on a proposal to simplify the operation of the scheme with more involvement by Area Board to enable them to support their local Link schemes. This would also involve transferring funding to the Area Boards to allow them to administer their own schemes. This proposal was subject to consultation. On this basis, Cllr Thomson urged Councillors not to support the amendment.

Cllr Jeff Osborn thanked Cllr Thomson for this clarification and asked for full details of what was being proposed to be circulated to Councillors and with agreement from his seconder, agreed to withdraw his amendment.

A debate ensued on the main motion which now included the amendments from the Leader and amendments from Cllr Jon Hubbard to which Cllr Tonge, the Leader or relevant Cabinet member responded. There was some concern expressed on the accepted amendment from Cllr Hubbard in respect of discontinuing the circulation of hard copies of agenda to Councillors. Some Councillors commented that this had been raised without full consultation or scrutiny.

**Resolved:**

**a. Endorses the update of the Financial Plan for 2014/15 subject to the following amendments:**

- i. A re-alignment of £0.5 million each year for the next four years from the highways capital budget into flood prevention and protection reflecting the need to support and work with those local communities that have been most affected.**

**This means that £1 million will be allocated to help protect these communities which is in addition to any government announcement and funding streams allocated for flooding.**

**A transfer of £0.6 million from its transformation reserve to fund work on developing a single shared information system for Wiltshire with our partners in health.**

- ii. Ceasing to produce printed agendas and minutes for elected members for all council meetings. For the avoidance of doubt this includes Full Council,**

**all committees and task groups including joint committees where Wiltshire Council is the lead council.**

**To facilitate the paperless working for elected members a tablet computer will be provided on request which will provide appropriate access to electronic versions of all relevant papers. This will produce an annual saving of £100,000.**

- iii. Reduce the Members Development Fund by £25,000.**

**Whilst recognising that member development is important, this needs to be balanced against the delivery of front line services.**

- iv. Undertake an audit of the cost effectiveness of the provision of premises from which Youth Work is currently delivered. Where appropriate negotiate a viable and local alternative that can be secured by the council to deliver at least the current hours required by the service.**

**Work undertaken with officers has identified savings of at least £125,000 from this approach which can be realised in the 2014/15 financial year.**

- b. Approve the savings and investment proposals summarised at Sections 9 and 7 respectively of this report and at Appendix 1, to provide a net revenue budget for 2014/15 of £333.063 million.**

**c. To:**

- i. Freeze Wiltshire Council's element of the Band D council tax for 2014/15 £1,222.43, as calculated in accordance with statute, as set out in Section 10 of the report presented.**
- ii. Set the Council's total net expenditure budget for 2014/15 at £333.063 million.**
- iii. Set a 3.7% increase for dwelling rents in accordance with rent restructuring;**

- iv. Set the HRA Budget for 2014/15 (original) as set out at Appendix 1G of the report presented;**
- v. That all other service charges related to the HRA be increased by 3.7%, and Garages rents to be increased by 2%**
- vi. Approve the Capital programme proposed at Appendix 1F of the report presented.**
- vii. Set the changes in fees and charges set out in detail at Section 8 of and at Appendix 1H of the report presented.**

#### **Recorded Vote**

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 which required a recorded vote taken of the Council's decisions in determining levels of expenditure on services and the voting was recorded as follows:

For the motion (74):

Cllrs Alan Hill, Alan MacRae, Allison Bucknell, Andrew Davis, Bill Douglas, Bill Moss, Bob Jones MBE, Bridget Wayman, Charles Howard, Christine Crisp, Christopher Devine, Christopher Newbury, Christopher Williams, Chuck Berry, David Jenkins, Dennis Drewett, Desna Allen, Fleur de Rhe-Philipe, Fred Westmoreland, George Jeans, Glenis Ansell, Graham Payne, Graham Wright, Helen Osborn, Howard Greenman, Howard Marshall, Ian West, Jacqui Lay, Jane Scott, Jeff Osborn, Jemima Milton, Jerry kunkler, John Knight, John Noeken, John Smale, John Thompson, Jon Hubbard, Jonathon Seed, Jose Green, Julian Johnson, Keith Humphries, Laura Mayes, Linda Packard, Magnus Macdonald, Mark Connolly, Mark Packard, Mary Champion, Mary Douglas, Mike Hewitt, Mollie Groom, Nick Blakemore, Nick Watts, Nina Phillips, Pat Aves, Paul oatway, Peter Evans, Peter Hutton, Philip Whitehead, Pip Ridout, Richard Britton, Richard Clewer, Richard Gamble, Richard Tonge, Rosemary Brown, Roy While, Russell Hawker, Sheila Parker, Simon Jacobs, Stuart Wheeler, Sue Evans, Terry Chivers, Toby Sturgis, Tony Deane, Tony Trotman.

Against the motion (5):

Cllrs Chris Caswill, David Pollit, Ernie Clark, Peter Edge, Trevor



Carbin.

Abstentions (7):

Cllrs Christ Hurst, Gordon King, Ian McLennan, Ian Tomes, John Walsh, Rick Rogers, Stephen Oldrieve.

(b) **Wiltshire Council's Policy on Fees, Charges and Concessions**

Cllr Dick Tonge, Cabinet member for Finance, Performance, Risk, Procurement and Welfare Reform presented a report which sought approval of a policy on the setting of fees, charges and concessions across the County. This would harmonise the process across the County instead of the different charging schedules inherited from the former Wiltshire district councils.

The proposed policy had been considered and recommended for approval by Cabinet at its meeting on 11 February 2014, the corresponding extract of the Cabinet minutes were presented. Cllr Tonge confirmed that the query originally raised in the Cabinet minute had been resolved and did not require any amendment to the policy.

**Resolved:**

**That Council adopt the Policy on Fees, Charges and Concessions**

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 which required a recorded vote taken of the Council's decisions in determining levels of expenditure on services and the voting was recorded as follows:

For the motion (70):

Cllrs Alan Hill, Alan MacRae, Allison Bucknell, Andrew Davis, Bill Moss, Bridget Wayman, Charles Howard, Chris Caswill, Christine Crisp, Christopher Devine, Christopher Newbury, Christopher Williams, Chuck Berry, David Jenkins, Dennis Drewett, Ernie Clark, Fleur de Rhe-Philippe, Fred Westmoreland, George Jeans, Glenis Ansell, Graham Payne, Graham Wright, Horace Prickett, Howard Greenman, Ian McLennan, Ian Tomes, Jacqui Lay, Jane Scott OBE, Jemima Milton, Jerry kunkler, John Knight, John Noeken, John Smale, John Thomson, John Walsh, Jonathon Seed, Jose Green, Julian Johnson,. Keith Humphries, Laura Mayes, Liz Bryant, Magnus Macdonald, Mark Connolly, Mark Packard, Mary Champion, Mary Douglas, Mike Hewitt, Mollie Groom, Nick Watts, Nina Phillips, Pat

Aves, Paul Oatway, Peter Evans, Peter Hutton, Philip Whitehead, Pip Ridout, Richard Britton, Richard Clewer, Richard Gamble, Richard Tonge, Ricky Rogers, Roy While, Russel Hawker, Sheila Parker, Simon Jacobs, Stuart Wheeler, Sue Evans, Toby Sturgis, Tony Deane, Tony Trotman.

Against the motion (4):

Cllrs Helen Osborn, Jeff Osborn, Terry Chivers, Trevor Carbin.

Abstentions (5):

Cllrs Bob Jones MBE, David Pollitt, Gordon King, Peter Edge, Stephen Oldrieve.

(c) **Proposed Council Tax Resolution**

At the Chairman's invitation and on behalf of the Leader, Cllr Dick Tonge, Cabinet member for Finance, Performance, Risk, Procurement and Welfare Reform presented a report which detailed the various calculations in the prescribed format to enable Council to approve the council tax requirement for 2014/15.

Cllr Tonge drew Council's attention to a correction at page 148 of the Summons – Paragraph C to read:

*C) Exclude only those with savings of more than £10,000 from the scheme.*

Using the tax base approved by Cabinet on 17 December 2013 of 167,334.47 band D equivalent households, and the net budget requirement of £333.063 million (of which £204.555 million is funded by council tax) gave a band D council tax for 2014/2015 of £1,222.43.

On being proposed by Cllr Tonge and seconded by the Leader, it was

**Resolved:**

- 1. It be noted that on 17 December 2013 the Council calculated:**
  - (a) the Council Tax Base 2014/2015 for the whole Council area as 167,334.47 [Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the "Act")] and,**

- (b) for dwellings in those parts of its area to which a Parish precept relates as in Appendix 2.
2. Calculate that the Council Tax requirement for the Council's own purposes for 2014/2015 (excluding Parish precepts) is £204.555 million.
3. That the following amounts be calculated for the year 2014/2015 in accordance with Sections 31 to 36 of the Act:
- (a) £910,530,538.42 (Gross Revenue Expenditure including parish precepts) being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils).
- (b) £563,994,000.00 (Revenue Income) being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- (c) £346,536,538.42 (Net Revenue Expenditure including parish precepts) being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A(4) of the Act).
- (d) £1,302.95 (Wiltshire Council band D tax plus average Town & Parish Councils Band D Council Tax) being the amount at 3(c) above (Item R), all divided by Item T (2 above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts), as shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
868.63	1,013.41	1,158.17	1,302.95	1,592.49	1,882.04	2,171.58	2,605.90

(e) **£13,473,538.42** (Aggregate of Town & Parish Council Precepts) being the aggregate amount of all special items (Parish Precepts) referred to in Section 34(1) of the Act (as per the attached Appendix 2).

(f) **£1,222.43** (band D Council Tax for Wiltshire Council purposes only) being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates, as shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
814.95	950.78	1,086.60	1,222.43	1,494.08	1,765.73	2,037.38	2,444.86

**4. That the Council approves and gives future delegated authority to amend the scheme in accordance with the Department of Work and Pensions annual up-rating and the Department for Communities and Local Government Default scheme.**

#### Recorded Votes

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 which required a recorded vote taken of the Council's decision on setting the council tax, the voting was recorded as follows:

For the motion (72):

Clls Alan MacRae, Allison Bucknell, Andrew Davis, Bill Moss, Brian Dalton, Bridget Wayman, Charles Howard, Chris Hurst, Christine Crisp, Christopher Newbury, Christopher Williams, David Jenkins, Dennis Drewett, Desna Allen, Ernie Clark, Fluer de Rhe-Philipe, Fred Westmoreland, George Jeans, Glenis Ansell, Gordon King, Graham Payne, Graham Wright, Howard Marshall, Ian McLennan, Ian Tomes, Ian West, Jacqui Lay, Jane Scott OBE, Jemima Milton, Jerry kunkler, John Knight, John Noeken, John Smale, John Smale, John Thomson, John Walsh, Jon Hubbard, Jonathon Seed, Julian Johnson, Keith Humphries, Laura Mayes, Linda Packard, Liz Bryant, Magnus Macdonald, Mark Connolly, Mark Packard, Mary Champion, Mary Douglas, Mike Hewitt, Mollie Groom, Nick Blakemore, Nick Watts, Nina Phillips, Pat Aves, Paul Oatway QPM, Peter Edge, Peter Evans, Peter Hutton, Philip Whitehead, Pip Ridout, Richard Britton, Richard Clewer, Richard Gamble, Richard Tonge, Ricky Rogers, Roy While, Sheila Parker, Simon Jacobs, Stephen Oldrieve, Sue Evans, Toby Sturgis, Tony Deane, Tony Trotman.

Against the motion (4):

Cllrs David Politt, Helen Osborn, Jeff Osborn, Trevor Carbin.

Abstention (1):

Cllr Chris Caswill.

## 22 **Treasury Management Strategy 2014/15**

At the invitation of the Chairman and on behalf of the Leader, Cllr Dick Tonge, Cabinet member for Finance, Performance, Risk, Procurement and Welfare Reform presented a report which sought Council's adoption of the Treasury Management Strategy for 2014/15 as recommended by Cabinet at its meeting on 11 February 2014.

**Resolved:**

**That Council:**

- a) **adopt the Prudential and Treasury Indicators (Appendix A of the report presented);**
- b) **adopt the Annual Investment Strategy, including the proposed increase in the lending limit associated with Government backed UK banks (Appendix B of the report presented);**

- c) **adopt the updated Treasury Management Practices (TMPs) (Appendix C of the report presented);**
- d) **delegate to the Associate Director, Finance, Revenues & Benefits and Pensions the authority to vary the amount of borrowing and other long term liabilities within both the Treasury Indicators for the Authorised Limit and the Operational Boundary;**
- e) **authorise the Associate Director, Finance, Revenues & Benefits and Pensions to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long term portfolio;**
- f) **agree that short term cash surpluses and deficits continue to be managed through temporary loans and deposits; and**
- g) **agree that any surplus cash balances not required to cover borrowing are placed in authorised money-market funds, particularly where this is more cost effective than short term deposits and delegate to the Associate Director, Finance, Revenues & Benefits and Pensions the authority to select such funds.**

## 23 **Notices of Motion**

No motions received for this meeting.

## 24 **Councillors' Questions**

The Chairman reported receipt of questions from Councillors Helen Osborn, Jon Hubbard, Chris Caswill and Simon Killane, details of which were circulated in the agenda supplement. Responses from the relevant Cabinet member were either included in the supplement, attached as Appendix 3 or provided verbally at the meeting.

Questioners agreed to take their questions as read and were given an opportunity to ask a relevant supplementary question to which the relevant Cabinet member responded.

## 25 **Parish/Community Governance Review**

At the Chairman's invitation, Cllr Stuart Wheeler, Cabinet member for Hubs, Heritage & Arts, Governance and Support Services presented a report which sought Council's approval to establish a working party to carry out parish/governance reviews of parish boundaries and electoral arrangements.

If so approved, Council was asked to approve the terms of reference of the working party and appoint to it one member nominated by each Group Leader (with substitute), with provision for the local member(s) to attend for any specific

item under consideration. The working party would then make recommendations for Council's consideration.

A community governance review is a review of the whole or part of the area of a principal council for the purpose of making recommendations with regard to:

- creating, merging, amending or abolishing parishes;
- the naming of parishes;
- the electoral arrangements for parishes; and
- grouping arrangements for parishes.

Details of requests already received for a community governance review were presented. Cllr Wheeler confirmed that any further requests could be submitted by 31 March 2014.

**Resolved:**

**That Council:**

- approve the Terms of Reference as presented for a Community Governance Review;**
- approve the membership of the Community Governance Review Working Group as follows (substitutes in brackets):**

**Conservative group:  
Cllr Stuart Wheeler (Cllr Julian Johnson)**

**Liberal Democrat group:  
Cllr Jon Hubbard (Cllr Graham Wright)**

**Independent group:  
Cllr Ernie Clark (Cllr Dennis Drewett)**

**Labour group:  
Cllr Ian McLennan (to be advised)**

**Plus local members as appropriate.**

- undertake a Community Governance Review, starting on 1 April 2014.**

## **26 Membership of Committees**

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

Cllr Ernie Clark requested that Cllr Chris Caswill replace Cllr Dennis Drewett on the Police and Crime Panel.

**Resolved:**

**That Council approve the above mentioned membership change.**

## 27 Minutes of Cabinet and Committees

The Chairman moved that Council receive and note the following minutes as listed in the separate Minutes Book and this was duly seconded by the Vice-Chairman:

Cabinet	11 February 2014
Overview and Scrutiny management Committee	5 February 2014
Children's Select Committee	28 January 2014
Health Select Committee	14 January 2014
Northern Area Planning Committee	29 January 2014
Southern Area Planning Committee	16 January, 6 February 2014
Strategic Area Planning Committee	22 January 2014
Wiltshire Police and Crime Panel	15 January, 6 February 2014
Wiltshire and Swindon Fire Authority	12 December 2013

The Chairman then invited questions from members on points of information or clarification on the above minutes and gave the Chairmen of those meetings the opportunity to make any important announcements on the work of their respective Committees.

### **Children's Select Committee**

Cllr Jon Hubbard, Chairman of the Select Committee advised Councillors that the subject of the briefing prior to the next Select Committee would be on childhood sexual exploitation.

### **Wiltshire and Swindon Fire Authority**

Cllr Graham Payne, Chairman of the Fire Authority updated Council on proposals currently under discussion to merge the Fire Authority with the Dorset Fire Authority. This would be with a view to make savings required in the face of reductions in central Government funding.



## **Appendices**

Appendix 1 – Leader's Budget speech (minute no. 21 a refers)

Appendix 2 – Parish precepts (minute no. 21 c refers)

Appendix 3 – Councillors' questions (minute no. 24 refers)

(Duration of meeting: 10.30 am - 3.20 pm)

The Officer who has produced these minutes is Yamina Rhouati, of Democratic & Members' Services, direct line 01225 718024, e-mail

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## **Leader's speech – Budget – 25 February 2014**

Last year, two months after the local elections, we published our business plan that set out our focus and what we planned to deliver in the next four years.

Our vision; to create stronger and more resilient communities – agreed when we became a unitary council in 2009 – remains at the heart of everything we do.

We will continue to prioritise those who are most vulnerable and we will do all we can to continue to boost the local economy, and working with local people and organisations we will encourage and support our communities to do even more for themselves.

I am confident that next year's budget for 2014/15 will help us to deliver this vision and our key priorities.

Since publishing the business plan, we have not stood still – the pace of change, I believe, reflects Wiltshire Council as a dynamic organisation that is transforming how it works and how it gets things done.

Working with others – our key partners, businesses and local communities – we have made good headway to deliver the twelve actions that we set out in the plan. By working together we are becoming more efficient and the services we provide to the people of Wiltshire are continuing to improve.

We know that we have to continue to work differently as the situation gets tougher and there are no signs of improvement in the funding for local public services for at least the next four years.

Difficult decisions will need to be made as funding continues to reduce and the pressure for our services continues to increase - particularly for vulnerable adults and children.

We realise that there are few easy options available; but, by working together with communities and partners we can make better use of our resources and save money to lessen the impact on vital front line services.

Last year we saw huge changes in the National Health Service, including public health being integrated into the council and the establishment of the Health and Wellbeing Board. The role of the board is to look at how healthy Wiltshire's population is, and how - by working together – we can provide the best services for health and social care.

Although we are already one of the healthiest counties in the country – we still face a number of challenges and we cannot be complacent. The average life expectancy in Wiltshire is well above the national average, for the first time since records began, men in Wiltshire can now expect to live to an average of 80 years.

This ageing population has needs and conditions that are associated with older people, such as dementia. We need to work together with our local communities and health providers to make sure that we can deliver the level of support that they will need. We also want to increase the focus on prevention so we can tackle and prevent ill health for everyone. By focusing on prevention we can encourage people to be more active and healthy.

We will also look at how we support people's independence and how we can help people stay in their homes and local community for longer, which we know is their preferred option.

And, we will continue to keep people safe from avoidable harm; protecting and safeguarding those who are most vulnerable.

The government recently mandated all health and wellbeing boards to submit a Better Care Plan. The plan has to set out the vision for how we integrate health and social care services work and deliver better and more local services in our communities and will be aligned to the allocation of funding.

The funding is not new money - it is money previously used for the provision of health and social care. It will be allocated based on the plans and the actions that demonstrate how we will drive change and provide a different approach to care provision.

Currently, around £800 million is spent on health and social care in Wiltshire.

The Better Care fund could provide up to £27 million for the county for the integration of health and social care services. Working with the Clinical Commissioning Group (CCG) we will need to invest additional resources in 2014/15 so that we can deliver our vision to provide care as close to home as possible – with home always as the first option.

It is vital that we protect social care services and that we are able to support people who are discharged from hospital and provide the services that are needed in their communities.

These services will be 24/7 and there is a need to establish a single approach to sharing information between professionals in health and social care to ensure there is one single assessment and a lead professional in each individual case.

We will hear the minister's views on our better care plan in the spring.

Working differently with our partners has been on the agenda ever since the cuts in funding from central government impacted on the public sector. We know we have to look at how we can share resources and adopt a more innovative approach to delivering vital services. Last year we made a lot of progress.

As I'm sure you are aware we now share our Monkton Park offices with Wiltshire police and these offices are being modernised to reflect our joint needs and provide additional space for other council services.

We have also delivered a Multi-Agency Safeguarding Hub – or MASH – as some of you may be more familiar with that term – here, in County Hall, that is housing all public sector agencies to address key safeguarding issues and to allow speedy access and sharing of key information that is needed to protect those who most need our help.

The newly refurbished County Hall has created a vibrant, busy and active community space and a state-of-the-art library that attracts all ages and a wide-range of events. It also provides a modern fit-for-purpose working environment for our staff and members.

Our transformation programme continues to streamline and make better use of the buildings we inherited when we became a unitary council in 2009. We are on target to reduce from 95 office buildings to 3 main hub offices, and we will sell assets worth £75 million in the next two years. We have already sold 12 buildings and surrendered leases on 18 others.

Currently, we have 16 buildings on the market and 27 more buildings will be released for sale when the three main hubs are complete. This not only means we are delivering savings of £5 million each year on running costs, but it has also provided us with the opportunity to do things differently in the way we work and how we do business.

Our hub environments should not be underestimated; the recent peer review said we were radical, transformational and a modern organisation that was setting a benchmark for others.

Last year we continued to work with our local communities; particularly looking at the delivery of local services and assessing what they want, in the location they say works best for them, and how they will get involved in the provision of these services.

The first campus will open in Corsham this summer and will be a focus for the local community providing public and voluntary services and space for a wide-range of activities and local events.

Development is also underway for campuses in Salisbury and Melksham which plan to open next year. Other campuses across the county are at various stages of development or public consultation but as you are aware the plan is to have a campus, if the community wants one, in every community area.

Our county will continue to change and develop over the next four years.

The Army Rebasing programme announced in March last year will see more than 4,000 army personnel and their families relocate to this county over the next five years.

Working with the MoD we are ensuring these moves are as smooth and successful as possible and that we have the right level of services and infrastructure in place. Consultation and awareness is vital, particularly within the local communities directly affected by the rebasing plans. The consultation process on the master plan started last week.

Working with these communities, we will maximise the economic opportunities the rebasing plans will bring. We are proud of our military links and the fact that this county will be home to largest Army base in the country and that already 12 per cent of our population is made up of service veterans.

For those who choose to leave the armed forces and remain in this county - we welcome them and we will support them as they make the transition into civilian life and suitable occupations. Their skills should not be underestimated and the training, work ethic and leadership abilities that they have make them a real asset to our communities.

Following Lord Heseltine's review on local economic growth two years ago, the government asked all Local Enterprise Partnerships - or LEP - to develop a five year Strategic Economic Plan detailing how we will grow our local economies between now and 2020.

This plan will be used to allocate Swindon and Wiltshire's share of the government's Single Local Growth Fund, which is a new £2 billion annual funding stream. The amount awarded to each LEP will be based on the strength of its plan. We are currently working to ensure that our plan is innovative, ambitious and competitive and robust enough to secure funding.

Job creation and achieving sustainable and appropriate growth within our county is at the heart of the draft Wiltshire Core Strategy – which outlines where growth could take place in Wiltshire by 2026.

The strategy, which has been shaped through local public consultation, is currently with a government inspector. Whilst other local authorities have had their core strategies dismissed, we have only been asked to provide more information around increasing our housing figures, as part of the government's growth agenda. Providing this information is another step in this important and extremely complex process.

As I mentioned earlier, the pace of delivery is both fast and dynamic reflecting national and local demands and the need for change.

Last September we invited a peer review team to assess how we were doing and to receive feedback on our focus for Wiltshire. I'm a great believer that it's always a good thing for others to assess how you are doing and where you can do things better.



The reviewers, made up of a senior team including a chief executive, leader and the LGA, spent a week researching, enquiring and watching what we do and their overall view was that 'Wiltshire Council is in a good place and it is going in the right direction'.

In proposing next year's budget we have once again had to manage considerable challenges. Like all local authorities, we continue to face financial pressures with our funding from central government reducing, and the demands for services increasing; including those services that have been essential during the recent adverse weather.

I would like to take this opportunity to recognise and thank our local communities and staff - not just from the council, but our partners too - who have worked tirelessly to try and combat the impact of the recent extreme rainfall.

I would like to acknowledge the support that has been provided to local communities following the damaging flooding that has occurred. I know it's been a difficult few months and I have visited many parts of Wiltshire that have been affected including Aldbourne where I witnessed the effects first hand. There's no doubt that the impact of the relentless rain has been hard for many people.

In the last four years we have saved more than £90 million and we know that becoming a unitary council helped us to achieve this. Looking ahead, the next four years will undoubtedly continue to be challenging and we will need to find £120 million if we are to continue to deliver our key priorities.

Funding from central government will be cut by £9.5 million next year and we know that the demand on services plus inflation costs is more than £16 million. This meant we had to make some tough choices before proposing any investments as we needed to find £25.5 million. We have to continually look at how services can best be provided for the future.

An example of where we need to review how we do things differently is our current youth activities provision across Wiltshire.

We know that only a minority of young people currently use the youth services that we provide. Their preference is often to use facilities and activities provided by the community, voluntary and private sectors.

By asking young people what activities and facilities they would like in their local communities we can look at future provision. The needs of young people today are very different from the provision we put in place ten years ago.

We want more young people to access services and we welcome their views on the four options for future provision. We currently spend more than £3.4 million on youth services and we are proposing to save £500,000. This means that we will still be spending £2.9 million on youth services and we will not, like many other local authorities be stopping this provision.

Consultation is currently underway and if the option to deliver community led youth services is seen as the most appropriate, we will look at devolving funding and decisions for youth activities and service provision locally through our area boards. Many boards already deliver an exemplary youth service facilitating and supporting a huge range of activities and initiatives to engage young people.

Over the next few years we will inevitably have to make more tough choices if we are to deliver our priorities. This year we are proposing to continue to invest in essential frontline services, and as such we plan to spend an additional £18 million in priority areas as set out in our business plan.

Feedback from more than 6,000 residents in our What Matters to You survey and focus groups showed people want more spent on roads, older people and adult social care, and affordable housing – and we are putting significant investment into all three of these areas.

We will continue to maintain our roads and pavements and we will invest an additional £52 million over the next six years which means we will spend a total of £21 million a year to improve the 2,765 miles of road in Wiltshire that we are responsible for. We have already begun working with communities through the area boards to identify those stretches of roads and pavements that they consider to be a local priority.

Wiltshire's growing population of elderly and vulnerable adults means there is a corresponding growing demand for social care – but also a changing pattern of care.

We are committed to providing care for our elderly and vulnerable people within their own homes wherever possible, helping them to continue to lead safe and better quality lives in surroundings where they feel most comfortable. To support that, we are investing a further £3.6 million in our adult frontline care.

To meet the demand in the number of children needing our care we will invest more than £5 million to accommodate this growing need. We will also continue to provide the essential short breaks scheme for children with disabilities and their families.

This is a nationally recognised scheme which is held in high regard by local parents and children. We intend to maintain our investment of £1 million, reflecting our priority to support those who are most vulnerable in our local communities.

Over the next four years, we will invest £44.9 million in modernising our council housing, plus a further £2 million a year will help towards the provision of much needed affordable housing. £16 million pounds of investment is already starting to improve broadband speeds across Wiltshire.

As I mentioned before, the first campus will open this summer in Corsham, plus a further six are due for completion by end of 2016 – this equates to an investment of £54.5million over the next 4 years.

In recognition of the current economic climate and the impact that this continues to have on so many households, I am proposing that for the fourth year in a row we will not be increasing the council tax. This means that the average household has saved around £382.00 and that as one of the largest councils in the country we are pleased to be able to keep council tax level as low as possible by working differently and innovatively to deliver our vital front line services.

I mentioned earlier the impact of the adverse weather that has blighted the county since before Christmas. I am proposing a re-alignment of £0.5 million each year for the next four years from the highways capital budget into flood prevention and protection reflecting the need to support and work with those local communities that have been most affected.

This means that £1 million will be allocated to help protect these communities which is in addition to any government announcement and funding streams allocated for flooding.

I am also proposing that the council approves a transfer of £0.6 million from its transformation reserve to fund work on developing a single shared information system for Wiltshire with our partners in health.

This funding forms part of the Better Care Plan submission to central government and Wiltshire's Clinical Commissioning Group (CCG) will allocate with £0.5 million.

The new system will be used to drive out inefficiencies and improve preventative work with the delivery of a more responsive service that will meet the needs of local residents; particularly those who are most vulnerable, by asking questions just once – it is well known that people find it incredibly frustrating; particularly when they are unwell, to have to repeat again and again the same information.

I would like to say a special thank you to the finance team, for the production of this year's budget and all the supporting papers. I would also like to take this opportunity to say a huge thank you to the three corporate directors and my cabinet for all their hard work last year and for their support in delivering a robust budget that builds on our innovative approach and our track record of success.

It will help us to achieve the vision and continue to deliver our key priorities and make Wiltshire a better place to live and work in and visit.

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## Appendix B

Council Tax Schedule	2014/2015	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Wiltshire Council		814.95	950.78	1,086.60	1,222.43	1,494.08	1,765.73	2,037.38	2,444.86
Office of the Police & Crime Commissioner for Wiltshire & Swindon		107.28	125.16	143.04	160.92	196.68	232.44	268.20	321.84
Wiltshire & Swindon Fire Authority		42.41	49.48	56.55	63.62	77.76	91.90	106.03	127.24
Town & Parish Council (Average)		53.68	62.63	71.57	80.52	98.41	116.31	134.20	161.04
<b>Total</b>		<b>1,018.32</b>	<b>1,188.05</b>	<b>1,357.76</b>	<b>1,527.49</b>	<b>1,866.93</b>	<b>2,206.38</b>	<b>2,545.81</b>	<b>3,054.98</b>

## Council Tax Charge by band per Parish/Town Council

Aldbourn Parish Council	21.46	25.04	28.61	32.19	39.34	46.50	53.65	64.38
Alderbury Parish Council	31.59	36.85	42.12	47.38	57.91	68.44	78.97	94.76
All Cannings Parish Council	28.15	32.84	37.53	42.22	51.60	60.98	70.37	84.44
Allington Parish Council	27.92	32.57	37.23	41.88	51.19	60.49	69.80	83.76
Alton Parish Council	14.49	16.91	19.32	21.74	26.57	31.40	36.23	43.48
Alvediston Parish Meeting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Amesbury Town Council	38.63	45.07	51.51	57.95	70.83	83.71	96.58	115.90
Ansty Parish Council	13.81	16.11	18.41	20.71	25.31	29.91	34.52	41.42
Ashton Keynes Parish Council	34.15	39.84	45.53	51.22	62.60	73.98	85.37	102.44
Atworth Parish Council	31.89	37.21	42.52	47.84	58.47	69.10	79.73	95.68
Avebury Parish Council	31.49	36.74	41.99	47.24	57.74	68.24	78.73	94.48
Barford St Martin Parish Council	29.08	33.93	38.77	43.62	53.31	63.01	72.70	87.24
Baydon Parish Council	33.16	38.69	44.21	49.74	60.79	71.85	82.90	99.48
Beechingstoke Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Berwick Bassett & W/Bourne Monkton Parish Council	17.59	20.52	23.45	26.38	32.24	38.10	43.97	52.76
Berwick St James Parish Council	10.62	12.39	14.16	15.93	19.47	23.01	26.55	31.86
Berwick St John Parish Council	35.35	41.25	47.14	53.03	64.81	76.60	88.38	106.06
Berwick St Leonard Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Biddestone Parish Council	21.89	25.54	29.19	32.84	40.14	47.44	54.73	65.68
Bishops Cannings Parish Council	14.15	16.50	18.86	21.22	25.94	30.65	35.37	42.44
Bishopstone Parish Council	13.36	15.59	17.81	20.04	24.49	28.95	33.40	40.08
Bishopstrow Parish Council	12.72	14.84	16.96	19.08	23.32	27.56	31.80	38.16
Bowerchalke Parish Council	20.27	23.65	27.03	30.41	37.17	43.93	50.68	60.82
Box Parish Council	61.96	72.29	82.61	92.94	113.59	134.25	154.90	185.88
Boyton Parish Council	4.45	5.19	5.93	6.67	8.15	9.63	11.12	13.34
Bradford On Avon Town Council	68.07	79.41	90.76	102.10	124.79	147.48	170.17	204.20
Bratton Parish Council	33.93	39.59	45.24	50.90	62.21	73.52	84.83	101.80
Braydon Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bremhill Parish Council	7.23	8.44	9.64	10.85	13.26	15.67	18.08	21.70
Brinkworth Parish Council	18.59	21.68	24.78	27.88	34.08	40.27	46.47	55.76
Britford Parish Council	10.80	12.60	14.40	16.20	19.80	23.40	27.00	32.40
Broad Hinton & W/Bourne Bassett Parish Council	10.26	11.97	13.68	15.39	18.81	22.23	25.65	30.78
Broad Town Parish Council	9.24	10.78	12.32	13.86	16.94	20.02	23.10	27.72
Broadchalke Parish Council	14.08	16.43	18.77	21.12	25.81	30.51	35.20	42.24
Brokenborough Parish Council	8.89	10.37	11.85	13.33	16.29	19.25	22.22	26.66
Bromham Parish Council	30.55	35.64	40.73	45.82	56.00	66.18	76.37	91.64
Broughton Gifford Parish Council	17.38	20.28	23.17	26.07	31.86	37.66	43.45	52.14
Bulford Parish Council	24.00	28.00	32.00	36.00	44.00	52.00	60.00	72.00
Bulkington Parish Council	25.64	29.91	34.19	38.46	47.01	55.55	64.10	76.92
Burbage Parish Council	28.37	33.09	37.82	42.55	52.01	61.46	70.92	85.10
Burcombe Parish Council	28.64	33.41	38.19	42.96	52.51	62.05	71.60	85.92
Buttermere Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Calne Town Council	133.29	155.51	177.72	199.94	244.37	288.80	333.23	399.88
Calne Without Parish Council	3.55	4.15	4.74	5.33	6.51	7.70	8.88	10.66
Castle Combe Parish Council	19.23	22.43	25.64	28.84	35.25	41.66	48.07	57.68
Chapmanslade Parish Council	8.60	10.03	11.47	12.90	15.77	18.63	21.50	25.80
Charlton Parish Council	14.65	17.09	19.53	21.97	26.85	31.73	36.62	43.94
Charlton St Peter & Wilsford Parish Council	6.60	7.70	8.80	9.90	12.10	14.30	16.50	19.80

## Appendix B

Council Tax Schedule 2014/2015	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Wiltshire Council	814.95	950.78	1,086.60	1,222.43	1,494.08	1,765.73	2,037.38	2,444.86
Office of the Police & Crime Commissioner for Wiltshire & Swindon	107.28	125.16	143.04	160.92	196.68	232.44	268.20	321.84
Wiltshire & Swindon Fire Authority	42.41	49.48	56.55	63.62	77.76	91.90	106.03	127.24
Town & Parish Council (Average)	53.68	62.63	71.57	80.52	98.41	116.31	134.20	161.04
<b>Total</b>	<b>1,018.32</b>	<b>1,188.05</b>	<b>1,357.76</b>	<b>1,527.49</b>	<b>1,866.93</b>	<b>2,206.38</b>	<b>2,545.81</b>	<b>3,054.98</b>

## Council Tax Charge by band per Parish/Town Council

Cherhill Parish Council	12.99	15.15	17.32	19.48	23.81	28.14	32.47	38.96
Cheverell Magna (Great Cheverell) Parish Council	22.38	26.11	29.84	33.57	41.03	48.49	55.95	67.14
Chicklade Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Chilmark Parish Council	19.79	23.08	26.38	29.68	36.28	42.87	49.47	59.36
Chilton Foliat Parish Council	23.37	27.27	31.16	35.06	42.85	50.64	58.43	70.12
Chippenham Town Council	100.61	117.38	134.15	150.92	184.46	218.00	251.53	301.84
Chippenham Without Parish Council	30.61	35.72	40.82	45.92	56.12	66.33	76.53	91.84
Chirton Parish Council	8.23	9.60	10.97	12.34	15.08	17.82	20.57	24.68
Chitterne Parish Council	30.79	35.92	41.05	46.18	56.44	66.70	76.97	92.36
Cholderton Parish Council	30.11	35.13	40.15	45.17	55.21	65.25	75.28	90.34
Christian Malford Parish Council	17.67	20.61	23.56	26.50	32.39	38.28	44.17	53.00
Chute Forest Parish Council	30.16	35.19	40.21	45.24	55.29	65.35	75.40	90.48
Chute Parish Council	24.81	28.95	33.08	37.22	45.49	53.76	62.03	74.44
Clarendon Park Parish Council	3.49	4.08	4.66	5.24	6.40	7.57	8.73	10.48
Clyffe Pypard Parish Council	9.51	11.10	12.68	14.27	17.44	20.61	23.78	28.54
Codford Parish Council	14.25	16.62	19.00	21.37	26.12	30.87	35.62	42.74
Coleerne Parish Council	36.61	42.72	48.82	54.92	67.12	79.33	91.53	109.84
Collingbourne Ducis Parish Council	32.75	38.20	43.66	49.12	60.04	70.95	81.87	98.24
Collingbourne Kingston Parish Council	29.21	34.08	38.95	43.82	53.56	63.30	73.03	87.64
Compton Bassett Parish Council	17.02	19.86	22.69	25.53	31.20	36.88	42.55	51.06
Compton Chamberlayne Parish Council	24.94	29.10	33.25	37.41	45.72	54.04	62.35	74.82
Coombe Bissett Parish Council	20.75	24.21	27.67	31.13	38.05	44.97	51.88	62.26
Corsham Town Council	91.17	106.37	121.56	136.76	167.15	197.54	227.93	273.52
Corsley Parish Council	16.30	19.02	21.73	24.45	29.88	35.32	40.75	48.90
Coulston Parish Council	16.09	18.78	21.46	24.14	29.50	34.87	40.23	48.28
Cricklade Town Council	107.74	125.70	143.65	161.61	197.52	233.44	269.35	323.22
Crudwell Parish Council	20.34	23.73	27.12	30.51	37.29	44.07	50.85	61.02
Dauntsey Parish Council	32.93	38.41	43.90	49.39	60.37	71.34	82.32	98.78
Devizes Town Council	81.90	95.55	109.20	122.85	150.15	177.45	204.75	245.70
Dilton Marsh Parish Council	17.83	20.80	23.77	26.74	32.68	38.62	44.57	53.48
Dinton Parish Council	25.09	29.28	33.46	37.64	46.00	54.37	62.73	75.28
Donhead St Andrew Parish Council	19.93	23.26	26.58	29.90	36.54	43.19	49.83	59.80
Donhead St Mary Parish Council	21.41	24.97	28.54	32.11	39.25	46.38	53.52	64.22
Downton Parish Council	31.05	36.23	41.40	46.58	56.93	67.28	77.63	93.16
Durnford Parish Council	7.57	8.84	10.10	11.36	13.88	16.41	18.93	22.72
Durrington Town Council	33.57	39.16	44.76	50.35	61.54	72.73	83.92	100.70
East Kennett Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
East Knoyle Parish Council	14.26	16.64	19.01	21.39	26.14	30.90	35.65	42.78
Easterton Parish Council	42.53	49.61	56.70	63.79	77.97	92.14	106.32	127.58
Easton Grey Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Easton Royal Parish Council	27.57	32.17	36.76	41.36	50.55	59.74	68.93	82.72
Ebbesbourne Wake Parish Council	6.59	7.68	8.78	9.88	12.08	14.27	16.47	19.76
Edington Parish Council	13.10	15.28	17.47	19.65	24.02	28.38	32.75	39.30
Enford Parish Council	12.82	14.96	17.09	19.23	23.50	27.78	32.05	38.46
Erlstoke Parish Council	41.19	48.06	54.92	61.79	75.52	89.25	102.98	123.58
Etchilhampton Parish Council	13.28	15.49	17.71	19.92	24.35	28.77	33.20	39.84
Everleigh Parish Council	25.63	29.90	34.17	38.44	46.98	55.52	64.07	76.88
Figheledean Parish Council	47.05	54.90	62.74	70.58	86.26	101.95	117.63	141.16



## Appendix B

Council Tax Schedule 2014/2015	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Wiltshire Council	814.95	950.78	1,086.60	1,222.43	1,494.08	1,765.73	2,037.38	2,444.86
Office of the Police & Crime Commissioner for Wiltshire & Swindon	107.28	125.16	143.04	160.92	196.68	232.44	268.20	321.84
Wiltshire & Swindon Fire Authority	42.41	49.48	56.55	63.62	77.76	91.90	106.03	127.24
Town & Parish Council (Average)	53.68	62.63	71.57	80.52	98.41	116.31	134.20	161.04
<b>Total</b>	<b>1,018.32</b>	<b>1,188.05</b>	<b>1,357.76</b>	<b>1,527.49</b>	<b>1,866.93</b>	<b>2,206.38</b>	<b>2,545.81</b>	<b>3,054.98</b>

## Council Tax Charge by band per Parish/Town Council

Firsdown Parish Council	21.56	25.15	28.75	32.34	39.53	46.71	53.90	64.68
Fittleton Parish Council	28.67	33.45	38.23	43.01	52.57	62.13	71.68	86.02
Fonthill Bishop Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fonthill Gifford Parish Council	17.26	20.14	23.01	25.89	31.64	37.40	43.15	51.78
Fovant Parish Council	18.47	21.54	24.62	27.70	33.86	40.01	46.17	55.40
Froxfield Parish Council	28.92	33.74	38.56	43.38	53.02	62.66	72.30	86.76
Fyfield & West Overton Parish Council	14.51	16.92	19.34	21.76	26.60	31.43	36.27	43.52
Grafton Parish Council	14.35	16.74	19.13	21.52	26.30	31.08	35.87	43.04
Great Bedwyn Parish Council	18.53	21.61	24.70	27.79	33.97	40.14	46.32	55.58
Great Hinton Parish Council	19.59	22.86	26.12	29.39	35.92	42.45	48.98	58.78
Great Somerford Parish Council	12.10	14.12	16.13	18.15	22.18	26.22	30.25	36.30
Great Wishford Parish Council	17.96	20.95	23.95	26.94	32.93	38.91	44.90	53.88
Grimstead Parish Council	22.62	26.39	30.16	33.93	41.47	49.01	56.55	67.86
Grittleton Parish Council	9.75	11.37	13.00	14.62	17.87	21.12	24.37	29.24
Ham Parish Council	18.92	22.07	25.23	28.38	34.69	40.99	47.30	56.76
Hankerton Parish Council	16.00	18.67	21.33	24.00	29.33	34.67	40.00	48.00
Heddington Parish Council	9.26	10.80	12.35	13.89	16.98	20.06	23.15	27.78
Heytesbury & Knook Parish Council	17.54	20.46	23.39	26.31	32.16	38.00	43.85	52.62
Heywood Parish Council	8.88	10.36	11.84	13.32	16.28	19.24	22.20	26.64
Hillmarton Parish Council	16.34	19.06	21.79	24.51	29.96	35.40	40.85	49.02
Hilperton Parish Council	9.33	10.89	12.44	14.00	17.11	20.22	23.33	28.00
Hindon Parish Council	21.61	25.21	28.81	32.41	39.61	46.81	54.02	64.82
Holt Parish Council	17.01	19.84	22.68	25.51	31.18	36.85	42.52	51.02
Horningsham Parish Council	43.33	50.55	57.77	64.99	79.43	93.87	108.32	129.98
Hullavington Parish Council	23.67	27.61	31.56	35.50	43.39	51.28	59.17	71.00
Idmiston Parish Council	18.62	21.72	24.83	27.93	34.14	40.34	46.55	55.86
Keevil Parish Council	18.28	21.33	24.37	27.42	33.51	39.61	45.70	54.84
Kilmington Parish Council	21.57	25.17	28.76	32.36	39.55	46.74	53.93	64.72
Kington Langley Parish Council	34.54	40.30	46.05	51.81	63.32	74.84	86.35	103.62
Kington St Michael Parish Council	36.51	42.60	48.68	54.77	66.94	79.11	91.28	109.54
Lacock Parish Council	14.79	17.25	19.72	22.18	27.11	32.04	36.97	44.36
Landford Parish Council	22.21	25.92	29.62	33.32	40.72	48.13	55.53	66.64
Langley Burrell Parish Council	24.97	29.13	33.29	37.45	45.77	54.09	62.42	74.90
Latton Parish Council	18.79	21.93	25.06	28.19	34.45	40.72	46.98	56.38
Laverstock & Ford Parish Council	8.30	9.68	11.07	12.45	15.22	17.98	20.75	24.90
Lea & Cleverton Parish Council	14.99	17.49	19.99	22.49	27.49	32.49	37.48	44.98
Leigh Parish Council	18.96	22.12	25.28	28.44	34.76	41.08	47.40	56.88
Limply Stoke Parish Council	29.81	34.77	39.74	44.71	54.65	64.58	74.52	89.42
Little Bedwyn Parish Council	16.37	19.09	21.82	24.55	30.01	35.46	40.92	49.10
Little Cheverell Parish Council	20.57	23.99	27.42	30.85	37.71	44.56	51.42	61.70
Little Somerford Parish Council	22.43	26.17	29.91	33.65	41.13	48.61	56.08	67.30
Longbridge Deverill Parish Council	10.83	12.64	14.44	16.25	19.86	23.47	27.08	32.50
Luckington Parish Council	16.95	19.77	22.60	25.42	31.07	36.72	42.37	50.84
Ludgershall Town Council	51.24	59.78	68.32	76.86	93.94	111.02	128.10	153.72
Lydiard Millicent Parish Council	18.13	21.16	24.18	27.20	33.24	39.29	45.33	54.40
Lydiard Tregoze Parish Council	22.50	26.25	30.00	33.75	41.25	48.75	56.25	67.50
Lynham & Bradenstoke Parish Council	40.87	47.68	54.49	61.30	74.92	88.54	102.17	122.60
Maiden Bradley Parish Council	55.44	64.68	73.92	83.16	101.64	120.12	138.60	166.32

## Appendix B

Council Tax Schedule 2014/2015	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Wiltshire Council	814.95	950.78	1,086.60	1,222.43	1,494.08	1,765.73	2,037.38	2,444.86
Office of the Police & Crime Commissioner for Wiltshire & Swindon	107.28	125.16	143.04	160.92	196.68	232.44	268.20	321.84
Wiltshire & Swindon Fire Authority	42.41	49.48	56.55	63.62	77.76	91.90	106.03	127.24
Town & Parish Council (Average)	53.68	62.63	71.57	80.52	98.41	116.31	134.20	161.04
<b>Total</b>	<b>1,018.32</b>	<b>1,188.05</b>	<b>1,357.76</b>	<b>1,527.49</b>	<b>1,866.93</b>	<b>2,206.38</b>	<b>2,545.81</b>	<b>3,054.98</b>

## Council Tax Charge by band per Parish/Town Council

Malmesbury Town Council	114.88	134.03	153.17	172.32	210.61	248.91	287.20	344.64
Manningford Parish Council	21.85	25.49	29.13	32.77	40.05	47.33	54.62	65.54
Marden Parish Council	4.28	4.99	5.71	6.42	7.85	9.27	10.70	12.84
Market Lavington Parish Council	39.03	45.54	52.04	58.55	71.56	84.57	97.58	117.10
Marlborough Town Council	97.21	113.42	129.62	145.82	178.22	210.63	243.03	291.64
Marston Meysey Parish Council	17.92	20.91	23.89	26.88	32.85	38.83	44.80	53.76
Marston Parish Council	16.67	19.45	22.23	25.01	30.57	36.13	41.68	50.02
Melksham Town Council	57.91	67.57	77.22	86.87	106.17	125.48	144.78	173.74
Melksham Without Parish Council	27.75	32.38	37.00	41.63	50.88	60.13	69.38	83.26
Mere Parish Council	60.79	70.93	81.06	91.19	111.45	131.72	151.98	182.38
Mildenhall Parish Council	41.23	48.11	54.98	61.85	75.59	89.34	103.08	123.70
Milton Parish Council	10.33	12.05	13.77	15.49	18.93	22.37	25.82	30.98
Milton Lilbourne Parish Council	20.84	24.31	27.79	31.26	38.21	45.15	52.10	62.52
Minety Parish Council	12.03	14.03	16.04	18.04	22.05	26.06	30.07	36.08
Monkton Farleigh Parish Council	18.24	21.28	24.32	27.36	33.44	39.52	45.60	54.72
Netheravon Parish Council	34.71	40.50	46.28	52.07	63.64	75.21	86.78	104.14
Netherhampton Parish Council	6.03	7.03	8.04	9.04	11.05	13.06	15.07	18.08
Nettleton Parish Council	9.92	11.57	13.23	14.88	18.19	21.49	24.80	29.76
Newton Toney Parish Council	28.37	33.09	37.82	42.55	52.01	61.46	70.92	85.10
North Bradley Parish Council	9.51	11.10	12.68	14.27	17.44	20.61	23.78	28.54
North Newton Parish Council	13.03	15.21	17.38	19.55	23.89	28.24	32.58	39.10
North Wraxall Parish Council	19.59	22.86	26.12	29.39	35.92	42.45	48.98	58.78
Norton & Foxley Parish Meeting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Norton Bavant Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Oaksey Parish Council	39.85	46.49	53.13	59.77	73.05	86.33	99.62	119.54
Odstock Parish Council	26.63	31.07	35.51	39.95	48.83	57.71	66.58	79.90
Ogbourne St Andrew Parish Council	10.45	12.19	13.93	15.67	19.15	22.63	26.12	31.34
Ogbourne St George Parish Council	21.15	24.67	28.20	31.72	38.77	45.82	52.87	63.44
Orcheston Parish Council	9.43	11.00	12.57	14.14	17.28	20.42	23.57	28.28
Patney Parish Council	6.28	7.33	8.37	9.42	11.51	13.61	15.70	18.84
Pewsey Parish Council	38.85	45.32	51.80	58.27	71.22	84.17	97.12	116.54
Pitton & Farley Parish Council	13.60	15.87	18.13	20.40	24.93	29.47	34.00	40.80
Potterne Parish Council	18.91	22.07	25.22	28.37	34.67	40.98	47.28	56.74
Poulshot Parish Council	25.55	29.81	34.07	38.33	46.85	55.37	63.88	76.66
Preshute Parish Council	17.83	20.81	23.78	26.75	32.69	38.64	44.58	53.50
Purton Parish Council	70.48	82.23	93.97	105.72	129.21	152.71	176.20	211.44
Quidhampton Parish Council	24.87	29.02	33.16	37.31	45.60	53.89	62.18	74.62
Ramsbury Parish Council	33.21	38.75	44.28	49.82	60.89	71.96	83.03	99.64
Redlynch Parish Council	19.57	22.83	26.09	29.35	35.87	42.39	48.92	58.70
Roundway Parish Council	27.38	31.94	36.51	41.07	50.20	59.32	68.45	82.14
Rowde Parish Council	37.43	43.66	49.90	56.14	68.62	81.09	93.57	112.28
Royal Wootton Bassett Town Council	126.54	147.63	168.72	189.81	231.99	274.17	316.35	379.62

## Appendix B

Council Tax Schedule 2014/2015	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Wiltshire Council	814.95	950.78	1,086.60	1,222.43	1,494.08	1,765.73	2,037.38	2,444.86
Office of the Police & Crime Commissioner for Wiltshire & Swindon	107.28	125.16	143.04	160.92	196.68	232.44	268.20	321.84
Wiltshire & Swindon Fire Authority	42.41	49.48	56.55	63.62	77.76	91.90	106.03	127.24
Town & Parish Council (Average)	53.68	62.63	71.57	80.52	98.41	116.31	134.20	161.04
<b>Total</b>	<b>1,018.32</b>	<b>1,188.05</b>	<b>1,357.76</b>	<b>1,527.49</b>	<b>1,866.93</b>	<b>2,206.38</b>	<b>2,545.81</b>	<b>3,054.98</b>

## Council Tax Charge by band per Parish/Town Council

Rushall Parish Council	30.71	35.83	40.95	46.07	56.31	66.55	76.78	92.14
Salisbury City Council	70.00	81.67	93.33	105.00	128.33	151.67	175.00	210.00
Savernake Parish Council	4.99	5.83	6.66	7.49	9.15	10.82	12.48	14.98
Seagry Parish Council	36.87	43.02	49.16	55.31	67.60	79.89	92.18	110.62
Sedgehill & Semley Parish Council	15.76	18.39	21.01	23.64	28.89	34.15	39.40	47.28
Seend Parish Council	13.19	15.39	17.59	19.79	24.19	28.59	32.98	39.58
Semington Parish Council	14.85	17.32	19.80	22.27	27.22	32.17	37.12	44.54
Shalbourne Parish Council	6.34	7.40	8.45	9.51	11.62	13.74	15.85	19.02
Sherrington Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sherston Parish Council	24.31	28.36	32.41	36.46	44.56	52.66	60.77	72.92
Shrewton Parish Council	16.39	19.12	21.85	24.58	30.04	35.50	40.97	49.16
Sopworth Parish Council	5.57	6.49	7.42	8.35	10.21	12.06	13.92	16.70
South Newton Parish Council	12.67	14.79	16.90	19.01	23.23	27.46	31.68	38.02
South Wraxall Parish Council	11.07	12.91	14.76	16.60	20.29	23.98	27.67	33.20
Southwick Parish Council	13.51	15.77	18.02	20.27	24.77	29.28	33.78	40.54
St Paul Without	8.09	9.43	10.78	12.13	14.83	17.52	20.22	24.26
Stanton St Bernard Parish Council	20.35	23.75	27.14	30.53	37.31	44.10	50.88	61.06
Stanton St Quintin Parish Council	14.29	16.68	19.06	21.44	26.20	30.97	35.73	42.88
Stapleford Parish Council	15.24	17.78	20.32	22.86	27.94	33.02	38.10	45.72
Staverton Parish Council	20.91	24.40	27.88	31.37	38.34	45.31	52.28	62.74
Steeple Ashton Parish Council	30.11	35.12	40.14	45.16	55.20	65.23	75.27	90.32
Steeple Langford Parish Council	12.32	14.37	16.43	18.48	22.59	26.69	30.80	36.96
Stert Parish Council	6.67	7.78	8.89	10.00	12.22	14.44	16.67	20.00
Stockton Parish Council	4.07	4.75	5.43	6.11	7.47	8.83	10.18	12.22
Stourton Parish Council	13.36	15.59	17.81	20.04	24.49	28.95	33.40	40.08
Stratford Tony Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sutton Benger Parish Council	13.39	15.63	17.86	20.09	24.55	29.02	33.48	40.18
Sutton Mandeville Parish Council	5.95	6.95	7.94	8.93	10.91	12.90	14.88	17.86
Sutton Veny Parish Council	23.55	27.48	31.40	35.33	43.18	51.03	58.88	70.66
Swallowcliffe Parish Council	15.03	17.53	20.04	22.54	27.55	32.56	37.57	45.08
Teffont Parish Council	31.12	36.31	41.49	46.68	57.05	67.43	77.80	93.36
Tidcombe & Fosbury Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tidworth Town Council	69.12	80.64	92.16	103.68	126.72	149.76	172.80	207.36
Tilshead Parish Council	31.73	37.01	42.30	47.59	58.17	68.74	79.32	95.18
Tisbury Parish Council	35.24	41.11	46.99	52.86	64.61	76.35	88.10	105.72
Tockenham Parish Council	21.29	24.83	28.38	31.93	39.03	46.12	53.22	63.86
Tollard Royal Parish Council	33.45	39.02	44.60	50.17	61.32	72.47	83.62	100.34
Trowbridge Town Council	91.95	107.27	122.60	137.92	168.57	199.22	229.87	275.84
Upavon Parish Council	24.24	28.28	32.32	36.36	44.44	52.52	60.60	72.72
Upper Deverills Parish Council	26.03	30.36	34.70	39.04	47.72	56.39	65.07	78.08
Upton Lovell Parish Council	21.98	25.64	29.31	32.97	40.30	47.62	54.95	65.94
Upton Scudamore Parish Council	15.01	17.51	20.01	22.51	27.51	32.51	37.52	45.02
Urchfont Parish Council	55.13	64.32	73.51	82.70	101.08	119.46	137.83	165.40
Warminster Town Council	54.05	63.05	72.06	81.07	99.09	117.10	135.12	162.14
West Ashton Parish Council	8.97	10.47	11.96	13.46	16.45	19.44	22.43	26.92
West Dean Parish Council	20.71	24.16	27.61	31.06	37.96	44.86	51.77	62.12
West Knoyle Parish Council	28.39	33.13	37.86	42.59	52.05	61.52	70.98	85.18
West Lavington Parish Council	38.19	44.55	50.92	57.28	70.01	82.74	95.47	114.56

## Appendix B

<b>Council Tax Schedule</b> 2014/2015	<b>Band A £</b>	<b>Band B £</b>	<b>Band C £</b>	<b>Band D £</b>	<b>Band E £</b>	<b>Band F £</b>	<b>Band G £</b>	<b>Band H £</b>
Wiltshire Council	814.95	950.78	1,086.60	1,222.43	1,494.08	1,765.73	2,037.38	2,444.86
Office of the Police & Crime Commissioner for Wiltshire & Swindon	107.28	125.16	143.04	160.92	196.68	232.44	268.20	321.84
Wiltshire & Swindon Fire Authority	42.41	49.48	56.55	63.62	77.76	91.90	106.03	127.24
Town & Parish Council (Average)	53.68	62.63	71.57	80.52	98.41	116.31	134.20	161.04
<b>Total</b>	<b>1,018.32</b>	<b>1,188.05</b>	<b>1,357.76</b>	<b>1,527.49</b>	<b>1,866.93</b>	<b>2,206.38</b>	<b>2,545.81</b>	<b>3,054.98</b>

**Council Tax Charge by band per Parish/Town Council**

West Tisbury Parish Council	14.85	17.33	19.80	22.28	27.23	32.18	37.13	44.56
Westbury Town Council	52.40	61.13	69.87	78.60	96.07	113.53	131.00	157.20
Westwood Parish Council	15.57	18.17	20.76	23.36	28.55	33.74	38.93	46.72
Whiteparish Parish Council	26.17	30.54	34.90	39.26	47.98	56.71	65.43	78.52
Wilcot & Huish Parish Council	13.95	16.28	18.60	20.93	25.58	30.23	34.88	41.86
Wilsford-cum-Lake Parish Council	5.81	6.78	7.75	8.72	10.66	12.60	14.53	17.44
Wilton Town Council	64.26	74.97	85.68	96.39	117.81	139.23	160.65	192.78
Wingfield Parish Council	23.19	27.06	30.92	34.79	42.52	50.25	57.98	69.58
Winsley Parish Council	13.90	16.22	18.53	20.85	25.48	30.12	34.75	41.70
Winterbourne Parish Council	20.77	24.23	27.69	31.15	38.07	44.99	51.92	62.30
Winterbourne Stoke Parish Council	42.22	49.26	56.29	63.33	77.40	91.48	105.55	126.66
Winterslow Parish Council	16.69	19.47	22.25	25.03	30.59	36.15	41.72	50.06
Woodborough Parish Council	14.21	16.58	18.95	21.32	26.06	30.80	35.53	42.64
Woodford Parish Council	12.53	14.61	16.70	18.79	22.97	27.14	31.32	37.58
Wootton Rivers Parish Council	12.05	14.05	16.06	18.07	22.09	26.10	30.12	36.14
Worton Parish Council	24.66	28.77	32.88	36.99	45.21	53.43	61.65	73.98
Wylve Parish Council	16.01	18.68	21.35	24.02	29.36	34.70	40.03	48.04
Yatton Keynell Parish Council	16.10	18.78	21.47	24.15	29.52	34.88	40.25	48.30
Zeals Parish Council	10.62	12.39	14.16	15.93	19.47	23.01	26.55	31.86

## TOWN &amp; PARISH COUNCIL PRECEPTS

Parish/Town Council	2013/2014			2014/2015			C Tax increase
	Tax Base	Precepts £	Council Tax Band D (£)	Tax Base	Precepts £	Council Tax Band D (£)	
Aldbourne Parish Council	753.64	25,525.79	33.87	767.83	24,716.76	32.19	-4.96%
Alderbury Parish Council	910.35	36,000.00	39.55	930.53	44,086.34	47.38	19.80%
All Cannings Parish Council	249.04	9,534.35	38.28	250.98	10,597.00	42.22	10.29%
Allington Parish Council	175.54	7,269.11	41.41	184.29	7,717.42	41.88	1.13%
Alton Parish Council	103.44	2,021.22	19.54	103.53	2,251.29	21.74	11.26%
Alvediston Parish Meeting	45.59	0.00	0.00	46.00	0.00	0.00	0.00%
Amesbury Town Council	3,376.35	195,661.61	57.95	3,515.27	203,710.00	57.95	0.00%
Ansty Parish Council	72.43	1,500.00	20.71	73.57	1,523.63	20.71	0.00%
Ashton Keynes Parish Council	641.26	32,297.12	50.37	639.84	32,770.63	51.22	1.69%
Atworth Parish Council	476.76	15,499.03	32.51	473.36	22,646.00	47.84	47.15%
Avebury Parish Council	215.71	9,980.13	46.27	216.72	10,237.08	47.24	2.10%
Barford St Martin Parish Council	192.83	7,163.08	37.15	193.85	8,456.00	43.62	17.42%
Baydon Parish Council	282.77	14,101.00	49.87	283.50	14,101.00	49.74	-0.26%
Beechingstoke Parish Council	65.64	0.00	0.00	65.77	0.00	0.00	0.00%
Berwick Bassett & W/Bourne Monkton Pa	85.96	1,757.02	20.44	83.69	2,208.06	26.38	29.06%
Berwick St James Parish Council	73.34	1,123.57	15.32	73.33	1,167.82	15.93	3.98%
Berwick St John Parish Council	132.86	3,000.00	22.58	131.99	7,000.00	53.03	134.85%
Berwick St Leonard Parish Council	15.00	0.00	0.00	15.53	0.00	0.00	0.00%
Biddestone Parish Council	237.56	6,998.52	29.46	243.59	8,000.00	32.84	11.47%
Bishops Cannings Parish Council	722.19	13,400.19	18.55	761.06	16,150.00	21.22	14.39%
Bishopstone Parish Council	259.33	5,200.00	20.05	263.22	5,274.39	20.04	-0.05%
Bishopstrow Parish Council	62.43	900.00	14.42	62.88	1,200.00	19.08	32.32%
Bowerchalke Parish Council	166.67	5,176.75	31.06	173.93	5,289.89	30.41	-2.09%
Box Parish Council	1,443.63	128,455.15	88.98	1,449.75	134,746.24	92.94	4.45%
Boyton Parish Council	86.55	529.35	6.12	87.98	586.58	6.67	8.99%
Bradford On Avon Town Council	3,615.22	329,407.00	91.12	3,662.50	373,929.00	102.10	12.05%
Bratton Parish Council	481.94	22,448.77	46.58	485.45	24,711.70	50.90	9.27%
Braydon Parish Council	22.84	0.00	0.00	25.46	0.00	0.00	0.00%
Bremhill Parish Council	440.69	4,772.67	10.83	447.17	4,852.24	10.85	0.18%
Brinkworth Parish Council	573.87	16,000.00	27.88	573.78	15,995.39	27.88	0.00%
Britford Parish Council	169.21	2,946.55	17.41	183.05	2,965.26	16.20	-6.95%
Broad Hinton & W/Bourne Bassett Parish	376.44	5,202.40	13.82	377.21	5,806.56	15.39	11.36%
Broad Town Parish Council	253.67	3,284.29	12.95	254.32	3,525.00	13.86	7.03%
Broadchalke Parish Council	304.88	6,186.01	20.29	307.61	6,495.91	21.12	4.09%
Brokenborough Parish Council	98.90	1,265.00	12.79	94.87	1,265.00	13.33	4.20%
Bromham Parish Council	737.77	33,074.87	44.83	744.18	34,098.67	45.82	2.21%
Broughton Gifford Parish Council	325.75	8,465.00	25.99	331.92	8,652.00	26.07	0.31%
Bulford Parish Council	1,055.47	41,913.39	39.71	1,148.11	41,327.47	36.00	-9.34%
Bulkington Parish Council	118.20	4,500.00	38.07	117.01	4,500.00	38.46	1.02%
Burbage Parish Council	735.01	63,925.00	86.97	740.33	31,499.39	42.55	-51.08%
Burcombe Parish Council	57.77	2,000.00	34.62	58.23	2,501.43	42.96	24.09%
Buttermere Parish Council	29.98	0.00	0.00	30.12	0.00	0.00	0.00%
Calne Town Council	5,080.29	1,015,753.00	199.94	5,201.48	1,039,984.00	199.94	0.00%
Calne Without Parish Council	1,077.06	5,729.96	5.32	1,092.22	5,824.47	5.33	0.19%
Castle Combe Parish Council	162.75	4,252.02	26.13	159.12	4,588.81	28.84	10.37%
Chapmanslade Parish Council	300.52	3,769.25	12.54	299.52	3,863.81	12.90	2.87%
Charlton Parish Council	224.44	4,710.00	20.99	222.00	4,876.50	21.97	4.67%
Charlton St Peter & Wilsford Parish Cou	83.64	800.00	9.56	80.82	800.00	9.90	3.56%
Cherhill Parish Council	333.64	6,335.82	18.99	343.85	6,698.29	19.48	2.58%
Cheverell Magna (Great Cheverell) Parish	238.32	7,689.17	32.26	239.60	8,044.24	33.57	4.06%
Chicklade Parish Council	38.01	0.00	0.00	38.18	0.00	0.00	0.00%

## TOWN &amp; PARISH COUNCIL PRECEPTS

Parish/Town Council	2013/2014			2014/2015			C Tax increase
	Tax Base	Precepts £	Council Tax Band D (£)	Tax Base	Precepts £	Council Tax Band D (£)	
Chilmark Parish Council	227.81	6,767.05	29.70	230.72	6,848.58	29.68	-0.07%
Chilton Foliat Parish Council	189.71	5,634.39	29.70	188.24	6,600.00	35.06	18.05%
Chippenham Town Council	11,285.48	1,541,015.11	136.55	11,379.61	1,717,463.00	150.92	10.52%
Chippenham Without Parish Council	84.73	3,822.00	45.11	87.11	4,000.00	45.92	1.80%
Chirton Parish Council	171.01	1,858.88	10.87	171.37	2,114.71	12.34	13.52%
Chitterne Parish Council	127.18	5,454.75	42.89	130.76	6,039.00	46.18	7.67%
Cholderton Parish Council	84.51	3,800.00	44.97	84.13	3,800.00	45.17	0.44%
Christian Malford Parish Council	340.05	8,950.12	26.32	338.43	8,967.58	26.50	0.68%
Chute Forest Parish Council	86.44	2,618.00	30.29	85.50	3,868.00	45.24	49.36%
Chute Parish Council	163.32	5,696.60	34.88	161.20	6,000.00	37.22	6.71%
Clarendon Park Parish Council	113.09	1,500.00	13.26	114.59	600.00	5.24	-60.48%
Clyffe Pypard Parish Council	136.44	2,000.00	14.66	140.18	2,000.00	14.27	-2.66%
Codford Parish Council	323.11	6,653.93	20.59	331.30	7,080.06	21.37	3.79%
Colerne Parish Council	916.96	48,666.76	53.07	911.87	50,078.10	54.92	3.49%
Collingbourne Ducis Parish Council	357.32	16,558.28	46.34	354.50	17,412.93	49.12	6.00%
Collingbourne Kingston Parish Council	203.63	8,603.37	42.25	203.51	8,917.19	43.82	3.72%
Compton Bassett Parish Council	99.11	2,870.00	28.96	105.56	2,695.56	25.53	-11.84%
Compton Chamberlayne Parish Council	58.90	2,250.00	38.20	60.14	2,250.00	37.41	-2.07%
Coombe Bissett Parish Council	351.22	10,775.43	30.68	348.62	10,854.03	31.13	1.47%
Corsham Town Council	4,281.79	525,996.00	122.84	4,286.13	586,187.00	136.76	11.33%
Corsley Parish Council	327.53	4,788.49	14.62	327.26	8,000.00	24.45	67.24%
Coulston Parish Council	77.31	1,960.00	25.35	81.18	1,960.00	24.14	-4.77%
Cricklade Town Council	1,484.71	227,625.00	153.31	1,485.70	240,106.00	161.61	5.41%
Crudwell Parish Council	491.28	13,760.75	28.01	494.85	15,097.74	30.51	8.93%
Dauntsey Parish Council	241.90	9,571.47	39.57	242.97	12,000.00	49.39	24.82%
Devizes Town Council	3,738.57	403,094.00	107.82	3,763.77	462,363.64	122.85	13.94%
Dilton Marsh Parish Council	646.63	16,974.04	26.25	667.92	17,858.12	26.74	1.87%
Dinton Parish Council	278.80	10,200.00	36.59	282.78	10,645.00	37.64	2.87%
Donhead St Andrew Parish Council	247.32	7,000.00	28.30	242.57	7,252.00	29.90	5.65%
Donhead St Mary Parish Council	449.87	13,673.48	30.39	452.91	14,542.76	32.11	5.66%
Downton Parish Council	1,233.27	48,081.57	38.99	1,241.26	57,819.87	46.58	19.47%
Durnford Parish Council	175.68	1,957.08	11.14	175.22	1,989.60	11.36	1.97%
Durrington Town Council	2,036.25	121,696.00	59.76	2,066.94	104,074.75	50.35	-15.75%
East Kennett Parish Council	50.90	0.00	0.00	50.61	0.00	0.00	0.00%
East Knole Parish Council	324.00	6,987.80	21.57	330.21	7,062.07	21.39	-0.83%
Easterton Parish Council	227.64	12,084.44	53.09	227.30	14,500.00	63.79	20.15%
Easton Grey Parish Council	44.18	0.00	0.00	43.81	0.00	0.00	0.00%
Easton Royal Parish Council	136.80	5,495.00	40.17	135.41	5,600.00	41.36	2.96%
Ebbesbourne Wake Parish Council	97.55	963.79	9.88	101.17	999.56	9.88	0.00%
Edington Parish Council	318.78	5,597.78	17.56	317.54	6,238.55	19.65	11.90%
Enford Parish Council	238.10	6,162.45	25.88	245.98	4,730.40	19.23	-25.70%
Erlestoke Parish Council	87.42	5,145.01	58.85	90.38	5,584.26	61.79	5.00%
Etchilhampton Parish Council	67.88	1,352.17	19.92	70.46	1,403.91	19.92	0.00%
Everleigh Parish Council	87.55	3,256.24	37.19	87.60	3,367.18	38.44	3.36%
Figheldean Parish Council	214.61	15,147.17	70.58	214.95	15,170.61	70.58	0.00%
Firsdown Parish Council	273.53	8,467.60	30.96	277.53	8,974.00	32.34	4.46%
Fittleton Parish Council	101.82	3,897.67	38.28	100.76	4,333.49	43.01	12.36%
Fonthill Bishop Parish Council	41.96	0.00	0.00	37.60	0.00	0.00	0.00%
Fonthill Gifford Parish Council	54.81	1,500.00	27.37	54.08	1,400.00	25.89	-5.41%
Fovant Parish Council	310.54	6,000.00	19.32	317.24	8,787.82	27.70	43.37%
Froxfield Parish Council	133.36	3,860.77	28.95	138.30	6,000.00	43.38	49.84%

## TOWN &amp; PARISH COUNCIL PRECEPTS

Parish/Town Council	2013/2014			2014/2015			C Tax increase
	Tax Base	Precepts £	Council Tax Band D (£)	Tax Base	Precepts £	Council Tax Band D (£)	
Fyfield & West Overton Parish Council	372.05	8,212.03	22.07	384.20	8,361.82	21.76	-1.40%
Grafton Parish Council	319.08	5,000.00	15.67	320.62	6,900.00	21.52	37.33%
Great Bedwyn Parish Council	545.44	14,788.72	27.11	547.51	15,212.67	27.79	2.51%
Great Hinton Parish Council	101.82	2,000.00	19.64	102.06	3,000.00	29.39	49.64%
Great Somerford Parish Council	364.89	6,634.00	18.18	370.51	6,726.00	18.15	-0.17%
Great Wishford Parish Council	130.95	2,821.74	21.55	129.91	3,500.00	26.94	25.01%
Grimstead Parish Council	263.41	6,000.00	22.78	265.25	9,000.00	33.93	48.95%
Grittleton Parish Council	267.27	3,928.87	14.70	268.84	3,930.66	14.62	-0.54%
Ham Parish Council	103.31	1,500.00	14.52	105.70	3,000.00	28.38	95.45%
Hankerton Parish Council	147.12	3,382.29	22.99	146.83	3,523.49	24.00	4.39%
Heddington Parish Council	180.68	2,750.00	15.22	186.58	2,591.42	13.89	-8.74%
Heytesbury & Knook Parish Council	319.79	8,311.34	25.99	330.33	8,692.37	26.31	1.23%
Heywood Parish Council	287.03	3,711.41	12.93	288.68	3,843.77	13.32	3.02%
Hilmarton Parish Council	290.43	7,214.28	24.84	288.99	7,084.28	24.51	-1.33%
Hilperton Parish Council	1,733.23	22,098.68	12.75	1,871.82	26,205.48	14.00	9.80%
Hindon Parish Council	221.56	7,165.25	32.34	224.66	7,282.41	32.41	0.22%
Holt Parish Council	642.03	15,904.39	24.77	653.23	16,666.00	25.51	2.99%
Horningsham Parish Council	151.82	8,973.17	59.10	143.24	9,309.25	64.99	9.97%
Hullavington Parish Council	464.47	14,826.12	31.92	466.58	16,561.98	35.50	11.22%
Idmiston Parish Council	871.80	23,000.00	26.38	875.36	24,449.75	27.93	5.88%
Keevil Parish Council	225.42	6,078.26	26.96	226.13	6,200.37	27.42	1.71%
Kilmington Parish Council	130.57	3,380.45	25.89	127.04	4,111.33	32.36	24.99%
Kington Langley Parish Council	347.74	17,686.06	50.86	350.51	18,160.00	51.81	1.87%
Kington St Michael Parish Council	282.87	12,922.85	45.68	281.60	15,423.85	54.77	19.90%
Lacock Parish Council	480.51	10,657.71	22.18	485.00	10,757.30	22.18	0.00%
Landford Parish Council	563.41	18,000.00	31.95	570.27	19,000.00	33.32	4.29%
Langley Burrell Parish Council	123.36	4,529.52	36.72	122.84	4,600.00	37.45	1.99%
Latton Parish Council	226.52	6,200.00	27.37	224.72	6,336.00	28.19	3.00%
Laverstock & Ford Parish Council	2,188.48	27,246.58	12.45	2,402.05	29,905.00	12.45	0.00%
Lea & Cleverton Parish Council	390.23	8,428.97	21.60	382.12	8,592.13	22.49	4.12%
Leigh Parish Council	137.05	3,750.00	27.36	134.67	3,830.50	28.44	3.95%
Limpley Stoke Parish Council	289.49	11,064.31	38.22	289.09	12,924.30	44.71	16.98%
Little Bedwyn Parish Council	127.91	2,240.98	17.52	126.08	3,095.18	24.55	40.13%
Little Cheverell Parish Council	76.88	2,384.82	31.02	78.61	2,425.13	30.85	-0.55%
Little Somerford Parish Council	180.77	6,083.60	33.65	180.59	6,076.34	33.65	0.00%
Longbridge Deverill Parish Council	370.92	5,740.00	15.48	377.28	6,130.32	16.25	4.97%
Luckington Parish Council	284.34	5,023.75	17.67	291.09	7,400.00	25.42	43.86%
Ludgershall Town Council	1,281.90	91,886.83	71.68	1,306.20	100,390.44	76.86	7.23%
Lydiard Millicent Parish Council	731.91	16,581.87	22.66	731.80	19,905.00	27.20	20.04%
Lydiard Tregoze Parish Council	201.52	6,730.77	33.40	207.43	7,000.00	33.75	1.05%
Lyneham & Bradenstoke Parish Council	1,438.51	73,532.00	51.12	1,428.50	87,573.00	61.30	19.91%
Maiden Bradley Parish Council	123.42	9,757.63	79.06	125.06	10,400.14	83.16	5.19%
Malmesbury Town Council	1,841.44	317,320.00	172.32	1,871.47	322,491.71	172.32	0.00%
Manningford Parish Council	182.95	6,024.54	32.93	186.79	6,120.95	32.77	-0.49%
Marden Parish Council	51.14	312.47	6.11	51.82	332.60	6.42	5.07%
Market Lavington Parish Council	726.32	41,687.92	57.40	730.10	42,746.15	58.55	2.00%
Marlborough Town Council	3,086.98	389,747.21	126.26	3,137.05	457,444.68	145.82	15.49%
Marston Meysey Parish Council	108.41	2,340.00	21.58	105.65	2,840.00	26.88	24.56%
Marston Parish Council	75.70	1,892.50	25.00	77.17	1,930.12	25.01	0.04%
Melksham Town Council	4,179.74	291,698.00	69.79	4,271.95	371,110.00	86.87	24.47%
Melksham Without Parish Council	2,760.00	104,686.80	37.93	2,966.74	123,496.42	41.63	9.75%

## TOWN &amp; PARISH COUNCIL PRECEPTS

Parish/Town Council	2013/2014			2014/2015			C Tax increase
	Tax Base	Precepts £	Council Tax Band D (£)	Tax Base	Precepts £	Council Tax Band D (£)	
Mere Parish Council	1,060.62	81,369.83	76.72	1,088.10	99,220.86	91.19	18.86%
Mildenhall Parish Council	206.23	9,000.00	43.64	210.17	13,000.00	61.85	41.73%
Milston Parish Council	52.45	816.82	15.57	53.48	828.43	15.49	-0.51%
Milton Lilbourne Parish Council	248.57	6,803.36	27.37	251.82	7,872.18	31.26	14.21%
Minety Parish Council	665.02	11,917.16	17.92	662.04	11,946.15	18.04	0.67%
Monkton Farleigh Parish Council	165.58	3,922.24	23.69	169.00	4,624.45	27.36	15.49%
Netheravon Parish Council	367.42	18,797.52	51.16	375.81	19,568.39	52.07	1.78%
Netherhampton Parish Council	191.36	1,729.89	9.04	191.97	1,736.33	9.04	0.00%
Nettleton Parish Council	324.54	4,825.91	14.87	328.49	4,886.84	14.88	0.07%
Newton Toney Parish Council	164.58	6,680.30	40.59	164.86	7,014.00	42.55	4.83%
North Bradley Parish Council	656.27	7,831.67	11.93	665.90	9,504.14	14.27	19.61%
North Newnton Parish Council	182.07	2,809.34	15.43	189.22	3,700.00	19.55	26.70%
North Wraxall Parish Council	199.83	2,951.91	14.77	204.17	6,000.00	29.39	98.98%
Norton & Foxley Parish Meeting	62.61	0.00	0.00	63.01	0.00	0.00	0.00%



## TOWN &amp; PARISH COUNCIL PRECEPTS

Parish/Town Council	2013/2014			2014/2015			C Tax increase
	Tax Base	Precepts £	Council Tax Band D (£)	Tax Base	Precepts £	Council Tax Band D (£)	
Norton Bavant Parish Council	54.23	0.00	0.00	54.03	0.00	0.00	0.00%
Oaksey Parish Council	219.33	12,852.00	58.60	223.61	13,365.17	59.77	2.00%
Odstock Parish Council	242.38	8,240.00	34.00	239.83	9,580.00	39.95	17.50%
Ogbourne St Andrew Parish Council	180.20	2,823.73	15.67	184.48	2,889.93	15.67	0.00%
Ogbourne St George Parish Council	208.56	6,500.00	31.17	204.93	6,500.00	31.72	1.76%
Orcheston Parish Council	100.80	1,400.00	13.89	101.43	1,434.42	14.14	1.80%
Patney Parish Council	60.45	443.70	7.34	59.78	563.41	9.42	28.34%
Pewsey Parish Council	1,364.22	77,828.75	57.05	1,407.82	82,038.69	58.27	2.14%
Pitton & Farley Parish Council	351.77	6,500.00	18.48	355.83	7,258.88	20.40	10.39%
Potterne Parish Council	547.64	14,107.21	25.76	563.96	16,000.00	28.37	10.13%
Poulshot Parish Council	142.54	5,000.00	35.08	142.28	5,454.40	38.33	9.26%
Preshute Parish Council	80.70	2,050.00	25.40	76.63	2,050.00	26.75	5.31%
Purton Parish Council	1,580.21	163,791.53	103.65	1,625.95	171,902.00	105.72	2.00%
Quidhampton Parish Council	142.34	5,420.00	38.08	143.17	5,342.00	37.31	-2.02%
Ramsbury Parish Council	902.81	38,587.74	42.74	896.18	44,646.03	49.82	16.57%
Redlynch Parish Council	1,494.51	36,406.26	24.36	1,519.91	44,615.69	29.35	20.48%
Roundway Parish Council	1,923.22	73,918.00	38.43	1,968.12	80,833.36	41.07	6.87%
Rowde Parish Council	470.95	24,724.87	52.50	469.50	26,357.73	56.14	6.93%
Royal Wootton Bassett Town Council	3,894.10	717,604.75	184.28	4,009.84	761,101.00	189.81	3.00%
Rushall Parish Council	74.24	2,784.07	37.50	70.00	3,224.65	46.07	22.85%
Salisbury City Council	13,518.68	1,216,681.20	90.00	13,646.26	1,432,857.30	105.00	16.67%
Savernake Parish Council	134.05	1,000.00	7.46	133.47	1,000.00	7.49	0.40%
Seagry Parish Council	158.77	8,435.45	53.13	152.91	8,458.04	55.31	4.10%
Sedgehill & Semley Parish Council	269.68	5,396.48	20.01	272.11	6,432.72	23.64	18.14%
Seend Parish Council	510.31	9,452.08	18.52	503.49	9,962.00	19.79	6.86%
Semington Parish Council	368.87	6,990.09	18.95	366.81	8,168.56	22.27	17.52%
Shalbourne Parish Council	298.92	3,000.00	10.04	315.33	3,000.00	9.51	-5.28%
Sherrington Parish Council	30.37	0.00	0.00	32.55	0.00	0.00	0.00%
Sherston Parish Council	665.81	20,919.75	31.42	679.69	24,784.84	36.46	16.04%
Shrewton Parish Council	710.21	16,626.02	23.41	716.23	17,606.91	24.58	5.00%
Sopworth Parish Council	59.94	487.91	8.14	58.95	492.14	8.35	2.58%
South Newton Parish Council	214.15	3,974.62	18.56	222.46	4,228.51	19.01	2.42%
South Wraxall Parish Council	214.72	3,492.60	16.27	210.53	3,495.19	16.60	2.03%
Southwick Parish Council	680.44	13,397.86	19.69	694.21	14,075.00	20.27	2.95%
St Paul Without	912.03	11,064.00	12.13	929.67	11,276.00	12.13	0.00%
Stanton St Bernard Parish Council	81.04	1,936.03	23.89	80.54	2,458.42	30.53	27.79%
Stanton St Quintin Parish Council	253.88	4,294.45	16.92	250.29	5,366.39	21.44	26.71%
Stapleford Parish Council	125.25	3,336.66	26.64	132.85	3,037.33	22.86	-14.19%
Staverton Parish Council	663.36	20,809.60	31.37	661.70	20,757.53	31.37	0.00%
Steeple Ashton Parish Council	417.59	18,858.36	45.16	421.45	19,032.68	45.16	0.00%
Steeple Langford Parish Council	232.79	4,727.96	20.31	233.92	4,323.18	18.48	-9.01%
Stert Parish Council	90.45	904.50	10.00	91.13	911.30	10.00	0.00%
Stockton Parish Council	84.15	0.00	0.00	81.80	500.00	6.11	N/A
Stourton Parish Council	92.85	1,844.00	19.86	91.70	1,838.10	20.04	0.91%
Stratford Tony Parish Council	30.04	0.00	0.00	28.20	0.00	0.00	0.00%
Sutton Benger Parish Council	402.60	8,086.92	20.09	433.03	8,699.57	20.09	0.00%
Sutton Mandeville Parish Council	133.23	1,000.00	7.51	134.32	1,200.00	8.93	18.91%
Sutton Veny Parish Council	300.52	11,266.49	37.49	297.88	10,523.22	35.33	-5.76%
Swallowcliffe Parish Council	103.63	2,171.55	20.95	99.71	2,247.55	22.54	7.59%
Teffont Parish Council	138.60	5,785.00	41.74	136.65	6,379.00	46.68	11.84%
Tidcombe & Fosbury Parish Council	51.58	0.00	0.00	53.50	0.00	0.00	0.00%

## TOWN &amp; PARISH COUNCIL PRECEPTS

Parish/Town Council	2013/2014			2014/2015			C Tax increase
	Tax Base	Precepts £	Council Tax Band D (£)	Tax Base	Precepts £	Council Tax Band D (£)	
Tidworth Town Council	1,933.79	195,000.00	100.84	1,938.84	201,023.13	103.68	2.82%
Tilshead Parish Council	131.61	6,135.64	46.62	131.34	6,250.00	47.59	2.08%
Tisbury Parish Council	821.82	37,746.19	45.93	847.96	44,822.73	52.86	15.09%
Tockenham Parish Council	111.58	3,000.39	26.89	112.74	3,600.00	31.93	18.74%
Tollard Royal Parish Council	61.54	3,000.00	48.75	63.78	3,200.00	50.17	2.91%
Trowbridge Town Council	9,352.50	1,146,873.00	122.63	9,616.60	1,326,290.00	137.92	12.47%
Upavon Parish Council	447.02	13,213.91	29.56	444.57	16,164.04	36.36	23.00%
Upper Deverills Parish Council	164.35	6,000.00	36.51	166.73	6,510.00	39.04	6.93%
Upton Lovell Parish Council	84.63	2,800.00	33.09	91.22	3,007.36	32.97	-0.36%
Upton Scudamore Parish Council	135.27	2,950.00	21.81	137.75	3,100.80	22.51	3.21%
Urchfont Parish Council	468.98	30,882.56	65.85	475.60	39,329.67	82.70	25.59%
Warminster Town Council	5,527.97	407,394.00	73.70	5,609.73	454,801.96	81.07	10.00%
West Ashton Parish Council	300.43	4,024.73	13.40	302.43	4,070.58	13.46	0.45%
West Dean Parish Council	93.37	3,000.00	32.13	101.69	3,158.49	31.06	-3.33%
West Knoyle Parish Council	61.72	2,043.95	33.12	63.15	2,689.66	42.59	28.59%
West Lavington Parish Council	440.08	25,207.00	57.28	440.99	25,259.46	57.28	0.00%
West Tisbury Parish Council	264.84	5,749.68	21.71	268.43	5,981.79	22.28	2.63%
Westbury Town Council	4,280.52	307,092.00	71.74	4,372.89	343,697.00	78.60	9.56%
Westwood Parish Council	459.22	9,574.74	20.85	466.55	10,898.58	23.36	12.04%
Whiteparish Parish Council	667.35	26,200.16	39.26	681.44	26,753.33	39.26	0.00%
Wilcot & Huish Parish Council	261.69	4,421.12	16.89	260.29	5,448.73	20.93	23.92%
Wilsford-cum-Lake Parish Council	55.99	1,000.00	17.86	57.33	500.00	8.72	-51.18%
Wilton Town Council	1,206.41	110,563.00	91.65	1,201.51	115,810.79	96.39	5.17%
Wingfield Parish Council	182.02	5,304.06	29.14	183.17	6,372.64	34.79	19.39%
Winsley Parish Council	886.20	18,289.76	20.64	889.08	18,538.35	20.85	1.02%
Winterbourne Parish Council	544.15	16,332.23	30.01	545.21	16,985.00	31.15	3.80%
Winterbourne Stoke Parish Council	83.48	2,707.88	32.44	83.69	5,300.00	63.33	95.22%
Winterslow Parish Council	858.71	21,424.81	24.95	867.11	21,707.33	25.03	0.32%
Woodborough Parish Council	142.04	2,190.86	15.42	140.45	2,994.06	21.32	38.26%
Woodford Parish Council	221.23	3,789.67	17.13	221.52	4,163.29	18.79	9.69%
Wootton Rivers Parish Council	118.37	2,138.95	18.07	119.69	2,162.80	18.07	0.00%
Worton Parish Council	250.06	7,000.00	27.99	257.35	9,519.98	36.99	32.15%
Wylye Parish Council	199.78	4,796.72	24.01	202.64	4,867.87	24.02	0.04%
Yatton Keynell Parish Council	351.82	8,229.07	23.39	362.25	8,750.00	24.15	3.25%
Zeals Parish Council	254.09	3,360.91	13.23	261.78	4,169.74	15.93	20.41%
<b>TOTAL / AVERAGE</b>	<b>164,575.59</b>	<b>12,184,967.43</b>	<b>74.04</b>	<b>167,334.47</b>	<b>13,473,538.42</b>	<b>80.52</b>	<b>8.75%</b>

**Wiltshire Council**

**Council**

**25 February 2014**

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**Item 10 - Questions from Councillors**

**From Councillor Helen Osborn, Trowbridge Lambrok Division**

**To Councillor Laura Mayes, Cabinet Member for Children's Services**

**Question 1**

Can I please be informed whether Wiltshire Council lobbied central government and Wiltshire MPs regarding the reinstatement of the Aiming High funding?

The loss of this funding will seriously affect the long term future of such highly valued, volunteer centres for children with learning difficulties and disabilities, as Stepping Stones in Trowbridge, and others across the county.

If we did lobby, what was the response?

Given that the amount involved is relatively paltry, why did the Council make the cut rather than finding the money from elsewhere?

Both the coalition government and this Council has failed these children.

**Response**

Under the **Aiming High for Disabled Children** programme, **£280m was allocated to Local Authorities in England between 2008-11** to significantly increase the range and number of short breaks they provide to disabled children and their families.

In Wiltshire, a dual approach was taken in distributing this funding. Parents and children were/are given a payment to access their own short breaks, whilst a number of schemes, including the opportunity centres, were funded an additional amount to enhance their provision for disabled children. In the case of the opportunity centres this was over and above their core funding from Wiltshire Council. These local and specific Aiming High grants were always intended to be short term, encouraging local schemes to become self sustaining. This short-term additional money was specifically identified within the service level agreements with each opportunity centre as coming from this grant and the organisations all understood that this additional money was time limited. Wiltshire Council staff have been working closely with these charitable organisations to support them in becoming sustainable.

Since 2011, Local Authorities have not received Aiming High Funding, yet Wiltshire has continued to fund short breaks for disabled children to the tune of £1 million a

year, with over a thousand disabled children benefiting each year. Far from failing children this Council has maintained a significant level of investment.

Since 2011 money has been available to local authorities through the **Early Intervention Grant (EIG)**. The EIG covers a wide range of early intervention services for children and young people, including those with disabilities. The EIG is **non-ring-fenced** and has now been absorbed in to the overall revenue grant received by the Council. This grant is reducing year on year.

The funding to opportunity centres has had to be reduced, as planned, to reflect the reduction in Central Government funding. The opportunity centres are still in receipt of core funding from Wiltshire Council, however, the £10,000 that was allocated from the Aiming High grant is no longer available.

Over the last three years the opportunity centres have received £889,320 from Wiltshire Council as core funding and this core funding is continuing.

Wiltshire Council recognises the excellent work carried out by these charities in providing a service to Wiltshire disabled children and this is reflected in the core funding noted above.

To help these charities remain sustainable Wiltshire Council has assisted them in accessing the Free Entitlement funding for 3 and 4 year olds and more recently helping them to ensure they meet the criteria to be able to access childcare funding for disadvantaged two year olds. The funding allocated to the opportunity centres for those children taking up the free entitlement to childcare is set at a higher rate than for other providers to recognise the additional needs of these children. The Council has good relationships with the centres and will continue to work with them. Each centre will receive core funding of £74,100 this year as agreed through the service level agreement.

**Wiltshire Council**

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**Item 10 - Questions from Councillors**

**From Councillor Jon Hubbard, Melksham South Division**

**To Councillor Toby Sturgis, Cabinet Member for Strategic Planning,  
Development Management, Strategic Housing, Property, Waste**

**Question 2**

It was recently reported in the London Evening Standard that Southwark Council has banned new betting shops, payday loans firms and pawnbrokers from opening in its borough. Businesses in Southwark will not be allowed to change the type of business operating on a site without a fresh application to the council. Southwark is believed to be the first local authority to tighten planning rules in this way. Councillors are said to be "concerned with the proliferation" of such businesses. The council hopes to create more "mixed" high streets to help people avoid "debt traps".

Could the cabinet member please inform me if they believe such a policy could, and should, be enforced in Wiltshire and if so what steps they will take to bring this about?

**Response**

A verbal response will be provided at the meeting.



**Wiltshire Council**

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**25 February 2014**

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**Item 10 - Questions from Councillors**

**From Councillor Jon Hubbard, Melksham South Division**

**To Councillor Fleur de Rhé-Philippe, Cabinet Member for Economy, Skills and Transport**

**Question 3**

Numerous councils across the county, including Durham, Nottingham and Swansea, have blocked access to PayDay loan companies from council computers.

Could the cabinet member tell me if they intend to implement such a restriction on computers belonging to Wiltshire Council and if not, why?

**Response**

A verbal response will be provided at the meeting.





**Wiltshire Council**

**Council**

**25 February 2014**

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**Item 10 - Questions from Councillors**

**From Councillor Jon Hubbard, Melksham South Division**

**To Councillor Jonathon Seed, Cabinet Member for Communities, Campuses,  
Area Boards, Leisure, Libraries and Flooding**

**Question 4**

Here in Melksham we are getting very excited about the new Community Campus which we should see starting to be developed in the coming months.

Residents in other communities are also excited to hear when they will also see similar developments taking place, especially in the light of an increased number of proposals from the council which will see services delivered through the Campus model.

Could the cabinet member provide a timetable for the remaining campus development programme across the county, and give details of how each of the remaining campus developments will be funded?

**Response**

A verbal response will be given at the meeting.



**Wiltshire Council**

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**25 February 2014**

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**Item 10 - Questions from Councillors**

**From Councillor Jon Hubbard, Melksham South Division**

**To Councillor Jane Scott OBE, Leader of the Council**

**Question 5**

The majority of the contact telephone numbers for Wiltshire Council are now based on either local geographic numbers or 0300 numbers. This is good and I applaud that the majority of contact points for Wiltshire residents can be made a minimal or no cost.

However there are a few services still relying on expensive 0845 numbers. I was particularly concerned that the out-of-hours number for vulnerable adults is still an 0845 number.

Could the cabinet member tell me how many chargeable 08xx numbers the council still maintains, what services they are for and if there are plans to replace them with local or 0300 numbers?

**Response**

I have recently asked officers to review our out of ours telephony and as part of this, to ensure we replace as many of the few remaining 0845 numbers with 0300 numbers as possible.

I confirm that, as you mentioned, the only number regularly used at this time is the Emergency Duty Service which is an 0845 number for use out of normal working hours. This number has been in place for several years and is used for out of hours contact.

When Customers call our main number out of hours they may be diverted to 0845 numbers, however as their call is the diverted call, they will only be charged at the local call rate. .

At this moment in time there are no plans to allocate 0300 numbers to any further services however this will be reviewed in the future. Requests for these changes generally come from the specific service areas, often following a systems thinking review.

I have attached a breakdown of the 0845 & 0870 numbers used for customer enquiries for your information.

Number	Deliver to	Alternative delivery number	Service Provider	Contact	Comments
0845 275 0123	01306 747 767	BT	Parking Payments Line		Ported from Freedom Sep 2010. Should probably be delivered to <somewhere else> - SPM. Talk to Karen Perrett
0845 601 0487	01249 706 265	BT	NWDC Concessionary Travel		Not much used - legacy number. Still on Kingston Langley village website. Kill off?
0845 602 4149	01225 718 772	BT	Property Services		Making changes re OOH/Keyline summer 2013
0845 607 0888	01249 454 630	BT	Emergency Duty Service		Moved to Fox Talbot House Chippenham Aug 2011 from Hopton Devizes 732 338
08456 52 52 55		Switchcall	Connect2Wiltshire	Dave Gillett	Costing c. £200/month. Press 1 for this etc. See <a href="http://www.bookaride.co.uk/index.php?option=com_content&amp;view=article&amp;id=119&amp;Itemid=54">http://www.bookaride.co.uk/index.php?option=com_content&amp;view=article&amp;id=119&amp;Itemid=54</a>

**Wiltshire Council**

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**Item 10 - Questions from Councillors**

**From Councillor Chris Caswill, Chippenham Monkton Division**

**To Councillor Keith Humphries, Cabinet Member for Public Health, Protection Services, Adult Care and Housing (excluding Strategic Housing)**

**Question 6**

Recently the West Yorkshire public analyst reported that almost 40% of 900 food samples they tested were not what they were advertised, or were mislabeled in some way. He is quoted as saying:

“We are routinely finding problems with more than a third of samples, which is disturbing at a time when the budget for food standards inspection and analysis is being cut.”

He is also quoted as suggesting that budget cuts increase the risk that mislabeled or fake food will be left unidentified by council-run labs.

- a. What was this Council’s budget for food testing and analysis in each of the last two years and what will it be for 2014-15 if the budget proposed today is approved?
- b. What are the Wiltshire percentages equivalent to those reported in West Yorkshire?

**Response**

- a. The budget for food standards testing and analysis in 2012- 2013 and 2013 – 2014 was approximately £30,000 and £26,000 respectively.

In the financial year 2014 – 2015 the budget will remain unchanged at £26,000. The team are also currently bidding for funding from the Food Standards Agency in conjunction with the South West Trading Standards Partnership to carry out additional food sampling.

- b. The West Yorkshire public analyst was reporting on 900 food samples taken across a number of local authorities. The number of food samples in Wiltshire

will therefore be lower. In 2012/13, 225 food samples were taken by officers in the Public Protection Service, of which 34% were reported as unsatisfactory.

The Food and Safety Team have taken 93 food samples at present in this financial year and have received 29 unsatisfactory results; however they are still awaiting reports on over half of the samples submitted.

### **Question 7**

How many trading standards and / or environmental health staff and /or public protection officers with qualifications in food standards and inspection have left the Council's employment in this Financial Year and in each of Financial Years 2012-13 and 2011-12?

### **Response**

There are currently 8 Trading Standards Officers and Public Protection Officers within the Public Protection Service who are qualified to carry out food standards sampling and inspections.

In addition, there are a further 10 Environmental Health Officers and Public Protection Officers who hold the appropriate qualifications as required under the Food Law Code of Practice. They require a period of structured practical update training before undertaking food standards inspections and this is programmed to take place in the next few months.

In 2012- 2013 there were 12 Trading Standards Officers/Public Protection Officers qualified to carry out food standards inspections and in 2011 – 12 there were a total of 14 officers qualified to undertake the role.

**Wiltshire Council**

**Council**

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**Item 10 - Questions from Councillors**

**From Councillor Chris Caswill, Chippenham Monkton Division**

**To Councillor Jane Scott OBE, Leader of the Council**

**Question 8**

Where in the Cabinet does responsibility lie for the shortcomings of the Council's draft Core Strategy, and particularly for the disastrous failure to achieve any planning guidance for housing allocations for the Chippenham area?

**Response**

The Wiltshire Core Strategy Pre- Submission Document was approved by Council on 26<sup>th</sup> June 2012 and the Spatial Strategy for Chippenham Community Area CP10 is just one of the sixty nine core policies. The delegation for consequential actions are set out in the third part of the minute.

The question pre-empts the outcome of the Examination process which we are still within. The Inspector is yet to publish his findings on the plan. The Inspector has requested that the council reconsider the Chippenham options through a discreet policy document. This is an acceptable part of the public enquiry process. Should the Inspector wish to apply that modification, then the Core Strategy itself will need to be amended to reflect this. The National Planning Policy Framework provides the guidance for policy development.

**Question 9**

Why was there so little Cabinet member, Corporate director, or Service director participation in the hearing of evidence about Chippenham housing allocations at the Core Strategy Enquiry in Public?

**Response**

An Examination in public is a very technical and complex procedure and we have highly experienced officers to undertake presenting the evidence on behalf of the Council. There was support both from the Service Director and legal advisors throughout the sessions, and the Cabinet member and Corporate Director were kept fully informed. At the pre-hearing meeting, the Inspector requested that member involvement was directed through the Officer team.

### Question 10

When I asked a question at Council about your Administration's preparations for the enquiry into the draft Core Strategy, I was assured that the Council had taken advice about its draft plan and was assured that it was robust. Who provided that advice and why was it so inaccurate?

### Response

The draft core strategy was sent to Leading Counsel (a QC) to check for soundness before going to Council and the advice received was that it was considered sound. The QC had been advising the Council throughout. As with any hearing the Inspector has to come to his own application of the facts. In this case the Inspector has placed different weight on some of the evidence presented and put weight on the new National Policy framework and is indicating that he is considering a different conclusion to the Council. That does not mean that the original advice or the Council's original position was wrong.

It is of note that the Inspector has not determined that the underlying Core strategy is unsound but has merely asked for Council's comments in respect of proposed modifications to ensure soundness. In fact the Inspector said in his 10<sup>th</sup> procedural letter: -

"... the matters summarised below are those upon which I am most interested to hear how the Council may wish to proceed. Such matters are not exhaustive of those that will be addressed in my final report albeit many aspects of the plan appear **justified, positively prepared, consistent with national policy and likely to be effective in their implementation.**"

### Question 11

Who is overseeing the preparation of the Council's responses to the Inspector's requirements for changes to the draft Core Strategy?

### Response

The Core Strategy is still within the Examination period, and is currently the Inspector's process during his consideration of evidence. The Associate Director of Economic Development and Planning is overseeing liaising with the Inspector in conjunction with the Cabinet Member and other professional officers. Cabinet approved the approach being taken on the 21<sup>st</sup> January.



**Wiltshire Council**

**Council**

**25 February 2014**

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**Item 10 - Questions from Councillors**

**From Councillor Simon Killane, Malmesbury Division**

**To Councillor Jane Scott OBE, Leader of the Council**

**Question 12**

Let's now use the electronic voting system to give the people of Wiltshire direct access to the full voting profile of each Councillor and save time on traditional recorded voting!

I would like to ask Cllr Jane Scott's opinion on my suggestion that the new electronic voting system is used for all voting requirements from now on, including this budget meeting, and that the old system of hands in the air or the "Ayes/Nays" method of voting is consigned to the history books. I would also like to know when the people of Wiltshire to be able to access the complete electronic voting history for each Wiltshire Councillor just as can be done for MP's in Parliament.

**Question 13**

Let's now use the new electronic video recording system give the people of Wiltshire direct sound and visual access to all our Full Council meetings!

I would like to ask Cllr Jane Scott to update me on the progress of the implementation of the video recording and streaming technology. The people of Wiltshire must now have the opportunity to listen to and see the debates first hand and to make up their own minds about the proposals, amendments, decisions and debates that are a regular part of these meetings.

**Response to Questions 12 and 13**

Following discussions at the Group Leaders meeting on 19 February it is proposed that a cross party working group (to include group leaders) is set up to consider the introduction of video recording, streaming technology and the use of the electronic voting system for Full Council meetings. This would include ensuring that relevant safeguards are in place to protect the interests of the council

It is suggested that the working group will consult cabinet and any changes proposed to the constitution would be reported to Full council through the Standards Committee.

#### **Question 14**

Let's resolve to address the issues that deter the people of Wiltshire from participating in Wiltshire Council as elected representatives!

I would like to ask Cllr Jane Scott, Leader of Wiltshire Council, to express a view on the following:

That Scrutiny Management must be actioned with setting up a Task Group to quantify the diversity of age, gender, race and ethnicity of the elected membership of the council, that the outcomes from this study are used to determine the root causes responsible of any diversity imbalance and that proposals are made for consideration by full council to address any imbalance.

#### **Response**

It is not for me, as leader, to determine the issues that Overview and Scrutiny should consider. However I recognise that this is clearly an important issue but one that requires addressing at a national level and would suggest that councillors who are concerned about this should take it up through the appropriate channels.

**Wiltshire Council**

**Council**

**25 February 2014**

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**Item 10 - Questions from Councillors**

**From Councillor Chris Caswill, Chippenham Monkton Division**

**To Councillor Jane Scott OBE, Leader of the Council**

**Question 15**

Councillors' Questions provides an important and indeed unique opportunity for non-Executive Councillors to question individual Cabinet members in public about their areas of responsibility and decisions they have taken. As such it is one of very few channels for democratic accountability of a powerful executive with significant levels of delegated powers.

1. Do you accept this analysis, and would you agree that it is therefore a matter of public concern that Councillors' Questions has first been moved to the end of Council agendas, and now further eroded by the growing practice of Cabinet members not providing written responses, except to say for the public record that "A verbal response will be given at the meeting"?
2. Whilst this latter practice is formally sanctioned by the Council Constitution, do you agree that it does not appear to be in the spirit of transparency and accountability to which you have often committed yourself and your Administration in public meetings?
3. I understand you are now planning to meet with Group Leaders to discuss Councillors' Questions, which is a welcome next step. Will you give an undertaking to report the outcomes of that discussion to the next Council meeting, and to allow for debate there on this issue?

**Response**

Councillors Questions was discussed at the Group Leaders meeting on 19 February and it is proposed that the subject is referred to the constitutional working group to consider and clarify.

In the interim, Group Leaders concluded that Council Questions should remain at the end of proper business and that members would strive to provide a written response, however, verbal responses would be given where relevant.

Group Leaders also felt that councillors should be encouraged to submit their questions, where relevant, to other formal council meetings such as Cabinet, Overview and Scrutiny and Community Area Boards and not leave them for Full

Council. There is also of course the normal Cabinet Member and Portfolio Holder route for Councillors to raise questions at any time.

**Wiltshire Council**

**Annual Council**

**14 May 2014**

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## **Petitions Update**

### **Petitions Received**

As of 1 May 2014, 6 petitions have been received by Wiltshire Council since the last report to Council. Further details are shown at Appendix 1 to this report.

No requests have been received to present petitions at this meeting.

### **Proposal**

**That Council notes the petitions received and the action being taken, as set out in the Appendix to this report.**

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**Democratic Governance Manager**

Background Papers

None

Appendix 1 – schedule of petitions received



<b>NAME</b>	<b>END DATE</b>	<b>RESPONDENTS</b>	<b>ACTION</b>
Save Our Zebra (Crossing), Bradford on Avon	27/02/2014	1172	Cabinet Member, Area Board and Local Member all notified (11/03/14). The petition would be referred to in the Traffic Engineering Manager's report.
Save Our Youth Centre	20/03/2014	3 pages	Presented to Cllr Laura Mayes (Cabinet member at Corsham Area Board meeting). The petition was considered as part of the Youth Services Review consultation.
Save the Youth Centre (The Shak)	15/04/2014	200	Presented to Cllr Richard Gamble (Portfolio Holder at Pewsey Area Board). The petition was considered as part of the Youth Services Review consultation.
Relocation of Chippenham Library	15/04/2014	14	Presented to Chippenham Area Board. The petition would be considered by the Chippenham Campus Development Team in their ongoing consultation on the development of the Chippenham Community Campus.
Restricted Parking Zone, Bradford on Avon	29/04/2014	404	The petition would be referred to in the Traffic Engineering Manager's report
Save Wiltshire's Badgers from Culling.	01/05/2014	223	Not the responsibility of Wiltshire Council. Would be referred to DEFRA

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

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## Notices of motion

**The following rules taken from Part 4 – Rules of Procedure – Council explain how motions are to be dealt with at the meeting:**

### At the meeting

89. The Chairman will invite the proposer, or one of the councillors, who has given notice of the motion to move the motion. Where these councillors are not available at the meeting, the motion can be moved and seconded by any other councillors.
90. A notice of motion must be moved at the meeting, it must then be seconded. If the motion is not moved and seconded, it will, unless postponed by consent of the Council, be treated as abandoned and may not be moved without fresh notice.
91. Once moved and seconded at the meeting, the councillor proposing the motion will be given up to five minutes in which to present his or her motion.
92. The Chairman will give the relevant cabinet member an opportunity to respond to the motion giving him or her up to five minutes in which to do so.
93. On considering a notice of motion and subject to paragraphs 95-100 below, the following options shall then be open to the council:
  - debate the motion and vote on it
  - refer it to an appropriate member body with or without debate
  - refer it to the Leader of Council with or without debate
94. The Chairman will move that the motion either be debated on the day or referred to the appropriate member body. This will be seconded by the Vice-Chairman of Council or in his or her absence, another member of the council and put to the vote without discussion. On the question of referring the motion to an appropriate member body, the only amendment the Chairman will accept is to which member body the motion should be referred.
95. If the motion relates to a function exercisable only by the council then the council will debate the motion and on consideration of a report, determine the motion or refer it to a future meeting of the Council.
96. If the motion relates to a function that has been delegated to another member body then the council will vote without debate on whether to refer the motion to that member body.
97. If referred to another member body that member body must consider the motion at its next available meeting. The mover and seconder of the motion will be invited to attend that meeting if they are not already members of that body in order to present their motion but will not be able to vote unless they

have voting rights. The member body must report back to the council as soon as practicable by way of the minutes of that meeting.

98. If the notice of motion is referred to another member body following debate at council, a summary of the debate at council together with any recommendation will be taken into account by the member body when considering the motion.
99. If the notice of motion relates to an executive function, the motion will be referred to the Leader of the Council. The Leader will write to the proposers of the motion with a copy to all members of the council, advising them what steps he or she proposes to take.
100. Any decision of council arising from a motion must comply with the principles of decision making as set out in Part 2, paragraph 14.2 of this Constitution.

**Wiltshire Council**

**Annual Council**

**13 May 2014**

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

### **Introduction**

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

### **Review of Allocation of Seats to Political Groups**

#### **Legal Position**

2. Under the Local Government & Housing Act 1989 (“the Act”) and subsequent Regulations, (“the Regulations”), the Council must review the representation of the different political groups on committees at the Annual Council meeting.
3. It is open to the Council when carrying out a review to adopt some arrangement other than that prescribed by the Act and the Regulations. Notice of such a proposal would have to be given in the Summons, and a decision would need to be made with no one voting against it. The remainder of this report assumes that the Council will not want an alternative arrangement to that prescribed by law.

#### **Political Groups**

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

Name of Group	No. of Councillors in Group
Conservative	59
Liberal Democrat	24
Labour	4
Independent	10
Ungrouped member	1

5. Under the regulations, two or more councillors may form and register a group. Therefore the UK Independence Party councillor is regarded as an ungrouped councillor.
6. This report has been prepared on the basis of the strengths of the various political groups set out in paragraph 4 and 5.

### **Principles**

7. The Act sets out four principles which must be followed so far as reasonably practicable. They are:
  - (a) *Preventing domination by a single group:* All the seats on a committee should not be allocated to the same political group.
  - (b) *Ensuring a majority group enjoys a majority on all committees:* If one political group has a majority in the full Council, that political group should have a majority on each committee.
  - (c) *Aggregating all committee places and allocating fair shares:* Subject to the above two principles, the total number of seats on all the committees of the Authority allocated to each political group should be in the same proportion as that political group's seats on the full Council.
  - (d) *Ensuring as far as practicable fairness on each committee:* Subject to the above three principles, the number of seats on each committee of the Authority allocated to each political group should be in the same proportion as that political group's seats on the full Council.

### **Application of Principles**

8. The Council must review the establishment of its committees in accordance with the principles laid down in the Act. Immediately this is done, each political group should state the names of the councillors it wishes to take its allocated places on committees, including substitutes, and when those wishes are known, the Council is under a duty to make the appointment of those councillors as soon as practicable. This is dealt with specifically under the next item of business on the agenda.

### **Councillors not in a Political Group**

9. In the case of councillors who are not members of a political group, a proportion of seats on committees equal to the proportion of Council members who do not belong to a political group, has to be reserved, with appointments to these seats being made by the Council at its discretion.

## **Committees of the Council**

10. The Council's Constitution currently provides for the appointment of the following committees:-

Strategic Planning  
Area Planning – East, North, South and West  
Licensing  
Standards  
Overview and Scrutiny Management  
Children's Select  
Health Select  
Environment Select  
Audit  
Appeals  
Staffing Policy  
Officer Appointments  
Pension Fund  
Police and Crime Panel

11. The political proportionality rules do not apply to Cabinet and the Health and Wellbeing Board.

## **Area Boards**

12. Area boards are appointed by the Council under Section 102 of the Local Government Act 1972. These are constituted as area committees within the meaning of Section 18 of the Local Government Act 2000 and regulations made under that section for the purpose of discharging functions delegated by the executive (or not otherwise reserved). They are not subject to the rules on political proportionality. A list of these area boards is set out at Appendix 1 to this report.
13. All unitary councillors representing the electoral divisions covered by the area board will be appointed to their relevant area board. This is dealt with specifically under the next item of business on the agenda.
14. Pewsey and Tidworth are established as a single area committee with two sub-committees, each of which operate as an area board known as Pewsey Area Board and Tidworth Area Board respectively.

## **Health and Wellbeing Board**

15. Under the Health and Social Care Act 2012 the Council is required to appoint a Health and Wellbeing Board that works with partners, including GPs, to prepare a Health and Wellbeing Strategy for the Council and to ensure that the commissioning of services is integrated. The Board is to be regarded as an ordinary committee of the Council, is therefore appointed by the Council, it reports to the Council and its membership as defined by the legislation is agreed by the Council. The rules on political proportionality do not apply.

The Health and Wellbeing Board was formally established by Council in May 2013 with terms of reference and membership as included in the Council's constitution.

### **Police and Crime Panel**

16. The Council is required under the Police and Social Responsibility Act 2011 to appoint a Police and Crime Panel. This, despite its title, is a formal joint committee of Swindon and Wiltshire Councils and the two councils are required to meet a "balanced appointment objective" whereby its membership reflects both the geographical and political nature of the two councils plus the skills and experience required to fulfil the panel's functions.
17. The main function of the panel is to hold the directly elected Police and Crime Commissioner to account for the effective policing of the force area. The role is primarily a scrutiny function but all councillors, both executive and non-executive, can be members as long as the balanced appointment objective is met.
18. The minimum size of the panel is 10 with the addition of two co-opted independent persons. Previous agreement with Swindon Borough Council and the Home Secretary that Wiltshire's PCP would comprise 11 councillors, plus two independent members, with the ratio of councillors 7:4 in favour of Wiltshire.
19. The membership of the PCP must reflect the political proportionality of the two councils when taken together. Swindon Borough Council's current political composition is as follows:-

Conservatives – 28

Labour – 23

Liberal Democrats – 4

Independent – 1

(1 vacancy)

It should be noted however, that this may be subject to change given that Swindon BC will be holding elections of a third of its council on 22 May with appointments made by its annual council meeting on 6 June 2014.

20. Taken together with Wiltshire's political composition (as set out in para 4) this gives the following figures:-

Conservatives – 87 or 56.86% of the seats

Labour – 27 or 17.64 % of the seats

Liberal Democrats – 28 or 18.30 % of the seats

Independent – 11 or 7.19 % of the seats

21. On this basis the 11 members breaks down as follows (no change):

Conservative	6
Liberal Democrat	2
Labour	2
Independent	1

22. Swindon Borough Council has in post 2 Conservative and 2 Labour councillors so that leaves Wiltshire Council to appoint 4 Conservatives, 2 Liberal Democrats and 1 Independent. The schedule of committee places has been drawn up to reflect this allocation. It has to be stressed that not only has the Council to meet the balanced appointment objective, failure to do so would result in the Secretary of State making the appointments or instructing the Council to do so.

### **Children's Select Committee**

23. This Committee must include nominees of the Church of England, the Roman Catholic Church and a number of elected parent governor representatives (historically there have been 3 appointed representatives – one from each school sector). They will be voting members. In accordance with the principle set out at 7(b) above the majority group are entitled to appoint additional councillors to ensure it enjoys a majority. This entitlement has been waived in the past. The Council also has discretion to appoint an unlimited number of co-opted members onto this committee as representatives of children's organisations/agencies (historically this has been on a non-voting basis). The actual appointments are dealt with under the next item of business on the agenda.

### **Method of Calculating the Allocation of Places to Political groups**

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

- (i) Calculate the total number of seats with votes on all the ordinary committees and any Joint Committees.
- (ii) Calculate the proportion that each political group forms of the total membership of the Authority. Reserve an appropriate number of seats for ungrouped members.
- (iii) Apply those proportions to the total number of ordinary committee seats to give the aggregate entitlement of each group; the requirement to apply the proportions "so far as reasonably practicable" can be met by rounding down fractional entitlements of less than half, and rounding up entitlements of a half or more; if this results in a greater aggregate than the number of seats available, the fractional entitlement(s) closest

to a half should be rounded in the other direction until entitlements balance the available seats.

- (iv) Apply the proportions to the number of councillors on each ordinary committee to give provisional entitlement to seats on that committee.
  - (v) If the provisional entitlement gives only one group seats on the committee, adjust the entitlement so that the next largest group has a seat (thus applying principle (a) in paragraph 7).
  - (vi) Finally, adjust the seats on each committee so that the total allocated to each group is as near as possible to their aggregate entitlement, whilst preserving the results reached at steps (iv) and (v) (thus applying principle (c) in paragraph 7).
25. The Council is free to adopt any aggregate number of places on ordinary committees so long as it follows the principles in paragraph 7 and the sequence in paragraph 24. A draft scheme of committee places will be discussed with Group Leaders and will be submitted to Council in due course.
26. Attached at Appendix 2 to this report is a numerical guide to proportional representation on Committees.

### **Matters for Decision**

27. The Council is asked:
- (a) To note this report and the legal requirements.
  - (b) To re-appoint the following committees with the terms of reference as set out in the Constitution:-
    - Strategic Planning
    - Area Planning – East, North, South and West
    - Licensing
    - Standards
    - Overview and Scrutiny Management
    - Children’s Select
    - Health Select
    - Environment Select
    - Audit
    - Appeals
    - Staffing Policy
    - Officer Appointments
    - Pension Fund
    - Police and Crime Panel
  - (c) To reappoint the Health and Wellbeing Board with the terms of reference and membership as set out in the Constitution.



- (d) To appoint those Area Boards, constituted as area committees as set out in paragraphs 12 to 14 and Appendix 1 of this report and within the Constitution, to comprise the Unitary Councillors for that area.
- (e) To approve a scheme of committee places which sets out the number of seats available to members of the Council and to political groups (to follow).

**Robin Townsend**  
**Associate Director - Corporate Function and Procurement**

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Report Author: Yamina Rhouati, Democratic Governance Manager

Background papers: None

### **Appendices**

Appendix 1 – List of Area Boards

Appendix 2 - Numerical Guide to political proportionality

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**Area Boards: Electoral Divisions**

**Amesbury Area Board**

**Electoral Divisions 6**

Amesbury East  
Amesbury West  
Till & Wylve Valley  
Durrington & Larkhill  
Bulford, Allington & Figheldean  
Bourne & Woodford Valley

**Bradford on Avon Area Board**

**Electoral Divisions 4**

Holt & Staverton  
Winsley & Westwood  
Bradford on Avon North  
Bradford on Avon South

**Calne Area Board**

**Electoral Divisions 5**

Calne Rural  
Calne North  
Calne Chilvester & Abberd  
Calne Central  
Calne South & Cherhill

**Chippenham Area Board**

**Electoral Divisions 10**

By Brook  
Chippenham Cepen Park & Derriads  
Chippenham Cepen Park & Redlands  
Chippenham Hardenhuish  
Chippenham Monkton  
Chippenham Queens and Sheldon  
Chippenham Hardens and England  
Chippenham Lowdon and Rowden  
Chippenham Pewsham  
Kington

### **Corsham Area Board**

#### **Electoral Divisions 4**

Box and Colerne  
Corsham Pickwick  
Corsham Without & Box Hill  
Corsham Town

### **Devizes Area Board**

#### **Electoral Divisions 7**

Bromham, Rowde and Potterne  
Devizes & Roundway South  
Devizes East  
Devizes North  
Roundway  
The Lavingtons & Erlestoke  
Urchfont & The Cannings

### **Malmesbury Area Board**

#### **Electoral Divisions 4**

Brinkworth  
Malmesbury  
Minety  
Sherston

### **Marlborough Area Board**

#### **Electoral Divisions 4**

Aldbourn & Ramsbury  
Marlborough East  
Marlborough West  
West Selkley

### **Melksham Area Board**

#### **Electoral Divisions 6**

Melksham Central  
Melksham North  
Melksham South  
Melksham Without North  
Melksham Without South  
Summerham and Seend

## **Pewsey and Tidworth Area Committee**

### **Electoral Divisions 6**

Pewsey Vale  
Pewsey  
Burbage & The Bedwyns  
The Collingbournes & Netheravon  
Ludgershall & Perham Down  
Tidworth

## **Royal Wootton Bassett and Cricklade Area Board**

### **Electoral Divisions 6**

Cricklade and Latton  
Lyneham  
Purton  
Royal Wootton Bassett East  
Royal Wootton Bassett North  
Royal Wootton Bassett South

## **Salisbury Area Board**

### **Electoral Divisions 8**

Salisbury Fisherton & Bemerton  
Village  
Salisbury Bemerton  
Salisbury Harnham  
Salisbury St Edmund & Milford  
Salisbury St Francis & Stratford  
Salisbury St Mark's & Bishopdown  
Salisbury St Martin's & Cathedral  
Salisbury St Paul's

## **South West Wiltshire Area Board**

### **Electoral Divisions 5**

Fovant & Chalke Valley  
Mere  
Nadder & East Knoyle  
Tisbury  
Wilton & Lower Wylve Valley

## **Southern Wiltshire Area Board**

### **Electoral Divisions 5**

Alderbury & Whiteparish  
Downton & Ebbles Valley  
Laverstock, Ford and Old Sarum  
Redlynch & Landford  
Winterslow

## **Trowbridge Area Board**

### **Electoral Divisions 9**

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

## **Warminster Area Board**

### **Electoral Divisions 5**

Warminster Without  
Warminster Broadway  
Warminster Copheap and Wyllye  
Warminster East  
Warminster West

## **Westbury Area Board**

### **Electoral Divisions 4**

Ethandune  
Westbury East  
Westbury North  
Westbury West

Proportional Representation Table

	Conservative	Liberal Democrat	Labour	Independent	UKIP	
	59	24	4	10	1	
1	0.602		0.041	0.102	0.010	0.76
2	1.204	0.490	0.082	0.204	0.020	2.00
3	1.806	0.735	0.122	0.306	0.031	3.00
4	2.408	0.980	0.163	0.408	0.041	4.00
5	3.010	1.224	0.204	0.510	0.051	5.00
6	3.612	1.469	0.245	0.612	0.061	6.00
7	4.214	1.714	0.286	0.714	0.071	7.00
8	4.816	1.959	0.327	0.816	0.082	8.00
9	5.418	2.204	0.367	0.918	0.092	9.00
10	6.020	2.449	0.408	1.020	0.102	10.00
11	6.622	2.694	0.449	1.122	0.112	11.00
12	7.224	2.939	0.490	1.224	0.122	12.00
13	7.827	3.184	0.531	1.327	0.133	13.00
14	8.429	3.429	0.571	1.429	0.143	14.00
15	9.031	3.673	0.612	1.531	0.153	15.00
16	9.633	3.918	0.653	1.633	0.163	16.00
17	10.235	4.163	0.694	1.735	0.173	17.00
18	10.837	4.408	0.735	1.837	0.184	18.00
19	11.439	4.653	0.776	1.939	0.194	19.00
20	12.041	4.898	0.816	2.041	0.204	20.00
21	12.643	5.143	0.857	2.143	0.214	21.00
22	13.245	5.388	0.898	2.245	0.224	22.00
23	13.847	5.633	0.939	2.347	0.235	23.00
24	14.449	5.878	0.980	2.449	0.245	24.00
25	15.051	6.122	1.020	2.551	0.255	25.00
26	15.653	6.367	1.061	2.653	0.265	26.00
27	16.255	6.612	1.102	2.755	0.276	27.00
28	16.857	6.857	1.143	2.857	0.286	28.00
29	17.459	7.102	1.184	2.959	0.296	29.00
30	18.061	7.347	1.224	3.061	0.306	30.00
31	18.663	7.592	1.265	3.163	0.316	31.00
32	19.265	7.837	1.306	3.265	0.327	32.00
33	19.867	8.082	1.347	3.367	0.337	33.00
34	20.469	8.327	1.388	3.469	0.347	34.00
35	21.071	8.571	1.429	3.571	0.357	35.00
36	21.673	8.816	1.469	3.673	0.367	36.00
37	22.275	9.061	1.510	3.776	0.378	37.00
38	22.877	9.306	1.551	3.878	0.388	38.00
39	23.479	9.551	1.592	3.980	0.398	39.00
40	24.081	9.796	1.633	4.082	0.408	40.00
41	24.683	10.041	1.673	4.184	0.418	41.00
42	25.285	10.286	1.714	4.286	0.429	42.00
43	25.887	10.531	1.755	4.388	0.439	43.00
44	26.489	10.776	1.796	4.490	0.449	44.00
45	27.091	11.020	1.837	4.592	0.459	45.00
46	27.693	11.265	1.878	4.694	0.469	46.00
47	28.295	11.510	1.918	4.796	0.480	47.00
48	28.897	11.755	1.959	4.898	0.490	48.00
49	29.499	12.000	2.000	5.000	0.500	49.00
50	30.101	12.245	2.041	5.102	0.510	50.00
51	30.703	12.490	2.082	5.204	0.520	51.00
52	31.305	12.735	2.122	5.306	0.531	52.00
53	31.907	12.980	2.163	5.408	0.541	53.00
54	32.509	13.224	2.204	5.510	0.551	54.00
55	33.111	13.469	2.245	5.612	0.561	55.00
56	33.713	13.714	2.286	5.714	0.571	56.00
57	34.315	13.959	2.327	5.816	0.582	57.00
58	34.917	14.204	2.367	5.918	0.592	58.00
59	35.519	14.449	2.408	6.020	0.602	59.00
60	36.121	14.694	2.449	6.122	0.612	60.00
61	36.723	14.939	2.490	6.224	0.622	61.00
62	37.325	15.184	2.531	6.327	0.633	62.00
63	37.927	15.429	2.571	6.429	0.643	63.00
64	38.529	15.673	2.612	6.531	0.653	64.00
65	39.131	15.918	2.653	6.633	0.663	65.00
66	39.733	16.163	2.694	6.735	0.673	66.00
67	40.335	16.408	2.735	6.837	0.684	67.00
68	40.937	16.653	2.776	6.939	0.694	68.00
69	41.539	16.898	2.816	7.041	0.704	69.00
70	42.141	17.143	2.857	7.143	0.714	70.00
71	42.743	17.388	2.898	7.245	0.724	71.00
72	43.345	17.633	2.939	7.347	0.735	72.00
73	43.947	17.878	2.980	7.449	0.745	73.00
74	44.549	18.122	3.020	7.551	0.755	74.00
75	45.151	18.367	3.061	7.653	0.765	75.00
76	45.753	18.612	3.102	7.755	0.776	76.00
77	46.355	18.857	3.143	7.857	0.786	77.00
78	46.957	19.102	3.184	7.959	0.796	78.00
79	47.559	19.347	3.224	8.061	0.806	79.00
80	48.161	19.592	3.265	8.163	0.816	80.00
81	48.763	19.837	3.306	8.265	0.827	81.00
82	49.365	20.082	3.347	8.367	0.837	82.00
83	49.967	20.327	3.388	8.469	0.847	83.00
84	50.569	20.571	3.429	8.571	0.857	84.00
85	51.171	20.816	3.469	8.673	0.867	85.00
86	51.773	21.061	3.510	8.776	0.878	86.00
87	52.375	21.306	3.551	8.878	0.888	87.00
88	52.977	21.551	3.592	8.980	0.898	88.00
89	53.579	21.796	3.633	9.082	0.908	89.00
90	54.181	22.041	3.673	9.184	0.918	90.00
91	54.783	22.286	3.714	9.286	0.929	91.00
92	55.385	22.531	3.755	9.388	0.939	92.00
93	55.987	22.776	3.796	9.490	0.949	93.00
94	56.589	23.020	3.837	9.592	0.959	94.00
95	57.191	23.265	3.878	9.694	0.969	95.00
96	57.793	23.510	3.918	9.796	0.980	96.00
97	58.395	23.755	3.959	9.898	0.990	97.00
98	59.000	24.000	4.000	10.000	1.000	98.00
99	59.602	24.245	4.041	10.102	1.010	99.00
100	60.204	24.490	4.082	10.204	1.020	100.00
101	60.806	24.735	4.122	10.306	1.031	101.00
102	61.408	24.980	4.163	10.408	1.041	102.00
103	62.010	25.224	4.204	10.510	1.051	103.00
104	62.612	25.469	4.245	10.612	1.061	104.00

	Conservative	Liberal Democrat	Labour	Independent	UKIP	
	59	24	4	10	1	
105	63.214	25.714	4.286	10.714	1.071	105.00
106	63.816	25.959	4.327	10.816	1.082	106.00
107	64.418	26.204	4.367	10.918	1.092	107.00
108	65.020	26.449	4.408	11.020	1.102	108.00
109	65.622	26.694	4.449	11.122	1.112	109.00
110	66.224	26.939	4.490	11.224	1.122	110.00
111	66.827	27.184	4.531	11.327	1.133	111.00
112	67.429	27.429	4.571	11.429	1.143	112.00
113	68.031	27.673	4.612	11.531	1.153	113.00
114	68.633	27.918	4.653	11.633	1.163	114.00
115	69.235	28.163	4.694	11.735	1.173	115.00
116	69.837	28.408	4.735	11.837	1.184	116.00
117	70.439	28.653	4.776	11.939	1.194	117.00
118	71.041	28.898	4.816	12.041	1.204	118.00
119	71.643	29.143	4.857	12.143	1.214	119.00
120	72.245	29.388	4.898	12.245	1.224	120.00
121	72.847	29.633	4.939	12.347	1.235	121.00
122	73.449	29.878	4.980	12.449	1.245	122.00
123	74.051	30.122	5.020	12.551	1.255	123.00
124	74.653	30.367	5.061	12.653	1.265	124.00
125	75.255	30.612	5.102	12.755	1.276	125.00
126	75.857	30.857	5.143	12.857	1.286	126.00
127	76.459	31.102	5.184	12.959	1.296	127.00
128	77.061	31.347	5.224	13.061	1.306	128.00
129	77.663	31.592	5.265	13.163	1.316	129.00
130	78.265	31.837	5.306	13.265	1.327	130.00
131	78.867	32.082	5.347	13.367	1.337	131.00
132	79.469	32.327	5.388	13.469	1.347	132.00
133	80.071	32.571	5.429	13.571	1.357	133.00
134	80.673	32.816	5.469	13.673	1.367	134.00
135	81.276	33.061	5.510	13.776	1.378	135.00
136	81.878	33.306	5.551	13.878	1.388	136.00
137	82.480	33.551	5.592	13.980	1.398	137.00
138	83.082	33.796	5.633	14.082	1.408	138.00
139	83.684	34.041	5.673	14.184	1.418	139.00
140	84.286	34.286	5.714	14.286	1.429	140.00
141	84.888	34.531	5.755	14.388	1.439	141.00
142	85.490	34.776	5.796	14.490	1.449	142.00
143	86.092	35.020	5.837	14.592	1.459	143.00
144	86.694	35.265	5.878	14.694	1.469	144.00
145	87.296	35.510	5.918	14.796	1.480	145.00
146	87.898	35.755	5.959	14.898	1.490	146.00
147	88.500	36.000	6.000	15.000	1.500	147.00
148	89.102	36.245	6.041	15.102	1.510	148.00
149	89.704	36.490	6.082	15.204	1.520	149.00
150	90.306	36.735	6.122	15.306	1.531	150.00
151	90.908	36.980	6.163	15.408	1.541	151.00
152	91.510	37.224	6.204	15.510	1.551	152.00
153	92.112	37.469	6.245	15.612	1.561	153.00
154	92.714	37.714	6.286	15.714	1.571	154.00
155	93.316	37.959	6.327	15.816	1.582	155.00
156	93.918	38.204	6.367	15.918	1.592	156.00
157	94.520	38.449	6.408	16.020	1.602	157.00
158	95.122	38.694	6.449	16.122	1.612	158.00
159	95.724	38.939	6.490	16.224	1.622	159.00
160	96.327	39.184	6.531	16.327	1.633	160.00
161	96.929	39.429	6.571	16.429	1.643	161.00
162	97.531	39.673	6.612	16.531	1.653	162.00
163	98.133	39.918	6.653	16.633	1.663	163.00
164	98.735	40.163	6.694	16.735	1.673	164.00
165	99.337	40.408	6.735	16.837	1.684	165.00
166	99.939	40.653	6.776	16.939	1.694	166.00
167	100.541	40.898	6.816	17.041	1.704	167.00
168	101.143	41.143	6.857	17.143	1.714	168.00
169	101.745	41.388	6.898	17.245	1.724	169.00
170	102.347	41.633	6.939	17.347	1.735	170.00
171	102.949	41.878	6.980	17.449	1.745	171.00
172	103.551	42.122	7.020	17.551	1.755	172.00
173	104.153	42.367	7.061	17.653	1.765	173.00
174	104.755	42.612	7.102	17.755	1.776	174.00
175	105.357	42.857	7.143	17.857	1.786	175.00
176	105.959	43.102	7.184	17.959	1.796	176.00
177	106.561	43.347	7.224	18.061	1.806	177.00
178	107.163	43.592	7.265	18.163	1.816	178.00
179	107.765	43.837	7.306	18.265	1.827	179.00
180	108.367	44.082	7.347	18.367	1.837	180.00
181	108.969	44.327	7.388	18.469	1.847	181.00
182	109.571	44.571	7.429	18.571	1.857	182.00
183	110.173	44.816	7.469	18.673	1.867	183.00
184	110.776	45.061	7.510	18.776	1.878	184.00
185	111.378	45.306	7.551	18.878	1.888	185.00
186	111.980	45.551	7.592	18.980	1.898	186.00
187	112.582	45.796	7.633	19.082	1.908	187.00
188	113.184	46.041	7.673	19.184	1.918	188.00
189	113.786	46.286	7.714	19.286	1.929	189.00
190	114.388	46.531	7.755	19.388	1.939	190.00
191	114.990	46.776	7.796	19.490	1.949	191.00
192	115.592	47.020	7.837	19.592	1.959	192.00
193	116.194	47.265	7.878	19.694	1.969	193.00
194	116.796	47.510	7.918	19.796	1.980	194.00
195	117.398	47.755	7.959	19.898	1.990	195.00
196	118.000	48.000	8.000	20.000	2.000	196.00
197	118.602	48.245	8.041	20.102	2.010	197.00
198	119.204	48.490	8.082	20.204	2.020	198.00
199	119.806	48.735	8.122	20.306	2.031	199.00
200	120.408	48.980	8.163	20.408	2.041	200.00



**Wiltshire Council**

**Annual Council**

**13 May 2014**

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## **Appointment of Councillors to Committees**

### **Introduction**

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

### **Appointment of Councillors and Substitutes**

2. Each political group should state the names of the councillors it wishes to take its allocated places on committees and when those wishes are known, the Council is under a duty to make the appointment of those councillors as soon as practicable. It is a legal requirement however that the Council formally approves the appointment of councillors to committees and therefore it is essential that each political group notifies the Democratic Governance Manager of their nominated councillors to serve on committees, preferably before the day of the Council meeting. Group Leaders may also wish to bear in mind the advantages of achieving a geographical spread of appointees particularly for area planning committees.
3. The Constitution currently provides that the Council will appoint substitute councillors to serve on each committee. Each political group is currently entitled to appoint up to four substitutes where it has a councillor on that committee. As with nominations of committee members (see paragraph 2 above) it is a legal requirement that the Council formally approves the appointment of substitute members to committees and therefore it is essential that each political group notifies the Democratic Governance Manager of their nominated substitute members to serve on committees, preferably before the day of the Council meeting. To assist Group Leaders and Council, a schedule of current appointments to committees is attached as Appendix !.
4. The use of the substitute system by councillors has on occasions been fairly patchy and a number of meetings have in the past been held with the number of councillors attending well below the maximum size of the committee. It was with this in mind, that Council agreed to increase the number of substitutes from three to four. Councillors are encouraged to make use of the substitute system. If a councillor finds that they are unable to attend a meeting then they should contact Democratic Services who will

record and present your apologies at the meeting. They can also advise on the named substitutes for your political group. The onus is on the councillor to contact the substitute councillor although it would be helpful for you to notify Democratic services as they will report the temporary change to the membership of the committee.

### **Committees of the Council**

5. There are specific issues that need to be considered under the appointment of councillors.
6. The statutory rules regarding senior officers appointments embodied in the Council's Constitution require the Officer Appointments Committee to include at least one member of the Executive.
7. Also the Staffing Policy Committee requires two members of the Cabinet as Cabinet representation is required on its sub-committees by the Council's constitution and the Local Authorities (Standing Orders) (England) Regulations 2001.
8. The Standards Committee includes 4 non-voting co-opted members who were last appointed in May 2013. The constitution provides for their term of office normally being four years. Council is asked to confirm the continued appointment of the 4 non-voting co-opted members.
9. As referenced in the previous report on the appointment of committees, the Children's Select Committee must include nominees of the Church of England, the Roman Catholic Church and a number of elected parent governor representatives (historically there have been 3 appointed representatives – one from each school sector). They will be voting members. The Council also has discretion to appoint an unlimited number of co-opted members onto this committee as representatives of children's organisations/agencies (historically this has been on a non-voting basis).
10. Wherever possible the members of Area Planning Committees should be made up of local councillors. These committees however, unless the Council has determined otherwise under the previous item, will still need to be appointed on a politically proportional basis.
11. All unitary councillors representing the electoral divisions covered by an Area Board will be appointed to their relevant area board as set out in Appendix 2 to this report.

### **Matters for Decision**

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

- (B) To appoint substitute members (to a maximum of four per group) to the committees referred to in (A) above.
- (C) To appoint those councillors representing electoral divisions to their respective area boards as set out in Appendix 2 to this report.
- (D) To reappoint the following co-opted non-voting members to the Standards Committee:

Mr John Scragg  
Miss Pam Turner  
Mr Paul Neale  
Mr Philip Gill MBE, JP

- (E) To appoint the following non-elected members to the Children's Select Committee:-

<u>Non-Elected Voting Members</u>	<u>Representing</u>
Mrs L Swainston	Church of England
Dr M Thompson	Clifton Diocese Roman Catholic Church
Vacancy	Parent Governor (Secondary-maintained)
Vacancy	Parent Governor (Secondary – academy)
Mrs A Kemp	Parent Governor (Special Educational Needs)
Mr K Brough	Parent Governor (Primary)
<u>Non-Elected Non-Voting Members (Up to Five)</u>	School, Children and Young People representatives
Mrs D Dale	Further Education Representative
Miss S Busby	Secondary Schools Headteacher Representative
Miss T Cornelius	Primary School Headteachers Representative
Mr J Hawkins	School Teacher Representative
Mr K House	Children & Young People's Representative

**Robin Townsend**  
**Associate Director - Corporate Function and Procurement**

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Report Author: Yamina Rhouati, Democratic Governance Manager

**Appendices**

Appendix 1 – Current membership of Committees  
Appendix 2 – List of appointments to Area Boards

Background papers: None

**As agreed at Council 25 February 2014**

**Appointment of Committee Members**

**Strategic Planning Committee (11)**

Conservative Group (7)	Liberal Democrat Group (3)	Labour Group (0)	Independent (1)	UKIP (0)
A Davis	G Ansell	-	T. Chivers	-
J Green	N Watts			
C Howard	G Wright			
W Moss				
C Newbury				
A Trotman				
F Westmoreland				
Substitutes:				
S Dobson	T Carbin		E Clark	
M Douglas	G King		D Drewett	
P Oatway	H Marshall		R Hawker	
P Whalley	I West		Jeans	

**Area Planning Committee – East (8)**

Conservative Group (7)	Liberal Democrat Group (0)	Labour Group (0)	Independent (1)	UKIP (0)
M Connolly	-	-	N.Fogg	
S Dobson				
P Evans				
R Gamble				
J Kunkler				
P Oatway				
C Howard				
Substitutes:				
E Bryant			T Chivers	
J Sheppard			E Clark	
P Whitehead			D Drewett	
C Williams			J Osborn	

**Area Planning Committee – North (11)**

Conservative Group (7)	Liberal Democrat Group (3)	Labour Group (0)	Independent (1)	UKIP (0)
C Crisp	B Douglas	-	S Killane	-
M Groom	C Hurst			
P Hutton	M Packard			
S Parker				
T Sturgis				
A Trotman				
P Whalley				
Substitutes:				
C Berry	D Allen		E Clark	
M Champion	G Ansell		T Chivers	
H Greenman	H Marshall		D Drewett	
J Lay	N Watts			

**Area Planning Committee – South (11)**

Conservative Group (6)	Liberal Democrat Group (2)	Labour Group (2)	Independent (1)	UKIP (0)
R Britton	B Dalton	I McLennan	G Jeans	-
R Clewer	I West	I Tomes		
C Devine				
J Green				
M Hewitt				
F Westmoreland				
Substitutes:				
A Deane	P Edge	J Walsh	T Chivers	
L Randall	H McKeown		E Clark	
J Smale	G Wright		D Drewett	
B Wayman			R Hawker	

**Area Planning Committee – West (11)**

Conservative Group (7)	Liberal Democrat Group (2)	Labour Group (0)	Independent (2)	UKIP (0)
A Davis	T Carbin	-	E Clark	-
J Knight	M Macdonald		R Hawker	
C Newbury				
H Pricket				
P Ridout				
J Seed				
R While				
Substitutes:				
L Conley	N Blakemore		T Chivers	
F de Rhé Philipe	R Brown		D Drewett	
K Humphries	D Jenkins		J Osborn	
G Payne	G King		H Osborn	

**Licensing Committee (12)**

Conservative Group (7)	Liberal Democrat Group (3)	Labour Group (0)	Independent (2)	UKIP (0)
A Bucknell	D Allen	-	G Jeans	-
S Evans	N Blakemore		C Caswill	
J Green	T Carbin			
M Hewitt				
S Jacobs				
L Randall				
P Ridout				
Substitutes:			Fogg	
E Bryant	G Ansell		E Clark	
A Davis	B Douglas		D Drewett	
H Greenman	J Hubbard		J Osborn	
W Moss	M Macdonald			

### **Overview and Scrutiny Management Committee (13)**

Conservative Group (7)	Liberal Democrat Group (3)	Labour Group (1)	Independent (2)	UKIP (0)
C Crisp	J Hubbard	J Walsh	J Osborn	-
S Dobson	G King		S Killane	
A Hill	M Packard			
J Lay				
P Ridout				
B Wayman				
R While				
Substitutes:				
M Douglas	G Ansell	R Rogers	R Hawker	
J Noeken	B Dalton		G Jeans	
P Oatway	H McKeown		H Osborn	
P Whalley	I Thorn		E Clark	

### **Children's Select Committee (13)**

Conservative Group (8)	Liberal Democrat Group (3)	Labour Group (1)	Independent (1)	UKIP (0)
M Champion	P Aves	R Rogers	H Osborn	-
M Douglas	J Hubbard			
S Evans	C Hurst			
J Lay				
S Jacobs				
W Moss				
S Parker				
P Whalley				
Substitutes:				
C Berry	D Allen	J Walsh	T Chivers	
C Crisp	N Blakemore		D Drewett	
A Davis	D Jenkins		R Hawker	
S Dobson	H Mckeown		J Osborn	



### **Environment Select Committee (13)**

Conservative Group (7)	Liberal Democrat Group (4)	Labour Group (1)	Independent (1)	UKIP (0)
P Evans	R Brown	I McLennan	D Drewett	
J Green	B Dalton			
M Groom	P Edge			
A Hill	M Macdonald			
H Pricket				
J Sheppard				
B Wayman				
Substitutes:				
A Deane	B Jones	I Tomes	T Chivers	
J Lay	S Oldrieve		N Fogg	
C Newbury	N Watts		G Jeans	
P Whalley	I West		J Osborn	

### **Health Select Committee (13)**

Conservative Group (7)	Liberal Democrat Group (3)	Labour Group (1)	Independent (2)	UKIP (0)
M Champion	B Jones	R Rogers	J Osborn	
C Crisp	G King		C Caswill	
M Douglas	H Mckeown			
J Noeken				
S Parker				
N Philips				
P Ridout				
Substitutes:				
C Berry	R Brown	I McLennan	D Drewett	
S Evans	D Jenkins		R Hawker	
J Johnson	M Packard		H Osborn	
J Knight	P Aves		T Chivers	

**Standards Committee (12)**

Conservative Group (7)	Liberal Democrat Group (3)	Labour Group (1)	Independent (1)	UKIP (0)
A Bucknell	D Allen	I Tomes	T Chivers	
H Greenman	T Carbin			
J Johnson	H Marshall			
J Noeken				
P Oatway				
H Prickett				
vacancy				
Substitutes:				
M Douglas	R Brown	J Walsh	E Clark	
S Parker	S Killane		D Drewett	
P Ridout	C Hurst		R Hawker	
R While			G Jeans	

**Police and Crime Panel (7)**

Conservative Group (4)	Liberal Democrat Group (2)	Labour Group (0)	Independent (1)	UKIP (0)
R Britton	G Ansell	-	R Hawker	
C Howard	L Packard			
P Hutton				
J Johnson				
Substitutes:	T Carbin		E Clark	
C Berry	P Edge		C Caswill	
S Evans	I Thorn		N Fogg	
T Trotman			J Osborn	

### **Audit Committee (12)**

Conservative Group (7)	Liberal Democrat Group (3)	Labour Group (0)	Independent (1)	UKIP (1)
R Britton	D Jenkins	-	H Osborn	D Pollitt
A Deane	S Oldrieve			
S Dobson	L Packard			
J Johnson				
S Parker				
J Sheppard				
vacancy				
Substitutes:				
P Evans	T Carbin		T Chivers	
M Hewitt	C Hurst		N Fogg	
J Lay	P Edge		G Jeans	
J Noeken			J Osborn	

### **Appeals Committee (8)**

Conservative Group (5)	Liberal Democrat Group (3)	Labour Group (0)	Independent (0)	UKIP (0)
C Berry	D Allen	-	-	-
A Bucknell	N Blakemore			
A Davis	B Douglas			
A Deane				
S Parker				
Substitutes:				
M Hewitt	P Aves			
J Knight	B Dalton			
P Oatway	I West			
F Westmoreland				

**Staffing Policy Committee (9)**

Conservative Group (5)	Liberal Democrat Group (3)	Labour Group (0)	Independent (0)	UKIP (1)
A Bucknell	B Jones	-	-	D. Pollitt
M Hewitt	D Jenkins			
J Scott	G King			
J Smale				
S Wheeler				
Substitutes:				
F de Rhé Philipe	D Allen			
P Evans	M Packard			
W Moss	I Thorn			
A Trotman	Hubbard			

**Officer Appointments Committee (5)**

Conservative Group (3)	Liberal Democrat Group (1)	Labour Group (0)	Independent (1)	UKIP (0)
F de Rhe Philipe	J Hubbard	-	N Fogg	-
J Scott				
J Thomson				
Substitutes:				
K Humphries	P Edge		T Chivers	
L Mayes	B Jones		D Drewett	
J Seed	M Macdonald		G Jeans	
S Wheeler	H McKeown		J Osborn	

**Pension Fund Committee (5)**

Conservative Group (4)	Liberal Democrat Group (1)	Labour Group (0)	Independent (0)	UKIP (0)
A Deane	M Packard	-	-	-
C Howard				
S Parker				
R While				
Substitutes:				
F de Rhe Philippe	D Jenkins			
R While	I Thorn			
P Whitehead	G Wright			

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**Area Boards: Electoral Divisions****Amesbury Area Board****Electoral Divisions 6**

Amesbury East  
 Amesbury West  
 Till & Wylde Valley  
 Durrington & Larkhill  
 Bulford, Allington & Figheldean  
 Bourne & Woodford Valley

**Members**

John Noeken  
 Fred Westmoreland  
 Ian West  
 Graham Wright  
 John Smale  
 Mike Hewitt

**Bradford on Avon Area Board****Electoral Divisions 4**

Holt & Staverton  
 Winsley & Westwood  
 Bradford on Avon North  
 Bradford on Avon South

**Members**

Trevor Carbin  
 Magnus Macdonald  
 Rosemary Brown  
 Ian Thorn

**Calne Area Board****Electoral Divisions 5**

Calne Rural  
 Calne North  
 Calne Chilvester & Abberd  
 Calne Central  
 Calne South & Cherhill

**Members**

Christine Crisp  
 Glenis Ansell  
 Tony Trotman  
 Howard Marshall  
 Alan Hill

**Chippenham Area Board****Electoral Divisions 10**

By Brook  
 Chippenham Cepen Park & Derriads  
 Chippenham Cepen Park & Redlands  
 Chippenham Hardenhuish  
 Chippenham Monkton  
 Chippenham Queens and Sheldon  
 Chippenham Hardens and England  
 Chippenham Lowdon and Rowden  
 Chippenham Pewsham  
 Kington

**Members**

Jane Scott  
 Peter Hutton  
 Nina Phillips  
 Nick Watts  
 Chris Caswill  
 Desna Allen  
 Bill Douglas  
 Linda Packard  
 Mark Packard  
 Howard Greenman

### **Corsham Area Board**

#### **Electoral Divisions 4**

Box and Colerne  
Corsham Pickwick  
Corsham Without & Box Hill  
Corsham Town

#### **Members**

Sheila Parker  
Alan Macrae  
Dick Tonge  
Philip Whalley

### **Devizes Area Board**

#### **Electoral Divisions 7**

Bromham, Rowde and Potterne  
Devizes & Roundway South  
Devizes East  
Devizes North  
Roundway  
The Lavingtons & Erlestoke  
Urchfont & The Cannings

#### **Members**

Liz Bryant  
Simon Jacobs  
Peter Evans  
Sue Evans  
Laura Mayes  
Richard Gamble  
Philip Whitehead

### **Malmesbury Area Board**

#### **Electoral Divisions 4**

Brinkworth  
Malmesbury  
Minety  
Sherston

#### **Members**

Toby Sturgis  
Simon Killane  
Chuck Berry  
John Thomson

### **Marlborough Area Board**

#### **Electoral Divisions 4**

Aldbourn & Ramsbury  
Marlborough East  
Marlborough West  
West Selkley

#### **Members**

James Sheppard  
Stewart Dobson  
Nick Fogg  
Jemima Milton

### **Melksham Area Board**

#### **Electoral Divisions 6**

Melksham Central  
Melksham North  
Melksham South  
Melksham Without North  
Melksham Without South  
Summerham and Seend

#### **Members**

David Pollitt  
Pat Aves  
Jon Hubbard  
Terry Chivers  
Roy While  
Jonathon Seed



### **Pewsey and Tidworth Area Committee**

#### **Electoral Divisions 6**

Pewsey Vale  
Pewsey  
Burbage & The Bedwyns  
The Collingbournes & Netheravon  
Ludgershall & Perham Down  
Tidworth

#### **Members**

Paul Oatway  
Jerry Kunkler  
Stuart Wheeler  
Charles Howard  
Chris Williams  
Mark Connolly

### **Royal Wootton Bassett and Cricklade Area Board**

#### **Electoral Divisions 6**

Cricklade and Latton  
Lyneham  
Purton  
Royal Wootton Bassett East  
Royal Wootton Bassett North  
Royal Wootton Bassett South

#### **Members**

Bob Jones  
Allison Bucknell  
Jacqui Lay  
Mollie Groom  
Mary Champion  
Chris Hurst

### **Salisbury Area Board**

#### **Electoral Divisions 8**

Salisbury Fisherton & Bemerton  
Village  
Salisbury Bemerton  
Salisbury Harnham  
Salisbury St Edmund & Milford  
Salisbury St Francis & Stratford  
Salisbury St Mark's & Bishopdown  
Salisbury St Martin's & Cathedral  
Salisbury St Paul's

#### **Members**

John Walsh  
  
Ricky Rogers  
Brian Dalton  
Helena McKeown  
Mary Douglas  
Bill Moss  
Ian Tomes  
Richard Clewer

### **South West Wiltshire Area Board**

#### **Electoral Divisions 5**

Fovant & Chalke Valley  
Mere  
Nadder & East Knoyle  
Tisbury  
Wilton & Lower Wylde Valley

#### **Members**

Jose Green  
George Jeans  
Bridget Wayman  
Tony Deane  
Peter Edge

### **Southern Wiltshire Area Board**

#### **Electoral Divisions 5**

Alderbury & Whiteparish  
Downton & Ebble Valley  
Laverstock, Ford and Old Sarum  
Redlynch & Landford  
Winterslow

#### **Members**

Richard Britton  
Julian Johnson  
Ian McLennan  
Leo Randall  
Christopher Devine

### **Trowbridge Area Board**

#### **Electoral Divisions 9**

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

#### **Members**

Ernie Clark  
Horace Prickett  
Nick Blakemore  
John Knight  
Graham Payne  
Jeff Osborn  
Helen Osborn  
Dennis Drewett  
Steve Oldrieve

### **Warminster Area Board**

#### **Electoral Divisions 5**

Waminster Without  
Warminster Broadway  
Warminster Copheap and Wylde  
Warminster East  
Warminster West

#### **Members**

Fleur de Rhe- Philipe  
Keith Humphries  
Christopher Newbury  
Andrew Davis  
Pip Ridout

### **Westbury Area Board**

#### **Electoral Divisions 4**

Ethandune  
Westbury East  
Westbury North  
Westbury West

#### **Members**

Jerry Wickham  
Gordon King  
David Jenkins  
Russell Hawker

**Wiltshire Council**

**Annual Council**

**13 May 2014**

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## **Appointment of Chairmen and Vice-Chairmen – Committees**

Council is asked:

- a) To appoint Chairmen and Vice-Chairmen of the following meetings:
- Strategic Planning Committee
  - Area Planning Committee – Eastern
  - Area Planning Committee – Northern
  - Area Planning Committee – Southern
  - Area Planning Committee – Western
  - Audit Committee
  - Licensing Committee
  - Officer Appointments Committee
  - Pension Fund Committee
  - Staffing Policy Committee
  - Standards Committee
  - Health and Wellbeing Board
- b) To note that the Overview and Scrutiny Management Committee, the Select Committees and the Police and Crime Panel will be asked to elect their respective Chairmen and Vice-Chairmen at their first meeting following the annual meeting of council.

**Robin Townsend**  
**Associate Director - Corporate Function and Procurement**

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Report Author: Yamina Rhouati, Democratic Governance Manager

Background papers: None

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**Wiltshire Council**

**Annual Council**

**13 May 2014**

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## **Appointments to the Wiltshire and Swindon Fire Authority**

### **Purpose of report**

To consider the appointment of nine Wiltshire Council members to serve on the Fire Authority for 2014/15.

The political proportionality requirements of the Local Government and Housing Act 1989 applies to appointments to the Fire Authority.

Based on the respective strengths of the political groups, the allocation of places are as follows:

**Conservative (6)**

**Liberal Democrat (2)**

**Independent (1)**

**Robin Townsend**

**Associate Director - Corporate Function and Procurement**

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Report Author: Yamina Rhouati, Democratic Governance Manager

Background papers: None

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**Wiltshire Council**

**Annual Council**

**13 May 2014**

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## **Standards Committee Recommendations on Changes to the Constitution**

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### **Purpose of Report**

1. This report asks council to consider recommendations of the council's standards committee on the following matters:
  - a) Part 4 – in relation to Petitions
  - b) Part 9 – Financial Regulations and Procedure Rules
  - c) Part 12A – in relation to the Safeguarding Children and Young People Panel

### **Background**

2. The Standards Committee has responsibility for oversight of the Council's constitution. It has established a cross party working group, known as the Focus Group on the Constitution, to advise and assist the committee in carrying out this function.
3. On 25 April 2014, the standards committee considered a number of recommended changes to the above mentioned parts of the constitution
4. These changes were recommended by the Focus Group on the Constitution following detailed consideration at meetings on 19 March and 15 April 2014.

### **Main Considerations for the Council**

5. The relevant extract of the minutes of the standards committee's meeting on 25 April 2014 is attached as Appendix 1.

## Summary of proposed changes

### (a) Parts 4 and 4A – Petitions

6. The duty to provide a statutory petition scheme has been repealed by the Localism Act and the Council has since been operating its own discretionary petition scheme. The Standards Committee considered whether a petition scheme should be available and if so, what arrangements should apply. Following recommendation from the Focus Group, the Standards Committee recommends that a petition scheme is provided to operate as follows:
  - i. A threshold of 25 signatures for a petition to be noted at full council and 10 signatures at an area board.
  - ii. A threshold of 1% of the total population of the county (approximately 4700) be required to trigger a debate at full council, and a threshold of 1% of a total community area population (ranging from approximately 140-450) to trigger a debate at an area board.
  - iii. Those eligible to sign a petition to include those who live, work or study in Wiltshire from the age of 13 upwards and also those not included in the above criteria, but with a direct link to a council service which is the subject of a petition.
  - iv. The petition scheme to be updated to clarify the procedure required for external e-petition sites to be accepted for submitting a petition in addition to the council's own e-petition site.
7. The report considered by the Focus Group and Standards Committee is attached as background information at Appendix 2.

### Recommendation

8. **Council is asked to approve changes to Part 4 of the constitution in relation to petitions and Part 4A, the Petition Scheme, as shown in the attached tracked change documents at Appendix 3.**

### (b) Part 9 – Financial Regulations and Procedure Rules

9. The changes proposed do not make any material changes to existing financial controls but seek to ensure that the financial regulations and procedures under the constitution are exercised properly. The majority of the proposed changes are designed to remove duplication, reflect the management structure and make it clearer and easier to follow.



10. The report considered by the Focus Group and Standards Committee is attached as background information at Appendix 4.

**Recommendation:**

**11. Council is asked to approve changes to Part 9 of the constitution as shown in the attached tracked change document at Appendix 5.**

**(c) Part 12A – in relation to the Safeguarding Children and Young People Panel**

12. This has been amended to incorporate details of the Safeguarding Children and Young People Panel established by Cabinet as part of its acceptance of the recommendations of the Safeguarding Task Group. This provides consistency in approach as this Panel runs parallel to the Corporate Parenting Panel which is already included in this part of the constitution.

**Recommendation:**

**13. Council is asked to approve changes to Part 12A of the constitution to include details of the Safeguarding Children and Young People Panel of the as shown in the attached tracked change documents at Appendix 6.**

**Environmental Impact of the Proposals**

14. There is no environmental impact as a result of these proposals

**Safeguarding Implications**

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

**Equalities Impact of the Proposal**

16. There is no equalities impact arising from this report.

**Risk assessment**

17. There are no significant risks identified as a result of these recommendations.

**Financial Implications**

18. None identified directly as a result of this proposal.

## **Legal Implications**

19. The recommendations in this report are consistent with the relevant legislation, in particular the Localism Act 2011.

## **Options Considered**

20. As set out in the relevant papers to the standards committee.

## **Proposal**

**21. Council is, therefore, asked to consider the recommendations of the standards committee as set out in paragraphs 8, 11 and 13 above and decide accordingly.**

**Ian Gibbons**

**Associate Director Legal and Governance and Monitoring Officer**

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**Report Author: Yamina Rhouati, Democratic Governance Manager**

**Unpublished reports relied upon in the preparation of this report: None**

## **Appendices**

Appendix 1 – Extract of Standards Committee minutes 25 April 2014

Appendix 2 – Report of Focus Group on Part 4 (petitions)

Appendix 3 – Part 4/4A – tracked

Appendix 4 – Report of Focus Group on Part 9

Appendix 5 – Part 9 – tracked

Appendix 6 – Part 12A tracked

## STANDARDS COMMITTEE

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### MINUTE EXTRACT OF THE STANDARDS COMMITTEE MEETING HELD ON 25 APRIL 2014 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

#### 16 Recommendations and Update from the Constitution Focus Group

The Monitoring Officer introduced the reports and recommendations from the Constitution Focus Group on Part 4 of the Constitution in relation to Petitions, Part 9 - Financial Regulations and Procedure Rules - and Part 12A in relation to the Safeguarding Children and Young People Panel.

In discussing Petitions it was explained that with the repeal of the underpinning Act of Parliament, the Council's statutory petition scheme had lapsed, and the Constitution Focus Group had considered what details should be retained or added to the discretionary petition scheme. The Focus Group had recommended that once petitions reach a specific threshold they should be able to trigger specific actions such as a council debate, and that the previous thresholds had been too high. The Focus Group had therefore recommended new thresholds, as well as clarifying the rules on e-petitions and who was eligible to sign a petition.

It was clarified that the changes to Part 9 were largely to remove duplication with other parts of the Constitution and updates to reflect council practice, management structure and legislative changes.

The changes to Part 12A of the Constitution were stated to incorporate details of the Safeguarding Children and Young People Panel established by Cabinet as part of its acceptance of the recommendations of the Safeguarding Task Group. This provides consistency in approach as this Panel runs parallel to the Corporate Parenting Panel.

The Committee discussed the proposed changes, requesting details of how population would be determined for the community areas and the associated thresholds for petition actions. In relation to Part 9 members were assured that with removal of information from Part 9 that other parts of the Constitution contained the relevant details on Overview and Scrutiny.

The Monitoring Officer then updated the Committee on progress of the work to revise Part 3 of the Constitution - Responsibility for Functions and Scheme of Delegation - which would be brought forward for the Committee's approval at a future date.

At the conclusion of debate, it was,

**Resolved:**

**To recommend that Council adopt the proposed revisions to Part 4, Part 9 and Part 12A of the Constitution.**

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CONSTITUTION FOCUS GROUP

15 April 2014

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**REVIEW OF PART 4 OF THE CONSTITUTION – PETITIONS**

**Purpose**

1. The purpose of this report is to ask the Constitution Focus Group to consider an updated version of Parts 4 and 4A of the Constitution, as shown in Appendix 1. A tracked version is also shown in Appendix 2.

**Background**

2. Parts 4 (paragraphs 21-30) and 4A of the Constitution set out how the Council deals with petitions and currently refers to statutory and discretionary arrangements.
3. The Localism Act 2011 repealed Chapter 2 of Part 1 of the Local Democracy, Economic Development and Construction Act 2009, which set out statutory requirements in relation to petitions. As a result, there is no longer a requirement on councils to provide a petitions scheme (with the exception of petitions required under another enactment e.g. for certain referenda). The Council, therefore, has discretion to decide whether to have a petitions scheme and, if so, what arrangements should apply.
4. The current provisions on petitions are set out in paragraphs 21-30 of Part 4, Parts 4.1 and 4.2 of the Constitution, which may be found on the intranet using the following link:  
  
<http://cms.wiltshire.gov.uk/ecSDDisplay.aspx?NAME=Part4RulesofProcedureCouncil&ID=630&RPID=8700136&sch=doc&cat=13386&path=13386>
5. The Council is currently operating its discretionary arrangements pending a review of the scheme.
6. At the meeting of the Constitution Focus Group on 8 January 2014 the Monitoring Officer presented a report proposing changes to Part 4 of the Constitution to reflect the repeal of the statutory requirements in relation to petition schemes. This was put forward as a starting point for consideration of the council's future arrangements for dealing with petitions.
7. The Constitution Focus Group then discussed the detail of the petition scheme at the meeting on 19 March 2014.
8. The Constitution Focus Group resolved to recommend to the Standards Committee that a petition scheme be approved which included the following points:
  - a. A threshold of 25 signatures for a petition to be noted at full council and 10 signatures at an area board.

- b. A threshold of 1% of the population of the county (approximately 4700) be required to trigger a debate at full council, and a threshold of 1% of a community area population (ranging from 200-450) to trigger a debate at an area board.
- c. Those eligible to sign a petition to include those who live, work or study in Wiltshire from the age of 13 upwards and also those not included in the above criteria, but with a direct link to a council service which is the subject of a petition.
- d. The petition scheme to be updated to list the criteria required for external e-petition sites to be accepted for submitting a petition in addition to the council's own e-petition site.

### **Recommendations**

- 9. The Focus Group is therefore asked to consider the revised Petition Scheme and made recommendation to the standards committee as appropriate.

**IAN GIBBONS**

**ASSOCIATE DIRECTOR, LEGAL AND GOVERNANCE AND MONITORING OFFICER**

## **Petitions**

21. The council has adopted a Petition Scheme which is set out in Part 4A of this Constitution. This sets out the purpose of a petition, the eligibility criteria and relevant thresholds for making petitions, the procedure and review mechanisms.

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# Wiltshire Council Petitions Scheme

## Petitions

The council welcomes all petitions from anyone [over the age of 13 and](#) who lives, works, or studies in Wiltshire or who [uses has a direct connection to](#) the services provided by the council, [which is the subject of the petition and contains at least 10 signatures.](#) The council recognises that petitions are one way in which people can let us know their concerns. All petitions sent or presented to the council will receive an acknowledgement from the council within 10 working days of receipt.

This acknowledgement will set out what the council plan to do with the petition. The council will treat something as a petition if it is identified as such, or if it seems that it is intended to be a petition.

Paper petitions can be sent to

[Wendy Packer, xxxx](#)  
Democratic Services,  
Wiltshire Council,  
[County Hall](#),  
Bythesea Road,  
Trowbridge,  
BA14 8JN

Wiltshire Council welcomes petitions submitted electronically. To aid this process we have developed an e-Petitions facility which is available at <http://cms.wiltshire.gov.uk/mgEPetitionListDisplay.aspx> or by following a link from the [Petitions Homepage](#). This facility allows e-Petitions to be created, signed and submitted online by registering with the council, using a valid email address. Electronic petitions hosted via other websites can be sent to [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk) for consideration by Democratic Services.

[For a petition to be noted at a meeting of an area board, it requires a minimum of 10 signatures or for a petition to be noted at full council it requires a minimum of 25 signatures.](#) If your petition has ~~received been signed by a number equivalent to at least 1% of the population of Wiltshire 41,500 signatures or more~~ it will also be scheduled for a council debate (more information is contained in the section below on [How will the council respond to petitions?](#)) ~~and~~ if this is the case the council will let you know the date of the meeting of the council when it will be heard. These meetings take place at least four times a year, dates and times can be found [here](#). If you would like to present your petition to the council, or would like your councillor or someone else to present it on your behalf, please contact [Wendy Packer Democratic Services](#) on 01225 743048 / [718255/718220](tel:01225718255) or [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk), at least 10 working days before the meeting and ~~she~~ [an officer](#) will talk you through the process.

Alternatively if your petition does not have sufficient signatures to trigger a debate at full council you may wish ~~for your petition to be referred to the appropriate decision maker, which could be the council's cabinet or appropriate cabinet member to discuss what other options are available or referring the petition to a select committee.~~ Please ~~again if you~~ contact [Wendy Packer Democratic Services](#) and ~~she they~~ will talk you through your options.

Or if your issue is a local one and falls within the remit and powers of the area boards you may wish to

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present your petition at an [Area Board](#). See [Part 3 - Section 4.17](#) of the Wiltshire Council Constitution, for more information on the remit and powers of area boards. The council has set a nominal threshold of [12.5%](#) of the population of the area covered by the area board to trigger a formal debate at a board. However any petition received for an area board will be discussed with the appropriate chairman and the appropriate action taken. A map showing [Area Boards Petition Thresholds](#) is available [at Part 4B of the Constitution](#).

~~As another alternative your petition may ask for a senior council officer to give evidence at a public meeting about something for which the officer is responsible as part of their job. If your petition contains at least 5,750 signatures, the relevant senior officer will give evidence at a public meeting of one of the council's select Committees\*.~~

~~(\*The council's select committees perform the overview and scrutiny function within the council where councillors are responsible for scrutinising the work of the council – in other words, the select committee has the power to hold the council's decision makers to account.)~~

So no matter what size your petition is you will be kept informed of how the council proposes to deal with it and the action to be taken. The council remains convinced of the need for local discretion and flexibility in the way petitions are managed. Petitions that trigger the thresholds will of course be referred to council, ~~to one of the council's select committees~~ or to an area board.

There will however be local discretion and flexibility in dealing with any other petitions. Discussions will take place with the relevant cabinet member or the appropriate area board chairman to determine the most appropriate way of dealing with the petition. The options may include referring the matter to the cabinet or the appropriate area board, or any of those options listed in the section below on [How will the council respond to petitions?](#)

## What are the Guidelines for Submitting a Petition?

Petitions submitted to the council must include:

- ~~•~~ [at least two signatures](#)
- ~~•~~ a clear and concise statement covering the subject of the petition. It should state what action ~~the pe~~ petitioners wish the council to take; [and](#)
- ~~•~~ the name and address and signature of any person supporting the petition.

Petitions should be accompanied by contact details, including an address, for the petition organiser. This is the person the council will contact to explain how they will respond to the petition. The contact details of the petition organiser will not be placed on the website. If the petition does not identify a petition organiser, the council will contact the first named signatory to the petition to agree who should act as the petition organiser.

[For further information see the What information should my Petition contain? and What is not suitable for a Petition? Information pages on the Wiltshire Council website.](#)

Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted. In the period immediately before an election or referendum the council may need to deal with your petition differently – if this is the case the council will explain the reasons and discuss the revised timescale which will apply. If a petition does not follow the guidelines set out above, the council may decide not to do anything further with it. In that case, they will write to you to explain the reasons.

**Comment [M1]:** Moved from e-petitions section. Hyperlinks to website pages now broken and need to be re-inserted.

## What will the Council do when it receives my Petition?

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An acknowledgement will be sent to the petition organiser within 10 working days of receiving the petition. It will let them know what the council plan to do with the petition and when they can expect to hear from them again. It will also be published on our website.

If the council can do what your petition asks for, the acknowledgement may confirm that the council has taken the action requested and the petition will be closed. If the petition has enough signatures to trigger a ~~council debate, or a senior officer giving evidence,~~ then it will be referred to a meeting of the council or an area board and, cabinet or other body the acknowledgment will confirm this and tell you when and where the meeting will take place. If the petition is dealt with in a different way or if the petition needs more investigation, the council will tell you the steps they plan to take.

If the petition applies to a [planning](#) or [licensing](#) application, is a statutory petition (for example requesting a referendum on having an elected mayor), or on a matter where there is already an existing right of appeal, such as [council tax banding](#) and [non-domestic rates](#), other procedures apply. Further information on all these procedures and how you can express your views is available through the links above and the [Wiltshire council website](#).

~~The council will not take action on any petition which they consider to be vexatious, abusive or otherwise inappropriate and will explain the reasons for this in our acknowledgement of the petition.~~

To ensure that people know what the council are doing in response to the petitions received, the details of all the petitions submitted will be published on the council's website, except in cases where this would be inappropriate. Whenever possible the council will also publish all correspondence relating to the petition (all personal details will be removed).

When you sign an e-petition you can elect to receive this information by email. The council will not send you anything which is not relevant to the e-petition you have signed, unless you choose to receive other emails from us. You can change what information you receive, and keep in touch with the progress of a petition at any time by contacting Democratic Services on 01225 ~~743048~~[718255/718220](tel:01225718255), or [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk).

## How will the Council respond to Petitions?

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~~The council may deal with a petition as it sees fit. The council's proper officer (xxxx) in consultation with the appropriate chairman or cabinet member will determine whether the petition should be referred for discussion to the cabinet, council or, if your issue is a local one, the appropriate area board.~~ The council's response to a petition will depend on what a petition asks for and how many people have signed it, but may include one or more of the following:

- taking the action requested in the petition
- considering the petition at a council meeting
- holding an inquiry into the matter
- undertaking research into the matter
- holding a public meeting
- holding a consultation
- holding a meeting with petitioners
- referring the petition for consideration by one of the council's select committees\*
- calling a referendum
- writing to the petition organiser setting out the council's views about the request in the petition

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(\*The council's [Select Committees](#) perform the overview and scrutiny function within the council where councillors are responsible for scrutinising the work of the council – in other words, the select committee has the power to hold the council's decision makers to account.)

In addition to these steps, the council will consider all the specific actions it can potentially take on the issues highlighted in a petition.

If your petition is about something over which the council has no direct control (for example the local railway or hospital) the council will consider making representations on behalf of the community to the relevant body. The council works with a large number of local partners and where possible will work with these partners to respond to your petition. See the [Wiltshire Family of Partnerships](#) page for more details on our partnership working arrangements.

If the council are not able to do this for any reason (for example if what the petition calls for conflicts with council policy), then they will set out the reasons for this by writing to you. If the petition is of a sufficient size to trigger ~~referred for~~ a debate at a full Council meeting then a representative of the partner organisation will be invited to attend the meeting to assist with the debate.

You can find more information on the services for which the council is responsible through the [Wiltshire Council](#) website. If your petition is about something that a different council is responsible for the council will give consideration to what the best method is for responding to it. This might consist of simply forwarding the petition to the other council, but could involve other steps. In any event the council will always notify you of the action they have taken.

## Full Council Debates

---

~~If the petition is of a sufficient size to trigger referred for a debate a petition contains more than 11,500 signatures it will be debated by~~ the full council ~~unless it is a petition asking for a senior council officer to give evidence at a public meeting. This means that~~ the issue raised in the petition will be discussed at a meeting which all councillors can attend.

The council will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible and consideration will then take place at the following meeting.

The petition organiser will be given five minutes to present the petition at the meeting and the petition will then be discussed by councillors for a maximum of 15 minutes. In addition to your petition the council may also consider the views of the cabinet or cabinet member. If you would like you may also have the opportunity to answer questions or clarify issues for the councillors.

The council will decide how to respond to the petition at this meeting. The council may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant committee.

Where the issue is one on which the council's cabinet are required to make the final decision, the council will decide whether to make recommendations to inform that decision. The petition organiser will receive written confirmation of this decision. This confirmation will also be published on the council's website. Alternatively and if timing permits the petition may be referred to the cabinet for its views so that at the council meeting the views can be considered alongside the petition and a final decision made.

## Officer Evidence

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~~Your petition may ask for a senior council officer to give evidence at a public meeting about something for which the officer is responsible as part of their job. For example, your petition may ask a senior council officer to explain progress on an issue, or to explain the advice given to elected members to enable them to~~

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~~make a particular decision.~~

~~If your petition contains at least 5,750 signatures, your request is agreed the relevant senior officer will give evidence at a public meeting of one of the council's select committees\*. A list of the senior staff that can be called to give evidence can be found at the [Chief Officers](#) page.~~

~~You should be aware that the committee may decide that it would be more appropriate for another officer to give evidence instead of any officer named in the petition—for instance if the named officer has changed jobs. The committee may also decide to call the relevant cabinet member to attend the meeting. Committee members will ask the questions at this meeting, but you will be able to suggest questions to the chair of the committee by contacting Wendy Packer ~~xxx~~ Democratic Services on 01225 713018 up to three working days before the meeting.~~

~~(\*The council's select committees perform the overview and scrutiny function within the council where councillors are responsible for scrutinising the work of the council—in other words, the select committee has the power to hold the council's decision makers to account.)~~

## e-Petitions

Wiltshire Council welcomes petitions submitted electronically. To aid this process we have developed an e-Petitions facility which is available at <http://cms.wiltshire.gov.uk/mgEPetitionListDisplay.aspx> or by following a link from the [Petitions Homepage](#). This facility allows e-Petitions to be created, signed and submitted online by registering with the council, using a valid email address. ~~Acceptance of E~~electronic petitions hosted via other websites ~~is subject to the website being approved by Democratic Services. can be sent to [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk) for consideration by Democratic Services.~~

e-Petitions are subject to the same guidelines as paper petitions. ~~For further information see the [What information should my Petition contain?](#) and [What is not suitable for a Petition?](#) Information pages on the Wiltshire Council website.~~

The petition organiser will need to provide the council with their name, postal address and email address. You will also need to decide how long you would like your petition to be open for signatures. Most petitions run for six months, but you can choose a shorter or longer timeframe, up to a maximum of 12 months.

When you create an e-petition, it may take five working days before it is published online. This is because the council has to check that the content of your petition is suitable before it is made available for signature. If the council feels they cannot publish your petition for some reason, they will contact you within this time to explain. You will be able to change and resubmit your petition if you wish. If you do not do this within 10 working days, a summary of the petition and the reason why it has not been accepted will be published under the 'rejected petitions' section of the website.

When an e-petition has closed for signature, it will automatically be submitted to ~~Wendy Packer~~~~xxx~~ [Democratic Services](#). In the same way as a paper petition, you will receive an acknowledgement within 10 working days. If you would like to present your e-petition to a meeting of the council, please contact ~~Wendy Packer~~ ~~xxx~~ [Democratic Services](#) on 01225 713018 ~~[718255/718220]~~ ~~or~~ [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk) within 10 working days of receipt of the acknowledgement.

A petition acknowledgement and response will be emailed to everyone who has signed the e-petition and elected to receive this information. The acknowledgment and response will also be published on this website.

Petitions submitted electronically but not through the e-petition facility will be dealt with in accordance with the provisions for paper petitions.

## How do I 'sign' an e-Petition

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You will see all the e-petitions currently available for signature at the e-Petitions page. When you sign an e-petition you will be asked to provide your name, your postcode and a valid email address. When you have submitted this information you will be sent an email to the email address you have provided. This email will include a link which you must click on in order to confirm the email address is valid. Once this step is complete your 'signature' will be added to the petition. People visiting the e-petition will be able to see your name in the list of those who have signed it but your contact details will not be visible.

## What can I do if I feel that my petition has not been dealt with properly?

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If you feel that we have not dealt with your petition properly, the petition organiser has the right to request that one of the council's [Select Committees](#) review the steps that the council has taken in response to your petition. It is helpful to everyone, and can improve the prospects for a review if the petition organiser gives a short explanation of the reasons why the council's response is not considered to be adequate.

It is important to emphasise here that the review process is concerned with whether the steps taken by the council in response to the petition were adequate – it is not about whether the decision in responding to the petition was correct.

The committee will endeavour to consider your request at its next meeting, although on some occasions this may not be possible and consideration will take place at the following meeting. Should the committee determine the council has not dealt with your petition adequately, it may use any of its powers to deal with the matter. These powers include instigating an investigation, making recommendations to the council's cabinet and arranging for the matter to be considered at a meeting of the full council.

If the select committee feels that it may have a conflict of interest by virtue of any previous involvement in the petition in question, the council can arrange for a differently constituted select committee to deal with your request.

Once the appeal has been considered the petition organiser will be informed of the results within 5 working days. The results of the review will also be published on our website.

**CONSTITUTION FOCUS GROUP**

**15 April 2014**

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**Review of Part 9 of the Constitution**

**Purpose**

1. The purpose of this report is to ask the Constitution Focus Group to consider proposed changes to Part 9 of the Constitution, as shown tracked in Appendix 1.

**Background**

2. Part 9 of the Constitution deals with the Financial Regulations and Part 10 deals with Financial Procedures.
3. Parts 9 and 10 have become out of date due to changes in the Council's management structure and the law.
4. It is envisaged a further review of Part 9 will be undertaken by the Chief Finance Officer in the future with a view to produce guidance document which means a lot of the detail contained in Part 9 could be removed.

**Main Issues for Consideration**

5. The changes which have been made to Part 9 are shown in tracked changes (the different colours do not have any relevance). The formatting and numbering will be updated once the document has been finalised.
6. The majority of the changes which have been made are intended to make this Part clearer and easier to follow and as such Parts 9 and 10 have been merged into a single Part 9.
7. Some updates have been required to:
  - a. remove duplication
  - b. take account of the Council's current management structure
  - c. take account of the Council's financial practises
  - d. and take account of changes in legislation.
8. These changes do not make any material changes to existing financial controls but seek to ensure that the financial regulations and procedures under the constitution are exercised properly.

**Recommendations**

9. Members of the Focus Group are asked to:

- a. consider the proposed changes to Part 9 as shown tracked in Appendix 1 and make recommendations to the standards committee as appropriate.

**M HUDSON**  
**ASSOCIATE DIRECTOR FINANCE AND CHIEF FINANCE OFFICER**

**I R GIBBONS**  
**ASSOCIATE DIRECTOR LEGAL AND GOVERNANCE AND MONITORING OFFICER**



## PART ~~9~~10

### FINANCIAL REGULATIONS AND PROCEDURE RULES

#### AN INTRODUCTION TO THE COUNCIL'S FINANCIAL REGULATIONS AND PROCEDURE RULES

1. The Council's Financial Regulations and Procedure Rules provide the framework for managing its financial affairs, and are an important element of its overall corporate governance arrangements; and they apply to every member and officer of the Council, and to anyone acting on its behalf.

~~2. The Wiltshire Funding Scheme for Schools sets out the governance arrangements applicable to schools, and these financial regulations and procedure rules apply only in instances not incorporated within that guidance.~~

~~3.2. The Financial Regulations and Procedure Rules also provide more specific guidance in respect of the accountabilities and responsibilities of Members of the Cabinet, the Chief Executive Corporate Directors (Chief Executive), the Monitoring Officer (Associate Head of Legal and Democratic Services Director, Legal & Governance), the Section 151 Officer (The Chief Finance Officer) (Section 151 Officer), all other Corporate Directors, and individual officers and anyone acting on behalf of the Council. Service Heads.~~

~~4.3. The Council's Financial Regulations and Procedure Rules should be considered in conjunction with other corporate documents, so that when taken together they form part of the Council's Constitution. These policy documents include, but not limited to:~~

- ~~• Contract procedure rules Procurement and Contract Rules (Part 11).~~
- ~~• Schemes of Ddelegation (Part 3).~~
- ~~• The role of the Cabinet.~~
- ~~• The role of Scrutiny Committees.~~
- ~~• Anti-fraud and corruption.~~
- ~~• Anti-money laundering.~~
- ~~• Officer/member codes of conduct.~~
- ~~• The "whistle-blowing" policy.~~
- ~~• Procurement and employment policies.~~

#### ~~Purpose and status of financial regulations~~

~~5. Financial Regulations set out the financial responsibilities of the Council, the Cabinet, of Scrutiny Committee Members, the Chief Executive (The Head of Paid Service), the Monitoring Officer, the Section 151 Officer and other senior Officers.~~

~~6. The Council's Financial Procedures provide detailed guidance and set out the responsibilities:~~

- ~~• Members~~
- ~~• The Section 151 Officer (The Chief Finance Officer)~~
- ~~• The Monitoring Officer~~
- ~~• Corporate Directors and their staff~~
- ~~• Anyone acting on behalf of the Council~~

~~7.4. This guidance~~ These Financial Regulations and Procedure Rules are regularly updated ~~as are the Councils' Financial Regulations and Procedures rules, and are~~ approved by the Full Council ~~on the recommendation of the Audit Committee.~~

**Comment [a1]:** Removed reference to Audit Committee to make consistent with rest of constitution

~~5.~~ All members and staff have a general responsibility for taking reasonable action to provide for the security of the assets under their control, and for ensuring that the use of Council resources is legal, properly authorised, and provides value for money value.

~~8.6.~~ All staff and members have a duty to abide by the highest standards of probity in dealing with financial issues, and the Council is responsible for ensuring that all members, employees and anyone working on its behalf understand the rules and that adequate controls are in place to ensure their observance. The Financial Regulations and policies are published on the intranet and regularly reviewed. New members of staff and members will be directed to the Financial Regulations as part of their induction and any new budget managers will receive training applicable to their role. Existing budget managers will receive refresher training, as appropriate.

~~9.7.~~ The Council's ~~Section 151 Officer (The Chief Finance Officer)~~ is responsible for:

~~9.4.7.1~~ Maintaining a continuous review of the Financial Regulations and submitting any additions or changes ~~necessary to the Audit Committee for consideration, and for~~ recommendation ~~to by the~~ Full Council for approval.

~~9.2.7.2~~ Reporting where appropriate, breaches of Financial Regulations to ~~the Full~~ Council, and/or to the Cabinet and ~~the~~ Audit Committee.

~~9.3.7.3~~ Issuing advice and guidance to underpin the Financial Regulations that members, officers and others acting on behalf of the Council are required to follow.

~~10.~~ The Council's Financial Regulations are outlined in Section A below, and detailed Financial Procedures, setting out how the Regulations will be implemented, are contained within Section B.

11.8. The ~~Section 151 Officer (The~~ Chief Finance Officer) and ~~the Corporate~~ Directors are responsible for ensuring that all staff in their ~~departments~~ service areas are aware of, and have access to the content of the Council's Financial Regulations and Procedure Rules and any other relevant internal regulatory documents that form part of the Council's governance arrangements, and that they fully comply with them.

9. It may be considered a disciplinary offence if any officer fails to comply with these Financial Regulations and Procedure ~~Rules~~, and employees have a duty to report apparent breaches of ~~Financial Regulation~~ this Part 9 to an ~~appropriate senior manager~~ Director who then will report to and/or consult with the Head of Internal Audit, ~~to determine what further action, if any, should be taken where appropriate.~~

10. There are a number of bodies linked to the Council through funding, or through management arrangements, and such bodies are required to adopt these procedures, or as a minimum, adopt similar arrangements that have been agreed by the Chief Finance Officer.

11. Where an individual is acting as an agent of the Council, but is not an Officer of the Council, they will be required to adhere to these ~~Financial Regulations and Procedure Rules~~ as if they were an ~~o~~fficer.

12. The Council's Financial Regulations are outlined in Section A below, and detailed Financial Procedures are contained within Section B. Section A sets out the principles whilst Section B provides further details, the key controls and the responsibilities of officers and members in the procedures section.

13. The Wiltshire Funding Scheme for Schools sets out the governance arrangements applicable to schools, and these financial regulations and procedure rules apply only in instances not incorporated within that guidance.

## SECTION A - FINANCIAL REGULATIONS

### FINANCIAL MANAGEMENT

#### Introduction

- ~~1. This section 1. — Financial management~~ covers all financial accountabilities in relation to the running of the Council, including the policy framework and the budget.

#### ~~The Full Council~~

~~In addition to the areas of responsibility set out in Part 2 of the Constitution 2. — Full~~The Council is responsible for approving the policy framework as expressed in various plans, strategies and documents. ~~Full Council is also responsible for :~~

- ~~2. 2.1 — Approving the budget and setting the council tax.~~

~~The Full Council shall provide the Section 151 Officer (Chief Finance Officer) with sufficient staff, accommodation and other resources, including legal advice where this is necessary to carry out the duties under Section 114 of the Local Government Finance Act 1988 (above).~~

~~2.2 — Approving and amending the constitution~~

~~2.3 — Appointing and removing the leader from office~~

~~2.4 — Agreeing/amending Terms of Reference for committees~~

~~2.5 — Adopting members' allowances scheme~~

~~2.6 — Confirming the appointment of Head of Paid Service~~

~~2.7 — Appointing the returning officer and electoral registration officer~~

~~2.8 — Submitting proposals to the Secretary of State~~

~~2.9 — Bylaws~~

~~2.10 — Agreeing councils meetings~~

- ~~3. — Full details of the functions of the Council and matters specifically reserved for Council can be found in section 1 of Part 3 of the Constitution.~~

## The Cabinet

- ~~1. In addition to the areas of responsibility set out in Part 2 of the Constitution the Cabinet is responsible for carrying proposing out the a council's policy and budget framework to Full Council for consideration and approval and matters specifically reserved to the executive. Full details of the functions of Cabinet can be found in section 3 of Part 3 of the Constitution.~~
- ~~2.~~
- ~~3. Cabinet decisions can be delegated to a committee of the Cabinet, an individual Cabinet Member, an officer or a joint committee.~~
- ~~4.~~
- ~~5. Legislation in respect of Cabinet arrangements requires the Leader of the Council to prepare a forward plan containing details of all matters likely to be the subject of Council key decisions for a period of four months, and the plan must be updated on a monthly basis.~~
- ~~6.~~
- ~~7. A financial threshold of £500,000 has been set for key decisions on the basis that this does not include operational expenditure by Corporate Directors that is within the approved budget and the policy framework.~~
- ~~3.~~

## Chief Finance Officer

- 8.4. ~~18.~~ The ~~Section 151 Officer~~ Chief Finance Officer has statutory duties in relation to the financial administration and stewardship of the Council. This statutory responsibility cannot be overridden and arise from:
- Section 151 of the Local Government Act 1972.
  - The Local Government Finance Act 1988.
  - The Local Government and Housing Act 1989.
  - The Accounts and Audit Regulations 2003.
  - The Local Government Act 2003.
5. The Section 151 Officer is ~~also~~ referred to as the Chief Finance Officer throughout the Council's financial procedure rules, and is responsible for:
- ~~5.1~~ E
  - ~~5.2~~
  - 5.1 Ensuring lawfulness and financial prudence of decision making
  - 5.2 After consulting the Head of Paid Service and the Monitoring Officer, reporting to Full Council or to the Cabinet in relation to a Cabinet function and the Council's external auditor if he

or she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency, or if the Council is about to enter an item of account unlawfully

~~5.3 The Chief Finance Officer will have responsibility for the administration of the financial affairs of the Council including:~~

~~5.3~~

~~After consulting the head of the paid service and the monitoring officer, the Chief Finance Officer will report to the Full Council or to the Cabinet in relation to a Cabinet function and the council's external auditor if he or she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency, or if the council is about to enter an item of account unlawfully.~~

#### ~~Administration of financial affairs~~

~~The Chief Finance Officer will have responsibility for the administration of the financial affairs of the council including:~~

- the proper administration of the authority's financial affairs, including the Wiltshire Pension Fund and trust funds vested in the council;
- setting and monitoring compliance with financial management standards
- advising on the corporate financial position and on the key financial controls necessary to secure sound financial management
- providing financial information
- preparing the revenue budget and capital programme
- the maintenance of an adequate and effective internal audit
- Treasury management.

5.4 ~~23.~~ In accordance with Section 114 of the Local Government Finance Act 1988 ~~requires the Chief Finance Officer to reporting~~ to the Full Council, Cabinet and external auditor if the authority or one of its officers:

- has made, or is about to make, a decision which involves incurring unlawful expenditure

- has taken, or is about to take, an unlawful action which has resulted or would result in a loss or deficiency to the authority
- is about to make an unlawful entry in the authority's accounts.

~~5.5 24. CC~~ Contributing to corporate management

~~5.5 The Chief Finance Officer will contribute~~ to the corporate management of the Council, in particular through the provision of professional financial advice.

~~5.6 25. PP~~ Providing advice

~~5.6 The Chief Finance Officer will provide~~ advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all members of the council and will support and advise members of the council and officers in their respective roles in respect of financial matters.

~~5.7 Providing~~ provide financial information to the media, members of the public and the community.

~~5.7 In accordance with~~

~~5.8 S~~ section 113 of the Local Government Finance Act 1988 requires that the officer responsible for ensuring proper administration of an authority's financial affairs under section 151 of the Local Government Act 1972, should be a member of one or more of the six CCAB bodies, or another body of accountants established in the UK and approved by the Secretary of State.

~~5.8 In accordance with~~ Section 114 of the Local Government Finance Act 1988 of the 1988 Act also requires:

~~5.9~~

~~5.9 The Section 151 Officer (Chief Finance Officer) to~~ nominat inge a properly qualified member of staff to deputise should he or she be unable to perform the duties under section 114 personally.

~~5.10 To ensure the proper administration of the financial affairs of the Council.~~

~~5.115.10 To S~~ setting the financial management standards and to monitor compliance with them.

- 5.125.11 ~~To e~~Ensuring proper professional practices are adhered to, and to act as head of profession in relation to standards, performance and development of finance staff throughout the Council.
- 5.135.12 ~~To a~~Adviseing on the key strategic controls necessary to secure sound financial management throughout the Council.
- 5.145.13 ~~To e~~Ensuring that financial information is available to the Corporate Leadership Team and Cabinet to ensure the effective management of the Council's approved budget.
- 5.155.14 ~~To e~~Ensureing that financial information is available to enable accurate and timely monitoring and reporting of comparisons of national and local financial performance indicators.

### Corporate Directors

#### 6 Corporate Directors are responsible for:

- 6.1 ensuring that Cabinet Members are advised of the financial implications of all proposals and that the financial implications have been agreed by the Section 151 Officer.
- 6.2 consulting with the Chief Finance Officer and seeking approval on any matter liable to affect the Council's finances materially, before any commitments are made.
- 6.3 To promote and ensure strict adherence by all staff in their departments area of responsibility to the financial management standards and practices set by the Chief Finance Officer.

### Other Financial Accountabilities

#### Virement

~~30. Decisions of Cabinet, or of a Cabinet sub-committee, of an individual Cabinet member, an Officer, an area committee or through joint arrangements discharging Cabinet functions to implement Council policy, must not exceed the budget allocated to each service area. However, virement can be made across services or divisions of service providing it is made within accordance with Financial Procedure Rules as set out below. Year end balances may be carried forward in accordance with the Council's Financial Procedure Rules as set out below.~~ **FINANCIAL PLANNING**



~~32. The Cabinet is responsible for proposing a policy and budget framework to the Council for consideration and approval.~~

### **Policy and Budget Framework**

~~7. The Cabinet is responsible for proposing a policy and budget framework to Full Council for consideration and approval~~

~~8. The Policy and Budget Framework comprises a number of statutory plans and strategies which are detailed within the Councils' Constitution.~~

~~9. Full Council is also responsible for approving procedures for agreeing variations to approved budgets, plans and strategies forming the Policy and Budget Framework framework, and for determining the circumstances in which a decision will be deemed to be contrary to the budget or policy Policy and Budget Framework. Full Council is also responsible for setting the level at which the Cabinet may reallocate budget funds from one service to another.~~

~~7.~~

~~8.~~

~~9-10. The Cabinet is responsible for taking in-year decisions on resources and priorities in order to deliver the budget policy Policy and Budget Framework framework within the financial limits set by the Full Council.~~

### **Budgeting**

#### **Budget format**

~~11. The format of the budget will be approved by the Full Council following proposal by the Cabinet, and on the advice of the Chief Finance Officer.~~

~~10-12. The draft budget should include budgetary allocations to different services and projects and, proposed taxation levels, and detail contingency funds.~~

Comment [a2]: No longer applicable.

#### **Budget preparation**

##### **General**

~~11-13. The Chief Finance Officer is responsible for ensuring that a threefour-yearly Medium Term Financial Strategy (MTFS) which incorporates capital and revenue budgets for each Portfolio of services is prepared on an annual basis alongside a detailed capital and revenue budget for the forthcoming financial year, and that it is recommended for approval by the Full Council.~~

~~12-14. Full Council may amend the overall budget or ask the Cabinet to reconsider it before approving it.~~

~~13-15.~~\_\_\_\_\_ The Cabinet is responsible for issuing guidance on the general content of the budget in consultation with the Chief Finance Officer as soon as possible following approval by ~~Full~~<sup>the</sup> Council.

16. It is the responsibility of Corporate Directors to ensure that budget estimates reflecting agreed service plans are submitted to the Cabinet, and that these estimates are prepared in accordance with any guidance that has been issued by the Cabinet.

~~14.~~ W

~~15.~~\_\_\_\_\_

### **Budget calculations – report on robustness of estimates and adequacy of reserves**

~~16-17.~~ **42.**—When calculating the net budget requirement the **Section 154 Chief Finance** Officer must report to the Cabinet and/or ~~the Full~~ Council on:

- The robustness of the estimates used for council tax calculations.
- The adequacy of the proposed levels of financial reserves.

### **Budget monitoring and control**

~~17-18.~~ The Chief Finance Officer is responsible for providing accurate and timely financial information to enable budgets to be monitored effectively.

~~18-19.~~ The Chief Finance Officer must monitor and control expenditure against budget allocations, and report to the Cabinet in regards to the Council's overall financial position on a regular basis.

~~19-20.~~ It is the responsibility of **Corporate the** Directors to control income and expenditure within their area of responsibility, and to monitor service performance, taking account of financial information provided by the Chief Finance Officer.

~~20-21.~~ **Corporate The** Directors should report on variances within their own areas of responsibility, and they must also take any reasonable action necessary to avoid exceeding their budget allocation, and should alert the Chief Finance Officer to any potential budgetary problems.

### **Resource allocation**

~~21-22.~~ **47.**—The Chief Finance Officer is responsible for developing and maintaining a robust resource allocation process that ensures due consideration of the Council's **Policy and Budget F**ramework is ~~made given~~ during the development of the budget.

### **Budget guidelines**

23. Guidelines on budget preparation are issued to Members and Directors by the Cabinet following agreement with ~~the Section 154~~ **the Chief Finance** Officer.

24. The guidelines will take account of:

- 24.1 current and new legislative requirements
- 24.2 medium-term planning prospects
- 24.3 Council priorities and policies
- 24.4 the corporate plan

- 24.5 available resources
- 24.6 spending pressures
- 24.7 changes to demand and demographic factors
- 24.8 relevant government guidelines
- 24.9 other internal policy documents
- 24.10 cross-cutting issues (where relevant)

## RISK MANAGEMENT AND CONTROL OF RESOURCES

### Introduction

- 25. ~~50.~~ It is essential that robust and fully integrated systems are developed and maintained, which enable the identification of all significant operational risks to the Council, and these systems should include the proactive participation of all those associated with planning and delivering services.

### Risk Management

- 26. The Cabinet is responsible for approving the Council's risk management policy statement and strategy and for reviewing the effectiveness of risk management.
- 27. The Cabinet is also responsible for ensuring that proper insurance exists wherever appropriate, on the advice of the [Chief Finance Officer/Associate Director, People and Business Services](#).
- 28. The ~~Service Director – Performance~~[Associate Director, Corporate Function and Procurement](#) is responsible for preparing the Council's risk management policy statement and for promoting it throughout the Council.

### Internal Control

- 29. Internal control refers to the systems of control maintained by the Council to ensure that its objectives are achieved and that it promotes the economical, efficient and effective use of resources, and that ensures that the use of the Council's assets and interests are properly safeguarded.
- 30. The ~~Section 151~~[Chief Finance](#) Officer is responsible for advising upon, and promoting effective systems of internal control, and such arrangements need to ensure the Council's full compliance with all legislative requirements, and other relevant statements of best practice.
- 31. Internal controls should ensure that public funds are properly safeguarded and used economically, efficiently, and in accordance with all provisions that govern their use.

32. ~~Corporate-The~~ Directors are responsible for the establishment of sound arrangements for planning, appraising, authorising and controlling their operations. They are also responsible for achieving continuous improvement, economy, efficiency and effectiveness; and for meeting their financial performance targets.

### Audit Requirements

33. ~~The The Accounts and Audit Regulations 2003 issued require every local authority to~~ Council is required to maintain an adequate and effective internal audit function in accordance with any relevant legislation.

~~33. The Audit Commission is responsible for the appointment of external auditors to each local authority, and the basic duties of the external audit are governed by the Audit Commission Act 1998.~~

34. ~~TheThe~~ Council may also be subject to audit, inspection or investigation by external bodies such as HM Revenues and Customs, who have statutory rights of access.

### Preventing Fraud and Corruption

35. ~~61-~~ The Chief Finance Officer is responsible for the development and maintenance of an aAnti-fFraud and cCorruption policy.

### Assets

36. ~~62- Corporate-The~~ Directors should ensure that assets are properly maintained, recorded and securely held, and that contingency plans for the security of assets, and for the continuity of services in the event of disaster or system failure are in place and regularly reviewed.

### Treasury Management

37. ~~63-~~ The Council has adopted the requirements of CIPFA's *Code of Practice for Treasury Management in the Public Services (2002)*, as described in section 4 of that Code, and will maintain effective treasury management through:

- A treasury management policy statement which outlines the policies and objectives of the Council's treasury management activities.
- And suitable treasury management practices setting out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

- | 38. ~~The Full~~ Council will receive quarterly reports on its treasury management activities, and an updated annual strategy and plan in advance of the year; and it will also receive an annual report in the form prescribed in its Treasury Management Strategy.
- | 39. ~~Full~~The Council delegates responsibility for the implementation and monitoring of its treasury management policies and practices to the Cabinet, and for the execution and administration of treasury management decisions to the ~~Section 151~~Chief Finance Officer in accordance with the responsibilities set out under section 151 of the Local Government Act 1972.
- | 40. The ~~Section 151~~Chief Finance Officer will act in accordance with the Council's policy statement and Treasury Management Strategy, and CIPFA's Code of Practice for Treasury Management in Local Authorities.
- | 41. The ~~Section 151~~Chief Finance Officer is responsible for submitting a report to the Cabinet, for approval which proposes a treasury management strategy for the coming financial year.
- | 42. All decisions on borrowing, investment or financing shall be delegated to the ~~Section 151~~Chief Finance Officer, who is required to act in accordance with the CIPFA Code of Practice for Treasury Management in Local Authorities.
- | 43. The Chief Finance Officer is responsible for reporting to the Cabinet at least quarterly on the activities of the treasury management operation and on the exercise of his or her delegated treasury management powers. One such report will comprise an annual report on treasury management for presentation by 30 September of the succeeding financial year.

### **The Prudential Code**

- | 44. Interlinked with the CIPFA Code of Practice for Treasury Management is the Prudential Code for Capital Finance in Local Authorities, and the Council is required by regulation to have regard to the code when carrying out its duties under part 1 of the Local Government Act 2003.
- | 45. The Prudential Code sets out a clear governance procedure for the setting and revising of prudential indicators and these must be approved by ~~Full~~ Council.
- | 46. The ~~Section 151~~Chief Finance Officer will be responsible for ensuring that all matters required to be taken into account are reported to the Council for consideration, and for establishing procedures to monitor performance.

47. In setting or revising their prudential indicators, ~~the Full~~ Council is required to have regard to the following matters:

- affordability, e.g. implications for ~~c~~Council ~~t~~Tax;
- prudence and sustainability, e.g. implications for external borrowing;
- value for money;
- stewardship of assets, e.g. asset management planning;
- service objectives, e.g. strategic planning;
- ~~p~~Practicality, e.g. achievability of the forward plan.

### Pension Fund

48. The Council is the Administering Authority for the Local Government Pension Scheme and exercises this responsibility through the Pensions Committee.

49. The ~~Section 151~~Chief Finance Officer is authorised to decide matters relating to Pensions Fund Investments based on a scheme of delegation agreed by the Pensions Committee.

### Staffing

~~Council is responsible for determining how officer support for Cabinet and non-Cabinet roles within the Council will be organised.~~

50. The ~~Chief Executive~~Head of Paid Service is responsible for providing overall management to staff, and is also responsible for ensuring that there is proper use of the evaluation process, or other agreed systems for determining the remuneration of a job.

~~50-51. Staffing represents a significant proportion of the Council's budget, and exercising proper control over the staffing establishment is a key element of financial control. Full Council is responsible for determining how officer support for Cabinet and non-Cabinet roles within the Council will be organised. [delete]~~

~~51-52. Corporate~~The Directors are responsible for controlling total staff numbers by:

- Advising the Cabinet on the budget requirement each year to cover estimated staffing levels;
- Managing staffing levels within the approved budget.
- Adjusting the staffing to a level that can be funded within approved budget provision, whilst ensuring changing operational needs are met.

~~52-80. Corporate~~ [delete] The Directors are also responsible for:

**Comment [a3]:** Previous paragraph 76 deleted as not related to financial matters.

**Comment [a4]:** Deleted previous paragraph 78 as not finance related.

~~53.~~

~~54. The proper use of appointment procedures;~~

~~55.~~

~~56. Conforming to the requirements of the Council's Equalities Strategy and Equal Opportunities Policy.~~

~~57-53.~~

## FINANCIAL SYSTEMS AND PROCEDURES

### Introduction

~~58-54.~~ Sound systems and procedures are essential to ensure an effective framework of accountability and control.

~~59-55.~~ The Chief Finance Officer is responsible for the operation of the Council's accounting systems, the form of its accounts and all supporting financial records.

~~60-56.~~ Any changes ~~made by Corporate Directors~~ to the existing financial systems must be approved by the Chief Finance Officer, and any proposals for new financial systems must be also approved by the Chief Finance Officer.

~~61-57.~~ ~~Corporate~~~~The~~ Directors are responsible for the operation of financial processes in their own ~~departmentsservice areas~~, although any proposed changes to approved procedures that they may determine necessary to meet their own specific service needs must be agreed with the Chief Finance Officer.

~~62-58.~~ ~~Corporate-The~~ Directors should ensure that their staff receive relevant financial training that has been approved by the Chief Finance Officer.

~~63-59.~~ ~~Corporate~~ ~~The~~ ~~Directors must ensure that, where appropriate, computer and other systems are registered in accordance with data protection legislation, and that their staff are aware of their responsibilities under data protection and freedom of information legislation.~~ ~~[delete]~~

**Comment [a5]:** Previous paragraph 86 deleted as not finance related

### Income and Expenditure

~~64-60.~~ ~~Corporate-The~~ Directors are responsible for ensuring that any scheme of delegation or scheme of sub delegation in their service area has been established within their service area established in accordance with Part 3 Section D. Directors may decide that any sub delegations they grant to officers within their team under their scheme of sub delegation may be subject to financial limitations. Whilst a Director may wish to consider using the signing and authorisation limits set for various officers under the Council's Budget and Policy Framework they are not limited in this regard. The signing and authorisation limits set under the Budget and Policy Framework are financial management controls. A Director can sub



~~delegate up to the maximum limits of the Directors own powers, and that it is operated effectively and in accordance with the financial limits, the Financial Management System and any corporate guidelines determined by the Chief Finance Officer.~~

**Comment [M6]:** Inserted for clarity to reflect Part 3 Section D

~~65-61.~~ The scheme ~~s\_of delegation~~ should identify staff authorised to act on the ~~Corporate~~ Director's behalf, or on behalf of the Cabinet, in respect of payments, income collection and placing orders, together with the limits of their authority.

~~66-62.~~ The Cabinet is responsible for approving procedures for writing off debts as part of the overall control framework of accountability and control as detailed in the Council's Corporate Debt Recovery Policy.

### **Payments to Employees and Members**

~~67-63.~~ The ~~Service Director—Shared Services and Customer Support~~ ~~Associate Director, People and Business Services~~ is responsible for all payments of salaries and wages to staff, including payments for overtime, and for payment of allowances to Members.

### **Taxation**

~~68-64.~~ The Chief Finance Officer is responsible for advising ~~Corporate the~~ Directors in regards to all taxation issues that affect the Council.

~~69-65.~~ The Chief Finance Officer is responsible for maintaining the Council's tax records, making all tax payments, receiving tax credits and submitting tax returns by their due date as appropriate.

### **Trading Accounts/Business Units**

~~70-66.~~ The Chief Finance Officer is responsible for issuing advice in respect of the operation of trading accounts and business units.

## **EXTERNAL ARRANGEMENTS**

### **Introduction**

~~71-67.~~ ~~The Wiltshire~~ Council provides a distinctive leadership role for the community and brings together the contributions of the various stakeholders, and promotes improvements to the economic, social and environmental well being of Wiltshire.

### **Partnerships**

~~72.~~ ~~The Cabinet is responsible for approving delegations, including frameworks for partnerships, and is the focus for collaborative~~

~~arrangements with other local public, private, voluntary and community sector organisations to address local needs.~~

~~73. The Cabinet can delegate functions, including those relating to partnerships, to officers as determined by the Council's scheme of delegation as outlined within its Constitution, although where functions are delegated, the Cabinet remains accountable for them to Council.~~

~~74-68.~~ The Chief Finance Officer is responsible for maintaining a register of partnerships, recording full details of the parties involved, the purpose of the partnership and of the accounting arrangements in place (including identification of the Accountable Body) in accordance with Part 11.

~~75-69.~~ Partnerships (as defined in the Procurement and Contract Rules) are expected to adopt these Financial Regulations, where appropriate, or an equivalent version approved by the Chief Finance Officer.

~~76. The Chief Executive (or a nominated officer), represents the Council on partnership and external bodies as required by statute or the Council.~~

~~77-70.~~ The Monitoring Officer is responsible for promoting and maintaining the same high standards of conduct with regard to financial administration in partnerships that apply throughout the Council.

~~78-71.~~ The Chief Finance Officer must ensure that the accounting arrangements to be adopted relating to partnerships and joint ventures are satisfactory, and must also consider the overall corporate governance arrangements and legal issues when arranging contracts with external bodies.

**Comment [a7]:** Reference to joint ventures removed as not referred to in the constitution

~~79-72.~~ The Chief Finance Officer must ensure that there has been a full and comprehensive appraisal of risks, and that there is a shared understanding of those risks, before agreements are entered into with external bodies.

~~80-73.~~ ~~Corporate-The~~ Directors are responsible for ensuring that appropriate advice on legal and taxation consequences, together with relevant approvals are obtained before any negotiations are concluded in relation to work with external bodies.

### **External Funding**

~~81-74.~~ The Chief Finance Officer is responsible for ensuring that all funding notified by external bodies is received and properly recorded in the Council's accounts.

### **Work for Third Parties**

~~82. The Cabinet is responsible for approving the contractual arrangements for any work for third parties or external bodies in excess of £1,000,000.~~

### **Area Committees**

~~83.75.~~ The Cabinet delegates the responsibility for the administration of all budgets and grants allocated to support local community networks through its Area Board structure. The activities of these Boards are however, governed by these Financial Regulations and Procedure Rules.

## **SECTION B – FINANCIAL PROCEDURES**

### **FINANCIAL MANAGEMENT**

#### **GENERAL**

~~These financial procedures apply to all parts of the Council through the approved Scheme of Delegation.~~

#### **FINANCIAL MANAGEMENT STANDARDS**

##### **Why is this important?**

- ~~1. — All staff and members have a duty to abide by the highest standards of probity in dealing with financial issues, and the Council is responsible for ensuring that all members, employees and anyone working on its behalf understand the rules and that adequate controls are in place to ensure their observance.~~

##### **Key controls**

~~2. — The key controls and control objectives for financial management standards are:~~

~~5.1 — Their promotion throughout the Council.~~

~~5.2 — Monitoring systems to review compliance with financial standards, and regular comparisons of performance indicators and benchmark standards that are reported to the Cabinet and /or Council.~~

### **Responsibilities of the Chief Finance Officer:**

### **Responsibilities of Corporate Directors:**

~~12. To promote and ensure strict adherence by all staff in their departments to the financial management standards and practices set by the Chief Finance Officer.~~

### **MANAGING EXPENDITURE**

### **Budget Virement** SCHEME OF VIREMENT

#### **Why is this important?**

~~1. 13.~~ The scheme of virement is intended to enable the Cabinet, **Corporate** Directors and their staff to manage budgets with a degree of flexibility within the overall policy framework determined by the Council.

~~4.2. Decisions of Cabinet, or of a Cabinet sub-committee, of an individual Cabinet member, an Officer, an area committee or through joint arrangements discharging Cabinet functions to implement Council policy, must not exceed the budget allocated to each service area. However, virement can be made across services or divisions of service providing it is made within in accordance with Financial Procedure Rules as set out below~~ **this scheme of virement.**

#### **Key controls**

~~3. 14.~~ Key controls for the scheme of virement are:

~~3.1~~ The scheme is administered by the Chief Finance Officer within guidelines set by the Council, and any variation to the scheme requires the approval of Council.

~~3.1~~

3.2 The overall budget is agreed by the Cabinet and approved by the Council, and budget managers are authorised to incur expenditure in accordance with those estimates and within that approved framework.

3.3 Virement must not create additional an overall budget liability and Corporate Directors are expected to exercise their discretion in managing their budgets responsibly and prudently.

~~3.4~~ Virement should not support recurring expenditure through one-off sources of saving or additional income, or by creating future commitments.

~~3.5~~ 3.4

Process Procedure

4. ~~15.~~—The procedures for budget virement are:

- 4.1 For amounts up to £100,000 ~~Service Associate~~ Directors may authorise the transfer of funds between budget heads within their own service.
- 4.2 For amounts up to £100,000 funds may be transferred between different services within the same department provided that both ~~Service Associate~~ Directors responsible agree.
- 4.3 For amounts up to £250,000 ~~the a~~ Corporate Director responsible for the service may authorise the transfer of funds between different budget heads providing that the overall budget for the department remains the same.
- 4.4 For amounts up to £250,000 funds may be transferred between different departments provided that both of the Corporate Directors responsible agree.
- 4.5 For amounts over £250,000 and up to £500,000 a transfer may take place providing that the action is agreed with the ~~Section 151 Chief Finance~~ Officer, a joint report is produced by ~~the a~~ Corporate Director ~~concerned~~, and that the ~~Section 151 Chief Finance~~ Officer which informs the Cabinet of the decision and of the transaction.
- 4.6 For amounts greater than £500,000 a joint report by the Corporate Director (or Directors) concerned and ~~the Section 151 the Chief Finance~~ Officer must be submitted to Cabinet for consideration.
- 4.7 For amounts greater than £500,000 and where the virement represents a departure from the Council's approved policy framework, approval of Council is required following a recommendation from the Cabinet.

5 ~~The Chief Finance Officer is responsible for monitoring and actioning all virements, confirming which requests for virement should be referred to Cabinet and taking action where necessary and reporting to Cabinet.~~

5—

### **Responsibilities of the Chief Finance Officer**

~~16. To monitor all virements and confirm which requests for virement should be referred to Cabinet.~~

### **Responsibilities of Corporate Directors**

~~Corporate Directors may exercise the scheme of virement on budgets under their control in accordance with the limits and procedures as set out above.~~

~~6. However, any virement that is likely to impact on the level of service activity of another Corporate Director shall only be implemented after agreement with the relevant Corporate Director.~~

~~7. No virement relating to a specific financial year shall be made after 31 March in that year.~~

~~8. The use of virement should be carefully controlled and monitored and the movement of monies should be restricted to one transaction to or from any specific budget in any financial year, other than with the approval of the Chief Finance Officer.~~

~~96. Contingency sums intended for allocation during the year should be treated as variation not ~~not be treated~~ as virement, providing that the amount is used in accordance with the purposes for which it has been established.~~

## **TREATMENT OF YEAR- END BALANCES RESULTING FROM OVER/UNDER SPENDING**

### **Why this is important?**

~~7. The Council's scheme of virement sets out the authority's treatment of year-end balances ~~and~~ is administered by the ~~Section 151~~ Chief Finance Officer within guidelines set by ~~the~~ Full Council.~~

~~8. The rules below cover arrangements for the transfer of resources between accounting years, i.e. the carry-forward of balances arising from over/under spending from within an approved budget.~~

~~7. Year end balances may be carried forward in accordance with the Council's Financial Procedure Rules as set out below.~~

~~Any variation from the scheme of virement requires the approval of the Council.~~

~~The rules below cover arrangements for the transfer of resources between accounting years, i.e. the carry forward of balances arising from over/under spending from within an approved budget.~~

## Key Controls

- ~~9. The key controls for the treatment of year-end balances are ensuring that~~  
~~24. —~~ Appropriate accounting procedures are in operation to ensure that carried forward totals are correct, and that expenditures and incomes are accounted for in the correct financial year.

## Procedure

10. The Chief Finance Officer is responsible for the treatment of year-end balances within the guidelines approved by the Council, and ensuring that the overall position on over/under spending is reported in accordance with the approved policy
11. The Cabinet and ~~the Senior Management Board~~the Directors will regularly monitor overall budgets, and individual Corporate Directors ~~will not only be responsible for their own budgets, but will also~~ be jointly responsible for balancing the corporate budget
12. ~~Corporate~~All Directors should as far as possible ensure that any over spending arising from the operation of budgets within their control, can be met from compensatory under spending from other budgets within their area of responsibility, before any such balances are carried forward into the next financial year.
13. Overspends which cannot be met from under-spends in this way may be carried forward, but will then become the first call on service estimates in the following year other than in exceptional circumstances, and following a report to, and the approval of, Cabinet.
- ~~8. —~~
14. Net under spends remaining at the year-end may only be carried forward subject to a report being submitted to Cabinet detailing the nature of any under spend (or of additional Income), and outlining a full proposal for the its use where the under-spend exceeds 5% of the individual budget heading or £100,000 whichever is less.
15. The assumption will be that under spends on departmental or service budgets will be used to supplement the Council's reserves unless dealt with in paragraph 14.

## ACCOUNTING POLICIES

### Why this is important?

~~9.16.~~ The Chief Finance Officer is responsible for the preparation of the Council's statement of accounts, in accordance with proper practices as set out in the format required by the relevant Code of Practice currently Code of Practice on Local Authority Accounting in the United Kingdom 2012/2013 and the Service Reporting Code of Practice 2012/2013, supported by International Financial Reporting Standards (IFRS).for each financial year ending 31st March.

### Key Controls

~~40.17.~~ ~~32.~~—The key controls for accounting policies are:

~~17.1~~ Systems of internal control are in place to ensure that financial transactions are lawful.

~~40.17.2~~ Suitable accounting policies are selected and applied consistently.

~~40.217.3~~ Proper accounting records are maintained.

~~40.317.4~~ Financial statements are prepared which present fairly the financial position of the Council and its expenditure and income.

### Procedure

#### Responsibilities of the Section 151 Officer

~~41.~~ ~~The Chief Finance Officer is responsible for~~~~33.~~ ~~To select producing~~ suitable accounting policies and to ensure that they are applied consistently, and that they are set out in the Council's statement of accounts for the 31 March each year, ~~and cover such items as:~~

~~12.~~

~~13. separate accounts for capital and revenue transactions;~~

~~14. the basis on which debtors and creditors at year end are included in the accounts;~~

~~15. details on substantial provisions and reserves;~~

~~16. fixed assets;~~

~~17. capital charges and depreciation;~~

~~18. collection fund accounts~~

~~19. stocks and stores and works in progress;~~

~~20. accounting for value added tax;~~

~~21. government grants;~~

~~22. leasing;~~

~~23. pensions.~~

~~24.18.~~

#### Responsibilities of Corporate Directors:

Comment [a8]: Not an exhaustive list



~~25.19.~~ ~~34.~~ ~~The Directors~~ All staff ~~must~~ adhere to the accounting policies and guidelines approved by the ~~Section 154 Chief Finance~~ Officer.

## ACCOUNTING RECORDS AND RETURNS

### Why is this important?

~~20.~~ ~~35.~~ Maintaining proper accounting records is one of the ways in which the Council discharges its responsibility for stewardship of public resources, and the Council has a statutory responsibility to prepare its annual accounts to show a true and present fair view of the financial position ~~its operations during for~~ the year.

Comment [a9]: Amended for clarity

~~26.21.~~ These accounts are subject to external audit, and this audit provides assurance that the accounts are prepared properly, that proper accounting practices have been followed and that quality arrangements have been made for securing economy, efficiency and effectiveness in the use of the Council's resources.

### Key Controls

~~22.~~ ~~37.~~ The key controls for accounting records and returns are:

~~26.1~~~~22.1~~ All Cabinet Members, finance staff and budget managers operate within the required accounting standards and timetables.

~~26.2~~~~22.2~~ All the Council's transactions, material commitments, contracts and other essential accounting information are recorded completely, accurately and on a timely basis.

~~26.3~~~~22.3~~ Procedures are in place to enable accounting records to be reconstituted in the event of systems failure.

~~26.4~~~~22.4~~ Reconciliation procedures are carried out to ensure transactions are correctly recorded.

~~26.5~~~~22.5~~ Prime documents are retained in accordance with legislative and other requirements.

### ~~Responsibilities of the Chief Finance Officer~~ Procedure

~~27.~~~~23.~~ The Chief Finance Officer determines the accounting procedures and records for the Council, and is responsible for arranging the compilation of all accounts and accounting records under his or her direction.

~~28.~~~~24.~~ The Chief Finance Officer should comply with the following principles when allocating accounting duties:

~~24.1~~ Separating the duties of providing information about sums due to or from the Council and the calculating, checking and recording of these sums from the duty of collecting or disbursing them.

~~28.124.2~~ Employees with the duty of examining or checking the accounts of cash transactions must not themselves be engaged in these transactions.

~~29.25.~~ The Chief Finance Officer should make proper arrangements for the audit of the Council's accounts in accordance with the Accounts and Audit Regulations 2003, and ensure that all claims for funds including grants are made by the due date.

~~30.26.~~ The Chief Finance Officer should prepare a draft set of accounts ~~for consideration and approval by the Audit Committee (on behalf of the Council),~~ on or before the 30 June of each year.

~~31.27.~~ The Chief Finance Officer should publish the audited accounts of the Council for each financial year, in accordance with the statutory timetable.

~~32.28.~~ The Chief Finance Officer should administer the Council's arrangements for under- and overspendings to be carried forward to the following financial year in accordance with the procedure set out above.

~~33.29.~~ The Chief Finance Officer should also ensure the proper retention of financial documents in accordance with the requirements set out in the Council's ~~D~~ocument ~~R~~etention ~~s~~chedule policy.

### **Responsibilities of Corporate Directors**

~~34.30. Corporate-The~~ Directors should consult and obtain the approval of the Chief Finance Officer before making any changes to accounting records and procedures.

~~35.31. Corporate-The~~ Directors should maintain adequate records to provide a management trail leading from the source of income/expenditure through to the accounting statements.

~~36.32. Corporate-The~~ Directors should supply information required to enable the statement of accounts to be completed in accordance with guidelines issued by the Chief Finance Officer.

### **Retention of Documents and Records**

~~37.33.~~ The Council is required by statute to retain documents and records for varying degrees of time, and these are set out within its Document Retention policy.

38.34. The Money Laundering Regulations 2007 require all businesses, including certain areas of work undertaken by the Council, to carry out a “Customer Due Diligence Procedure”. The Council therefore has a statutory duty to identify the client and verify the client’s identity on the basis of documents, data or information obtained from a reliable and independent source.

39.35. There is also a statutory requirement of record keeping in respect of this procedure as follows:

- Copies of, or references to, the evidence obtained of a customer’s identity for five years after the end of the customer relationship, or five years from the date when the transaction was completed.
- Supporting records relating to a customer relationship or occasional transactions for five years from the date when the transaction was completed in relations to records relating to the transaction and for all other records for five years after the end of the customer relationship.

36. 51.—In relation to customer identification the Council must keep:

- A copy of or details about the identification document presented and verification evidence obtained, or
- Information about where the evidence can be obtained.

37. 52.—This section on money laundering should also be read in conjunction with the Council’s approved Anti Money Laundering Policy and detailed guidance notes.

## THE ANNUAL STATEMENT OF ACCOUNTS

### Why is this important?

38. 53.—The Council has a statutory responsibility to prepare its own accounts and to present fairly its operations during the year, and has delegated responsibility for approving the statutory annual statement of accounts to the Audit Committee.

### Key controls

39. 54.—The key controls for the annual statement of accounts are:

- The Council is required to make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has the responsibility for the administration of these affairs (The Chief Finance Officer – The Section 151 Officer).
- The Council’s statement of accounts must be prepared in accordance with proper practices as set out in the *Code of Practice on Local*

*Authority Accounting in the United Kingdom: A Statement of Recommended Practice (the SORP) (CIPFA/LASAAG)*

**Procedures Responsibilities of the Chief Finance Officer (The Section 151 Officer)**

~~40. 55.~~—The Chief Finance Officer should draw up the timetable for final accounts preparation and to advise members, staff and external auditors accordingly, and;

~~40.1~~ Select suitable accounting policies and apply them consistently.

~~40.140.2~~ Make judgements and estimates that are reasonable and prudent.

~~40.240.3~~ Comply with Code of Practice on Local Authority Accounting in the United Kingdom~~the Statement of Recommended practice (the SORP).~~

~~40.340.4~~ Sign and date the Statement of Accounts and the associated Annual Governance Statement for the Council for the year ended 31 March, and publish the statement of accounts in accordance with the statutory timetable together with the annual audit letter.

**Responsibilities of Corporate Directors**

~~40.41.~~ Corporate~~The~~ Directors should comply with accounting guidance provided by the Chief Finance Officer and supply information when required.

**FINANCIAL PLANNING**

**BUDGETING**

**Why is this important?**

~~41.42.~~ ~~57.~~—The format of the budget determines the level of detail to which financial control and management will be exercised.

**Key controls**

~~42.43.~~ ~~58.~~—The key controls for the budget format are that:

- It complies with all legal requirements.
- It complies with CIPFA's Best Value Accounting—any relevant Code of Practice.
- It reflects the accountabilities of service delivery.

**Responsibilities of the Chief Finance Officer Procedure**

~~44.~~ The Chief Finance Officer is responsible for~~59.~~—To advise ~~advising~~ the Cabinet on the format of the budget that is then approved by the Council.

~~43-45.~~ ~~The Directors shall~~ comply with ~~accounting budgeting~~ guidance provided by the Chief Finance Officer.

## Revenue budget preparation, monitoring and control

### Why is this important?

~~44-46.~~ The revenues budget must be ~~constructed prepared~~ so as to ensure that resource allocation properly reflects the service plans and priorities of the Council.

~~45-47.~~ Budgets are needed so that the Council can plan, authorise, monitor and control the way money is allocated and spent, and it is illegal for the Council to budget for a deficit.

~~46-48.~~ Budget management ensures that once the budget has been approved by the Council resources are used for their intended purposes and are properly accounted for.

~~47-49.~~ Budgetary control is a continuous process, enabling the Council to review and adjust its budget targets during the financial year, and it also provides the mechanism that calls to account managers for defined elements of the budget.

~~48-50.~~ By continuously identifying and explaining variances against budgetary targets, the Council can identify changes in trends and resource requirements at the earliest opportunity.

~~49.~~ ~~The Council operates within an annual cash limit, approved when setting the overall budget, and to ensure that the Council does not over spend; each service is required to manage its own expenditure within the cash limited budget allocated to it.~~

~~50-51.~~ ~~For the purposes of budgetary control by managers, a budget will normally be planned income and expenditure for a service area or cost centre. However, budgetary control may take place at a more detailed level if this is required by the a Corporate Director's scheme of delegation. [delete]~~

Comment [a10]: Repeated in para 55

## Key controls

~~52.~~ ~~68.~~ The key controls for managing and controlling the revenue budget are ~~that:~~

~~Budget managers are responsible only for income and expenditure that they can influence.~~

52.1 ~~T~~here is a nominated budget manager for each cost centre heading.

52.2 ~~B~~udget managers follow an approved certification process for all expenditure.

52.3 ~~I~~ncomes and expenditures are properly recorded and accounted for.

52.4 ~~P~~erformance levels and levels of service are monitored in conjunction with the budget, and action is taken to align service outputs and budget when necessary.

### ~~Responsibilities of the Chief Finance Officer~~Procedures

~~54.53. 69.~~ ~~The Chief Finance Officer shall~~To establish an appropriate framework of budgetary management and control that ensures that:

53.1 Budget management is exercised within annual ~~cash limits~~approved budgets unless the Council agrees otherwise.

53.2 Each ~~Corporate Director~~nominated budget manager receives regular timely budget monitoring reports, ~~compiled on an accruals basis that is~~ are sufficiently detailed to enable them to fulfil their budgetary responsibilities.

53.3 Expenditure is committed only against an approved budget head.

53.4 All officers responsible for committing expenditure comply with relevant guidance, and the financial regulations (e.g. corporate procurement guidelines, compliance with contracting standing orders etc).

53.5 ~~Each cost centre has a single named manager, determined by the relevant Corporate Director.~~ As a general principle, budget responsibilities should be aligned as closely as possible to the decision-making process that commits expenditure.

53.6 All significant variances from approved budgets are investigated and reported on by nominated budget managers on a regular basis.

53.7 Reports are provided to Cabinet and/or Full Council on:

- The robustness of these estimates.
- The adequacy of the proposed financial reserves.
- ~~The inadequacy of controlled reserves~~earmarked reserve position.

~~54. 70.~~ The Chief Finance Officer should also:

~~Administer the Council's scheme of virement in accordance with procedures set out above.~~

~~54.1~~ Submit reports to the Cabinet and Council ~~in consultation with the relevant Corporate Director, where a Corporate Director is unable to balance expenditure and resources within approved budgets with recommendations to balance any budget shortfalls.~~

~~54.154.2~~ Prepare and submit reports on the Council's projected income and expenditure compared with the budget on a regular basis.

~~54.2~~

~~54.3~~

~~54.3~~ Encourage the best use of resources and value for money by working with ~~Corporate-the~~ Directors to identify opportunities to improve economy, efficiency and effectiveness.

~~52.~~

~~53.~~

~~54.~~ **Responsibilities of Corporate Directors**

~~55.~~

~~56-55.~~ ~~Corporate-The~~ Directors should maintain budgetary control within their ~~departments-services~~ and ensure that all income and expenditure is properly recorded and accounted for.

~~57-56.~~ ~~Corporate-The~~ Directors should ensure that an accountable budget manager is identified for each item of income and expenditure under their control (as a general principle, budget responsibility should be aligned as closely as possible to the decision-making that commits expenditure).

~~58-57.~~ ~~Corporate-The~~ Directors should ensure that spending remains within the service's ~~overall-cash-limitbudget~~, and that individual budgets ~~s-heads~~ are not overspent, by monitoring ~~the-budget-and-and~~ taking appropriate corrective action where significant variations from the approved budget are forecast.

~~59-58.~~ ~~Corporate-The~~ Directors should ensure that a monitoring process is in place to review performance levels/levels of service in conjunction with the budget and that it is operating effectively.

~~60-59.~~ ~~The Directors shall P~~prepare and submit to the Cabinet reports on the projected expenditures compared with budgets, in consultation with the Chief Finance Officer.

~~61-60.~~ ~~The Corporate Directors shall E~~ensure that prior approval by ~~the-Full~~ Council or Cabinet (as appropriate) is sought for new proposals, whatever ~~the~~ amount ~~involved,~~ that:

60.1 Create financial commitments in future years.

60.2 Change existing policies, or initiate new or cease existing policies.

60.3 Materially extend or reduce the Council's services

~~62.—Corporate Directors should also ensure compliance with the scheme of virement.~~

## Budgets and Medium-Term Planning

### Why is this important?

~~63-61.~~ The Council is a complex organisation responsible for delivering a wide variety of services, and it needs to plan effectively and to develop systems to enable scarce resources to be allocated in accordance with carefully weighted priorities.

~~64-62.~~ The budget is a spending plan and the financial expression of the Council's plans and policies, and it must be constructed so as to ensure that resource allocation properly reflects the service plans and priorities of the Council.

~~65-63.~~ Medium term planning involves a planning cycle in which managers develop their own plans, adding to the Council's Medium Term Financial Strategy (MTFS) as each year passes, to ensure that the Council is always preparing for events in advance.

### Key controls

~~66-64.~~ The key controls in place for budgets and medium term planning are:

64.1 Specific budget approval for all expenditure.

64.2 Budget managers assist in the development of budgets and service standards for which they will be held responsible.

64.3 Monitoring processes are in place to review the effectiveness and operation of budget preparation, and to ensure that corrective action is taken as and when required.

~~67.—Responsibilities of the Chief Finance Officer~~

~~68.—~~

~~69-65.~~ ~~82-~~The Chief Finance Officer should:

~~64-465.1~~ Prepare and submit reports on budget and medium-term prospects to the Cabinet, including resource constraints set by the Government.

~~64-565.2~~ Determine the detailed form of revenue estimates and the methods for their preparation, consistent with the budget approved by



~~the Full~~ Council, and after consultation with the Cabinet and Corporate Directors.

~~64.665.3~~ Prepare and submit reports to the Cabinet on the aggregate spending plans ~~of departments of services~~ and on the resources available to fund them, identifying where appropriate, the implications for the level of council tax to be levied.

~~64.765.4~~ Advise on the medium term implications of spending decisions.

~~64.865.5~~ Encourage the best use of resources and value for money by working with ~~Corporate~~ Directors to identify opportunities to improve economy, efficiency and effectiveness, and by encouraging good practice in conducting financial appraisals of development or savings options, and in developing financial aspects of service planning.

~~64.965.6~~ Advise ~~the Full~~ Council on Cabinet proposals in accordance with section 151 of the Local Government Act 1972.

### **Responsibilities of Corporate Directors**

~~66.~~ ~~Corporate~~ ~~The~~ Directors should prepare estimates of income and expenditure, in the form as may be prescribed by the Chief Finance Officer, in consultation with the Chief Finance Officer for submission to Cabinet, and prepare budgets that are consistent ~~with any relevant cash limits~~, the Council's annual budget cycle, and with guidelines issued by the Cabinet.

~~70.~~ ~~The format should be prescribed by the Chief Finance Officer in accordance with the Council's general directions.~~

~~71.67.~~ ~~Corporate~~ ~~The~~ Directors should integrate financial and budget plans into service planning, so that budget plans can be supported by financial and non-financial performance measures.

~~72.68.~~ In consultation with the Chief Finance Officer, and in accordance with issued guidance and timetables, ~~Corporate~~ ~~the~~ Directors should prepare detailed draft revenue and capital budgets for consideration by the appropriate committee.

~~73.69.~~ When drawing up draft budget requirements, ~~Corporate~~ ~~the~~ Directors should have regard to:

~~64.1069.1~~ Spending patterns and pressures revealed through the budget monitoring process.

64.1169.2 Legal requirements.

64.1269.3 Requirements defined by ~~the Full~~ Council in its approved policy framework.

64.1369.4 Initiatives already under way.

### Capital budget preparation, monitoring and control

~~74.~~ Why is this important?

~~75.~~

~~76-70.~~ Capital expenditure involves acquiring or enhancing fixed assets with a long-term value to the Council, such as land, buildings, and major items of plant, equipment or vehicles.

~~77-71.~~ Capital assets support the delivery of services and create long term financial commitments for the future in the form of financing costs and ongoing revenue running costs.

~~78-72.~~ The procedures that follow should be read in conjunction with the Capital [Asset](#) Strategy, ~~Contract Procedure~~ [Procurement and Contract](#) Rules and Capital Guidance issued by the Chief Finance Officer.

~~79-73.~~ The Government places strict controls on Council borrowing through the Prudential Code, and capital expenditure should form part of an investment strategy and be carefully prioritised in order to maximise the benefit of scarce resources.

### Key controls

~~74.~~ ~~92.~~ The key controls for capital programmes are:

74.1 Specific approval is required by Council for the programme of capital expenditure.

74.2 ~~Expenditure on capital schemes is subject to the approval of the Chief Finance Officer.~~ ~~[delete]~~

74.3 A business case and option appraisal for each scheme including cost estimates, project plan, progress targets and associated long term revenue implications is prepared for each capital project for approval by the Cabinet and [Full](#) Council as deemed necessary by the Chief Finance Officer.

74.4 Approval by the Cabinet where capital schemes are to be financed from the revenue budget, up to a specified amount, and subject to the approval of the Council, where the expenditure exceeds this amount.

**Comment [a11]:** Approval not required as long as within approved budget.

- 74.5 Proposals for improvements and alterations to buildings must be approved by the appropriate officer, Corporate Director, or Cabinet depending on the size and cost of the scheme.
- 74.6 Schedules for individual schemes within the overall budget approved by the Council must be submitted to the Cabinet for approval (for example, minor works), or under other arrangements approved by the Council.
- 74.7 The development and implementation of Asset Management plans.
- 74.8 Accountability for each proposal is accepted by a named manager.
- 74.9 Monitoring of progress in conjunction with expenditure and comparison with approved budget.

**Comment [a12]:** Inserted for clarity

### **Responsibilities of the Chief Finance Officer Procedure**

- ~~80-75.~~ The Chief Finance Officer should prepare capital estimates jointly with ~~Corporate the~~ Directors ~~and the Chief Executive~~ and to report them to the Cabinet for approval.
- ~~81-76.~~ The Cabinet will make recommendations on the capital estimates and on any associated financing requirements to ~~the Full~~ Council, ~~and~~ Cabinet Member approval is required where a ~~Corporate~~ Director proposes to bid for, or exercise additional borrowing ~~approval which is~~ not anticipated in the capital programme. ~~as e~~ Additional ~~extra~~ borrowing ~~may~~ increase the Council's financing costs and therefore create a future ongoing commitment.
- ~~82-77.~~ The Chief Finance Officer should prepare and submit reports to the Cabinet on the projected income, expenditure and resources compared with the approved estimates.
- ~~83-78.~~ The Chief Finance Officer should issue guidance in respect of capital schemes and controls, which sets out the definition of "capital" having regard to Government regulation and accounting requirements. The Directors should comply with this guidance and ensure that all capital proposals have undergone a project appraisal.
- ~~84-79.~~ The Chief Finance Officer should monitor the overall capital programme, and liaise with the appropriate Corporate Director to ensure that planned corrective action is reported to Cabinet wherever expenditures are likely to significantly exceed budgetary provision.
- ~~85-80.~~ A report should be presented to the Cabinet and ~~for the Full~~ Council where in the opinion of the Chief Finance Officer, the approved prudential indicators for

the authorised limit for external debt, are likely to be breached; setting out what action, if any, should be taken.

### **Responsibility of Corporate Directors**

~~86. Corporate Directors should comply with guidance concerning capital schemes and controls issued by the Chief Finance Officer, and ensure that all capital proposals have undergone a project appraisal.~~

~~87-81. The Corporate~~ Directors should prepare regular reports reviewing the capital programme provisions for their ~~department~~service area, and a quarterly return of estimated final costs of schemes in the approved capital programme for submission to the Chief Finance Officer.

~~88-82. The Corporate~~ Directors should also ensure that adequate records are maintained for all capital contracts, and should only proceed with projects when there is adequate provision in the capital programme and with the agreement of the Chief Finance Officer where required.

~~89-83. The Corporate~~ Directors should prepare and submit reports, jointly with the Chief Finance Officer, to the Cabinet, for any variation in contract costs greater than the approved limits. The Cabinet may meet cost increases of up to 5% by virement from savings elsewhere within their capital programme.

~~90-84. The They~~ Directors should also ensure that credit arrangements, such as leasing agreements, are not entered into without the prior approval of the Chief Finance Officer and, ~~if applicable~~, seek approval of the scheme through the capital programme.

~~91-85. The Corporate~~ Directors should consult with the Chief Finance Officer and seek Cabinet approval where a proposal to bid for supplementary credit approvals from Government departments to support expenditure, has not previously been included in the current year's capital programme.

### **Maintenance and use of Reserves**

~~92-86.~~ The Council, subject to sections 25-27 of the Local Government Act 2003, must decide on the level of general reserves it wishes to maintain, although they should be at prudent and appropriate level to meet the Council's needs, and determined upon the advice of the Chief Finance Officer.

~~93-87.~~ Reserves enable the Council to plan and operate efficiently, and provide contingency against the impact of unexpected events, and for planned purposes, ~~such as the purchase or renewal of capital items.~~

### **Key controls**

~~94-88.~~ Reserves should be maintained in accordance with the Code of Practice on Local Accounting in the United Kingdom: ~~A Statement of Recommended Practice (CIPFA/LASAAC)~~ and the Council's agreed accounting policies.

~~95-89.~~ For each reserve established its nature and purpose, together with the anticipated timescales for use, should be clearly identified and agreed and reviewed with the Chief Finance Officer on a regular basis.

~~96-90.~~ The Cabinet must approve the use of any reserve by the relevant budget holder, which has not been previously budgeted for and approved.

~~97-91.~~ ~~It is the responsibility of the Chief Finance Officer t~~To advise the Cabinet and/or the Council on prudent levels of reserves for the Council, as part of the three-year revenue and capital forward budget process, after carrying out a financial risk management assessment, and taking account of the advice of the Council's external auditor.

~~98-92.~~ ~~It is the responsibility of the Chief Finance Officer t~~To report to the Cabinet and/or the Council on the adequacy of the proposed level of financial reserves held by the Council.

~~99-93.~~ ~~It is the responsibility of the Chief Finance Officer T~~to report to the Cabinet and/or the Council where if in relation to the previous financial year it appears that a controlled reserve is or is likely to be inadequate, stating:

- The reasons for that situation.
- The appropriate action required to prevent such a situation arising in relation to the corresponding reserve for the financial year under consideration.

### **Responsibilities of Corporate Directors**

~~400.—It is the responsibility of the Directors t~~To ensure that reserves are used only for the purposes for which they are intended ~~and to agree this with the Chief Finance Officer.-~~

~~401.—~~  
~~To agree and review on a regular basis with the Chief Finance Officer, the nature and use of all reserves under their control.~~

~~102-94.~~

## **RISK MANAGEMENT AND CONTROL OF RESOURCES**

### **RISK MANAGEMENT**

~~403.—Why is this important?~~

~~104.~~

~~105.~~ All organisations, whether private or public sector, face risks to people, property and continued operations.

~~106-95.~~ Risk is the chance or possibility of loss, damage, injury or failure to achieve objectives caused by an unwanted or uncertain action or event to people, property or the continued operations of the Council; and, Risk ~~man~~agement is the planned and systematic approach to the identification, evaluation and control of risk.

~~96.~~ The objective of risk management is to secure the assets of the Council and to ensure its continued financial and organisational well being and is therefore, an integral part of good business practice.

~~107-97.~~ Risk management is concerned with evaluating the measures an organisation already has in place to manage identified risks, and then recommending the action the organisation needs to take to control these risks effectively.

~~108-98.~~ It is the overall responsibility of Council to approve the risk management strategy, and to promote a framework and culture of risk management throughout the Council.

~~109-99.~~ The Audit Committee should monitor and review the effectiveness of the Council's risk management strategy and its application throughout the Council.

### Key Controls

~~110-100.~~ ~~121.~~ The key controls for risk management are:

~~74.10~~100.1 Ensuring that procedures are in place to identify, assess, prevent or contain material known risks, and these procedures are operating effectively throughout the Council.

~~74.11~~100.2 Maintaining a continuous monitoring process and regularly reviewing the effectiveness of risk reduction strategies and their operation.

~~74.12~~100.3 Managers know that they are responsible for managing relevant risks and are provided with relevant information on risk management initiatives.

~~74.13~~100.4 Ensuring that suitable provision is made for losses that might result from the risks that are difficult to mitigate.

74.14100.5 Acceptable levels of risk are determined and insured against where appropriate.

74.15100.6 The Council has identified business continuity plans for implementation in the event of a disaster that could result in significant loss or damage to its resources.

### **Responsibilities of the Service Director – Performance**

411.101. ~~122.~~ ~~The Associate Directors are responsible for~~ preparing and promoting the Council's risk management policy statement, and develop risk management controls in conjunction with ~~other the~~ Corporate Directors.

412.102. The ~~Chief Finance Officer~~ Associate Director, People and Business Services should ensure that the Council has suitable insurance arrangements in place to protect its interests, fulfil its statutory obligations, and all responsibilities in respect of staff and the public.

413.103. The Chief Finance Officer should effect corporate insurance cover through external insurance and/or internal funding, and to negotiate all claims in consultation with other officers, where and when necessary.

### ~~[delete] Responsibilities of Corporate Directors~~

~~104. To notify the Chief Finance Officer immediately of any loss, liability or damage that may lead to a claim against the Council, together with any information or explanation required by the Chief Finance Officer or the Council's insurers.~~

**Comment [a13]:** Deleted as not done in practice and not workable.

~~114. To take responsibility for risk management, having regard to advice from the Service Director – Performance and other specialists.~~

415.105. ~~The Corporate Directors should take responsibility for risk management and undertake~~ To ensure that there are regular reviews of risk within their ~~departments~~ service areas in consultation with the Associate Directors, and to notify the ~~Service Director – Performance and/or the Chief Finance Officer~~ Associate Director, People and Business Services promptly of all new risks, properties or vehicles that require insurance, and of any factors that may affect existing insurances.

416.106. ~~The Corporate Directors should~~ To consult the Chief Finance Officer and the ~~Head of Legal and Democratic Services~~ Associate Director, Legal and Governance on the terms of any indemnity that the Council is requested to give.

~~417.107.~~ To ensure that employees, or anyone covered by the Council's insurances, do not admit liability, or make any offer to pay compensation that may prejudice the assessment of liability in respect of any insurance claim.

## INTERNAL CONTROLS

~~118.~~ Why is this important?

~~119.~~

~~420.108.~~ The Council is a complex organisation and is required to fulfil statutory obligations, and therefore requires internal controls to manage and monitor progress towards its strategic objectives.

~~109.~~ The Council faces a wide range of financial, administrative and commercial risks, both from internal and external factors, which threaten the achievement of its objectives.

~~424.110.~~ Internal controls are therefore necessary to manage and mitigate these risks and provide mechanisms that measure achievement of:

~~74.16110.1~~ Efficient and effective operations.

~~74.17110.2~~ Reliable financial information and reporting

~~74.18110.3~~ Compliance with laws and regulations

~~74.19110.4~~ Risk management.

## Key Controls

~~422.111.~~ ~~133.~~ The key controls and control objectives for internal control systems are:

~~74.20111.1~~ Key controls should be reviewed on a regular basis, and the Council should make a formal statement annually to the effect that it is satisfied its systems of internal control are operating effectively.

~~74.21111.2~~ Managerial control systems, including defining policies, setting objectives and plans, monitoring financial and other performance and taking appropriate anticipatory and remedial action. The key objective of these systems is to promote ownership of the control environment by defining roles and responsibilities.

~~74.22111.3~~ Financial and operational control systems and procedures, which include physical safeguards for assets, segregation of duties, authorisation and approval procedures and information systems.

~~74.23111.4~~ An effective internal audit function that is properly resourced. It should operate in accordance with the principles contained in the Auditing Practices Board's auditing guideline Guidance for Internal



Auditors, CIPFA's Code of Practice for Internal Audit in Local Government in the United Kingdom and with any other statutory obligations and regulations.

### ~~Responsibilities of the Chief Finance Officer~~

~~423.112.~~ ~~134.~~ ~~—~~ ~~The Chief Finance Officer is responsible for~~ ~~To ensure~~ ~~ing~~ the Council puts in place an appropriate control environment which incorporates effective internal controls; and provides reasonable assurance that its operations are effective and efficient, and that it conducts business within a framework of sound financial stewardship, probity and in full compliance with all relevant legislation and regulation.

### ~~124. Responsibilities of Corporate Directors~~

~~125.—~~

~~426.113.~~ To manage processes and to ensure that established controls are being adhered to.

~~427.114.~~ Corporate Directors should regularly evaluate the effectiveness of controls, and ensure that their staff have a clear understanding of the consequences and implications of ~~the lack of such procedures~~ ~~failing to apply adequate controls.~~

~~428.115.~~ ~~Corporate Directors should review existing controls in the light of changes affecting the Council, removing controls that become unnecessary, ineffective, or are no longer cost effective, and establishing and implementing new controls in line with guidance from the Chief Finance Officer.~~ ~~[delete]~~

**Comment [a14]:** Duplicated in 114 and no guidance available

## AUDIT REQUIREMENTS

### Internal Audit

#### ~~Why is this important?~~

~~429.116.~~ The requirement for an internal audit function for local authorities is implied by section 151 of the Local Government Act 1972, which requires that authorities “make arrangements for the proper administration of their financial affairs”.

~~430.117.~~ The Accounts and Audit Regulations 2003, regulation 6, more specifically require that a “relevant body shall maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control”.

~~434.118.~~ Accordingly, internal audit is an independent and objective appraisal function established by the Council for reviewing the system of internal control. It examines, evaluates and reports on the adequacy of internal control

as a contribution to the proper, economic, efficient and effective use of resources.

## Key Controls

~~132.119.~~ ~~141.~~ The key controls for internal audit are:

~~74.24~~119.1 That it is independent in its planning and operation.

~~74.25~~119.2 The Head of Internal Audit has direct access to the Chairman of Council, the Chairman of the Audit Committee, the Chief Executive and all levels of management.

~~74.26~~119.3 Internal auditors comply with the Auditing Practices Board's guideline Guidance for Internal Auditors, as interpreted by CIPFA's Code of Practice for Internal Audit in Local Government in the United Kingdom.

## Procedures

~~133.120.~~ The Chief Finance Officer shall~~142.~~ ~~To~~ ensure that internal auditors have the authority to:

~~74.27~~120.1 Access Council premises at reasonable times.

~~74.28~~120.2 Access all assets, records, documents, correspondence and control systems.

~~74.29~~120.3 Receive any information and explanation considered necessary concerning any matter under consideration.

~~74.30~~120.4 Require any employee of the Council to account for cash, stores or any other Council asset under his or her control.

~~74.31~~120.5 Access records belonging to third parties, such as contractors, when required.

~~74.32~~120.6 Directly access ~~the Chief Executive and~~ the External Auditor.

121. It is the responsibility of the Directors:

~~121.1 Responsibilities of Corporate Directors~~

~~121.2~~

~~421.3~~121.1 To ensure that internal auditors are given access at all reasonable times to premises, personnel, documents, records and assets that the auditors consider necessary for the purposes of their work.

~~421.4~~121.2 To ensure that auditors are provided with any information and explanations that they seek in the course of their work.

~~421.5~~121.3 To consider and respond promptly to recommendations in audit reports, and ensure that any agreed actions arising from audit recommendations are carried out in a timely and efficient fashion.

~~421.6~~121.4 ~~To notify the Chief Finance Officer immediately of any suspected fraud, theft, irregularity, improper use or misappropriation of the Council's property or resources. Pending investigation and reporting, the Corporate Director should take all necessary steps to prevent further loss and to secure records and documentation against removal or alteration.~~

~~421.7~~121.5 To ensure that new systems for maintaining financial records, or records of assets, or changes to such systems, are discussed with and agreed by the Head of Internal Audit prior to implementation.

## External Audit

### Why is this important?

~~134.122. The Local Government Finance Act 1982 set up the Audit Commission, which is responsible for appointing external auditors to each local authority in England and Wales. [delete]~~

~~135.123.~~ The external auditor, as appointed from time to time, has rights of access to all documents and information necessary for audit purposes.

~~136.124.~~ The basic duties of the external auditor are defined in the Audit Commission Act 1998 ~~and the Local Government Act 1999 and the Code of Audit Practice 2010 for Local Government Bodies issued by the Audit Commission.~~ In particular, section 4 of the 1998 Act requires the Audit Commission to prepare a code of audit practice, which external auditors follow when carrying out their duties. The code of audit practice issued in March 2000 sets out the auditor's objectives to review and report upon:

- The financial aspects of the audited body's corporate governance arrangements.
- The audited body's financial statements.

**Comment [a15]:** Updated due to change in legislation.

- The audited body's arrangements for managing its performance.

~~151.~~—The Council's accounts are scrutinised by external auditors, who must be satisfied that the statement of accounts 'presents fairly' the financial position of the Council and its income and expenditure for the year in question, and complies with the legal requirements.

### Key Controls

~~137-125.~~ ~~152.~~—External auditors are appointed by the Audit Commission normally for a minimum period of five years. The Audit Commission prepares a code of audit practice, which external auditors follow when carrying out their audits.

Comment [m16]: changing going forward to tendering

### ~~Responsibilities of the Chief Finance Officer~~ Procedures

~~138-126.~~ ~~It is the responsibility of the Chief Finance Officer.~~ To ensure that external auditors are given access at all reasonable times to premises, personnel, documents, records and assets that they consider necessary for the purposes of their work.

To ensure there is effective liaison between external and internal audit.

To work with the external auditor, and advise the Council, committees and Corporate Directors on their responsibilities in relation to external audit.

~~139-127.~~ ~~It is the responsibility of the Directors.~~ ~~156.~~—To ensure that external auditors are given access at all reasonable times to premises, personnel, documents, records and assets which the external auditors consider necessary for the purposes of their work; and to ensure that all records and systems are up to date and available for inspection.

### PREVENTING FRAUD AND CORRUPTION

~~140.~~—Why is this important?

~~141.~~—

~~142-128.~~ The Council will not tolerate fraud and corruption in the administration of its responsibilities.

~~143-129.~~ The Council's expectation of propriety and accountability is that members and staff at all levels will lead by example in ensuring adherence to legal requirements, rules, procedures and practices.

~~144-130.~~ The Council also expects that individuals and organisations (e.g. suppliers, contractors and service providers) with which it comes into contact

will act towards the Council with integrity and without thought or actions involving fraud and corruption.

## Key Controls

~~145.131.~~ ~~160.~~—The key controls regarding the prevention of financial irregularities are that:

~~421.8131.1~~ The Council has an effective Anti-Fraud and Corruption policy and maintains a culture that will not tolerate fraud or corruption.

~~421.9131.2~~ All members and staff act with integrity and lead by example.

~~421.10131.3~~ Corporate Directors are required to deal swiftly and firmly with those who defraud or attempt to defraud the Council or who are corrupt.

~~421.11131.4~~ High standards of conduct are promoted amongst members by the Standards Committee.

~~421.12131.5~~ The maintenance of a register of interests in which any hospitality or gifts accepted by staff or members must be recorded in accordance with the Council's Code of Conduct.

~~421.13131.6~~ "Whistle blowing" procedures are in place and operate effectively.

~~421.14131.7~~ Legislation including the Public Interest Disclosure Act 1998 is adhered to.

## ~~Responsibilities of the Chief Finance Officer~~Procedures

~~146.132.~~ ~~161.~~—The responsibilities of the Chief Finance Officer include:

~~421.15132.1~~ The development and maintenance of an anti-fraud and anti-corruption policy.

~~421.16132.2~~ The maintenance of adequate and effective internal control arrangements.

132.3 Ensuring that suspected fraud, theft, irregularity, improper use or misappropriation of the Council's property or resources are reported to at least one of the following: the Head of Internal Audit, ~~the Chief Executive, the Corporate Directors,~~ the Cabinet and the Audit Committee.

~~121.17132.4~~ Ensuring that where financial impropriety is discovered, the Chief Finance Officer is informed, and where sufficient evidence exists to believe that a criminal offence may have been committed, the police are advised to determine with the Crown Prosecution Service whether any prosecution will take place.

~~147.—Responsibilities of Corporate Directors~~

~~148.—~~

~~149.133.~~ ~~162.—~~Responsibilities of ~~Corporate—the~~ Directors include:

~~133.1—Ensuring that all suspected irregularities are reported to the Head of Internal Audit. To Notifying the Chief Finance Officer immediately of any actual or suspected fraud, theft, irregularity, improper use or misappropriation of the Council's property or resources. Pending investigation and reporting, the Corporate Directors should take all necessary steps to prevent further loss and to secure records and documentation against removal or alteration.~~

~~133.2133.1~~

~~133.2~~ Instigating the Council's disciplinary procedures where the outcome of an audit investigation indicates improper behaviour.

~~133.3 Encuring that where financial impropriety is discovered, the Chief Finance Officer is informed, and where sufficient evidence exists to believe that a criminal offence may have been committed, the police are advised to determine with the Crown Prosecution Service whether any prosecution will take place.~~

Comment [m17]: normally via CFO

~~133.4 To maintain~~Maintaining a departmental register of interests.

~~133.5 To e~~Encourage and ppromotinge the Council's Code of Conduct and Confidential Reporting Procedure ("Whistle blowing").

## ASSETS

### Security

#### **Why is this important?**

~~150.—~~The Council holds significant assets in the form of property, vehicles, equipment, furniture and other items.

~~134.—~~

~~151.135.~~ It is important therefore, that assets are safeguarded and used efficiently in service delivery, and that there are arrangements for the security of both assets and information required for service operations. An up-to-date

asset register is a prerequisite for proper fixed asset accounting and sound asset management.

~~It is important therefore, that assets are safeguarded and used efficiently in service delivery, and that there are arrangements for the security of both assets and information required for service operations. An up to date asset register is a prerequisite for proper fixed asset accounting and sound asset management.~~

### Key Controls

~~452.136.~~ ~~465.~~ The key controls for the security of resources such as land, buildings, fixed plant machinery, equipment, software and information are:

~~433.6~~136.1 Resources are used only for the purposes of the Council and are properly accounted for.

~~433.7~~136.2 Resources are available for use when required.

~~433.8~~136.3 Resources no longer required are disposed of in accordance with the law and the Council's Disposals policy so as to maximise benefits.

~~433.9~~136.4 A fixed asset register is maintained by the Council, which records assets when they are acquired, and is updated as changes occur with respect to the location, condition or ownership of the asset.

~~433.10~~136.5 All staff are aware of their responsibilities with regard to safeguarding the Council's assets and information, including the requirements of the Data Protection ~~Act~~ legislation and software copyright legislation.

~~433.11~~ All staff are aware of their responsibilities with regard to safeguarding the security of the Council's computer systems, including maintaining restricted access to the information held on them and compliance with the Council's Computer and Internet Security policies.

~~433.12~~136.6

### **Responsibilities of the Chief Finance Officer****Procedures**

~~453.137.~~ The Chief Finance Officer should~~To~~ ensure that an asset register is maintained in accordance with good practice for all fixed assets. The function of the asset register is to provide the Council with information about fixed assets so that they are:

- Safeguarded.
- Used efficiently and effectively.

- Adequately maintained.

~~154.138.~~ The Chief Finance Officer should ~~also receive the information required for accounting, and financial record keeping from each Corporate Director,~~ and ensure that assets are valued in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom. ~~;- A Statement of Recommended Practice (CIPFA/LASAAC).~~

### **Responsibilities of Corporate Directors**

~~155.139.~~ ~~169.~~ The appropriate ~~Corporate~~ Director should:

~~133.13139.1~~ Maintain a ~~property fixed asset database register~~ in a form approved by the Chief Finance Officer for all properties, plant and machinery and ~~moveable assetsequipment~~ currently owned by the Council.

~~133.14139.2~~ Ensure that any use of property by a department or establishment other than for direct service delivery is supported by documentation identifying terms, responsibilities and duration of use.

~~133.15139.3~~ Ensure that lessees and other prospective occupiers of Council land are not allowed to take possession or enter the land until a lease or agreement, in an appropriate form approved by the ~~Corporate~~ Director in consultation with the Chief Finance Officer ~~has been entered into.~~

~~133.16139.4~~ Ensure the proper security of all buildings and other assets under their control, and where land or buildings are surplus to requirements, a recommendation for sale should be the subject of a report by the ~~Corporate~~ Director and the Chief Finance Officer.

~~133.17139.5~~ Ensure that title deeds are passed to the ~~Head of Legal and Democratic Services~~ Associate Director, Legal and Governance who is responsible for custody of all title deeds.

~~133.18139.6~~ Ensure the safe custody of vehicles, equipment, furniture, stock, stores and other property belonging to the Council, and ensure that no Council asset is subject to personal use by an employee without proper authority.

~~133.19139.7~~ Ensure that their ~~department service area~~ maintains a register of moveable assets in accordance with arrangements defined by the Chief Finance Officer, and that assets are identified, their location recorded and that they are appropriately marked and insured.



~~133.20~~139.8 Consult the Chief Finance Officer in any case where security is thought to be defective, or where it is considered that special security arrangements may be needed.

~~133.21~~139.9 Ensure cash holdings on premises are kept to a minimum, and that the use of keys and security devices are controlled by authorised staff at all times. The loss of any keys or security devices must be reported to the Chief Finance Officer as soon as possible.

~~133.22 Record all disposal or part exchange of assets that should normally be by competitive tender or public auction, unless, following consultation with the Chief Finance Officer the Cabinet agrees otherwise; and arrange for the valuation of assets for accounting purposes to meet requirements specified by the Chief Finance Officer.~~

~~133.23~~139.10 Ensure that all employees are aware that they have a personal responsibility with regard to the protection and confidentiality of information, whether held in manual or computerised records. Information may be sensitive or privileged, or may possess some intrinsic value, and its disclosure or loss could result in a cost to the Council in some way.

## Inventories

### ~~Responsibilities of Corporate Directors~~Procedures

#### ~~140. The Directors should~~To

~~133.24~~140.1 maintain inventories and record an adequate description of furniture, fittings, equipment, plant and machinery above £500 in value; and carry out an annual check of all items on the inventory in order to verify location, review condition and to take action in relation to surpluses or deficiencies recording, annotating the inventory accordingly.

~~133.25~~140.2 Attractive and portable items such as computers, cameras and video recorders should be identified with security markings as belonging to the Council.

~~133.26~~140.3 To make sure that property is only used in the course of the Council's business, unless the ~~Corporate~~ Director concerned has given permission otherwise.

## Stocks and stores

### ~~Responsibilities of Corporate Directors~~Procedures

141. It is the responsibility of the Directors:

~~133-27~~141.1 To make arrangements for the care, custody and recording of stocks and stores in their department; and to ensure that all such stocks are maintained at reasonable levels and are subject to a regular independent physical check. The nature of any discrepancies should be investigated and pursued to a satisfactory conclusion.~~[delete]~~

Comment [a18]: Deleted as not appropriate level and not workable

~~133-28~~141.2 To investigate and write-off discrepancies as necessary in accordance with the Council's write off procedures, or to obtain Cabinet approval if they are in excess of £25,000 and to authorise the disposal of redundant stocks and equipment in accordance with Council's Disposals policy.

~~133-29~~141.3 Procedures for disposal of such stocks and equipment should be by competitive ~~quotations process~~ or auction, unless, following consultation with the Chief Finance Officer, the Cabinet decides otherwise in a particular case. Cabinet approval is also required to write-off redundant stocks valued in excess of a £25,000.

~~133-30~~141.4 In accordance with the closure of accounts timetable to forward to the Chief Finance Officer a stock certificate certifying quantities of stocks held together with their values as at 31 March.

## Intellectual property

### ~~Why is this important?~~

~~156.~~ Intellectual property is a generic term that includes inventions and writing ~~and is covered by various legislation~~. If these are created by the employee during the course of employment, then, as a general rule, they belong to the employer, not the employee. ~~Certain activities undertaken within the Council may give rise to items that may be acquire a design right, patent, trade mark or copyright (Patentable, for example, software development). These items are collectively known as intellectual property.~~

~~157.~~

~~Various acts of Parliament cover different types of intellectual property, and certain activities undertaken within the Council may give rise to items that may be Patentable, for example, software development. These items are collectively known as intellectual property.~~

~~158-142.~~

## Key Controls

~~159-143.~~ ~~179.~~—In the event that the Council decides to become involved in the commercial exploitation of inventions, the matter should proceed in accordance with the Council's approved Intellectual Property policy.

## ~~Responsibilities of the Chief Finance Officer~~Procedures

~~144.~~ ~~The Chief Finance Officer should~~~~180.~~—~~To~~ develop and maintain an ~~i~~Intellectual property policy, ~~and~~ ensure that good practice is disseminated throughout the Council.

~~145.~~ ~~The Directors should ensure that controls are in place to ensure that staff do not carry out private work in Council time, and that staff are aware of an employer's rights with regard to intellectual property.~~

## Asset Disposal

### ~~Why is this important?~~

~~160-146.~~ ~~182.~~—It would be uneconomic and inefficient for the cost of assets to outweigh their benefits, and obsolete, non-repairable or unnecessary resources should be disposed of in accordance with the law and the Council's Disposals policy.

## Key Controls

~~161-147.~~—Assets for disposal are identified and are disposed of only at the appropriate time, and when it is in the best interests of the Council; and that the best community benefit or price is obtained upon disposal after taking account of other factors such as environmental issues.

~~162-148.~~—For items of significant value, disposal should be by competitive tender or public auction.

~~163-149.~~—Procedures protect staff involved in the disposal from accusations of personal gain.

## ~~Responsibilities of the Chief Finance Officer~~Procedures

~~164-150.~~ ~~The Chief Finance Officer should~~~~186.~~—~~To~~ issue guidelines representing best practice for disposal of assets, ~~and~~ ~~to~~ ensure appropriate accounting entries are made to remove the value of disposed assets from the Council's records, and ~~to~~ record any incomes received upon disposal.

### The Directors should ~~Responsibilities of Corporate Directors~~

151. ~~187.~~ To seek advice from purchasing advisors on the best means of disposal of surplus or obsolete materials, stores or equipment; and to ensure that income received for the disposal of an asset is properly banked and coded.

152. The Directors should record all disposal or part exchange of assets where following consultation with the Chief Finance Officer, the Cabinet has agreed that this can be done other than by competitive tender or public auction. The Director should also arrange for the valuation of assets for accounting purposes to meet requirements specified by the Chief Finance Officer.

## TREASURY MANAGEMENT

### Treasury Management and Banking

#### **Why is this important?**

~~165.~~153. Significant sums pass through the Council's accounts each year, and the adoption of CIPFA's Code of Practice for Treasury Management in the Public Services (2002), the Prudential Code as determined under the Local Government Act 2003 and the Local Authorities (Capital Finance and Accounting (England)) Regulations 2003, as part of Financial Regulations, ensure that there is a strong foundation for the careful management of Council monies.

~~166.~~154. These regulations provide assurances that the Council's monies are properly managed in a way that balances risk with return, but with an overriding consideration been given to the security of the Council's investments.

#### Key Controls

~~167.~~155. ~~190.~~ That the Council's borrowings and investments comply with the CIPFA Code of Practice on Treasury Management and with the Council's Treasury policy statement, and that any borrowings remain within the authorised limits required by the Prudential Code for Capital Finance and ~~Section 3 of~~ Local Government Act 2003.

### ~~Responsibilities of the Chief Finance Officer~~Procedures

156. It is the responsibility of the Chief Finance Officer:

156.1 To arrange the borrowing and investments of the Council in such a manner as to comply with the latest CIPFA Code of Practice for

Treasury Management in the Public Services the Council's Treasury Management policy statement and strategy and Treasury Management Practices.

156.2 To produce an Annual Treasury Management Strategy incorporating the Annual Investment Strategy and Minimum Revenue Provision Policy to be approved by the Council before the start of each financial year, and to report the outturn position to Council, and produce ~~quarterly~~ regular reports to Cabinet.

156.3 To operate bank accounts as are considered necessary, opening or closing any bank account ~~shall require the approval of the Chief Finance Officer.~~

156.4 All bank accounts held shall be in the name of Wiltshire Council.

~~157.—Responsibilities of Corporate Directors~~

~~158.—The Directors should~~

~~159.157. 195.—To follow seek and the follow the instructions on banking issued by the Chief Finance Officer where they are operating, opening or closing bank accounts in relation to bank accounts.~~

## Investments and Borrowing

### ~~Responsibilities of the Chief Finance Officer~~ Procedures

~~158. It is the the responsibility of the Chief Finance Officer:~~

~~158.1~~ 158.1 To ensure that all investments are made in the name of the Council, or where applicable in the name of nominees approved by the Council.

~~158.2~~ 158.2 To ensure ~~and that~~ all securities ~~that~~ are the property of the Council or its nominees, ~~and the title deeds of all property in the Council's ownership,~~ are held ~~in the custody of the Chief Finance Officer~~ securely.

~~159.158.3~~ 158.3 To determine the requirement for all borrowings on behalf of the Council, and to administers all such borrowings.

~~159.2158.4~~ 158.4 To act as the Council's registrar of stocks, bonds and mortgages, and to maintain records of all borrowings made by the Council.

## Responsibilities of Corporate Directors

~~160.159.~~ ~~199.~~ ~~The Directors shall~~ To ensure that loans are not made to third parties, and that no interests are acquired in companies, joint ventures, or other enterprises without the approval of the Council, ~~and~~ following consultation with the Chief Finance Officer.

## Trust Funds and Funds Held for Third Parties

### ~~Responsibilities of Corporate Directors~~

~~161.160.~~ ~~The Directors should~~ To arrange for all trust funds to be held, wherever possible, in the name of the Council. All officers acting as trustees by virtue of their official position shall deposit securities etc relating to the trust with the Chief Finance Officer, unless the deed otherwise provides.

~~162.161.~~ ~~Where~~ To arrange, ~~where~~ funds are held on behalf of third parties, ~~Directors should arrange for~~ their secure administration, approved by the Chief Finance Officer and ~~to maintain~~ ~~ensure~~ written records of all transactions ~~are maintained~~.

~~163.162.~~ ~~The Directors shall~~ To ensure that trust funds are operated within any relevant legislation and the specific requirements for each trust.

## Imprest Accounts (and petty cash)

### ~~Responsibilities of the Chief Finance Officer~~ Procedures

~~164.163.~~ ~~It is the responsibility of the Chief Finance Officer~~ To provide employees of the Council with cash or bank imprest accounts to meet minor expenditure on behalf of the Council, to prescribe rules for operating these accounts, determine petty cash limits, maintain a record of all transactions and petty cash advances made, and periodically review the arrangements for the safe custody and control of these advances.

~~165.164.~~ The Chief Finance Officer should arrange to reimburse imprest holders as often as necessary to restore the imprest balance.

~~166.165.~~ ~~It is the responsibility of the Directors~~ To ensure that employees operating an imprest account:

~~166.1~~ ~~165.1~~ Obtain and retain vouchers to support each payment from the imprest account, and where appropriate, an official receipted VAT invoice must be also obtained.

~~166.2~~165.2 Make adequate arrangements for the safe custody of the account.

~~166.3~~165.3 Produce upon demand by the Chief Finance Officer, cash and all vouchers to the total value of the imprest amount.

~~166.4~~165.4 Record transactions promptly.

~~166.5~~165.5 Reconcile and balance the account at least monthly; reconciliation sheets to be signed and retained by the imprest holder.

~~166.6~~165.6 Provide the Chief Finance Officer with a certificate of the value of the account held at 31 March each year.

~~166.7~~165.7 Ensure that the float is never used to cash personal cheques or to make personal loans, and that the only payments into the account are to reimburse the float or change relating to purchases where an advance has been made.

~~166.8~~165.8 On leaving the Council's employment or otherwise ceasing to be entitled to hold an imprest advance, ~~an employee shall~~ account to the Chief Finance Officer for the full amount of any imprest they hold.

## STAFFING

### **Why is this important?**

~~167.166.~~ ~~206.~~—In order to provide the highest level of service, it is crucial that the Council recruits and retains high calibre, appropriately qualified staff.

### **Key Controls**

~~167.~~ ~~207.~~—The key controls for staffing are:

167.1 The Council's People Strategy, in which staffing requirements and appropriate budget allocations are matched.

~~167.1~~167.2 Procedures are in place for forecasting staffing requirements and cost.

~~167.2~~167.3 Controls are implemented that ensure that staff time is used efficiently and to the benefit of the Council.

167.4 Checks are undertaken prior to employing new staff to ensure that they are appropriately qualified, experienced and trustworthy.

### **Procedures**

168. ~~Responsibilities of Service Director – Shared Services and Customer Support~~ It is the responsibility of the Associate Director, People and Business Services:

Comment [m19]: Now head of HR

~~168.1~~ 168.1 To ensure that an appropriate ~~s~~Staffing ~~s~~Structure is maintained to deliver all services and plans approved by the Council.

~~168.1~~~~168.2~~ 168.2 ~~To and approve the deletion or creation that no posts are created or deleted without the approval of the Service Director – Shared Services and Customer Support of posts,~~ and confirm ~~ation~~ that a sufficient ~~ongoing~~ budget exists for all new appointments.

~~168.2~~168.3 To ensure that the authorised ~~s~~Staffing ~~e~~Establishment is accurately maintained by the ~~p~~Personnel/ ~~p~~Payroll system, and that it maintains the corresponding payroll records.

168.4 To ensure that only authorised posts can be created or deleted on the Establishment, and only authorised personnel can be created or deleted on the Payroll System.

~~168.3~~168.5 To advise the Chief Finance Officer when the staffing budget is likely to be materially over, or under spent.

#### **Responsibilities of the Chief Finance Officer**

169. It is the responsibility of the Chief Finance Officer ~~T~~to ensure that robust budget provisions exist for all existing employees, and that adequate arrangements exist for monitoring staffing costs against those budgets.

~~170. To act as an advisor to Corporate Directors on areas such as National Insurance and Employee/Employer pension contributions.~~

#### **Responsibilities of Corporate Directors**

170. It is the responsibility of the Directors:

170.1 To produce an annual staffing budget as part of the overall annual budget, and to ensure that it is an accurate forecast of staffing levels and supported by an appropriate revenue budget provision (including employer on-costs and overheads).

170.2 To monitor staff activity and ensure that adequate controls are in place for costs such as sickness, overtime, training and temporary staff.



170.3 To ensure that the Council's staffing budget is not exceeded without due authority, and that it is managed to deliver planned service standards.

~~170.4 To ensure that the Service Director Shared Services and Customer Support advises the Chief Finance Officer when the staffing budget is likely to be materially over, or under spent.~~

## FINANCIAL SYSTEMS, DELEGATIONS AND PROCEDURES

### GENERAL

#### ~~Why is this important?~~

171. ~~Departments~~**Service areas** have many systems and procedures relating to the control of Council assets, including purchasing, costing and management systems, and are increasingly reliant on computers for their financial management information.
172. The information held must therefore be accurate and systems and procedures sound and well administered, and they should contain controls to ensure that transactions are properly processed and errors detected promptly.

#### Key controls

173. The key controls for systems and procedures are:
- 173.1 Data and information exists to enable the Council's objectives, targets, budgets and plans to be properly formulated.
- 173.2 Performance is communicated to the appropriate managers on an accurate, complete and timely basis.
- 173.3 Early warning is provided of deviations from targets, plans and budgets that require management attention.
- 173.4 Operating systems and procedures are secure.
174. ~~220.~~—The Chief Finance Officer has a professional responsibility to ensure that the Council's financial systems are sound and should therefore be notified of any new developments or changes to existing arrangements.

#### ~~Responsibilities of the Section 151 Officer:~~Procedures

~~221.~~ 175. It is the responsibility of the Chief Finance Officer to make arrangements for the proper administration of the Council's financial affairs, including:

~~175.1~~ Issuing advice, guidance and procedures for officers and others acting on the Council's behalf.

175.1

175.2 Determining the Council's accounting systems, form of accounts and supporting financial records.

175.3 Establishing arrangements for audit of the Council's financial affairs.

175.4 Approving any new financial systems.

175.5 Approving any changes to be made to existing financial systems.

#### **Responsibilities of Corporate Directors:**

It is the responsibility of the Directors:

176.1 To comply with such directions as the Chief Finance Officer may issue regarding the use and operation of financial information and accounting systems.

~~175.6~~ 176.2 To ensure that accounting records are properly maintained and held securely.

~~175.7~~ 176.3 To ensure that all documents which support financial transactions are retained in accordance with the Council's document retention policy, except in circumstances approved by the Chief Finance Officer.

~~175.8~~ 176.4 To ensure that a complete audit trail is maintained allowing financial transactions to be traced from the accounting records to the original document, and vice versa.

~~175.9~~ 176.5 To incorporate appropriate controls to ensure that, where relevant:

- All input is genuine, complete, accurate, timely and not previously processed.
- All processing is carried out in an accurate, complete and timely manner.

- Output from the system is complete, accurate and timely.

~~175.10~~176.6 To ensure that the organisational structure provides an appropriate segregation of duties, and provides adequate internal controls so as to minimise the risk of fraud or other malpractice.

~~175.11~~176.7 To ensure that there is a documented and tested disaster recovery plan to allow information system processing to resume quickly in the event of an interruption.

~~175.12~~176.8 To ensure that systems are documented and staff trained in operations, and consult with the Chief Finance Officer before changing any existing system, or before introducing a new system.

~~175.13~~176.9 To establish a scheme of sub delegation identifying officers authorised to act upon the ~~Corporate~~ Director's behalf in respect of payments, income collection and placing orders, including variations, and showing the limits of their authority.

~~175.14~~176.10 To supply lists of authorised officers, with specimen signatures and delegated limits, to the Chief Finance Officer and the Service Director – Shared Services and Customer Support, together with any subsequent variations.

~~175.15~~176.11 To ensure that effective contingency arrangements, including back-up procedures, exist for computer systems. Wherever possible, back-up information should be securely retained in a fireproof location, preferably off site or at an alternative location within the building.

~~175.16~~176.12 To ensure that, where appropriate, computer systems are registered in accordance with data protection legislation and that staff are aware of their responsibilities under the legislation.

~~175.17~~176.13 To ensure that relevant standards and guidelines for computer systems issued and observed.

176.14 To ensure that computer equipment and software are protected from loss and damage through theft, vandalism, etc.

~~175.18-~~

~~175.19-~~

~~175.20 To comply with the copyright, designs and patents legislation and, in particular, to ensure that:~~

~~175.21-~~

~~175.22 Only software legally acquired and installed by the Council is used on its computers.-~~

~~175.23-~~

~~175.24 Staff are aware of legislative provisions.~~

~~175.25-~~

~~175.26 In developing systems, due regard is given to the issue of intellectual property rights.~~

~~175.27-~~

~~175.28~~176.15 ~~237.~~ To comply with the Council's Anti Money Laundering Policy and any guidance issued by the Chief Finance Officer.

## INCOME AND EXPENDITURE

~~176~~ Why is this important?

~~177~~

~~178~~176 ~~Income is potentially a high risk asset, and e~~Effective income collection systems are necessary to ensure that all income due is identified, collected, received and banked properly.

~~179~~177 It is preferable to obtain income in advance of supplying goods or services as this improves the Council's cash flow, and also avoids the time and cost of administering debts.

## Key controls

~~180~~178 ~~240.~~ The key controls for income are:

~~175.29~~179.1 All income due to the Council is identified and charged correctly, and in accordance with approved charging policies, and that all such policies are regularly reviewed.

~~175.30~~179.2 All income is collected from the correct person, at the right time, using the correct procedures and is properly allocated.

~~175.31~~179.3 All cheques received in payment are made payable to Wiltshire Council.

~~175.32~~179.4 Council incomes should never be used to cash personal cheques or support other payments.

~~175.33~~179.5 All monies received by an employee on behalf of the Council are paid without delay ~~to the Chief Finance Officer as directed~~ into the appropriate account, and is properly recorded. The responsibility for cash collection should be separated from that:

- For identifying the amount due.
- For reconciling the amount due to the amount received.

~~175.34~~179.6 Effective action is taken to pursue non-payment within defined timescales in accordance with the Council's Debt Recovery policy.

~~175.35~~ Write-off action is taken only in accordance with the Council's write-off procedures, including obtaining.

~~175.36~~ Formal approval and ensuring for debt write-off is obtained in accordance with the Council's write-off procedures.

~~175.37~~

~~175.38~~ Write-off action is taken only in accordance with the Council's write-off procedures.

~~175.39~~ 179.7 Appropriate accounting adjustments are made following write-off action in accordance with the Council's Write-Off procedures.

~~175.40~~ 179.8 All income related documents are retained and stored for the defined period in accordance with the document retention schedule.

~~175.41~~ 179.9 All monies collected and deposited are regularly reconciled to the Council's Bank accounts by a person who is not involved in the collection or banking process.

## Procedure

### 180. It is the responsibility of the Chief Finance Officer:

~~175.42~~ 180.1 To determine the procedures, systems, form of documentation and all arrangements necessary for the collection of all incomes due to the Council.

~~175.43~~ 180.2 To order and supply to ~~departments~~ all service areas ~~all~~ with of financial stationery, and to regulate the arrangements for the control and storage of all such documents.

~~175.44~~ 180.3 To establish and initiate appropriate recovery procedures, including legal action where necessary, for debts that are not paid promptly in accordance with the Corporate Debt Recovery Policy.

~~175.45~~ 180.4 To maintain a Corporate Debt Recovery Policy that incorporates write-off procedures and limits which are updated as and when required.

~~175.46~~ 180.5 In accordance with the statutory requirements contained within the Money Laundering Regulations 2007 to:

- Produce an anti-money laundering and counter terrorist financing policy.

- To implement customer due diligence procedures (procedures to verify the customer's identity before entering into a business relationship or transaction).
- Establishing and maintaining appropriate risk-sensitive policies and procedures.
- Ensuring employees are trained in and implement those procedures and are aware of the law relating to money laundering and terrorist financing.
- Appointing a nominated or money laundering reporting officer (MLRO) (The Council's Chief Finance Officer is the MLRO), to receive and make suspicious activity reports to the Serious Organised Crime Agency (SOCA).

### **Responsibilities of Corporate Directors**

#### 181. It is the responsibility of the Directors:

~~175.47~~181.1 To establish a charging policy for the supply of goods or services (including the appropriate level charging of VAT), and to review it regularly, in consultation with the Chief Finance Officer and in accordance with corporate policies.

~~175.48~~181.2 To separate the responsibility for identifying amounts due and the responsibility for collection, as far as is practicable.

~~175.49~~181.3 To establish and initiate appropriate recovery procedures, including legal action where necessary, for debts that are not paid promptly in accordance with the Council's Corporate Debt Recovery Policy.

~~175.50~~181.4 ~~To ensure that no amount due to the Council, once correctly established, is discharged other than by full payment, or by write-off in accordance with the Council's Corporate Write-Off policy, or by resolution of Cabinet. [delete]~~

~~175.51~~181.5 To ensure that all financial stationery is in a form agreed by the Chief Finance Officer. No officer should give a receipt for money received on behalf of the Council in any form other than an official receipt form.

181.6 To ensure that at least two employees are present when post is opened, and that all monies received by post are properly identified and recorded and are securely kept.

**Comment [a20]:** Deleted as reference to full payment incorrect and write offs dealt with elsewhere.

~~175.52~~181.7 ~~To ensure, and~~ that only levels of cash below the approved maximum limit as set by the Chief Finance Officer are held on the premises.

~~175.53~~181.8 To hold securely receipts, tickets and other financial records of income for the appropriate period, as determined by the Council's Document Retention policy.

~~175.54~~181.9 To ensure that incomes are fully and promptly paid into the appropriate Council bank account in the form in which it is received, and that details are recorded as directed by the Chief Finance Officer in order to provide an audit trail. All monies collected and deposited must be reconciled to the bank account on a regular basis.

~~175.55~~181.10 \_\_\_\_\_ To supply the [Service Director—Shared Services and Customer Support Associate Director, People and Business Services](#) with details relating to work done, goods supplied, services rendered or other amounts due, to ensure that all sums owed to the Council are recorded correctly and that accounts are sent out promptly.

~~175.56~~181.11 \_\_\_\_\_ ~~Corporate Directors should use E~~established performance management systems to monitor recovery of income and identify areas of concern to the Chief Finance Officer.

~~175.57~~181.12 \_\_\_\_\_ ~~Corporate Directors have a responsibility t~~To assist the Chief Finance Officer in collecting debts that they have originated, by providing any further information requested by the debtor, and in pursuing the matter on the Council's behalf in accordance with the Corporate Debt Recovery policy.

~~175.58~~181.13 \_\_\_\_\_ To recommend to the Chief Finance Officer all debts to be written off, and to keep a record of all sums written off up to the approved limit in accordance with the Council's Write-Off policy.

~~175.59~~181.14 \_\_\_\_\_ Once raised no bona fide debt may be cancelled, except by full payment or by its formal writing off. A credit note to replace a debt can only be issued to correct a factual inaccuracy or administrative error in the calculation and/or billing of the original debt.

~~175.60~~ \_\_\_\_\_ ~~To obtain either the approval of the Chief Finance Officer when writing off debts in excess of the approved limit, or the approval of the Cabinet if and when required.~~

181.15 To notify the Chief Finance Officer of outstanding income relating to the previous financial year as soon as possible after 31 March in line with the timetable determined by the Chief Finance Officer.

~~180.182.~~ Under no circumstances should an amount of cash in excess of £2,500 be received by anyone on behalf of the Council in payment for any goods or services supplied or provided to any customer of the Council except in circumstances approved by the Chief Finance Officer, as such acceptance could have serious implications under the legislation governing the criminal activity of money laundering.

## Ordering and Paying For Work, Goods and Services

### Why is this important?

~~181.183.~~ Public money should be spent with demonstrable probity and in accordance with the Council's policies. The Council has a statutory duty to achieve best value through economy and efficiency, and ~~b~~Best ~~v~~Value principles should underpin the Council's approach to procurement.

~~182.184.~~ The Council's procedures should help to ensure that services obtain value for money from their purchasing arrangements, and these procedures should be read in conjunction with the Council's Procurement and Contract Regulations Rules which form part of its Constitution.

~~183.185.~~ Every officer and member of the Council has a responsibility to declare any links or personal interests that they, or any person living with them or any close member of their family, may have with purchasers, suppliers and/or contractors if they are engaged in contractual or purchasing decisions on behalf of the Council, in accordance with appropriate codes of conduct.

~~184.186.~~ Official orders must be in a form approved by the Chief Finance Officer, and must be issued for all work, goods or services to be supplied to the Council, except for supplies of utilities, periodic payments such as rent or rates, petty cash purchases or other exceptions specified by the Chief Finance Officer.

~~185.~~ ~~Each order must conform to the guidelines approved by the Chief Finance Officer.~~

~~186.~~ ~~Standard terms and conditions must not be varied without the prior approval of the Chief Finance Officer.~~

187. The normal method of payment from the Council shall be by BACS, cheque or other instrument approved by the Chief Finance Officer



~~except for in relation to Apart from~~ petty cash, schools' own bank accounts and other payments from advance accounts, ~~the normal method of payment from the Council shall be by BACS, cheque or other instrument approved by the Chief Finance Officer.~~

188. ~~The Any~~ use of Direct Debits, Standing Orders ~~and~~, CHAPS ~~will and electronic payments through HSBC~~ requires the prior ~~agreement approval~~ of the Chief Finance Officer.
189. Advances for the purpose of defraying certain expenses may be made in accordance with arrangements agreed by the Chief Finance Officer.

~~190.~~ Officers receiving advances shall observe procedures and maintain records as determined by the Chief Finance Officer, ~~and maximum limits for cash holdings shall be agreed with the Chief Finance Officer, and must not be exceeded without the Chief Finance Officer's permission.~~

~~190.~~191. Official orders must not be raised for any personal or private purchases, nor must personal or private use be made of Council contracts.

~~191.~~192. ~~Purchasing e~~Officers can be issued with a ~~p~~Purchase ~~c~~Card with the authority of the ~~Corporate Director~~Chief Finance Officer, for use in accordance with procedures laid down by the Chief Finance Officer.

### Key Controls

~~192.~~193. ~~274.~~— The key controls for ordering and paying for work, goods and services are:

~~175.61~~193.1 Goods and services can only be ordered by authorised persons and must be correctly recorded.

~~175.62~~193.2 All goods and services should be ordered in accordance with the Council's ~~code of practice for tenders and contracts unless they are purchased from sources within the Council.~~ Procurement and Contract Rules.

~~175.63~~193.3 Goods and services received must be checked to ensure they are in accordance with the order, and goods should not be received by the person who placed the order.

~~175.64~~193.4 Payments should not be made unless goods have been received by the Council to the correct price, quantity and quality standards.

~~175.65~~193.5 All payments are made to the correct person, for the correct amount and are properly recorded, regardless of the payment method.

~~175.66~~193.6 All appropriate evidence of the transaction and payment documents are retained and stored for the defined period, in accordance with the Document Retention policy.

~~175.67~~193.7 All expenditure, including VAT is accurately recorded and allocated.

~~175.68~~193.8 Processes are in place to maintain the security and integrity of electronic transactions.

### **Responsibilities of Chief Finance Officer Procedures**

#### **194. It is the responsibility of the Chief Finance Officer:**

~~192.1~~194.1 To ensure that all the Council's financial systems and procedures are sound and properly administered, and to approve any changes to existing financial systems and to approve any new systems before they are introduced.

~~192.2~~194.2 To approve the form of official orders, and all associated terms and conditions.

~~192.3~~194.3 Cheques on the Council's bank accounts must be ordered by the Chief Finance Officer who should also make arrangements for their safe custody.

~~192.4~~194.4 To make payments from the Council's funds for all properly authorised expenditure that has been duly incurred in accordance with financial procedures ~~in the most economic way.~~

~~192.5~~194.5 To make payments, whether or not provision exists within the estimates, where the payment is specifically required by statute or is made under a court order.

~~192.6~~194.6 To make payments to contractors on the certificate of the appropriate ~~Corporate~~ Director, which must include details of the value of work, retention money, amounts previously certified and amounts now certified.

~~192.7~~To ensure, where appropriate, that a budgetary control system is established that enables ~~commitments incurred by placing~~ orders to be

shown against the appropriate budget allocation so that they can be taken into account in budget monitoring reports.

194.7

### **Responsibilities of Corporate Directors**

#### 195. It is the responsibility of the Directors:

~~192.8~~195.1 ~~282.~~—To ensure that official orders, ~~as approved by the Chief Finance Officer,~~ are used for all goods and services, other than the following exceptions:

- For supplies of utilities, periodic payments such as rent or rates,
- ~~or~~ Purchase ~~c~~Card or petty cash purchases ~~or~~
- ~~or~~ other exceptions specified by the Chief Finance Officer.

~~192.9~~195.2 To ensure that orders are only used for goods and services provided to the ~~department or section~~Council. Individuals must not use official orders to obtain goods or services for their private use.

~~192.10~~195.3 To ensure that only ~~those staff~~ duly authorised ~~staff~~ sign orders, and to maintain an up-to-date list of such authorised staff, including specimen signatures identifying in each case the limits of their authority.

~~192.11~~195.4 To ensure that the authoriser of the order is satisfied that the goods and services ordered are appropriate and needed, that there is adequate budgetary provision available, and that quotations or tenders have been obtained if necessary.

~~192.12~~195.5 To follow ~~b~~Best ~~v~~Value principles that underpin the Council's approach to procurement to ensure that value for money is always achieved.

195.6 To ensure that goods and services are checked on receipt to verify that they are in accordance with the order. This check should, where possible, be carried out by a different officer from the person who authorised the order, and entries should then be made in inventories or stores records as appropriate.

~~192.13~~195.7 To ensure that payment is not made unless a proper VAT invoice has been received, checked, coded and certified for payment, after confirming:

- Receipt of goods or services.

- That the invoice has not previously been paid.
- That expenditure has been properly incurred and is within budget provision.
- That prices and arithmetic are correct and accord with quotations, tenders, contracts or catalogue prices.
- Correct accounting treatment of tax (e.g. VAT and Construction Industry Tax).
- That the invoice is correctly coded.
- That discounts have been taken where available.
- That appropriate entries will be made in accounting records.

195.8 To ensure that at least two authorised members of staff are involved in the ordering, receiving and payment process. If possible, a different officer from the person who signed the order, and in every case, a different officer from the person checking a written invoice, should authorise the invoice.

~~192.14 To ensure that the department maintains and reviews periodically a list of staff approved to authorise invoices. Names of authorising officers together with specimen signatures and details of the limits of their authority shall be forwarded to the Chief Finance Officer.~~

~~192.15~~195.9 To ensure that payments are not made on a photocopied, e-mailed or faxed invoice, statement or other document other than the formal invoice. Where in exceptional circumstances this is impossible, the ~~Corporate~~ Director will ensure that the payment has not already been made and certify the invoice accordingly.

~~192.16~~195.10 To encourage suppliers of goods and services to receive payment by the most economical means for the Council (~~g~~Guidance on appropriate payment methods is obtainable from ~~the Shared Services Team (Exchequer) Business Services~~). It is essential, however, that payments made by direct debit have the prior approval of the Chief Finance Officer.

~~192.17~~195.11 To ensure that the Council obtains best value from purchases by taking appropriate steps to obtain competitive prices for goods and services of the appropriate quality, with regard to the best practice guidelines issued by the Chief Finance Officer, which are in line with

best value principles and contained in the Council's Procurement and Contract Procedure Rules.

~~192.18 To utilise any central purchasing procedures established by the Chief Finance Officer in putting purchases, where appropriate, out to competitive quotation or tender in accordance with the Council's Contract Regulations.~~

~~To ensure that employees are aware of the provisions of any national or local code of conduct for employees adopted by the Council.~~

~~195.12 Corporate Directors To ensure officers should do not enter into any form of credit arrangement (for example hire purchase or finance leasing agreements), other than the Council's standard payment terms of 28 days, without the prior agreement of the Chief Finance Officer. Following approval who must then be provided with a copy of the signed agreement should be sent to the Chief Finance Officer.~~

~~192.19~~195.13 To notify the Chief Finance Officer of outstanding expenditure relating to the previous financial year as soon as possible after 31 March in line with the Council's accounts closedown timetable determined by the Chief Finance Officer.

~~192.20~~195.14 With regard to contracts for construction and alterations to buildings and for civil engineering works, to document and agree with the Chief Finance Officer the systems and procedures to be adopted in relation to financial aspects, including certification of interim and final payments, checking, recording and authorising payments, the system for monitoring and controlling capital schemes and the procedures for validation of Construction Industry Tax status.

~~192.24~~195.15 To notify the Chief Finance Officer immediately of any expenditure to be incurred as a result of statute/court order where there is no budgetary provision.

~~192.22~~195.16 To ensure that all appropriate payment records are retained and stored for the defined period, in accordance with the Document Retention policy.

~~192.23~~195.17 To ensure prompt processing of purchase invoices within agreed payment terms.

## **Contracts and procurement**

~~193.~~—All procurements and contracts made on behalf of the Council shall be subject to the Council's Procurement and Contract Regulations rules. The financial

basis of the contract (for example, fixed price) should be established prior to any procurement process and

~~194.~~

~~195. The basis of the contract, i.e., whether fixed price or subject to a rise and fall clause, should be established before the tender is invited. The forms of contract used must be agreed with the Head of Democratic and Legal Services and the Chief Finance Officer.~~

~~196.~~

~~197.196. Where appropriate, advice on the financial clauses of contracts should be obtained from the Chief Finance Officer before contracts are entered into.~~

~~198.197.~~ The ~~Head of Legal Democratic and Democratic Services~~Associate Director, Legal and Governance and Chief Finance Officer may require that a contract includes a performance bond, or a parent company guarantee.

~~199.198.~~ ~~The process for tender acceptance is set out in the Contract Procedure Rules and~~Any tender should comply with~~provides for~~ the following:

~~199.1~~198.1 Is within an approved budgetary provision whether of a capital or revenue nature; and

~~199.2~~198.2 Has received any necessary Government approvals.

~~199.3~~198.3 If from an external organisation, and if over £250,000 in value and if relating to building and constructional works is the subject of a satisfactory performance bond.

~~200.199.~~ In the event of a delay on the completion of a contract that is attributable to the contractor, and where the contract provides for it, the Council's ~~supervising officer, for the contract~~ shall give the contractor notice that the Council may claim liquidated damages in respect of such delay, in accordance with the terms of the contract.

~~201.200.~~ Such liquidated damages should only be deducted after consultation with the ~~Head of Democratic and Legal Services~~Associate Director, Legal and Governance, and upon the instructions of the Cabinet where necessary.

~~202.201.~~ Claims received from contractors which are likely to cause the approved expenditure limit for the contract to be exceeded must be referred to the ~~Head of Democratic and Legal Services~~Associate Director, Legal and Governance for consideration of the Council's legal liability if they are likely to lead to arbitration, and the Chief Finance Officer for financial consideration before settlement is reached.

~~203.202.~~ A subcontractor must not be engaged on a building contract; no matter how small the works are, unless the subcontractor holds a valid Inland Revenue card or certificate.

### ~~Responsibilities of the Chief Finance Officer~~Procedure

~~204.203.~~ The Chief Finance Officer shall examine the systems of control and the monitoring procedures for all types of contract as deemed appropriate to ensure the security and effectiveness of the arrangements.

### ~~Responsibilities of Corporate Directors~~

#### 204. It is the responsibility of the Directors:

~~204.1~~ To ensure that only those staff officers authorised to do so under a scheme of sub delegation, identifying in each case the limits of their authority, authorised sign contracts, and to retain and to maintain an up to date list of such authorised staff, including specimen signatures identifying in each case the limits of their authority of each authorised officer.

~~204.2~~ To contact Associate Director, People and Business Services to arrange for suitable cover wWhere the Council is the contractor and the contract requires that the Council provides Performance Indemnity Insurance, ~~the Corporate Director concerned must contact the Chief Finance Officer to arrange for suitable cover.~~

~~204.3~~ ~~Corporate Directors should~~To ensure a register of contracts is maintained a register of all contracts.

~~204.4~~ To prepare and keep evidence of contract progress, and of any authorised additions or variations to the contract wWhere a contract is payable by instalments, ~~the Corporate Director concerned should prepare and keep evidence of contract progress, and of any authorised additions or variations to the contract.~~

~~204.5~~ ~~The Corporate Director concerned is responsible for the~~To compilation of the final account and authorisation-authorise of the final payment to the a contractor. Where required, Th te final certificate on a contract or accepted estimate should be issued by the ~~Corporate~~ Director or a duly authorised officer in accordance with the contract, after the production by the contractor of a detailed final account together with supporting documentation.

~~204.6-~~

~~204.7~~204.5 The Chief Finance Officer may inspect such documents prior to making the payment under the terms of the contract.

~~204.8~~204.6 To make Ppayments to contractors on account for building or constructional contracts should be made only by a certificate issued by the appropriate Corporate Director, detailing the total amount of the contract, the value of the work executed to date, retention monies, the amount paid to date and the amount now certified.

~~204.9~~204.7 To ensure that the Council is provided with reasonable access to all documentation in the case of Council relating to construction and maintenance contracts that are supervised and managed by third parties, the agreement with the third party should ensure that the Council is provided with reasonable access to all related documentation.

~~204.10~~ The final certificate should not be issued until the Corporate Director concerned has examined supporting documentation and has authorised payment.

~~204.11~~204.8 The appropriate Corporate Director should o notify Associate Director, People and Business Services the Chief Finance Officer of all contracts for building works for new premises, alterations or extension to existing premises, in order that insurance cover may be obtained for buildings in the course of construction.

## Payments to Employees and Members

### Why is this important?

205. It is important that payments are accurate, timely, made only where they are due for services to the Council and that payments accord with individuals' conditions of employment.
206. It is also important that all payments are accurately and completely recorded and accounted for and that members' allowances are authorised in accordance with the scheme adopted by the Council.

### Key controls

207. The key controls for payments to employees and members are that proper authorisation procedures are in place and that there is adherence to corporate timetables in relation to:
  - Starters
  - Leavers
  - Variations and enhancements



## Procedure Responsibilities of the Service Director – Shared Services and Customer Support

### 208. It is the responsibility of the Associate Director, People and Business Services:

~~207.1~~208.1 To ensure that adequate and secure arrangements are made for the reliable payment of salaries, wages, compensation or other emoluments to existing and former employees, in accordance with agreed procedures, on the due date.

~~207.2~~208.2 To ensure that proper arrangements are made for the accurate and timely payment of tax, superannuation and other deductions.

~~207.3~~208.3 To ensure that proper arrangements are made for payment of all travel and subsistence claims, and any financial loss allowance.

~~207.4~~208.4 To ensure that proper arrangements are made for paying Members travel or other allowances upon receiving the prescribed form, duly completed and authorised.

~~207.5~~208.5 To ensure that there are adequate arrangements for administering superannuation matters on a day-to-day basis.

## Responsibilities of Corporate Directors

### 209. It is responsibility of the Directors:

~~207.6~~209.1 To ensure appointments are made in accordance with the Council's regulations approved establishments, grades and scale of pay and that an adequate budget provision is available.

~~207.7~~209.2 All time records and other pay documents should be maintained in the Council's agreed format.

~~207.8 Corporate Directors should maintain an up-to-date list of authorised officers, supported by specimen signatures.~~

~~207.9~~To ensure that all claims for any allowances and expenses (including payment of car allowances, subsistence allowances, travelling and incidental expenses) comply with procedure notes/guidance issued by the ~~Service Director – Shared Services and Customer Support~~Associate Director, People and Business Services. To certify claims to demonstrate they were properly and necessarily incurred and are paid using the payroll system. -

209.3

~~To ensure that all such claims are in a form agreed by the Service Director – Shared Services and Customer Support, and approved by the Chief Finance Officer, and are made up to a specified day each month and submitted promptly to the Corporate Director concerned.~~

~~207.10209.4~~ To notify the Associate Director, People and Business Services. ~~Service Director – Shared Services and Customer Support~~ of all appointments, terminations or variations that may affect the pay or pension of an employee or former employee, in the form and to the timescale required by the Associate Director, People and Business Services. ~~Service Director – Shared Services and Customer Support.~~

~~207.11209.5~~ To ensure that adequate and effective systems and procedures are operated, so that:

- Payments are only authorised to bona fide employees.
- Payments are only made where there is a valid entitlement.
- Conditions and contracts of employment are correctly applied.
- Employees' names listed on the payroll are checked at regular intervals to verify accuracy and completeness.

~~208. To send an up to date list of the names of officers authorised to sign records to the Service Director – Shared Services and Customer Support, together with specimen signatures.~~

~~208.1 To ensure that payroll transactions, including claims for travel, subsistence and other out of pocket expenses, are processed only through the approved payroll system.~~

~~208.2209.6~~ ~~Corporate Directors should~~To give careful consideration to the employment status of individuals employed on a self-employed consultant or subcontract basis and seek advice from the Associate Director, People and Business Services. The Inland Revenue applies a tight definition for employee status, ~~and in cases of doubt, advice should be sought from the Service Director – Shared Services and Customer Support.~~

~~208.3 To certify travel and subsistence claims and other allowances, to demonstrate that journeys were authorised and expenses properly and necessarily incurred, and that allowances are properly payable by the Council.~~

~~208.4209.7~~ To ensure that due consideration is given to potential tax implications relating to claims for allowances and expenses and that advice is sought from the Associate Director, People and Business Services. ~~Service Director – Shared Services and Customer Support,~~

and/or the Chief Finance Officer when appropriate. ~~Corporate-The~~ Directors ~~shall also beare also~~ responsible for ~~the checking of thethe~~ arithmetical accuracy of ~~the~~ claims.

~~208.5~~209.8 To ensure that the Associate Director, People and Business Services~~Service Director – Shared Services and Customer Support~~ is notified of the details of any employee benefits in kind, to enable full and complete reporting within the income tax self-assessment system.

~~208.6~~209.9 To ensure that all appropriate payroll documents are retained and stored for the defined period in accordance with the Document Retention ~~schedule~~policy.

## Responsibilities of Members

~~209.2~~10. It is the responsibility of the members of the Council ~~To~~ submit claims for ~~members'~~ travel and subsistence allowances on a monthly basis and ~~, in any event,~~ within one month of the year-end.

## TAXATION

### Why is this important?

~~210.2~~11. The Council is responsible for ensuring its tax affairs are in order, and as tax issues are often very complex and the penalties for incorrectly accounting for tax are severe, it is therefore very important for all officers to be aware of their role.

### Key controls

~~211.2~~12. The key controls for taxation are:

~~211.4~~12.1 Budget managers are provided with relevant information and kept up to date on tax issues.

~~211.2 Budget managers are instructed on required record keeping.~~

~~211.3~~12.2 All taxable transactions are identified, properly carried out and accounted for within stipulated timescales.

~~211.4~~12.3 Records are maintained in accordance with instructions.

~~211.5~~12.4 Returns are made to the appropriate authorities within the stipulated timescale.

### **Responsibilities of the Chief Finance Officer and Service Director – Shared Services and Customer Support Procedure**

~~212-213.~~ The ~~Service Director – Shared Services and Customer Support~~ **Associate Director, People and Business Services** is responsible for the compilation of all Inland Revenue returns regarding PAYE, and the Chief Finance Officer for certifying all such returns.

~~213-214.~~ It is the responsibility of the Chief Finance Officer to complete a monthly return of VAT inputs and outputs to HM Customs and Excise.

~~214-215.~~ It is the responsibility of the **Associate Director, People and Business Services** ~~Chief Finance Officer, where appropriate,~~ to provide details to the Inland Revenue regarding the construction industry tax (CIT) deduction scheme.

~~215-216.~~ The Chief Finance Officer will maintain up-to-date guidance for Council employees on taxation issues e.g. VAT and CIT.

### **Responsibilities of Corporate Directors**

#### **217. It is the responsibility of the Directors:**

~~215-1217.1~~ To ensure that the correct VAT liability is attached to all income due and that all VAT recoverable on purchases complies with HM Customs and Excise regulations.

~~215-2217.2~~ To ensure that, where construction and maintenance works are undertaken, the contractor fulfils the necessary construction industry tax deduction requirements.

~~215-3217.3~~ To ensure that all persons employed by the Council are added to the Council's payroll and tax deducted from any payments, except where the individuals are bona fide self-employed or are employed by a recognised staff agency.

~~215-4217.4~~ To follow taxation guidance issued by the Chief Finance Officer.

### **TRADING ACCOUNTS AND BUSINESS UNITS**

~~216-218.~~ Trading accounts are important in areas where authorities are involved in commercial activity, and the Council maintains trading accounts for services provided on a basis other than straightforward recharge of cost, such as quoted price or schedule of rates.

### **Responsibilities of the Chief Finance Officer Procedure**

~~217.219.~~ It is the responsibility of the Chief Finance Officer to provide advice on the requirement for trading accounts and business units.

### **Responsibilities of Corporate Directors**

220. It is the responsibility of the Directors:

220.1 To consult with the Chief Finance Officer and ~~Head of Legal and Democratic Services~~ Associate Director, Legal and Governance where a trading business unit wishes to enter into a contract with a third party.

~~217.4~~220.2 To observe all statutory requirements in relation to trading accounts and business units, including the maintenance of a separate revenue account to which all relevant income, expenditure, and overheads should be charged.

~~217.2~~220.3 To ensure that the Council's accounting principles are applied in relation to trading accounts.

~~217.3~~220.4 To ensure that each trading area or business unit, prepares a comprehensive annual business plan.

## **EXTERNAL ARRANGEMENTS**

### **PARTNERSHIPS**

#### **Why is this important?**

221. Partnerships play an increasingly important role in the delivery of locally developed community strategies, and the Council works closely with public agencies, private companies, community groups and voluntary organisations.

222. Partnerships as defined in Procurement and Contract Rules should comply with the key controls and be administered in accordance with Procurement and Contract Rules.

~~361.~~ The main reasons for entering into a partnership are:

~~362.1~~ The ability to access new resources.

~~362.2~~ To provide new and better ways of delivering services.

~~362.3~~ To forge new relationships.

~~362.4~~ The desire to find new ways to share risk.

~~362.5~~ A partner is defined as either:

- ~~○ An organisation (private or public) undertaking, part funding or participating as a beneficiary in a project, or~~
- ~~○ A body whose nature or status gives it a right or obligation to support the project.~~

~~363. Partners participate in projects by:~~

~~363.1 Acting as a project deliverer or sponsor, solely or together with others.~~

~~363.2 Acting as a project funder or part funder.~~

~~363.3 Being the beneficiary group of the activity undertaken in a project.~~

~~364. Partners have common responsibilities:~~

~~364.1 To be willing to take on a role in the broader programme appropriate to the skills and resources of the partner organisation.~~

~~364.2 To act in good faith at all times and in the best interests of the partnership's aims and objectives.~~

~~364.3 Be open about any conflict of interests that might arise.~~

~~364.4 To encourage joint working and promote the sharing of information, resources and skills between public, private and community sectors.~~

~~364.5 To hold confidentially any information received as a result of partnership activities or duties that is of a confidential or commercially sensitive nature.~~

~~364.6 To act wherever possible as ambassadors for the project.~~

## Key controls

~~218. 365. The key controls for financial authority partners are partnerships:  
223.~~

~~223.1 These partnerships are expected to adopt follow, in so far as possible, the Council's Financial Rules and Regulations, where appropriate, or an equivalent version approved by the Chief Finance Officer.~~

~~218. 223.2 To ensure the partners be are aware of their responsibilities under the Council's Financial Rules and Procedures financial regulations and the code of practice on tenders and contracts where appropriate Procurement and Contracts Rules.~~

~~218.2223.3~~ To ensure that risk management processes are in place to identify and assess all known risks.

~~218.3223.4~~ To ensure that project appraisal processes are in place to assess the viability of the project in terms of resources, staffing and expertise.

~~218.4223.5~~ To agree and accept formally the roles and responsibilities of each of the partners involved in the project before the project commences.

~~218.5223.6~~ To communicate regularly with other partners throughout the project so that problems can be identified and shared to achieve their successful resolution.

366. ~~Partnerships are expected to adopt the Council's Financial Regulations, where appropriate, or an equivalent version approved by the Chief Finance Officer.~~

#### **Responsibilities of the Chief Finance Officer Procedures**

224. It is the responsibility of the Chief Finance Officer To advise on effective controls that will ensure that resources are not wasted and to provide advice on the key elements of funding a project including:

224.1 Scheme appraisal for financial viability in both the current and future years.

~~218.6224.2~~ Risk appraisal and management.

~~218.7224.3~~ Resourcing, including taxation issues.

~~218.8224.4~~ Audit, security and control requirements.

~~218.9224.5~~ Carry-forward arrangements.

225. It is the responsibility of the Directors:

~~218.10 Responsibilities of Corporate Directors:~~

~~218.11~~

~~218.12225.1~~ To ensure compliance with the Procurement and Contract Rules and other any relevant Codes of Practice or ~~Partnership~~ Partnership protocols, in particular, obtaining prior agreement from the Cabinet and the Chief Finance Officer where the Council takes on the role of Accountable Body as required under certain grant conditions, and to

obtain advice on the legal and taxation consequences before setting up any partnership/joint venture arrangements with outside bodies.

~~218.13225.2~~ To maintain a partnership register ~~of all contracts entered into with external bodies in accordance with procedures specified by the Chief Finance Officer.~~

~~218.14225.3~~ To ensure that, before entering into partnership agreements with external bodies, a risk management appraisal has been prepared for the Chief Finance Officer.

~~218.15225.4~~ To ensure that ~~such partnership~~ agreements and arrangements do not impact adversely upon the services provided by the Council.

~~218.16225.5~~ To ensure that partnership agreements and arrangements are properly and fully documented.

~~218.17225.6~~ To provide appropriate information to the Chief Finance Officer regarding partnership agreements to enable a note to be entered into the Council's statement of accounts concerning material items.

## EXTERNAL FUNDING

### **Why is this important?**

~~219.226.~~ External funding is potentially a very important source of income, but funding conditions need to be carefully considered to ensure that they are compatible with the aims and objectives of the Council.

~~220.227.~~ Local authorities are increasingly encouraged to provide joint service delivery through working closely with other agencies and private service providers.

~~221.228.~~ Funds from external agencies, such as English Heritage and the European Commission, provide additional resources to enable the Council to deliver services to the local community.

### **Key controls**

~~222.229.~~ The key controls for external funding are:

~~222.1229.1~~ Ensuring that key conditions of funding and any statutory requirements are complied with, and that the responsibilities of the accountable body are clearly understood.



~~222.2~~229.2 Ensuring that funds are acquired only to meet the priorities approved in the policy framework by the Council.

~~222.3~~229.3 Ensuring that any match-funding requirements are given due consideration prior to entering into long term agreements and that future revenue budgets reflect these requirements.

### **~~Procedure~~Responsibilities of the Chief Finance Officer**

#### **230. It is the responsibility of the Chief Finance Officer:**

~~222.4~~230.1 To ensure that funding from external bodies is received, and properly recorded in the Council's accounts.

~~222.5~~230.2 To ensure that the match-funding requirements are considered prior to entering into the agreements and that future revenue budgets reflect these requirements.

~~222.6~~230.3 To ensure that audit requirements are met.

~~222.7~~230.4 To ensure that all grant claims are submitted correctly and on time.

~~222.8~~230.5 To ensure that terms and conditions of **any** grant offers are **fully** complied with.

### **~~Responsibilities of Corporate Directors~~**

#### **231. It is the responsibility of the Directors:**

~~222.9~~231.1 To ensure that all claims for funds are made by the due date.

~~222.10~~231.2 To ensure that the project progresses in accordance with the agreed project plan and that all expenditure is properly incurred and recorded.

~~222.11~~231.3 To ensure that both revenue and capital resources are available for any match-funding requirements together with the revenue consequences of capital schemes.

~~222.12~~231.4 To ensure the terms and conditions of any grant offer are complied with.

### **WORK FOR THIRD PARTIES**

#### **~~Why is this important?~~**

~~223-232.~~ Legislation enables the Council to provide a range of services to other bodies, and such work may enable services to benefit from economies of scale.

~~224-233.~~ Arrangements should be in place to ensure that any risks associated with this work is minimised, and that the Council has the legal powers to enter into such arrangements.

### Key controls

~~225-234.~~ The key controls for working with third parties are:

~~225-1234.1~~ To ensure that proposals are costed properly in accordance with guidance provided by the Chief Finance Officer.

~~225-2234.2~~ To ensure that contracts are drawn up using guidance provided by the ~~Head of Legal and Democratic Services~~ Associate Director, Legal and Governance and the Chief Finance Officer, and that the formal approvals process is adhered to.

~~225-3234.3~~ To issue guidance with regard to the financial aspects of third party contracts and the maintenance of the contract register.

### ~~Responsibilities of the Chief Finance Officer~~ Procedure

~~226-235.~~ It is the responsibility of the Chief Finance Officer ~~To~~ issue guidance with regard to the financial aspects of third party contracts and the maintenance of the contract register.

### ~~Responsibilities of Corporate Directors~~

~~236.~~ It is the responsibility of the Directors:

~~226-1236.1~~ To ensure that approval is obtained before any negotiations are concluded to work for third parties in respect of amounts in excess of £100,000 as follows:

- Amounts between £100,000 and £250,000 must be approved by the relevant Portfolio Holder and must be reported to the Cabinet.
- Amounts over £250,000 must have the approval of the Cabinet.

~~226-2236.2~~ To maintain a register of all contracts entered into with third parties in accordance with procedures specified by the Chief Finance Officer.

~~226.3~~236.3 To ensure that appropriate insurance arrangements are made.

~~226.4~~236.4 To ensure the Council's risk to "bad debts" is minimised. ~~[delete]~~

**Comment [a21]:** Deleted as not required.

~~226.5~~236.5 To ensure that no contract is subsidised by the Council other than as conscious decision to contribute towards a partnership or corporate priority, and with the approval of the Chief Finance Officer.

~~226.6~~236.6 To ensure that, wherever possible, payment is received in advance of the delivery of the service.

~~226.7~~236.7 To ensure the ~~department/unit~~service area has the appropriate expertise to undertake the contract.

~~226.8~~236.8 To ensure that such contracts do not impact adversely upon the services provided for the Council.

~~226.9~~236.9 To ensure all contracts are properly documented.

~~226.10~~236.10 To provide information as required by the Chief Finance Officer so that a note detailing the arrangement can be added to the Council's accounts ~~if deemed necessary~~.

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## **Part 12-1A – Role and Function of the Corporate Parenting Panel and the Safeguarding Children and Young People Panel**

### **Corporate Parenting Panel**

#### **Composition**

The Corporate Parenting Panel will comprise up to 12-8 elected councillors ~~nominated by group leaders~~ politically balanced and nominated by group leaders.

#### **Role and Function**

To secure councillor involvement and commitment throughout the council to deliver better outcomes for children and young people who are looked after.

To ensure that corporate parenting is a key mechanism by which councillors and officers can ensure that for children and young people in its care, Wiltshire Council is providing:

- warm, welcoming and safe accommodation
- high quality care, nurturing supportive and meaningful relationships that encourage the growth of self-esteem, confidence and resilience, enabling young people to cope with change and difficult times
- the highest standard of education for all and consistent with the needs and abilities of the child
- opportunities and encouragement for self-development and keeping fit and healthy
- encouragement to take up hobbies, acquiring life skills and being a good citizen
- assistance with transition from care to looking after themselves, including the provision of suitable accommodation
- placement stability that will avoid disruption and maintain continuity of care, education placements and relationships.

The Corporate Parenting Panel will:

- undertake regular monitoring of the outcomes associated with these priorities
- make a commitment to prioritising the needs of looked-after children and young people and their carers
- receive reports from the Children in Care Council and act on their views
- provide clear strategic and political direction in relation to corporate parenting

- show ambition and aspirations for all looked-after children and care leavers
- ensure that all councillors and Wiltshire Council departments are fulfilling their roles and responsibilities as corporate parents proactively. This may involve, for example, the Corporate Parenting Panel organising specific education and training events for all members to ensure they are equipped with the knowledge and skills to be corporate parents
- receive regular/annual reports on the level and quality of services to looked-after children and care leavers
- promote achievement and acknowledge the aspirations of children and young people looked after by supporting celebration events
- investigate on behalf of all councillors ways in which the role of corporate parenting can be improved, using examples from other local authorities
- listen to the views of children, young people and their carers to involve them in the assessment and development of services
- engage with children and young people who are looked after, or have left care, by inviting them to act as advisers to the Panel
- meet with government inspectors, where appropriate, for their input into inspections
- anticipate as members of the adoption and fostering panel
- champion the provision of council-based work experience placements and apprenticeships for looked after young people
- agree a work plan, review progress, membership of the panel and attainment of its role and terms of reference and report to the Cabinet and Children's Services Select Committee as appropriate, and in any case to the Full Council annually.

## **Safeguarding Children and Young People Panel**

### **1. Background**

In response to the April 2012 Ofsted report on Safeguarding and Looked After Children a number of recommendations were put to Cabinet in 18 June 2013. Cabinet agreed to establish a Safeguarding and Young People Panel. This would be in addition to the robust scrutiny of safeguarding, undertaken by the Children's Select Committee or a task group. The Panel should run in a similar manner to the Corporate Parenting Panel, in the following ways:

- membership to include both members and officers;
- close liaison with the broad range of teams and local agencies
- involving parents, children and young people (when appropriate) to develop policy; and
- a clearly defined and mutually agreed distinction between the Panel's liaising role and the monitoring and scrutinising role of Scrutiny.

## 2. Purpose

The Panel's purpose will be to secure councillor involvement and commitment throughout the council to deliver better outcomes to ensure that all Wiltshire children and young people are safe.

## 3. Structure of the Safeguarding Children and Young People Panel

The Safeguarding Children and Young People Panel will comprise up to 8 elected councillors politically balanced and nominated by group leaders.

Group leaders may also appoint substitute members to cover absences.

The Cabinet member with responsibility for Children's Services will be an observer to the meeting.

The Associate Director and other relevant Council Officers will be part of the Panel, including front line Social Workers.

**Comment [11]:** Do we need both?

Relevant partner agencies and children and young people and their families/carers would be invited to attend as appropriate.

## 4. Responsibilities of the Safeguarding Children and Young People Panel

The Safeguarding Panel is a key mechanism by which councillors and officers can ensure that children and young people are safe. To ensure that Wiltshire Council is providing:

- warm, welcoming and safe environments;
- nurturing supportive and meaningful relationships that encourage the growth of self-esteem, confidence and resilience, enabling young people to cope with change and difficult times;
- the highest standard of education for all and consistent with the needs and abilities of the child;
- opportunities and encouragement for self-development and keeping fit and healthy;
- encouragement to take up hobbies, acquiring life skills and being a good citizen; and
- children and young people with the appropriate resources to meet their needs.

The Safeguarding Panel will:

- ensure that all councillors and Wiltshire Council departments are fulfilling their roles and responsibilities with regard to safeguarding and undertake regular monitoring of the outcomes associated with these priorities;
- make a commitment to prioritising the safeguarding needs of children and young people and their carers/family;
- provide clear strategic and political direction in relation to safeguarding;
- receive reports on progress and implementing actions noted in the Council's Safeguarding Improvement Plan and Early Help Strategy Project Plan;

**Comment [12]:** To me, this is the most important role for the Panel.

- challenge progress on improvement;
- show ambition and aspirations for all children;
- receive regular/annual reports on the level and quality of services to safeguarding in Wiltshire;
- ensure that the work being undertaken and the assessment of progress is informed by the views of front-line practitioners and children, young people and their parent/carers;
- investigate on behalf of all councillors ways in which the role of safeguarding can be improved, using examples from other local authorities;
- listen to the views of children, young people and their parents/carers to involve them in the assessment and development of services;
- engage with children and young people and their parents/carers who have received our services by inviting them to act as advisers to the Panel;
- meet with government inspectors, where appropriate, for their input into inspections; and
- agree a work plan, review progress, membership of the panel and attainment of its role and terms of reference and report to the Cabinet and Children's Services Select Committee as appropriate, and in any case to the Full Council annually.

**Comment [13]:** Members will need extensive training to be able to understand and interpret the data.

#### 5. Chairing

The Panel will be chaired by the Lead Member for Children's Services or their designated representative. The Vice Chair will be appointed by the Panel.

#### 6. Administration

- Democratic Services, Wiltshire Council will be responsible for the preparation of the agenda in consultation with the Chairman and relevant officers and minutes for the meetings of the Panel.
- The agenda and papers will be issued in advance of the meeting.

#### 7. Length and Frequency of Meetings

The Safeguarding and Young People Panel will meet usually 4 times a year in February, May, September and November. Meetings where not required may be cancelled following consultation with the Chairman.

#### 8. Links with existing groups

The Panel will maintain links with other bodies with a focus on safeguarding children. These should include but not be limited to:

- Cabinet
- LSCB



- [Health and Wellbeing Board](#)
- [Children's Trust Commissioning Executive](#)
- [Complex Families Project Board](#)
- [Emotional Wellbeing and Mental Health Commissioning Group](#)
- [13 to 19 Strategy Board](#)
- [Children in Care Commissioning Group](#)
- [Corporate Parenting Panel](#)
- [Children's Select Committee and associated Task Groups](#)

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**Wiltshire Council**

**Annual Council**

**13 May 2014**

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## **Annual Report on Executive Decisions Taken Under Special Urgency**

### **1 Background**

1.1 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012 came into force on 10 September 2012. The Regulations deal with access to meetings and documents of the Executive. Regulation 9 details rules to be followed in publicising key decisions and requires all key decisions to be publicised 28 days in advance of the decision being taken. This Council's definition of what constitutes a key decision is as follows:

- any decision which would result in the closure of an amenity or total withdrawal of a service;
- any restriction of service greater than 5% measured by reference to current expenditure or hours of availability to the public;
- any action incurring expenditure or producing savings greater than 20% of budget service areas against which the budget is determined by Full Council;
- any decision in accordance with the Council's Financial Regulations (Part 9), involving financial expenditure of £500,000 or above, with the exception of operational expenditure by Corporate Directors identified within the approved budget and policy framework.
- Any proposal to change the Council's policy framework
- Any proposal which would have a significant effect on communities living or working in an area comprising two or more electoral divisions

1.2 Where it is impracticable for key decisions to be publicised 28 clear days before they are made, special rules apply. Under Regulation 10, key decisions may be taken so long as the following steps are undertaken:

- the Proper Officer has informed the Chairman of the Overview and Scrutiny Management Committee; and
- the Proper Officer has made a notice in the prescribed form available for inspection by the public. The notice must set out details of the decision

to be made and why the rule on giving 28 days notice has not been complied with

- the notice is published on the Council's website.
- The above steps must be taken at least 5 clear days before the key decision is taken.

1.3 In cases where a key decision is required to be taken even sooner and it is impracticable to wait for the requisite five clear days Regulation 11 - Special Urgency rules applies. This states that a decision may only be made where the decision maker has obtained agreement from the Chairman of the Overview and Scrutiny Management Committee or in their absence, the Chairman of the Council and in their absence, the Vice-Chairman of Council, that the matter is urgent and cannot be reasonably deferred. Upon securing agreement, a notice to this effect must be published on the Council's website.

1.4 At relevant intervals determined by the Council, which must be at least annually, the Leader of the Council is required to submit a report to Council setting out the key decisions taken under the special urgency rule. The report must include particulars of the decision made.

1.5 When considering the last such report to Council in November, 2013, Council agreed that where key decisions are taken under the special urgency rules, details are reported to the next ordinary meeting of Council. Additionally, an annual report on such decisions in respect of the preceding year would be submitted to Council. This is therefore the annual report to Council covering the period from the last report to Council.

## **2 Issues for Consideration**

2.1 At the time of writing this report, no decisions were made using the special urgency provision since the last report to Council in November 2013.

2.2 The intent of the Regulations is to make provision for urgent decisions to be made whilst ensuring as far as possible that transparency, accountability and scrutiny is maintained.

2.3 The Council has taken steps to ensure transparency is maintained by ensuring that where decisions are taken under these special provisions, an email is sent to all members of the Council providing them with a link to the notice published on the Council's website which gives details of the decision to be taken and the reason for urgency.

## **3 Other Options Considered and Rejected**

3.1 None.

#### **4 Financial Implications**

4.1 None.

#### **5 Legal Implications**

5.1 The proposals in this report ensure that the Council complies with the requirements of the relevant legislation.

#### **6 Equalities Impact of the Proposal**

6.1 None.

#### **7 Environmental Impact of the Proposals**

7.1 None.

#### **8 Public Health Implications**

8.1 None.

#### **9 Safeguarding Implications**

10.1 None.

#### **11. Recommendation**

**11.1 That Council notes this report and that no decisions have been taken under the special urgency provisions since the last report to Council.**

**Robin Townsend**  
**Associate Director – Corporate Function and Procurement**

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Report author: Yamina Rhouati, Democratic Governance Manager

Background Papers: None

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**Wiltshire Council**

**Annual Council**

**13 May 2014**

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**Annual Report of the Corporate Parenting Panel**  
**June 2013 to May 2014**

**1. Purpose of Report**

- 1.1 This report forms the annual update to Council from the Corporate Parenting Panel (CPP) in accordance with the Council's Constitution.

**2. Background**

- 2.1 The role of the Corporate Parenting Panel is to secure Councillor involvement and commitment throughout the Council to deliver better outcomes for children and young people who are looked after. All Councillors are reminded that they have responsibilities as a "corporate parent" for children and young people who are looked after in Wiltshire.

- 2.2 The Panel comprises 12 Members as nominated by Group Leaders:

Councillors Pat Aves, Andrew Davis (Vice Chairman), Jon Hubbard, Jacqui Lay, Alan MacRae (Chairman), Helen Osborn, Sheila Parker, Pip Ridout, Ricky Rogers, Ian Thorn, Bridget Wayman and Philip Whalley.

During the period May 2013 to May 2014, Councillor Alan MacRae was Chairman.

- 2.3 The Lead Officer is Karen Reid (Virtual School Headteacher).

- 2.4 The meetings were regularly attended by the following Officers:

James Dunne (Designated Nurse for Looked after Children), Fiona Fitzpatrick (Interim Service Director for Children and Families and Integrated Youth Service), Damian Haasjes (Voluntary Sector Youth Development Co-Ordinator), Lin Hitchman (Head of Children in Care), Dr Stuart Murray (Designated Doctor for Looked After Children) and Karen Reid (Virtual School Headteacher). Other Officers attended as required to present particular reports.

- 2.5 All Councillors have received an enhanced DBS check and the majority of members on the CPP have now completed the specialist Total Respect training which is co-facilitated by both adult and young trainers. The young trainers are all care experienced and have all completed the Open College Network (OCN) accredited 'Train the Trainers' course. The course aims to

raise awareness of the issues faced by children and young people in care and to promote their involvement in all aspects of social care. In addition a number of Panel Members have completed an on line training module in raise awareness of Child Sexual Exploitation issues.

2.6 Each member of the Panel has access to a range of publications prepared by the National Care Advisory Service (NCAS) and hard copies of these are available to read within the Democratic Services team.

2.7 All Panel members are invited to attend events involving Looked After Children and Young People, which take place throughout the year. These have included the STAR (Successful, Talented, Achievement, Recognition) Awards.

2.8 The Panel has considered reports on:

- The Child's Journey – Part 1. This included:
  - How are children received into care
  - The court process and permanency planning
  - Wiltshire Fostering service
- Briefing/update on Child Sexual Exploitation
- Wiltshire Independent Visitor Scheme – Review of Service
- Annual Report on the health of Looked After Children
- The Child's Journey – Part 2. This included:
  - Flowchart showing the child's journey through the system
  - The health of Looked After Children
- Overview of new Ofsted Inspection Framework for Looked After Children
- Private Fostering
- The Child's Journey – Part 3. This included:
  - Education of Looked After Children
  - Placements
  - Adoption

2.9 There is a consistently high level of attendance and engagement by Councillors at the CPP meetings with a strong commitment to improving the services Wiltshire Council provides for its Looked After Children and Young People.

2.10 The Council is responsible for Canon's House which is an 8 bedroom home in Devizes that provides short-term residential breaks for young people (age 5-17 years) with a severe learning disability who are assessed by Wiltshire Council's Children's Disability Teams as being in need of that service. Monthly unannounced inspection visits are carried out by a senior Council officer and members of the Corporate Parenting Panel are invited to attend



with the officer to carry out the visit. Between June 2013 and May 2014, five Councillors have attended as part of the unannounced inspections.

- 2.11 Cllr MacRae, as Chairman of the Panel has attended Passport to Parliament meetings in Exeter and Bristol with young people from the Children in Care Council.

### **3. Special Events**

#### STAR Awards

- 3.1 A number of Corporate Parenting Panel members attended the STAR Awards for Looked After Young People from 11-16 years, at the Salisbury City Hall on 4 April 2014.
- 3.2 There were nominations for 121 young people from a range of professionals and a total of 424 awards. About 50 young people were able to attend the prestigious event to receive their certificates, vouchers and STAR trophies along with their guests.
- 3.3 The awards were presented by Councillors Andrew Davis, Alan MacRae, Laura Mayes and Pip Ridout alongside Carolyn Godfrey, Corporate Director and Director Children's Services. Stephanie Millward, 2012 Paralympic Silver 4 times medal winner and 2013 IPC World Championships 4 times Gold and 1 Silver medal winner also presented awards and had photographs taken with the young people.
- 3.4 Two Care Leavers who currently attend university came to present awards and one of the young people addressed the audience of secondary aged young people, their carers, social workers and family members about her own experience in care and appealed to the young people in the audience to make the most of the opportunities they have to be successful.
- 3.5 There were 47 categories of Awards, reflecting a wide range of achievement, such as: Excellent Attendance at School; Participation in Virtual School Activities; Overcoming Challenges; Focus and Perseverance; Transition to new School, Presenting to an Adult Audience, amongst others.
- 3.6 The STAR Children's event for primary aged children, was also a huge success and took place at The Trowbridge Rugby Club on 10 April 2014 with approximately 170 children and supporting adults in attendance.
- 3.7 Jane Scott, Leader of the Council, together with Councillors Andrew Davis, Jon Hubbard, Laura Mayes and Pip Ridout from the Corporate Parenting Panel gave out the prizes alongside Stephanie Millward. Councillor Alan MacRae was the Announcer for the event.
- 3.8 The event was also supported by Dr Carlton Brand, Corporate Director together with the following Associate Directors – Julia Cramp (Quality Assurance, Commissioning and Performance, School and Early Years

Effectiveness) Ian Gibbons (Legal and Governance (Monitoring Officer) including Local Land Charges, Elections and Parvis Khansari (Highways and Transport).

- 3.9 The theme was Easter and the children took part in craft activities, decorating Easter chickens and bunnies to show off in the Easter Parade at the end of the afternoon. Everyone was entertained by Jamma de Samba and the children joined in the samba drumming out on the rugby pitch!

#### Capita Conference

- 3.10 Karen Reid, Virtual School Headteacher was asked to present at a national conference in London in October 2013 about the work of the Virtual School in Wiltshire. Karen took with her a young person, Tara Hall who is a member of the Children in Care Council and Tara spoke most eloquently to an audience of Ofsted inspectors, Chief Executives, virtual headteachers, amongst others about her journey through care, her previous non-engagement with education and her new commitment to her education pathway. Tara received the highest score of all the speakers at the conference!

#### Children in Care Council

- 3.11 The Children in Care Council meets on a regular basis and the members link with the CPP through the Shared Guardian Sessions.
- 3.12 The Children in Care Council have prepared an annual report of their work and this is attached as Appendix A to this report.
- 3.13 The Promise is the commitment of the CPP to the Looked After Children and Young People and was drawn up through a consultation event with the Young People of the Children in Care Council. (See Appendix B – The Promise).

#### CPP Meeting Format

- 3.14 The split format of our meetings continues to work well, with Panel meeting to discuss major items and review indicators of performance in the formal part of the meeting, before the Shared Guardian Session, led by young people. However, we continue to make improvements. For example, we have recently altered the running order of the agenda, moving the routine data to later in the meeting, which allows sufficient time for information and debate on the major items.
- 3.15 The formal part of the Panel meetings is designed so that Councillors receive reports from Officers covering the whole range of issues and aspects of the Care system. Performance data, service provision, plans for improvement and feedback from young people are the means by which Panel members are able to advise on further developments and improvements. Recent topics have included: education and those not in education, employment or training; health; placements; adoption; fostering; the Ofsted process and the transition to adult services.

- 3.16 These major items are now themed and tied in with the Shared Guardian Sessions. Major themes are planned in advance and relevant officers prepare reports or deliver presentations, with additional attendees as appropriate.
- 3.17 Panel meetings are planned through pre-meetings between the Chairman of CPP, and Lead Officer to ensure that Officers' reports are checked and signed off, the agenda is confirmed with all relevant parties and pre-brief sessions highlight any particular items for celebration and or challenge at the Panel meetings. Another recent innovation is the involvement of our Young people in this part of the process. A member of the Children in Care Council is now invited to take part in these planning meetings, which helps ensure the panel looks at areas of concern for our young people, and helps to tie-in with the Shared Guardian sessions.
- 3.18 Shared Guardian Sessions have covered the following topics:
- The Child's Experience
  - Placements
  - Care Leavers' Charter
  - Health.
- 3.19 Approximately 15 young people have contributed to a Shared Guardian Session over the past year.
- 3.20 The Care2Work Plan, awarded the National Care Advisory Service Quality Mark in January 2012, is almost completed. A number of initiatives have resulted in an increased offer of work experience placements; traineeships and engagement in further training of Care Leavers. A new action plan will be developed over the summer for implementation in the autumn.

#### **4. Further Developments**

- 4.1 It is the aim of the CPP to ensure that all Councillors are aware of their responsibility as corporate parents to Wiltshire's Looked After Children and Young People. In order to fulfil their role, Councillors are expected to participate in the Total Respect training programme, which has been condensed for this purpose, to one day. (See Appendix C - Extract from the Council's Constitution - Roles and Responsibilities of Councillors in relation to Corporate Parenting).
- 4.2 It is expected that Councillors attend the Shared Guardian Sessions relevant to their area of responsibility, in order that they are directly involved in the discussions about issues affecting Looked After Children and Young People and can be part of the solutions and improvements. In our forward work programme there will be broad themes listed and other members are welcome to attend any meeting which would be of interest to them.
- 4.3 It is planned that the number and age range of the young people attending the Shared Guardian Sessions will increase again over the coming year.

In conclusion:

- 4.4 The new way of working within the CPP has significantly heightened the input from young people in shaping and improving the services they receive.

**5. Main Considerations for the Council**

- 5.1 The Council is asked to note the work of the CPP to date and to become involved in the meetings in their role as Corporate Parents.

**6. Safeguarding Implications**

- 6.1 Within their role as Corporate Parents, Councillors monitor closely the safeguarding of children and young people looked after by Wiltshire Council and in doing so identify issues such as children missing from placement and children at risk of sexual exploitation.

**7. Public Health Implications**

- 7.1 Not applicable.

**8. Environmental and Climate Change Considerations**

- 8.1 Not applicable.

**9. Equalities Impact of the Proposal**

- 9.1 The proposals seek to bring Councillors and Officers to work together to ensure that our Looked After Children and Young People have a voice within the Council in order to influence the improvement of services for them.

**10. Risk Assessment**

- 10.1 Panel Members are required to have an enhanced DBS check undertaken and Risk Assessments will be drawn up for when visits are made to vulnerable children and when Councillors attend Officer Team Meetings, etc.

**11. Financial Implications**

- 11.1 Expenses for young people participating in the CPP will be paid for from the Children in Care budget.

**12. Legal Implications**

- 12.1 Ian Gibbons (Solicitor to the Council) has confirmed that the Panel is an Advisory panel and not a Committee of the Council; it can therefore make recommendations but not decisions. Carolyn Godfrey, the Corporate Director for Children's Services is the lead decision maker.

### **13. Proposal**

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

**Carolyn Godfrey (Corporate Director)**

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Report Author: Karen Reid (Virtual School Headteacher)

Date of report: 28 April 2014

#### **Background Papers**

None

#### **Appendices**

Appendix A: Wiltshire's Children in Care Council Annual Report 2013/14

Appendix B: The Promise

Appendix C: Extract from Part 12 of the Council's Constitution – Roles and Responsibilities of Councillors in relation to Corporate Parenting

### Wiltshire's Children in Care Council Annual Report 2013-14

#### Demographic:

- 14 young people aged 14 – 22 have been active participants of the CiCC during 2013-14.
- Participants are from various locations spread across the county from Ludgershall to Wootton Bassett.
- Each participant is either in care or has been in care:
  - 2 are living in supported residential accommodation of some sort.
  - 6 are living with Foster Carers.
  - 5 are with After Care and are in independent living.
  - 1 is no longer in After Care.

An additional four young people will be attending the next meeting.

#### Consultations:

##### All Party Parliamentary Group Entitlement Survey:

CiCC contributed to this national survey that explored LAC awareness of their entitlements. CiCC members in Wiltshire are very well informed with regards to their entitlements.

##### Children's Services Audit:

The group considered the findings of this audit of children and young people's experiences of Children's Services in Wiltshire and decided how the Voice and Influence team manager should best feed the findings back to Corporate Parents. They felt that it is important that young people are involved in decision making at all stages and that social workers take time to build relationships with them.

##### Wiltshire Substance Misuse Strategy:

The group felt that when considering substance misuse you have to consider what users may be trying to block out with their substance misuse. They felt that all young people should have easy access to information about drugs and help should be readily available if they chose to misuse a substance.

##### Wiltshire Young People's Health Consultation:

The group felt health should be considered holistically and that good quality of life (good relationships etc) is a key factor in being healthy.

##### Positive Activities Review Consultation:

CiCC had a focus group discussion on this and 2 members also attended a Scrutiny Meeting to discuss the issue further.

### 16-25 Accommodation Strategy Consultation:

Young people from CiCC also responded to the Accommodation Strategy as individual respondents. They shared their thoughts on what on what their ideal accommodation would be like, the kind of support that young people need and the problems that can arise when you move on to independent accommodation.

### Sexual Health and Teenage Pregnancy Consultation:

The group felt that schools generally do a poor job of Sex and Relationships education but family and foster carers can be a good source of information. They felt that although group work can be helpful, ultimately people make their own decisions for a range of reasons.

### Training and Interview Panels:

CiCC members continue to develop and lead training, contributing to Skills to Foster and Total Respects Training as well as looking at developing training for Designated Teachers and Personal Assistants (PA's).

They have also been on several interview panels over the past year.

In February half term 6 young people attended a 2 day A Team Train the Trainers course to enable them to be more involved in training and interview panels. The training went well and the young people are looking forward to getting to work.

They will be delivering a tailored one day Total Respects training course to social work students at Trowbridge College in April. CiCC members will also be involved in the upcoming interviews for heads of service.

### Representation at meetings and events:

A CiCC member is a named representative at Wiltshire Safeguarding Children's Board (WSCB) and also contributed to the recent Sexual Exploitation Conference. Young people have attended 3 regional CiCC events, giving LAC in Wiltshire a voice and learning about ways that we can improve the way we work.

In October 5 members of CiCC travelled to London to visit the Houses of Parliament. They had a guided tour of the House of Lords. All involved enjoyed the day and found it educational. For some of the group it was their first experience of visiting central London and travelling on the tube as well as an opportunity to learn more about democracy. Many thanks to Alan MacRae for organising the tour.

### Corporate Parenting Panel:

Young people have run a session on the work of PA's. There was interesting discussion about the kind of support young people need when they are moving towards independence and what makes a good helper. We look forward to seeing progress on some of the ideas that came up in that session.

Unfortunately, two Shared Guardianship Sessions have had to be cancelled due to bereavements but plans are in place for CiCC members to run future sessions.

### **Visitors to CiCC**

James Dunne, Lucy Kitchener and Carolyn Godfrey have all participated in CiCC meetings. The young people enjoy having visitors and being able to speak directly to decision makers.

Carolyn's visit resulted in young people being invited to be involved in interviews for the new Heads of Service. She also agreed to look into a tree in memory of Phil Watts and that training for PA's by CiCC should go ahead. Carolyn would also have Housing put on the agenda of the Corporate Meeting as it was an issue that several young people raised. CiCC look forward to working more on these issues.

### **Plans for the future:**

In the coming year we hope to:

- Carry out a review of the past year and create a plan for the coming one.
- Write the Positive Activities section of the LAC Improvement Plan.
- Develop a leaflet and/ or a training session on sexual exploitation for use in schools. We intend that this will be a partnership approach, working closely with WSCB, Healthy Schools and Wiltshire Young Commissioners. Create training for designated teachers and PA's
- Give young people more control over running CiCC meetings and CiCC budget.
- Identify positive ways for older CiCC members to be involved in the work of Wiltshire Council. For example, doing voluntary work experience with the Voice and Influence Team with the hope of them then developing the skills needed to move into permanent full time work
- Increase use of the CiCC Facebook page and improve our internet presence including Sparksite and the Wiltshire Council Website
- Most importantly continue to identify and work with CiCC members individual strengths to help them give LAC in Wiltshire a stronger voice.

### **Children in Care Council for LAC aged 7-11 and young people with special needs (ChiCC)**

There have been 3 successful ChiCC meetings in the last year with between 6 and 9 boys and girls attending each one. Besides doing fun activities the group participated in the health consultation and discussed what an ideal social worker would be like.



## **Unaccompanied Asylum Seekers**

We have had 2 very positive meetings with young male asylum seekers living across the county. The meetings have a strong social element as they rarely get to meet other young people in a similar situation. The group participated in the Entitlements Enquiry and Health Consultations.

An issue relating to funding for asylum appeals was taken back to the main CiCC who agreed that it should be looked at further.

One of the group took part in the A Team Train the Trainer course.

### The Promise

#### **We Promise:**

##### Being in Care

- A choice of when to move on from care.
- To try not to separate brother and sisters (however, if this is not possible, try to ensure brother's and sister's placements are close together and allow contact).
- To allow looked after children and young people to be involved in the choice of their placement from the start.
- To find a place where you feel comfortable and 'at home' and can stay until the end of your time in care.

##### Listening to Looked After Children and Young People

- To listen to your views and act on them.
- To provide a social worker you can rely on who keeps to meetings, gives clear information, is honest and responds when needed.
- Make looked after children and young people aware of their rights and to train others in the rights of looked after children and young people.
- To ensure that young people are involved in the creation and regular review of all care plans.

##### Support

- Better help getting into school whatever has happened.
- To provide support so looked after children and young people can see their family (i.e. transport)
- To use reliable transport for young people.
- To organise group activities for young people in care and those leaving care.
- That if bullying arises for any looked after child or young person it will be dealt with quickly and efficiently.
- To support young people in care to find training, education or a job that suits them when they leave school.

### **Extract from Part 12 of the Constitution – Roles and Responsibilities of Councillors**

#### 6. Principal roles

##### 6.5 To fulfil your responsibilities as a “corporate parent” for children and young people in the care of the local authority

- by having an understanding of the profile and needs of the children in the care of the local authority
- by being aware of the impact on looked-after children of all council decisions
- by considering whether this would be good enough for your own child
- by ensuring that action is taken to address shortcomings in the service and to improve outcomes for looked-after children.
- by being aware of the work and aims of the corporate parenting panel and, if nominated by your group leader, attend meetings of the corporate parenting panel as a committee member

##### 6.6 The council has established a Corporate Parenting Panel, whose role is to secure councillor involvement and commitment throughout the council to deliver better outcomes for children and young people who are looked after. The terms of reference now follow:

### **Part 12.1 – Role and Function of the Corporate Parenting Panel**

#### **Composition**

The Corporate Parenting Panel will comprise up to 12 elected councillors nominated by group leaders

#### **Role and Function**

To secure councillor involvement and commitment throughout the council to deliver better outcomes for children and young people who are looked after.

To ensure that corporate parenting is a key mechanism by which councillors and officers can ensure that for children and young people in its care, Wiltshire Council is providing:

- warm, welcoming and safe accommodation
- high quality care, nurturing supportive and meaningful relationships that encourage the growth of self-esteem, confidence and resilience, enabling young people to cope with change and difficult times
- the highest standard of education for all and consistent with the needs and abilities of the child
- opportunities and encouragement for self-development and keeping fit and healthy

- encouragement to take up hobbies, acquiring life skills and being a good citizen
- assistance with transition from care to looking after themselves, including the provision of suitable accommodation
- placement stability that will avoid disruption and maintain continuity of care, education placements and relationships.

The Corporate Parenting Panel will:

- undertake regular monitoring of the outcomes associated with these priorities
- make a commitment to prioritising the needs of looked-after children and young people and their carers
- receive reports from the Children in Care Council and act on their views
- provide clear strategic and political direction in relation to corporate parenting
- show ambition and aspirations for all looked-after children and care leavers
- ensure that all councillors and Wiltshire Council departments are fulfilling their roles and responsibilities as corporate parents proactively. This may involve, for example, the Corporate Parenting Panel organising specific education and training events for all members to ensure they are equipped with the knowledge and skills to be corporate parents
- receive regular/annual reports on the level and quality of services to looked-after children and care leavers
- promote achievement and acknowledge the aspirations of children and young people looked after by supporting celebration events
- investigate on behalf of all councillors ways in which the role of corporate parenting can be improved, using examples from other local authorities
- listen to the views of children, young people and their carers to involve them in the assessment and development of services
- engage with children and young people who are looked after, or have left care, by inviting them to act as advisers to the Panel
- meet with government inspectors, where appropriate, for their input into inspections
- anticipate as members of the adoption and fostering panel
- champion the provision of council-based work experience placements and apprenticeships for looked after young people
- agree a work plan, review progress, membership of the panel and attainment of its role and terms of reference and report to the Cabinet and Children's Services Select Committee as appropriate, and in any case to the Full Council annually.