

AGENDA

Meeting: Overview and Scrutiny Management Committee
Place: The Kennet Room - County Hall, Trowbridge BA14 8JN
Date: Tuesday 5 June 2018
Time: 10.30 am

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

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

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

Membership:

Cllr Chuck Berry	Cllr Jon Hubbard
Cllr Christine Crisp	Cllr Gordon King
Cllr Matthew Dean	Cllr Jacqui Lay
Cllr Stewart Dobson	Cllr Pip Ridout
Cllr Howard Greenman	Cllr John Walsh
Cllr David Halik	Cllr Stuart Wheeler
Cllr Alan Hill (Vice-Chairman)	Cllr Graham Wright (Chairman)
Cllr Ruth Hopkinson	

Substitutes:

Cllr Clare Cape	Cllr Gavin Grant
Cllr Ernie Clark	Cllr George Jeans
Cllr Anna Cuthbert	Cllr David Jenkins
Cllr Brian Dalton	Cllr Ricky Rogers
Cllr Christopher Devine	Cllr Roy While
Cllr Peter Fuller	

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Public Participation

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

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

The full constitution can be found at [this link](#).

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

AGENDA

PART I

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

1 **Election of Chairman 2018/19**

To elect a chairman for the forthcoming year.

2 **Election of Vice-Chairman 2018/19**

To elect a vice-chairman for the forthcoming year.

3 **Apologies and Membership Changes**

To note any changes of membership to the Committee.

To receive details of any apologies or substitutions for the meeting.

4 **Minutes of the Previous Meeting** (*Pages 7 - 18*)

To approve and sign the minutes of the meetings held on 20 March and 10 April 2018.

5 **Declarations of Interest**

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

6 **Chairman's Announcements**

To receive any announcements through the Chair.

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 on the front of the agenda for any further clarification.

Questions

To receive any questions from members of the public or members of the Council 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 on the front of this agenda no later than 5pm on **Tuesday 29 May 2018** in order to be guaranteed of a written response. In order to receive a verbal response questions must be submitted no later than 5pm **on Thursday 31 May 2018**. Please contact the officer named on the front 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 Committee members prior to the meeting and made available at the meeting and on the Council's website.

8 **Planning Committee System Task Group: Update following discussions with the Cabinet Member** (*Pages 19 - 72*)

A report is attached presenting the outcomes of discussions between the Planning Committee System Task Group and the Cabinet Member for Planning and Strategic Asset Management regarding the Task Group's final report. This was considered, but not endorsed, by Committee on 20 March 2018.

9 **Public Request for Overview and Scrutiny Review: Westbury Advanced Thermal Treatment Plant** (*Pages 73 - 86*)

A report is attached presenting a response to the request from members of the public regarding overview and scrutiny input on a proposed Advanced Thermal Treatment (ATT) Plant in Westbury.

10 **Executive Request for Overview and Scrutiny Review: Hackney Carriage Late-night Tariffs** (*Pages 87 - 106*)

A report is attached presenting a request from the Cabinet Member for Adult Social Care, Public Health and Public Protection for a scrutiny review of the current schedule of late-night tariffs for Hackney Carriages as adopted by the Licensing Committee in 2014.

11 **Referral from Full Council: The Use of Plastic Waste in Road Repairs, Re-Surfacing and Construction** (*Pages 107 - 108*)

On 22 May 2018 Full Council received but did not debate a Notice of Motion submitted by Cllrs Brian Mathew and Steve Oldrieve regarding The Use of Plastic Waste in Road Repairs, Re-Surfacing and Construction. Full Council resolved to refer the matter to Overview and Scrutiny. Committee is therefore invited to consider whether to include the matter on its work programme.

12 **Overview and Scrutiny Councillor Learning and Development Programme 2017-21**

A report will follow proposing a learning and development (L&D) programme for Overview and Scrutiny (OS) councillors during the 2017-21 council. This will take account of a survey of all non-executive councillors regarding their training needs.

13 **Forward Work Programme** *(Pages 109 - 132)*

To receive and consider the Forward Work Programme for the Overview and Scrutiny Function.

It will also be proposed that the Health Select Committee consider the report from the Local Government and Social Care Ombudsman in relation to a report upholding a complaint against Wiltshire Council which can be accessed at [this link](#), as well as the council's response to the findings.

14 **Management Committee Task Group Updates** *(Pages 133 - 138)*

To receive updates on recent activity on the following Task Groups:

- Digital Strategy and Implementation Task Group
- Financial Planning Task Group
- Military and Civilian Integration Partnership Task Group
- Swindon and Wiltshire Local Enterprise Partnership Task Group

15 **Overview and Scrutiny Councillor Remuneration 2017-18** *(Pages 139 - 144)*

A report is attached proposing the application of the OS Remuneration Fund for 2017/18.

16 **Date of Next Meeting**

To confirm the date of the next meeting as 17 July 2018.

17 **Urgent Items**

Any other items of business which the Chairman agrees to consider as a matter of urgency.

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.

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OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 20 MARCH 2018 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Ian Blair-Pilling, Cllr Christine Crisp, Cllr Matthew Dean, Cllr Stewart Dobson, Cllr Howard Greenman, Cllr David Halik, Cllr Alan Hill (Vice-Chairman), Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Simon Jacobs, Cllr Gordon King, Cllr Jacqui Lay, Cllr Andy Phillips, Cllr John Walsh and Cllr Graham Wright (Chairman)

Also Present:

Cllr Baroness Scott of Bybrook OBE, Cllr Toby Sturgis, Cllr John Thomson, Cllr Tony Trotman, Cllr Stuart Wheeler and Cllr Philip Whitehead

19 Apologies

There were no apologies.

20 Minutes of the Previous Meeting

The minutes of the meetings held on 5 and 9 February 2018 were presented for consideration and it was;

Resolved:

To approve and sign as a true and correct record.

21 Declarations of Interest

There were no declarations of interest.

22 Chairman's Announcements

There were no announcements.

23 Public Participation

A petition was received and the following spoke in support of the petition:

Margaret Cavanna
Lauraine Alford
Marie Hilcoat

The Chairman informed the committee that a petition, expressing concern over the thermal treatment plant at the Northacre site in Westbury, had been received via the Council's website on 22 January which had gathered 129 online signatures.

The committee discussed the issue noting that it was important for the wider area to be taken into consideration and not just Westbury and it was;

Resolved

- 1. To thank the petitioners for their time attending the Committee and to note the petition;**
- 2. To note the further responses from service departments provided;**
- 3. To make the Cabinet Member for Highways, Transport and Waste and the Cabinet Member for Spatial Planning, Development Management and Property aware of the matter; and**
- 4. The Chairman and Vice-Chairman of the Committee to discuss the potential for scrutiny work in the area with the Cabinet Members, Officers and relevant select committee chairs and vice-chairs before making a decision.**

24 Corporate Peer Challenge

The Leader of the Council, Baroness Scott of Bybrook OBE, introduced the item and thanked all those involved with the review for their contribution and hard work.

It was noted that the report was positive with the key points focusing on: The strong accessible and visible leadership; A creative and enthusiastic workforce; The quick turnaround of the new business plan; Being an innovative and progressive Council; Praised on community working and relationships; Financially secure and the council was praised on how it responded to the Ofsted inspection of 2012 and how the organisation learnt from it and now stood in a good place. There were a number of recommendations suggested which would be taken into account moving forward.

The Committee welcomed the report and made comments on Area Boards and the recommendations for strategic housing sites noting the need for appropriate housing, delivering affordable housing; fairness of shared responsibility of town services and that smaller villages welcomed development. It was also noted that the idea to breakdown the business plan into manageable actions was a good idea.

Baroness Scott OBE summed up agreeing on the need to break the business plan down into actions; the need for further investment of skills for future success; to keep building on the success of Area Boards by being creative; to display openness and accountability in times of change and that communication with senior management needed to be enhanced.

At the end of the discussion it was;

Resolved

1. **To note the feedback report received from the LGA following the Corporate Peer Challenge that took place in November 2017; and the draft action plan which has been developed to reflect the feedback and recommendations made.**
2. **The Chairman and Vice-chairman to consider how the recommendations of the Peer Challenge can be reflected within the OS forward work programme, to be discussed with the relevant select committee chairmen, and brought back to Committee.**
3. **Committee to receive a general update on implementation of the Peer Challenge Action Plan in 6 month's time.**

25 Final Report of the Third Party Advertising Policy Task Group

Councillor Stuart Wheeler, Chairman of the Third Party Advertising Policy Task Group, introduced the report, which was included in the agenda and thanked Henry Powell, Senior Scrutiny Officer, for his hard work.

The Committee commented on the report focusing on the need to control advertising and to keep it appropriate to the area whilst maximising revenue.

Resolved

1. **To endorse the findings and recommendations of the Third Party Advertising Task Group and, where appropriate, refer them to Cabinet for consideration and response.**
2. **Regarding Task Group recommendation 5:**
 - a) **To ask the task group to reconvene and receive an update on the development of the advertising function in 6 month's time; and**
 - b) **In light of that update, the task group to bring a recommendation back to the Committee regarding any appropriate further scrutiny of this area.**

26 **Final Report of the Planning Committee System Task Group**

Councillor Ruth Hopkinson introduced the item, on behalf of the Chairman of the Task Group, and thanked those involved with the review and to those who responded to the consultation. It was noted that a potential saving of £11,774 was identified although due to the ongoing Boundary review which could impact the number of councillors and committee structures, no pre-emptive assumptions would be made.

The Committee had the opportunity to comment with the main points focusing on: Whether different planning committee models were considered; How in-depth the information was analysed and the need for the Task Group to wait for the outcome of the Boundary Review before assessing whether there should be a change to the planning committee structure. At the end of the discussion it was;

Resolved

- 1. To note that Recommendation 5 should refer to a potential financial saving of £11,774 rather than £10,000.**
- 2. To ask the Task Group to meet with the Cabinet Member for Planning and Property to discuss its report and to bring any further proposals to the next meeting.**

27 **Communities and Local Government (CLG) Enquiry into Overview and Scrutiny in Local Government**

Henry Powell, Senior Scrutiny Officer, introduced the report.

The Committee made comments noting the positives of the report and thanked the scrutiny team for their dedication and the Executive for continuing to dedicate resources to enable the scrutiny function to operate well.

Resolved

- 1. To note the report of the CLG Committee review of OS in local government.**
- 2. To note the Government Response to the CLG Committee's recommendations.**
- 3. That the Committee is kept informed of progress with the Government's review of guidance for OS in local government and any opportunities to influence this.**
- 4. To note the commitment of the Executive and officers to Overview and Scrutiny at Wiltshire Council.**

28 **Forward Work Programme**

The forward work plan was considered.

Resolved

To note the forward work plan.

29 **Management Committee Task Groups**

The following Task Groups gave an update:

Financial Planning Task Group

No further update – report in the agenda pack

Swindon and Wiltshire Local Enterprise Partnership Task Group

It was noted that a meeting would be taking place in Birmingham to look at scrutinising Local Enterprise Partnership and a report would follow.

Digital Strategy and Implementation Task Group

Councillor Hubbard informed the committee that he had been attending the digital board meetings which was a great experience that had opened his eyes to help identify ways of aligning work programmes.

Military-Civilian Integration Partnership Task Group

No further update – report in the agenda pack

30 **Date of Next Meeting**

The next meeting would be held on the 5 June 2018.

31 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 2.00 pm)

The Officer who has produced these minutes is Jessica Croman, of Democratic Services, direct line (01225) 718262, e-mail jessica.croman@wiltshire.gov.uk

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OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 10 APRIL 2018 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Christine Crisp, Cllr Matthew Dean, Cllr Stewart Dobson, Cllr Howard Greenman, Cllr David Halik, Cllr Alan Hill (Vice-Chairman), Cllr Jon Hubbard, Cllr Simon Jacobs, Cllr Jacqui Lay, Cllr Graham Wright (Chairman), Cllr Gavin Grant (Substitute), Cllr David Jenkins (Substitute), Cllr Pip Ridout (Substitute) and Cllr Roy While (Substitute)

Also Present:

Cllr Laura Mayes, Cllr Richard Clewer, Cllr Baroness Scott of Bybrook OBE, Cllr John Thomson, Cllr Philip Whitehead, Cllr Jerry Wickham, Cllr Pat Aves, Cllr Trevor Carbin, Cllr Sarah Gibson, Mr John Hawkins, Cllr Ross Henning, Cllr Brian Mathew, Cllr Hayley Spencer, Cllr Ian Thorn, Cllr Peter Evans, Cllr Sue Evans, Cllr Richard Gamble, Cllr Jonathon Seed, Cllr Tony Trotman and Cllr Tom Rounds

32 Apologies

Apologies were received from Councillors Ian Blair-Pilling, Ruth Hopkinson, Gordon King and Andy Phillips.

Councillor Blair-Pilling was substituted by Councillor Pip Ridout. Councillor Hopkinson was substituted by Councillor Gavin Grant. Councillor King was substituted by Councillor David Jenkins. Councillor Phillips was substituted by Councillor Roy While.

33 Declarations of Interest

There were no declarations.

34 Chairman's Announcements

The Chairman provided details of the procedure for the meeting.

35 Public Participation

In respect of Minute 36, Call-in of Executive Decision 'Outdoor Education', representations were received from the following public speakers:

David Borrie - Chairman of Managers at Braeside Education and Conference Centre

Lucy Gomes - Organiser of a Petition requesting the proposed closure of Braeside and Oxenwood Outdoor Education Centres be stopped

Bob Walker - Vice-Chairman of Managers at Braeside Education and Conference Centre
Judy Rose - Devizes Town Council
Steve Dewar
Chris Greenwood - Devizes Town Council

The speakers supported the call-in request, criticising the decision to close the centres and also the process by which the decision was taken, in particular in relation to consultation with affected parties.

36 **Call-in of Executive Decision: 'Outdoor Education'**

On 27 March 2018 a decision was taken by Cabinet relating to Outdoor Education. The decision was taken under Part 2, meaning the public and press were excluded during discussion and resolution of the item. The decision was then published on 28 March 2018, with the resolution of Cabinet to approve the recommendations contained in the report of the Corporate Director, Children and Education, as follows:

- 1) *Cabinet notes the outcomes of the outdoor education review and key decisions required at this stage.*
- 2) *Cabinet resolves to close both Braeside and Oxenwood outdoor education sites from the 31st August 2018.*
- 3) *Commence consultation with staff in line with the Councils HR Policies.*
- 4) *Engage with Wiltshire Schools and key stakeholders on the development of a sustainable plan for the Councils future role in outdoor education in Wiltshire.*
- 5) *Continues to support the broader benefits of outdoor education, and supports schools to access appropriate services.*

On 5 April 2018 a request was received by the Designated Scrutiny Officer by ten non-executive councillors to 'call-in' the decision, and a meeting of the Overview and Scrutiny Management Committee was arranged to consider the matter.

The Chairman detailed the procedure that was to be followed at the meeting. In particular, it was emphasised that the Committee was to consider evidence as to whether the principles of decision making as set out in Article 13.2 of Part 2 of the Wiltshire Council Constitution had been followed, not whether it agreed or disagreed with the decision which had been taken by the Cabinet. If the call-in was upheld the matter would be referred to the Cabinet to reconsider their decision, where it could decide to amend, or not, the original decision. If the call-in was rejected the decision could be implemented with immediate effect.

Prior to presentation of the reasons for the call-in request, members of the public as detailed under Minute 35 made representations to the Committee. A point of order was also made to clarify that the decision in question had been taken in a Part 2 confidential session of a publicly advertised meeting of the Cabinet, not a secret meeting.

The lead signatory of the call-in, Cllr Jon Hubbard, then outlined why he considered that the decision on Outdoor Education had not been made in accordance with the principles of decision making.

Cllr Hubbard noted the purpose of the meeting, which was not to debate the merits of the decision, but the process by which it had been taken. He outlined where he considered that the principles of decision making had not been adhered to, including as follows below and detailed in full in the agenda papers.

The decision was not proportionate to the desired outcome, with a large impact on children and young people, as well as other service users, for an unclear level of savings.

The decision had been neither open nor fair, with no substantive details in the public domain prior to the decision being taken, preventing the operators of the centres, schools and young people from commenting. There had been a lack of consultation, and even the Scrutiny Task Group had not had sufficient information provided.

The decision had not been clear in its desired outcome and aims, with additional options to save money not properly explored. Best value had not been obtained as the repair bill for works at the centres had been known about for some time, and there were other options than to close in order to obtain best values. Wiltshire Communities were not served with a closure, when third parties were interested in running the centres. The closure also put a number of other programmes which use the centres at risk, and would not keep and sustain what was useful in the traditions of the authority, nor promote the economic and social wellbeing of the county.

In conclusion, Cllr Hubbard reiterated that upholding the call-in did not mean the Committee was saying the decision of Cabinet was right or wrong, but he argued that with the reasons given above there was justification to ask that Cabinet reconsider their decision, paying full attention to the letter and spirit of the principles of decision making.

Cllr Laura Mayes, Cabinet Member for Children, Education and Skills, then responded to the points raised and described how she considered the Cabinet had followed the necessary processes and principles of decision making, with support from other members of the Cabinet.

Cllr Mayes noted that this was the first decision affecting her area of responsibility to be called-in, and noted that it was a decision which had been very complex and taken a long time to gather all necessary information and arrive at a recommended course of action. Education provision in Local Authorities faced a need to adapt, and the services were reviewed 18 months prior to the decision, identifying the key priorities of ensuring enough school places, protecting the most vulnerable, and driving high standards of education. Schools were informed about the review, and time was spent with staff at the outdoor education centres to understand the service fully, and staff were informed that a review was ongoing and that all options were being considered.

Following discussions with the Chairman of the Children's Select Committee, Cllr Hubbard, a task group was formed in September 2017 on 'Traded Services', which met on several occasions and were supplied with all information that was available in order to form a picture of the service.

Four options were explored, being to retain both sites, to transfer the sites to a third party, to close one centre, or to close both centres. As noted in the Cabinet report £1.412m capital investment was needed to keep the centres open.

While the service offered by the centres was valued, it had been identified that 70% of schools did not use the centres at all, and used alternate providers. It was noted that closing the centres would not mean schools and children would not have access to outdoor education, just not using these two centres, so there would not be a detrimental impact on schools and children.

It was clarified that legal advice had been taken on the Cabinet report, and due to the impact of the decision on staff, it had been determined to consider the matter in Part 2 session, so that affected staff could be informed of the decision before the information was in the public domain.

The outcome to prioritise resources had been clear, and interested parties had been given a deadline of 24 April 2018 to submit an outline business case to run the centres, although this would need to address the need for capital investment to ensure the buildings remained fit for purpose. Competition with the private sector also made obtaining best value very difficult with the centres requiring so much capital investment.

In conclusion, Cllr Mayes stated that the approach taken had been lengthy, but clear, that outside education was continuing but not in the same fashion, and that the papers and processes demonstrated that the principles of decision making had been followed throughout.

Prior to debate, Mr John Hawkins, Co-Opted Member of the Children's Select Committee and Chairman of the Traded Services Task Group, addressed the Committee. He thanked all the councillors and officers who had supported the task group, and paid tribute to the honesty and integrity of the staff with whom they had spoken. Although he could not comment on the legal procedures, he expressed concern that the report of the task group was not able to be made available prior to the decision itself being made.

The Committee then proceeded to debate the request for a call-in of the Cabinet decision regarding Outdoor Education, taking account of the response of the Cabinet Member.

In discussing the call-in, it was acknowledged that the decision that had been taken was not an easy one in light of the budgetary challenges faced by the council and its Cabinet, but some members felt that the process had the perception of being rushed given the short timescales for alternate providers to express an interest, especially with the centres to be closed at the end of August 2018, and details were sought on if any expressions had been received already. The number of schools using the centres was raised, with some

members noting that the centres were not used by a high percentage, with others arguing the centres might be at capacity, not that they were not sought after for use. Details were also sought on when the capital investment was required by.

Some members stated that there had been a full discussion at the Cabinet meeting among councillors, and no concerns had been raised as to the process at that stage, and the Cabinet Member had provided a full explanation of the reasoning behind the decision, its aims and outcomes, and the lengthy process that had been followed, as well as the reason for the final decision to have been taken with the press and public excluded.

Other members felt the Cabinet report relied upon information which was not necessarily up to date and may not be sufficiently accurate. Others felt that staff could and should have been informed that a decision to close was likely to be taken, and so the decision could then have been made in public, following appropriate levels of consultation with affected parties, and this failure to do so constituted a failure to uphold the principles of decision making.

In summing up, Cllr Mayes stated she had involved scrutiny processes as soon as possible, all options had been properly investigated and assessed, outdoor education in some form would continue, and all procedures had been followed correctly.

In summing up, Cllr Hubbard stated that there were many decisions he disagreed with but did not consider calling-in, as the appropriate processes had been followed, but that in this case too much information was withheld from the public and those affected by the decisions and the impacts had not been properly assessed.

On a proposal from Cllr Alan Hill, seconded by Cllr Simon Jacobs, at the conclusion of debate, it was,

Resolved:

On balance of the written and oral evidence presented, to find that there were insufficient grounds to demonstrate that the principles of decision making had not been followed by the Cabinet in this case, and therefore the decision can be implemented with immediate effect.

A recorded vote having been requested by the necessary numbers of councillors, the vote was as follows:

For the Motion(8)

Cllr Christine Crisp
Cllr Mathew Dean
Cllr Howard Greenman
Cllr Alan Hill
Cllr Simon Jacobs
Cllr Jacqui Lay
Cllr Pip Ridout
Cllr Roy While

Against the Motion(5)

Cllr Stuart Dobson
Cllr Gavin Grant
Cllr David Halik
Cllr Jon Hubbard
Cllr David Jenkins

Abstention(1)

Cllr Graham Wright

37 **Date of Next Meeting**

The date of the next meeting was confirmed as 5 June 2018.

(Duration of meeting: 10:05 - 12:15)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services,
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Wiltshire Council

Overview and Scrutiny Management Committee

5 June 2018

Final Report of the Planning Committee System Task Group:

Update following discussions with the Cabinet Member

Purpose

1. To present the outcomes of discussions between the Planning Committee System Task Group and the Cabinet Member for Planning and Strategic Asset Management regarding the Task Group's final report, which was debated by Committee on 20 March 2018.

Background

2. OS Management Committee established a Planning Committee System Task Group in June 2017 and the Task Group's final report (attached at Appendix 1) was received on 20 March 2018. Following debate (minute attached at Appendix 2) the Committee did not endorse the report but resolved to ask the Task Group to meet with the Cabinet Member to discuss it and bring any further proposals to the next meeting.
3. The Task Group met with the Cabinet Member for Planning and Strategic Asset Management and the Head of Service for Development Management on 17 May 2018. Discussions covered the Cabinet Member's views on the Task Group's 12 recommendations and whether further scrutiny work on this topic would be of value.

Discussion of recommendations

4. The 12 recommendations from the Task Group's original report are included below. The Cabinet Member was invited to highlight any of the recommendations that he believed were incorrect or could be improved through amendment and the notes of these discussions are provided. In some cases the Task Group's recommendations have been amended.

- 1. To note the overall positive responses from planning applicants and planning professionals who had recently used the planning application service to a survey of their experiences.**

Not discussed.

- 2. To consider how the following improvements suggested within survey responses might be addressed, including, if appropriate, through the introduction of optional, charged-for services:**
- a) Further increasing the speed of the overall planning process**
 - b) Increasing the speed of the pre-application process**
 - c) Increasing the amount of application-specific advice provided to applicants during the pre-application process**
 - d) Enabling more direct discussions between planning officers and applicants, including on site.**

Not discussed.

- 3. To inform applicants of town/parish council's role in the planning process on the website and relevant correspondence.**

Not discussed.

- 4. To provide further information on plans to upgrade the digital technology used by the Planning team in order to support making the planning application service as effective as possible.**

Not discussed.

- 5. To note that reducing the council's area planning committee structure from 4 to 3 by dissolving Eastern Area Planning Committee would generate an approximate annual saving of £10,000.**

Not discussed.

- 6. That no reduction to the council's area planning committee structure should be made without sound evidence regarding,**
- a) the benefits of doing so, and**
 - b) the impact on local democracy and accountability (including the public's ability to attend planning committee meetings without incurring additional cost or inconvenience).**

Discussion:

The Cabinet Member suggested that any further scrutiny work on this matter would not be appropriate until the outcomes of the Electoral Commission's Boundary Review are known.

The Task Group agrees. It further concludes that, even if the total number of Wiltshire Councillors is reduced following the Boundary Review, it would not justify a reduction in the number of area planning committees for the reasons outlined under paragraphs 57 to 62 of its report (although the number of councillors on each committee might reduce).

The Task Group's report concludes that reducing the current area planning committee structure from four to three would save £11,774. If such savings

were considered necessary, the Task Group would recommend they be achieved instead by reducing the number of area planning committee chairmen from four to two (chairing two committees each), yielding a reduced spend on councillors' Special Responsibility Allowances of £XXXX.

7. To retain the Strategic Planning Committee within the planning committee structure.

Not discussed.

8. To note the overall positive response from planning applicants and planning professionals to survey of their experiences of the planning committee process.

Not discussed.

9. To require councillors calling applications in for committee decision to provide a reason for doing so, to be presented at the relevant committee meeting by the councillor or on their behalf. ~~When these reasons are not provided prior to the committee agenda being published, discussion of the relevant application to be deferred until the following meeting.~~

Discussion:

The Cabinet Member and the Task Group agreed that the original wording of Recommendation 9 would cause delays in the planning application process that were unfair to applicants. The Task Group therefore amends the wording of this recommendation, with the second sentence being removed as indicated above.

It was further noted that the recommended amendment to the call-in procedure would need to be reflected in the relevant councillor guidance note, if accepted.

10. The Cabinet Member and Planning Committee Chairmen to

a) agree and implement a consistent approach to managing public participation at planning committee meetings

Discussion:

The Cabinet Member noted that a consistent approach is already set out within the Planning Committee Procedure note, but it is not necessarily followed consistently.

b) adopt the Southern Area Planning Committee's approach to agreeing site visits*, with the committee chairman taking the final decision on what is a valid councillor request for a site visit when the request is made outside of a committee meeting.

* As outlined in the Task Group's report, Southern Area Planning Committee sometimes takes the decision to hold a site visit before the application has appeared on an agenda or the committee has met.

Discussion:

The Cabinet Member and Task Group agreed that it was planning committee members' duty to be familiar with the sites to be discussed.

The Task Group clarified that the recommended change is not intended to increase the number of site visits undertaken. It also does not remove the ability of planning committees to agree site visits when an application is being discussed. The recommended change is only intended to **add** the ability to agree site visits **before** discussion at committee and, in doing so, increase the speed and efficiency of the planning process.

To further clarify the process being recommended, the Task Group has added the wording underlined above.

11. In order to protect public confidence in the openness and transparency of the council's decision making processes, pre-meeting briefings for full planning committee memberships to cease.

Discussion:

The Cabinet Member stated that such pre-meeting briefings can play a valuable role in updating planning committee members on changes to planning policy and law.

The Task Group agrees that periodic training and briefings for planning committee members (that should be accessible online and via Skype) would be of benefit, and should be investigated. However, the Task Group does not agree that this should be delivered through pre-planning committee meeting briefings for the reasons outlined in paragraph 68 of its report.

The Task Group also agrees that a central online location for planning training materials would be of benefit.

12. That the process for determining Rights of Way and Village Green applications is reviewed and potential improvements reported to Committee.

Not discussed.

13. In order to ensure a consistent approach to determining planning applications across the county, to undertake further analysis of

statistical variances in the four area planning committees' practices regarding,

- a) Calling planning applications in for decision by committee**
- b) Deciding against planning officers' recommendations (including any correlation with subsequent planning appeal outcomes).**

Not discussed.

Proposal

5. That OS Management Committee:

- a) Notes the discussions held between the Task Group and the Cabinet Member for Planning and Strategic Property on 17 May 2018.
- b) With the exception of Recommendations 9 and 10(b), endorses the original recommendations presented in the Task Group's Final Report (attached at Appendix 1) and refers them to the Cabinet Member where appropriate.
- c) Endorses Recommendations 9 and 10 b) as amended in the update report above and refers them to the Cabinet Member.
- d) Endorses a further recommendation that periodic training and briefings for planning committee members (accessible online and via Skype) be investigated, and refers this to the Cabinet Member.
- e) Resolves that the Planning Committee System Task Group has now concluded its work.

Cllr Ian McLennan, Chairman of Planning Committee System Task Group

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Appendices

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|------------|--|
| Appendix 1 | Final Report of the Planning Committee System Task Group, 20 March 2018s |
| Appendix 2 | Minute of OS Management Committee's discussion of the Task Group report, 20 March 2018 |

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Wiltshire Council

Overview and Scrutiny Management Committee

20 March 2018

Final Report of the Planning Committee System Task Group

Purpose

1. To present the conclusions and recommendations of the Planning Committee System Task Group for endorsement and referral onwards as appropriate.

Background

2. The possibility of a scrutiny review looking at planning was first raised in 2016 during working planning meetings between the relevant Overview and Scrutiny (OS) and Executive members. It was subsequently supported in principle by the Environment Select Committee and recommended as a legacy topic by OS under the previous council.
3. OS Management Committee then established a Planning Committee System Task Group in June 2017. The Committee specified that governance of the planning process was to be the topic of the review, rather than planning policy. Following this a meeting was held with the Cabinet Member and Associate Director with responsibility for planning to discuss where a scrutiny review in this area could add value.

Terms of Reference

4. The following terms of reference were approved by Committee on 26 September 2017:
 - a) To explore the extent to which the council's current development control processes meet the needs and objectives of Wiltshire's residents and communities, to potentially including consideration of:
 - The public's and applicant's experience, including digital access;
 - Communications and liaison with local councillors and their role.
 - b) To investigate whether the present planning committee structure is best suited to delivering an efficient, effective and sustainable service; with particular reference to the number of and geographical areas covered by the existing area committees, their agendas and meetings.
 - c) To suggest any recommendations for improvement of the planning committee system as appropriate.

Membership

5. The opportunity to take part in the task group was offered to all non-executive councillors and the following were appointed:

Cllr Ian McLennan (Chairman)
Cllr Ernie Clark
Cllr Peter Fuller
Cllr Sarah Gibson
Cllr Jose Green
Cllr Ruth Hopkinson

Methodology

6. The task group met on 8 occasions between September 2017 and March 2018. It is grateful to the following witnesses who contributed to its review:

Cllr Toby Sturgis	Cabinet Member for Planning and Property
Tim Martienssen	Service Director for Economic Development and Planning
Mike Wilmott	Head of Development Management
Sally Canter	Head of Operations and Delivery, Economic Development and Planning
Phil Morgan	Strategic Consultation and Engagement Manager
Cllr Mark Connolly	Chairman, Eastern Area Planning Committee
Cllr Tony Trotman	Chairman, Northern Area Planning Committee
Cllr Fred Westmoreland	Chairman, Southern Area Planning Committee
Cllr Fleur de Rhe-Philippe	Chairman, Strategic Planning Committee
Cllr Christopher Newbury	Chairman, Western Area Planning Committee

7. The task group commissioned online surveys of a) planning applicants and b) planning professionals. All had submitted applications during a recent three-month period. The surveys gathered views on responders' experiences of the council's planning application service and committee process. 99 responses were received to the survey of applicants and 94 responses were received to the survey of planning professionals. The full results are presented in **Appendices 1 and 2**. The task group is extremely grateful to all those who took the time to respond to the survey.
8. 17 Wiltshire councillors responded to a task group survey regarding a) their views on the Planning application service's liaison with local councillors, and b) what factors influenced them when calling an application in to be considered at planning committee.

Evidence

Planning application service effectiveness

9. Wiltshire Council is the country's third largest Local Planning Authority and

deals annually with:

- Over 6,000 planning applications
- Over 1,700 tree work applications
- Over 2,500 pre-application and permitted development enquiries
- Over 1,200 enforcement complaints
- Almost 200 planning appeals.

10. To assess the performance at the council's planning application service the task group considered the following information:

- the service's performance data
- responses to the surveys of planning applicants and professionals
- the views of the five current planning committee chairmen
- responses to a survey of all Wiltshire councillors.

Planning application service performance data

11. The planning application service's performance indicators include the following:

Table 1

	Performance indicator	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 (YTD)
1.	(%) Major applications determined within the statutory determination period (or extended period agreed in writing with the applicant) Context: Latest national average is 86% (higher is better)	83%	93%	96%	95%
2.	% Of major applications overturned at appeal Context: National average over 2-year period is 2.5% compared with Wiltshire's 1.8% (2015-17) (lower better)	2.0%	2.1%	4.7%	2.3%
3.	(%) Non-major applications determined within the statutory determination period (or extended period agreed in writing with the applicant) Context: National average over 2-year period is 84% compared with Wiltshire's 96% (2015-17) (higher better)	83%	92%	97%	96%

4.	% of non-major applications overturned at appeal Context: National average over 2-year period is 1.2% compared with Wiltshire's 0.7% (2015-17) (lower better)	0.7%	0.7%	0.9%	0.4%
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Responses to the Planning application service customer survey

12. The full statistical results of the surveys of recent planning applicants and professionals are attached at **Appendices 1 and 2**.
13. For context, 91% of applicants who completed the survey indicated that their planning application had been approved (the a national application approval rate is 88%). Planning professionals (who completed a different survey) were assumed to have had multiple experiences of the planning process and were therefore not asked this question. However, they were asked to set aside the outcome of any individual application when answering.
14. The key findings of the survey are included in Tables 2 and 3 below:

Table 2

Pre-application stage		
Survey question	Of those responders who completed the pre-application process... (% Satisfied or Very Satisfied)	
	Applicants	Planning professionals
How easy it was to contact the service	71%	61%
The amount of information given	76%	69%
How easy the information was to understand	70%	83%
The time it took to get a response (see (a) below)	64%	45%
The helpfulness of staff	75%	82%
That their questions had been answered to their satisfaction (see (b) below)	77%	88%

Understood why amendments were required and agreed with the reasons	69%	60%
Felt that ample time had been given for the suggested amendments	-	78%
Reports given at the pre-application stage consistent with the response at the full application stage	-	92%

- a) 28% of professionals were dissatisfied or very dissatisfied with this aspect of the service
- b) Of those applicants and professionals who did not feel their questions were answered to their satisfaction (24% and 12% respectively), the most commonly submitted reason referred to a lack of specific advice regarding the individual application submitted (as opposed to more general information on planning policy)
- c) 40 suggestions were submitted by professionals for improving the pre-application service. Of these,
- i. 14 referred to improving the helpfulness/accuracy/consistency of the information or advice provided
 - ii. 12 referred to enabling more direct conversations with officers, including on site
 - iii. 9 referred to increasing the speed of the pre-application process
- d) During their applications, only 28% (24) of applicants and 30% (26) of professionals contacted the relevant parish or town councillor. Only 39% (34) of applicants became aware of a parish or town council meeting that would be looking at their application (though 53% (43) of planning professionals did).

Table 3

Full application stage – survey responses		
Survey question	Satisfied or Very Satisfied	
	Applicants	Planning professionals
How easy it was to contact the planning service	74%	66%
The amount of information provided	71%	71%
How clear and easy to understand the information was	74%	82%
The time it took to get a response	62%	54%

The helpfulness of staff	75%	83%
The service provided overall	72%	77%

- e) 57 suggestions for improving the overall service were submitted by applicants. Of these,
- i. 17 referred to improving the speed with processing applications
 - ii. 12 referred to increasing the accessibility of, or communications from, case officers
 - iii. 7 referred to improving the accuracy or completeness of information or guidance provided
 - iv. 7 referred to improving the usability of the website
 - v. 3 referred to increasing the consistency of advice
- f) 63 suggestions for improving the overall service overall were submitted by professionals. Of these,
- i. 22 referred to increasing the accessibility of, or communications from, officers
 - ii. 17 referred to improving issues of speed with progressing applications
 - iii. 5 referred to the consistency of advice

Views of the Planning Committee Chairmen

15. Overall the five current planning committee chairmen felt that the Planning application team provided a good service to the public. There was no clear consensus on specific aspects of the service that needed to be improved.

Planning team liaison with local councillors

16. Senior managers reported that the expectations on planning officers in terms of liaising with local councillors are:
- Lists of applications and decisions to be emailed to members on a weekly basis
 - Parishes to be consulted immediately when an application is registered, giving them maximum time to review
 - Planning officers are encouraged to communicate regularly with councillors and town and parish councils
 - For information, the Planning Service recently provided planning training for town and parish councils, with over 350 people attending, representing 104 town/parish councils.
17. Overall the five current planning committee chairmen felt that the Planning team liaised with local councillors effectively.
18. 89% (15/17) of Wiltshire councillors who answered the survey were satisfied or very satisfied with their experiences of the Planning Services' liaison with local councillors. There was no consensus on how it might be further improved.

Digital access and support

19. Of the 57 suggestions for improvement put forward in survey responses, 7 referred to the website or other aspects of digital access.
20. The laptops used by officers in the Planning team are aging and due to software issues officers still need to print applications, even though 70% of applications are submitted digitally. There is also a need for planning officers to move on to mobile platforms to better support mobile working.

Planning committee structure

Background

21. The current governance arrangements for the Development Management service were approved by the Implementation Executive (IE) in November 2008 in the run-up to the establishment of Wiltshire Council as a unitary authority. The IE indicated the committee structure should be reviewed once a countywide development plan was adopted.
22. The IE supported the principle that the Development Management service should be delivered on a local basis, with area officers in Trowbridge, Devizes, Chippenham and Salisbury with an Area Planning Committee to support each of these hubs. A strategic committee was approved to consider issues of countywide interest in both development management and spatial planning. The current planning committee structure therefore comprises of the following, and the geographic areas covered by the four area committees are illustrated in **Appendix 3**:
 - Eastern Area Planning Committee
 - Northern Area Planning Committee
 - Southern Area Planning Committee
 - Western Area Planning Committee
 - Strategic Planning Committee
23. This structure was based on anticipated planning application numbers of 9,000 to 10,000 per year and four Area Development Managers under a Director of Development Services to support the committee structure and delivery of the service.
24. Another factor was that the four former Wiltshire districts each had their own local plan in place, and it was considered that each committee should have oversight of the area of the local plan whilst these remained the central element of the development plan policy framework.
25. Since this, the Development Control team structure has changed, with the Devizes area office closing and merging with Trowbridge to create a single Central team based in Trowbridge. The closure of the Browfort offices in Devizes means that the Council now hire external premises in which to hold Eastern Area Committee meetings.
26. The management structure has also changed, with the post of Director of

Development Services deleted and one Head of Development Management replacing the original 4 Area Development Manager posts.

27. The policy background has changed, with the county-wide Wiltshire Core Strategy replacing the former district based local plans on its adoption in January 2015.

Area Planning Committee activity

28. Tables are provided at **Appendix 4** outlining planning committee activity between 2010 and 2016.
29. The tables show that, during this period, Eastern Area Planning Committee has had more meetings cancelled (35 compared with nearest of 20, or 52% compared with nearest of 29%), fewer meetings held (71 compared with nearest of 97) and fewer planning items considered on average per meeting (2.8 compared with nearest of 3.5).
30. Eastern Area Planning Committee's lower meeting activity can be partly explained by it being the area with the least development (according to 2017 data – see Table 4 below). However, development within the next lowest, which is the Western area, is not significantly higher.

Table 4

Jan-Dec 2017	Delegated Decisions	Committee Decisions	Total Decisions	% Apps gone to Cttee
Northern Area Planning	1712	62	1774	3.5%
Southern Area Planning	1381	48	1429	3.4%
Eastern Area Planning	1126	16	1142	1.4%
Western Area Planning	1189	31	1220	2.5%

31. Another factor behind Eastern's lower level of activity is the comparatively low percentage of applications called in for committee decision. From January to December 2017, Wiltshire councillors within the Eastern Area called in only 1.4% of the area's applications. The next nearest was Western Area Planning, where 2.5% of applications were called in. Reasons for this variance may include a legacy affect from the four district councils' differing tendencies in this area; and potentially a lower number of contentious or major developments appearing in the Eastern area.
32. Wiltshire councillors' responses to a survey of their reasons for calling applications showed no particular correlation with their planning committee areas. Across all four area, the most common reasons for calling applications to committee were,
- a) Public interest/concern (76%)

- b) Parish/town council request (47%)
- c) Planning considerations (47%) (NB. a) and b) above do not necessarily exclude planning considerations)
- d) Design issues (12%)
- e) Opposition to the officer recommendation (6%)

33. It is noted that the Head of Development Management is also able to call applications in for consideration by committee.

Strategic Planning Committee

34. As outlined above, the Strategic Planning Committee was introduced at the commencement of Wiltshire Council. Its role and functions are set out in Part 3 of the council's Constitution and, in summary, are,

- Making strategic decisions on the implications of major developments outside of Wiltshire that could have an impact on local residents.
- Considering the following categories of applications for planning permission:
 - Large-scale major developments
 - Major planning applications for mineral extraction or waste disposal
 - Significant applications by Wiltshire Council
 - Applications which, if approved, would represent a significant departure from the policies of the statutory development plan
 - Applications called in by a division-member that cross the boundary of two area committees
 - Any application where the relevant director considers it inappropriate to exercise delegated powers having regard to the public representations
 - Any application which the relevant director has determined should be dealt with by the Strategic Planning Committee.
- Considering documents relating to the Local Development Framework and advise Cabinet where appropriate.

35. An issue arose regarding one aspect of the Strategic Planning Committee's role: This was whether it should continue to be responsible for determining gypsy and traveller site applications, or they should be determined locally by the appropriate Area Planning Committee. The argument for such a change would be that the county's statutory target for the delivery of such sites **may** have been met and, if so, their delivery could be considered to be no longer a strategic issue.

Alternative Planning Committee structures

36. No alternative to the current planning committee structure has been proposed by the Executive. However, the following two alternatives were considered by the task group,

- a) Reducing the structure to 3 area planning committees, aligning their boundaries with those of the planning officer teams (i.e. North, Central

and South).

- b) Reducing the structure to 3 area planning committees, reflecting the draft Housing Market Areas (HMAs). A map illustrating these is at **Appendix 5**. This option was dismissed by the task group as the 'North-Eastern' HMA includes Swindon; therefore the development activity determinable by Wiltshire Council within it would be significantly lower than that in the other three HMAs.

Access to area planning committee meetings

- 37. How alternative committee structures would impact upon public access to meetings would depend on the specific options being considered. Reducing the number of area planning committees is likely to increase overall travelling distances for attendees, though potentially only by a small amount. Calculating this precisely would require analysis of how the committee areas and meeting venues were to be spread across the county and how well they aligned with population centres etc.
- 38. Of the 8 applicants who responded to the survey whose application had gone to committee, only 1 reported having attended the meeting. However, the task group is sceptical of this result, concluding from direct experience that applicants very often attend committee meetings when their application is being discussed.
- 39. Of the 46 planning professionals responding to the survey who had an application go before committee, 87% (40) had attended the committee meeting(s).

Financial implications

- 40. The task group has assessed the annual savings available through implementing option a) above (i.e. removing Eastern Area Planning Committee and adopting a North, Central, South committee structure).
- 41. These projections are inevitably somewhat approximate. Further operational efficiencies from aligning the planning committee and planning officer team boundaries **may** be available. However, no evidence has been received to suggest these would generate significant savings. The total savings projected below are therefore considered accurate enough to give an indication of the weight the council should give to finances when deciding on any change to the committee structure.
- 42. The total potential annual savings to the council through implementing option (a) are calculated as **£11,774**. Table 5 outlines how this was calculated.

Table 5

Saving area	Projected annual saving
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<p>Planning officers</p> <ul style="list-style-type: none"> • Travel expense (County Hall to Devizes for meetings) • Travel time (salary) • Fewer appeal reports to committee • Fewer councillor briefings • Legal service meeting support savings <p>Assumptions:</p> <ul style="list-style-type: none"> • Limited reduction in the work required to support committees as most reports, briefings, presentations etc would still be required at a different committee • 7 Eastern Area Planning Committee meetings per year (2017 total) 	£2,537
<p>Democratic Services</p> <ul style="list-style-type: none"> • Pre- and post-meeting work • Meeting support • Travel expense (County Hall to Devizes for meetings) • Travel time (salary) • External venue cost (Corn Exchange, Devizes) <p>Assumptions:</p> <ul style="list-style-type: none"> • Some reduction in pre- and post-meeting work due to fewer agendas and minutes etc. • No external meeting venue now required 	£2,117
<p>Councillor costs</p> <ul style="list-style-type: none"> • Eastern Area Planning Committee chairman special responsibility allowance (SRA) • Travel expenses <p>Assumptions:</p> <ul style="list-style-type: none"> • Average roundtrip distance based on addresses of current membership 	£7,120
Total	£11,774

Area Planning Committee meetings

Customer experience

43. Only 9% (8) of **applicants** who responded to the survey had had an application go before committee. Of these, 67% (6) felt they were given a clear explanation as to why their application was to be decided by committee. The response rate to other questions on the committee process was too low to provide reliable data.

44. 50% (46) of **planning professionals** who responded to the survey had had

an application go before committee. Of these, high satisfaction levels regarding all aspects of the process were reported. These included,

- a) 85% (39) felt that a clear reason was given as to why the application needed to go before committee
- b) 95% (39) felt that how the meeting would proceed was clearly explained
- c) 95% (41) reported that they or their clients were told how to speak on their application if they wished to
- d) 81% (34) felt that they or their clients were listened to
- e) 71% (30) felt that the process was balanced and fair
- f) 81% (33) felt that the process was well-organised
- g) 100% (43) understood what was happening during the meeting
- h) 95% (40) understood how the decision was made.

Area Planning Committees – meeting procedures

- 45. The four area planning committees appear to operate a fairly consistent meeting process. However, the review has identified some small differences:
- 46. All four area planning committees hold pre-meeting briefings for the chairman. However, only Northern Area Planning Committee holds pre-meeting information briefings for the full committee membership. These are intended to provide an opportunity for committee members to ask technical questions of the planning officer in advance of the public meeting.
- 47. The four area planning committees have slightly different procedures for agreeing site visits. Southern Area Planning Committee agrees these in advance of the meeting at which the application is due to be discussed; the other area planning committees agree site visits **when the application is discussed**, effectively deferring a decision on that application until the following meeting (once the visit has taken place).
- 48. The rules on public participation in respect of planning applications are detailed in the Council's Planning Code of Good Practice and outlined on the meeting agendas. They state that "the chairmen will allow up to 3 speakers in favour and up to 3 speakers against an application and up to 3 speakers on any other item on this agenda. Each speaker will be given up to 3 minutes and invited to speak immediately prior to the item being considered. The current planning committee chairmen appear to manage public participation in slightly different ways, sometimes depending on the situation: Sometimes a **total** of 9 minutes speaking time per 'side' (i.e. those in favour and those against) is given, but this is not always broken down into individuals each speaking for 3

minutes.

Area Planning Committees – decisions

49. Paragraph 31 above reports the variances between the recent call-in rates of the four area planning committees. The committees also differ in how often they decide against the planning officers' recommendations (see Table 6 below). From January to December 2017 Southern Area Planning Committee decided against the planning officer's recommendation for 50% of the applications considered, as compared with Eastern Area Planning Committee, which did so for only 6% of the of the applications considered.

Table 6

Jan-Dec 2017	No. of Committee Decisions	No. of Committee decisions against officer recommendation	% of Committee decisions against officer recommendation
Northern Area Planning	62	7	11%
Southern Area Planning	48	24	50%
Eastern Area Planning	16	7	44%
Western Area Planning	31	2	6%

50. Further investigation would reveal whether such large variances were present in previous years. If they were, it could suggest that either planning officer recommendations, or committee decisions, are being made somewhat inconsistently across the different areas. Information on the number of decisions being overturned at appeal – following officer delegated decisions and committee decisions, broken down by area – might be informative. It is worth noting, however, that, over the past four years, only 0.4 to 0.9% of non-major applications and 2.0 to 4.7% of major applications determined by Wiltshire council have been overturned at appeal.
51. The task group received a briefing on how consistency is achieved across the three planning teams, with the Head of Development Management meeting with the six team leaders on a monthly basis to ensure that policies, guidance and legal case law are being applied consistently.

Rights of way and village green applications

52. A specific issue regarding how these applications are determined arose during the review. The task group understand that these applications undergo significant technical analysis by officers prior to being presented at committee. However, if the committee disagree with the officer recommendation then there is little or no opportunity to influence the decision at that stage.

Conclusions

Planning application service effectiveness

53. The high customer satisfaction with the council's Planning application service shown in the survey results is welcomed, particularly given that, like many departments, its staffing numbers have reduced in recent years (see **Recommendation 1**). The performance data and survey data all demonstrate an effective function with good customer and councillor satisfaction levels across most aspects of the process. These include positive responses regarding the clarity and accuracy of information provided and staff's helpfulness and accessibility. The performance figures demonstrate that the council's planning application service is performing across the board at a higher rate than the national average in terms of speed of decision making and quality of decision making using the parameters and measures adopted by the Government.
54. While satisfaction rates with the overall application service were good, the suggestions for improvement did reflect some consistent themes. (The anonymised survey responses will be forwarded in full to the Cabinet Member for consideration and action as appropriate). These are set out here to encourage improvement (see **Recommendation 2**):
- a) Increasing the speed of the overall planning process: A number of responders specifically suggested increasing the speed of the pre-application process (for which the council charges a fee), commenting that it can sometimes take as long, or nearly as long, as the full application process. The pre-application process is intended to iron out issues in advance of the full application stage, so such delays diminish the former's value.

A number of responders also reported frequent delays when non-planning consultees became involved, specifically Highways and Conservation.

It should be noted, however, that the council consistently exceeds national averages in how often it meets statutory time limits for determining applications (see Table 1 above).
 - b) Accessibility of planning officers: Comments either referred to wanting more updates from planning officers on the status of applications or greater direct access to them by telephone or in person. A request made several times was the ability to undertake site visits with planning officers, particularly at the pre-application stage. Several responders were willing to pay extra for this service in light of how beneficial on-site discussions can be to a successful application.
 - c) A further suggestion for the pre-application service was for it to include less repetition of straight planning policy and more guidance tailored to individual applications.

- d) A suggestion from the task group, based on the limited applicant awareness of town/parish council's involvement with the planning process, is to include a reference to this on the web and on Planning team's correspondence with applicants. (see **Recommendation 3**)
55. Achieving some of the suggested improvements above would be helped by more resources (though some system improvements may already be available). In the current financial context, Cabinet may wish to consider whether additional investment to address these areas is justified and/or whether they could be otherwise addressed by additional, optional fees payable by applicants for enhanced levels of service. This would fit with the council's focus on taking a more commercial approach as agreed in the Business Plan 2017-27.

Digital access and support

56. Survey results showed that users of the Planning pages of the council's website appear to be satisfied with their content and usability. However, the task group would welcome further information on plans to upgrade the digital technology used by the Planning team; particularly important given the mobile nature of the role and doing so could help deliver efficiencies within the planning process. (see **Recommendation 4**)

Area Planning Committees – structure

57. The current complement of area planning committees in general appear to have a reasonable level of activity, with a sensible number of applications being called in for decision by committee overall, leading to sensible meeting lengths.
58. Eastern Area Planning Committee has historically been less active than the other three area planning committees for the reasons reported. However, the task group does not consider that this variance in activity alone justifies changing the committee structure. It is concerned that a reduction in area planning committees would make decision making on developments in Wiltshire more detached from the localities affected (and provide a less effective service – see Task Group term of reference 1). Such a change would also seem to contradict the council's support for local decision making evident at its 18 area boards.
59. If, following the recommended analysis, Eastern Area Planning Committee began to call in applications at a rate more consistent with the other area planning committees its meeting activity would also increase.
60. The task group does not consider that dissolving Eastern Area Planning Committee would generate significant savings for the council. This is primarily because the total number of applications requiring committee decision would be unchanged. While every pound counts in the current financial climate, the approximately £10,000 saving available from dissolving the committee would need to be balanced against any negative impacts of the change. It is

acknowledged that aligning the area planning committees with the three planning teams might produce some operational efficiencies other than those already quantified above. However, no evidence has been presented to suggest that these would increase the savings available significantly. (see **Recommendation 5**)

61. Given all of the above, any proposal to reduce the current planning committee structure would need to a) provide strong arguments regarding the benefits of doing so, and b) include a thorough analysis of the impact on the public's ability to actually attend meetings (due to increased travel times and costs). (see **Recommendation 6**)
62. There does not appear to be any strong argument or desire to dissolve the Strategic Planning Committee, playing as it does an important role in determining planning matters of importance to the county as a whole. (see **Recommendation 7**).

Area Planning Committees – procedures and decisions

63. Applicants' and planning professionals' overall satisfaction with the planning committee process (evident from the survey results) is welcomed and suggests an effective service (see term of reference (b)). A high percentage of responders who had attended a committee meeting were satisfied with the clarity, fairness and organisation of the meeting, as well as the explanation given for why their applications required committee decision. (see **Recommendation 8**)
64. A number of the witnesses spoken to were concerned that applications are sometimes called for consideration by area planning committees inappropriately i.e. not for reasons of pure planning policy. Their concern was that this wasted council resources, wasted committee meeting time and also raised false hopes for applicants or objectors. Given the acceptable levels of committee activity shown overall, the task group did not analyse this further. However, it does believe that calling applications in for decision by committee is actually a balance between several factors:
 - a) The application's apparent accordance with planning policy/law
 - b) The risk of raising applicants' or objectors' hopes falsely
 - c) The value of a democratic decision on a matter of community interest being seen to be taken locally and in public.
65. Occasions when councillors call applications in for decision, but do not then attend the meeting to explain their reasoning, are a concern. This practice risks creating a perception that casual electioneering is influencing how applications are dealt with and a procedural change aimed at discouraging it is suggested (see **Recommendation 9**)
66. The process for agreeing site visits followed by the Eastern, Northern and Western area planning committees appears to be less efficient and more prone to delay than that followed by Southern Area Planning Committee. It is therefore suggested that the latter's approach be adopted by all in order that

unnecessary delays in the process be avoided. (see **Recommendation 10**)

67. Attendees at different planning committee meetings across the county could reasonably expect a consistent process to be followed and in general this appears to be the case. However, the management of public participation is one area where small differences do appear. The task group suggests that these are addressed. (see **Recommendation 10**)
68. While pre-meeting procedural briefings for planning committee chairmen are reasonable and help to ensure a smooth meeting process, the practice of holding pre-meeting briefings for the full committee is not supported. They risk giving an impression that the council's decision making processes are not transparent and of diminishing the debate at the public meeting. The need to allow councillors to clarify technical matters outside of the public forum can be addressed by councillors liaising with planning officers directly having read the circulated reports. (see **Recommendation 11**)
69. The public could also reasonably expect consistency across the county in terms of the likelihood of, and reasons for, their planning application being called in for decision by committee (rather than by officer). The variance in the 'call-in' rates between Eastern Area Planning Committee and the other three committees therefore deserves further analysis (including of previous years' data) and discussion by the Cabinet Member and the area planning committee chairmen. (see **Recommendation 12**)
70. There are also inconsistencies between the area planning committees in the frequency with which they overturn officer recommendations, though these are perhaps only a concern if they,
 - a) stem from inconsistencies in the application of planning policy/law by either different officer teams or different area planning committees; and
 - b) lead to council planning decisions being overturned on appeal.

(see **Recommendation 13**)

Proposal

71. To endorse the following recommendations and, where appropriate, refer them to the Cabinet Member for Planning and Property:
 1. **To note the overall positive responses from planning applicants and planning professionals who had recently used the planning application service to a survey of their experiences.**
 2. **To consider how the following improvements suggested within survey responses might be addressed, including, if appropriate, through the introduction of optional, charged-for services:**
 - a) **Further increasing the speed of the overall planning process**
 - b) **Increasing the speed of the pre-application process**
 - c) **Increasing the amount of application-specific advice provided to applicants during the pre-application process**

- d) Enabling more direct discussions between planning officers and applicants, including on site.**
- 3. To inform applicants of town/parish council's role in the planning process on the website and relevant correspondence.**
- 4. To provide further information on plans to upgrade the digital technology used by the Planning team in order to support making the planning application service as effective as possible.**
- 5. To note that reducing the council's area planning committee structure from 4 to 3 by dissolving Eastern Area Planning Committee would generate an approximate annual saving of £10,000.**
- 6. That no reduction to the council's area planning committee structure should be made without sound evidence regarding,**
 - a) the benefits of doing so, and**
 - b) the impact on local democracy and accountability (including the public's ability to attend planning committee meetings without incurring additional cost or inconvenience).**
- 7. To retain the Strategic Planning Committee within the planning committee structure.**
- 8. To note the overall positive response from planning applicants and planning professionals to survey of their experiences of the planning committee process.**
- 9. To require councillors calling applications in for committee decision to provide a reason for doing so, to be presented at the relevant committee meeting by the councillor or on their behalf. When these reasons are not provided prior to the committee agenda being published, discussion of the relevant application to be deferred until the following meeting.**
- 10. The Cabinet Member and Planning Committee Chairmen to**
 - a) agree and implement a consistent approach to managing public participation at planning committee meetings, and**
 - b) adopt the Southern Area Planning Committee's approach to agreeing site visits.**
- 11. In order to protect public confidence in the openness and transparency of the council's decision making processes, pre-meeting briefings for full planning committee memberships to cease.**
- 12. That the process for determining Rights of Way and Village Green applications is reviewed and potential improvements reported to Committee.**

- 13. In order to ensure a consistent approach to determining planning applications across the county, to undertake further analysis of statistical variances in the four area planning committees' practices regarding,**
- a) Calling planning applications in for decision by committee**
 - b) Deciding against planning officers' recommendations (including any correlation with subsequent planning appeal outcomes).**

Cllr Ian McLennan, Chairman of Planning Committee System Task Group

Report author: Henry Powell, Scrutiny Lead, 01225 718052,
henry.powell@wiltshire.gov.uk

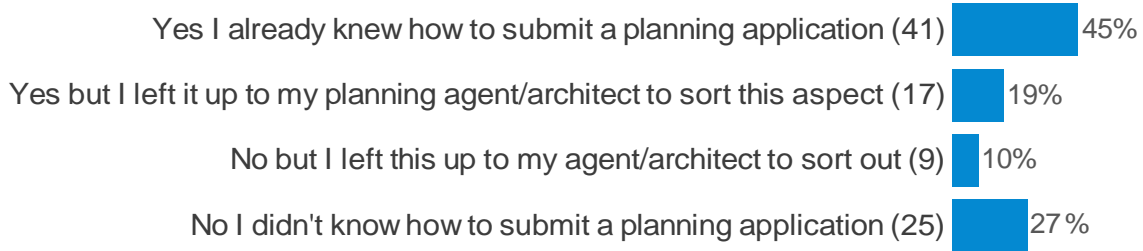
Appendices

Appendix 1	Results – Survey of planning applicants
Appendix 2	Results – Survey of planning professionals
Appendix 3	Map of the current Area Planning Committee boundaries
Appendix 4	Data on planning committee activity
Appendix 5	Map of the emerging Housing Market Areas (HMAs)

A survey of users of the planning service

A survey of users of the planning service

When you decided on your project did you know how to proceed with a planning application?

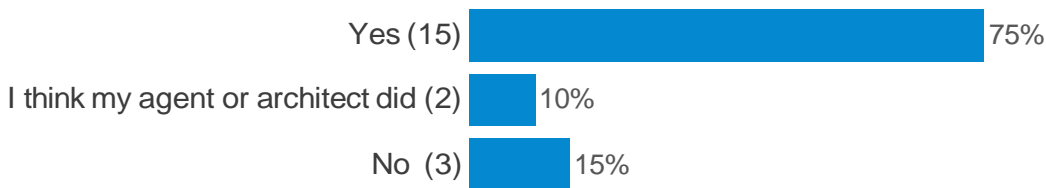


(If you said no can you say how you eventually found out how to proceed?)

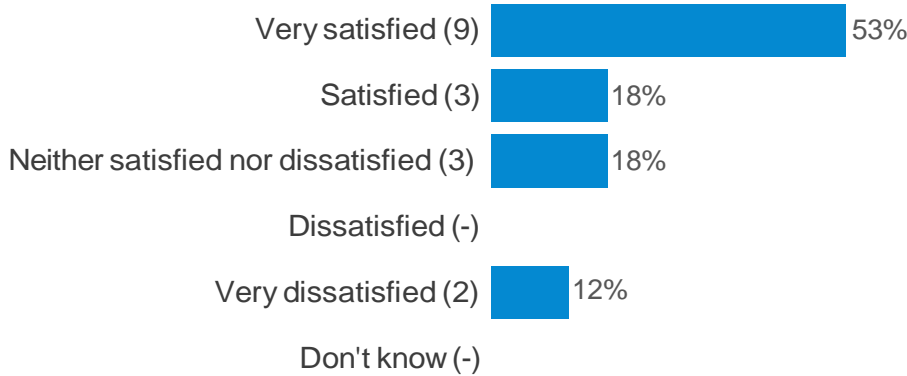
Which of the following processes did you go through with your application?



Before your planning application was formally submitted did you contact Wiltshire Council Planning Service for advice or guidance on the process?

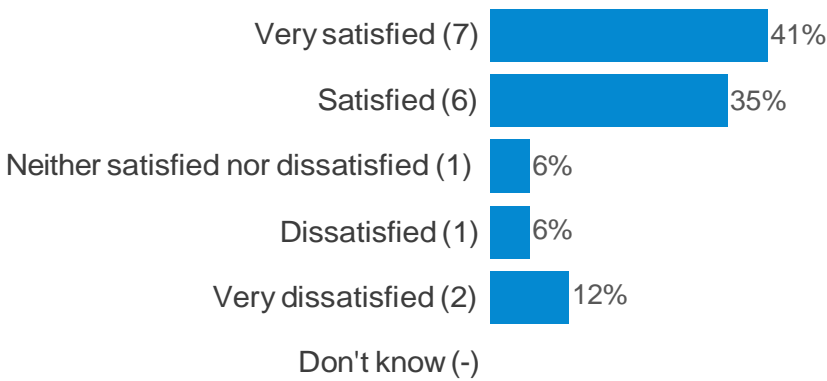


If you or your agent/architect did contact the Planning Service prior to your application how satisfied were you with the following? (How easy it was to contact the Planning Service by phone, email or website)

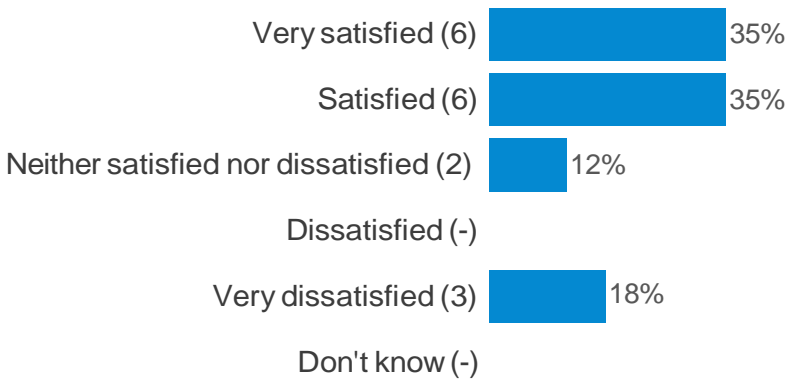


A survey of users of the planning service

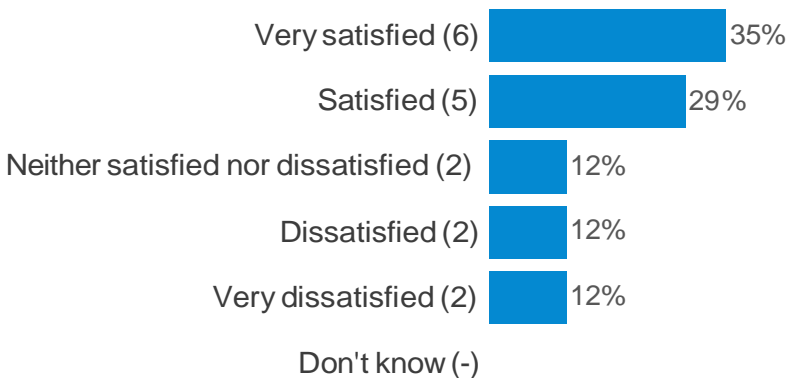
If you or your agent/architect did contact the Planning Service prior to your application how satisfied were you with the following? (The amount of information you were given)



If you or your agent/architect did contact the Planning Service prior to your application how satisfied were you with the following? (How clear and easy to understand the information was)

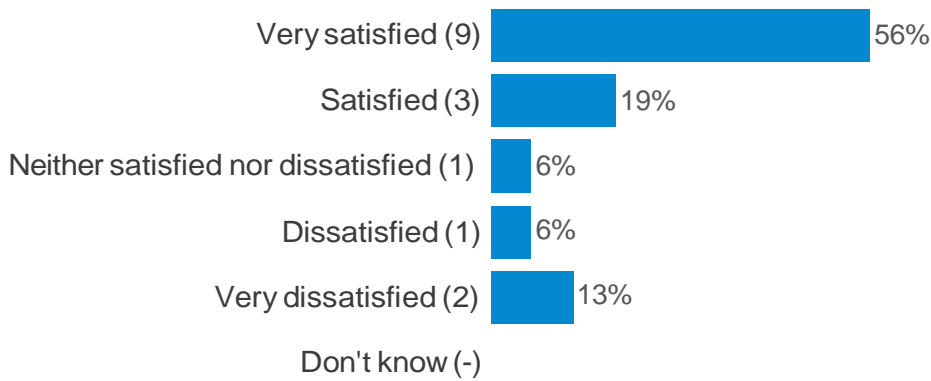


If you or your agent/architect did contact the Planning Service prior to your application how satisfied were you with the following? (The time it took to get a response)

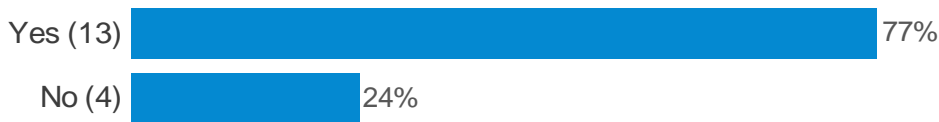


A survey of users of the planning service

If you or your agent/architect did contact the Planning Service prior to your application how satisfied were you with the following? (The helpfulness of staff)



In general were your questions answered to your satisfaction, enabling you to understand the requirements and information necessary to complete your planning application?



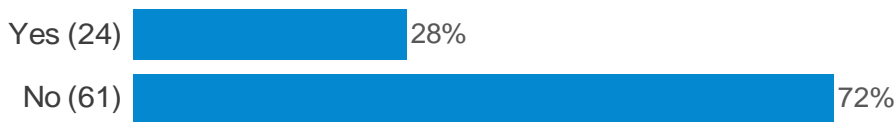
During the application process did you do any of the following? (View your application online via the Wiltshire Council website)



During the application process did you do any of the following? (Consult with your immediate neighbours)



During the application process did you do any of the following? (Contact your local parish or town councillor)



A survey of users of the planning service

During the application process did you do any of the following? (Contact the Wiltshire Council councillor for your area)



During the application process did you do any of the following? (Contact the Planning Officer to discuss)



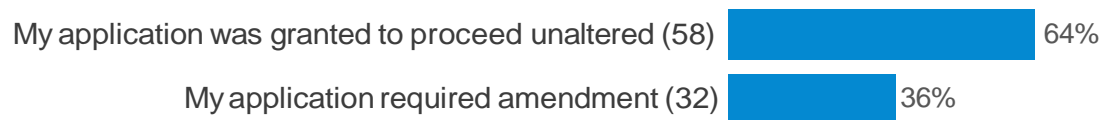
During the application process did you do any of the following? (Find out where your Green notice that itemised your planning application was posted in the local area)



During the application process did you do any of the following? (Become aware of any local Parish or Town Council meeting that was looking at your application as a consultee)



During the process which of the following best describes what happened in your case? (My application was granted to proceed unaltered)

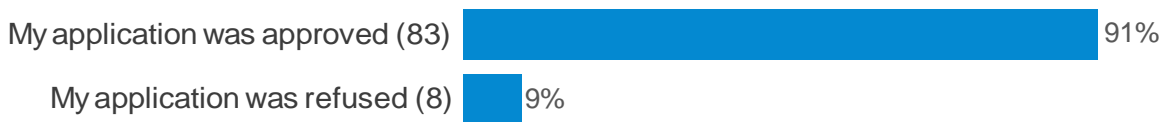


A survey of users of the planning service

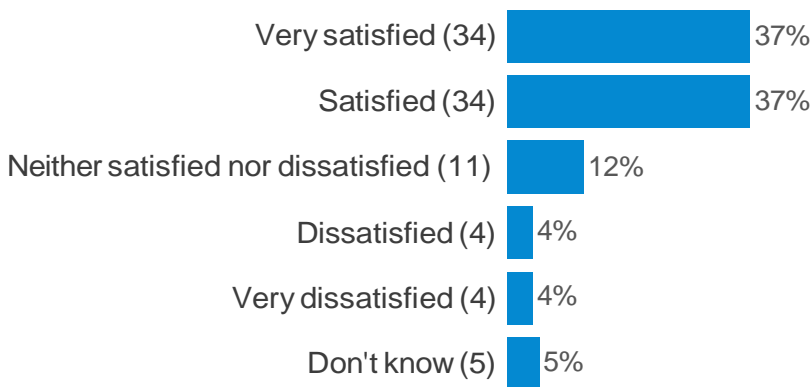
If your application required amendment what was your thought on this? (If your application required amendment what was your thou...)



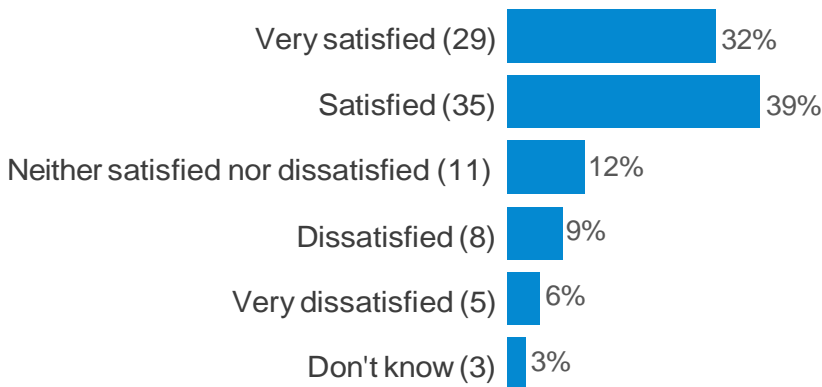
Please can you say what happened to your planning application?



During the application process, how satisfied were you or your agent/architect with the following? (How easy it was to contact the Planning Service by phone, email or website)

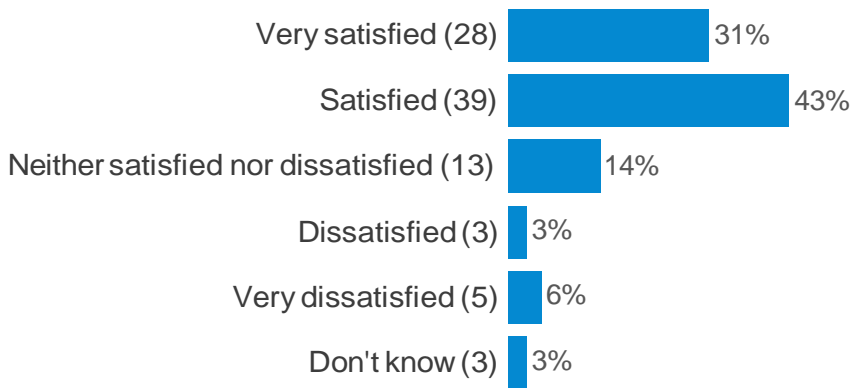


During the application process, how satisfied were you or your agent/architect with the following? (The amount of information you were given)

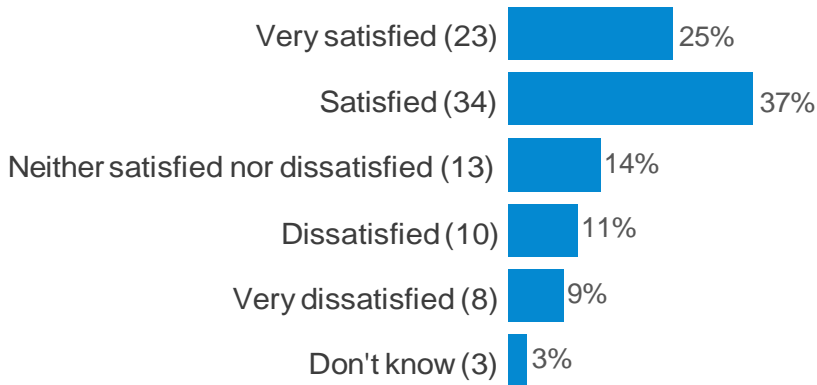


A survey of users of the planning service

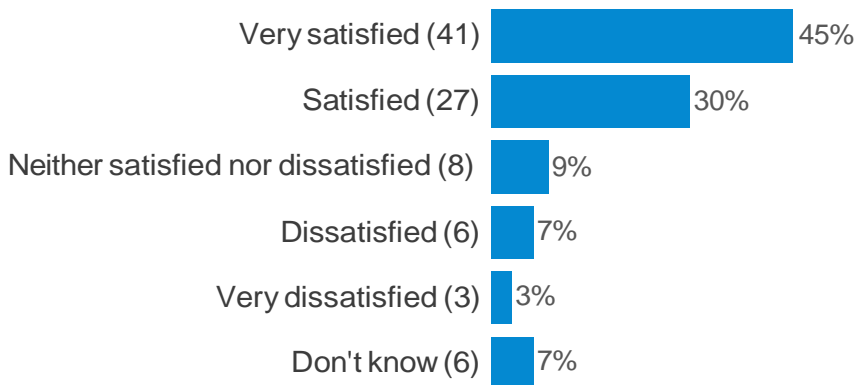
During the application process, how satisfied were you or your agent/architect with the following? (How clear and easy to understand the information was)



During the application process, how satisfied were you or your agent/architect with the following? (The time it took to get a response)

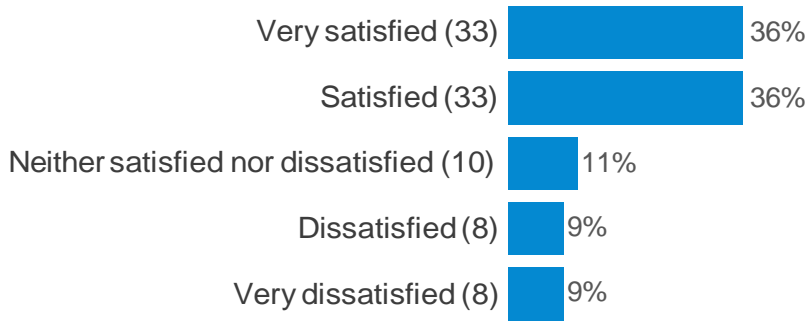


During the application process, how satisfied were you or your agent/architect with the following? (The helpfulness of staff)

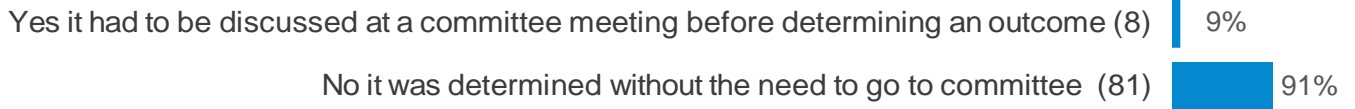


A survey of users of the planning service

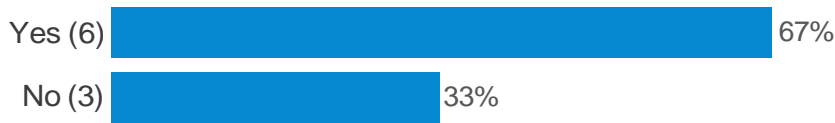
Setting aside whether any individual application was successful or not, how satisfied or dissatisfied are you with the service provided by Wiltshire Council in processing your application?



Was your application called in by a councillor to be determined at a planning committee?

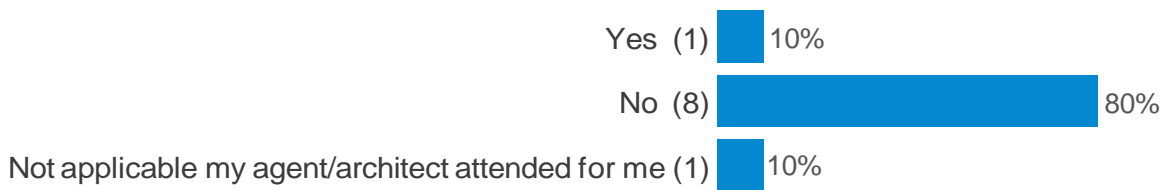


Was a clear explanation given as to why the application was to be decided by the Planning Committee?



(If no what were your thoughts on this?)

Did you attend the planning committee where your application was being considered?



A survey of users of the planning service

In relation to the planning committee meeting how far would you agree or disagree with the following statements? (It was clearly explained at the beginning how things would proceed)



In relation to the planning committee meeting how far would you agree or disagree with the following statements? (I or my agent was told how to speak on my application)



In relation to the planning committee meeting how far would you agree or disagree with the following statements? (I felt my or my agents comments were listened to)



In relation to the planning committee meeting how far would you agree or disagree with the following statements? (I felt the whole process was balanced and fair)



In relation to the planning committee meeting how far would you agree or disagree with the following statements? (I felt that the process was well organised)



In relation to the planning committee meeting how far would you agree or disagree with the following statements? (I understood what was happening during the meeting)



A survey of users of the planning service

In relation to the planning committee meeting how far would you agree or disagree with the following statements? (I understood how the decision was made)

Agree (2)  100%

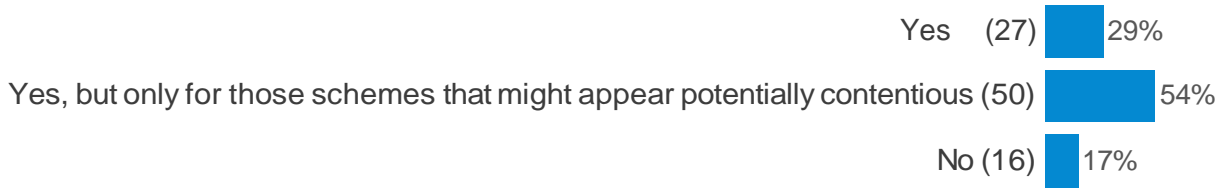
Disagree (-)

What do you think Wiltshire Council could do to improve the planning process regardless of your outcome?

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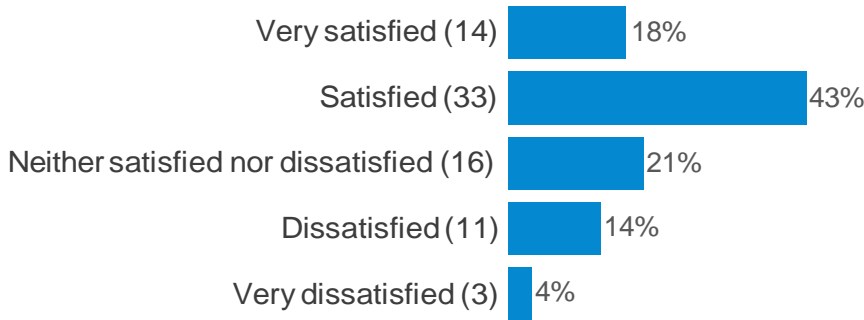
A survey of professional users of the planning application service

Do you use Wiltshire Council's pre-application Planning Service?

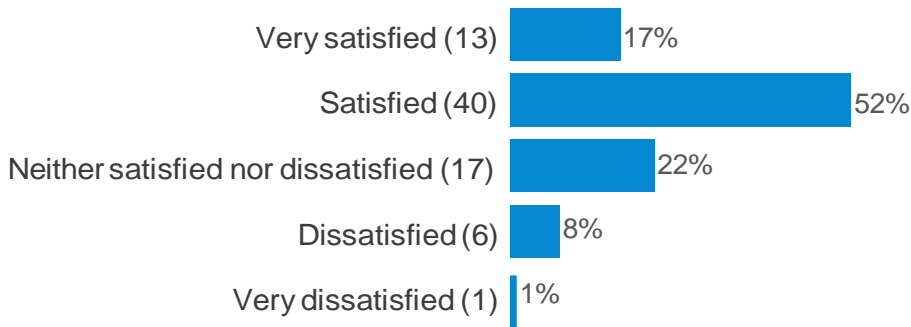


A survey of professional users of the planning application service

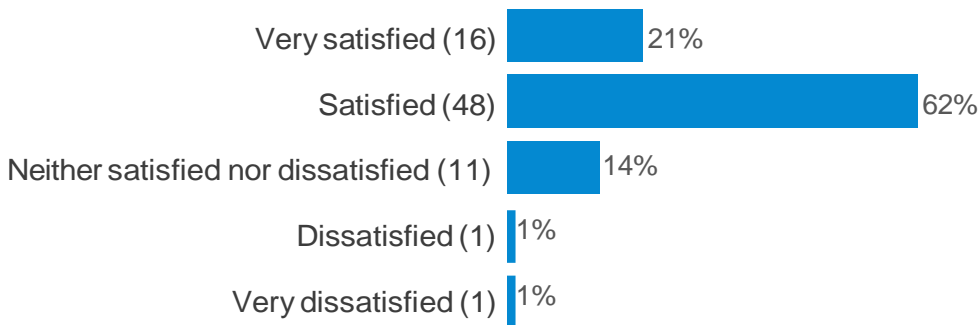
When you contact the Planning Service prior to applications being taken forward, how satisfied are you with the following? (How easy it is to contact the Planning Service by phone, email or website)



When you contact the Planning Service prior to applications being taken forward, how satisfied are you with the following? (The amount of information the Service provide)

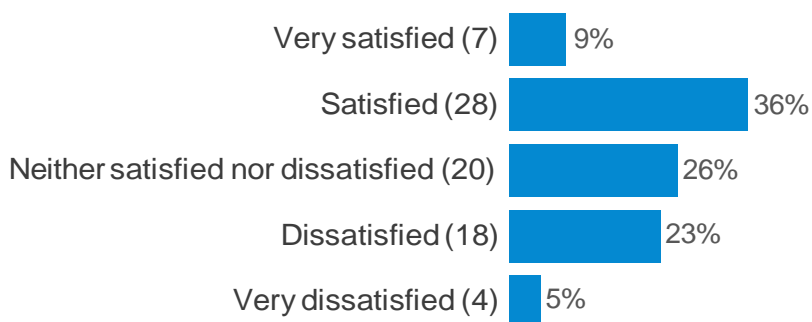


When you contact the Planning Service prior to applications being taken forward, how satisfied are you with the following? (How easy to understand the information is)

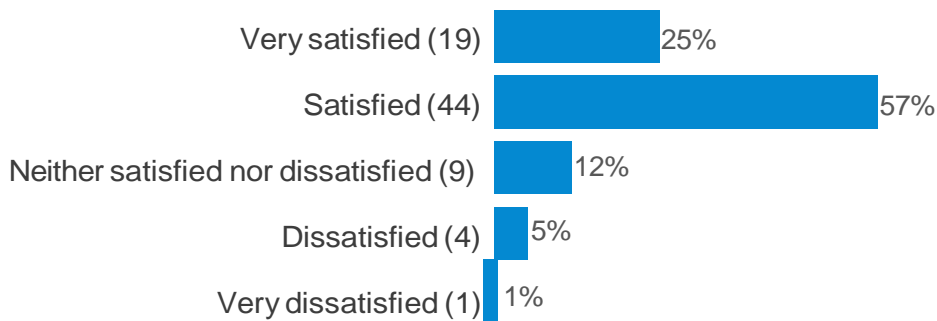


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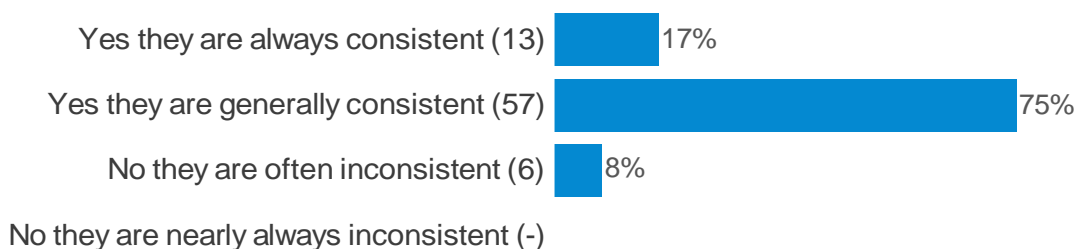
When you contact the Planning Service prior to applications being taken forward, how satisfied are you with the following? (The time it takes to get a response)



When you contact the Planning Service prior to applications being taken forward, how satisfied are you with the following? (The helpfulness of staff)



Are the reports you have received from planning officers at this stage generally consistent with the response from the planning officer at the Full Planning stage?



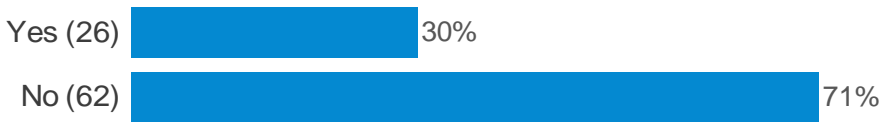
In general are your questions answered to your satisfaction, enabling you to understand the requirements and information necessary to complete planning applications?



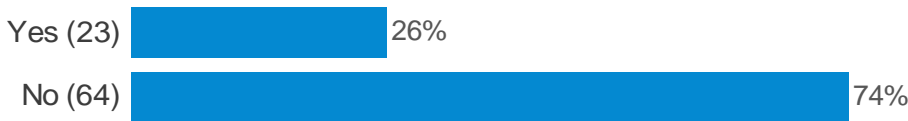
During the application process do you generally do any of the following? (View your application(s) online via the Wiltshire Council website)



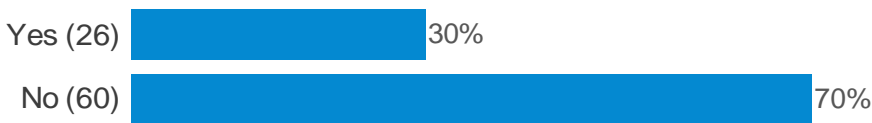
During the application process do you generally do any of the following? (Contact relevant local [redacted] or town councillors)



During the application process do you generally do any of the following? (Contact the Wiltshire Council councillor for the relevant area)



During the application process do you generally do any of the following? (Contact any other statutory consultees)



During the application process do you generally do any of the following? (Contact the Planning Officer to discuss)



A survey of professional users of the planning application service

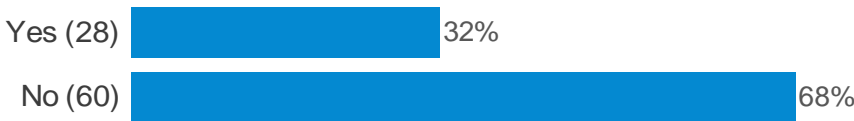
During the application process do you generally do any of the following? (Find out where the green public notice that itemised your planning application was displayed in the local area)



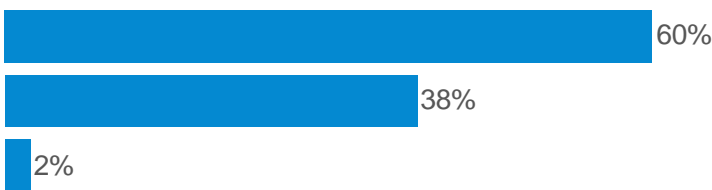
During the application process do you generally do any of the following? (Become aware of any local Parish or Town Council meeting that was looking at your application as a consultee)



During the application process do you generally do any of the following? (Attend any local Parish or Town Council meeting that was looking at your application as a consultee)



If and when your application(s) require amendment what are your thoughts on the explanation provided?

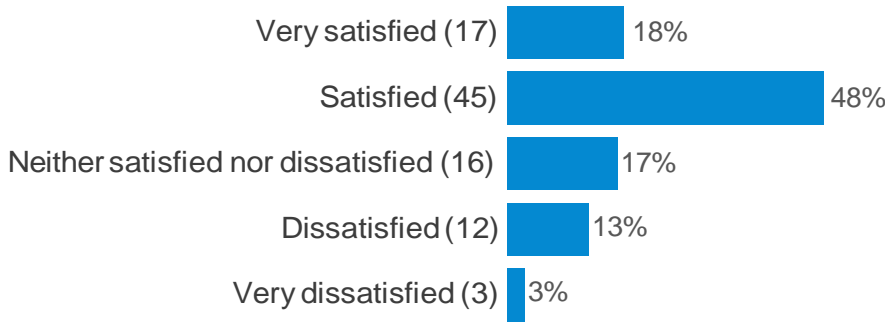


Did you feel that ample time had been given by the officer for you to make any amendments suggested within the time frame of the application?

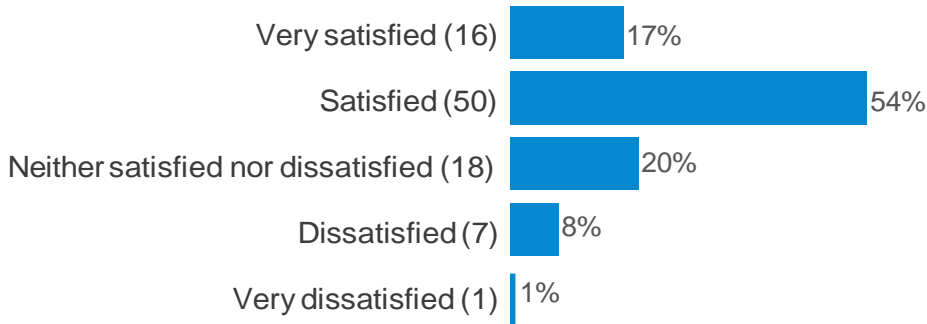


A survey of professional users of the planning application service

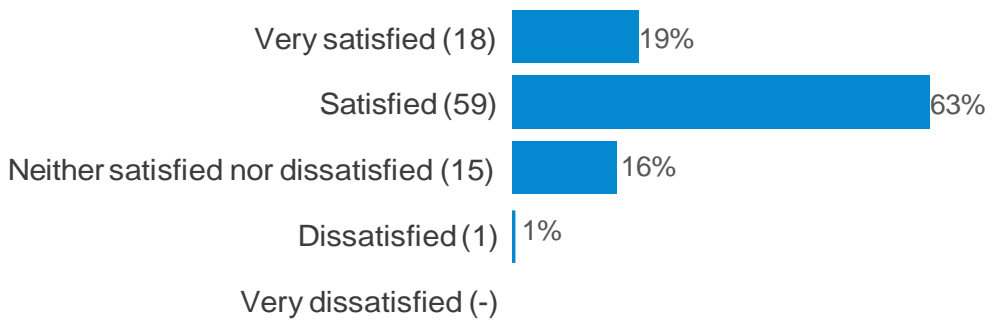
**During the application process, in general how satisfied are you with the following?
(How easy it is to contact the Planning Service by phone, email or website)**



**During the application process, in general how satisfied are you with the following?
(The amount of information you are given)**

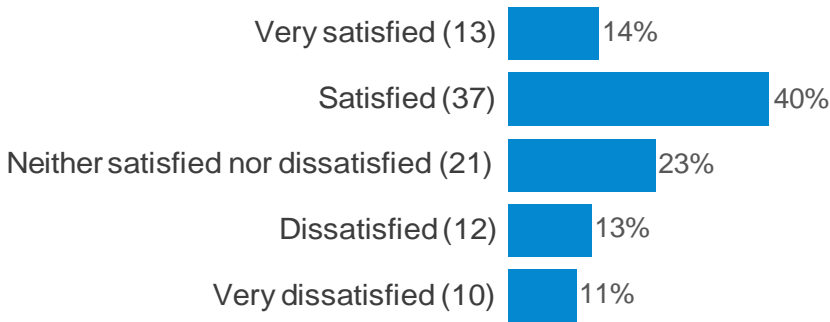


**During the application process, in general how satisfied are you with the following?
(How easy to understand the information is)**

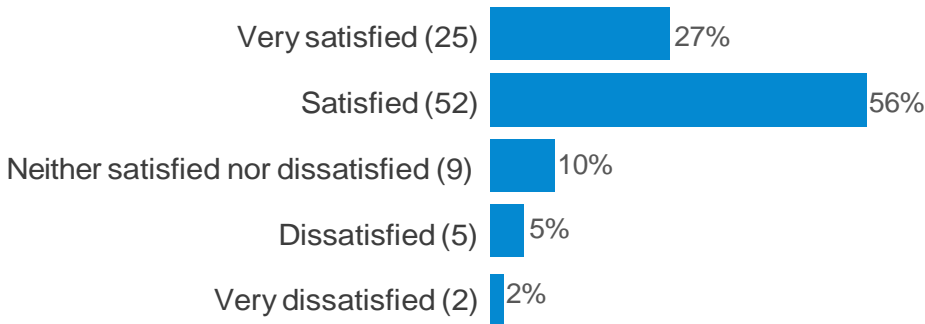


A survey of professional users of the planning application service

**During the application process, in general how satisfied are you with the following?
(The time it takes to get a response)**



**During the application process, in general how satisfied are you with the following?
(The helpfulness of staff)**

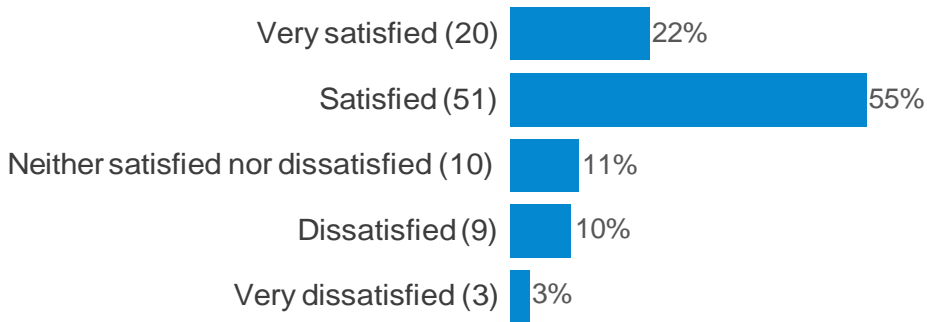


In general are your questions answered to your satisfaction, enabling you to understand the requirements and information necessary to complete planning applications?



A survey of professional users of the planning application service

Setting aside whether any individual application was successful or not, how satisfied or dissatisfied are you in general with the service provided by Wiltshire Council in processing applications?



(If you were dissatisfied with the process (but not the outcome) can you say why?)

A survey of professional users of the planning application service

Have you ever had an application called in by a councillor to be determined at a planning committee



Was a clear explanation given as to why the application was to be considered by the Planning Committee?



(If you said no what were your thoughts on this?)

Did you attend the planning committee where your application was being considered?



In relation to the planning committee meeting(s) to what extent would you agree or disagree with the following statements? (It was clearly explained at the beginning how things would proceed)



In relation to the planning committee meeting(s) to what extent would you agree or disagree with the following statements? (I or my client was told how to speak on my application if we wished to)

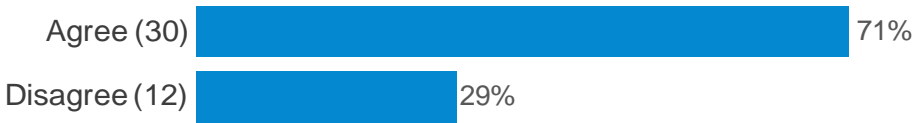


A survey of professional users of the planning application service

In relation to the planning committee meeting(s) to what extent would you agree or disagree with the following statements? (I felt my or my clients comments were listened to)



In relation to the planning committee meeting(s) to what extent would you agree or disagree with the following statements? (I felt the committee process was balanced and fair)



In relation to the planning committee meeting(s) to what extent would you agree or disagree with the following statements? (I felt that the committee was well organised)



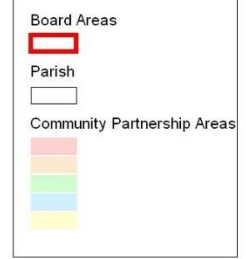
In relation to the planning committee meeting(s) to what extent would you agree or disagree with the following statements? (I understood what was happening during the meeting)



In relation to the planning committee meeting(s) to what extent would you agree or disagree with the following statements? (I understood how the decision was made)



Wiltshire Area Boards and Community Partnership Areas 2009



NOTE
 All Community Partnerships Areas have the same boundary as the Area Boards except in the South West Wiltshire Area Board area. This area consists of three separate partnerships which are individually shaded and separated by the red dotted line.

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Susie Read, Senior Research Officer, Policy Research & Communications

Appendix 4 – Data on planning committee activity

	Strategic	NAPC	EAPC	SAPC	WAPC	Total
Scheduled	50	67	67	68	68	320
Cancelled	14	8	35	18	20	95
%	28%	12%	52%	26%	29%	30%

2010-2017	Strategic	NAPC	EAPC	SAPC	WAPC	Total
Total Meetings Arranged	99	133	133	132	133	623
Total Meetings Cancelled	38	17	60	34	31	180
Total Meetings Held	60	114	71	97	101	443
Total Meetings 2 or fewer items	39	27	31	21	33	151
Total Hours (to nearest)	124	253	115	256	222	970
Total Items	128	460	201	393	355	1537

	Total of meetings held with 2 or fewer planning items					
	Strategic	NAPC	EAPC	SAPC	WAPC	Avg.
2010	75%	25%	36%	7%	36%	29%
2011	83%	7%	36%	21%	47%	33%
2012	67%	29%	40%	30%	0%	28%
2013	100%	21%	20%	9%	9%	28%
2014	40%	13%	33%	57%	38%	36%
2015	70%	40%	60%	21%	33%	43%
2016	44%	38%	71%	0%	42%	37%
2017	57%	10%	67%	20%	60%	40%
Avg.	65%	24%	44%	22%	33%	34%

	Average items per committee meeting					Total Items
	Strategic	NAPC	EAPC	SAPC	WAPC	
2010	1.8	4.8	3.3	4.7	3.6	236
2011	1.5	5.7	2.9	4.4	3.1	229
2012	1.8	3.9	3.0	4.1	4.2	196
2013	1.5	3.8	3.5	5.6	4.4	210
2014	2.9	3.6	3.2	2.6	3.6	186
2015	2.2	3.1	2.1	3.3	3.3	175
2016	2.6	2.8	2.3	3.7	3.1	158
2017	2.1	5.0	2.0	4.3	2.7	147
Avg.	2.1	4.0	2.8	4.1	3.5	
Total Items	128	460	201	393	355	1537

	Average minutes per meeting per committee					Total Mins.
	Strategic	NAPC	EAPC	SAPC	WAPC	
2010	66	122	88	172	121	7285
2011	83	163	91	153	119	7705
2012	109	128	109	153	179	7558
2013	93	140	117	195	135	7499
2014	161	133	130	125	137	7902
2015	118	92	90	165	109	7084
2016	177	124	77	144	130	7112
2017	126	187	78	163	123	6072
Avg.	124	133	97	158	132	
Total Mins.	7422	15200	6903	15344	13348	58217

	Total items per committee per year					Total Items
	Strategic	NAPC	EAPC	SAPC	WAPC	
2010	7	77	36	66	50	236
2011	9	80	32	61	47	229
2012	11	55	30	41	59	196
2013	12	53	35	62	48	210
2014	29	54	19	37	47	186
2015	22	46	21	46	40	175
2016	23	45	16	37	37	158
2017	15	50	12	43	27	147
Avg.	16	58	25	49	44	
Total Items	128	460	201	393	355	1537

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Appendix 2 – Extract of the Overview and Scrutiny Management Committee Minutes of 20 March 2018

26 Final Report of the Planning Committee System Task Group

Councillor Ruth Hopkinson introduced the item, on behalf of the Chairman of the Task Group, and thanked those involved with the review and to those who responded to the consultation. It was noted that a potential saving of £11,774 was identified although due to the ongoing Boundary review which could impact the number of councillors and committee structures, no pre-emptive assumptions would be made.

The Committee had the opportunity to comment with the main points focusing on: Whether different planning committee models were considered; How in-depth the information was analysed and the need for the Task Group to wait for the outcome of the Boundary Review before assessing whether there should be a change to the planning committee structure. At the end of the discussion it was;

Resolved

- 1. To note that Recommendation 5 should refer to a potential financial saving of £11,774 rather than £10,000.**
- 2. To ask the Task Group to meet with the Cabinet Member for Planning and Property to discuss its report and to bring any further proposals to the next meeting.**

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Wiltshire Council

Overview and Scrutiny Management Committee

5 June 2018

Westbury Advanced Thermal Treatment Plant: Response to a public request for review by Overview and Scrutiny

Purpose

1. To respond to the request from members of the public at OS Management Committee on 20 March 2018 regarding overview and scrutiny input on the Westbury Advanced Thermal Treatment (ATT) Plant.

Background

2. On 20 March 2018 members of the public presented a petition to OS Management Committee regarding the ATT plant proposed in Westbury. Members of the Westbury Gasification Action Group (WGAG) spoke and their full statements are attached (Appendix 1). The main points made are summarised below.
3. Having heard these statements, OS Management Committee resolved that the Chairman and Vice-Chairman of the Committee should discuss the potential for scrutiny work in this area with the relevant cabinet members, officers and select committee chairmen and vice-chairmen before making a decision.
4. The following councillors and officers met to discuss this issue on 16 May 2018:

Cllr Graham Wright	Chairman, OS Management Committee
Cllr Alan Hill	Vice-chairman, OS Management Committee
Cllr Christine Crisp	Chairman, Health Select Committee
Cllr Gordon King	Vice-chairman, Health Select Committee
Cllr Matthew Dean	Chairman, Environment Select Committee
Cllr Robert Yuill	Chairman, Waste Contracts Task Group
Cllr Toby Sturgis	Cabinet Member, Planning & strategic asset management
Cllr Bridget Wayman	Cabinet Member, Highways, transport and waste
Cllr Jerry Wickham	Cabinet Member, Adult social care, public health and public protection
Martin Litherland	Head of Waste Management, Waste and Environment
Gary Tomsett	Public Protection Team Leader, Public Health
Mike Wilmott	Head of Service, Development Management
Henry Powell	Scrutiny Lead, Legal and Democratic

Main considerations

5. In 2015 Hills Waste obtained planning permission for the development of an ATT in Westbury. In 2018, Hills put forward revised plans for the proposed ATT plant. After careful examination, the council concluded that due to the significant differences in design, bulk, height and external appearance compared to the extant planning permission, a new planning application would be required. This has since been submitted and is being considered and consulted on by the council. It is likely to be determined by the Strategic Planning Committee.
6. The public statements made at by Management Committee on 20 March 2018 asked Wiltshire Council to take a coordinated view of the public health, waste management and planning aspects of the ATT plant proposed for Westbury. Key statements made by the speakers are included below, along with relevant information provided in response:

Statement	Comment
<p>a) Since the Westbury incinerator was given planning permission in 2015 new research has highlighted the adverse effects of these particulates on human health.</p>	<p>As local planning authority the council will consider whether the development is an acceptable use of the land.</p> <p>Waste Gasification processes of the nature and size proposed are subject to Environmental Permitting by the Environment Agency. Such permits prescribe how the operator must limit and control emissions to air, water, and soil. They also control issues such as noise. Any permit would be issued under the terms of the Industrial Emission Directive and Waste Incineration Directive. These prescribe maximum emissions to air and both continuous and periodic emission monitoring requirements. Permits must be advertised and are subject to public consultation. It is understood that the Environment Agency will be undertaking an extended period of public consultation. The local authority is also consulted and can raise concerns about any cumulative impact on local air quality where appropriate.</p>
<p>b) Parliamentary select committees have recently concluded that air pollution is a national health emergency, resulting in tens of thousands of early deaths and costing billions of</p>	<p>The focus of the parliamentary select committee report was road traffic emissions.</p> <p>Air quality objectives contained in UK air quality regulations are health-based. The concerns that exist locally are recognised and since the declaration of the Air Quality</p>

Statement	Comment
pounds in health impacts each year.	Management Area (AQMA) on Haynes and Warminster Roads in Westbury in 2001 an extensive body of evidence on the health effects of pollutants on health has accumulated nationally. The council is committed to working toward achieving the annual mean objective for nitrogen dioxide in Westbury.
c) They say at a local level this should be monitored by <i>local authority Directors of Public Health and through NHS organisations</i> . Better information about air quality is also needed at a local level.	The council's Public Health and Protection Services currently monitor air quality on the Haynes and Warminster Roads using nitrogen dioxide monitoring tubes. It also plans to locate an indicative Osiris particulate monitor in Westbury for a period of time. The council's air quality monitoring is reported in an Annual status report to DEFRA in June each year and these reports and air quality data can be found at http://www.wiltshireairquality.org.uk/
d) They recommend that air pollution levels should be monitored at key spots within local communities—for example near schools, hospitals and care homes—and the results clearly communicated to local residents and service users to provide the public with the information they need to press their elected representatives for further changes at a local authority level.	Vehicle exhaust emissions are the major source of pollution. This has led to declaration of AQMAs across the country. Public Health and Protection Services have identified exceedances of the nitrogen dioxide annual mean objective on Haynes and Warminster Roads and therefore that has been the focus of our monitoring. No other areas in the town have been identified as at risk of breaching air quality objectives. However, the council keeps its monitoring programme under regular review and in recognition of local concerns it plans to relocate the Osiris indicative particulate monitor following service and calibration. Suitable sites are currently being investigated.

7. The speakers asked the **council** to:

Statement	Comments
a) Undertake careful scrutiny of the decision regarding whether or not amended plans for plant represent 'minor material changes' that	Having scrutinised the plans, the council has determined that they are not a minor material change under Section 73 and therefore require a new planning application. This has now been submitted and is likely to

Statement	Comments
may be submitted under Section 73.	be considered by Strategic Planning Committee.
b) Consider the changes to the environment since the original plans were submitted i.e. large housing developments nearby.	The new application will consider any relevant changes in planning terms to circumstances since the original permission was granted.
c) Consider the cumulative impact of existing and proposed waste disposal facilities on the well-being of the local community to be considered (given issues relating to the current waste facility at Northacre)	See information above.
d) Revisit the environmental and public health impacts of the proposed incinerator	The council's Environmental Protection and Public Health teams will be consulted on the planning application and their comments will be reflected as appropriate in the planning officer's report. The Public Health team will engage with Public Health England to inform its response.
e) The council's Public Health team to look at the levels of cardiovascular and respiratory diseases in Westbury compared with other towns in Wiltshire.	A study will take place assessing the admissions and mortality rates for a number of Lower Layer Super Output Areas ¹ (LSOA) surrounding the site. These will be compared to a Wiltshire figure and several control areas (areas with a similar age and deprivation breakdown).

8. The petition/speakers asked **OS Management Committee** to:

Statement	Comments
a) Ensure that any impact statements from the waste contracting company or recommendations from the public health and waste teams are based on sound, up-to-	The Environment Agency examines the emissions impact of agreed sites under its permitting regime (see 6 a) above).

¹ LSOAs (Lower-layer Super Output Areas) are small areas designed to be of a similar population size, with an average of approximately 1,500 residents or 650 households.

Statement	Comments
date and impartial scientific evidence.	The council's Environmental Protection and Public Health teams are consulted on planning applications.
b) Seek the advice of Air Quality and Waste Management experts from outside the Council.	The council's Environmental Protection and Public Health teams have the necessary expertise and will also be liaising with Public Health England.
c) Scrutinise who will carry out impartial health studies for the proposed plant and who will reassess and scrutinise the air quality and health impact assessments and environmental statement that the waste contractor's consultants produced with their planning application in 2015 and who will assess any new ones that may arise under a revised planning application.	See 6 a) above.
d) Prioritise the Environment Select Committee decision on March 13 th to undertake a piece of work on the contribution waste plants and associated logistics make to emissions in Wiltshire.	Environment Select Committee is due to receive a briefing note from the Director for Waste and Environment on 26 June 2018. The note will include a proposal that scrutiny input be considered from January 2019, once amendments to national policy have been implemented.
e) Add value to any decisions made by the Environment Select Committee to resource a visit from the Environment Agency and more importantly, by WRAP or, Waste and Resources Action Programme. WRAP support local authorities in England to assess the business case for implementing collection services. WRAP meets the full revenue cost of providing technical support.	<p>The Environment Agency is consulted on any flood risks posed by planning applications and, in this case, would also examine the emissions impact under its permitting regime (see 6 a) above)</p> <p>WRAP were involved in an initial assessment of waste collection operations and potential modifications prior to the procurement of Waste Management and Waste Collection services (these new contracts commence 29 July 2018).</p>
f) Ask Environment Select Committee to visit a bio-	Members of the Environment Select Committee visited a Mechanical Biological

Statement	Comments
<p>digester plant and liaise with Swindon Borough Council who support a local business developing and running a plastic to oil enterprise.</p>	<p>Treatment plant at Northacre in Westbury as part of its work on the council's Waste Management Strategy (currently still in draft form). The Committee has not explored work regarding plastic-to-oil enterprise. However, this could be included in considerations regarding future scrutiny of plastic waste management.</p> <p>New waste collection services to be implemented from 29 July 2018 will provide Wiltshire residents with greater opportunities to recycle a wide range of post-consumer plastic at the kerbside, with the inclusion of plastic bottles, pots, tubs and trays, drink and food cartons.</p>

Proposal

9. In light of the information presented above and the discussions held with officers, cabinet members and scrutiny chairmen and vice-chairmen on 16 May 2018, it is proposed that the Committee:
10. Does not consider that scrutiny can add value on this matter at present, given:
 - The new application's status in the planning process and confirmation that all relevant changes to circumstances since the original application will be considered;
 - The roles of the Public Health and Environmental Protection teams in commenting on the public health and environmental impacts of the planning application;
 - The role of the Environment Agency in prescribing ATT plants' maximum emissions and emission monitoring arrangements and the requirement for public and local authority consultation on the award of the permit;
 - The council's plan to locate an Osiris indicative particulate monitor in Westbury following service and calibration.
11. Notes its thanks to the members of the public for their engagement in the overview and scrutiny process and for putting this matter forward for the committee's consideration.
12. Notes that Overview and Scrutiny at Wiltshire Council welcomes all public engagement on this matter and any further suggestions of topics for inclusion on its forward work programme.

Cllr Graham Wright, Chairman of Overview and Scrutiny Management Committee

Report authors:

Henry Powell, Scrutiny Lead, 01225 718052, henry.powell@wiltshire.gov.uk

Martin Litherland, Head of Waste Management, Waste and Environment

Gary Tomsett, Public Protection Team Leader, Public Health

Mike Wilmott, Head of Service, Development Management

Appendices

Appendix 1 Statements made by members of the public at OS Management Committee on 20 March 2018

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Appendix 1

Statements to Overview & Scrutiny Committee 20th March 2018

Statement 1: Introduction to the Westbury Gasification Action Group and the Petition. The requests of the signatories regarding Planning aspects of the ATT Plant in Westbury

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.....
Thank you Chairman and thanks for agreeing we can present the petition to this Committee today.

This petition asks Wiltshire Council to take a coordinated view of the public health, waste management and planning aspects of the Advanced Thermal Treatment plant proposed for Westbury (subject to the regulations on planning). The signatories trust that the new Waste Strategy is being devised in a forward thinking way which would obviate the need to build an ATT plant in a community that, for many reasons, does not want it.

How did the petition come about? A group of people from S.W. Wiltshire put together detailed responses to Wiltshire Council's Waste Strategy consultation, submitting questions to the Environment Select Committee, from last Autumn. During that time, the plan to build the gasification plant came to light – whilst it received planning consent in 2015, communications did not reach most people in the area at that time.

The Waste Contracting Company carried out two presentations in Westbury at the end of last year, and the implications of the development have increasingly been researched and discussed by residents, many of whom have moved to new developments in the town since 2015.

Following a community meeting in January, one person took the initiative to set up a Facebook Group which now has 830 members – the Westbury Gasification Action Group. People called for a petition as one way of expressing their views on the plant.

1,789 people have signed this petition – 128 via the ePetition and most are here on paper. They are overwhelming people in Westbury, so a rough estimate is that the numbers represent more than 8% of the population. Many signatures were collected by one dedicated young man. But everyone who has been involved knows that these are not just names on pieces of paper. These are real conversations with people on their doorsteps or in the town centre. People stopped in freezing weather to talk about this and I can relay that these signatures represent a high level of anger and concern about what is being seen as another imposition on the town.

One member said that we want this to be **Westbury not Wastebury**, and sadly this phrase is really resonating with people.

The group asked to come to this Committee given that aspects of the ATT plant appear to cross portfolios. And I would like to move firstly to Wiltshire Council's role as Planning Authority. Lorrae and Marie will talk about the public health and waste management areas.

Appendix 1

At a large public meeting in Westbury, chaired by Councillor King, the Environment Agency stated that they regard this case as being of high significance and they would therefore hold a public consultation on receipt of an environmental permit application from the developer.

We have confidence that Wiltshire Council's planning team would also consider an application relating to this plant to be significant enough to merit access to any expert resources needed to evaluate it. We clearly lack detailed knowledge of procedures, but we understand high significance can mean such an application would be considered at the Strategic Planning level. Although of course nothing can be pre-empted, in a situation where no application may yet have been received.

The operating company states that once they have appointed an Engineering Procurement and Construction Contractor, and identified a suitable technology, which would differ to that originally chosen for the plant, they would be applying to vary the approved plan via a Section 73 application.

As can be seen in the petition, signatories request careful scrutiny of the decision regarding whether or not amended plans represent 'minor material changes' that may be submitted under Section 73.

Whether variations to the existing plan, or a new planning application be submitted, we call for consideration of significant changes to the environment in which the plant is to be built. Since 2015 consent has been given to build 300 new homes at Westbury Sailing Lake, and an application submitted to build 200 homes near The Ham. That could constitute a further 500 homes within approximately 750 metres of the incinerator, in addition to those already existing or constructed in recent years.

We are also in a changed situation with regard to research on the health impacts of particle emissions, to be referred to shortly.

The National Planning Policy for Waste states that waste planning authorities should consider the **cumulative impact** of existing and proposed waste disposal facilities on the well-being of the local community. Given issues relating to the current waste facility at Northacre, and the impact on local residents, that have been raised but not fully resolved to date, the addition of a gasification plant risks further negative impact on well-being.

There is every confidence in the expertise and experience of all those involved in planning decisions. We just highlight that specialist expertise and a link to public health & well-being considerations may be required to evaluate an application or variation relating to a plant of this nature within a residential town.

Thank you Chairman and Members of the Committee.

Margaret Cavanna

Appendix 1

Statement 2: The requests of the petitioners regarding the Public Health aspects of the proposed ATT Plant in Westbury

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.....

Our petition asks the Council to revisit the environmental and public health impacts of the proposed incinerator. We would like the Overview and Scrutiny Committee to ensure that any impact statements from the waste contracting company or recommendations from the Council's public health and waste management teams are based on sound, up-to-date and impartial scientific evidence. We would like you to seek the advice of Air Quality and Waste Management experts from outside the Council.

We call the Westbury plant an incinerator because according to the Waste Incineration Directive, which is the relevant European legislation, the definition of an incineration plant is any equipment dedicated to the thermal treatment of waste, including processes such as gasification where gases resulting from the treatment are then incinerated.

Whatever it is called, the plant would attract domestic and commercial waste into Westbury by road from all over Wiltshire and beyond. Residual, non-recycled waste including Wiltshire's entire unrecycled domestic food waste would be processed in the existing Mechanical and Biological Treatment plant to produce fuel for the incinerator. Thermal treatment of waste (including some unrecycled plastics) would produce pollutants which would be filtered before release into the atmosphere. These would be monitored under permit from the Environment Agency and would include nitrogen oxides, sulphur dioxide, heavy metals, dioxins, furans, polluted water and particulates.

Particulates are microscopic, inhalable and respirable particles which result from reactions of chemicals such as sulphur dioxide and nitrogen oxides which are emitted from industrial processes and by vehicle engines.

Since the incinerator was given planning permission in 2015 new research has highlighted the adverse effects of these particulates on human health.

Just two weeks ago four parliamentary select committees published a joint Air Quality Report concluding that air pollution is a national health emergency, resulting in tens of thousands of early deaths and costing billions of pounds in health impacts each year. They took evidence from experts including Professor Stephen Holgate, Medical Research Council Clinical Professor of Immunopharmacology at the University of Southampton.

The parliamentary committees say it is unacceptable that successive governments have failed to protect the public from poisonous air and that the health sector needs to play a stronger role in tackling air quality. They say at a local level this should be by local authority Directors of Public Health and through NHS organisations. Better information about air quality is also needed at a local level. *They recommend that air pollution levels should be monitored at key spots within local communities—for example near schools, hospitals and care homes—and the results clearly communicated to local residents and service users to provide the public with the*

Appendix 1

information they need to press their elected representatives for further changes at a local authority level.

The Environment Agency has told us that they cannot include particulate matter smaller than 2.5 microns in size in the permit conditions for the incinerator because these are not covered by the Industrial Emissions Directive. These ultrafine particles are the most dangerous to human health.

Senior Democratic Services have told us that Health Impact Assessments are not a statutory requirement of the planning consultation process in which case it seems neither Wiltshire Council's planning process nor the Environment Agency will be responsible for protecting the public against particulates below 2.5 microns in size.

Air quality in Westbury is already poor because of pollution from heavy traffic but no one seems to be monitoring or assessing the overall impact of poor air quality on the population of Westbury.

National Planning Policy for Waste states that waste planning authorities should consider the cumulative impact of existing and proposed waste disposal facilities on the well-being of the local community.

It also says planning authorities should avoid carrying out their own detailed assessment of health studies, so we would like the Overview and Scrutiny Committee to look at who *will* carry out impartial health studies for the proposed plant. Who will reassess and scrutinise the air quality and health impact assessments and environmental statement that the waste contractor's consultants produced with their planning application in 2015 and who will assess any new ones that may arise under a revised planning application?

We would like the Council's Public Health team to look at the levels of cardiovascular and respiratory diseases in Westbury compared with other towns in Wiltshire.

<https://www.parliament.uk/business/committees/committees-a-z/commons-select/environment-food-and-rural-affairs-committee/inquiries/parliament-2017/improving-air-quality-17-19/>

[Lorrae Allford](#)

Appendix 1

Statement 3: Requests of the petitioners regarding Waste Management

.....
.....

Local people like us ask that Wiltshire Council demonstrate it is responsive to growing public understanding of what works best in terms of managing waste services – our recycling in our environment.

Incineration of waste as an end result is not desirable or necessary to reduce landfill. Wiltshire Council must rethink and act differently - not at the cost of public health, the environment or council taxpayers. Recovering value from waste is a necessary goal and is achievable without pyrolysis, gasification or any other word for incineration. In 2016- 17 Wiltshire Council paid over £3 million pounds in Landfill Tax whilst continuing to pay its contractor more than £26 million pounds to 'deal' with our waste. The draft Waste Strategy allows councillors to review whether the waste hierarchy will be fully applied in actions to safeguard and mitigate against climate change in both the council's in - house and outsourced services.

We ask the Overview and Scrutiny Committee to prioritise the Environment Select Committee decision on March 13th to resource a piece of work on the contribution waste plants and associated logistics make to emissions in Wiltshire. At the same meeting, a councillor highlighted the usefulness of inviting the Environment Agency to brief councillors on which areas it can consider in the permitting process for waste plants. We know, as local campaigners talking with Westbury residents that transportation of waste and highways issues are key concerns as well as those of air quality and monitoring. We call on the Overview & Scrutiny Committee to add value to any decisions made by the Environment Select Committee to resource a visit from the Environment Agency and more importantly, by WRAP or, Waste and Resources Action Programme. WRAP support local authorities in England to assess the business case for implementing collection services. WRAP meets the full revenue cost of providing technical support. We trust that such invitations are not after the horse has bolted.

The forward work plan formulated by the Waste Contracts Task group includes site visits to waste contractors. In order to base decisions on good evidence we ask that the Overview & Scrutiny Committee recommend the Environment Select Committee visit a bio-digester plant and liaise with Swindon Borough Council who support a local business developing and running a plastic to oil enterprise.

As council taxpayers, and voters we want a Council that acknowledges challenge and is open to the circular economy.

Marie Hillcoat

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Wiltshire Council

Overview and Scrutiny Management Committee

5 June 2018

Executive request for Overview and Scrutiny review:

Hackney Carriage Late Night Tariffs

Purpose

1. To report the request of the Cabinet Member for Adult social care, public health and public protection for a scrutiny review of the current schedule of late night tariffs for Hackney Carriages as adopted by the Licensing Committee in 2014.
2. To propose that Environment Select Committee establish a task group to undertake the review.

Background

3. On 8 May 2018 the Chairman and Vice-chairman of OS Management Committee met with the Cabinet Member for Adult social care, public health and public protection and the Chairman of Licensing Committee to discuss the cabinet member's request for scrutiny input on the county's Hackney Carriage tariff policy. The current countywide tariff schedule was approved by the Licensing Committee in 2014 having considered the findings of a consultation on the introduction of a single charging zone for Wiltshire Council and one table of fares to apply throughout. For ease of reference, the current tariff system and charges are as follows:

	Tariff 1	Tariff 2	Tariff 3	Tariff 4¹	Tariff 5¹
Journeys up to 176 yards (1/10 Mile)	£3.20	£4.50	£5.00	£4.50	£6.00
Subsequent 176 yards (1/10 Mile)	20p	30p	40p	45p	60p
Waiting time per minute	20p 30p	30p 30p	40p 30p	45p 30p	60p 30p

4. The cabinet member advised that:

¹ Vehicles with more than 4 seats carrying more than 4 passengers, between 2230 - 0229 hours for Tariff 4 and 0230 – 0559 hours for Tariff 5.

- A number of complaints have been received regarding the charging of high late-night fares (tariffs 4 and 5) in the Salisbury area and the alleged detrimental effect this may be having on Salisbury's night time economy (NTE).
- Anecdotally, these incidences often relate to military personnel returning from Salisbury to their bases.
- Concerns have also been raised regarding whether Wiltshire's late night tariffs are competitive with those in nearby night-time centres such as Andover, Swindon, Southampton and Bournemouth.
- In the context of the ongoing recovery effort in Salisbury following the events of 4 March 2018, it is appropriate to undertake a review of this issue at this time.

Main considerations

5. The Chairman and Vice-chairman of OS Management Committee and the Chairman of Environment Select Committee support overview and scrutiny considering this matter. It is proposed that a task and finish group be established under the auspices of Environment Select Committee with the following terms of reference:

In the context of the Salisbury recovery effort and reports of high late-night fares being charged in the Salisbury area,

1. **To investigate whether the current schedule of late-night tariffs for Hackney carriages, as adopted by the Licensing Committee in 2014,**
 - a) **Is supportive of Wiltshire's night time economy (NTE)**
 - b) **Is comparable to, and competitive with, night time centres in adjoining counties**
 - c) **Provides a fair system across all parts of the county.**
 2. **To make any evidenced recommendations for improvement as appropriate.**
6. Recommendations would be referred to the relevant cabinet member, though any revision of the policy would ultimately be determined by the Licensing Committee.
 7. As is normal practice, the task group would decide its own methodology, but it may wish to engage with,
 - Taxi companies across Wiltshire (including established taxi industry representatives)
 - Local members in Salisbury
 - Officers from the council's Fleet team
 - Chairman of Licensing Committee

Proposal

8. Following the Executive request for overview and scrutiny input, a task group with the terms of reference listed under paragraph 5 to be established under the auspices of Environment Select Committee.
 9. Task group membership to be sought and the review to commence in anticipation of endorsement by Environment Select Committee on 26 June 2018.
 10. Chairman of Environment Select Committee be given authority to determine the task group's membership pending Committee approval on 26 June 2018.
-

Cllr Graham Wright, Chairman of OS Management Committee

Report author: Henry Powell, Scrutiny Lead, 01225 718052,
henry.powell@wiltshire.gov.uk

Appendices

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| Appendix 1 | Report to Licensing Committee, 8 December 2014: 'One Zone/One Tariff Consultation – Hackney Carriage and Private Hire Vehicle Licensing' |
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Wiltshire Council

Licensing Committee

8 December 2014

One Zone/One Tariff Consultation - Hackney Carriage and Private Hire Vehicle Licensing

Cabinet member: Councillor Keith Humphries – Public Health,
Protection Services, Adult Care and Housing

Summary

The Licensing Committee at its meeting held on 2 September 2013 considered and agreed a proposal to carry out formal consultation with the taxi trade on the proposed introduction of a single zone for Wiltshire Council and one table of fares which would apply throughout the single zone.

The consultation was undertaken from 23 June 2014 for an eight week period and the results of the consultation have informed the proposals.

As part of its service delivery harmonisation Wiltshire Council has undertaken consultation regarding taxi zoning within its administrative area and its preference for one table of fares. This would effectively cap the maximum fare for journeys across the county so that the public would be charged a fare which does not exceed a pre-determined maximum for travelling the same distance anywhere in the county.

This report has been developed to update members on the results of the consultation with the taxi trade, and to consider the options for harmonisation across the county.

Members are asked to approve one of the options set out in the proposal and, if relevant, to select a table of fares.

Proposal

That the Licensing Committee

i) approve one of the following options:

1. No change to zones or table of fares
2. Move to one zone and one table of fares
3. No change to zones and move to one table of fares and keep existing

zone structure.

ii) If option i) 2 or i) 3 above are approved, select a table of fares, from appendix 3:

1. Proposal 1
2. Proposal 3

and if option i) 3 above is approved authorise officers to carry out the necessary public consultation and to implement any changes to the fare tariffs, in the event that no significant comments arise from that consultation.

Reason for Proposal

Two of the three proposals, if adopted, would be a further step towards the harmonisation of the services across the county.

The table of fares would set out the maximum fare for taxi journeys across the county. The paying public would be charged a fare which does not exceed a pre-determined maximum for travelling the same distance anywhere in the county.

Tracy Carter
Associate Director, Waste and Environment

Wiltshire Council

Licensing Committee

8 December 2014

One Zone/One Tariff Consultation - Hackney Carriage and Private Hire Vehicle Licensing

Cabinet member: Councillor Keith Humphries – Public Health,
Protection Services, Adult Care and Housing

Purpose of Report

1. This report has been developed to update members on the results of the consultation with the taxi trade on the proposal to introduce one zone and one tariff, and to consider the options for harmonisation.

Relevance to the Council's Business Plan

2. The process of controlling and licensing Hackney Carriage and Private Hire Vehicle operators (the taxi trade) assists the Council in achieving a number of the outcomes in the Business Plan 2013-2017.
 - 1 - Wiltshire has a thriving and growing economy
 - 3 - Everyone in Wiltshire lives in a high quality environment
 - 5 - People in Wiltshire have healthy, active and high-quality lives
 - 6 - People are as protected from harm as possible and feel safe.

Background

3. The Licensing Committee at its meeting held on 2 September 2013 considered and agreed to consult on a proposal to move to one zone and one table of fares for licensing hackney carriages and private hire vehicles (taxis), throughout Wiltshire.
4. Although Wiltshire Council has been a unitary authority since 2009 taxi licensing continues to operate in four separate zones based on the old district council areas. The relevant legislation however allows the council, to merge these existing zones into a single zone that would cover the whole of the Wiltshire Council area.

Consultation

5. All current licence holders (one thousand and seventy three) in the taxi trade in Wiltshire were sent a survey questionnaire as part of the consultation process.

A copy of the questionnaire is attached at Appendix 1. The consultation period commenced on 23 June 2014 and respondents were given eight weeks within which to complete the questionnaire. They were also invited to add any comments.

6. The Council received one hundred and twenty four responses to the consultation.

Trade Meetings

7. All the licence holders were invited to a series of trade meetings. Six sessions were held around the county to try to attract as many members of the taxi trade as possible.

Main Considerations for the Council

8. Due to the diversity of the current tables of fares and of the tariffs which prevail in each of the four zones, the following implications may arise as a result of the proposed change to one zone and one table of fares.
 - a) Customers in west, east and north may experience an increase in fares as the maximum fare would increase.
 - b) Customers in the south may experience an increase in fares where journeys include five to eight passengers.
 - c) Drivers may choose to operate from one preferred area due to earning potential, leaving other customer areas under resourced if licence holders choose, at certain times, to ply for hire at busier locations.
 - d) Licence holders may choose to charge lower fares than their competitors at various times to improve their journey numbers and income. This may lead to complaints.
 - e) Under the current legislation if to the proposal to introduce one zone is adopted, the same maximum fares and conditions would apply across the whole county. It would not be possible to vary the tariff for different areas of the county or to revert to separate zones at a later date. This situation may change in the future, if proposed changes in legislation are effected.
9. While the overall response to the survey was disappointing this seems to be a typical response rate for this service. Previous consultations have elicited a similar low response rate. Each license holder and operator was written to and all had an opportunity to reply to the survey.
10. The taxi trade have, since 2009, been regularly updated with regard to the need to review and change the zoning and table of fares. Therefore, the low response rate could be due to the trade's acceptance of a harmonised single zone and tariff for the county.
11. The trade meetings allowed both drivers and operators to raise any concerns and the council was able to address these immediately and reinforce these with responses to the frequently asked questions set out in Appendix 3.

12. The Department of Transport best practice guidance states the following.

The Department recommends the abolition of zones. That is chiefly for the benefit of the travelling public. Zoning tends to diminish the supply of taxis and the scope for customer choice - for example, if fifty taxis were licensed overall by a local authority, but with only twenty five of them entitled to ply for hire in each of two zones. It can be confusing and frustrating for people wishing to hire a taxi to find that a vehicle licensed by the relevant local authority is nonetheless unable to pick them up (unless pre-booked) because they are in the wrong part of the local authority area. Abolition of zones can also reduce costs for the local authority, for example through simpler administration and enforcement. It can also promote fuel efficiency, because taxis can pick up a passenger anywhere in the local authority area, rather than having to return empty to their licensed zone after dropping a passenger in another zone.

13. The potential for reduction in administration and enforcement costs will be minimal as the council has centralised and harmonised our control measures.
14. The Law Commission in their recent review of taxi licensing, recommended that local authorities should be given greater flexibility to create and amend zone structures. If and when this proposal becomes law the council will be able to review its position on zones.
15. The results of the consultation are set out in Appendix 2.

Options

16. The options that could be considered following the consultation are listed below, with key implications for each proposal.

- 16.1. Option 1 - No change to zones or table of fares

84 of the 124 responses requested no change to the current system. However, the current system could be confusing to the public due to there being four existing zones all operating with differing tables of fares. This could cause confusion to the public travelling across different licensing zones within the county. Further confusion could be caused if a member of the public attempts to flag down a vehicle which has travelled outside of its licensed zone and so the driver refuses the fare. The Council is committed to ensuring that access to services should be the same throughout the county. There would be a greater administrative task and cost in reviewing four rather than one tariff each year and this option would not enable to council to comply with Department of Transport Best Practice

- 16.2. Option 2 - Move to one zone and one table of fares

40 of the 124 responses were in support of this option, which would enable the council to achieve its objective of delivering a harmonised service. Maximum fares would also be harmonised. This may promote more efficient working for the taxi trade by reducing empty return journeys. A single harmonised table of

maximum tariffs would reduce ongoing administrative and consultation costs as there would be one per year. However, in the west, east and north of the county, customers may experience higher fares. Under current legislation the council would be unable to go back to four zones. All geographical tests for drivers would need reviewing as drivers may be working in areas outside their current local knowledge. Drivers may begin to operate countywide, causing overcrowding at some ranks.

16.3. Option 3 - Move to one table of fares and keep existing zone structure

84 out of 124 responses support retaining the existing zone structure and this would result in no change in administration or enforcement requirements for the service. One table of fares would cap maximum charges across the county. A single harmonised fares table would reduce ongoing administrative and consultation costs as one would be reviewed per year). This would not meet the council's objectives of harmonising service delivery and would be less flexible for operators, who could only operate in their licensed zone. In the west, east and north of the county, customers may experience higher fares. As with option 1 this could cause confusion to members of the public travelling across different licensing zones within the county and does not meet Department of Transport Best Practice

Table of Fares

17. One table of fares would ensure pricing is capped at the same level across Wiltshire, giving clarity, consistency and simplicity for the public and the service.
18. Under a consultation process carried out in 2013 a single table of fares was presented. This is set out as proposal 1 in Appendix 4. This met with considerable resistance from the taxi trade at the time. For the recent consultation two further tables of fares proposals were created in response to this feedback. Due to the low levels of response (seven responses from the south only) on proposal 2, this has been removed.
19. The 2014 consultation considered the three different tables of fares. The taxi trade were split almost equally between proposals 1 and 3 shown in Appendix 4.
20. The following scenarios help illustrate the impact on the customers' travel costs.

i) Fewer than four people travelling, two miles during daytime hours

	Proposed Maximum charge	Difference in the west	Difference in the north	Difference in the south	Difference in the east
Proposal 1	£7.00	+£1.00	+£1.00	£0.00	+£1.00
Proposal 3	£7.00	+£1.00	+£1.00	£0.00	+£1.00

Both proposal 1 and 3 costs could increase charges in the west, north and east Wiltshire by £1.00 per trip.

ii) More than four people travelling two miles at 3am

	Proposed Maximum charge	Difference in the west	Difference in the north	Difference in the south	Difference in the east
Proposal 1	£13.50	-£4.50	-£1.50	+£3.30	-£1.70
Proposal 3	£17.40	-£0.60	+£2.40	+£7.20	+£2.20

Under proposal 1, the maximum price relative to the current price reduces for customers in the west, north and east Wiltshire as the journey length increases, whilst for customers the south this continues to rise.

Under proposal 3, the maximum price relative to the current price reduces for customers in the west as the journey length increases, whilst for customers in the south, north and east this continues to rise.

Safeguarding Implications

21. There are no safeguarding implications arising from the proposal.

Public Health Implications

22. None.

Environmental and Climate Change Considerations

23. There are no environmental impacts arising from the proposal.

Equality Impact of the Proposal

24. The impact of these proposals is assessed as 'low' against the Council statutory responsibilities.

Risk Assessment

25. There are no risks arising from these proposals.

26. Public expectations are different from the desires of the trade and therefore there is a risk that in getting a solution that works for one group it is not in favour with the other group, however new options have been considered following the initial consultation with the trade.

Financial Implications

27. There are no financial implications arising from these proposals.

Legal Implications

28. The Council is required to advertise any changes to the existing Table of Fares and consider any objections before adoption. Therefore, there may be a need for a further report to this Committee, if any advertised changes lead to objections being received. In addition, if the decision is taken to abolish the existing zones, then there is again a separate notification process that has to be carried out. This involves giving public notice in the local press of the intention to abolish the zones (which could be carried out in parallel with the advertisement of changes to the table of fares) as well as notifying parish councils. There will then need to be a specific resolution from this Committee following the public consultation process.
29. It should be emphasised that, under current legislation, any resolution to abolish the taxi zones is irreversible and will mean that the same table of fares and conditions will apply across the whole county.

Options considered

30. The options that have been considered are:

No change to zones or table of fares
Move to one zone and one table of fares
Keep existing zone structure and move to one table of fares.

Conclusion

31. The consultation was undertaken from 23 June 2014 for an eight week period and the results of the consultation have informed the proposals.
32. Two of the three proposals, if adopted would be a further step towards the harmonisation of the four original zones.
33. A single table of fares would achieve an effective cap of the maximum fare for taxi journeys across the county; therefore the public would be charged a fare which does not exceed a pre-determined maximum for travelling the same distance anywhere in the county.

Recommendation

That the Licensing Committee

- i) approve one of the following options:

1. No change to zones or table of fares
2. Move to one zone and one table of fares
3. No change to zones and move to one table of fares and keep existing zone structure.

- ii) If option i) 2 or i) 3 above is approved, select a table of fares, from appendix 3:

1. Proposal 1
2. Proposal 3

iii) and if option i) 3 above is approved, authorise officers to carry out the necessary public consultation and implement any changes to the fare tariffs, in the event that no significant comments arise from that consultation.

Reason for proposal

Two of the three proposals, if adopted would be a further step towards the harmonisation of the service across the county.

The table of fares would set out the maximum fare for taxi journeys across the county. The paying public would be charged a fare which does not exceed a pre-determined maximum for travelling the same distance anywhere in the county.

Tracy Carter
Associate Director, Waste and Environment

Report Author:
Andrew Saxton
Fleet Services Manager, Environment Services
Contact Details: Andrew.saxton@wiltshire.gov.uk

Background Papers

Copies of original feedback sheets available

Appendices

Appendix 1 Consultation questions,
Appendix 2 Results
Appendix 3 Frequently Asked Questions from Feedback
Appendix 4 Proposed Tables of Fares

Taxi and Private Hire One Zone/Tariff Proposal – June 2014 Consultation Questionnaire

Name:

Driver Licence No:

Address:

Contact Telephone No:

Company working for:

Which Zone do you currently hold your licence in:

	Yes	No
The Council is proposing to move from the existing four zones to one zone for the whole of the Council's area. Do you agree?		

	Proposal One	Proposal Two	Proposal Three
If the Council decides to move to one zone which of the enclosed tariff proposals would you prefer?			

Comments (Any comments should relate to the one zone/tariff consultation only):

Please note all questionnaires must be returned by 5pm Monday August 16 2014.

Consultation results

The survey questionnaires were sent out to 1073 members of the taxi trade.

Of these 1073 questionnaires 124 responses were received, this equates to a percentage return of 11.5%.

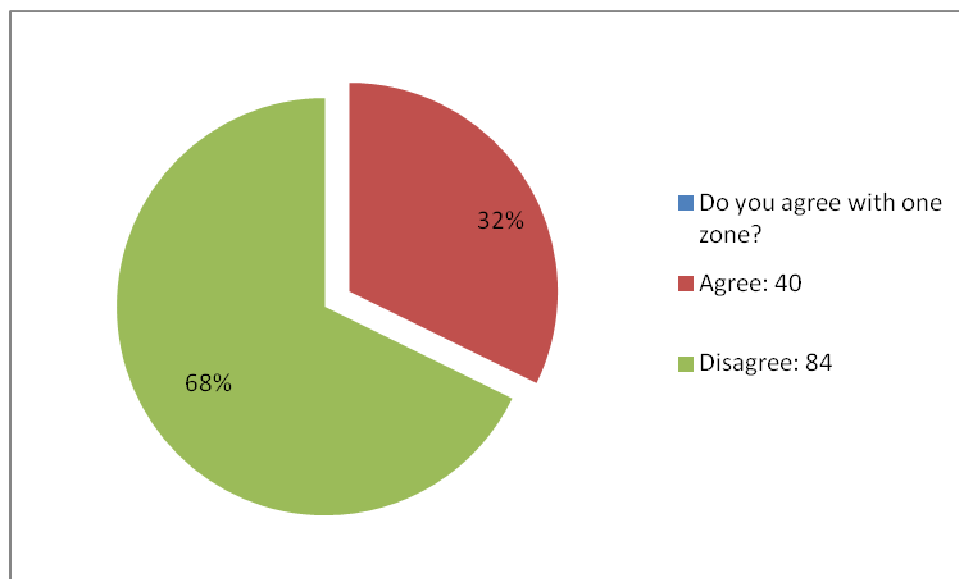
Feedback by Zones

	Total No. of Surveys Sent	Returned	%
Total of four zones	1073	124	11.5
South	339	33	9.7
North	230	25	10.8
West	358	54	15
East	147	12	8.1

Question 1:

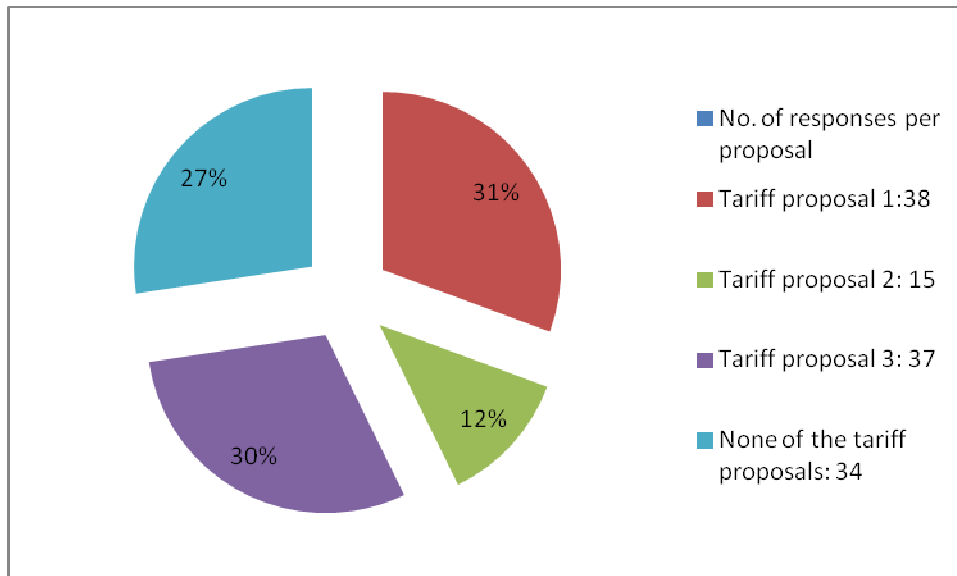
The Council is proposing to move from the existing four zones to one zone for the whole of the Council’s area. Do you agree?

Total (Four Zones)



Question 2:

If the Council decides to move to one zone which of the enclosed tariff proposals would you prefer?



Survey response to questions:

	Yes	No
The Council is proposing to move from the existing four zones to one zone for the whole of the Council's area. Do you agree?	40	84

	Proposal One	Proposal Two	Proposal Three	None of the Proposals
If the Council decides to move to one zone which of the enclosed tariff proposals would you prefer?	38	15	37	34

The proposed harmonised table of fares for Wiltshire Council are included at appendix 4.

Summary of Taxi Trade feedback from trade meetings and completed questionnaires:

1. There is no need to change, it is not wanted:

Response – If could be argued that with forty seven of the trade responses not in favour of one zone this could be the case. However, the taxi trade have been regularly updated with regard to need to review and change the zoning and table of fares. Therefore, the response rate could be due to the trade's acceptance of a harmonised "one zone one tariff".

2. Multiple zone working issues: feedback from thirty four of the trade raised concerns regarding local knowledge, influx of drivers from neighbouring zones with risk of reduced local knowledge, less space on already crowded ranks.

Response – The current geographical tests would be reviewed for one zone model; to include base area test and questions to cover the likely countywide destinations i.e. hospitals, schools, train, bus stations and main road numbers to Wiltshire towns.

We will work with planning colleagues to identify potential sites to increase ranks available.

3. One Table of fares / tariff increases: feedback from forty six of the trade raised concerns that any increase in table of fares / tariffs in current climate may affect their earning potential, increased cost to vulnerable people to travel.

Response - Our table of fares examples show the impact across areas to be mainly increases in fares. However, this is a maximum cap of fee so the operator can decide to charge a more competitive fare should they choose to.

4. Timings of Tariff changes in the table of fares: feedback from forty three of the trade believed the timings should be changed from the proposals.

Response – these same was claimed at the last consultation where 2 tables of fares were consulted on. Listening in response to that feedback a third table was created to address the trade concerns. However, the feedback on this consultation has shown that a number of the trade are still against the timing changes accounted for in the table contained in proposal 3

5. Costs to OAP/ vulnerable adult's, feedback from thirty of the trade raised concerns regarding extra burden on vulnerable people.

Response – This is due to the diversity of the current table of fares and each of the tariffs which prevail in each of the four former district council zones. Currently the Council, by continuing with the separate table of fares, is supporting inequality to these groups.

6. Demographic divide: feedback from thirty five of the trade believed there is a need to recognise different demographic areas across the county, specifically the city of Salisbury where they feel they should have a separate tariff.

Response – This would create public perception that this is not harmonised, fares only partially harmonised.

Vehicles operating within different zones could cause confusion to the public if a vehicle is flagged down outside of its area and a fare is refused.

This would remain a less flexible operation for trade.

Higher administration/enforcement costs involved from table of fares reviews (four per year)

Administration/enforcement issues - The Council could be open to complaints due to table of fares varying across the County.

Proposal 1

WILTSHIRE COUNCIL
HACKNEY CARRIAGE
MAXIMUM TABLE OF FARES

For journeys starting	Vehicles up to 4 seats	Vehicles with more than 4 seats carrying more than 4 passengers
0600 hours – 2259 hours	Tariff 1	Tariff 2
2300 - 0559 hours and Sundays, Bank Holidays, Public Holidays and Easter Sunday and after 8pm Christmas Eve & New Years Eve	Tariff 2	Tariff 4
25 December, 26 December and 1 January	Tariff 3	Tariff 5

	Tariff 1	Tariff 2	Tariff 3	Tariff 4	Tariff 5
Journeys up to 176 yards (1/10 Mile)	£3.20	£4.50	£6.00	£4.95	£6.60
Subsequent 176 yards (1/10 Mile)	20p	30p	40p	45p	60p
Waiting time per minute	20p	30p	40p	45p	60p
	30p	30p	30p	30p	30p
Fouling charge (minimum)	£100	£100	£100	£100	£100

Hackney Carriages are regulated by Wiltshire Council
Tel: 0300 456 0100

Proposal 2

Removed due to low response rate

Proposal 3



WILTSHIRE COUNCIL
HACKNEY CARRIAGE
MAXIMUM TABLE OF FARES

For journeys starting	Vehicles up to 4 seats	Vehicles with more than 4 seats carrying more than 4 passengers
0600 hours – 2229hours	Tariff 1	Tariff 2
2230 - 0229 hours and Sundays, Bank Holidays, Public Holidays and Easter Sunday and after 8pm Christmas Eve & New Years Eve	Tariff 2	Tariff 4
0230 – 0559 hours and 25 December, 26 December and 1 January	Tariff 3	Tariff 5

	Tariff 1	Tariff 2	Tariff 3	Tariff 4	Tariff 5
Journeys up to 176 yards (1/10 Mile)	£3.20	£4.50	£5.00	£4.50	£6.00
Subsequent 176 yards (1/10 Mile)	20p	30p	40p	45p	60p
Waiting time per minute	20p 30p	30p 30p	40p 30p	45p 30p	60p 30p
Fouling charge (minimum)	£100	£100	£100	£100	£100

Hackney Carriages are regulated by Wiltshire Council
Tel: 0300 456 0100

Wiltshire Council

Council

22 May 2018

Notice of Motion No. 7 - The Use of Plastic Waste in Road Repairs, Re-Surfacing and Construction

Councillors Brian Mathew and Steve Oldrieve

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

“With the disposal of waste plastics becoming increasingly important to the residents of Wiltshire and the UK in general, as previous destinations in the Far East, including China, stop taking our plastic waste, there is need for us here in Wiltshire to do our bit to recycle plastic waste at home.

Wiltshire drivers are also complaining of the state of our roads after the last winter, with all too often temporary fixes popping back out of the road, within weeks of being patched.

So what links these two problems?

The answer is a possible solution, by using waste plastic in road construction, road repair and road re-surfacing. What are the benefits of doing this?

- Increase lifespan of roads
- Reduced maintenance costs
- Cheaper alternatives to Polymer Modified Bitumen
- Reduction in landfill tax costs
- Reduced carbon emissions
- A Green alternative to bitumen in asphalt.

This technology is now up and running in the UK with real life experience from Penrith, Dumfries and Galloway, Carlisle, and Cumbria. As well as similar experiences being found internationally in Canada and India. If all the UK's roads were repaired and maintained in this way, it would consume an estimated 60,000 tons of waste plastic a year. Waste that might otherwise end up being incinerated, filling landfill, or polluting our seas.

Wiltshire Council prides itself on being at the forefront of innovation and problem solving, so here it can be a leader in both solving its waste plastics problem, and building stronger, cheaper to maintain roads. A 'win win' is on offer.

This motion calls on Wiltshire Council to undertake a feasibility study into this method of using waste plastics in its road repair, resurfacing, and road building programmes.”

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Overview and Scrutiny Forward Work Programme

Explanatory Note

This work plan consists of agenda items to be considered by the council's four Overview and Scrutiny committees (listed below).

For each agenda item, the following is indicated:

- Meeting date
- Item title
- Details / purpose of report
- Associate Director
- Responsible Cabinet Member
- Report author

Task groups that sit beneath the Overview and Scrutiny committees are also listed, with links to relevant pages on the Wiltshire Council website.

Overview and Scrutiny

Overview and scrutiny is selective in what topics it looks at so that it can add value to the council's biggest priorities. Wherever possible it helps shape council policies when they are first being designed, as well as scrutinising proposals before they are finally agreed.

Overview and Scrutiny at Wiltshire Council focuses on the commitments given by the council in its Business Plan 2013-2017 and approaches its work in the following way:

- Better outcomes for the people of Wiltshire
- Adds value to the way decisions are reached
- Works constructively with the cabinet
- Challenges positively as a critical friend
- Bases its findings on good evidence
- Learns from others

Overview and scrutiny is a statutory activity of the council, which means its powers and responsibilities are set out in the council's constitution. The relevant sections can be viewed on the Democratic Services [online document library](#) (article 6 and [part 8](#)).

More information can be found at www.wiltshire.gov.uk/council/overviewscrutiny.

Alternatively please contact a member of the Scrutiny team:

Committee

[OS Management Committee](#)

[Children's Select Committee](#)

[Environment Select Committee](#)

[Health Select Committee](#)

Scrutiny officer

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Children's Select Committee Forward Work Programme

Last updated 1 MAY 2018

Children's Select Committee – Current / Active Task Groups			
Task Group	Details of Task Group	Start Date	Final Report Expected
Child and Adolescent Mental Health Services (CAMHS)	Link	October 2017	TBC
SEND Passenger Transport	TBC	TBC	TBC
SEND School Provision	Link	October 2017	May 2018
Strategy and Support Programme for Disadvantaged Learners	TBC	2018	TBC
Traded Services for Schools	TBC	December 2017	TBC

Children's Select Committee - Rapid Scrutiny		
Topic	Details	Date
Child Care Leavers		June 2018

Children's Select Committee – Forward Work Programme			Last updated 1 MAY 2018		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
19 Jun 2018	Corporate Parenting Panel Annual Report	To receive the annual report.		Cabinet Member for Children, Education and Skills	
19 Jun 2018	Wiltshire Council Apprenticeship Strategy	To receive a report on the performance in the first year of the apprenticeship levy, with details of the future plans for maximising the levy against our own workforce strategies, including how this can support care leavers and other disadvantaged groups of young people.		Cabinet Member for Children, Education and Skills	Joanne Pitt (Director - Human Resources and Organisational Development)
19 Jun 2018	Children out of Education Policy	To receive the draft of Wiltshire's updated policy for Elective Home Education	Lucy Townsend (Director - Family and Children's Services)	Cabinet Member for Children, Education and Skills	Mal Munday
19 Jun 2018	Report of the Care Leavers Rapid Scrutiny Exercise	To receive an update on the success of the Care Leavers Strategy, included housing and apprenticeships.			
19 Jun 2018	Interim Report of the SEND School Provision Task Group	To receive the final report.		Cabinet Member for Children, Education and Skills	Adam Brown

Children's Select Committee – Forward Work Programme			Last updated 1 MAY 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
4 Sep 2018	Wiltshire Council Apprenticeship Growth Target	To receive details on Wiltshire Council's submission to central government on how we are fulfilling our apprenticeship target.		Cabinet Member for Children, Education and Skills	Joanne Pitt
4 Sep 2018	Education Transformation Board - Stage 2 Update	To receive an update on work performed so far and the future of the Education Transformation Board.	Alan Stubbersfield (Interim Director - Education and Skills)	Cabinet Member for Children, Education and Skills	
4 Sep 2018	School Ofsted Judgements	To receive a report on school Ofsted judgments since September 2017.	Alan Stubbersfield (Interim Director - Education and Skills)	Cabinet Member for Children, Education and Skills	
6 Nov 2018	Provisional School Outcomes 2017/18	To receive the provisional outcomes for pupil performance in public tests and examinations.	Alan Stubbersfield (Interim Director - Education and Skills)	Cabinet Member for Children, Education and Skills	David Clarke
6 Nov 2018	Family and Children's Transformation (FACT) - Year One Assessment	To receive an update regarding the progress made 1 year following the launch of the new service.	Lucy Townsend (Director - Family and Children's Services)	Cabinet Member for Children, Education and Skills	Tamsin Stone

Children's Select Committee – Forward Work Programme			Last updated 1 MAY 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
6 Nov 2018	School Ofsted Judgements	To receive a report detailing school Ofsted judgements since the last school term.	Alan Stubbersfield (Interim Director - Education and Skills)	Cabinet Member for Children, Education and Skills	
15 Jan 2019	Nursery Places Update	To receive the annual update on nursery places.	Alan Stubbersfield (Interim Director - Education and Skills)	Cabinet Member for Children, Education and Skills	Susan Tanner
15 Jan 2019	School Ofsted Judgements	To receive a report detailing school Ofsted judgements since the last school term.	Alan Stubbersfield (Interim Director - Education and Skills)	Cabinet Member for Children, Education and Skills	

Environment Select Committee Forward Work Programme

Last updated 10 MAY 2018

Task Group	Start Date	Final Report Expected
Waste Service Changes Task Group	February 2018	September 2019

Environment Select Committee – Forward Work Programme			Last updated 10 MAY 2018		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
26 Jun 2018	Wiltshire Council Waste Management Strategy	As resolved at 16 January ESC, the Committee to receive the Council's draft 'Waste Management Strategy' ahead of consideration and adoption by Cabinet and Full Council.	Tracy Carter	Cabinet Member for Highways, Transport and Waste	Vicki Harris, Amy Williams
26 Jun 2018	Future Development	As resolved at 15 November ESC-Executive meeting on the 'Housing' portfolio, the Committee to receive a report on 'Future Development'. Detail to be included around: where proposed future development opportunities on public owned land could take place and the rationale behind this decision; and the process of public engagement into developing proposals for these sites, in order to help ensure that development is provided where it is beneficial	Tim Martienssen	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Mike Wilmott
26 Jun 2018	Development where it is needed	Following ESC-Executive Annual Meeting on Housing, it was agreed that the ESC receive a verbal briefing on employment land and how the relevant policy is implemented across Wiltshire	Tim Martienssen	Cabinet Member for Spatial Planning, Development Management and Property	Tim Martienssen

Environment Select Committee – Forward Work Programme			Last updated 10 MAY 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
26 Jun 2018	Resident Engagement Strategy	For the Committee to receive an annual update, in the form of a report.	Alan Richell (Interim Director - Housing and Commercial Development)	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Janet O'Brien
26 Jun 2018	Housing Board - Annual Report	For the Committee to consider the Housing Board's Annual Report, prior to Cabinet's consideration.	Alan Richell (Interim Director - Housing and Commercial Development)	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Ian Seeckts
26 Jun 2018	Eco Strategy	The Committee to receive information on the Council's current eco policies, in light of Full Council's resolution on the Business Plan in July 2017 to: 'To reaffirm our commitments to continue working within our policies on the Environment and Carbon reduction'.	Tim Martienssen	Cabinet Member for Adult Social Care, Public Health and Public Protection	Tim Martienssen
4 Sep 2018	Public Transport Review Update	As resolved at 21 November ESC, the Committee to receive an update from the Head of Passenger Transport on the progress with work on the integration of NEPTS and SEND and social care transport	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Jason Salter

Environment Select Committee – Forward Work Programme			Last updated 10 MAY 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
4 Sep 2018	Reduced Road Casualties	As resolved at 13 March ESC, the Committee to receive a note following discussions with Somerset about the reduction in killed and seriously injured casualties in the county.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Allan Creedy
6 Nov 2018	Highways Annual Review of Service	As resolved at 21 November 2017 ESC, the Committee agreed to continue to review the performance of the 'Highways' service area through the review of service annual report. At 16 January 2018 ESC, the Committee resolved that the development of the public satisfaction survey - for street scene key performance indicators - be part of the highways annual report. This public satisfaction survey to be included, as part of the annual report.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley

Environment Select Committee – Forward Work Programme			Last updated 10 MAY 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
12 Mar 2019	HIAMS: Streetworks	As resolved at 13 March ESC following the consideration of a report on 'Streetworks and Utilities Management', the Chairman to raise with the Committee from March 2019 whether they would wish to review how HIAMS has impacted on streetworks and, if so, information on such an item to be brought to Committee.	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley
Not before 2nd Sep 2019	Highways Consultancy Contract	As resolved at 21 Nov 2017 ESC, for the Committee to receive a further update on the Highways Consultancy contract and the procurement process	Parvis Khansari	Cabinet Member for Highways, Transport and Waste	Peter Binley

Environment Select Committee – Forward Work Programme			Last updated 10 MAY 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
6 Nov 2018	Emissions	To investigate possible scrutiny involvement in Wiltshire’s emissions – as resolved at 13 March 2018 ESC, information to be provided relating to: air quality and the emissions issues around waste management processes; an explanation on air quality management plans; the process when areas of Wiltshire exceed air quality limits; lessons learned from one part of the County to the other in regard to minimising poor air quality.	Tracy Daszkiewicz (Director - Public Health and Protection)	Cabinet Member for Adult Social Care, Public Health and Public Protection	John Carter

Health Select Committee Forward Work Programme

Last updated 1 MAY 2018

Health Select Committee – Current / Active Task Groups			
Task Group	Details of Task Group	Start Date	Final Report Expected
Child and Adolescent Mental Health Services (CAMHS)			
N/A			

Health Select Committee – Forward Work Programme			Last updated 1 MAY 2018		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
11 Jul 2018	Adult Social Care - update on the implementation of the transformation programme	Following the presentation to the committee prior to the meeting on 9 January 2018 it was agreed that an update would be presented to the committee.	Emma Legg (Director of Access and Reablement, Adult Care)	Cabinet Member for Adult Social Care, Public Health and Public Protection	Catherine Dixon
11 Jul 2018	AWP Transformation Programme - update	Following resolution at the Health Select Committee on 6 March 2018 to receive an update on progress on the AWP transformation programme.			Sue McKenna Liz Richards
11 Jul 2018	Briefing (pre-meeting) - Single View	Presentation on the Single View project.			Kevin Marshall
11 Jul 2018	Chairman's Announcement - Adult Care Charging Policy update	Update on re-assessments (following updates on 9 January and 24 April 2018)		Cabinet Member for Adult Social Care, Public Health and Public Protection	Sue Geary
11 Jul 2018	Chairman's Announcement - CQC review	A brief update on the outcome of the CQC review (to be published in June) and the key actions for Wiltshire		Cabinet Member for Adult Social Care, Public Health and Public Protection	

Health Select Committee – Forward Work Programme			Last updated 1 MAY 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
11 Jul 2018	Chairman's Announcement - green paper on care and support for older people	Government to set out proposals to reform care and support by summer 2018. The paper will set out plans for how government proposes to improve care and support for older people and tackle the challenge of an ageing population. Once the green paper is published in summer 2018, it will be subject to a full public consultation.			Marie Gondlach
11 Jul 2018	Chairman's Announcement - Learning Disabilities In-house Respite Services	<p>Cabinet - 27 March 2018</p> <p>Wiltshire Council operates 4 residential respite care homes for learning disabilities. Reviews have highlighted ongoing under-usage of the services as a whole.</p> <p>The cabinet report will report on the proposed closure of one of the homes due to under-usage following the outcome of the consultation with usages and their carers.</p>			Marie Gondlach
11 Jul 2018	Integrated urgent care mobilisation programme - update	TBC			Sarah MacLennan, CCG

Health Select Committee – Forward Work Programme			Last updated 1 MAY 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
11 Jul 2018	Obesity and Child Poverty Task Group - Update on recommendations	At its meeting on 14 March 2017 the committee noted the update provided on the implementation of Wiltshire's Reducing Child Poverty Strategy and requested a progress report in 12 months' time.		Cabinet Member for Adult Social Care, Public Health and Public Protection	Jackie Keevan
11 Jul 2018	User engagement with Adult Care	To inform the committee of the two chosen providers (Help and Care and Wiltshire Centre for Independent Living) and the services to be provided.		Cabinet Member for Adult Social Care, Public Health and Public Protection	
11 Jul 2018	Wiltshire Health & Care (Adult Community Health Care Service) - update following CQC report	At its meeting on 9 January 2018, the Committee resolved to receive a further update, possibly in July 2018, providing further information regarding the implementation of actions, and the development of the trust.			Wiltshire Health & Care
11 Sep 2018	Public Health - Annual report to Secretary of State	Likely to be chairman's announcement. Usually published in September.	Tracy Daszkiewicz (Director - Public Health and Protection)	Cabinet Member for Adult Social Care, Public Health and Public Protection	
11 Sep 2018	Update on implementation of recommendations from the Better Care Plan task group			Cabinet Member for Adult Social Care, Public Health and Public Protection	

Health Select Committee – Forward Work Programme			Last updated 1 MAY 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
11 Sep 2018	Update on Strategic Outline Case - consultation results	Update on the information provided at the HSC meeting in September 2017.			
11 Sep 2018	Wiltshire Safeguarding Adult Board - update	To update the committee on the outcome of the safeguarding adults reviews considered at the Health Select Committee on 24 April 2018.		Cabinet Member for Adult Social Care, Public Health and Public Protection	Mr Richard Crampton, Chairman of the Board
18 Dec 2018	Places of Safety - evaluation of service	Following recommendation at the Health Select Committee on 6 March 2018 to receive the evaluation of the service, led by the CCG and involving service users, in December 2018. This should include the outcome / analysis of the feedback that will be collected by providers, commissioners and Healthwatch to consider the impact the temporary closure is having on the populations of Swindon and Wiltshire and individuals using the service.			Sarah MacLennan, CCG

Health Select Committee – Forward Work Programme			Last updated 1 MAY 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
5 Mar 2019	Age UK - Home from Hospital scheme - one year update	Following resolution at the Health Select Committee on 6 March 2018 to receive a one-year-on update on the Age UK Home from Hospital scheme, including performance indicators / confirmation that the specification and performance outcomes are being met.		Cabinet Member for Adult Social Care, Public Health and Public Protection	Sue Geary
5 Mar 2019	Better Care Plan and Delayed Transfers of Care - post winter update	An update on the Better Care Plan and Delayed Transfers of Care after winter 2018, including Allocation of better care fund. As agreed at the 24 April 2018 meeting.		Cabinet Member for Adult Social Care, Public Health and Public Protection	
5 Mar 2019	NO PRE MEETING BRIEFING	Afternoon meeting			
5 Mar 2019	Sexual Health and Blood Borne Virus Strategy 2017-2020 - update	Following resolution at the Health Select Committee on 6 March 2018 to receive a one-year-on update on the implementation of the strategy, especially progress achieved on the Strategic Aims (Prevention, Diagnosis and Treatment) and the measuring of their stated outcomes. The committee had recommended that the actions in the Strategy follow the SMART principles.		Cabinet Member for Adult Social Care, Public Health and Public Protection	Steve Maddern

Health Select Committee – Forward Work Programme			Last updated 1 MAY 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
5 Mar 2019	Wiltshire Safeguarding Adult Board - three-year strategy	To receive the Wiltshire Safeguarding Adult Board's next three-year strategy in 2019		Cabinet Member for Adult Social Care, Public Health and Public Protection	Emily Kavanagh Mr Richard Crampton, Chairman of the Board
	Re-commissioning of the residential rehabilitation (drugs and alcohol) framework for 2019-2022	To re-commission the providers who will form the framework of residential rehabilitation for Wiltshire's drug and alcohol support service users, who wish to be detoxed and rehabilitated from their addictions. The contract will be 3 years with the option of extending this by 2 years.	Tracy Daszkiewicz (Director - Public Health and Protection)	Cllr Jerry Wickham	Laura Schell, Ceri Williams
	Cancer care strategies - update	(date TBC) To receive an update following the information provided at the HSC meeting in September 2017.			CCG
	CCG Commissioning Intentions	(TBC)			CCG

Overview and Scrutiny Management Committee Forward Work Programme

Last updated 10 MAY 2018

Overview and Scrutiny Management Committee – Current / Active Task Groups		
Task Group	Start Date	Final Report Expected
Financial Planning Task Group	October 2013	Standing
Swindon and Wiltshire Joint LEP Task Group	March 2014	Standing
MCIP Task Group	December 2014	Standing
Planning Committee System Task Group	September 2017	March 2018
Digital Strategy and Implementation Task Group		
Third Party Advertising Policy Task Group	November 2017	March 2018

Overview and Scrutiny Management Select – Forward Work Programme			Last updated 1 MAY 2018		
Meeting Date	Item	Details / Purpose of Report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
5 Jun 2018	Planning Committee System Task Group - update	Following consideration of the Task Group's report on 20 March 2018, Committee asked it to discuss its initial findings with the Cabinet Member for Planning and Property and bring an update back to Committee in June.	Tim Martienssen	Cabinet Member for Spatial Planning, Development Management and Property	Henry Powell
5 Jun 2018	Thermal Treatment Plant Petition – update	In March 2018 the Committee received a petition and statements from the public asking members to undertake a piece of work looking at the health and environmental impacts of thermal treatment plants. It resolved that the leading Executive and OS members should meet with officers to discuss the topic before bringing a proposal back to the next meeting.	Tracy Carter Tim Martienssen Tracy Daszkiewicz	Cabinet Member for Highways, Transport and Waste Cabinet Member for Spatial Planning, Development Management and Property Cabinet Member for Adult Social Care, Public Health and Public Protection	Henry Powell

Overview and Scrutiny Management Select – Forward Work Programme			Last updated 1 MAY 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
5 Jun 2018	Overview and Scrutiny Councillor Learning and Development Programme 2017-21	Following Committee's approval of an outline programme in November 2017, to present a more developed L&D programme for approval.	Ian Gibbons	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Henry Powell
5 Jun 2018	Overview and Scrutiny Member Remuneration 2017/18	To receive the allocation of the remuneration fund for 2017/18.	Ian Gibbons	Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Henry Powell
5 Jun 2018	Management Committee Task Group Updates	A report is attached presenting an update on recent activity.	Ian Gibbons	Robin Townsend Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Henry Powell
5 Jun 2018	Forward Work Programme	To receive updates from the Chairmen and Vice-Chairmen of the Select Committees in respect of the topics under scrutiny in their areas, including any recommendations for endorsement by the Management Committee.	Ian Gibbons	Robin Townsend Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism	Henry Powell

Overview and Scrutiny Management Select – Forward Work Programme			Last updated 1 MAY 2018		
Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
18 Sep 2018	Corporate Peer Challenge - update	To receive a 6-month update on progress with implementation of the action plan received by Committee on 20 March 2018.	Robin Townsend	Cllr Baroness Scott of Bybrook OBE	David Bowater
18 Sep 2018	Third Party Advertising Task Group - update	To receive an update on implementation of the council's Advertising Policy and Function, as requested by Committee on 20 Mach 2018. The task group was asked to meet with the Cabinet Member and directors to receive this and bring an update back to Committee.	Laurie Bell	Deputy Leader and Cabinet Member for Communications, Communities, Leisure and Libraries	Henry Powell

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Wiltshire Council

Overview and Scrutiny Management Committee

5 June 2018

Task Group Update

1. Digital Strategy and Implementation Task Group

Membership

Cllr Howard Greenman
Cllr Jon Hubbard (Chairman)
Cllr Bob Jones OBE
Cllr Stuart Wheeler
Cllr Gordon King

Terms of Reference:

- To meet at least 4 times a year and more frequently as required, when key milestones of the Strategy are identified
- For the Task Group's Chairman to hold a position on the Digital Programme Board

Culture Transformation:

- To investigate how the Council is engaging different user groups to support the re-design of Council services
- To help shape and implement the engagement of staff and members, as services are progressively automated

Technology and Platform:

- To provide an additional dimension of quality assurance on projects that emerge as a part of the Strategy
- To help shape and implement how the Council is maximising digital compatibility across all platforms, including legacy and partner systems

Service Re-Design

- To help shape how the Council prioritises its services for automation and the subsequent customer take-up of these services
- To monitor and review how the Council can make effective efficiencies through increased automated services and the cost and the implications of the technology to do so.

Recent Activity

The Digital Strategy & Implementation Task Group met on 23 May 2018 to discuss and agree some new Terms of Reference and to discuss the Cabinet report on the

'Digital Strategy' listed for 3 July Cabinet. There was agreement that a new set of Terms of Reference be drafted, to help ensure that the task group was adding value in the right areas.

The members agreed their new Terms of Reference and the Cabinet Member outlined how he felt that the task group could work through each item. It was agreed that a Forward Work Programme (FWP) would be drafted until September 2018 and that it was important that the FWP remained fluid with this particular task group, due to the nature of the subject area.

In regard to the Cabinet paper, the Cabinet Member outlined the advantages to the Council of working with Microsoft and how the proposed contract between Microsoft and Wiltshire Council would benefit the Council going forwards.

There was discussion around the due diligence practises being carried out by officers at present, in relation to the proposals being put forward by Microsoft and the task group were supportive of this work. The task group also favoured ensuring that the local community feels the benefit of the Council's work with Microsoft.

2. Financial Planning Task Group

Membership

Cllr George Jeans
Cllr Pip Ridout
Cllr Ian Thorn (Chairman)
Cllr Stuart Wheeler
Cllr Roy While

Recent activity

On 2 May 2018 the following councillors and officers met to discuss the task group's approach in the current financial year:

Cllr Ian Thorn	Chairman, Financial Planning Task Group
Cllr Graham Wright	Chairman, OS Management Committee
Cllr Alan Hill	Vice-chairman, OS Management Committee
Cllr Philip Whitehead	Cabinet Member, Finance
Carlton Brand	Corporate Director
Ian Duncan	Interim Service Director, Finance
Paul Kelly	Head of Democracy and Performance

Subject to its members agreement on 6 June, it was agreed that the task group will:

- Make maximum use of the evidence available, e.g. Business Plan 2017-21, Medium Term Financial Strategy, Annual Financial Plan and regular budget monitoring reports.
- Focus on the key areas of savings and investments, e.g. adult social care.

- Speak to highlighted services between formal meetings to explore budgets and impacts in more detail.
- Further strengthen the budget scrutiny process by supporting the introduction of a councillor session alongside the public consultation events held in September.
- Discuss the availability of monthly budget data with the relevant officers.
- Monitor the key corporate savings agreed in the budget (and associated risks).

The task group will next meet on 6 June 2018 and the agenda includes the following items:

- Draft Statement of Accounts and Revenue Outturn 2017/2018
- Performance Management and Risk Outturn Report: Q3 2017/18
- Adult Social Care – monitoring savings and investments 2018/19
- Salisbury recovery – financial implications

3. Military and Civilian Integration Partnership Task Group

Membership

Cllr Ian Blair-Pilling
 Cllr Richard Britton (chairman)
 Cllr Gordon King
 Cllr Mollie Groom
 Cllr Alan Hil
 Cllr Tony Jackson
 Cllr Graham Wright

Terms of Reference

1. To identify any risks and opportunities presented by the MCIP that are relevant to Wiltshire Council services and priorities, focusing on the following themes:
 - Housing
 - Health
 - Infrastructure
 - Budget
 - Schools
 - Employment (leavers and dependents)
2. To make workable recommendations on how any identified risks could be mitigated and opportunities exploited to support delivery of the MCIP and of relevant priorities within the Council's Business Plan.

Recent activity

The group met in April and had the opportunity to question the MCIP programme manager. They discussed the current state of Army Rebasing and the wider issue of impacts on the community.

In addition the group has been developing a definition of successful Military/Civilian integration. A number of others including MCIP programme manager, military personnel involved in integration projects and representatives from area boards have had an input into this process.

The group are considering an approach to all area boards and affected town and parish councils to ask about their experience and hopes for the future in order to understand what the current state of integration and the work to encourage integration is. The group may well work with the Armed Forces Covenant Training and Awareness Project to deliver this.

4. Swindon and Wiltshire Local Enterprise Partnership (LEP) Task Group

Membership

Wiltshire Councillors:

Cllr Trevor Carbin
Cllr Christine Crisp
Cllr Alan Hill (Chairman)
Cllr Nick Murry

Swindon Borough Councillors:

Cllr Cathy Martyn
Cllr Des Moffatt
Cllr Chris Watts
Cllr Steve Weisinger

Terms of Reference

1. Develop an overview and scrutiny framework and operational protocols which meet the requirements of democratic accountability for the use of public funds by a partnership body which is led by the business community under a mandate from the Secretary of State for Business, Innovation and Skills.
2. Whilst developing the framework, the Task Group will carry out trial activities to scrutinise the outcomes and work of the SWLEP. In fulfilling this role the task group will:
 - a) Perform all overview and scrutiny functions on behalf of both Councils in respect of the SWLEP and JSEC
 - b) Appoint such sub-groups as it consider appropriate to fulfil those functions.
 - c) Review and/or scrutinise decisions made or actions taken in connection with the discharge or any of the SWLEP and JSEC functions.
 - d) Make reports and recommendations to the Councils relevant partner in connection with the discharge of any functions.
 - e) Approve a forward work programme, including the programme of any sub-groups it appoints so as to ensure that the Task Group and sub-groups' time is effectively and efficiently utilised.

- f) Foster and encourage an inclusive, structured, non-partisan and non-adversarial approach to overview and scrutiny which is reliant on evidence rather than anecdote.

Recent activity

On 28 March the Chairman of the SWLEP Joint Task Group, Cllr Alan Hill, attended a CfPS conference on the scrutiny of LEPs along with the task group's supporting scrutiny officer. The event provided an opportunity for overview and scrutiny councillors and scrutiny officers from across the country to receive a briefing on the operation of LEPs and share experiences of LEP scrutiny.

The next meeting of the task group is scheduled for 21st June. Included on the agenda, amongst other items, is a scrutiny exercise on the Chippenham Station Hub project which follows a briefing on the project previously received by the task group members.

Proposal

- 1. To note the update on task group activity provided.**
- 2. To note the reported developments to the Financial Planning Task Group's approach.**
- 3. To endorse the new Terms of Reference of the Digital Strategy and Implementation Task Group as follows:**
 - a) Explore their options of the Microsoft Exercise and look at learning from other councils on how to potentially use those solutions**
 - b) Look at the list of projects and how things become projects - explore how these can be better vetted in future to ensure project meet best needs**
 - c) Look at audit of existing software and how much we are/are not duplicating systems and costs**
 - d) How we interface between service users/residents and the council and its digital systems.**

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Wiltshire Council

Overview and Scrutiny Management Committee

5 June 2018

Overview and Scrutiny (OS) Member Remuneration 2017/18

Purpose

1. To propose the application of the OS Remuneration Fund for 2017/18.

Background

2. The current Overview and Scrutiny Member Remuneration scheme was agreed in April 2014 and focuses on leading OS positions, such as the chairs of task groups, rapid scrutiny exercises and representatives on project boards.
3. In 2017 the Independent Remuneration Panel reviewed the council's Members Allowance Scheme and in October 2017 a new scheme was agreed by Full Council. In accordance with the Panel's recommendation, Full Council resolved that,
 - a) The scrutiny fund, which is intended to reward Councillors performing specific scrutiny functions such as chairing task groups, rapid scrutiny exercises, serving on active project boards and acting as Vice Chairmen of Select Committees, is retained within the scheme at £15,000.
 - b) The fund is to be allocated by the Overview and Scrutiny Management Committee in accordance with a scheme which it will approve annually.
4. Following consultation with the OS chairman and vice-chairman, it is proposed that the Scheme be applied in the same way for 2017/18 as in the previous year.

Application

5. The following activities have therefore been considered eligible for remuneration within the scheme for the 2017/18 municipal year:
 - Chairing active task groups (including standing task groups)
 - Leading rapid scrutiny exercises
 - Vice-chairing select committees that do not attract an SRA
 - Representation on active project boards

The current standing task groups are as follows: Financial Planning and Local Enterprise Partnership (LEP).

6. Applying the scheme in this way yields a total of 19 qualifying activities. The fund is £15,000 and, as in previous years, has been divided by the number of qualifying activities, with a fixed payment (1/10th) to be allocated to 4 key positions, and the balance divided among the others. The 4 key positions are:
 - Vice-chair of Children's Select Committee
 - Vice-chair of Environment Select Committee
 - Vice-chair of Health Select Committee
 - Chairman of Financial Planning Task Group
7. It is proposed that no more than 2 x fund shares be awarded to any one councillor.
8. Appendix 1 shows the detail of this allocation.

Proposal

9. To approve the allocation of the OS Remuneration fund for 2017/18 as detailed in Appendix 1.

Cllr Graham Wright, Chairman OS Management Committee

Report author: Henry Powell, Scrutiny Lead, 01225 718052,
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Appendices

Appendix 1 Schedule of OS Remuneration Fund allocations 2017/18

Appendix 1 – O&S Activity 2017-18

	Activity	Meeting Dates	Reporting Committee	Chair	£ Share 2016-17
1.	Financial Planning Task Group	15/06/17 07/09/17 18/12/17 01/02/18	OSMC	Ian Thorn	£1,500
2.	South West Local Enterprise Partnership (LEP) Task Group	28/06/17 12/12/18 21/02/18	OSMC	Alan Hill	£600
3.	Children and Adolescents Mental Health (CAHMS) Task Group	22/11/17 17/01/18 28/03/18 16/05/18	CSC	Phil Alford	£600
4.	Planning Committee System Task Group	14/09/17 09/11/17 21/11/17 11/01/18 30/01/18 15/02/18 06/03/18 13/03/18 17/05/18	OSMC	Ian McLennan	£600
5.	Digital Strategy & Implementation Task Group	31/10/17 08/02/18	OSMC	Jon Hubbard	£600
6.	Special Educational Needs and/or Disabilities (SEND) School Provision Task Group	09/10/17 04/01/18 12/01/18 26/01/18 29/01/18 02/02/18 09/02/18 19/02/18 23/02/18 26/03/18 03/04/18 20/04/18 23/04/18 27/04/18	CSC	Jon Hubbard	£600
	Highways & Streetscene Task Group	N/a	ESC	Bob Jones MBE	Final report only in 2017- no meetings

7.	Rapid Scrutiny Traded Services for Schools	13/09/17 18/10/17	CSC	Anna Cuthbert	£600
8.	Traded Services for Schools Task Group	07/02/18 22/02/18	CSC	John Hawkins (co-opted member)	£600
9.	Rapid Scrutiny Service Devolution & Asset Transfer	01/11/17	ESC	Ruth Hopkinson	£600
10.	Third Party Advertising Task Group	15/11/17 21/12/17 15/02/18 26/02/18 07/03/18	OSMC	Stuart Wheeler	£600
11.	Military and Civilian Integration Task Group	24/01/18 17/04/18	OSMC	Richard Britton	£600
12.	Rapid Scrutiny Child Care Leavers	23/01/18 27/04/18	CSC	Christopher Devine	£600
13.	Waste Contracts Task Group	27/02/18 12/04/18	ESC	Robert Yuill	£600
	Select Committee (where the vice-chair position does not attract an SRA)		Role	Councillor	*£ share 2017-18
14.	Children's Select Committee		Vice Chair	Jacqui Lay	£1,500
15.	Environment Select Committee		Vice Chair	Bob Jones MBE	£1,500
16.	Health Select Committee		Vice Chair	Gordon King	£1,500
	Project Boards		Reporting Committee	OS Representative	£ share 2017-18
17.	Wilts Online Project Board		OSMC	George Jeans	£600
18.	Adult Social Care Transformation Board		HSC	Christine Crisp 8 November 2017 19 December 2017 24 January 2018 26 April 2018	£600
19.	Adult Social Care Transformation Board		HSC	Gordon King	£600

			(appointed after the 8 November meeting) 19 December 2017 24 January 2018	
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Calculation Guide

Total Fund	£15,000 (tbc)
Proportion allocated to 4 key positions (select committee vice-chairs and financial planning task group chair)	£1,500 each (1/10 th of total)
Proportion allocated to 13 remaining positions	£ £600 (1/15 th of remainder)

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