

# SUMMONS

**Meeting:** Council

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

**Date:** Wednesday 24 July 2024

**Time:** 10.30 am

**All Members are summoned to attend a meeting of the Council at the time, location and date listed above.**

**Members are reminded to sign the attendance sheet before entering the Council Chamber, and if leaving before the closing of the meeting.**

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Please direct any enquiries on this Agenda to Kieran Elliott of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718504 or email [committee@wiltshire.gov.uk](mailto:committee@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](http://www.wiltshire.gov.uk)

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## **Recording and Broadcasting Information**

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**Bourne Hill, Salisbury**  
**Monkton Park, Chippenham**

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## **Public Participation**

Please see the agenda items 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](#).

Our privacy policy is found [here](#).

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

## **PART I**

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

1 **Apologies**

To receive any apologies for absence.

2 **Minutes of Previous Meeting (Pages 7 - 44)**

To approve as a true and correct record and sign the minutes of the last meeting of Council held on 21 May 2024.

3 **Declarations of Interest**

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

4 **Chairman's Announcements**

To receive any announcements through the Chairman.

5 **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. Members of the public are encouraged to register to speak earlier.

Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Statements must be relevant to the agenda item.

Questions

To receive any questions from members of the public received in accordance with the constitution. No person or organisation may submit more than two questions to the meeting. No question may be sub-divided into more than two related parts.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named above (acting on behalf of the Proper Officer) no later than 5pm on Wednesday 17 July 2024 in order to be guaranteed of a written response. Questions submitted no later than 5pm on Friday 19 July 2024 may receive a verbal response. Questions may be asked without notice if the Chairman decides that the matter is urgent.

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

Please contact the officer named on the first page of this agenda for further advice.

6 **Petitions** *(Pages 45 - 50)*

To receive an update on any petitions received by the council since the last meeting.

**ANNUAL UPDATES**

7 **Annual Report of the Corporate Parenting Panel** *(Pages 51 - 140)*

To receive the annual report of the Corporate Parenting Panel.

**APPOINTMENTS**

8 **Appointment of Chief Executive** *(Pages 141 - 142)*

To appoint a new Chief Executive.

**BUDGET**

9 **Treasury Management Outturn Report 2023-24** *(Pages 143 - 166)*

To receive a report from the Chief Executive, Deputy Chief Executive, and S.151 Officer.

**POLICY FRAMEWORK**

10 **Gypsies and Travellers Development Plan Document** *(Pages 167 - 268)*

To receive a report from the Corporate Director, Place.

11 **Wiltshire Cultural Strategy** *(Pages 269 - 308)*

To receive a report from the Corporate Director, Place.

**MOTIONS FROM MEMBERS OF THE COUNCIL**

12 **Notice of Motion No.2024-04 - Housing Associations** *(Pages 309 - 310)*

To consider the attached motion.

**CONSTITUTIONAL UPDATES**

13 **Proposed Changes to the Constitution** *(Pages 311 - 384)*

To consider a report from the Monitoring Officer on recommendations from the Standards Committee.

**OTHER ITEMS OF BUSINESS**

14 **Announcements from Cabinet and Committees**

To receive any other appropriate announcements from the Leader, Cabinet Members, or Chairmen of Committees.

15 **Membership of Committees**

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

To consider any requests from Members in respect of S.85 of the Local Government Act 1972.

16 **Questions from Members of the Council**

Members were required to give notice of any questions in writing to the Proper Officer on the first page of this agenda no later than 5pm nine clear working days before the meeting in order to be guaranteed a written response.

Any question received after 5pm on Wednesday 10 July 2024 and no later than 5pm four clear working days before the meeting – Wednesday 17 July 2024, may only receive a verbal response at the meeting. Any questions received after this date will be received at the next meeting.

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

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

**PART II**

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

None

Terence Herbert  
Chief Executive  
Wiltshire Council  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN

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### Council

#### **MINUTES OF THE COUNCIL MEETING HELD ON 21 MAY 2024 AT COUNCIL CHAMBER - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

#### **Present:**

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

#### **24 Election of Chairman 2024/25**

Cllr James Sheppard opened the meeting and thanked all Members for meetings being positive and businesslike during his time as Chairman.

He offered his thanks to the Democratic Services and Legal teams for their support, and paid tribute to his Vice-Chairman Cllr Andrew Davis.

Nominations were then sought for the position of Chairman for the forthcoming year.

Cllr Bridget Wayman was nominated by Cllr Sven Hocking. This was seconded by Cllr Nabil Najjar.

Cllr Ruth Hopkinson was nominated by Cllr Ian Thorn. This was seconded by Cllr Gordon King.

Following a vote, it was then,

**Resolved:**

**To elect Cllr Bridget Wayman as Chairman for the forthcoming year.**

25 **Election of Vice-Chairman 2024/25**

Nominations were then sought for the position of Vice-Chairman for the forthcoming year.

Cllr Christopher Newbury was nominated by Cllr Bill Parks. This was seconded by Cllr Suzanne Wickham.

There being no further nominations, it was then,

**Resolved:**

**To elect Cllr Christopher Newbury as Vice-Chairman for the forthcoming year.**

26 **Apologies**

Apologies for absence were received from Cllrs David Bowler, Pauline Church, Caroline Corbin, Jon Hubbard, Johnny Kidney, Charles McGrath, and Derek Walters.

Cllrs Gavin Grant and Mel Jacob provided notice and apologies that they would arrive later in the meeting.

27 **Minutes of Previous Meeting**

The minutes of the ordinary and extraordinary meetings of the Council held on 20 February 2024 were presented for consideration.

On the motion of the Chairman, seconded by the Vice-Chairman, it was,

**Resolved:**

**That the minutes of the ordinary and extraordinary meetings of the Council held on 20 February 2024 be approved and signed as a true and correct record.**

28 **Declarations of Interest**

There were no declarations of disclosable interests.

29 **Chairman's Announcements**

Through the Chairman there were the following announcements:



a) New Members

It was noted that since the last meeting of the Council there had been election of two new elected Members.

Cllr Robert MacNaughton was elected to Calne Chilvester and Abberd Division on 22 February 2024 following the death of Cllr Tony Trotman.

Cllr Nick Dye was elected to Cricklade and Latton Division on 14 March 2024 following the death of Cllr Bob Jones MBE.

On behalf of the Council the Chairman congratulated Cllrs MacNaughton and Dye on being elected.

b) Lord Lieutenant of Wiltshire

The Chairman noted the death of the former Lord-Lieutenant of Wiltshire, Mr John Bush CVO OBE KStJ, which was announced on 11 May 2024. Mr Bush was Lord-Lieutenant from Nov 2004 to Feb 2012.

The funeral would take place at Edington Priory Church on 30 May 2024, from 2.00pm. The present Lord-Lieutenant, Mrs Sarah Troughton would be attending the service.

c) Chief Executive

It was announced on 4 April 2024 that the Chief Executive, Terence Herbert, had accepted the post of Chief Executive with Surrey County Council.

The Chairman noted that Mr Herbert joined Wiltshire Council in 2011, and held positions including Head of Service for Safeguarding, Director for Children's Services, and Chief Executive Officer for People Services, before being appointed as the sole Chief Executive. During his tenure Children's Services went from being rated 'Requires Improvement' to 'Outstanding' in 2023.

On behalf of the Council the Chairman wished Mr Herbert well with his new position and thanked him for all his hard work with Wiltshire Council over the past 13 years. It was stated it was expected he would take up his new position in the summer, and that he would still be in post at the time of the July meeting of Full Council.

d) Chairman's Engagements

Details were provided of recent engagements attended by the outgoing Chairman and Vice-Chairman.

Events Attended by the Chairman, Cllr James Sheppard, from Tuesday 20 February 2024:

- Friday 5 April 2024 - Declaration and Appointment of new High Sheriff, Dr. Olivia Chapple, St John the Baptist Church, Bishopstone.
- Monday 8 April 2024 - HM Lord-Lieutenant of Wiltshire's British Empire Medal Presentation Ceremony, County Hall, Trowbridge.

- Saturday 13 April 2024 - The Mayor of Melksham's Civic Reception, Assembly Hall, Melksham.
- Saturday 20 April 2024 - Attended Edington Parish Council's Celebration for Mr. Malcolm Wieck's 50 years' service as Clerk to the Parish Council.
- Thursday 16 May 2024 - Royal Wootton Bassett Town Council's Mayor Making Ceremony
- Monday 20 May 2024 - Calne Town Council Mayor Making Ceremony

Events Attended by the Vice-Chairman, Cllr Andrew Davis, from Tuesday 20 February 2024:

- Monday 11 March 2024 - The Commonwealth Day Flag Raising Ceremony, County Hall.
- Saturday 16 March 2024 - The Mayor of Calne's Civic Service and river blessing, Castlefields Park and banks of River Marden, Calne.
- Thursday 21 March 2024 - Wiltshire Council Business and Sports Gala Dinner, County Hall.
- Friday 22 March 2024 - Mayor of Melksham's Reception and Civic Awards, Assembly Hall, Melksham.

e) Member Training

Details were provided of training for elected Members provided by South West Councils which would take place from September through November, including on time management, communication, resilience and wellbeing, and evidence gathering skills.

Full details would be circulated to Members on the availability of places.

f) Agenda Order

After Minute 32, and with consent of the Council, the Chairman announced the agenda item order would be amended to consider the Notice of Motion 2024-03 regarding Solar Farms ahead of the item on the Community Governance Review.

30 **Public Participation**

The Chairman noted the procedure for public participation at the meeting.

No petitions had been received, and statements would be received under the relevant agenda item.

Questions received from Members of the Public together with written responses were set out in the Agenda Supplement.

Colin Gale, Chairman of Rushall Parish Council, was in attendance and asked a supplementary question regarding Question P24-12. He did not consider the written response had provided a solution or advise when the drain blockage

referred to would be cleared and sought a commitment to clearing the drains in a set timescale and keeping this maintained.

He also asked a supplementary question regarding Question P24-13 regarding highways drainage into the River Avon and long term solutions to the ongoing issues.

Cllr Nick Holder, Cabinet Member for Highways, Street Scene, and Flooding, stated that a further written response would be provided. He acknowledged issues relating to the MyWilts App reporting and efforts to prevent the problem of multiple reporting and noted the investment in extra equipment for drain clearance.

Celia Beckett, Hilperton Area Action Group, was in attendance and asked a supplementary question regarding Question P24-14 regarding the Local Plan. She noted the written response on the timescales for submission of the Local Plan, suggested the Plan needed reworking and asked about the public being informed about any delays.

Cllr Nick Botterill, Cabinet Member for Finance, Development Management, and Strategic Planning, highlighted the complex processes required by the legislative frameworks in order to prevent challenges. He stated that restarting the process would leave the council open to speculative development, and that the council would keep the public details up to date.

Celia Beckett also asked a supplementary question regarding Question P24-15 regarding potential sites Northeast of Trowbridge and guarantees on protection for biodiversity, asking whether the detailed comments submitted had been listened to.

Cllr Botterill offered his assurance that all comments were properly considered and listened to and noted that the latest Plan submission had included a reduction in the number of houses planned by around 8000 homes.

Celia Beckett also asked further regarding biodiversity protection. Cllr Botterill stated that the council was proceeding in accordance with legislation, and this included working in a coherent way to ensure biodiversity was not lost, and in some cases would be enhanced.

## 31 **Annual Updates from Committees**

The Chairman introduced a covering report detailing that in order to highlight the activity and key issues dealt with or covered by various council committees, a series of annual updates had been prepared in order to provide all Members with that information. She moved that the updates be noted, which was seconded by the Vice-Chairman.

Opportunity was provided to Chairmen of the committees which had prepared updates to comment on their reports.

Cllr Graham Wright, Chairman of the Overview and Scrutiny Management Committee thanked the Vice-Chairman of that committee Cllr Christopher Williams for his support, along with the scrutiny officers and all those Members who took part in scrutiny activity. He drew attention to work being undertaken including reviewing the council's performance metrics, and the detailed work of task groups and the three select committees.

Cllr Iain Wallis, Chairman of the Audit and Governance Committee highlighted the importance of audit work, and thanked committee members including two new co-opted members for their efforts.

Cllr Peter Hutton, Chairman of the Licensing Committee, drew attention to the ongoing consultation on the draft licensing policy 2024-2029.

Cllr Paul Oatway QPM, Chairman of the Standards Committee, provided details of the process for reviewing the constitution, and commented on monitoring timescales for administering complaints. He thanked the Chairman of the Standards Assessment Sub-Committee, Cllr Ruth Hopkinson, for all the work of the Sub-Committee.

Cllr Richard Britton, Chairman of the Wiltshire Pension Fund Committee, confirmed no further comments on the submitted report.

Cllr Steve Bucknell, Chairman of the Wiltshire Police and Crime Panel, thanked Matthew Hitch, Democratic Services Officer, for a lot of support in the last year. He stated that it had been announced that Wiltshire Police was being taken out of special measures by His Majesty's Inspectorate of Constabulary and Fire and Rescue Services, following being placed in those measures in June 2022. He stated the Panel would continue to press the Police and Crime Commissioner on developments with the service as it looked to improve further.

Group Leaders were then given opportunity to comment. Cllr Richard Clewer, Leader of the Council, Cllr Ian Thorn, Leader of the Liberal Democrat Group, Cllr Ernie Clark, Leader of the Independent Group, and Cllr Ricky Rogers, Leader of the Labour Group, all offered their thanks and support to the Chairmen and committees for their work.

There being no further debate, it was,

**Resolved:**

**To note the updates from committees.**

32 **Annual Appointment of Committees**

The Chairman drew attention to the allocations report included in the Summons and the composite appointments motion included in the Agenda Supplement. It was noted that a proposal for allocation of seats on committees to individual Members in accordance with the proposed schedule of committee places had

been circulated to all Members. This had been prepared following discussion with Group Leaders and would be attached with the minutes.

Cllr Richard Clewer, Leader of the Council, proposed the composite appointments motion. This was seconded by Cllr Laura Mayes.

Group Leaders were provided opportunity to make any final changes within the proposed schedule of committee places, to update the circulated allocations.

The item was then opened to general debate.

Cllr Edward Kirk proposed an amendment, seconded by Cllr Ernie Clark. At present he was a Member of the Western Area Planning Committee. Following his leaving the Conservative Group he now sat as an ungrouped Member, and the proposed schedule removed him from that Committee as the seat had been previously and was now allocated to the Conservative Group. He proposed that the schedule be amended to retain the committee place he currently occupied. The effect of the amendment would be the Conservative Group would lose an allocated seat on the Committee.

Group Leaders were provided opportunity to comment. Cllr Richard Clewer, Leader of the Council, confirmed he did not accept the amendment as part of the composite motion. Cllr Ian Thorn, Leader of the Liberal Democrat Group, had no comment. Cllr Ernie Clark, Leader of the Independent Group wondered whether the amendment would impact overall political balance but noted that planning committees did not in any case decide matters politically. Cllr Ricky Rogers, Leader of the Labour Group, expressed support for the amendment.

In debate comments in support of the amendment included supporting the integrity of the ungrouped member, and that the council had in the past allocated seats on committees to ungrouped members and though the two places which had been so reserved had not been accepted accommodation could be made within acceptable limits.

A comment in opposition to the amendment was the view that the council had a legal duty to give effect the views of group leaders as it applied to appointment onto committees.

At conclusion of the discussion Cllr Kirk criticised what he saw as his removal from the committee.

To conclude the debate as mover of the original motion Cllr Richard Clewer noted that Cllr Kirk had been offered two committee places on a proportional basis in accordance with previous practice, which Cllr Kirk had chosen not to accept, and that there were many others who wished to sit on the Western Area Planning Committee.

There was then a vote on the amendment. A recorded vote having been requested by the requisite number of Members, the result was as follows:

*Votes for the amendment (36)*  
*Votes against the amendment (47)*  
*Votes in abstention (4)*

*Details of the recorded vote are attached to these minutes.*

There being no further comments in debate, the meeting proceeded to vote on the original composite appointments motion, and it was,

**Resolved:**

**The Council:**

- a) **Noted the report and the legal requirements.**
- b) **Re-appointed the following committees with the terms of reference as set out in the Constitution:**
  - **Strategic Planning Committee**
  - **Area Planning Committees: Northern, Eastern, Southern, Western**
  - **Licensing Committee**
  - **Overview and Scrutiny Management Committee**
  - **Children's Select Committee**
  - **Environment Select Committee**
  - **Health Select Committee**
  - **Standards Committee**
  - **Audit and Governance Committee**
  - **Staffing Policy Committee**
  - **Officer Appointments Committee**
  - **Electoral Review Committee**
  - **Appeals Committee**
  - **Wiltshire Police and Crime Panel (joint with Swindon Borough Council)**
  - **Wiltshire Pension Fund Committee (joint with Swindon Borough Council)**
  - **Health and Wellbeing Board**
- c) **Reappointed those Area Boards, as set out at Item 9a Appendix 1 of the report presented and within the Constitution, to comprise the Unitary Members for that area.**
- d) **Reappointed the Local Pension Board established under the Public Service Pensions Act 2013 and consequent amendments to the Local Government Pension Scheme Regulations 2013.**
- e) **Appointed members to the Dorset and Wiltshire Fire Authority, in accordance with the guidance set out in this report.**

- f) Delegated the appointment to Outside Bodies (other than those appointed by Leader of the Council or Area Boards) to the Director, Legal and Governance, in consultation with Group Leaders
- g) Approved a scheme of committee places which sets out the number of seats available to members of the Council and to political groups as at Item 9a Appendix 3
- h) Appointed Members to serve on those committees in accordance with the agreed scheme of allocations, until the next occasion membership is reviewed under the provisions of the Local Government & Housing Act 1989 as attached to the minutes.
- i) Appointed substitute members (to a maximum of four per group) to the committees referred to in (b) above.
- j) Appointed those Members representing electoral divisions to their respective Area Boards as set out at Item 9b Appendix 1.
- k) Noted that the following persons remain appointed as non-voting co-opted members of the Standards Committee for the remainder of the council term:
- Gordon Ball
  - Kathy Barnes
  - Joanne Cetti
  - Julie Phillips
- l) Noted that the following persons remain appointed as Independent Persons for the remainder of the council term:
- Tony Drew
  - John McAllister
  - Patricia Bunch
- m) Noted the following non-elected members of the Children’s Select Committee, with any vacancies able to be filled by the Committee:

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

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

n) Noted following co-opted members of the Wiltshire Pension Fund Committee:

<b>Name</b>	<b>Representing</b>
<b>(to be confirmed – currently Cllr Vijay Manro)</b>	<b>Swindon Borough Councillor (as determined by Swindon Borough Council)</b>
<b>(to be confirmed – currently Cllr Kevin Small)</b>	<b>Swindon Borough Councillor (as determined by Swindon Borough Council)</b>
<b>Jodie Smart (new ratification)</b>	<b>Employer Representative</b>
<b>Claire Anthony</b>	<b>Employer Representative</b>
<b>Stuart Dark</b>	<b>Scheme Member Observer- appointed by Unison</b>
<b>Mike Pankiewicz</b>	<b>Scheme Member Observer- appointed by Unison</b>

o) Noted the membership of the Local Pension Board under the Public Service Pensions Act 2013 until the expiry of the 4 year term council term, or from their first appointment.

<b>Name</b>	<b>Representing</b>
<b>Mark Spilsbury</b>	<b>Independent Chairman</b>
<b>Karle Read</b>	<b>Scheme Member Representative</b>
<b>Marlene Corbey</b>	<b>Scheme Member Representative</b>
<b>Mike Pankiewicz</b>	<b>Scheme Member Representative</b>
<b>Paul Smith</b>	<b>Employer Member Representative</b>
<b>Laura Fisher</b>	<b>Employer Member Representative</b>
<b>James Nicholson</b>	<b>Employer Member Representative</b>



p) Noted the following co-opted or other members of the Police and Crime Panel:

<b>Name</b>	<b>Representing</b>
To be confirmed – previously Cllr Stanka Adamcova	Swindon Borough Council (as determined by Swindon Borough Council)
To be confirmed – currently Cllr Abdul Amin	Swindon Borough Council (as determined by Swindon Borough Council)
To be confirmed – currently Cllr Sudhi Sri Nukana	Swindon Borough Council (as determined by Swindon Borough Council)
To be confirmed – currently Cllr Vijay Manro	Swindon Borough Council (as determined by Swindon Borough Council)
Louisa Ahmeti	Independent co-optee
Louise Williams	Independent co-optee

q) Appointed the following 6 members to serve as Council representatives on the Dorset and Wiltshire Fire Authority:

<b>Conservative (4)</b>	<b>Liberal Democrat (2)</b>	<b>Independent (0)</b>	<b>Labour (0)</b>
Cllr Pip Ridout	Paul Sample JP		
Cllr Dan Cave	Brian Dalton		
Cllr Paul Oatway			
Cllr Kelvin Nash			

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

<b>Committee</b>	<b>Chairman</b>	<b>Vice-Chairman</b>
<b>Strategic Planning Committee</b>	Howard Greenman	Christopher Newbury
<b>Northern Area Planning Committee</b>	Chuck Berry	Howard Greenman
<b>Eastern Area Planning Committee</b>	Philip Whitehead	Paul Oatway
<b>Southern Area Planning Committee</b>	Andrew Oliver	Sven Hocking

<b>Western Area Planning Committee</b>	<b>Christopher Newbury</b>	<b>Bill Parks</b>
<b>Licensing Committee</b>	<b>Peter Hutton</b>	<b>Allison Bucknell</b>
<b>Standards Committee</b>	<b>Paul Oatway QPM</b>	<b>Allison Bucknell</b>
<b>Audit and Governance Committee</b>	<b>Iain Wallis</b>	<b>Stuart Wheeler</b>
<b>Staffing Policy Committee</b>	<b>Stuart Wheeler</b>	<b>Allison Bucknell</b>
<b>Officer Appointments Committee</b>	<b>Richard Clewer</b>	<b>Laura Mayes</b>
<b>Wiltshire Pension Fund Committee</b>	<b>Richard Britton</b>	<b>Committee Appointment</b>
<b>Health and Wellbeing Board (Chairman</b>	<b>Richard Clewer</b>	<b>NA</b>

- s) To note that the Overview and Scrutiny Management Committee, Children’s Select Committee, Environment Select Committee, Health Select Committee, the Police and Crime Panel, Electoral Review Committee, and the Area Boards will be asked to elect their respective Chairmen and Vice-Chairmen at their first meeting following the annual meeting of council. The Wiltshire Pension Fund Committee will be asked to elect their Vice-Chairman at the first meeting following the annual meeting of council.
- t) To note that the Appeals Committee does not meet as a formal committee and so no Chairman or Vice-Chairman will be appointed. However, three members who have undergone appropriate training are drawn from its membership to form Appeal Sub-Committees to consider and determine various types of appeals. Each Sub-Committee when convened will elect its own chairman.

33 **Notice of Motion No.2024-03 - Solar Farms**

On invitation of the Chairman Cllr Phil Alford proposed the motion as set out in the Summons, which was seconded by Cllr Nick Botterill.

Cllr Alford stated that the topic of solar farms had energised many people both for and against. He said solar panels could be a vital income for farmers and the council supported installations on its own buildings such as leisure centres, and as such was supportive of them in principle. He noted the proposed Lime Down solar proposal, which was of such a scale as to be deemed nationally significant, and he believed would engulf entire communities. He raised the importance of Wiltshire’s landscape heritage, the cumulative impact of roads and associated infrastructure to the many solar developments, as well as the need for food security, and that further clarity from government was needed.

Cllr Nick Botterill, being the seconder but also the relevant Cabinet Member as the Cabinet Member for Finance, Development Management, and Strategic

Planning, responded to the motion. He said the motion was evidence based, noting the high population density of England, the need for preservation of the countryside, have sustainable food production and land management, and the need to balance these against the positives of solar energy production. He drew attention to the scale of the Line Down proposal, and how this would alter the character of a broad area to a more industrial one.

Statements were then received regarding the motion from the following Members of the Public:

Matthew Short, Phillip Addis, Peter Richardson, Sir Mike Pitt, Steve Holt, Mary Gilmore, Helen Hicks

The Chairman moved that the Council debate the motion, which was seconded by the Vice-Chairman.

With Council agreeing to debate, and following comments from the Chairman drawing attention to statutory rules on predetermination in respect of non-determined planning applications, Group Leaders were then invited to comment on the motion.

Cllr Richard Clewer, Leader of the Council, affirmed his support for solar panels and solar farms, criticising government policy which did not compel solar panels on new buildings, and the confusion of current planning policy. However, he also noted the importance of food production particularly given the impacts of climate change on production and migration, with a need to increase the food supply within the UK. He stated cumulative impact was critical, with many solar farms in Wiltshire and Lime Down one of the largest proposals even in the world, resulting in villages to be surrounded by industrial landscapes, and solar production should not be concentrated in farmland areas, with the motion intended to argue for a balanced approach.

Cllr Ian Thorn, Leader of the Liberal Democrat Group, welcomed the motion but considered that it lacked detail in some important areas, and said it was a shame it had not been raised at an earlier stage so it could have been a key part of the Local Plan discussions. He stated his group had prepared amendments which he hoped would be accepted, to add detail to the motion.

Cllr Ernie Clark, Leader of the Independent Group, supported previous comments around the cumulative impacts and taking away fields from agricultural production, though he also pointed to such fields being assigned to be used for large numbers of housing as well.

Cllr Ricky Rogers, Leader of the Labour Group, stated he would support the motion, and encouraged the public to lobby planning committees with their views and not just wait for action from central government.

The Chairman then opened the item for general debate.

### Amendment Debate

At the start of the general debate an amendment was moved by Cllr Martin Smith, seconded by Cllr Dr Brian Mathew. This did not seek to amend any existing text to the motion, but sought to include the following additional paragraphs:

*We would also urge the Secretary of State to provide more incentives to residents and businesses to install rooftop solar panels thus directly benefiting local people through reduced energy bills, whilst helping to achieve the 2030 targets for solar generation.*

*We also ask that the Government supports the Local Electricity Bill, which has been stalled in Parliament despite the support of 326 MPs, but which would remove some of the barriers to community energy projects, which again would directly benefit local communities and ensure a fairer transition to the new energy technology, focussing on generating energy closer to where it's needed, thus reducing the need for huge schemes with lengthy connections.*

*We would also ask that a fully formed national strategy is established for solar farms, which balances the need of food security with the equally important need for energy security.*

*We would finally ask that consideration is given to introducing a national standard of community benefit, to be paid into local funds for community projects and combating energy poverty, of at least £1,000 per MW capacity, per annum for the life of solar projects of more than 15MW capacity.*

Cllr Smith stated that the original motion was prompted by the pressure on agricultural land, and he supported the comments made about finding a balance between food production and energy generation, but that he considered that the motion could and should go further. He noted a recent statement from the Secretary of State acknowledging cumulative impact of solar developments, but this did not indicate how it should be considered. He proposed the amendment to encourage the Secretary of State to find more incentives to install rooftop solar, to urge support for the Local Electricity Bill which had been proposed in Parliament, for a national strategy for solar farms, and for a national standard of community benefit be considered, to be paid into local funds for community projects for the life of solar projects above a certain capacity.

As mover of the original motion Cllr Alford confirmed he was not prepared to accept the amendment as a friendly amendment.

Group Leaders were therefore asked to comment on the proposed amendment.

Cllr Richard Clewer, Leader of the Council, stated some parts of the amendment made sense but he had concerns with some others, saying the Local Electricity Bill could have unintended consequences. He felt the amendment was well intentioned but more evidence was needed on some of its points.

Cllr Ian Thorn, Leader of the Liberal Democrat Group, endorsed the proposed amendment as providing more detail and rigour to the original motion.

Cllr Ernie Clark, Leader of the Independent Group, stated the amendment appeared to be reasonable.

Cllr Ricky Rogers, Leader of the Labour Group, supported the amendment as adding specific requests for the government to respond to in a positive way.

The amendment was then opened up to general debate.

Comments in support of the amendment included that it added appropriate detail and structure to the requests to government, noting the importance of high quality farming land, the importance of increasing renewable energy in a well planned way, and the cumulative impact from the number of solar farms developed or proposed in Wiltshire.

Other comments included that cumulative impact should already be able to be considered at planning stages when considering new solar farms, that reaching net zero targets would require difficult choices, and that the area of agricultural land covered by solar farms was very low, and with yields up this meant food production was not a sustainable reason to object to the solar farms.

There was then a break from 1255-1345.

Upon resuming the meeting Cllr Smith stated he had held discussions with the Leader of the Council and others, and agreed to withdraw his amendment to allow for cross-party discussions in the coming weeks to develop wording which would give effect to the intent of the amendments which could be collectively supported.

The meeting having consented to withdrawal of the amendment, debate resumed on the original motion.

#### Motion Debate

Comments in support of the motion included many comments in support of solar energy generally and solar farms, but concerns that the very large farms proposed were not appropriate in a country the scale of England let alone Wiltshire, and that it was appropriate to seek a more balanced approach taking account of the cumulative impact of so many solar energy developments being proposed in the county.

Other comments included that the world was in a climate crisis and the UK was not meeting vital decarbonisation targets set by law, that solar farms could be of assistance to farmers and were not of industrial character.

It was also commented that solar energy was of great importance particularly given the impacts of climate change, and even where there was support for the motion this should not be at the expense of appearing to criticise solar energy as a whole.

During debate it was also proposed by Cllr Howard Greenman to amend the motion to include specific reference to battery storage and associated infrastructure as follows:

*Wiltshire Council therefore calls on the Secretary of State for the Department of Levelling Up, Housing and Communities to define more closely what is meant by 'cumulative impact' regarding solar farms, **battery storage, and associated infrastructure** and to take clear steps to ensure that solar developments are more evenly spread across the UK and not concentrated in specific areas effectively industrialising the countryside.*

The mover and seconder of the motion accepted the alteration as a friendly amendment.

At the conclusion of the debate Cllr Botterill thanked everyone for their comments, noting the recent ministerial statement on solar farms as a reflection of the pressures and tensions on the issue. He reiterated support for solar energy, but that the cumulative impacts could not be disregarded.

Cllr Alford then had the opportunity to respond to the debate. He welcomed the contributions of Members and the public, and hoped the council was moving towards a consensus on the issue.

Following a vote, it was therefore,

**Resolved:**

**Whilst not opposed to the principle of the development of solar farms in line with the National Planning Policy Framework this Council is increasingly concerned at the concentration of solar farms, battery storage and associated infrastructure in Wiltshire. Some villages are now completely surrounded by solar farms and their continued concentration represents a significant cumulative impact and industrialisation of the countryside.**

**Wiltshire Council therefore calls on the Secretary of State for the Department of Levelling Up, Housing and Communities to define more closely what is meant by 'cumulative impact' regarding solar farms, battery storage, and associated infrastructure and to take clear steps to ensure that solar developments are more evenly spread across the UK and not concentrated in specific areas effectively industrialising the countryside.**

**We would also ask for clarity of the priority given to ensuring that food production and farming are not destroyed as industries in specific areas through an excessive concentration of solar farms given the massive impact that would have on the rural way of life in villages that have been farmed for time immemorial.**

*In accordance with the Constitution there was a recorded vote.*

*Votes for the motion (74)*

*Votes against the motion (2)*

*Votes in abstention (7)*

*Details of the recorded vote are attached to these minutes.*

#### 34 **Community Governance Review 2023/24**

The Chairman invited Cllr Ashley O'Neill, Chairman of the Electoral Review Committee, to introduce the report on the Final Recommendations for the Community Governance Review. Cllr O'Neill proposed the Final Recommendations, seconded by Cllr Gavin Grant.

Cllr O'Neill noted that the proposals were mostly less significant than during previous reviews and had involved seeking to resolve various electoral boundary anomalies which had been brought to the attention of the Committee. Details were provided on the scope of the review, the consultation which had taken place, available options, and the statutory criteria on which any decision would need to be based.

The Final Recommendations were explained in detail, including more substantial proposals around Mere, Zeals, Trowbridge, and North Bradley, as well as the more minor alterations in other areas of the county.

Group Leaders were then given the opportunity to comment on the proposals.

Cllr Richard Clewer, Leader of the Council, supported the proposals as making sense and supported by clear reasoning and evidence. Cllr Ian Thorn, Leader of the Liberal Democrat Group, supported the proposals and endorsed the Committee's highly detailed assessments and cross-party coordination. Cllr Ricky Rogers, Leader of the Labour Group, welcomed the thoroughness of the review and supported the proposals.

The item was then opened up to general debate. A comment was received on the lack of attendance from any parties involved in the Mere/Zeals proposal. Another comment was made regarding the cost and time spent on boundary change work. In response other comments highlighted the work was in response to requests received and undertaken thoroughly in an appropriate way.

At the conclusion of debate Cllr O'Neill stated that it was appropriate to review parishes as areas developed and that any cost of time was not significant, and that reviewing boundaries was a part of the democratic system. He also emphasised that parties had been advised as part of engagement with the Committee of the stages of the process including the role of Full Council.

It was therefore,

**Resolved:**

**That Council:**

- 1) Approve the changes to community governance arrangements as set out below as recommended and detailed by the Electoral Review Committee in the Final Recommendations:**

**Recommendation 1 – Mere/Zeals**

**Recommendation 2 – North Bradley/Trowbridge**

**Recommendation 3 – Salisbury (St Francis & Stratford/Milford Divisions)**

**Recommendation 4 – Royal Wootton Bassett/Brinkworth**

**Recommendation 5 – Chippenham (Pewsham/Hardens & Central Divisions)**

**Recommendation 6 – Trowbridge (Grove/Lambrook Divisions)**

**Recommendation 7 – Calne/Calne Without**

**Recommendation 8 – Bradford-on-Avon**

**Recommendation 9 – Melksham (Forest and South Divisions)**

**Recommendation 10 – Westbury/Dilton Marsh**

**Recommendation 11 – Southwick/North Bradley**

- 2) To authorise the Solicitor of the Council to take all necessary measures to make and approve the Community Governance Order(s) to bring into effect for 1 April 2025 all of the changes detailed under resolution 1, subject to any required consents by the Local Government Boundary Commission for England;**
- 3) To authorise the Electoral Registration Officer to make any necessary changes to polling districts to bring them into line with the agreed governance changes at the appropriate time, to be reported to the Electoral Review Committee.**

*In accordance with the constitution there was a recorded vote.*

*Votes for the motion (81)*

*Votes against the motion (0)*

*Votes in abstention (1)*

*Details of the recorded vote are attached to these minutes.*

**35 Proposed Changes to the Constitution**

The Chairman invited Cllr Ashley O'Neill, Cabinet Member for Governance, IT, Broadband, Digital, and Staffing, to introduce the report on proposed changes to the constitution. Cllr O'Neill proposed the changes, which was seconded by Cllr Richard Britton.

Cllr O'Neill noted the changes were part of ongoing monitoring and review of the constitution undertaken by the Constitution Focus Group and the Standards



Committee. Some details were provided on the proposed changes, including in response to updates to council strategies or to clarify ambiguities or provide further details on existing practice and procedures. It was noted a briefing had been held for Members on the proposed changes.

Group Leaders were then given the opportunity to comment on the proposals.

Cllr Richard Clewer, Leader of the Council, supported the proposals. Cllr Ian Thorn, Leader of the Liberal Democrat Group, noted the level of debate and thoughtful consideration undertaken by the Focus Group. Cllr Graham Wright, deputising for the Leader of the Independent Group, supported the proposal. Cllr Ricky Rogers, Leader of the Labour Group, noted the reviews had been thorough, and drew particular attention to the comments in drafting by Cllr Richard Britton.

The item was then opened up to general debate. A comment was made request wording in other sections of the constitution relating to council procedures and statements, and how these related to the Localism Act 2011, be reviewed.

There being no further comments in debate, it was therefore,

**Resolved:**

**That Council approve the following updated sections of the Constitution:**

- 1) **Part 11A – Corporate Parenting Panel (Appendix A)**
- 2) **Part 5 – Access to Information Procedure Rules (Appendix B)**
- 3) **Part 7 – Cabinet Procedure Rules (Appendix C)**
- 4) **Part 8 – Overview and Scrutiny Procedure Rules (Appendix D)**

*In accordance with the constitution there was a recorded vote.*

*Votes for the motion (78)*

*Votes against the motion (0)*

*Votes in abstention (0)*

*Details of the recorded vote are attached to these minutes.*

36 **Integrated Emergency Management Guide**

The Chairman invited Cllr Richard Clewer, Leader of the Council, to introduce the report on the Integrated Emergency Management Guide.

Cllr Clewer explained this was a set of important documents to deal with major incidents and business continuity, noting some of the major incidents which had occurred in Wiltshire such as the Novichok incident in Salisbury. Up to date

emergency management guides enabled officers and others to understand their roles and respond appropriately in a structured way, and it was important Members have sight.

It was proposed to note the guides, which was seconded by Cllr Laura Mayes.

There were no comments from Group Leaders or in debate.

It was therefore,

**Resolved:**

**To note the three guides which make up the council's Integrated Emergency Management Guide:**

- **Incident Response Guide**
- **Recovery Guide**
- **Corporate Business Continuity Guide**

37 **Parish Name Change**

The Chairman invited Cllr Ashley O'Neill, Chairman of the Electoral Review Committee, to present the report recommending changes to the name of a parish under s.75 of the Local Government Act 1972.

Cllr O'Neill proposed to change the name of Clyffe Pypard to Clyffe Pypard and Bushton. The proposal had been requested by the Parish Council and supported by a public survey undertaken by the Committee. The proposal was seconded by Cllr Gavin Grant.

There were no comments from Group Leaders or in debate.

It was therefore,

**Resolved:**

**That Council:**

**1) Approve that the name of the parish of Clyffe Pypard be changed to the parish of Clyffe Pypard and Bushton;**

**2) Authorise the Solicitor to the Council to make any necessary legal orders and notifications to enact the above change.**

## 38 **Announcements from Cabinet and Committees**

It was noted that there were no executive decisions taken under special urgency provisions in the last year.

It was noted that there were three executive decisions which in accordance with Part 8 of the Constitution the then Chairman of the Council exempted from the usual call-in provisions.

Those were as follows:

- Cabinet Member Delegated Decision PHLLFMOA-01-24: Holiday Activity and Food Programme 2024 Grant Acceptance
- Cabinet Member Delegated Decision FDMSP-01-24: Deed of Termination Ashton Park Funding Agreement
- Cabinet Decision: Update on Safety Valve Deal with the Department for Education - 12 March 2024 Cabinet

Updated to Cabinet Member responsibilities were provided as detailed in the Summons.

The cycle of upcoming Full Council meetings was also noted as follows:

23 July 2024  
22 October 2024  
25 February 2025  
20 May 2025

The Chairman then asked if there were any further announcements from Cabinet or Committee Chairmen.

Cllr Chuck Berry, Chairman of Northern Area Planning Committee, used the opportunity to ask about when recent announcements regarding solar farms would have weight for planning committee decision making.

Cllr Nick Botterill, Cabinet Member for Finance, Development Management, and Strategic Planning, stated that Members would be advised further once the position was clarified.

## 39 **Questions from Members of the Council**

Nine questions were received from Cllr David Vigar regarding Ukrainian refugee funding and other details. Written responses were provided in the Agenda Supplement.

Cllr Vigar asked a supplementary question in response. He noted the Council had earmarked around half the funding provided by government for purchasing homes for refugees but noted the need to provide other support to enable people to fulfil their potential. He asked if the Leader of the Council would

consider setting aside a small proportion of the funding to set up grant funding for community organisations or specialist providers to offer services needed.

Cllr Richard Clewer, Leader of the Council, noted that the council's proposal to purchase homes was being rolled out by government on a national basis, and stated he would look into the possibility of grant funding as suggested.

(Duration of meeting: 10.30 am - 3.25 pm)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services,  
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[communications@wiltshire.gov.uk](mailto:communications@wiltshire.gov.uk)

## Committee Allocations May 2024

### Strategic Planning Committee (11)

Conservative (7)	Liberal Democrat (3)	Labour (0)	Independent (1)
Howard Greenman (Chairman)	Adrian Foster		Ernie Clark
Christopher Newbury (Vice-Chairman)	Sarah Gibson		
Jonathon Seed	Carole King		
Pip Ridout			
James Sheppard			
Elizabeth Threlfall			
Robert Yuill			
Substitutes	Substitutes	Substitutes	Substitutes
Andrew Oliver	Helen Belcher OBE		George Jeans
Nic Puntis	Clare Cape		Dr Nick Murry
Bridget Wayman	Ruth Hopkinson		Graham Wright
Richard Britton	Stewart Palmen		
Steve Bucknell			
Tamara Reay			
Stuart Wheeler			

### Northern Area Planning Committee (11)

Conservative (7)	Liberal Democrat (4)	Labour (0)	Independent (0)
Chuck Berry (Chairman)	David Bowler		
Howard Greenman (Vice-Chairman)	Gavin Grant		
Mike Sankey	Dr Brian Mathew		
Steve Bucknell	Martin Smith		
Jacqui Lay			
Nic Puntis			
Elizabeth Threlfall			
Substitutes	Substitutes	Substitutes	Substitutes
Peter Hutton	Clare Cape		
Ashley O'Neill	Ruth Hopkinson		
Tom Rounds	Adrian Foster		
	Dr Nick Murry		

### Eastern Area Planning Committee (8)

Conservative (6)	Liberal Democrat (2)	Labour (0)	Independent (0)
Philip Whitehead (Chairman)	Dr Brian Mathew		
Paul Oatway QPM (Vice-Chairman)	Adrian Foster		
Kelvin Nash			
Tony Pickernell			
Iain Wallis			
Stuart Wheeler			
Substitutes	Substitutes	Substitutes	Substitutes
Jerry Kunkler	Mel Jacob		
James Sheppard	Sam Pearce-Kearney		
Caroline Thomas	Carole King		

Tamara Reay	Ross Henning		
Laura Mayes			
Dominic Muns			

### Southern Area Planning Committee (11)

Conservative (6)	Liberal Democrat (3)	Labour (1)	Independent (1)
Andrew Oliver (Chairman)	Richard Budden	Ian McLennan	George Jeans
Sven Hocking (Vice-Chairman)	Brian Dalton		
Charles McGrath	Sam Charleston		
Nabil Najjar			
Bridget Wayman			
Rich Rogers			
Substitutes	Substitutes	Substitutes	Substitutes
Kevin Daley	Sam Charleston	Ricky Rogers	Ernie Clark
Robert Yuill	Trevor Carbin		Graham Wright

### Western Area Planning Committee (11)

Conservative (7)	Liberal Democrat (3)	Labour (0)	Independent (1)
Christopher Newbury (Chairman)	Trevor Carbin		Ernie Clark
Bill Parks (Vice-Chairman)	Stewart Palmen		
Andrew Davis	David Vigar		
Horace Prickett			
Pip Ridout			
Jonathan Seed			
Suzanne Wickham			
Substitutes	Substitutes	Substitutes	Substitutes
Tony Jackson	Mel Jacob		Matthew Dean
Mike Sankey	Gordon King		Jon Hubbard
Bridget Wayman			George Jeans
Tamara Reay			Graham Wright

### Licensing Committee (12)

Conservative (8)	Liberal Democrat (4)	Labour (0)	Independent (0)
Peter Hutton (Chairman)	Trevor Carbin		
Allison Bucknell (Vice-Chairman)	Sam Charleston		
Steve Bucknell	Ruth Hopkinson		
Daniel Cave	Tim Trimble		
Kevin Daley			
Andrew Davis			
Robert Yuill			
Jerry Kunkler			
Substitutes	Substitutes	Substitutes	Substitutes
Jacqui Lay	David Bowler		Ernie Clark
Charles McGrath	Dr Brian Mathew		Jon Hubbard
Nic Puntis	Stewart Palmen		

### Overview and Scrutiny Management Committee (15)

Conservative (8)	Liberal Democrat (5)	Labour (0)	Independent (2)
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Tony Jackson	Ruth Hopkinson		Jon Hubbard
Johnny Kidney	Gavin Grant		Graham Wright
Jerry Kunkler	Gordon King		
Tony Pickernell	Robert MacNaughton		
Pip Ridout	Jo Trigg		
Tom Rounds			
Jonathan Seed			
Christopher Williams			
<b>Substitutes</b>	<b>Substitutes</b>	<b>Substitutes</b>	<b>Substitutes</b>
Steve Bucknell	Clare Cape		Ernie Clark
Jonathan Seed	Brian Dalton		Dr Nick Murry
Jacqui Lay	Ian Thorn		

### Children's Select Committee (13)

<b>Conservative (7)</b>	<b>Liberal Democrat (4)</b>	<b>Labour (1)</b>	<b>Independent (1)</b>
Mary Champion	Helen Belcher OBE	Caroline Corbin	Jon Hubbard
Jacqui Lay	Carole King		
Kelvin Nash	Kathryn MacDermid		
Antonio Piazza	Jo Trigg		
Mike Sankey			
Bridget Wayman			
Mark Verbinnen			
<b>Substitutes</b>	<b>Substitutes</b>	<b>Substitutes</b>	<b>Substitutes</b>
Daniel Cave	Trevor Carbin	Ricky Rogers	
Johnny Kidney	Adrian Foster		
Iain Wallis	Sam Peace-Kearney		
Jack Oatley	Martin Smith		

### Environment Select Committee (13)

<b>Conservative (7)</b>	<b>Liberal Democrat (4)</b>	<b>Labour (1)</b>	<b>Independent (1)</b>
Jerry Kunkler	Mel Jacob	Ian McLennan	Dr Nick Murry
Tony Jackson	Richard Budden		
Charles McGrath	Dr Brian Mathew		
Tom Rounds	Derek Walters		
Stuart Wheeler			
Jacqui Lay			
Iain Wallis			
<b>Substitutes</b>	<b>Substitutes</b>	<b>Substitutes</b>	<b>Substitutes</b>
Mark McClelland	Brian Dalton	Ricky Rogers	Matthew Dean
Bridget Wayman	Ross Henning		Jon Hubbard
	Stewart Palmen		

### Health Select Committee (13)

<b>Conservative (8)</b>	<b>Liberal Democrat (5)</b>	<b>Labour (0)</b>	<b>Independent (0)</b>
Johnny Kidney	Clare Cape		
Mary Champion	David Bowler		
Tom Rounds	Nick Dye		
Dr Monica Devendran	Gordon King		
Howard Greenman	David Vigar		

Pip Ridout			
Tony Pickernell			
Horace Prickett			
<b>Substitutes</b>	<b>Substitutes</b>	<b>Substitutes</b>	<b>Substitutes</b>
Kelvin Nash	Liz Alstrom		
Jack Oatley	Trevor Carbin		
	Mel Jacob		
	Ian Thorn		

### Standards Committee (11)

<b>Conservative (7)</b>	<b>Liberal Democrat (3)</b>	<b>Labour (0)</b>	<b>Independent (1)</b>
Paul Oatway QPM (Chairman)	Ruth Hopkinson		Matthew Dean
Allison Bucknell (Vice-Chairman)	Sam Pearce-Kearney		
Andrew Davis	Derek Walters		
Bill Parks			
Pip Ridout			
Mike Sankey			
James Sheppard			
<b>Substitutes</b>	<b>Substitutes</b>	<b>Substitutes</b>	<b>Substitutes</b>
Richard Britton	Trevor Carbin		Ernie Clark
Howard Greenman	Mel Jacob		Jon Hubbard
	Gordon King		Dr Nick Murry
	Kathryn MacDermid		Graham Wright

### Audit and Governance Committee (11)

<b>Conservative (7)</b>	<b>Liberal Democrat (3)</b>	<b>Labour (0)</b>	<b>Independent (1)</b>
Iain Wallis (Chairman)	Adrian Foster		George Jeans
Stuart Wheeler (Vice-Chairman)	Gavin Grant		
Chuck Berry	Martin Smith		
Howard Greenman			
Antonio Piazza			
Pip Ridout			
Pauline Church			
<b>Substitutes</b>	<b>Substitutes</b>	<b>Substitutes</b>	<b>Substitutes</b>
Tom Rounds	Liz Alstrom		Ernie Clark
	Ross Henning		Matthew Dean
	Jo Trigg		Jon Hubbard

Non-voting members ex officio from Cabinet on Audit and Governance - Richard Clewer, Nick Botterill

### Staffing Policy Committee (9)

<b>Conservative (6)</b>	<b>Liberal Democrat (2)</b>	<b>Labour (1)</b>	<b>Independent (0)</b>
Stuart Wheeler (Chairman)	Helen Belcher OBE	Ricky Rogers	
Allison Bucknell (Vice-Chairman)	Carole King		
Richard Clewer			
Jacqui Lay			
Ashley O'Neill			
Richard Britton			
<b>Substitutes</b>	<b>Substitutes</b>	<b>Substitutes</b>	<b>Substitutes</b>
Simon Jacobs	Liz Alstrom	Caroline Corbin	



Nabil Najjar	Mel Jacob		
Tom Rounds	Kathryn MacDermid		

### Officer Appointments Committee (5)

Conservative (3)	Liberal Democrat (2)	Labour (0)	Independent (0)
Richard Clewer (Chairman)	Sam Pearce-Kearny		
Laura Mayes (Vice-Chairman)	Derek Walters		
Ashley O'Neill			
Substitutes	Substitutes	Substitutes	Substitutes
Ian Blair-Pilling	Brian Dalton		
Nick Botterill	Carole King		
Phil Alford	Paul Sample JP		
Nick Holder	Mel Jacob		
Jane Davies	Tim Trimble		
Dominic Muns	Gordon King		
Tamara Reay	Jo Trigg		

### Electoral Review Committee (10)

Conservative (6)	Liberal Democrat (2)	Labour (1)	Independent (1)
Ian Blair-Pilling	Gavin Grant	Ian McLennan	Ernie Clark
Ashley O'Neill	Ian Thorn		
Allison Bucknell			
Jacqui Lay			
Paul Oatway QPM			
Stuart Wheeler			
Substitutes	Substitutes	Substitutes	Substitutes
Peter Hutton	Adrian Foster	Ricky Rogers	
Nic Puntis	Derek Walters		

### Appeals Committee (8)

Conservative (5)	Liberal Democrat (2)	Labour (0)	Independent (1)
Allison Bucknell	Sam Charleston		Matthew Dean
Andrew Davis	Brian Dalton		
Tony Jackson			
Paul Oatway QPM			
Stuart Wheeler			
Substitutes	Substitutes	Substitutes	Substitutes
Ian Blair-Pilling	Adrian Foster		George Jeans
Tamara Reay	Dr Brian Mathew		Graham Wright
Elizabeth Threlfall	David Vigar		
	Derek Walters		

### Wiltshire Police and Crime Panel (7)

Conservative (4)	Liberal Democrat (2)	Labour (0)	Independent (1)
Steve Bucknell (Chairman)	Ross Henning		George Jeans
Tony Pickernell	Dr Brian Mathew		
Kelvin Nash			

James Sheppard			
<b>Substitutes</b>	<b>Substitutes</b>	<b>Substitutes</b>	<b>Substitutes</b>
Dominic Muns	Adrian Foster		Dr Nick Murry
Caroline Thomas	Sarah Gibson		Ernie Clark
	Gordon King		Graham Wright
	Sam Pearce-Kearney		Jon Hubbard

### **Wiltshire Pension Fund Committee (5)**

<b>Conservative (3)</b>	<b>Liberal Democrat (2)</b>	<b>Labour (0)</b>	<b>Independent (0)</b>
Richard Britton (Chairman)	Gavin Grant		
Stuart Wheeler	Gordon King		
Robert Yuill			
<b>Substitutes</b>	<b>Substitutes</b>	<b>Substitutes</b>	<b>Substitutes</b>
Christopher Newbury	Sarah Gibson		
	Carole King		
	Ian Thorn		

### **Other Appointments outside the Council's Committee Scheme**

#### **Health and Wellbeing Board**

*Note: This is not subject to the rules of political proportionality and is not included in the Council's scheme of committee places.*

<b>Conservative</b>	<b>Liberal Democrat</b>	<b>Labour</b>	<b>Independent</b>
Richard Clewer - Leader	Gordon King		
Deputy Leader - Laura Mayes			
Cabinet Member for Adult Social Care, SEND, and Inclusion – Jane Davies			
Cabinet Member for Public Health, Communities, Leisure, Libraries - Ian Blair-Pilling			

#### **Dorset and Wiltshire Fire Authority**

*Note: This is not a committee of the Council and is not included in the Council's scheme of committee places, however appointments are made subject to the rules on political proportionality by Council*

<b>Conservative (4)</b>	<b>Liberal Democrat (2)</b>	<b>Labour (0)</b>	<b>Independent (0)</b>
Daniel Cave	Brian Dalton		
Kelvin Nash	Paul Sample JP		
Paul Oatway QPM			
Pip Ridout			

#### **Safeguarding Children and Young People Panel**

*Note: This is not a committee of the Council but is appointed by Full Council, however appointments have historically been made subject to the rules on political proportionality by Group Leaders, and included in this document for the awareness of members.*

<b>Conservative (5)</b>	<b>Liberal Democrat (2)</b>	<b>Labour (0)</b>	<b>Independent (1)</b>
Peter Hutton	Ross Henning		Jon Hubbard
Laura Mayes	Sam Peace-Kearney		
Nabil Najjar			
Suzanne Wickham			

Dominic Muns			
<b>Substitutes</b>	<b>Substitutes</b>	<b>Substitutes</b>	<b>Substitutes</b>
Janes Davies	Helen Belcher OBE		Dr Nick Murry
Mary Champion	David Bowler		
	Tim Trimble		

### **Corporate Parenting Panel**

*Note: This is not a committee of the Council but is appointed by Full Council, however appointments have historically been made subject to the rules on political proportionality by Group Leaders, and included in this document for the awareness of members.*

<b>Conservative (5)</b>	<b>Liberal Democrat (2)</b>	<b>Labour (0)</b>	<b>Independent (1)</b>
Peter Hutton	Stewart Palmen		Ernie Clark
Laura Mayes	Sam Peace-Kearney		
Simon Jacobs			
Mary Champion			
Nabil Najjar			
<b>Substitutes</b>	<b>Substitutes</b>	<b>Substitutes</b>	<b>Substitutes</b>
Janes Davies	Helen Belcher OBE		Jon Hubbard
Caroline Thomas	Clare Cape		
	Ross Henning		
	Tim Trimble		

## Full Council Meeting – 21 May 2024 – Members’ Attendance

Councillor Name	Time in (Meeting start – 10:30)	Time Out (Meeting close – 20:20)
Phil Alford	10:30	Meeting close
Liz Alstrom	10:30	Meeting close
Helen Belcher OBE	10:30	Meeting close
Chuck Berry	10:30	Meeting close
Ian Blair-Pilling	10:30	Meeting close
Nick Botterill	10:30	Meeting close
David Bowler	Apologies	Apologies
Richard Britton	10:30	Meeting close
Allison Bucknell	10:30	Meeting close
Steve Bucknell	10:30	13:00
Richard Budden	10:30	Meeting close
Clare Cape	10:30	Meeting close
Trevor Carbin	10:30	Meeting close
Daniel Cave	10:30	Meeting close
Mary Champion	10:30	Meeting close
Sam Charleston	10:30	Meeting close
Pauline Church	Apologies	Apologies
Ernie Clark	10:30	Meeting close
Richard Clewer	10:30	Meeting close
Zoë Clewer	10:30	Meeting close
Mark Connolly	10:30	Meeting close
Caroline Corbin	Apologies	Apologies
Kevin Daley	10:30	Meeting close
Brian Dalton	10:30	Meeting close
Jane Davies	10:30	Meeting close
Andrew Davis	10:30	Meeting close
Matthew Dean	10:30	Meeting close
Dr Monica Devendran	10:30	Meeting close
Adrian Foster	10:30	Meeting close
Sarah Gibson	10:30	15:05
Gavin Grant	13:45	Meeting close
Howard Greenman	10:30	Meeting close
Ross Henning	10:30	Meeting close
Sven Hocking	10:30	Meeting close
Nick Holder	10:30	Meeting close
Ruth Hopkinson	10:30	Meeting close
Jon Hubbard	Apologies	Apologies
Peter Hutton	10:30	14:40
Tony Jackson	10:30	Meeting close
Mel Jacob	12:45	Meeting close

Simon Jacobs	10:30	Meeting close
George Jeans	10:30	Meeting close
Johnny Kidney	Apologies	Apologies
Carole King	10:30	Meeting close
Gordon King	10:30	Meeting close
Edward Kirk	10:30	13:30
Jerry Kunkler	10:30	Meeting close
Jacqui Lay	10:30	Meeting close
Kathryn MacDermid	10:30	14:50
Dr Brian Mathew	10:30	Meeting close
Laura Mayes	10:30	Meeting close
Dr Mark McClelland	10:30	Meeting close
Charles McGrath	Apologies	Apologies
Ian McLennan	10:30	Meeting close
Dominic Muns	10:30	Meeting close
Dr Nick Murry	10:30	Meeting close
Nabil Najjar	10:30	Meeting close
Kelvin Nash	10:30	Meeting close
Christopher Newbury	10:30	Meeting close
Ashley O'Neill	10:30	Meeting close
Jack Oatley	10:30	Meeting close
Paul Oatway QPM	10:30	Meeting close
Andrew Oliver	10:30	Meeting close
Stewart Palmen	10:30	Meeting close
Bill Parks	10:30	Meeting close
Sam Pearce-Kearney	10:30	Meeting close
Antonio Piazza	Absent	Absent
Tony Pickernell	10:30	Meeting close
Horace Prickett	10:30	Meeting close
Nic Puntis	10:30	Meeting close
Tamara Reay	10:30	Meeting close
Pip Ridout	10:30	14:30
Rich Rogers	10:30	14:30
Ricky Rogers	10:30	Meeting close
Tom Rounds	10:30	Meeting close
Paul Sample JP	10:30	Meeting close
Mike Sankey	10:30	Meeting close
Jonathon Seed	10:30	Meeting close
James Sheppard	10:30	Meeting close
Martin Smith	10:30	Meeting close
Caroline Thomas	10:30	15:05
Ian Thorn	10:30	Meeting close
Elizabeth Threlfall	10:30	Meeting close
Jo Trigg	10:30	Meeting close
Tim Trimble	10:30	Meeting close
Mark Verbinnen	10:30	Meeting close

David Vigar	10:30	Meeting close
Iain Wallis	10:30	Meeting close
Apologies	Apologies	Apologies
Bridget Wayman	10:30	Meeting close
Stuart Wheeler	10:30	15:15
Philip Whitehead	10:30	Meeting close
Suzanne Wickham	10:30	Meeting close
Christopher Williams	10:30	Meeting close
Graham Wright	10:30	Meeting close
Robert Yuill	10:30	Meeting close

## Recorded Votes – Council – 21 May 2024

*Details of resolutions included within the minutes*

### Minute 32 – Annual Appointments of Committees – Ungrouped Member Amendment

Vote	Councillors	Count
For	Cllr Liz Alstrom, Cllr Helen Belcher OBE, Cllr Richard Budden, Cllr Clare Cape, Cllr Trevor Carbin, Cllr Daniel Cave, Cllr Sam Charleston, Cllr Ernie Clark, Cllr Brian Dalton, Cllr Andrew Davis, Cllr Matthew Dean, Cllr Dr Monica Devendran, Cllr Nick Dye, Cllr Adrian Foster, Cllr Sarah Gibson, Cllr Ross Henning, Cllr Ruth Hopkinson, Cllr Tony Jackson, Cllr George Jeans, Cllr Carole King, Cllr Gordon King, Cllr Edward Kirk, Cllr Kathryn Macdermid, Cllr Robert MacNaughton, Cllr Dr Brian Mathew, Cllr Ian McLennan, Cllr Stewart Palmen, Cllr Sam Pearce-Kearney, Cllr Horace Prickett, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Paul Sample JP, Cllr Martin Smith, Cllr Ian Thorn, Cllr Jo Trigg and Cllr Tim Trimble	36
Against	Cllr Phil Alford, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr Richard Britton, Cllr Allison Bucknell, Cllr Mary Champion, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Mark Connolly, Cllr Kevin Daley, Cllr Jane Davies, Cllr Howard Greenman, Cllr Sven Hocking, Cllr Nick Holder, Cllr Peter Hutton, Cllr Simon Jacobs, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Dominic Muns, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Christopher Newbury, Cllr Ashley O'Neill, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Andrew Oliver, Cllr Bill Parks, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Rich Rogers, Cllr Tom Rounds, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr James Sheppard, Cllr Caroline Thomas, Cllr Elizabeth Threlfall, Cllr Mark Verbinnen, Cllr Iain Wallis, Cllr Bridget Wayman, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams and Cllr Graham Wright	47
Abstain	Cllr Steve Bucknell, Cllr Dr Nick Murry, Cllr Tony Pickernell and Cllr David Vigar	4

## Minute 33 – Notice of Motion 2024-03 – Solar Farms

Vote	Councillors	Count
For	Cllr Phil Alford, Cllr Liz Alstrom, Cllr Helen Belcher OBE, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr Richard Britton, Cllr Allison Bucknell, Cllr Richard Budden, Cllr Daniel Cave, Cllr Mary Champion, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Mark Connolly, Cllr Kevin Daley, Cllr Brian Dalton, Cllr Jane Davies, Cllr Andrew Davis, Cllr Matthew Dean, Cllr Dr Monica Devendran, Cllr Nick Dye, Cllr Adrian Foster, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Sven Hocking, Cllr Nick Holder, Cllr Ruth Hopkinson, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Simon Jacobs, Cllr Carole King, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Kathryn Macdermid, Cllr Robert MacNaughton, Cllr Dr Brian Mathew, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Ian McLennan, Cllr Dominic Muns, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Christopher Newbury, Cllr Ashley O'Neill, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Andrew Oliver, Cllr Stewart Palmen, Cllr Bill Parks, Cllr Sam Pearce-Kearney, Cllr Tony Pickernell, Cllr Horace Prickett, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Rich Rogers, Cllr Ricky Rogers, Cllr Tom Rounds, Cllr Paul Sample JP, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr James Sheppard, Cllr Martin Smith, Cllr Caroline Thomas, Cllr Ian Thorn, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Mark Verbinnen, Cllr Iain Wallis, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill	74
Against	Cllr Mel Jacob and Cllr Pip Ridout	2
Abstain	Cllr Clare Cape, Cllr Sam Charleston, Cllr Sarah Gibson, Cllr Gordon King, Cllr Dr Nick Murry, Cllr Tim Trimble and Cllr David Vigar	7



## Minute 34 – Community Governance Review

Vote	Councillors	Count
For	Cllr Phil Alford, Cllr Liz Alstrom, Cllr Helen Belcher OBE, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr Richard Britton, Cllr Allison Bucknell, Cllr Richard Budden, Cllr Clare Cape, Cllr Trevor Carbin, Cllr Daniel Cave, Cllr Mary Champion, Cllr Sam Charleston, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Mark Connolly, Cllr Kevin Daley, Cllr Brian Dalton, Cllr Jane Davies, Cllr Andrew Davis, Cllr Matthew Dean, Cllr Dr Monica Devendran, Cllr Nick Dye, Cllr Adrian Foster, Cllr Sarah Gibson, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Ross Henning, Cllr Sven Hocking, Cllr Nick Holder, Cllr Ruth Hopkinson, Cllr Tony Jackson, Cllr Mel Jacob, Cllr Simon Jacobs, Cllr Carole King, Cllr Gordon King, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Robert MacNaughton, Cllr Dr Brian Mathew, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Ian McLennan, Cllr Dominic Muns, Cllr Dr Nick Murry, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Christopher Newbury, Cllr Ashley O'Neill, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Andrew Oliver, Cllr Stewart Palmen, Cllr Bill Parks, Cllr Sam Pearce-Kearney, Cllr Tony Pickernell, Cllr Horace Prickett, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Ricky Rogers, Cllr Tom Rounds, Cllr Paul Sample JP, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr James Sheppard, Cllr Martin Smith, Cllr Caroline Thomas, Cllr Ian Thorn, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Tim Trimble, Cllr Mark Verbinnen, Cllr David Vigar, Cllr Iain Wallis, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill	81
Against	None	0
Abstain	Cllr George Jeans	1

## Minute 35 – Proposed Changes to the Constitution

Vote	Councillors	Count
For	Cllr Phil Alford, Cllr Liz Alstrom, Cllr Helen Belcher OBE, Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr Richard Britton, Cllr Allison Bucknell, Cllr Richard Budden, Cllr Clare Cape, Cllr Daniel Cave, Cllr Mary Champion, Cllr Sam Charleston, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Mark Connolly, Cllr Kevin Daley, Cllr Brian Dalton, Cllr Jane Davies, Cllr Andrew Davis, Cllr Matthew Dean, Cllr Dr Monica Devendran, Cllr Nick Dye, Cllr Adrian Foster, Cllr Gavin Grant, Cllr Howard Greenman, Cllr Ross Henning, Cllr Sven Hocking, Cllr Nick Holder, Cllr Ruth Hopkinson, Cllr Tony Jackson, Cllr Simon Jacobs, Cllr George Jeans, Cllr Carole King, Cllr Gordon King, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Robert MacNaughton, Cllr Dr Brian Mathew, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Ian McLennan, Cllr Dominic Muns, Cllr Dr Nick Murry, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Christopher Newbury, Cllr Ashley O'Neill, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Andrew Oliver, Cllr Stewart Palmen, Cllr Bill Parks, Cllr Sam Pearce-Kearney, Cllr Tony Pickernell, Cllr Horace Prickett, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Ricky Rogers, Cllr Tom Rounds, Cllr Paul Sample JP, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr James Sheppard, Cllr Martin Smith, Cllr Ian Thorn, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Tim Trimble, Cllr Mark Verbinnen, Cllr David Vigar, Cllr Iain Wallis, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill	78
Against	None	0
Abstain	None	0

**Wiltshire Council**

**Full Council**

**24 July 2024**

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## **Petitions Update**

### **Petitions Received**

As of 15 July 2024, there have been two new petitions received by Wiltshire Council since the last report to Council on 21 May 2024.

These are detailed in the Appendix.

### **Proposal**

**That Council notes this update on petitions.**

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**Ben Fielding**

**Senior Democratic Services Officer**

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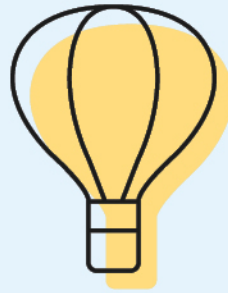
Title	Date Received	Respondents	Action
<p>Petition from residents of Stourton Lane requesting the extension of the proposed reduction of the speed limit from 40mph to 30mph on Stourton Lane, Kilmington Wiltshire C55 to include the Stourton Parish as requested by the Stourton Parish Council.</p>	<p>29 May 2024</p>	<p>42</p>	<p>The following response was provided by Senior Engineer, Paul Shaddock:</p> <p>The Council acknowledges receipt of the petition from the residents of Stourton Lane submitted at the South West Wiltshire Area Board Meeting on the 29<sup>th</sup> May 2024 requesting that the proposed introduction of a 30mph speed limit on the C55 New Road, Kilmington should be extended to cover the length of the C55 Stourton Lane currently subject to a 40mph speed limit.</p> <p>Kilmington Parish Council, through the South West Wiltshire Local Highways and Footways Improvement Group (LHFIG), requested the introduction of a 30mph speed limit on the C55 New Road in Kilmington. This request was supported by the LHFIG. As per the Council’s agreed process a speed limit assessment was undertaken to determine whether a change was possible and if so, what level of speed limit would be considered appropriate. Again, in line with the Council’s agreed process the assessment was undertaken by the Council’s term consultants, Atkins. The assessment undertaken by Atkins considered the existing length of the C55 New Road, Kilmington and C55 Stourton Lane, Stourton currently subject to a 40mph speed limit. The assessment recommended the introduction of a 30mph speed limit on C55 New Road, Kilmington only. In response to the recommendation Stourton Parish Council have requested that the proposed 30mph speed limit should be extended to cover the C55 Stourton Lane, Stourton and in doing so provided information in support of their request. This request</p>

		<p>was originally submitted to the then Cabinet Member for Highways, Cllr Caroline Thomas.</p> <p>As members of Stourton Parish Council, are aware the issue over the extent of the proposed speed limit change on the C55 is longstanding. Cllr Caroline Thomas, when the Cabinet Member for Highways, instructed officers to proceed with the introduction of the speed limit change on the C55 in line with the recommendation in the original speed limit assessment report.</p> <p>The assessment completed by Atkins was done so in full consideration of the advice provided in the Department for Transport Circular 1/13 Setting Local Speed Limits. For clarity, although speed limit assessments are undertaken by Atkins before any report is issued the recommendations within it are discussed with and agreed by Wiltshire Council Highways Officers. As such the recommendations put forward in the speed limit assessment for the C55 are those of Wiltshire Council and not Atkins.</p> <p>In line with Cllr Thomas' decision the Traffic Regulation Order (TRO) paperwork is currently being drafted and the formal consultation on the speed limit change is expected to take place in July of this year. In response to Wiltshire Council. In response to that decision Stourton Parish Council contacted the current Cabinet Member for Highways, Cllr Nick Holder and resubmitted the same request to extend the proposed 30mph speed limit to cover the C55 Stourton Lane, Stourton. On the 30<sup>th</sup> April 2024, Stourton Parish Council also emailed <a href="mailto:TrafficOrderConsultations@wiltshire.gov.uk">TrafficOrderConsultations@wiltshire.gov.uk</a> – this is the email address that comments are submitted to during formal TRO consultation periods. As the TRO consultation period has not</p>
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			<p>commenced for the proposed speed limit change on the C55 Stourton Parish Council were advised of the following via email on the 5<sup>th</sup> May 2024:</p> <p>“The formal consultation on the proposed change in speed limit on the C55 in Kilmington has not yet been undertaken. The TRO paperwork is currently being drafted and the formal consultation on the speed limit change is expected to take place in July of this year. The comments that the Parish Council have submitted to the TRO Consultation email address will be held on file until such time as the TRO consultation takes place and be considered as a formal objection to the proposed speed limit change. The comments will be considered by officers, alongside any others received, in a formal Cabinet Member Decision report.”</p> <p>That remains the case. The comments submitted by Stourton Parish Council to Wiltshire Council, a copy of which accompany this position, will be fully considered before any changes are made on the ground.</p>
<p>Petition from a local resident asking for a patch of grass and wildflowers by the Mallard Close Street sign to be kept as a small, protected haven for bees and wildlife.</p>	<p>6 June 2024</p>	<p>181 Signatures</p>	<p>The following response was provided by Senior Democratic Services Officer, Stuart Figini:</p> <p>I have now received some further information about the ownership of the piece of land at Mallard Close which is the subject of your petition. I understand that Mallard Close is part of Salisbury City Council land and is their responsibility.</p> <p>I understand that your local Councillor – Cllr Brian Dalton has been in touch with you and has taken this issue up on your behalf.</p>

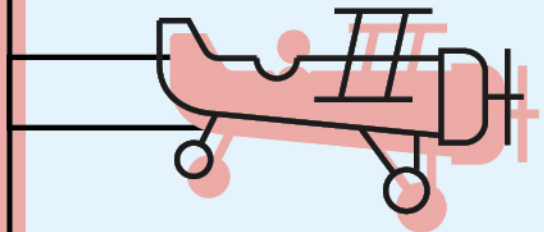
			<p>On this basis, I have closed this matter on the Wiltshire Council petition system and wish you the best in achieving the end goal of your petition.</p> <p>If you have any queries, please come back to me.</p>
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**Wiltshire Council  
Corporate Parenting Panel  
Annual report**

Q1 April 2023 – Q4 March 2024



**Wiltshire Council**

**Full Council**

**23 July 2024**

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**Annual Report of the Corporate Parenting Panel  
April 2023 to March 2024**

**Executive summary**

This report forms the annual update to council from the Corporate Parenting Panel (CPP) in accordance with the council's constitution.

The role of Wiltshire's Corporate Parenting Panel is to secure Councillor involvement and commitment throughout the Council to deliver better outcomes for children and young people who are in care or care experienced. All Councillors are reminded that they have responsibilities as a corporate parent for children and young people who are in our care, in Wiltshire.

The report gives an overview on the panel's work programme, the scrutiny of performance, the Corporate Parenting Strategy, as well as quantitative and qualitative information within the key service areas. Furthermore, it provides information following Ofsted's Inspection, the Panel's impact and ambition, and planned next steps to further strengthen Corporate Parenting in Wiltshire.

This report covers the period from Q1 (April 2023) to Q4 (March 2024) 2023-24.

This report was reviewed by the Children' Select Committee Standing Task Group on 21 June 2024 and by the CPP on 25 June 2024.

The report highlights the extent of the activities that the Corporate Parenting Panel have overseen and robustly scrutinised to ensure that progress for our children in care and care experienced young people is strong and that they are supported to receive the best outcomes that they can. This was reflected in the findings following the OFSTED Inspection of Children's Services in September 2023 (which led to an overall grading of Outstanding) who identified the following:

*"Leaders across the council are incredibly proud and motivated corporate parents. There is robust scrutiny of the development and impact of services for children in care and care leavers through a high-functioning corporate board. Children in care and care leavers take part in a regular programme of activities to help increase their confidence and life skills as well as influencing how services and support are developed and provided".*

The CPP meets five times per year and has strong representation from across the Families and Children service teams and wider partners. This year saw the implementation of the new Corporate Parenting Strategy which was approved and adopted by Full Council in October 2023. The new strategy has five strategic priorities. Members of the Panel have a lead role for a strategic priority ensuring oversight and critical challenge. (**Appendix 2** shows reports considered at meetings and how they link to Strategic Priorities).

The new strategic priorities and the Member/Office and Voice Ambassador leads are detailed below:

1. To feel safe and happy in a stable home and in my local community Cllrs Peter Hutton and Mary Champion – Support Officer – Roxanne Devine – Voice Ambassador - Leioni
2. To be the best that I can be, to achieve personally and educationally throughout my life and be supported to engage with training and employment opportunities. (During 2023-24 this was Cllr Dominic Muns, now Cllr Nabil Najjar) - Support Officer – John Spring – Voice Ambassador – Paige
3. Ensuring my physical and emotional wellbeing is supported and at a time and place that suits me. Cllr Stewart Palmen – Support Officers – Sam Heathcote/Anne Gray - Voice Ambassador – Destiny
4. To have positive relationships with people who are important to me and for me to be part of my local community where I am trusted, respected, accepted and feel included. Cllr Laura Mayes – Support Officer – Michael Graham – Voice Ambassador – TBC
5. For my voice to be heard and for it to matter and influence decision making and drive change. Cllr Sam Pearce-Kearney – Support Officers – Gary Norton-Sanders/Joe Sutton – Voice Ambassador – Krishnel

This report focuses on a number of areas which the CPP are proud of and want to highlight as a success this year:

- The Ofsted report highlighted that our children in care make good progress and live in stable homes. They are supported to stay healthy, to attend and to achieve in their education, to enjoy family time and to pursue their hobbies and interests. Children in care are supported by caring social workers who are proud of their children's achievements and social workers build enduring relationships with children and have high aspirations for them. Our care experienced young people are supported exceptionally well by caring and compassionate personal advisers who are determined in their efforts to provide the right support to help them to achieve their ambitions.
- Our Children in Care numbers are largely the same as previous years and Officers are pleased to report that performance particularly around communication and visits

and support and quality of assessment and reports has remained exceptionally strong and compared favourably with our statistical neighbours.

- The annual report of the Virtual School was shared in January 2024 and showed strong outcomes and the Virtual School Head is an active member of the CPP.
- In relation to our children and young people's health and wellbeing, last year a Standing Task Group raised and reviewed the issue of annual health and dental checks, and it is to be noted that this has improved over the last year. The Designated Doctor/Nurse team have carried out additional audits to look at the quality of support and this work will continue to progress.
- The Fostering and Kinship annual report will be shared with the CPP in September and foster carer numbers remain stable. There is an increase in kinship carers which is positive for our young people as this means that they are placed with other family members or other carers that know them well.
- We have continued to focus on the recruitment and retention of foster carers and Wiltshire are co-leading with Cornwall Council on the development and implementation of the Regional Recruitment and Retention Hub that went live in May 2024.
- The Care Experienced Hub (as recommended by Mark Riddell, Care Leaver Advisor for the DfE) was opened at a space in County Hall in January 2024 and provides a safe place for care experienced young people to drop in, take part in activities, meet with their PA or other professionals as needed.
- A number of projects have been progressed over the last year including Lifelong Links which supports young people who have been in care that do not have strong links with their families and helps them to build a network of support around them – this project is still in the early stages.
- The Voice and Participation annual report (**attached as appendix 4**) highlights what the team are proud of. There is an active Children in Care Council who take part in a range of activities and this demonstrates how we listen to their voices and how they can shape our services moving forward.
- The employment of 10 Voice Ambassadors is a strong positive and this has increased and enhanced the voice of our young people within the service through their involvement in recruitment/interviews/fostering panels/consultation and attending the CPP.
- The annual Star Awards event gives the opportunity to celebrate the successes of our children and young people with nominations being made by those who know them well. These events are incredibly well attended and showcase the talent and progress of our children and young people in care.

- The Dragons Den style feedback event held in April 2024 (next one due for October 2024) provides young people with the opportunity to scrutinise Officers/Members on the progression of the strategic priorities – with positive feedback and helpful suggestions to review and respond to.
- We have experienced challenges in respect of placement sufficiency in Wiltshire and as a council we are passionate and want to be able to offer all our young people suitable accommodation within Wiltshire. This year we have implemented a range of initiative and projects to ensure that we progress with this.
- Full Council approved capital investment of £10.560m earlier this year to provide housing for 68 care experienced and asylum-seeking young people which will enable us to provide accommodation and commission providers at reduced rates along with providing smaller residential accommodation for children and young people with complex needs.
- The CPP is fully sighted on these challenges and continues to monitor the service so that they maintain and improve strong performance across the board and ensure that targets are consistently achieved in order to improve strong outcomes for our children and young people.
- Our key priorities for the next 12 months include improving the educational outcomes and progress and to increase the access to a range of training and employment opportunities for the young people, whilst continuing to progress the voice and participation of children in care and build on existing relationships with Councillors and officers.
- The effectiveness of this support is highlighted in feedback received from one of our young people:

*“I just wanted to send my thank you to the entire team who have helped me to attend university. The support has not gone unnoticed. Please let them know how grateful I am to have access higher education, this would not have been possible without you and them. You guys were acknowledged in my dissertation “Thank you to my corporate parents (Wiltshire Council) for funding my degree, without you this would not be possible. I express my gratitude for the endless support. I don’t have much to say but thank you for everything, I know I can never repay you guys but you have truly changed my life for the better. I am blessed to have had you guys with me on my education and personal journey”*

An acronym list is included as **appendix 1** to this report.

Attached as **appendix 5** to this report is the young person version of the annual report which will be shared with our children and young people.

**Proposals**

1. To receive and note the Annual Report and the work of the Corporate Parenting Panel to date, its functions and impact of its work and to ratify the improvements required to further strengthen Corporate Parenting in Wiltshire.
2. To receive and note the Annual Report of the Child and Youth Voice Team from April 2023 to March 2024, attached as **appendix 4** to this report.

**Reasons for proposals**

All Councillors have responsibilities as a corporate parent for children and young people who are in our care in Wiltshire. This includes responsibility for ensuring that the voices of children and young people continue to be heard and understood by Members, Officers and all Corporate Parents, whilst ensuring these opinions are fully reflected in practice improvement.

**Lucy Townsend****Corporate Director – People/Director of Children’s Services**

**Annual Report of the Corporate Parenting Panel  
April 2023 to March 2024**

**Purpose of Report**

1. This report forms the annual update to Council from the Corporate Parenting Panel (CPP) in accordance with the Council's Constitution.
2. The report captures the work of the Corporate Parenting Panel to ensure the best outcomes are achieved for children in care and care experienced adults. The report outlines the key principles and priorities for the Council as Corporate Parents, including a review of the performance data and activity aligned with this. The meetings relate to the strategic objectives as agreed by children and young people and elected members.

**Background**

3. Corporate parenting principles require all departments within a local authority including staff, elected members and partner agencies to recognise their role as a corporate parent and encourage them to look at the support and services they provide. The principles are:
  - To act in the best interest and promote the physical, mental health and wellbeing of children and young people looked after;
  - To encourage children and young people looked after to express their views, wishes and feelings;
  - To consider the views, wishes and feelings of children and young people looked after;
  - To help children and young people looked after to gain access to, and make the best use of, the services provided by the local authority and its relevant partners;
  - To promote high aspirations and seek to secure the best outcomes for children and young people looked after;
  - To ensure children and young people looked after are safe and have stability in their home lives, relationships, education and/or workplace;
  - To prepare children and young people looked after for adulthood and independent living.
4. All Councillors have responsibilities as a corporate parent for children and young people who are in care in Wiltshire and the role of Wiltshire's Corporate Parenting Panel is to deliver better outcomes for children and young people who are in care or care experienced through the following:

- Scrutinise and challenge how the Council performs in delivering its services as a Corporate Parent
  - Engage effectively, with energy, consistency, and confidence with children and young people so that their voice is heard and has influence
  - Support and enable children and young people to challenge where services need to improve
  - Maintain a comprehensive overview of the progress of children who are looked after and care experienced, ensuring they consistently scrutinise the quality, effectiveness and performance of the services that support them.
5. To ensure consistency the corporate parenting strategic priorities provide the basis of the strategic oversight by the corporate parenting panel. The Corporate Parenting Strategy was last reviewed during 2023 and was approved by Full Council on 17 October 2023.
6. The new strategy has five strategic priorities. Members of the Panel have a lead role for a strategic priority ensuring oversight and critical challenge. The new strategic priorities and the Councillor/Officer and Voice Ambassador leads are detailed below:
- To feel safe and happy in a stable home and in my local community Cllrs Peter Hutton and Mary Champion – Support Officer – Roxanne Devine – Voice Ambassador - Leioni
  - To be the best that I can be, to achieve personally and educationally throughout my life and be supported to engage with training and employment opportunities. (During 2023-24 this was Cllr Dominic Muns, now Cllr Nabil Najjar) - Support Officer – John Spring – Voice Ambassador – Paige
  - Ensuring my physical and emotional wellbeing is supported and at a time and place that suits me. Cllr Stewart Palmen – Support Officers – Sam Heathcote/Anne Gray - Voice Ambassador – Destiny
  - To have positive relationships with people who are important to me and for me to be part of my local community where I am trusted, respected, accepted and feel included. Cllr Laura Mayes – Support Officer – Michael Graham – Voice Ambassador – TBC
  - For my voice to be heard and for it to matter and influence decision making and drive change. Cllr Sam Pearce-Kearney – Support Officers – Gary Norton-Sanders/Joe Sutton – Voice Ambassador – Krishnel
7. Wiltshire Corporate Parents are responsible for 468 children in care (end of Q4 2023) and 340 care experienced young people (1 aged 16, 74 aged 17-18, 186 aged 19-21 and 79 aged 22–25). Of those children in our care, 20% are voluntarily accommodated (children who came into care with parental agreement), with the remaining children subject to an Interim or Full Care Order which means legally we have overriding parental responsibility for them.
8. The 2023/24 Wiltshire rate of 44 per 10,000 children aged 0-17 years remains significantly below the latest published rates (2022/23) for our statistical neighbours



(67 per 10,000) and the National average (71 per 10,000). This is positive and a result of our strong prevention work enabling children and young people to safely remain within their families.

9. The OFSTED Inspection of Children's Services in September 2023 graded the service we offer to our children and families in Wiltshire as Outstanding. In respect of corporate parenting, the findings recognised that:

"Leaders across the council are incredibly proud and motivated corporate parents. There is robust scrutiny of the development and impact of services for children in care and care leavers through a high-functioning corporate board. Children in care and care leavers take part in a regular programme of activities to help increase their confidence and life skills as well as influencing how services and support are developed and provided".

10. Councillors Mary Champion, Ernie Clark, Peter Hutton, (Chair), Simon Jacobs, Laura Mayes, Dominic Muns (Vice Chair), Stewart Palmen, and Sam Pearce-Kearney formed the membership of the Panel during the period April 2023 to March 2024.
11. The Lead Officer was Netty Lee (Head of Children in Care and Young People's Service) from April to July 2023 and from August 2023 the Lead Officer was Katrina McJannet (Head of Children in Care and Young People's Service).

**Work Programme over the last 12 months:**

12. The Corporate Parenting Panel meets five times per year and during each meeting scrutinises performance through exceptions reporting, placement sufficiency, placement budget position and receives updates from the Voice and Participation Service.
13. Children in Care Council (CiCC) representatives from across the partnership and Voice Ambassadors are invited to attend each Panel meeting and provide invaluable opinion and direction.
14. Panel members also oversee a range of topics from across the council and the following reports were received and reviewed by panel members over the last 12 months:
- Annual Report of the Child and Youth Voice Team
  - Wiltshire Fostering Annual Report
  - Missing Children and Young People
  - Annual report of the Independent Reviewing Officers
  - National Care Leavers Covenant overview
  - Unaccompanied Asylum-Seeking Children and Young People
  - Education Results update from the Virtual School and Annual Fostering Report 2022-23
  - Grandmentors scheme update (six monthly)
  - Independent Visitor Scheme Review of Service 2022-23

- Update on the progress of recommendations of the Child Practice Safeguarding Review: Long term sexual abuse of Children in Care
- Adoption Service Year End Report 2022-23
- Second Phase Review into Children Residing in Independent Special Schools
- Staying Close Project Overview and 6 monthly updates
- Update from Connect (Substance Misuse) Service
- Outstanding Ofsted Overview
- Annual Report on the Health of Looked After Children 2022-23
- Annual Report of the Virtual School Head
- CAMHS In-Reach Overview – six monthly
- Care Proceedings ending and Special Guardianship Orders granted during Quarters 1 and 2 2023-24
- Bi-annual update on Children Looked After placed more than 20 miles from home (twice during the year)

The frequency of reporting and details of all reports considered matched up with the strategic priorities is attached as **appendix 2** to this report.

### **Scrutiny of Performance**

15. There are two aspects to the scrutiny function of the Panel; the receipt of reports relating to the identified priorities (the resulting analysis and discussion) and the scrutiny of performance data.
16. At each meeting an exception report (see **appendix 3** for the 2023-2024 dataset) is presented by the Head of Service for those indicators which are outside the expected range or below the required target level and successes are acknowledged. This exception report is also scrutinised within monthly team Performance and Outcomes Group (POG) meetings and Quarterly by the Director of Families and Children's Services within Performance SMT. These reports are also received by the Performance and Outcomes Board, chaired by the Corporate Director of People/DCS with attendance by elected Members.

### **Children in Care Teams:**

17. OFSTED findings from the inspection in highlighted that children in care make good progress and live in stable homes. They are supported to stay health, to attend and to achieve in their education, to enjoy family time and to pursue their hobbies and interests. Children in care are supported by caring social workers who are proud of their children's achievements and social workers build enduring relationships with children and have high aspirations for them".
18. We have 468 young people in our care (Q4) which is up slightly on the 467 at the end of Q3 but still within our expected range. 17 of these are unaccompanied asylum-seeking children. At the end of Q4, 62% are placed within the boundaries of Wiltshire. 35% of children are placed >20 miles from home which is within target (34-37%), with 14% of these still within the Wiltshire boundary close to local connections including birth family. At the same point last year (2022-23), 60% were placed within Wiltshire, 34% were placed > 20 miles from home, with 11% of these still within the

local authority boundary. In 2022-23, the same figures for our comparator groups were England - 56%, 21% and 4%, statistical neighbours – 59%, 32% and 11% and Good+ authorities – 51%, 20% and 6%. This shows that whilst a greater number of children are placed more than 20 miles from home in Wiltshire than national and Good+ authorities, our figures are aligned more closely with our statistical neighbours, authorities with similar population geographies. A weekly Placement Panel oversees all placement changes and tracks our care experienced young people destinations monthly.

19. Two-year stability decreased slightly in Q4 from 67% to 66% and is below the target range (75-82%). Wiltshire has historically performed very well for this indicator and our target has always been set higher than our comparators evidencing our ambition to continually improve. All placement moves are reviewed, with an increase in carers giving notice (across all placement types but particularly Independent Fostering Agencies and Residential). This is linked to the national marketplace challenges that are well known. For in-house foster carers, detailed exit interviews are undertaken by Fostering Independent Reviewing Officers and analysis presented at POGs. The Conference and Reviewing Service is now taking a lead for placement stability, providing increased oversight and monitoring by IROs. Wiltshire continues to perform in line with Good+ authorities (68).
20. Performance in the Children in Care teams is strong across a range of our performance indicators as follows: Placement Plans and PEPs completion rate at 95% and 94% respectively at end of March 2024 and 3+ placements in past year (NI 62) has stayed low at 6.1% and is within target range. Despite this we are conducting an audit in relation to children who have had 3 or more placement moves in the last 12 months to provide additional insight, given the significant challenge any placement breakdown can produce in this sufficiency climate.
21. CLA statutory visits in time is 91% for the period 2023-24 (performance target is 90%) for our Children in Care teams and review timeliness and participation performance remains strong. Exceptions reporting is in place for any visit outside of this target to ensure that reasons are known.

### **Children Through Care Teams:**

22. Personal Advisors are allocated at 15 years and 9 months to aid with positive transitions when a young person's social worker ends intervention at age 18. Wiltshire has 340 care experienced young people in March 2024 (end of Q4) which is a small increase from the 326 reported in December 2023. We now have a Senior Personal Advisor in each of the children in care teams to increase management oversight and support to PAs as well as an emotional well-being PA in each team to work alongside PAs to provide additional and focussed support to young people where necessary.
23. The OFSTED inspection graded the experience and progress of care leavers as Outstanding, and the findings recognised that "Care Leavers are exceptionally well supported by caring and compassionate personal advisors who are determined in their efforts to provide the right support to help them achieve their ambitions. Care leavers are supported in their education, training, apprenticeship and employment

and they are helped to pursue further and higher education and benefit from support packages to help them achieve further qualifications”.

24. The effectiveness of this support is highlighted below in feedback received from one of our young people:

*“I just wanted to send my thank you to the entire team who have helped me to attend university. The support has not gone unnoticed. Please let them know how grateful I am to have access higher education, this would not have been possible without you and them.*

*You guys were acknowledged in my dissertation “Thank you to my corporate parents (Wiltshire Council) for funding my degree, without you this would not be possible. I express my gratitude for the endless support.*

*I don’t have much to say but thank you for everything, I know I can never repay you guys but you have truly changed my life for the better. I am blessed to have had you guys with me on my education and personal journey”.*

25. We are tenacious in keeping in touch with our care experienced young people and continue to perform highly regarding being in-touch, 98% for age 19-21 and 99% for age 22+. Checks continue for all those with an in-touch status not recorded. Our monthly Education Employment and Training (EET) panel targets care experienced young people not in education, employment and training and we have a whole Council offer for work experience opportunities and apprenticeships. At the end of Q4 2023/24 we were just below our target of 65% for EET for age 17-18 at 63% but above our target of 55% for ages 19-21 at 55%. Our annual reconciliation as part of our statutory data return will show improved performance figures as data entry omissions, errors and recording delays are resolved. Final reconciled figures will be presented in our Q1 exceptions report. Colleagues from Employment and Skills Participation Team and Children in Care teams consistently discuss the needs of our young people to ensure that there is robust oversight of this, and quarterly exceptions reporting provides additional oversight. The teams are also in the process of reviewing what else can be done throughout the academic year to maximise the information gathered. Our first Careers Fair took place at the care leavers hub on 29 May.

26. Despite challenges in supported accommodation sufficiency and pressures on housing stock post covid, we continue to support young people in suitable accommodation. In suitable accommodation for age 19-21 and age 22+ is at 93% and 95% respectively and within target range.

27. Our homelessness prevention Personal Advisor works closely with Housing colleagues and has developed an information protocol for the sharing of pertinent information from the Pathway Plan with housing at the point of a housing application. A monthly care experienced young people accommodation destination panel (CLAD) discusses, plans, and tracks accommodation options for specific young people aged 16 and over.

## Health and Wellbeing:

28. Our 903 Census 2022/2023 return notes that 92% of children received annual health checks and 84% received annual dental checks which continues our improvement on previous years. We have added mandatory fields for health, immunisations, dental and optical checks for all children in care reviews on our electronic database system to ensure that these are recorded ahead of all reviews and has improved oversight.
29. Annual performance for our children is as follows:
- Percentage of CLA who have had an annual health assessment in the last 12 months was 92%
  - Percentage of CLA who have had an annual dental check in the last 12 months was 84%
  - Percentage of CLA whose immunisations are up to date was 85%
  - Percentage of CLA with a completed Strengths and Difficulties questionnaire (SDQ) score of those aged between 4 and 16 was 87%

All of these are significantly higher than both national and statistical neighbour comparators.

30. Wiltshire continues to perform above the national average in all the health KPI's, although it was acknowledged that there was more work to do on dental checks. Commissioning for NHS dentists moved from NHS England to the ICB's in April 2023 and the Designated Nurses had been working with the commissioners to improve access to NHS dental services.
31. Quarterly performance data is shared through exception reporting and provided for all children not receiving an Initial Health Assessment (IHA) within timescale, this is oversighted by POG/POB and Corporate Parenting Panel. IHA performance remains an area of scrutiny with the ICB and commissioned provider, with monthly meetings in place to monitor improvements.
32. Improvement in Initial Health Checks can be seen over the last 2 quarters. For those children placed within County the majority received appointments within 28-working days 86% (19/22) and 95% within 35-working days (delays were due to a] one having a change of placement b] one purposeful delay to accommodate mock exams and c] UASC who had been missing from placement). For those children placed out of County, 26% (5/19) received an appointment within 28-days and 42% (8/19) within 35-working days. Following an audit by the Designated Nurse to review the quality and timeliness of IHAs, a review showed delays were due the capacity of doctors out of area, impacted further through strike action.
33. Where we encounter areas where there is a delay due to capacity, or failure to get back to us with an offer of an appointment, there is now a clear escalation process in place to challenge other areas that were not meeting the statutory duty to complete health assessments within timescale. We have monthly meetings with commissioners, BSW ICB, with the service lead attending to ensure we continue to work together to improve completions within 28 days. This remains an area of focus.

34. A new IHA form is being prepared and that would likely see changes in the way reports are then presented and Review Health Assessments are now written to be more child friendly. A further IHA audit has been repeated in April 2024 and findings from this will be shared at CPP in June 2024.

**Missing Children:**

Summary by Year/YTD - KPIs for Wilts CLA	2019-20	2020-21	2021-22	2022-23	2023-24
Number of Wilts CLA who went missing	60	54	56	56	64
Total number of Wilts CLA in year	629	585	563	595	624
<i>% of all Wilts CLA who went missing</i>	10%	9%	10%	9%	10%
Number of Missing Episodes for Wilts CLA	314	261	258	220	298
<i>Average number of episodes per CLA who went missing</i>	5.2	4.8	4.6	3.9	4.7
Number of episodes where RI offered for Wilts CLA	287	251	208	196	280
<i>% of episodes where RI offered</i>	91%	96%	81%	89%	94%
Number of RI accepted for Wilts CLA	217	188	156	142	178
<i>% of RI offered that were accepted</i>	76%	75%	75%	72%	64%

35. Regular reviews of missing children take place within the Risk Outside The Home (ROTH) panel providing oversight; additional resources have enabled the Emerald (exploitation and missing team) structure to scale up impact upon the missing agenda for all children.

36. During 2023-24 we have seen a return almost to pre-Covid levels for missing incidents and the number of individual children reported missing. The proportion who are children in care has remained stable and the number of children reported missing on more than 12 occasions has also held steady and is lower than previous years (except for 21-22). In 23-24 the number of looked after children who went missing at least once was 64 (10% of the children in care cohort) and this includes both those placed in Wiltshire and those out of county. The percentage of return interviews offered for children in care in 2023-24 was 94% with those accepting 64%, further analysis of the reasons for this was undertaken in Q4 which provided assurance in relation to the decline in the missing return interviews seen during the previous quarter. Exceptions reporting highlighted that 14 episodes related to the same young person and the reasons for their missing episodes were well known by the professional network supporting them and steps to reduce the risks were in place.

37. We continue to undertake quarterly reviews of missing reports, and these are scrutinised within POGs and SMT on a quarterly basis, as well as the SVPP Child exploitation subgroup and Corporate Parenting Panel.

**Fostering and Kinship Service:**

38. The annual Fostering report is currently being prepared and is being presented to the Performance and Outcomes Board and to Corporate Parenting Panel in September 2024.

39. Recruitment and retention remains a key priority for the team and we have continued to maintain the high response rate to contacts (response on same working day). We have a current total of 156 in-house foster carers and kinship carers (of which 34 are kinship carers) and a total of 259 children placed in these arrangements, which equates to 56% of the full cohort.
40. The number of active Kinship carers has continued to increase with Q4 seeing a particular rise from 9 in the previous quarter to 46 in Q4 and the number of Kinship carers with temporary approval is 23.
41. Occupancy rates for our in-house foster placements remains high at 88% and we continue to focus heavily on foster care recruitment and retention. We have seen a significant increase in contacts received in Q4 (168 compared with 73 in Q3) of which 17 are progressing to an assessment (compared with 8 in Q3).
42. To further increase the number of fostering households in Wiltshire, we are co-leading with Cornwall Council the development and implementation of the Regional Recruitment and Retention Hub which went live in May 2024. This is a national programme funded by the Department for Education which we successfully bid for.
43. Our fostering assessments are good quality as evidenced through quality assurance, feedback from panel and the agency decision maker. Compliance with Annual Reviews for foster carers being held within 12 months continues to be very strong and is consistently above 90% or higher (97% at end of Q4). The introduction of Fostering Independent Reviewing Officers (FIROs) has delivered independent scrutiny, feedback and this support and has been welcomed by our foster carers.
44. The FIROs are managed by our Conference and Reviewing Service and the function is developing positively, helping us to drive and maintain high standards. We have two full-time FIROs who undertake the foster carers annual reviews, lead on investigation reports following any significant concerns/allegations against foster carers and conduct exit interviews with carers who are leaving their employment. 15 exit interviews were completed during the year and the Fostering Team Manager reviews them to identify any themes, learning or action required.
45. Following the recent Fostering audit undertaken by SWAP the findings of exit interviews will be reported to POG on a quarterly basis starting in Q1. This will identify numbers of carers who have been de-registered in that quarter, number offered an exit interview, number who took up the offer, reasons for leaving and any themes. We also report on the reasons why carers are de-registered in the annual Kinship and Fostering performance report and the Wiltshire Fostering annual report which will be presented to the Corporate Parenting panel in September.
46. KPIs for foster carers continues to be consistently strong across 2023-24 and at the end of Q4, unannounced visits were 99%, DBS checks 99%, Medicals for primary carers at 96% and Health and safety checks at 92%. Social Worker supervision was at 100%.
47. In respect of Private Fostering, there continues to be a clear and detailed awareness raising action plan. The five-year rolling average for new notifications is 44; in

2022/23 we received 45. In Q3 we received 13 notifications, the same as in Q2. Of the 13 notifications, 10 were applicable for initial visits and 100% were completed within seven days of notification. We continue to support children to move onto permanency and in Q3 we had 5 private fostering carers in the process of an assessment for a Special Guardianship Order (SGO) and 1 in the process of a child arrangement order (CAO). Becoming a child in care and implementing an SGO allows for ongoing support from the Kinship and Fostering team, even after the child's 16<sup>th</sup> birthday.

48. To thank our carers for their dedication we are held a celebratory event in September 2023, which is in addition to the STAR awards for our children in care held in April 2024.

### Our Virtual School

49. Latest DfE published data for Wiltshire Virtual School educational outcomes (2024) is included below:

Indicator	Wiltshire	National	South West	National (All CLA)
% of CLA 12M looked after with an EHCP Plan	44.90%	30.80%	37.70%	27.80%
% of CLA 12M with suspension in Academic Year (All CLA Stat School Age)	10.60%	12.22%	14.06%	12.99%
% of CLA 12M with Permanent Exclusion in Current Academic Year (All CLA Stat School Age)	0.00%	0.06%	0.00%	0.13%
% Overall Absence CLA 12 M	8.20%	8.30%	9.40%	9.80%
% Authorised Absence CLA 12M	6.50%	5.30%	6.50%	6.10%
% Unauthorised Absence CLA 12M	1.70%	3.00%	2.90%	3.70%
% Persistently absent CLA 12M	19.60%	20.00%	23.40%	24.30%
% Severely Absent CLA 12M	6.20%	4.90%	6.10%	6.20%
% of pupils achieving the end of KS2 expected standard in reading, writing and maths (CLA 12 months)	59%	55%	59%	36%
% of pupils achieving the end of KS2 expected standard in reading (CLA 12 months)	59%	55%	59%	54%
% of pupils achieving the end of KS2 expected standard in writing (CLA 12 months)	44%	48%	52%	47%
% of pupils achieving the end of KS2 expected standard in maths (CLA 12 months)	59%	51%	51%	50%
Average Attainment 8 score for KS4 pupils (CLA 12 months)	22.80	19.40	18.20	18.40
Average Progress 8 score for KS4 pupils (CLA 12 months)	-1.17	-1.26	-1.29	-1.39
% of KS4 pupils achieving GCSE Grade 4 or higher in English and maths (CLA 12 months)	24.20%	20.00%	19.20%	18.60%

50. Overall outcomes are strong in comparison to the national average for children in care (12 months+).
51. An average Attainment 8 measure of 22.8 for Wiltshire was published, which is higher than the national average (19.4) and the South West (18.2). The average Progress 8 score for Wiltshire is -1.17, which reflects performance that is better than the national average (-1.26) and the South West (-1.29). Attainment for KS4 (Year 11) achieving a grade 9-4 in English and Maths was 24.2%, which is higher than the national average (20%) and the South West (19.2%).
52. Pupils achieving the end of KS2 (Year 6) expected standard in reading, writing and maths (combined) was 59%, which is higher than the national average (55%) and in line with the South West (59%).
53. Rates of suspension were 10.6%, which is better than the national average (12.22%) and the South West (14.06%). Overall absence was 8.2%, which is better than the national average (8.3%) and the South West (9.4%).



54. The Virtual School has a robust attendance process that was amended in the summer term 22-23 in preparation for the start of this academic year. VSOs are informed about absence directly via email from Welfare Call (who obtain our daily attendance directly from schools/settings). Where attendance intervention is required, VSOs record this through the CLA attendance intervention trackers which are then regularly reviewed by SLT to ensure effect action is being taken to address the barriers to positive attendance.
55. Through effective governance (including two Virtual School POGs focused specifically on attendance during 23-24), it has been identified that a bespoke Virtual School Education Welfare Officer (EWO) would support with additional capacity to address attendance code discrepancies and complete attendance support plans with identified CLA as an escalation beyond the existing professional network (e.g. VSO/Social Worker/Designated Teacher etc). This role commences in June 2024 and will be one day per week.
56. A total of 113 (36.5%) of our children in care are placed out of area and 50 (44%) of those have an EHCP. To ensure that there is no educational delay for any young people placed out of Wiltshire the Virtual School has works closely with SEND colleagues to ensure effective collaboration. The VSH has also recently joined the South-West SEND Strategic Group as a representative for CLA.
57. The virtual school oversees the payment of the higher education bursary to our eligible Care Experienced Young People; in 2023 we were supporting 27 young people via the HE bursary. Over the last two years we have seen our highest ever numbers of Care Experienced Young People accessing Higher Education (as measured by bursary eligibility). The Post 16 virtual school officers work closely with PAs to provide accurate signposting to HE support, thus providing information on the support available at colleges and universities across the UK.
58. The quality of personal education plans (PEPs) remains strong and continues to increase towards 100% graded as good (green). There is a clear process in place for quality assurance that utilises a rubric to enable RAG rating for each section of the PEP and therefore clear feedback for Designated Teachers about how to achieve green. In addition, PEPs that are graded as amber or red on first submission are discussed during the Virtual School weekly keeping in touch (KIT) meeting and the VSH liaises directly with VSOs and schools as appropriate to address any issues. Half-termly PEP audits are completed by the VSH and Senior VSO to ensure PEP quality remains strong and to identify any thematic issues that can be resolved through Virtual School team meetings or Designated Teacher networks. In the recent ILACS, Ofsted recognised the quality of PEPs and that they help schools to plan for and to meet the needs of children well. PEP quality progress is summarised in the table below:

59.

PEPs RAG	Green
Autumn 22-23	87.9%
Spring 22-23	89.5%
Summer 22-23	91.4%
Autumn 23-24	96.1%
Spring 23-24	<b>98.9%</b>

**Children's Voices and Participation:**

60. The Voice and Participation Service takes a relationship-based approach that focusses on building meaningful relationships with the young people to build trust and support. The participants have the opportunity to attend residential holidays and activity days which also enables them to make friends that they will be able to keep throughout their care journeys. The team has also supported those members who want to share their experience to make a podcast where they interview staff members providing a valuable learning opportunity for the directorate enabling workers to make positive changes to their practice [CiCC Cast Episode 2: Life in Foster Care - CiCC Cast | Podcast on Spotify](#). The annual report of the Voice and Participation Team for 2023-24 is attached as **appendix 4** to this report.

61. We have an active Children in Care Council with 46 children attending since 2021. These sessions are activity-based and fun, and they not only help us hear the views of our children in care, but they also help participants to make friends and feel part of a community. Over the year, 48 different children in care participated in CiCC sessions, consisting of 25 females and 23 males. Additionally, 27 new CiCC members were recruited during this year, reflecting the growing interest and engagement among children in care. The average age of attendees was 14 years old. The age range was 8 years old to 21 years old. With the older cohort who are 18+ not attending the groups but supporting with initiatives such as the Foster Carer Panels and interviews.

62. The team organised and facilitated a diverse range of activities in collaboration with Council leisure services, community partners and charities. Noteworthy activities included climbing, water sports, horse riding, drama sessions, and two residential experiences, one at PGL Activity Centre and another as a trip to Cornwall. These experiences aimed to provide opportunities for personal growth, skill development, and fostering positive and meaningful relationships.

63. Feedback from Care Experienced adults was sought as part of the review of the Corporate Parenting Panel (CPP) priorities. Members highlighted the need for consistent and stable support systems, we know in Wiltshire we are stronger in this area compared to other local authorities.

64. The participants often felt different from their peers due to the number of professionals involved in their lives and the frequency of meetings they had to attend. The majority (80%) of members reported having a loving home and good relationships and none stated not having a loving home. 60% of CiCC members reported having links with their local communities where they were trusted, and none reported a lack of local community connections. A significant majority (90%) felt they had support to maintain their physical and mental well-being and be the best versions of themselves. Feedback was beneficial and in main shows that we are on a positive trajectory in the eyes of our CiCC members, there is a further opportunity to gain a greater understanding of all children in care as we pursue the Bright Spot's surveys in 2023/2024.
65. Preliminary findings from the Bright Spots Survey highlight both successes and areas for development in the care system in Wiltshire. Children and young people in care generally report positive relationships with their foster carers, with 100% of children aged 4-7, 96% of children aged 8-11, and 94% of young people aged 11-17 trusting the adults they live with. Safety is another strong point, with 88% of children and young people feeling 'always' safe, surpassing the general population's 82%. However, challenges remain, such as ensuring children know their social worker and addressing the issue of bullying, with 30% of young people aged 11-17 feeling afraid of going to school. Additionally, understanding the reasons for being in care is lower than desired, particularly among the youngest children. The care leaver survey underscores these mixed results, showing that while 94% feel involved in their pathway planning, issues like loneliness and high anxiety are more prevalent compared to their peers.
66. We have increased the engagement of children in care to 49 young people, and successfully embedded Mind of My Own app use, with Wiltshire being a top user nationally.
67. We have 12 employed Youth Ambassadors who have lived experience of social care have been recruited to assist consultations, inspections, training, and interviews.
68. A Young Persons Fostering Consultation Panel has been set up to support the recruitment of foster carers and help prepare applicants for supporting the children and young people that live with them. The young person's feedback is shared at the main Fostering Panel and is taken seriously when making final decisions on whether the applicant is approved.
69. The work of the team, generated via co-production with our children and families, shapes, enables, and informs our work and is championed by our councillors with regular and frequent scrutiny of activity and impact through our Corporate Parenting Panels.
70. We also routinely involve young people in evaluating the work we do in Corporate Parenting panel, for example, a Dragons Den event took place April 2024 where a Councillor and Support Officers presented to our young people what we do to meet Strategic Priority number 1 – To feel safe and happy in a stable home and in my local community.

71. Our annual Star Awards in April 2024 gave us the opportunity to celebrate the successes of our cared for and care experienced children and young people at a shared event with nominations being made by Teachers, Personal Advisors and Social Workers across three categories and age groups:

- Smashed It! – for those young people who have overcome significant challenges, have done something special in their lives or have proactively excelled in their personal development (e.g. sports, hobbies, character building).
- Future Pioneers! – for young people who have made progress in their education or are excelling in employment, and
- Taking Part! – for young people who have done something to help others in their community.

From a foster carer who attended the event with their children:

*“On behalf of NH / HH and I please accept our sincere thanks for allowing us to be part of a wonderful event.*

*I didn't know what to expect, however I can honestly say I was completely blown away - whoever organised the evening also deserves a Certificate.  
When the boys names were called out, I very nearly fell off my Chair - my heart swells with so much love for them.*

*All of the children were super amazing 🤩 they have obviously been through so very much, however they have all gained the confidence to become amazing young people which they should be incredibly proud of 🙌🙌🙌🙌*

*Once again thank you so very much.”*

72. The IRO and Conference and Reviewing Service Annual Report for 2023-24 will be presented to Corporate Parenting Panel in September 2024. The work and impact described in this assists the Panel to understand how children and young people are best supported.

73. The report shows that Independent Reviewing Officers (IROs) chaired a total of 1193 reviews and 98% were held on time. This is an improvement from 94% last year and 89% the year before. When a child can contribute directly to their review and it is held on time, the likelihood is that the arrangement will be better, difficulties can be identified and resolved more quickly, and children will have a positive family experience living with their foster carers and enjoying opportunities to achieve and succeed. The report showed that in the year 2022-23, 95% children and young people participated in their reviews. This is the same as 2020-21 and an increase from 89% from 2019-20.

### **Our Adoption Service**

74. The Wiltshire Council Adoption Service 2022–23 Year End report was submitted to Cabinet on 10 October 2024 and was presented to the CPP on 21 November 2023

and thus information in respect of performance for adoption will not be repeated in this report. The Annual Report for 2024 will be submitted to Cabinet later this year.

### **Canons House Children's Residential Respite**

75. Canons House is our registered children's home, following recruitment challenges impacting on occupancy levels we are pleased that we have in Q4 now achieved 100% staffing and have recently increased occupancy. 30 children currently access overnight short breaks with allocations of between 12 and 24 nights per year. Suitability assessments are planned for three new children. We are open 6 days a week with a decision to remain closed on Mondays to support staff development and training. The Padlet system went live in Q3 2022/23 and enables interactive communication between home and carers with positive feedback received. Transitions Thursday has been introduced, where young people progressing their independence skills are together overnight as part of transition planning.
76. In November 2023 Ofsted conducted a full inspection of Canons House the inspection (report published on the 22 January 2024) judged that overall experiences and progress of children and young people is Good, improving on the previous Requires Improvement rating.

### **Link to strategic priorities – achievements in the last 12 months:**

77. We have continued to develop our care experienced young people app called 'Our Words' updating our 15 'guarantees' and signposting care experienced young people to support and employment opportunities. We have joined the National Leaving Care Benchmarking Forum, promoting the development of quality leaving care services with member authorities and partner organisations. Wiltshire is working with the Southwest regional collaboration to build, design and publish a Regional Core Offer for our care experienced young people so that our care experienced young people do not receive different support dependent upon their post code.
78. We have a specific care experienced young people action plan in place to focus our planning and progression in this area. In January 2023, Cabinet agreed Band 1 priority for housing for all Wiltshire Council care experienced young people, who are either relevant children or former relevant children to whom the Council owes duties under the Children Act, up to the age of 25, when it is confirmed that they are ready to move on into independent accommodation. In each case, a joint assessment of the care experienced young person's ability to live independently under their Pathway Plan will have been performed by Children's Service and the Housing Department, with an independent living assessment agreed with the care experienced young person for prospective landlords. Where the care experienced young person has a tenancy with the Council or a private registered provider, and their housing circumstances mean that they have a housing need under this policy, a further housing application will be treated in the same way as the application of another transfer applicant. It was also agreed that our care experienced young people will have an enduring Wiltshire Council local connection to the area up to the age of 25.

79. We continue to work on proposals to ensure no Care Experienced Adult is deemed intentionally homeless in line with new guidance. For those young people turning 18 on or after 1 April 2023 we have uplifted the care experienced young people grant from £2,000 to £3,000. The joint housing protocol for care experienced young people was approved and training and rollout to staff took place in March 2024.
80. The introduction of a whole Council offer for work experience for children in care and care experienced young people is a significant step and we offer a guaranteed interview to any Wiltshire care experienced young person or looked after child who applies for an apprenticeship or internal vacancies with the council, provided that they meet the essential criteria and declare their status on the application form.
81. From March 2023 to end of March 2024 we had 587 declared care experienced young people apply for roles in the council, with the majority of applications (415) being received from November 2023 onwards follow the re-launch of the new careers site; 23 were offered roles within the council. We received eight requests for work experience, two have been completed (one in IT and one in Comms, marketing and events) six we were unable to match but were signposted into suitable placements. We are ambitious and want to expand this further considering ring fencing several posts within the 'family business' and/or utilising funding for vacant posts. Our care experienced young people Steering Group continues to meet monthly to progress.
82. Every Jobcentre now has a Care Experienced Young People single point of contact to support the needs of care experienced young people and their offer includes:
- Advanced claims – care experienced young people can apply for Universal Credit up to 28 days ahead of their 18<sup>th</sup> birthday.
  - Second Change Learning Scheme – for those 18 to 21 who wish to catch up on the education they may have missed out on when younger. Housing Benefit or Universal Credit/Housing Support is available to those who take up full time study in non-advanced education (secondary level education)
  - Exemption from the Shared Accommodation Rate until they reach 25 when claiming either Housing Benefit or Universal Credit and living in the private rented sector.
  - DWP Youth Offer – from day 1 of their claim, providing employment support with access to the Youth Employment Programme plus access to specialist Youth Employability Coaches for young people who have significant barriers to employment and the opportunity to access help from work coaches and the range of local partners present in DWP Youth Hubs.
  - Flexible Support fund – discretionary financial support with travel, clothing, tools and expenses.
  - Work and Health Programme accessible earlier than for non-care experienced young adults.
83. A new "Care Experience Matters" guide has been produced outlining beneficial practice for prisons, probation and local authorities to provide consistent and appropriate support for people with care experience whilst they are in prison, upon release, or under community supervision. This is informing closer working between

relevant partner agencies and setting clear standards of support, advice and guidance for the young adult and the staff supporting them.

84. A new model of 'joint recording' between PAs and care experienced young people is being developed, as well as some improvements made to their Pathway Panels to aid inclusion.
85. Our Grandmentors volunteering programme has older volunteers who use their lifetime of skills and experience to support and mentor young people leaving the care system. They support care experienced young people who are out of employment, education, or training with a guiding hand - ultimately giving them the skills and self-belief to lead successful and independent lives. All volunteers are given full support and training throughout their time on the project. We currently have nine active matches, eight successfully concluded and 19 Grandmentors ready to match within specific geographical locations across the county (the rurality of Wiltshire is impacting on our ability to match within areas Grandmentors can cover); recruitment is ongoing.
86. Wiltshire Council is working in partnership with Family Rights Group and Daybreak to pilot a Lifelong Links programme into Wiltshire Council care services. Family Rights Group is a charity that advocates for families whose children are involved with, or require, social care services. Daybreak works alongside these partnering organisations and within the community to bring people together to implement a solution when facing challenging situations. Lifelong Links aim to bring people together who can offer a young person in care support to ensure that they have a positive support network around them during their time in care and into adulthood.
87. Our Staying Close offer pilot in Wiltshire, led by our Staying Close Co-ordinator provides multi agency support (through our Education and Employment Advisor and Tenancy Sustainment Officer), has successfully worked to support 10 young people return to Wiltshire to either supported accommodation or return to family and/or live with friends.
88. We are actively working to ensure our unaccompanied young people seeking asylum are able to live within Wiltshire. We know that these young people have experienced significant adversities and challenges in their lives, and that being placed at distance from Wiltshire will cause them additional challenges as they move towards independent living. As corporate parents we are clear in our strategy to ensure that Wiltshire is a local authority that recognises, supports and welcomes the diverse needs that these young people have. We have been successful in securing capital funding to increase the range of accommodation in Wiltshire (through supported accommodation and independent tenancies) and have actively supported 8 young people who have been placed at distance to return to Wiltshire. Through our Care Experienced Hub we are increasing the connections with local communities to ensure that our unaccompanied young people feel welcomed and supported living in Wiltshire.
89. In January 2024 we launched our new hub for our care experienced young people, Young People's Services and Stronger Families Team. This is located on the ground floor at County Hall and young people have their own entrance. There is a large

activity space for music, and arts, as well as a pool table, table tennis, TV and X Box and facilities for young people to use to develop independence skills. A fully equipped kitchen is available for washing and cooking and fully accessible shower facilities. There is also an area where group work can be undertaken by a variety of professionals such as sessions on education, employment and training, sexual health, benefits advice, and focused work-based interventions relating to Court orders and safeguarding plans. A hub in the South of the County is currently being scoped.

### **Placement sufficiency:**

90. We continue to work hard to overcome our placement sufficiency challenges and the Director for Families and Children chairs a monthly Placement Sufficiency Oversight Group to oversee the activity and impact.
91. An updated placement sufficiency and market development strategy has been produced detailing work that is underway or planned to improve sufficiency across the county. The national shortage of care placements, especially in the fostering and residential markets alongside the regulation of supported accommodation is causing uncertainty in the market. The impact of these areas is closely monitored. There is also regional work underway to tackle this challenge collectively, setting out clear messages to providers about the likely future needs.
92. To increase local capacity, commissioners are working with Independent Fostering Agencies to ensure Wiltshire children and young people are considered for any carer vacancies before children from another local authority. This is to improve the choice of local placements in the county. We have secured a 10-year block contract for 12 children's home awarded to a national provider which will see 3 Council owned buildings leased to the provider which will help to ensure long term local sufficiency and allow for a shorter mobilisation period. We are aiming for this to be operational imminently.
93. Of our children in care for more than 2.5 years, in 2022-23, 73% were in the same placement for two years or more. This is above the England, the South West, and our Statistical neighbours average at 69% and Outstanding Local Authorities at 67%. Similarly, our percentage of young people with three or more placements in a year was 8% in 2022-23. This is lower than the England average at 10% and the South West, Statistical Neighbour and Outstanding Local Authorities average of 11% and remains within our expected range of between 7% and 10%.
94. Within our Supported Accommodation provision, we have a range of young people, including children in care and care experienced, alongside Section 17. We work closely with Ofsted and the National Children's Bureau and have ensured that all providers supporting 16–17-year-olds are registered.
95. In February 2024 Full Council approved the Capital investment of £10.560m providing housing for 68 care experienced and asylum-seeking young people enabling the Council to provide accommodation and commission providers at reduced rates.



96. Further capacity is also being delivered for supported accommodation through continued mobilisation of a 30-place contract and we have been successful in applying for two Capital Fund bids to increase our houses of multiple occupancy for our care experienced and unaccompanied young people, increased supported accommodation in county and individual flats for tenancies so we can support our care experienced young people to live in Wiltshire communities.
97. Recognising the need for support for young people who need enhanced care and support through a residential children's home, with complex needs we have secured a 10-year block contract for 12 children's home awarded to a national provider which will see 3 Council owned buildings leased to the provider which will help to ensure long term local sufficiency and the provider will also be purchasing their own property to offer a 2-bedroom assessment home. They are expecting the first home to open by the end of June, with an aim that all 4 homes will be operational by the end of 2024.
98. In addition to this we are also developing a specification to tender for a provider to deliver complex care in county in Wiltshire owned properties; this was ratified by Full Council in April 2024.
99. We have successfully appointed the Mockingbird Liaison worker and the Hub home carer and identified the satellite carers who will be in the first constellation. We are looking forward to the launch party on 14 July 2024 before we then move on to planning our second Constellation. We have received agreement for significant capital funding to purchase homes for our children in need of supported accommodation and independent accommodation for care experienced young people, taking a whole council resolution approach to the market challenges.
100. This investment into accommodation for children in care and care experienced will:
- Help develop the existing marketplace for supported accommodation in Wiltshire, which is limited.
  - As a corporate parent ensure the continuing development of inclusive housing, close to transport links, education and workplace opportunities in Wiltshire for care experienced young people.
  - Meet the increased demand for supported accommodation in Wiltshire.
  - Support young people to be successfully independent in terms of their health, wealth and emotional wellbeing.
  - Ensure the future sustainability of statutory provision of support and accommodation in Wiltshire for care experienced young people.
  - Ensure children and young people remain within the county, closer to home.

### **Impact and Ambition**

101. Maintain and improve strong performance across the board to ensure that targets are consistently achieved in order to improve outcomes for children and that our 3 – year strategic priorities are successfully implemented to ensure that children and young people continue to have the opportunity to be supported, well cared for and thrive in Wiltshire.

102. Continue to improve placement sufficiency so that more children are looked after by Wiltshire approved foster carers and closer to their homes, schools and communities and our ambitious placement sufficiency plans are realised
103. Improve educational outcomes and progress for children looked after and increase access to a range of training and employment opportunities for care experienced young people up to the age of 25.
104. Continue to progress the voice and participation of children in care and build on existing relationships with members and officers.

### **Conclusion and Next Steps**

105. Enhanced reporting and regular performance reports has helped panel members understand the lived experience of our children and young people. The participation of children and young people within CPP has been a particular strength as it has enabled young people to share their voices and impact, continuing to build relationships with our children and young people through activities and forums.
106. The Strategic Priorities ensure that panel members are held accountable for progressing the outcomes for our children in care and care experienced young people.
107. The Panel have an increased narrative of children and young people's lived experience therefore enabling them to be a better corporate parent to children in care and care experienced young people. Members are active participants and have continued to join children in care for a number of activities events during 2023/24 which will continue through 2023/24.
108. The Chair continues to ensure that the Panel will:
  - a) Review all priority areas to ensure they are being achieved and therefore the best impact upon outcomes for children and young people.
  - b) Continue to work closely with the Children in Care Council to ensure that the voices and experiences of children and young people in care are reflected in the work of the CPP and hence the wider Families and Children's Services.
  - c) Review progress of our ambition to increase placement sufficiency for children and young people in Wiltshire.
  - d) In partnership with health colleagues, continue to track the improvement in health outcomes for children and young people, continuing to ensure that Initial and Review Health assessments are completed in a timely way as already evidenced during Panel reporting.
  - e) Further strengthen and develop the local offer for care experienced young people, particularly ensuring that those living outside Wiltshire are not disadvantaged.

- f) Further strengthen our oversight and understanding of children in care who go missing.
- g) Strengthen and develop our UASC team and the services it provides and ensure that their voice is visible.
- h) Progress the housing and supported accommodation needs of our care experienced young people.

### **Overview and Scrutiny Engagement**

109. In accordance with the agreed overview and scrutiny arrangements the draft annual Corporate Parenting Panel report was considered by the Children's Select Committee standing task group on 21 June 2024.

### **Safeguarding Implications**

110. Within their role as Corporate Parents, Councillors monitor closely the safeguarding of children and young people looked after by Wiltshire Council via the Children's Select Committee and Safeguarding Children and Young People's Panel.

### **Public Health Implications**

111. Children Looked After are at particular risk of experiencing inequalities in health outcomes due to their difficult start in life. Within their role as Corporate Parents, Councillors monitor the health and wellbeing support received by our looked after children to ensure they receive regular holistic assessments of their needs supported by appropriate and accessible service provision. This may include access to a wide range of services including immunisations, emotional wellbeing support or substance misuse services. Public Health are represented at Corporate Parenting Panel.

### **Procurement Implications:**

112. As an annual report of the activities of Corporate Parenting Panel there are no procurement implications as a result of this report.

### **Environmental and Climate Change Considerations**

113. None identified.

### **Equalities Impact of the Proposal**

114. The proposals seek to bring Councilor's and Officers to work together to ensure that our Children and Young People have a voice within the Council in order to influence the improvement of services for them.

### **Workforce Implications:**

115. As an annual report of the activities of Corporate Parenting Panel there are no workforce implications as a result of this report.

## **Risk Assessment**

116. Panel Members are required to have an enhanced DBS check undertaken and Risk Assessments will be drawn up for when visits are made to vulnerable children and when Councillors attend Officer Team Meetings, etc.

## **Financial Implications**

117. Expenses for young people participating in the CPP will be paid for from the Children in Care budget.

## **Legal Implications**

118. The Solicitor to the Council has confirmed that the Panel is an Advisory panel and not a Committee of the Council; it can therefore make recommendations but not decisions. Lucy Townsend (Corporate Director, People and Director of Children's Services) is the lead decision maker.

## **Proposals**

119. To receive and note the Annual Report and the work of the Corporate Parenting Panel to date, its functions and impact of its work and to ratify the improvements required to further strengthen Corporate Parenting in Wiltshire.
120. To receive and note the Annual Report of the Voice and Participation Team 2023/24 attached as **Appendix 4** to this report.

## **Jen Salter (Director of Families and Children's Services)**

### **Lucy Townsend (Corporate Director People/DCS)**

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Report Author: Katrina McJannet (Head of Children in Care and Young People)

## **Contributors:**

John Spring (Head of Service of Targeted Education/Virtual School Head)  
Michele Llewellyn (Service Manager – Children in Care, Fostering and Kinship)  
Simon Fairgrieve (Information Lead, Children's Social Care)  
Gary Norton-Sanders (Service Manager for Quality Outcomes)  
Joe Sutton (Participation Manager, Child and Youth Voice Team)

## **Background Papers – None**

## **Appendices**

- 1 Corporate Parenting Panel Acronym List
- 2 Frequency of reports to Panel linked to Strategic Priorities
- 3 CPP Dataset and Exception reporting 2023-24
- 4 Annual Report of the Voice and Participation Team
- 5 Young Person Version of the CPP Annual Report 2023-24.

## Appendix 1 – Corporate Parenting Panel Acronym List

ASYE	Assessed and Supported Year in Employment (Social Workers) The Assessed and Supported Year in Employment (ASYE) is a 12-month, employer led and employment-based programme of support and assessment for newly qualified social workers (NQSWs)
ASYE DM	ASYE Development Manager Experienced social workers who support and mentor ASYE's
ATM	Assistant Team Manager
CAF – now ESA	Common Assessment Framework – now replaced with Early Support Assessment
CAFCASS	Children and Family Court Advisory and Support Service
CAMHS	Child and Adolescent Mental Health Services
CAO	Child Arrangement Order
CDT	Children's Disability Team – also referred to as CYPDT (Children and Young People with Disabilities Team)
CiC	Children in Care
CiCC	Children in Care Council
CiN	Child/ren in Need
CLA	Children Looked After
CP	Child Protection
CPC	Child Protection Conference
CO	Care Order
CRS	Conference and Reviewing Service
CSC	Children's Social Care
CSE and CE	Child Sexual Exploitation and Criminal Exploitation
DCE	Department for Children and Education
DfE	Department for Education
DOFA	Designated Officer for Allegations Investigates allegations of abuse against children by other professionals e.g. foster carers, teachers. Convenes DOFA investigations. Note, previously called LADO – Local Area Designated Officer
EDS	Emergency Duty Service
EET	In Education, Employment or Training
EHC Plan	Education, Health and Care Plan
ESH	Early Support Hub (part of our Integrated Front Door – IFD)
EWO	Education Welfare Officer
FACT	Families and Children's Transformation Programme
FPO	Family Placement Officer Work with foster carers
FPT	Family Placement Team
FIS	Family Intervention Service

FTE	Fixed Term exclusion (from school)
FTE	Full Time Equivalent (staffing)
ICB	Integrated Care Board (replaced Clinical Commissioning Groups (CCG's) from July 2022)
ICO	Interim Care Order
ICPC	Initial Child Protection Conference (the first conference held with a family on a child becoming newly subject to a child protection plan). Followed by Reviews (RCPCs)
ICS	Integrated Children's Service Computer system devised by Government
IFA	Independent Fostering Agency
IFD	Integrated Front Door (comprised of our MASH, EDS and Early Support Hub)
IRO	Independent Reviewing Officer Chairs all statutory reviews of looked after children
JD	Job Description
KPI	Key Performance Indicators Those indicators deemed to be essential to enhance performance.
LAC	Looked After Children
LACYP	Looked After Children and Young People
LSCB (WSCB) Now SVPP	Local Safeguarding Children's Board (Wiltshire Safeguarding Children Board) Safeguarding Vulnerable People's Partnership
MAF	Multi Agency Forum
MASH	Multi Agency Safeguarding Hub
MOMO	Mind of My Own (app for young people)
NTS	National Transfer Scheme (relating to unaccompanied young people from other countries)
NEET	Not in Education, Employment or Training (and EET – in Education, Employment or Training)
NQSW	Newly Qualified Social Worker (in their first year of post qualifying practice)
OLA	Other Local Authority
OLA	Outstanding Local Authority (classified as Outstanding by Ofsted)
OOH / EDS	Out of Hours Service – also known as Emergency Duty Service
PA	Personal Adviser working with care experienced children and young people (care leavers)
PEP	Personal Education Plan
PEX	Permanent Exclusion
PI	Performance Indicators Set by Department of Children, Schools and Families (DCSF). Local authorities' performances are plotted against these

POB	Performance and Outcomes Board (Meets six weekly)
POG	Performance and Outcomes Group (service level regular meetings that scrutinise performance and report by exception to POB)
QA	Quality Assurance
QSW	Qualified Social Worker
RCPC	Review Child Protection Conference
RD	Role (job) Description
ROBLAC	Reducing Offending Behaviour by Looked After Children
SA	Single Assessment
SAIFT	Specialist Assessment and Intervention and Family Time team)
SEN	Special Educational Needs
SEND	Special Educational Needs and Disability
SGO	Special Guardianship Order
SSW	Supervising Social Worker – in the Fostering Team, supervises foster carers
SVPP	Safeguarding Vulnerable People’s Partnership
TAC	Team around the Child
TM	Team Manager
UASC	Unaccompanied Asylum Seeking Children
VACS	Vulnerable Adolescent Contextual Safeguarding Panel (Multi-agency Panel with strategic oversight)
VARM	Vulnerable Adolescent Risk Management Meetings (Multi-agency risk management meeting at which case details discussed)
VS	Virtual School
VSH	Virtual School Headteacher
VSO	Virtual School Officer
WRMG	Wiltshire Risk Management Group
YOS	Youth Offending Service
YPSS	Young People’s Support Service

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## Appendix 2 – Reports/updates received by CPP – April to October 2023

CPP Priorities from April to October 2023	CPP Meeting 27.6.23	CPP Meeting 26.9.23
A loving home where I have good relationships, respect and the opportunity to see my family	Report 2, report 3, report 4 and report 5	Report 9, report 11, report 13, report 17 and report 18
To have links with my local community where I am trusted, respected and accepted. This means I can access the local community and I am not left out	Report 3	Report 9, report 11 and report 12
Support for as long as I need it	Report 2, report 3, report 6, report 7 and report 8	Report 9, report 11, report 14, report 15, report 19, report 20 and report 22
To feel and be safe	Report 2 and report 3	Report 9, report 11, report 12 and report 21
Support with my mental health especially at school, at a time and a place that suits me and not services	Report 2 and report 3	Report 9 and report 11
Support to be healthy and this includes opportunities to be involved in new activities	Report 2 and report 3	Report 9 and report 11
Support to be the best I can	Report 2 and report 3	Report 9, report 11 and report 16
To be heard – my voice is not the only way I am heard, it may come out as my behaviour	Report 1 and report 3	Report 9 and report 11 and report 10

### KEY

Meeting on 27 June 2023

- Report 1 Annual Report of the Child and Youth Voice Team
- Report 2 Corporate Parenting Data and Exceptions Report for Quarter 4 2022/23
- Report 3 Data Spotlight: Missing Children and Young People
- Report 4 Map/update of CLA placed at more than 20 miles from home
- Report 5 Update on Children's Placement budget
- Report 6 Update on the Council's Provision for Care Experienced Young People
- Report 7 Annual report of the Independent Reviewing Officers
- Report 8 National Care Leavers Covenant overview

Meeting on 26 September 2023

- Report 9 Endorsement of poem to Children Looked After from Corporate Parents
- Report 10 Child and Youth Voice update
- Report 11 Corporate Parenting Data and Exceptions Report for Quarter 1 2023/24
- Report 12 Data Spotlight: Unaccompanied Asylum Seeking Children and Young People
- Report 13 Map/update of CLA placed at more than 20 miles from home
- Report 14 Update on the Council’s Provision for Care Experienced Young People
- Report 15 Update on Canons House
- Report 16 Education Results update from the Virtual School
- Report 17 Fostering Excellence Year 3 Update
- Report 18 Annual Fostering Report 2022-23
- Report 19 Six monthly update of the Grandmentors scheme
- Report 20 Wiltshire Independent Visitor Scheme Review of Service 2022-23
- Report 21 Update on the progress of recommendations of the Child Practice Safeguarding Review: Long term sexual abuse of Children in Care
- Report 22 Update on progress of Wiltshire signing up to the National Care Leaver’s Covenant

Reports/updates received by CPP – November 2023 to March 2024

<b>CPP Priorities from November 2023 to March 2024</b>	<b>CPP Meeting 21.11.23</b>	<b>CPP Meeting 23.1.24</b>	<b>CPP Meeting 12.2.24</b>
To feel safe and happy in a stable home and in my local community	Report 2, report 3, report 4, report 5 and report 6,	Report 9, report 12, report 13, report 14, and report 16	Report 22, report 23, report 24, report 25 and report 27
To be the best that I can be, to achieve personally and educationally throughout my life and be supported to engage with training and employment	Report 4	Report 9, report 12, report 13, report 16, report 17 and report 18	Report 27
Ensuring that my physical and emotional wellbeing is supported and at a time and place that suits me	Report 4 and report 8,	Report 9, report 10, report 12, report 13, report 16 and report 19	Report 26 and report 27
To have positive relationships with people who are important to me and for me to be part of my local community where I am trusted, respected, accepted and full included	Report 4 and report 7	Report 9, report 12, report 13, report 15 and report 16	Report 21 and report 27

For my voice to be heard and for it to matter and influence decision making and drive change	Report 1 and report 4	Report 9, report 11, report 12, report 13 and report 16	Report 20 and report 27
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## Key

### Meeting on 21 November 2023

- Report 1 Voice and Participation Update
- Report 2 Update on Children's Placement Budget
- Report 3 Update on Placement Sufficiency
- Report 4 Update on approvals from Full Council – 17 October 2023
- Report 5 Adoption Service Year End Report 2022-23
- Report 6 Second Phase Review into Children Residing in Independent Special Schools
- Report 7 Staying Close Project Overview
- Report 8 Update from Connect (Substance Misuse) Service

### Meeting on 23 January 2024

- Report 9 Outstanding Ofsted Overview
- Report 10 Annual Report on the Health of Looked After Children 2022-23
- Report 11 Voice and Participation update
- Report 12 Corporate Parenting Data and Exceptions Report for Quarter 2 (July to September 2023)
- Report 13 Data Spotlight: Six Monthly Update – Missing data for Children Looked After
- Report 14 Placement Sufficiency Update
- Report 15 Update on Care Experienced Development Plan and Care Leaver's Covenant
- Report 16 Update on Progressing Care Experience as a Protected Characteristic
- Report 17 Strategic Priority Highlight "To be the best that I can be, to achieve personally and educationally throughout my life and be supported to engage with training and employment opportunities"
- Report 18 Annual Report of the Virtual School Head
- Report 19 CAMHS InReach Overview

### Meeting on 12 March 2024

- Report 20 Voice and Participation Update
- Report 21 Grandmentoring Update Report
- Report 22 Strategic Priority Highlight "To feel safe and happy in a stable home and in my local community"
- Report 23 Data Spotlight: Care Proceedings ending and Special Guardianship Orders granted during Quarters 1 and 2 2023-24

- Report 24 Bi-annual update on Children Looked After placed more than 20 miles from home
- Report 25 Placement Sufficiency Update
- Report 26 Update from Canons House
- Report 27 Update on Progressing Care Experience as a Protected Characteristic

Corporate Parenting Panel Subset for 2023-24

Service	Area	DfE Ref	Indicator	type	MONTHS			QTRS				YRS	EXPECTED RANGE & TARGETS		BENCH.				
					23-24	23-24	23-24	23-24	23-24	23-24	23-24		2023-24	24-25	24-25	22-23	22-23	22-23	22-23
Adoption	ADOPTION		14. No. of children adopted	number	0	1	0	5	8	8	1	22	20 (5/Qtr)	34 (8.5/ Qtr)					
Adoption	ADOPTION	LAE1.03	14. % those leaving care who were adopted	%	0%	7%	0%	17%	22%	20%	3%	15%	15%	25%	11	9	13	12	9
Adoption	ADOPTION		% who were placed within 12 months of SHBA	% snapshot	100%	100%	100%	93%	92%	100%	100%	100%	80%	90%					
Adoption	ADOPTION	A10	Av. Time: A1 measure adjusted for foster carer adoptions NEW A10 (3YrAv)	snapshot	407	409	409	418	426	407	409	409							
Adoption	ADOPTION	A2	Av. Time: LA has court order to place <> deciding match A2 (3YrAv)	snapshot	146	146	146	142	149	146	146	146	140	160					
Adoption	ADOPTION	A20	Av time: child enter care <> LA has court order to place A20 (3YrAv)	snapshot	269	263	263	272	276	266	263	263							

Greens to celebrate:

- % of children who were placed within 12 months of SHBA

Ambers on watching brief: None

Ambers of concern: None

Reds on watching brief: None

Reds of concern: Indicator 14 (No. and % of children adopted) – unusually low in Q4. Prediction that 22-25/6 children would be adopted based on last year's tracking of children in the adoption journey, 22 children have been adopted over the whole year. For 2 children who we anticipated being adopted in 23/24 they were actually adopted in April 2024 after mother sought to contest the application, this caused further delay which cannot always be anticipated, had they been adopted in March 2024 we would be at 24 adoptions.

Reds of concern: None

CIC	CLA No./RATE		No. CLA	snapshot	467	461	468	463	458	467	468	468	420	469					
CIC	CLA No./RATE	LAA1.02	Rate CLA per 10,000	rate	43.9	43.4	44.0	43.6	43.1	43.7	44.0	44.0	39.5	44.1	44	71	63	67	63
CIC	CLA STARTS	LAC1.02	Children who started to be looked after – rate per 10,000	rate	15	24	16	15	12	17	18	15	12	18	16	28	26	25	34
CIC	CLA CEASE	LAD1.02	Children who ceased to be looked after – rate per 10,000	rate	18	16	9	11	14	15	14	14	13	17	14	27	23	21	34
CIC	UASC	LAA4.02	% UASC	%	4%	4%	4%	7%	7%	6%	4%	4%			8	9	9	10	15
CIC	ICO	LAA2.10	19. % Interim Care Orders	% snapshot	15%	17%	17%	15%	14%	14%	17%	17%	10%	14%	15	19	18	15	19
CIC	S20	LAA2.14	20. % Section 20 CLA	% snapshot	21%	20%	20%	21%	21%	22%	20%	20%	23%	26%	22	19	21	21	26
CIC	SGO AND RO		No. leaving care on new Spec Guardianship Order (SGO)	number	2	2	1	6	6	12	5	29	30 (pa)	40 (pa)					

Greens to celebrate:

Ambers on watching brief:

Ambers of concern:

- Indicators 19 and 20 (Interim Care Orders and Section 20s) – performance persistently just beyond above/below target, this is not however a concern following audit activity which shows the legal status of all of our children in care is appropriate.

Reds on watching brief:

Reds of concern:

Placement	IN-HOUSE FOST		22. % fostered in LA provision - Incl Connected Carers	% snapshot	56%	57%	55%	57%	58%	56%	55%	55%	tbc	tbc	57	44	48	46	53
Placement	IN-HOUSE FOST	LAA7.09 minus Resi	22. % in LA provision - Excl Connected Carers	%	40%	41%	39%	42%	42%	40%	39%	39%	42%	48%					
Placement	FRIENDS/REL FOST		% fostered by relatives/friends (Connected Carers)	%	16%	16%	16%	16%	16%	14%	16%	16%	17%	23%					
Placement	AGENCY FOST		% placed in agency foster care	%	23%	22%	22%	20%	21%	21%	22%	22%	25%	27%					

Service	Area	DfE Ref	Indicator	type	MONTHS				QTRS				YRS	EXPECTED RANGE & TARGETS	EXPECTED RANGE & TARGETS	BENCH.				
					23-24	23-24	23-24	23-24	23-24	23-24	23-24	23-24	2023-24	24-25	24-25	22-23	22-23	22-23	22-23	22-23
					Jan-24	Feb-24	Mar-24	Q1	Q2	Q3	Q4	Provis.FY	Lower	Higher	Wilts	Eng	SW Region	SN	O/S LAs	

Greens to celebrate:

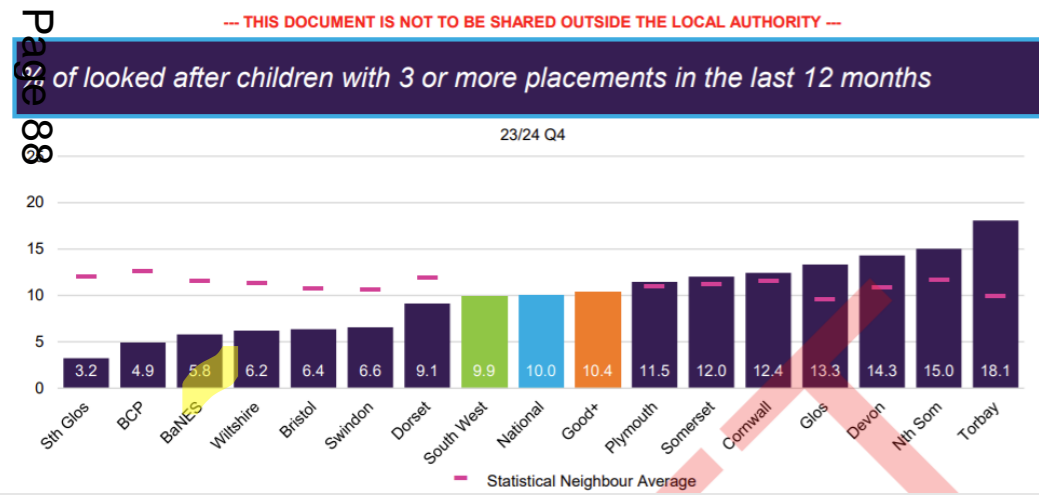
Ambers on watching brief:

- Indicator 22 (Fostered in LA provision) – gradual decline since Q2. Bed occupancy has remained high at 87% for January, 85% in February and 88% in March. This was 83% in December. At end of March, we had 106 children placed in IFAs, a decrease of 1 but remained at 23% overall. The number of children with in-house carers was 263 at end of this quarter a slight decrease of 4 compared to quarter 3. Recruitment: - 4 new carers approved in this quarter compared to 5 in Q3. Contacts received in Q4 = 168 a significant increase on the 76 in Q3. Formal enquiries received in Q4=17 again an increase on the 8 in Q3. Number of initial visits completed this quarter is 10 compared to 9 in Q3. Foster carer recruitment is ongoing, and the regional recruitment and retention hub was launched on 29<sup>th</sup> April so will be reported on in Q1. Decrease in mainstream de-registrations, 3 compared to 7 in Q3. Number of assessments started in this quarter was 5 compared to 4 in Q2 and Q3.

Placement	RESI		% placed in residential care (homes, hostels, schools)	%	8%	8%	8%	10%	10%	9%	8%	8%	9%	11%					
Placement	>20 MILES	LAA6.26	23. % CLA placed >20 miles from home (excl UASC)	%	39%	38%	39%	38%	38%	39%	39%	39%	34%	37%	34	21	31	32	22
Placement	OUT OF COUNTY (excl UASC)	LAA6.20	23. % placed OUT of county (excl UASC)	%	35%	36%	34%	30%	31%	34%	34%	34%	27%	30%					
Placement	IN COUNTY AND >20	LAA6.14	% CLA IN county AND >20 miles from home (excl UASC)	%	15%	15%	16%	17%	16%	15%	16%	16%			11	4	8	11	8
Placement	CLA 3+ MOVES	P_PI1.01	% CLA with 3+ placements during the year	%	7.3%	6.9%	6.2%	7%	7%	6%	6%	7%	7%	10%	8	10	11	11	11
Placement	2YR STABILITY	P_PI2.01	24. % CLA 2yr stability	%	65%	65%	66%	69%	70%	67%	66%	66%	75%	82%	73	69	69	69	67

Greens to celebrate:

- % placed in residential declining
- Consistently good performance of the % of children CLA with 3 or more placements (low) – and performing better than South West and national provisional Q4 figures:



Ambers of concern:

- Indicator 23 (Placed >20 miles and placed out of county) – persistently below target range. This continues to be a challenge due to placement sufficiency challenges. We are progressing a number of initiatives to improvement placement sufficiency across the county; through our Mockingbird Programme (to support our in-house foster carers and reduce placement breakdown, through the SouthWest Recruitment and Retention Hub which went live in May, to increasing the availability of supported accommodation provision for care experienced young people and UASC and increasing the provision of complex residential children’s homes. Our first children’s home is due to open in June.

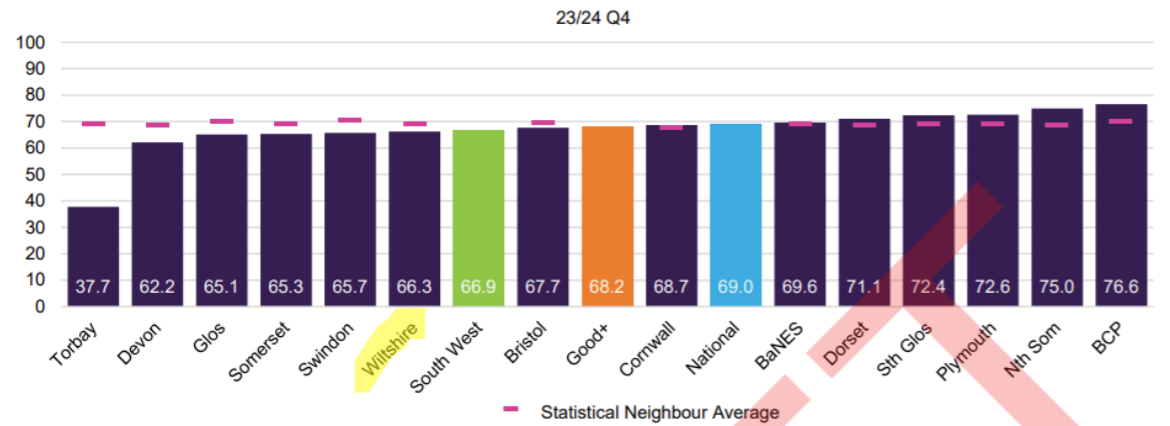
Reds of concern:

- Indicator 24 (2 Year Stability) – previously a strength for us against comparators, however performance continuing to decline. Provisional Q4 figures reflect we are now below south west, Good LAs and National comparators. All placement moves are reviewed, with an increase in carers given notice (across all placement types but particularly IFA and Residential). This is linked to the marketplace challenges that are well known. The Conference and Reviewing Service is now taking a lead for placement stability, providing increased oversight and monitoring by IROs.

Service	Area	DfE Ref	Indicator	type	MONTHS		QTRS				YRS	EXPECTED RANGE & TARGETS	EXPECTED RANGE & TARGETS	BENCH.				
					23-24	23-24	23-24	23-24	23-24	23-24	2023-24	24-25	24-25	22-23	22-23	22-23	22-23	22-23
					Jan-24	Feb-24	Mar-24	Q1	Q2	Q3	Q4	Provis.FY	Lower	Higher	Wilts	Eng	SW Region	SN

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### % of looked after children in the same placement for at least 2 years



CIC	PATHWAY PLAN		25. % pathway plans in place for 16-18 year olds (qtrly)	% snapshot	-	-	58%	85%	81%	68%	58%	58%	95%	100%					
CIC	CLA STAT VISITS		% In-Time CLA stat visits (all teams)	%	-	-	89%	92%	93%	91%	89%	91%	90%	95%					
CIC	CLA REVIEWS		26. % CLA reviews on time	% snapshot	92%	90%	90%	94%	97%	94%	90%	94%	95%	100%					
CIC	CLA PARTIC		% CLA participating in reviews	% snapshot	94%	93%	91%	97%	96%	95%	91%	95%	95%	98%					
CIC	CLA HEALTH	LAI3.09	27. % CLA had annual health check	% snapshot	62%	61%	68%	82%	76%	67%	68%	tbc	95%	100%	92	89	87	83	91
CIC	CLA HEALTH	LAI3.08	28. % CLA had annual dental check in last year	% snapshot	78%	73%	81%	77%	80%	74%	81%	tbc	95%	100%	84	76	72	65	77
CIC	CLA HEALTH		29. % CLA had an IHA [excl those not yet recorded] (C/B)	Number	40%	78%	100%	30%	67%	77%	78%	tbc	90%	100%					
CIC	CLA HEALTH		% CLA had an IHA incl those not yet recorded (C/A)	%	36%	70%	85%	24%	26%	23%	68%	tbc	80%	100%					
CIC Teams	CIC Supervisions		Supervisions up to date - CIC North	% snapshot	75%	72%	80%	84%	85%	92%	80%		90%	100%					
CIC Teams	CIC Supervisions		Supervisions up to date - CIC South	% snapshot	100%	100%	100%	93%	92%	100%	100%		90%	100%					
CIC Teams	CIC Chronologies		Chronologies updated in last 6m - CIC North	% snapshot	90%	92%	99%	81%	70%	90%	99%		100%	100%					
CIC Teams	CIC Chronologies		Chronologies updated in last 6m - CIC South	% snapshot	100%	100%	99%	93%	90%	92%	99%		100%	100%					

Greens to celebrate:

Ambers on watching brief:

- Indicator 26 (CLA Reviews on time) – slight dipping of performance.

Ambers of concern:

Reds on watching brief:

Reds of concern:

- Indicator 25 (Pathway Plans in place) – At the end of this quarter CIC South were at 74% and CIC North at 52%. This equates to 37 outstanding for both teams combined. CIC North figures are higher partly due to the number of UASCs and those newly arrived in Wiltshire as there is often a delay in making them CLA and completing the PWP due to them having to settle and build a relationship. New arrivals in Oct= 3, November=3 and December=2. PWP badge is triggered by SWs and then after the initial PWP, when reviews are completed by the PA has to wait for the SW to complete part 1 and the reallocate part 2 (PWP) for them to complete. In addition, the IROs review of pathway sometimes appears to happen after the PWP date. Narrative on reasons why each YPs PWP is outstanding is reported on monthly at POG. Meeting held with systems team and changes have been requested to LCS: Change 1. Trigger alert to workers when the YP has met leaving care criteria and becomes eligible, to remind workers to complete PWP. They become eligible at 13 weeks (91 days) and so we are asking for trigger at 80 days, so workers have time to complete the plan. Change 2. Trigger alert to PA when PWP part 2 is due after the CLA review. SW completes part 1 and sometimes they are delayed with this and often do not sign off the care plan which triggers the PWP badge so that PA can complete it. We want to separate part 1 and part 2 so

Service	Area	DfE Ref	Indicator	type	MONTHS				QTRS				YRS	EXPECTED RANGE & TARGETS		BENCH.				
					23-24	23-24	23-24	23-24	23-24	23-24	23-24	23-24		2023-24	24-25	24-25	22-23	22-23	22-23	22-23
					Jan-24	Feb-24	Mar-24	Q1	Q2	Q3	Q4	Provis.FY	Lower	Higher	Wilts	Eng	SW Region	SN	O/S LAs	

not dependant on SW completing the work. Change 3. We have asked for PWP for 16 -17-year-olds to pull through on the care leavers data (currently just CIC data) so the Senior PA can monitor more easily in PA supervision. TMs can then discuss with Senior PAs in supervision.

- Indicators 27, 28 and 29 (Dental checks and Initial & Annual Health checks) – note our yearly reconciliation with Health as part of our statutory data return will show improved performance figures. Prior to this exercise being concluded, we can see a dip in annual health checks whilst initial health check timeliness is improving. Dental checks are variable and between 74-81% (target is 95%). Final reconciled figures will be presented in our Q1 Exception Report.
- Wiltshire children in care placed in and out of county. 28/39 – 72% IHA's completed within 28 days, 32/39 – 82% IHA's completed within 35 days. For children placed in County 24/31 -77% IHAs completed within 28 days. 27/31 – 87% IHAs completed within 35 days. Wiltshire CIC placed out of County 4/8 - 50% IHAs completed within 28 days, 5/8 - 63% completed within 35 days. Reasons IHA's exceeding 28 days - Placed in County 1 UASC has been missing since placed in Wiltshire, 1 UASC offered 2 appointments within 28 days – delay due to needing to be escorted to appt, 2 siblings - IHA appt's offered, delayed due to one sibling receiving complex surgery and other sibling placed temporarily in foster care. Both have now been offered IHA appointments. 1 child hospitalised and on discharge placed out of county – IHA request now processed. 1 Completed day 41 – offered first date – parent and child placement changed. 1 UASC social worker accepted appointment then due in court. 1 Completed day 30 – 2 appointments offered with 28 days, DNA'd second appt, rebooked for day 30 Completed day 33 – offered fist appt with 28 days, carer unable to drive rebooked. For children placed out of county 2 children were affected by HCRG's portal issues, 1 young person offered app in Hounslow very short notice and carer unable to make appt rearranged. 1 UASC placed in Enfield who have limited capacity care offered but was on holiday and rescheduled. Processes are in place to escalate to Social Care Manager when information is not received in a timely way or complete. A process is in place to escalate to the Designated Nurse in the BSW ICB when it is difficult to get an IHA appointment within time frames when a child is placed out of area. We have not had any children/Young People decline their IHA this quarter.

CL	Care Leavers Svc		30. % Personal Advisor Visits up to date - CIC North	% snapshot	86%	86%	92%	87%	92%	81%	92%		95%	100%					
CL	Care Leavers Svc		30. % Personal Advisor Visits up to date - CIC South	% snapshot	93%	99%	88%	91%	97%	93%	88%		95%	100%					
CL	Care Leavers Svc		% Personal Advisor Supervisions up to date - CIC North	% snapshot	76%	97%	93%	82%	79%	91%	93%		90%	100%					
CL	Care Leavers Svc		% Personal Advisor Supervisions up to date - CIC South	% snapshot	100%	100%	99%	100%	94%	94%	99%		90%	100%					
CL	In-Touch 17-18 Ofs		31. Ofsted - 17-18 - % In-touch	% snapshot	75%	81%	92%	85%	90%	77%	92%		95%	100%					
CL	Accomm 17-18 - Ofs		Ofsted - 17-18 - % in Suitable Accommodation	% snapshot	71%	77%	87%	84%	86%	73%	87%		85%	90%					
CL	EET 17-18 - Ofsted		31. Ofsted - 17-18 - % in EET	% snapshot	45%	48%	63%	69%	65%	51%	63%		65%	75%					
CL	In-Touch 19-21 - Ofs		Ofsted - 19-21 - % In-touch	% snapshot	98%	97%	98%	94%	99%	98%	98%		95%	100%					
CL	Accomm 19-21 - Ofs		Ofsted - 19-21 - % in Suitable Accommodation	% snapshot	93%	92%	93%	92%	96%	93%	93%		90%	100%					
CL	EET 19-21 - Ofsted		Ofsted - 19-21 - % in EET	% snapshot	54%	55%	55%	54%	50%	57%	55%		55%	65%					
CL	Accomm 17-18 - DfE	LAF4b.06	31. DfE 4 month window - 17-18 - % in Suitable Accommodation	% snapshot	79%	82%	81%	84%	84%	78%	81%		85%	90%	96	91	92	90	91
CL	EET 17-18 - DfE	LbF2b.15	31. DfE 4 month window - 17-18 - % in EET	% snapshot	53%	54%	55%	65%	62%	57%	55%		65%	75%	76	66	67	65	70
CL	Accomm 19-21 - DfE	LAF4a.06	DfE 4 month window - 19-21 - % in Suitable Accommodation	% snapshot	93%	92%	93%	92%	93%	92%	93%		85%	95%	93	88	89	88	90
CL	EET 19-21 - DfE	LAF2a.15	DfE 4 month window - 19-21 - % in EET	% snapshot	54%	54%	53%	60%	58%	55%	53%		55%	65%	61	56	56	54	60

Greens to celebrate:

Ambers on watching brief:

- Indicators 31 (Care Leavers In-Touch, EET and Accommodation) - note our yearly reconciliation as part of our statutory data return will show improved performance figures as data entry omissions and errors and recording delays are resolved. Final reconciled figures will be presented in our Q1 Exception Report.
- Indicator 30 (Personal Advisor Visits up to date)  
CIC North has steadily improved across the quarter, 81% end of Jan 87% end of Feb and 92% end of March. This equates to 15 visits and Senior PA gives detailed reasons of why these are late in every POG, when they will be completed by and whether this relates to particular PAs.  
  
CIC South 94% end of Jan, 97% end of Feb and 88% end of March. This equates to 12 visits and again, the Senior PA gives detailed reasons of why these are late in every POG, when they will be completed by and whether this relates to particular PAs.





# Voice and Participation Service Annual Report 2023 - 2024

*Prepared by*

Joe Sutton  
Participation Manager

**Voice** and   
**Participation**  
 **Service** 

# HIGHLIGHTS



During the Year 2023 – 2024, the Child and Youth Voice Team expanded to become the Voice and Participation Service.

Workstreams of the new service include: Children and Young People’s Voice (Social Care), Family Voice (Social Care), SEND Voice (Health, Education, Social Care), IV Scheme, Community Mentoring, Primary Mentoring, Transitional Mentoring, Appropriate Adults and Referral Order Panel Members.

The team has also been working towards setting up new workstreams that go live in April 2024 these include:

An In-House Advocacy Service, Young Carers in Schools, Young Carers Voice and Young Carers Advocacy

The team was a finalist of the CYPN Social Care Team of The Year Awards which is a massive achievement as we have only been formed for less than 3 years.

The Child and Youth Voice Worker Cameron Draisey Won the Frontline Award for Young People. He was recognised for his ability to use his own experiences to build relationships with children and young people, attain their views and coproduce services.

During the past year the team has been recognised for the impact of the work it has achieved. Feedback from the 2023 ILACS Ofsted report states:

‘Children in care and care leavers take part in a regular programme of activities to help increase their confidence and life skills, influencing how services and support are developed and provided. They are involved in creative projects such as a podcast to help other children understand what it is like to be in care as well as in the recruitment of staff.’...

‘The views and experiences of children and parents are being listened to by political and children’s services leaders and acted upon. A significant and ever-growing number of children, parents and carers are actively involved in an extensive range of meaningful participation activities and forums which have informed strategic plans and led to positive changes in operational practice and service development. These include the creation of a new care leavers’ young parent group, a young people’s fostering panel consultation group, parents designing the Wiltshire ‘family promise’ and the creation of the new family advisory board.’ (Ofsted, 2023)



# FAMILY AND CHILDREN'S SERVICES



## Children in Care Council

This section provides an overview of the activities, achievements, and feedback received from the CiCC during the period of April 2023 to March 2024. The Voice and Participation Service aims to support and develop the CiCC by building trust, meaningful relationships, and confidence among participants whilst actively engaging them in improving services and enhancing their overall well-being.

### **Attendance and Recruitment:**

- Over the year, 43 different children in care participated in CiCC sessions, consisting of 25 females and 18 males. Whilst this is a decrease from last year, where we had 48 different members, this is reflective of our increased focus on voice sessions and that we have a group of consistently engaged young people.
- Additionally, 31 new CiCC members were recruited during this year, reflecting the growing interest and engagement among children in care.
- A lot of those who attended in the previous year were older and moved on due to the 8-17 threshold. The addition of 31 is a great achievement reflecting the recruitment of new, younger members.
- The average age of attendees was 15 years old. The age range was 8 years old to 21 years old. With the older cohort who are 18+ not attending the groups but supporting with initiatives such as the Foster Carer Panels and interviews.



## ACTIVITIES AND ENGAGEMENT

-The team organised and facilitated a diverse range of activities in collaboration with council leisure facilities, community partners, and charities.

-Noteworthy activities included climbing, water sports, adventure days, lazerquest, and two residential experiences, PGL in July 2023, two hosted during Autumn Half-term and the February half term with 'Go Beyond' in Cornwall. In addition, a PGL residential in June 2024.

-These experiences aimed to provide opportunities for personal growth, skill development, and fostering positive and meaningful relationships. Once these skills and relationships have been made this gives the participants confidence to take part in voice and co-production initiatives.

"I get to meet people like me and make new friends"

## CICC CONTRIBUTIONS

- CiCC members actively contributed to improving services by participating in young person interview panels for senior leader positions, ASYE Social Workers, and applicant foster carers.
- CiCC Members have had the chance to meet with Senior Management including Directors and Heads of Service, this occurs quarterly at our thematic 'meet your leaders' sessions



## CiCC Committee

The CiCC Committee produces podcasts to amplify children in care's voices. Meetings are held monthly at the Care Leavers Hub, offering a safe space with activities. The Hub facilitates 1 on 1 discussions for young people to share experiences, especially beneficial for those who are young or neurodivergent.

Efforts to boost children in care's confidence have increased their engagement levels, leading to more meaningful contributions. The CiCC Committee has created a more inclusive environment for children, promoting active participation and reflection. Regular podcasts allow children to share their perspectives, educating the community. The committee fosters a sense of community and wellbeing among care-experienced individuals.

# VOICE AMBASSADORS

The Voice and Participation Service involves individuals who have received support from Families and Children's Services in co-production efforts. Sessional Voice Ambassadors, employed or volunteering, provide feedback, training, and support under supervision. Wiltshire Council has Care-experienced Voice Ambassadors, offering employment opportunities and enhancing inclusion. Voice Ambassadors contribute to service improvements, receive meaningful compensation and professional work experience, access training, and participate in the Corporate Parenting Panel, increasing attendance at meetings.

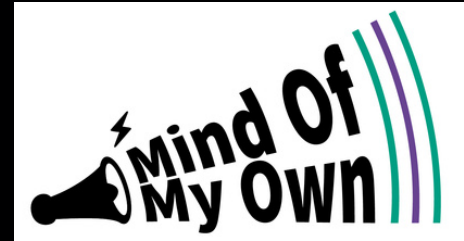


The impact of Voice Ambassadors initiatives:

- Corporate Parenting Panel: Enhances communication with young people in care.
- Dragons Den on CPP Priorities: Scrutinises Strategic Priorities ensuring people with lived experience are telling us how we are doing.
- Voice Ambassadors in ASYE Interviews: Involves lived experience in social worker recruitment.
- Speaking at Conferences: Provides insights and learning to professionals.
- Delivering Training: Empowers Voice Ambassadors to share experiences with the wider workforce.
- Young Persons Fostering Consultation Panel: This empowers both applicant foster carers by providing insights from those they will potentially support and Voice Ambassadors by involving them in decision-making processes.
- Meeting with OFSTED: Provide insights into care experiences during the 2023 ILACS inspection.
- Interviews for senior leader positions: Involves lived experience in recruitment and having a real say in who is employed

*Last Year's*

# MIND OF MY OWN



The Mind of My Own app is a highly effective tool designed to engage service users who are under the care of a Social Worker or Family Key Worker.

The Mind of My Own app offers a secure and supportive platform for young individuals to explore their thoughts, emotions, and personal experiences. Its innovative features and user-friendly interface make it an exceptional tool for promoting mental health, self-awareness, and overall resilience among young people. By actively involving them in their well-being, the app empowers individuals and establishes a valuable connection between them and their social workers, fostering open communication and collaboration.

In the coming year Mind of My Own will be deployed in the new advocacy service to help children and young people to contribute to the meetings more effectively

The 'My Life' statement type is the majority sent, demonstrating that young people feel that it is important to share with their workers the experiences that they are facing in life. Within the 'My Life' Statements in the last year (April 2023 to March 2024)

- 88 young people reported feeling 'Happy' where they live.
- 26 reported that they felt unhappy

When completing 'My Wellbeing' Statements Young People expressed that in order to feel happy they need access to the following:

- An adult I can trust
- Someone who loves me for who I am
- Someone I can talk to
- Somewhere stable to live



# Mind of My Own Data

147 young persons' accounts were created on the app.

A total of 647 statements were exchanged between young individuals and social workers.

Efforts are being made to address the decrease in app usage, including attending team meetings, providing monthly updates, training via Oracle, and developing an e-learning package for staff accessibility.

**147**

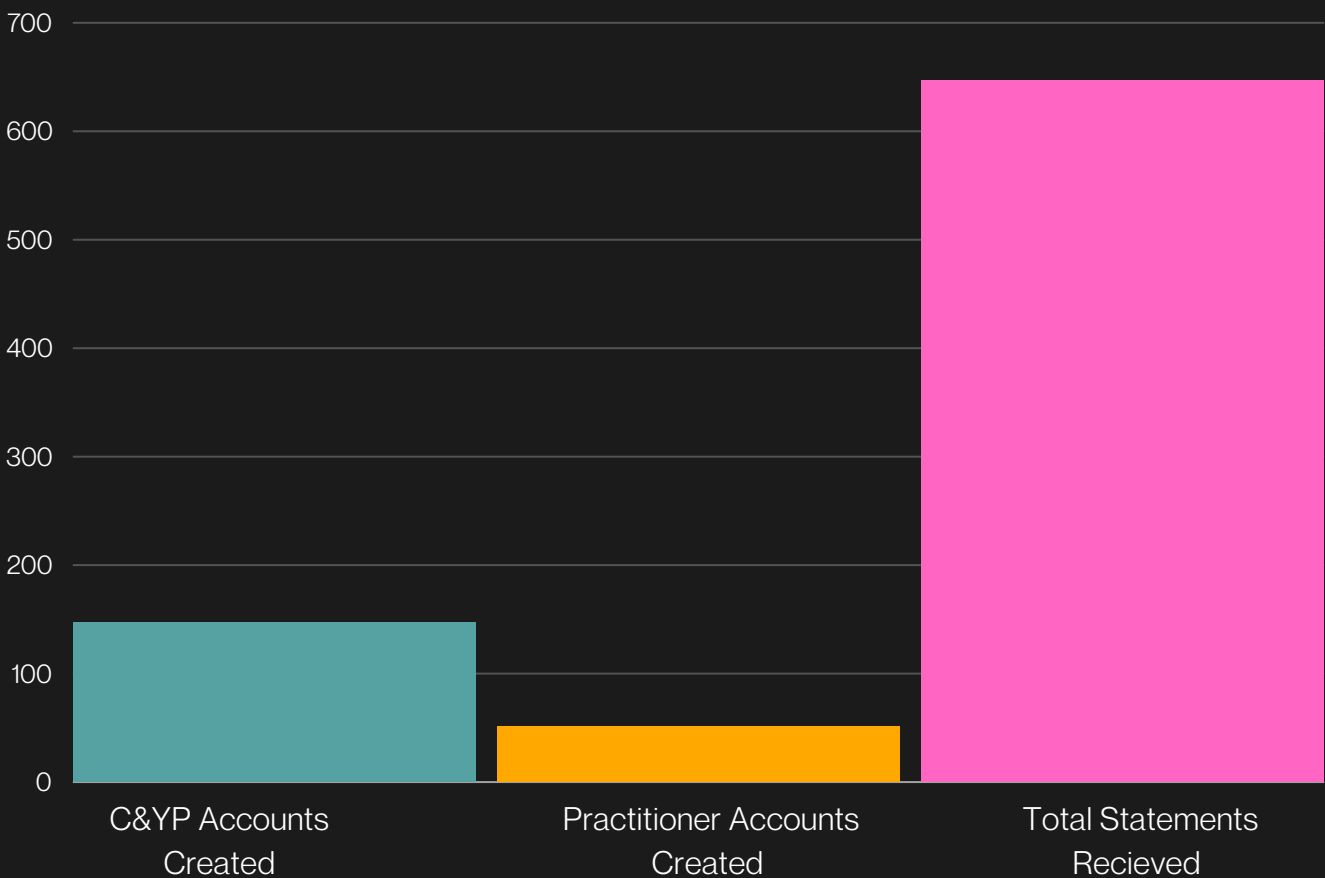
C&YP Accounts  
Created

**51**

Practitioner Accounts  
Created

**647**

Total Statements  
Received



# BRIGHT SPOTS SURVEY



The Bright Spots survey initiative procured by Wiltshire Council and developed by Coram Voice and the University of Oxford aims to capture the voices of children in care and care leavers. The project seeks to understand their needs and experiences, informing policies for better support. The surveys underwent coproduction with service users, and the data will be used to enhance well-being and support systems. The project includes stakeholder engagement, data collection, analysis, and integrating survey results into actionable strategies. The survey reports will be used to improve services based on feedback and will be presented at the Corporate Parenting Panel. The surveys aim to assess subjective well-being and identify areas for improvement, with benchmarking against national averages.

Age Group	Total number of YP	No. of recorded responses	Number of declined responses	Response rate
4 - 7	36	13	1	36%
8 - 11	40	27	1	68%
11 - 17	301	92	0	31%
18 - 24	316	102	1	32%
Totals	693	234	3	38%

# WILTSHIRE YOUTH COUNCIL



The Wiltshire Youth Council (WYC) is an elected group of pupils from Wiltshire Secondary Schools dedicated to amplifying the voices of young people in Wiltshire and ensuring their perspectives influence local decision-making. It engages in various activities to promote youth involvement in community life.

# Wiltshire Youth Council Elections

the latest round of elections for the Wiltshire Youth Council took place from Monday, January 29th to Friday, February 2nd, 2024. These elections aimed to ensure that the voices of young people across Wiltshire are heard and represented in local decision-making. Special Advisors ensure representation of underrepresented groups such as young carers, children in care, LGBTQ+ youth, and military families.

## Key Details:

- **Participants:** Young people from across the county, elected from 10 different schools and community seats.
- **Outcome:** 29 young people were elected as Wiltshire Youth Councillors.
- **Responsibilities:** The elected councillors will meet with Wiltshire Council leaders, work with area boards, review services, and represent their peers' views. They commit to attending monthly meetings and engaging in various youth council activities.
- **Special Roles:** Elections also included positions for Members of Youth Parliament (MYP) and the Head Secretary.

## Healthy School Auditors

- **Purpose:** Conduct health and wellbeing audits at schools to assess their efforts in promoting these aspects among students.
- **Activities:** School tours, pupil focus groups, and head teacher interviews.
- **Feedback:** Provided to schools on their health and wellbeing initiatives.
- **Awards:** Presented during school assemblies to schools excelling in health and wellbeing efforts.
- **Future Plans:** More audits scheduled for June 2024.



## Mental Health First Aid

The Mental Health First Aid initiative equips Wiltshire Youth Councillors with skills to support peers' mental health. Training includes identifying signs, providing initial support, and guiding peers to professional help. Councillors establish peer support groups and share insights on mental health issues to enhance awareness and support among young people in Wiltshire.

# Health Hygiene Product Campaign

The Hygiene Product Campaign by Wiltshire Youth Council aims to address hygiene product access issues among students. It focuses on raising awareness, providing various hygiene products, organising donation events, and collaborating with charity Re-Fresh.

## Members of Youth Parliament

A Member of Youth Parliament (MYP) is a young representative elected to the UK Youth Parliament to advocate for the interests and views of young people in their constituency. Here are key aspects of the role:

### Role and Responsibilities

- **Engage:** Actively involve young people through Youth Council and MYP activities, and participate in local, regional, and national campaigns.
- **Promote:** Highlight the work of the UK Youth Parliament and Wiltshire Youth Council, report back on activities, and communicate through appropriate channels, including social media.
- **Represent:** Speak on behalf of young people in their area, take their views to Youth Parliament sittings, and participate in votes on national policy issues.
- **Skills Development:** Enhance skills such as communication, public speaking, organization, negotiation, debating, teamwork, and leadership.



### Activities and Commitments

- **Meetings and Events:** Regularly meet with other youth councillors, participate in UK Youth Parliament meetings and events, and engage in consultations.
- **Campaigns:** Work on campaigns that address issues important to young people, such as the 'Food for Learning Bill' focusing on free school meals.
- **Training and Support:** Receive training in various areas to support their role, including debating and youth advocacy.

### Election and Term

- **Eligibility:** Any young person elected to the Wiltshire Youth Council can stand to be an MYP.
- **Term:** MYPs serve a one-year term, representing different regions such as North, East, and West Wiltshire.

By participating in the Youth Parliament, MYPs play a crucial role in ensuring that the voices of young people are heard at local and national levels, contributing to policies and initiatives that impact their peers.

# FAMILY VOICE



The primary objective of the family voice work is to bolster the engagement and participation of families in the design and development of services provided by Wiltshire Council. By directly involving families, we aim to integrate their voices into our quality assurance framework, reinforcing our commitment to delivering services that align with their needs and preferences.

## Community Care Live Workshop

During the session, the key aspects of participation, co-production, and relationship-based intensive work in family and children's services were focused on. Attendees gained valuable insights from the experiences and initiatives of Wiltshire Council's Family Voice, Dad's Matters Too, and the Born into Care Project.

Through presentations and interactive discussions, participants understood the importance of involving people with lived experience in decision-making processes and the positive outcomes that could be achieved through relationship-based approaches.

The session was recorded and later released as a podcast episode, fostering active engagement and deeper understanding of the topics discussed. Additionally, a question and answer session allowed attendees to seek clarification, exchange experiences, and gain practical insights from speakers and fellow participants.

# Family Advisory Board

- The Family Advisory Board has been convened on a monthly basis since November 2023.
- Comprising five former service users referred from Child Protection Chairs, the FAB discusses specific themes each month, featuring invited guest speakers.
- Past meeting themes have included interactions with the Director of Children and Families Services, mental health impacts during assessments, leadership introductions, voluntary accommodation orders, and reviewing the use of the Pledge.
- The FAB is exploring collaborative opportunities with other agencies, including podcast participation and training initiatives like FearFree Working.
- Guest speakers are invited to FAB meetings to explore best practices and, when necessary, hold the local authority accountable.
- Efforts are underway to involve parents with lived experiences as experts, enabling them to contribute alternative ideas and solutions effectively.

# Child Protection Parental Advocacy

- The Family Voice Worker has been supporting families as an Advocate. This approach helps the team to work alongside the family and hear the views of parents in real time, exploring issues to see if they are indeed systemic failures, enabling us to have a more rounded perspective of the situation as we are witnessing how parents are worked with.
- A referral form has been integrated into Liquid Logic to track progress before and after involvement.
- Action trackers are utilised with parents to capture their voices and understand their rights.
- Since January 2024, six families have been referred for parental advocacy, resulting in diverse outcomes, including complaints and transitions to Child in Need status.
- Progress has been achieved in enabling service users to voice their concerns effectively in CP meetings through impact statements.



# Next Steps

1. Develop a comprehensive training package for social care staff, emphasising compassionate and knowledgeable service provision.
2. Enhance accessibility and readability of reports and documents, considering parental feedback.
3. Establish protocols for data security and redress mechanisms to address concerns raised by parents.
4. Explore the feasibility of implementing an Early Intervention Support Service tailored to meet the specific needs of families.
5. Foster collaboration with other agencies to expand support networks and improve service delivery.

# SEND VOICE



The Voice and Participation Service has recruited a SEND Voice and Participation (V&P) Lead. Their role is to ensure that there is a joint up approach between Wiltshire Council and Partners to attaining the views of Children and Young People with Send and involving those people in coproduction activities.

## Healthy School Audit - Silverwood

Pupils and staff at Silverwood School have achieved top marks for efforts to create a healthy school environment.

The school for children with Special Educational Needs and/or Disabilities received Wiltshire's Healthy Schools accreditation after making some changes that have had a positive impact.

Healthy Schools is a Wiltshire Council programme designed to effectively address the health and wellbeing of children and young people. Schools in Wiltshire are gaining awards for encouraging healthy lifestyles and wellbeing. Members of the Voice and Participation Service and the SEND Voice Ambassadors held focus groups and gave feedback to the school leadership about what students had told them.



# Wiltshire Local Offer Website

The SEND V&P Lead collaborated with the Local Offer Officer from Wiltshire Council to analyse data on the Local Offer, resulting in positive feedback on its improvement and user-friendly website. A working group is creating videos for the Local Offer site, focusing on themes like employment and community inclusion based on user feedback and stakeholder input. The videos will feature parents, carers, young people, service providers, and information specialists.



## SENDIAP Strategy

The SEND and Alternative Provision Strategy sets out the long-term plan of how Wiltshire Council will act on agreed priorities so children, young people and families with SEND or in alternative provision have the very best provision in Wiltshire.

The strategy will be influenced by feedback from Children and young people, SEND families, professional partners and staff. It will be a blueprint for the next five years setting out how we will approach and achieve the highest standards here in Wiltshire.

Engagement with key partners is a crucial part of shaping this key document to both gather views and to have a say in finalising the strategy.

The strategy is being worked on against a backdrop of challenge. This includes promotion of SEND Transformation Programme messages, the increase in the number of EHCPs in Wiltshire and the pressures on school places and assessments.

### The teams role in the strategy:

- Encourage participation in the SEND and AP consultation.
- Share ongoing updates on the finalising of the strategy.
- Hold SHARE meetings to ensure partners are exploring key themes in a joint up way with service users.
- Close the feedback loop with service users and partners acting on the plan by having “you said we did” communication approach.

### Key Points:

- Desired outcomes include putting children and young people (CYP) at the center of planning, understanding the importance of families as partners, and incorporating feedback into strategies.
- Consultations with children and families cover themes like the child and family's voice, right support at the right time, quality planning, preparation for adulthood, communication, and support for parents/carers.
- Professionals gathered to analyse feedback, establish vision, principles, priorities, and outcomes, with representation from social care, education, health, and WPCC.
- Activities during the event included presentations, group discussions, and planning for implementation based on current data and analytics.
- Collaboration focused on setting priorities, measuring progress, defining outcomes, and creating the SEND&AP Vision section for the strategy document.

# SHARE

The first SHARE (Socialise, Hear, Achieve, Reduce, Explore) event took place on the 7th of May with 11 professionals attending from various services including: Commissioning, Local Offer, SEND Services, Wiltshire CIL and Pathway to adulthood.

## Purpose of SHARE:

Purpose of the group is to SHARE work plans, projects, and engagement data. The group will cover a different theme each meeting. These themes will stem from the SEND strategy and be aligned with the SEND and AP board. Once a Theme is set, the group will co-produce a range of questions to use during their consultation period. These findings will then be recorded and forwarded to SEND Voice and Participation Lead who will collate them and disseminate them once the 3-month period is up. Each meeting will allow time to discuss how the data used to produce actions, which will be included in the report that is sent out.

The next meeting will be to decide our first theme and how we intend to conduct consultation work with young people and families around this theme.

## Post 16 Deep Dive

To help improve Wiltshire's offer for children transitioning to adulthood the SEND Voice and Participation Lead has been conducting focus groups in schools and the community. The findings will be released in June 2024, the themes being explored are:

- Community Inclusion
- Independent Living
- Employment
- Health

### Springfield Academy

## Community Inclusion

Do you go to any after school clubs or sessions on in the community?

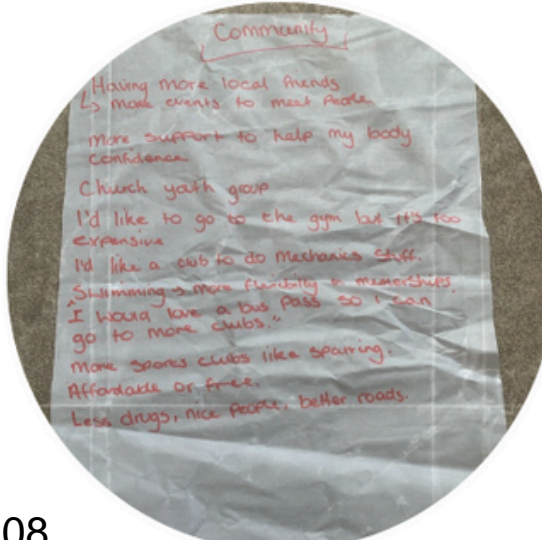
- I go to church
- I used to go swimming but I missed a couple of sessions and was told I'm not allowed back, having more flexibility in memberships would be helpful so don't miss because I have had a bad day
- I go to the gym because it helps me deal with my struggles with how I look.
- I would like to join the gym but it is too expensive.
- I would like to do something in mechanics to see if I want to do it as a job.

is there anything that stops you going into the community?

- Getting around is difficult as my parents cannot always take me to places
- I worry how people will view me when I am out as I struggle with my body image
- There is a lot of crime and I don't want to be around that
- People don't always understand my needs and treat me differently.

What do you think would help you access the community?

- More police patrols to stop gangs
- Better roads
- Less drugs and nicer, more understanding people.
- Having a bus pass so I can get around by myself
- Clubs being more affordable or even free
- Affordable gym passes.
- More local events so I can make friends who live closer to me.
- More sports clubs like sparring



Community

Having more local friends  
↳ make events to meet people

More support to help my body confidence

Church youth group

I'd like to go to the gym but it's too expensive

I'd like a club to do mechanics stuff.

Swimming a more flexibility & memberships.

I would love a bus pass so I can go to more clubs.

More sports clubs like sparring.

Affordable or free.

Less drugs, nice people, better roads.



## SEND Youth Forum

Following the consultation work, the team will be sending out an invite for young people to join a SEND Youth Forum. This group will have young people representatives from the multiple schools and community organisations which have already been visited by the SEND Lead Voice Worker.

Those organisations will support the participants to get involved in voice and coproduction initiatives organised by the Voice and Participation Service in line with the SHARE Events themes.

## Creation and Delivery of Training

The SEND Lead Voice Worker will be working closely with the SEND Youth Forum and our SEND Voice Ambassadors to produce a training programme focused on how settings and services can positively gain participation and voice from their SEND young people. These training sessions will be held alongside the young people who have helped shape them, with ongoing follow-ups to assess the impact and outcomes.



# FAMILY AND CHILDREN'S VOLUNTEERING



It has been a busy year for the volunteer team. In October 2023, the Youth Justice Service (YJS) volunteers were merged with the Independent Visitors volunteers, into the new Families and Children Volunteer Team. It has been a time of change in merging two teams with aligning training and processes. All credit to the staff and volunteers for how well they have adapted to the changes.

## Volunteer Recruitment

Over the past year, we have recruited 44 new volunteers across the roles. Some of these volunteers are undertaking more than one role. This resulted in us having 26 new Independent Visitors, 10 Appropriate Adults, 10 Panel Members, 3 Primary Mentors and 6 Community Mentors.

We have spent a lot of time aligning our recruitment processes, this has resulted in the production of a volunteer registration pack that includes information about all of our roles along with a registration form for people to return. The team are now having monthly marketing meetings with Comms, to look at ways we can maximise reaching out to as many people as possible to become volunteers with us.

*"My children are grown up now and I have more free time and I wanted to use some of it volunteering with young people and giving something back to the community."*

# Volunteer Training

The new revamped training consists of everyone completing a day's induction and half a day's safeguarding (plus some online training for Child Sexual and Criminal Exploitation). This is followed by role specific training. The Mentors and Independent Visitors have a further days training. The Appropriate Adults training consists of half a day, a custody tour and shadowing experienced volunteers. The Panel Members have a day's training and are buddied up with existing panel members.

*"I was a child in care myself. As someone with lived experience of foster care, I am able to relate to the children and able to understand their perspectives."*

## Appropriate Adults



An appropriate adult is a person who supports and safeguards children during police procedures. They ensure the individual understands their rights and the process, providing emotional support and facilitating communication with the authorities. During the 12-month period, the Youth Justice Service received 105 AA call outs of which 98 were attended by our volunteer AAs. It has been a challenging time for the AA Scheme as Melksham Custody Suite closed for a revamp in February 2023 and is not planned to reopen until May 2024. This has resulted in the children being taken to Swindon Custody Suite following their arrest. A big thank you to all of the AAs who have kept the rota going by travelling to Swindon. Understandably, for some AAs it was too far for them to go and we look forward to welcoming them back to the role when Melksham reopens. Our first ever AA completed the National Appropriate Adult Network (NAAN) qualification. Congratulations to Di Menzies, this is a fantastic achievement and we hope to see more AAs complete the qualification in the future.



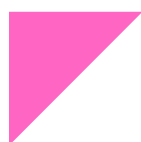
# Independent Visitors Scheme

An independent visitor (IV) is a volunteer who provides consistent support, friendship, and mentorship to a young person in care, often one who has little or no contact with their own family. This role is designed to offer the young person a stable, positive relationship with an adult who is not part of the professional network surrounding their care. Here are some key aspects of an independent visitor's role:

1. **Consistency and Stability:** IVs provide a reliable presence in the young person's life, meeting regularly, usually once a month, to build a trusting relationship.
2. **Mentorship and Guidance:** They offer advice, encouragement, and support, helping the young person develop confidence and life skills.
3. **Activities and Outings:** IVs and the young people they visit often engage in enjoyable activities together, such as going to the cinema, sports events, or simply spending time together in a relaxed setting.
4. **Listening:** IVs listen to the young person's concerns and aspirations.
5. **Non-Professional Relationship:** Unlike social workers or care staff, IVs are volunteers, which allows them to build a more informal and personal relationship with the young person.
6. **Legal Right:** In the UK, under the Children Act 1989, local authorities are required to appoint an independent visitor for any young person in care who would benefit from having one, particularly if they have infrequent contact with their family or no family at all.

The goal of an independent visitor is to provide the young person with a sense of normalcy, support their emotional well-being, and help them feel valued and cared for outside the formal care system.

- In May 2023, a celebration event was held at County Hall to mark a significant milestone for the IV Scheme: reaching 70 children in care being matched to an Independent Visitor.
- By 31st March 2024, the IV Scheme achieved 80 matches. Changes within the team, particularly in how training and matches are conducted, have enabled us to train and match more volunteers. Over the past year, we have trained 28 IVs, of whom 1 is on hold and 3 were discontinued following the training.
- We have a number of children who are in out-of-county placements, some of whom have moved placements since being matched with their IV. Wherever possible, we have tried to maintain their IV visits, even if they occur quarterly instead of monthly. We have also managed to sustain reduced visits when there has been a change in circumstances, such as when the IV has moved away.
- For referrals regarding children living out of county, we contract with an IV Scheme in their area. Currently, we have one out-of-county match, with another in the pipeline.



## **30 NEW REFERRALS RECEIVED**

This is an improvement from 2022 - 2024 where 28 referrals were received



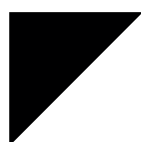
## **24 NEW MATCHES**

The scheme has managed to match more children in care with IV's compared to last year when there were 20 matches



## **13 CLOSED MATCHES**

There has been a slight increase in matches closed up from 10. This is mainly due to young people ceasing the relationship, however there are a lot more matches being formed than ending



## **A TOTAL OF 80 MATCHES**

This is up from 63 in April 2023 which is an amazing growth.

# IV Scheme Feedback



*I really like my IV as when I moved, I didn't have many friends but they made it feel like I had someone to talk to.  
(Voice Ambassador)*

*"The IV coming to visit has been invaluable to the young person over the last year as she has been really struggling with her personal and family relationships. Having an IV as a person just for her has incredible. She really gets on with her IV and has always had a great time when they have gone out together and they seem to share similar interests." (Foster Carer)*



# Referral Order Panel Members

Referral order panel members are volunteers who participate in the Youth Offender Panels established as part of the referral order system in the UK. This system is designed for young offenders, typically those between the ages of 10 and 17, who have committed a first-time, low-level offense and have pleaded guilty. The goal of the referral order is to help the young person take responsibility for their actions, make amends to the victim, and integrate back into the community in a positive way.

At the start of the year, our team encountered significant challenges due to a shortage of panel members. This led to existing members traveling beyond their local areas to cover panels across the county, and we appreciate their dedication. By enhancing our recruitment process and updating panel training, we have successfully increased the number of panel members. Our rolling recruitment program is ongoing to further expand our team.

The Referral Order Steering Group has been very active. Panel members in the group have revamped the panel handbook, which has been positively received and now serves as a comprehensive reference guide for new members on panel operations. These members have also taken charge of organising panel support meetings, gathering valuable feedback from members on their expectations for these gatherings. Additionally, we have introduced a WhatsApp group for additional support and implemented a buddy system for new members.



**54 INITIAL  
PANELS**



**13 FINAL  
PANELS**



**48 REVIEW  
PANELS**



**115 TOTAL  
PANELS**

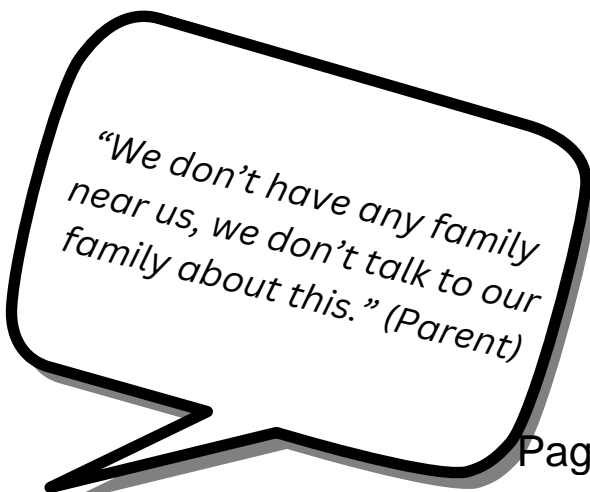
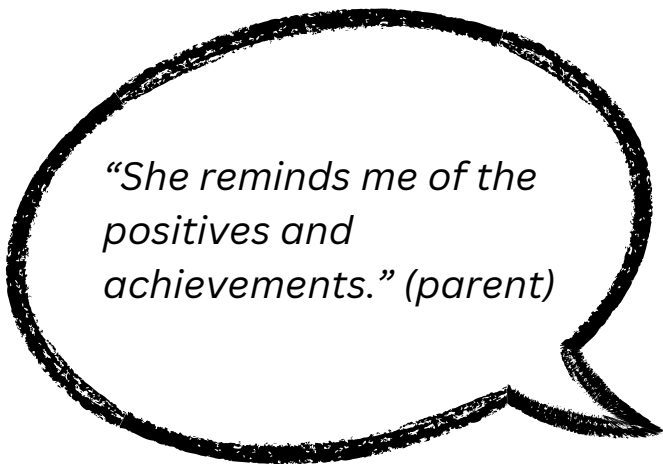
# Primary Mentoring

The Wiltshire Primary Mentoring Scheme was set up in 2016 as part of the CAMHS (Child and Adolescent Mental Health Services) Transformation Plan. The aim of the scheme is to improve the resilience and emotional wellbeing of children by providing a preventative early response to potential/emerging social, emotional, and mental health difficulties by helping them to build resilience, improve their wellbeing and achieve their goals and aspirations. Primary Mentoring was carried out in 11 schools across Wiltshire by 13 mentors. 53 children were supported over a total of 736 sessions.



# Parent Mentoring

The funding for the parent mentoring program has been discontinued. This program aimed to assist parents of exploited or at-risk children. The mentors offered a non-judgmental approach, aided parents in finding solutions to manage difficult situations with their children, and offered them a break from their home environment. Throughout the year, we provided weekly support to seven parents who were paired with mentors. During the year we supported 7 parents once a week who were matched with mentors.



# Transitional Safeguarding Mentoring

*"I really like mentoring and it really helps. I can tell A literally anything and everything and she won't judge me. I don't have this with my own parents. When I see A, it is the best thing that happened to me that day! My mentor is honestly the kindest person I have met, always really easy to talk to, she genuinely cares and whenever I faced difficulty she was always there to guide me. Truly a lovely human being and I will miss her!"*

The Transitional Safeguarding Mentoring Scheme was set up as part of the wider FACT Transitional Pilot to sit alongside existing services to provide informal, relationship-based support to individuals aged 16-25 years. The aim was to match young people who were known to:

- be engaged in, or vulnerable to criminal and/or sexual exploitation
- be involved in County Lines
- be displaying chaotic risk-taking behaviours
- not be expected to meet the threshold for adult services

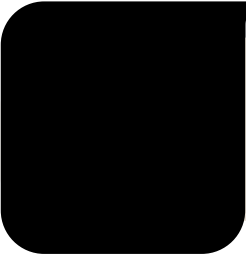
The scheme came to an end on 31/03/2024. Over the last year, we matched 6 young people

## Community Mentoring


Community mentors support children aged 10-17 years who are involved or who are at risk of offending behaviour and/or exploitation. The mentors meet with the mentee in the community, once a week for about an hour. The mentors support the mentees to work towards goals, be a listening ear, working through issues, develop their life skills, increase their confidence, self-esteem, and motivation. They achieve this through various activities which could be from going for something to eat to doing something active or getting creative. The mentoring agenda is led by the mentees. Towards the end of the period we revamped our Community Mentoring Scheme including our referral criteria. We now only take referrals from the Youth Justice Service and the Emerald Team. This has enabled us to become more targeted with the mentoring scheme. We have introduced consultation sessions for referrers to be able to discuss potential children to refer. We have also aligned our matching process with the IV Scheme ensuring consistency across the two volunteer roles. Over the past year 12 children have been supported through community mentoring.

*"My mentor helps with talking and trusting me, She was nice, helped me get out of the house."*


# Family and Children's Volunteering Next Steps



Setting up a Volunteer Leaders Group to Support with Planning and Peer Support



Increasing the Number of Volunteers by Facilitating a Recruitment Campaign



Recruit a Voice and Participation Support Worker to help Children in Custody at an Earlier Point and to Lead on Youth Justice Voice Work



Assist in the Recruitment and Training of Volunteer Advocates

# VOICE & PARTICIPATION SERVICE FUTURE WORK 2024 - 2025

## Young Carers

In the upcoming year, the Voice and Participation Service in Wiltshire is poised to implement three roles aimed at elevating outcomes for young carers.

### **Young Carers Voice Worker**

The Young Carers Voice Worker is anticipated to be a linchpin in empowering young carers actively involving them in the development of youth-led services. This includes the establishment of the Young Carers Council, driving innovative changes, producing comprehensive reports based on invaluable feedback, and implementing action plans derived from the insights of young carers. Moreover, efforts will be directed towards promoting youth-friendly consultation materials, and disseminating positive stories through strategic social media campaigns, thereby establishing a robust platform for impactful youth-led services.

### **Young Carers Schools Worker**

Looking ahead, the role of the Young Carers School Worker is projected to play a pivotal part in supporting schools to attain the Young Carers in Schools Award, with a specific emphasis on secondary school provision. Responsibilities will encompass collaborative efforts with school staff to identify young carers, provision of training sessions for staff, and facilitation of workshops for students. The focus will also extend to the development of personalised support plans, advocacy for young carer-friendly policies, organisation of activities promoting wellbeing, and vigilant monitoring of the impact of support initiatives.

### **Young Carers Advocate**

We are recruiting a Young Carers Advocacy Worker to champion the rights and needs of young carers on an individual basis. Responsibilities will include guiding young carers through complex systems, advocating for seamless access to services, and empowering them through educational sessions. The role will also involve effective communication with professionals in schools, healthcare, and social services, along with the mediation of conflicts and the recruitment and training of volunteer advocates. Rigorous supervision and guidance for volunteers, coupled with coordinated oversight of their efforts, are envisioned to ensure alignment with organisational goals and ethical standards. The upcoming year holds the promise of a comprehensive and impactful approach towards positively influencing the lives of young carers in Wiltshire, as reflected through the strategic implementation of these innovative roles within the Voice and Participation Service

# In House Advocacy Service

We are in the process of establishing an in-house Advocacy Service set to launch in July 2024. The goal is to shift from an external provider to an in-house model to better meet the needs of the people we support and enhance service quality. Advocates currently under contract will transition to us under a TUPE arrangement. Additionally, we will recruit Volunteer Advocates whom we will train to foster enduring relationships with those they support, similar to the IV scheme, promoting trust and open communication. This method aims to identify common issues, encourage sharing experiences, and gathering insights from a broad group of service users. We will also offer training to pastoral workers in schools who have a trusting relationship with the children they work with and wish to support them as an advocate.

To help set up the Young Carers and Advocacy initiatives we have recruited an Advocacy and Young Carers Manager who will ensure that the schemes are set up to a high standard.

## With Thanks

I want to express my gratitude for the dedication, passion, and determination shown by the team members of the Voice and Participation Service. This past year has been marked by significant growth and change, during which the team has provided wholehearted support, often going above and beyond their duties to achieve positive outcomes for those supported by Wiltshire Council.

I also want to extend my appreciation to all the individuals who have participated in voicing their thoughts, generously giving their time to enhance services for many. Their courage and inspiration in sharing personal experiences aim to bring about positive changes within the system.

Recognition should also be given to decision-makers who attentively consider and act upon the feedback they receive. Lastly, a special acknowledgment goes to the workers who undertake the challenging task of safeguarding the vulnerable while striving to maintain a relationship-based approach in their work.





# Wiltshire Council Corporate Parenting Panel Annual Report 2023 - 2024 children and Young Person Version

## *Author*

Kat McJannet  
Head of Service for  
Children in Care

## *Young Person Report*

### *Prepared by*

Joe Sutton  
Participation Manager

# FORWARD



## What's the Scoop?

Get ready for the yearly check-in from the Corporate Parenting Panel (CPP) They'll be shining a spotlight on the work the council has done to back up kids in care and grown-ups with care backgrounds, all while looking for ways to improve.

These corporate parenting principles are like the golden rule here - everyone in the Council is on board to champion the happiness and wellness of kids in care.

### Main Goals and Principles:

- Act in the best interest of children and young people in care.
- Encourage and consider their views and feelings.
- Help them access services and support.
- Promote their aspirations and achievements.
- Ensure their safety and stability.
- Prepare them for adulthood and independent living.

### Panel Responsibilities:

- Check and challenge the Council's performance as a Corporate Parent.
- Engage with children and young people to ensure their voices are heard.
- Support them in challenging services that need improvement.
- Oversee their progress and the effectiveness of support services.



# CPP PRIORITIES

To keep things on track, the corporate parenting strategic goals guide the watchful eye of the corporate parenting panel. The Corporate Parenting Strategy got its last check-up in 2023 and received a thumbs up from the Full Council on October 17, 2023. below are the priorities and the Councillors responsible for making sure they are kept to.



Cllr Peter Hutton



Cllr Mary Champion

Priority 1: To feel safe and happy in a stable home and in my local community



Cllr Dominic Muns

Priority 2: To be the best that I can be, to achieve personally and educationally throughout my life and be supported to engage with training and employment opportunities



Cllr Stuart Palmen

Priority 3: Ensuring my physical and emotional wellbeing is supported and at a time and place that suits me.



Cllr Laura Mayes

Priority 4: To have positive relationships with people who are important to me and for me to be part of my local community where I am trusted, respected, accepted and feel included.



Cllr Sam Pearce-Kearney

Priority 5: For my voice to be heard and for it to matter and influence decision making and drive change

# KEY FIGURES

Wiltshire Council takes care of many awesome children and young people, looking after **468 children in care** and **340 young adults with care experience** ranging from 16-year-olds to 25-year-olds. 20% of children in care are looked after on a voluntary care order meaning their families have agreed to the arrangement. Our care rate for 0-17-year-olds is lower than average compared to our neighbours and the whole country. This is thanks to our early help and prevention efforts, families get to stay together.

“Leaders across the council are incredibly proud and motivated corporate parents. There is robust scrutiny of the development and impact of services for children in care and care leavers through a high-functioning corporate board. Children in care and care leavers take part in a regular programme of activities to help increase their confidence and life skills as well as influencing how services and support are developed and provided”.



## **Congratulations!**

Wiltshire Council is Outstanding

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**From Ofsted 2023**

## WHAT HAVE WE LOOKED AT?



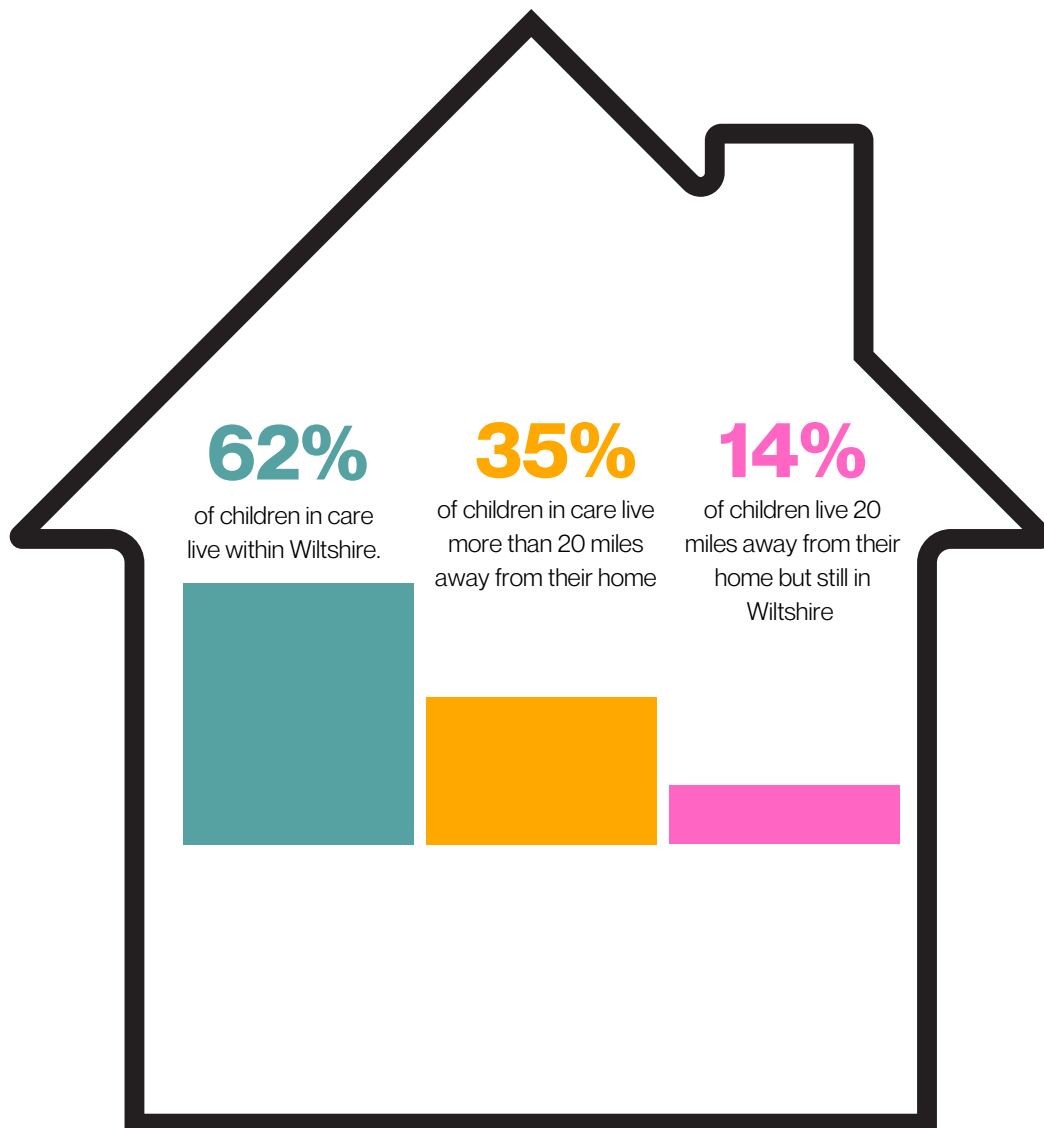
Over the past year, the Corporate Parenting Panel has been busy with 5 meetings, diving into performance reviews, budget talks, and catching up with the Voice and Participation Service. The Children in Care Council (CiCC) and Voice Ambassadors added their views at every meeting, steering the ship with their vital advice. Panel members didn't just stop there - they reviewed reports from the Voice and Participation Service updates to the Missing Children and Young People scheme, Wiltshire Fostering Annual Report, Grandmentors scheme, and heartwarming the Adoption Service. There were also updates on CAMHS, the young people's drugs and alcohol service, and more.

### CHILDREN IN CARE TEAM

“children in care make good progress and live in stable homes. They are supported to stay healthy, to attend and to achieve in their education, to enjoy family time and to pursue their hobbies and interests,. Children in care are supported by caring social workers who are proud of their children’s achievements and social workers build enduring relationships with children and have high aspirations for them”.

**Ofsted 2023**

# HOW FAR DO CHILDREN LIVE AWAY FROM THEIR BIRTH FAMILIES?



## How We Keep Track

A weekly Placement Panel oversees all changes in where children live. The panel also tracks the destinations of care-experienced young people every month.

# How Wiltshire Compares to Other Areas



## ENGLAND

56% of children in care lived within their local area.  
21% lived more than 20 miles from home.  
4% of those still lived within their local authority area.



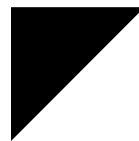
## SIMILAR AREAS TO WILTSHIRE

59% of children lived within their local area.  
32% lived more than 20 miles from home.  
11% of those still lived within their local authority area.



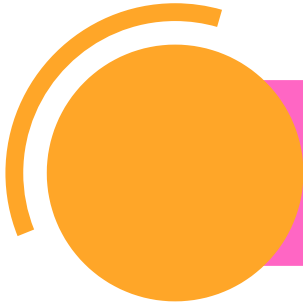
## TOP PERFORMING AUTHORITIES

51% of children lived within their local area.  
20% lived more than 20 miles from home.  
6% of those still lived within their local authority area.



## WHAT THIS MEANS

Wiltshire has more children living more than 20 miles away from home compared to national averages and top-performing areas. However, Wiltshire's numbers are on par with areas with similar populations and geography (statistical neighbours).



## CHILDREN IN CARE DATA



**Two-year stability means how many children in care have stayed in the same home for at least two years. Two-year stability for children in care slightly dropped from 67% to 66%, which is below our goal, but we're working hard to improve this.**




**The Children in Care teams are doing well, with 95% of Placement Plans and 94% of PEPs completed, and only 6.1% of children having 3 or more placements in the past year.**



**91% of children in care had their statutory visits on time, meeting our target of 90%.**

# HEALTH



Last year, 92% of children in care had their health checks and 84% had their dental checks, which is better than before. We now keep better track of these checks to make sure everyone gets them on time. Our numbers are better than the national average, but we still want to improve dental checks. Most children in Wiltshire got their health checks on time, but some outside Wiltshire had delays because of doctor availability. We are working with health providers to fix this. We're also making health reports easier to understand, and we'll share more updates soon.

## MISSING CHILDREN

We keep a close watch on children who go missing through regular reviews by the Risk Outside The Home (ROTH) panel. This year, the number of missing incidents is nearly back to pre-Covid levels. The percentage of missing children who are in care has stayed the same, with 10% of children in care going missing at least once. We offer return interviews to understand why they went missing, and 94% were offered an interview, with 64% accepting. We're working to find out why some children don't take the interviews and to reduce the risk of them going missing again. We review all missing reports every three months to keep improving our support.



# FOSTER CARER RECRUITMENT & SUPPORT



We are working on recruiting new foster carers and also supporting the ones we have to stay. Nationally there is a real difficulty in this area and Wiltshire is feeling a challenge in this space too. We have 156 foster and kinship carers looking after 259 children. The number of kinship carers has increased to 46. The the last 3 months of the year the team made contact with 168 people who showed an interest in fostering and 17 of those were taken forward to have an assessment. We are also leading a new program to recruit and keep more foster carers with Cornwall Council.

Our foster carers get good support and feedback, and almost all have their reviews on time. We now have Fostering Independent Reviewing Officers (FIROs) who help keep high standards and conduct exit interviews to understand why some carers leave. We keep track of data around foster carers support and almost all visits, checks, and supervisions were completed on time. A private fostering arrangement is made between a parent and a carer, with the intention of lasting for 28 days or more.

For private fostering, we received 45 new notifications last year, with all initial visits done within seven days. We help children move to permanent arrangements like Special Guardianship Orders (SGOs), which allow for ongoing support. To thank our carers, we held a celebration event in September 2023 and the STAR awards for our children in care in April 2024. Page 130



# MAKING SURE WE HAVE ENOUGH HOMES

We are working hard to make sure there are enough good places for children in care to live. Our Director for Families and Children leads a group that meets every month to check how we're doing.

We've made a new plan to improve the number of places available. There are not enough foster homes and residential places across the country, but we're keeping a close eye on this. We're also working with other nearby areas to solve this problem together.

We're trying to make sure children in Wiltshire have more local places to stay. We're working with fostering agencies to prioritise Wiltshire children for any available foster homes. We've also made a 10-year deal to open more children's homes in Wiltshire.

We've got different kinds of supported accommodation for young people, including those aged 16-17, and are working closely with important organisations to make sure they are well taken care of.

The council has approved some money to provide housing for 68 young people who have been in care or are seeking asylum. We're also adding more supported accommodation and individual flats to help these young people live independently.

We've made a 10-year deal to open more children's homes for those with complex needs. These homes will start opening in June and should all be ready by the end of 2024.

We're starting a new project called Mockingbird, which helps create supportive networks for foster families. The first group is ready, and we're planning to start the second group soon.

This investment in housing will:

- Increase the number of places for young people in care in Wiltshire.
- Provide homes close to transport, schools, and jobs.
- Help young people live independently and stay healthy and happy.
- Ensure we can keep providing good support and homes for young people in Wiltshire.
- Keep children and young people closer to home.



# STAR AWARDS

Our annual Star Awards in April 2024 gave us the opportunity to celebrate the successes of our cared for and care experienced children and young people at a shared event with nominations being made by Teachers, Personal Advisors and Social Workers across three categories and age groups:



Smashed It! – for those young people who have overcome significant challenges, have done something special in their lives or have proactively excelled in their personal development (e.g. sports, hobbies, character building).

Future Pioneers! – for young people who have made progress in their education or are excelling in employment



Taking Part! – for young people who have done something to help others in their community.

# VOICE AND PARTICIPATION

The Voice and Participation Service is all about making sure children in care and care experienced adults have a say in their lives and are heard. They do fun things like holidays and activities where kids can make friends and feel part of a group. Some even make podcasts to tell their stories and help adults make things better. There's a special group called the Children in Care Council where 46 kids meet up regularly to share ideas and have fun together. They do lots of activities like climbing, drama, and trips away to places like Cornwall.

The team also asks older young people and adults who've been in care for their opinions to improve how things are run. They found that most children in care feel loved and supported by their foster families and communities. They also use surveys to check how well they're doing and to make things even better. Plus, they have young people who've been in care helping out by talking to new foster families to make sure they understand what children need.

Overall, the team works closely with children and families to make sure they're happy and safe, and their ideas help shape what happens next. For more information about this please see [our](#) **Page 134** Voice and Participation Annual Report




I get to meet new people, make my friends and have a say about how things can change!

CiCC Member

# Care Experienced Adults

Personal Advisors are given to young people at 15 years and 9 months old to help with the transition when their social worker's support ends at 18. In March 2024, there were 340 care-experienced young people in Wiltshire, up from 326 in December 2023. Each team now has a Senior Personal Advisor for extra support and an emotional well-being Personal Advisor to provide focused help when needed.

We stay in close touch with almost all our care-experienced young people, with 98% for ages 19-21 and 99% for ages 22+. We offer work experience and apprenticeships and are just below our education and training target for ages 17-18 at 63%, but meeting our 55% target for ages 19-21. We're working to improve these numbers and recently held our first Careers Fair. Despite housing challenges, 93% of young people aged 19-21 and 95% aged 22+ are in suitable accommodation. A special advisor helps prevent homelessness, and a monthly panel plans housing options for young people aged 16 and over.



I just wanted to send my thank you to the entire team who have helped me to attend university. The support has not gone unnoticed. Please let them know how grateful I am to have access higher education, this would not have been possible without you and them. You guys were acknowledged in my dissertation "Thank you to my corporate parents (Wiltshire Council) for funding my degree, without you this would not be possible. I express my gratitude for the endless support". I don't have much to say but thank you for everything, I know I can never repay you guys but you have truly changed my life for the better. I am blessed to have had you guys with me on my education and personal journey.

Care Experienced Adult

"Care Leavers are exceptionally well supported by caring and compassionate personal advisors who are determined in their efforts to provide the right support to help them achieve their ambitions. Care leavers are supported in their education, training, apprenticeship and employment and they are helped to pursue further and higher education and benefit from support packages to help them achieve further qualifications".

Ofsted 2023

# Achievements Linked to the Strategic Priorities

We have a plan just for young people who've been in care. Starting in January 2023, we've promised to give top priority to finding homes for them until they're 25. We also make sure they can live on their own by checking if they're ready.

We've made a special app called 'Our Words' for young people who have been in care. It helps them find support and jobs. We're also part of a group with other councils to make sure all young people in care get the same help no matter where they live.

We've made it easier for young people in care to get work experience and jobs at our council. From March 2023 to November 2023, 279 young people applied for jobs and 13 were hired. We want to help even more young people find jobs by making special roles just for them.

We made a guide called "Care Experience Matters" to help people in prison, on probation, or getting help from councils. It tells everyone how to give the right support to young people who've been in care.

At every Jobcentre, there's someone just for young people who've been in care. They can get help early when they need it, like getting money for housing and support to find work. There's also extra help for learning and tools they might need.

# More Achievements!

We're also helping young people who come to Wiltshire on their own. We're making sure they have a good place to live and feel welcome here. We've even made a special hub for young people at County Hall where they can learn new things and get support from staff.


We're trying new things like Lifelong Links to make sure young people in care have someone to support them as they grow up. Our Staying Close program helps young people come back to Wiltshire to live with family or friends.

We have a program called Grandmentors where older people help and teach young people who've been in care. They've helped many young people learn new skills and feel confident.


For young people turning 18 after April 2023, we're giving them more money to help out. We've also set rules to make sure they don't lose their homes on purpose.

# Conclusions and Next Steps

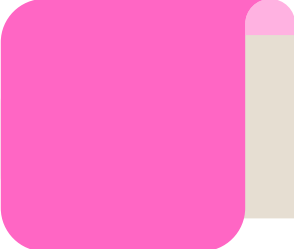
We've been doing a great job at understanding and improving the lives of children and young people in care. Our regular reports and meetings help us see what life is like for them. Young people have been sharing their thoughts and experiences, which helps us make better decisions and build stronger relationships with them




Check Our Goals: We'll make sure we're meeting our goals to improve the lives of young people in care.



Listen to Children & Young People: We'll keep working with the Children in Care Council to hear what young people think and feel.




Find More Homes: We'll keep working on finding more and better places for young people to live.




Health Checks: We'll keep making sure health checks for young people in care happen on time.







Help Care Experienced Young People: We'll improve support for young people who have left care, even if they live outside Wiltshire



Support Unaccompanied Young People: We'll make sure young people who come to Wiltshire on their own get the help they need.



Missing Children: We'll better understand and keep track of children who go missing.



Housing Needs: We'll work on providing more housing and support for care experienced young people.

**Contributors:**

John Spring (Head of Service of Targeted Education/Virtual School Head)

Michele Llewellyn (Service Manager – Children in Care, Fostering and Kinship)

Simon Fairgrieve (Information Lead, Children's Social Care)

Gary Norton-Sanders (Service Manager for Quality Outcomes)

Joe Sutton (Participation Manager, Voice and Participation Service)

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**Wiltshire Council**

**Council**

**24 July 2024**

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## **Appointment of Chief Executive**

### **Purpose of Report**

1. To seek confirmation from Council to appoint the preferred candidate named in the supplementary report (to follow) as Chief Executive and Head of Paid Service of Wiltshire Council.
2. To confirm the designation of the statutory posts of Returning Officer (RO) and Electoral Registration Officer (ERO) for Wiltshire Council to the post of Chief Executive and seek confirmation from Council to appoint the preferred candidate named in the supplementary report (to follow) to these posts.
3. To seek approval from Council for the interim arrangements outlined in the supplementary report until the new permanent Chief Executive takes up their position.

### **Appointment of Chief Executive and Head of Paid Service**

4. Following the resignation of the current postholder, and in line with the constitution, the Officer Appointments Committee have undertaken a comprehensive assessment and selection process for the post of Chief Executive Officer.
5. The Officer Appointment Committee will conduct final interviews on Wednesday 17 July 2024 and select a preferred candidate for the role.
6. In line with the Constitution every Cabinet Member will be notified of the proposed appointments and of their right of objection.
7. On the basis that no objections have been received the Officer Appointment Committee recommend Council to appoint the candidate named in the supplementary report (to follow) as Chief Executive and Head of Paid Service of Wiltshire Council.

### **Appointment of Returning Officer / Electoral Registration Officer**

8. The Representation of the People Act 1985 Section 35 requires the council to appoint an officer of the council to be the Returning Officer in local elections.
9. Although the Returning Officer is an officer of the council, the role holds personal responsibilities independent and separate from the holder's duties as an employee of the council.

10. At Wiltshire Council the statutory roles of Returning Officer (RO) and Electoral Registration Officer (ERO) are designated to the Chief Executive of the council and, accordingly, it is recommended that Council confirms the preferred candidate as the Returning Officer (RO) and Electoral Registration Officer (ERO) for Wiltshire Council.

### **Interim arrangements**

11. As the current postholder leaves the council on 18 August 2024, if the preferred candidate is unable to commence in the role immediately it is proposed that the interim arrangements, outlined in the supplementary report (to follow), be implemented.

### **Proposal**

12. That Council:

- a. Appoints the candidate named in the supplementary report as Chief Executive and Head of Paid Service of Wiltshire Council.
- b. Designates the candidate named in the supplementary report as the Returning Officer (RO) and Electoral Registration Officer (ERO) for Wiltshire Council.
- c. Approves the interim arrangements outlined in the supplementary report (if applicable).

**Councillor Richard Clewer**  
**Chairman of the Officer Appointments Committee**

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Report author - Tamsin Kielb, Director HR&OD

**Wiltshire Council**

**Full Council**

**24 July 2024**

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## **Treasury Management Outturn Report 2023/24**

### **Executive Summary**

The Council approved a Treasury Management Strategy and an Annual Investment Strategy for 2023/24 at its meeting on 31 January 2023.

The Treasury Management Strategy requires an Annual Outturn Report reviewing the Treasury Management activities for the year.

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

Against budget, there is an underspend in respect of the net position on interest receivable/payable of £5.316m. This has been accounted for in the overall year end revenue outturn position for 2023/24.

### **Proposals**

Council is requested to:

Note that the contents of this report are in line with the Treasury Management Strategy 2023/24.

### **Reasons for Proposals**

To give members an opportunity to consider the performance of the Council against the parameters set out in the approved Treasury Management Strategy for 2023/24.

**Lizzie Watkin, Director of Finance and Procurement (S151 Officer)**

**Andy Brown, Deputy Chief Executive and Corporate Director of Resources**

**Terence Herbert, Chief Executive**

## **Treasury Management Outturn Report 2023/24**

### **Purpose of Report**

1. The Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2023/24. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities, (the Prudential Code).
2. During 2023/24 the minimum reporting requirements were that the Council should receive the following reports,
  - an annual treasury strategy in advance of the year (reported to Cabinet on 31 January 2023)
  - a mid-year treasury update report (reported to Cabinet on 14 November 2023)
  - an annual review following the end of the year describing the activity compared to the strategy (this report)
3. The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by members.
4. This Council confirms that it has complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports before they were reported to Full Council.
5. This report summarises the following,
  - Capital activity during the year;
  - Impact of this activity on the Council's underlying indebtedness, (the Capital Financing Requirement);
  - The actual prudential and treasury indicators;
  - Overall treasury position identifying how the Council has borrowed in relation to this indebtedness, and the impact on the investment balances;
  - Summary of interest rate movements in the year;
  - Detailed debt activity;
  - Detailed investment activity.

## Overall Treasury Position

6. During 2023/24, the Council complied with its legislative and regulatory requirements. The key actual prudential and treasury indicators detailing the impact of capital expenditure activities during the year, with comparators, are as follows:

Prudential and Treasury Indicators	2022/23 Actual £m	2023/24 Original Budget/Estimate £m	2023/24 Actual £m
<b>Capital Expenditure</b>			
General Fund	99.979	147.249	102.695
HRA	16.734	30.580	41.145
Commercial Activities	11.667	21.298	19.582
<b>Total</b>	<b>128.380</b>	<b>199.127</b>	<b>163.422</b>
<b>Capital Financing Requirement</b>			
General Fund	519.809	597.951	560.018
HRA	91.865	136.864	83.865
<b>Total</b>	<b>611.674</b>	<b>734.816</b>	<b>643.883</b>
Gross Borrowing	398.926	501.664	383.295
External Debt	399.126	501.664	383.295
PFI Liability	59.838	54.931	54.817
<b>Over/(under) borrowing</b>	<b>(152.910)</b>	<b>(178.220)</b>	<b>(205.771)</b>
<b>Investments</b>			
Longer than one year	20.000		20.000
Under one year	157.220		92.056
<b>Total</b>	<b>177.220</b>		<b>112.056</b>
<b>Net Borrowing</b>	<b>221.706</b>		<b>271.239</b>

7. Other prudential and treasury indicators are to be found in the main body of the report.
8. The Director of Finance and Procurement (S151 Officer) can confirm that borrowing was only undertaken for a capital purpose and the statutory borrowing limit (the authorised limit) was not breached.

## The Council's Capital Expenditure and Financing

9. The Council undertakes capital expenditure on long term assets. These activities may either be,
- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions) which has no resultant impact on the Council's borrowing need; or,

- If insufficient financing is available, or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.

10. The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed.

<b>General Fund</b>	<b>2022/23 Actual £m</b>	<b>2023/24 Budget £m</b>	<b>2023/24 Actual £m</b>
Capital expenditure	111.646	168.547	122.277
Financed in year	56.905	80.178	61.496
<b>Unfinanced Capital Expenditure</b>	<b>54.741</b>	<b>88.369</b>	<b>60.781</b>

<b>HRA</b>	<b>2022/23 Actual £m</b>	<b>2023/24 Budget £m</b>	<b>2023/24 Actual £m</b>
Capital expenditure	16.734	30.580	41.145
Financed in year	16.734	12.580	41.145
<b>Unfinanced Capital Expenditure</b>	<b>0.000</b>	<b>18.000</b>	<b>0.000</b>

### **The Council's Overall Borrowing Need**

11. The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). This figure is a gauge of the Council's indebtedness. The CFR results from the capital activity of the Council and resources used to pay for the capital spend. It represents the 2023/24 unfinanced capital expenditure (see above table) and prior years' net or unfinanced capital expenditure which has not yet been paid for by revenue or other resources.
12. Part of the Council's treasury activities is to address the funding requirements for this borrowing need. Depending on the capital programme, the treasury team organises the Council's cash position to ensure that sufficient cash is available to meet the capital plans and cash flow requirements. This may be sourced through borrowing from external bodies (such as the Government through the Public Works Loans Board, or the money markets), or utilising temporary cash resources within the Council.

### **Capital Financing Requirement (CFR)**

13. The Council's (non HRA) underlying borrowing need (CFR) is not allowed to rise indefinitely. The Council is required to make an annual revenue charge, called the Minimum Revenue Provision (MRP), to reduce the CFR. This is effectively a repayment of the non-Housing Revenue Account (HRA) borrowing need. There is no statutory requirement to reduce the HRA CFR. This differs from the treasury management arrangements which ensure that cash is available to meet capital commitments. External debt can also be borrowed or repaid at any time, but this does not change the CFR.



14. The total CFR can also be reduced by,

- The application of additional capital financing resources, such as unapplied capital receipts; or,
- Charging more than the statutory revenue charge (MRP) each year through a Voluntary Revenue Provision (VRP)

15. The Council's 2023/24 MRP Policy (as required by the DLUHC Guidance) was approved as part of the Treasury Management Strategy Statement on 31 January 2023.

16. The Council's CFR for the year is shown below and represents a key prudential indicator. It includes PFI and leasing schemes on the balance sheet, which increase the Council's borrowing need. No borrowing is actually required against these schemes as a borrowing facility is included within the contracts.

	2022/23 Actual £m	2023/24 Estimate £m	2023/24 Actual £m
<b>Opening CFR</b>			
CFR – General Fund	493.470	531.667	519.809
CFR – HRA	99.864	118.864	91.864
<b>CFR – Total</b>	<b>593.334</b>	<b>650.531</b>	<b>611.674</b>
Unfinanced Capital Expenditure (General Fund) as paragraph 10	54.741	88.369	60.781
Unfinanced Capital Expenditure (HRA) as paragraph 10	0.000	18.000	0.000
Less MRP/VRP	(16.018)	(17.178)	(15.795)
Less Other Long Term Liabilities (PFI)	(3.481)	(4.907)	(3.711)
Less Other Financing Movements	(16.906)	(0.000)	(9.066)
<b>Closing CFR</b>			
CFR – General Fund	519.809	597.951	560.018
CFR – HRA	91.865	136.864	83.865
<b>CFR - Total</b>	<b>611.674</b>	<b>734.816</b>	<b>643.883</b>

\* Final figures subject to audit

Note the MRP/VRP will include PFI/finance lease annual principal payments.

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

### Gross Borrowing and the CFR

18. In order to ensure that borrowing levels are prudent over the medium term and only for a capital purpose, the Council should ensure that its gross external borrowing does not, except in the short term, exceed the total of the CFR in the current year (2023/24) plus the estimates of any additional capital financing requirement for the next three financial years. This essentially means that the Council is not borrowing to support revenue expenditure.
19. This indicator would allow the Council some flexibility to borrow in advance of its immediate capital needs in 2023/24.
20. The table below highlights the Council's gross borrowing position against the CFR. The Council has complied with this prudential indicator. Following on from the under/over funding of the CFR, the table also details the Council's under borrowing position.

	<b>2022/23 Actual £m</b>	<b>2023/24 Budget £m</b>	<b>2023/24 Actual £m</b>
Gross borrowing position	398.926	501.664	383.295
CFR	611.674	734.816	643.883
<b>(Under)/over funding of CFR</b>	<b>(212.748)</b>	<b>(233.152)</b>	<b>(260.588)</b>
PFI Liability	59.838	54.931	54.817
<b>(Under)/Over Borrowing</b>	<b>(152.910)</b>	<b>(178.221)</b>	<b>(205.771)</b>

21. To illustrate the benefit of having an under borrowed position: if the Council was to externally borrow £205.771m (over 25 years at the PWLB rate on 31/03/2023 of 5.22%), this would result in external annual interest costs in the order of £10.741m. The interest foregone on the use of internal funds would be £10.638m (based on current average interest rate of 5.17% as at 31/03/2024). This produces a net benefit of £0.103m.

### **Authorised Limit**

22. The authorised limit is the affordable borrowing limit required by section 3 of the Local Government Act 2003. The limit is set based on the Operational Boundary allowing for unplanned and exceptional cash movements up to 2.5% above the Operational Boundary. Once this has been set, the Council does not have the power to borrow above this level. The table below demonstrates that during 2023/24 the Council has maintained gross borrowing within its authorised limit.

### **Operational Boundary**

23. The operational boundary is the expected borrowing position of the Council during the year. The Operational Boundary is set based on the CFR with additional capacity for

day to day cashflow borrowing needs to allow for managing movements in cash. Periods when the actual position is either below or over the boundary are acceptable subject to the authorised limit not being breached.

	2023/24 £m
Authorised Limit	775.494
Maximum Gross Borrowing Position during the year	398.926
Operational Boundary	759.922
Average Gross Borrowing Position	396.008

### Actual Financing Costs as a Proportion of Net Revenue Stream

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

	2023/24 %
Financing Costs as a Proportion of Net Revenue Stream – GF	3.47
Financing Costs as a Proportion of Net Revenue Stream – HRA	8.98

### Treasury Position as at 31 March 2024

25. The Council's treasury management debt and investment position is organised by the treasury management team (within the Accountancy Team), in order to ensure adequate liquidity for revenue and capital activities, security for investments and to manage risks within all treasury management activities. Procedures and controls to achieve these objectives are well established both through member reporting detailed in the summary, and through officer activity detailed in the Council's Treasury Management Practices.
26. At the end of 2023/24, the Council's treasury position was as follows,

	31 March 2023			31 March 2024		
	Principal £m	Rate/ Return %	Average Life Years	Principal £m	Rate/ Return %	Average Life Years
<b>Fixed Rate Funding</b>						
PWLB	332.123	3.30	17.79	322.123	3.31	17.23
Market	61.000	4.37	35.57	57.000	4.37	33.36
Salix Funding	5.803	0.00	3.06	4.172	0.00	2.06
<b>Variable Rate Funding</b>						
PWLB	0.00	0.00	0.00	0.00	0.00	0.00
Market	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Debt</b>	<b>398.926</b>	<b>3.41</b>	<b>18.87</b>	<b>383.295</b>	<b>3.43</b>	<b>17.99</b>

Total Investments	177.220	2.20	0.32	112.056	5.17	0.17
<b>Net Debt</b>	<b>221.706</b>			<b>271.239</b>		

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

	31 March 2023 Actual £m	31 March 2024 Actual £m
Under 12 months	44.000	10.000
12 months and within 2 years	10.000	12.485
2 years and within 5 years	61.926	71.810
5 years and within 10 years	68.500	48.500
10 years and within 20 years	58.000	50.000
20 years and within 30 years	42.500	73.500
30 years and within 40 years	48.000	55.000
40 years and within 50 years	66.000	62.000
	<b>398.926</b>	<b>383.295</b>

	2023/24 Authorised Limits %		31 March 2024 Actual %	
	Upper Limit	Lower Limit	Next Call Date *	Contractual Maturity
Under 12 months	25.00	0.00	10.44	2.61
12 months and within 2 years	25.00	0.00	4.82	3.26
2 years and within 5 years	45.00	0.00	18.73	18.73
5 years and within 10 years	75.00	0.00	12.65	12.65
10 years and above	100.00	0.00	53.36	62.75

\* the next call date is the date on which the lender has the right to redeem the loan. This affects five out of eight of our current market loans. In the current interest rate environment, a call is unlikely to happen as the rates payable on these loans are higher than the current prevailing market rates.

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

	Actual 31 March	Actual 31 March	Actual 31 March	Actual 31 March

	2023 £m	2023 %	2024 £m	2024 %
<b>Treasury Investments</b>				
Banks	87.000	49.08	10.000	8.92
Local Authorities	35.000	19.75	22.000	19.63
MMFs	35.081	19.80	60.056	53.59
Call Account	0.139	0.08	0.00	0.00
Local Authority Property Fund	20.000	11.29	20.000	17.85
<b>Total Treasury Investments</b>	<b>177.220</b>	<b>100.00</b>	<b>112.056</b>	<b>100.00</b>
<b>Non-Treasury Investments</b>				
Third Party Loans	8.340	25.56	7.601	14.31
Stone Circle Loan	24.294	74.44	45.520	85.69
<b>Total Non-Treasury Investments</b>	<b>32.634</b>	<b>100.00</b>	<b>53.121</b>	<b>100.00</b>
Treasury Investments	177.220	84.45	112.056	67.84
Non-Treasury Investments	32.634	15.55	53.121	32.16
<b>Total - All Investments</b>	<b>209.854</b>	<b>100.00</b>	<b>165.177</b>	<b>100.00</b>

29. The maturity structure of the investment portfolio was as follows,

Treasury Investments	Actual 31 March 2023 £m	Actual 31 March 2023 %	Actual 31 March 2024 £m	Actual 31 March 2024 %
Longer than 1 Year	20.000	11.29	20.000	17.85
Up to 1 Year	157.220	88.71	92.056	82.15
<b>Total</b>	<b>177.220</b>	<b>100.00</b>	<b>112.056</b>	<b>100.00</b>

## Treasury Management Strategy 2023/24

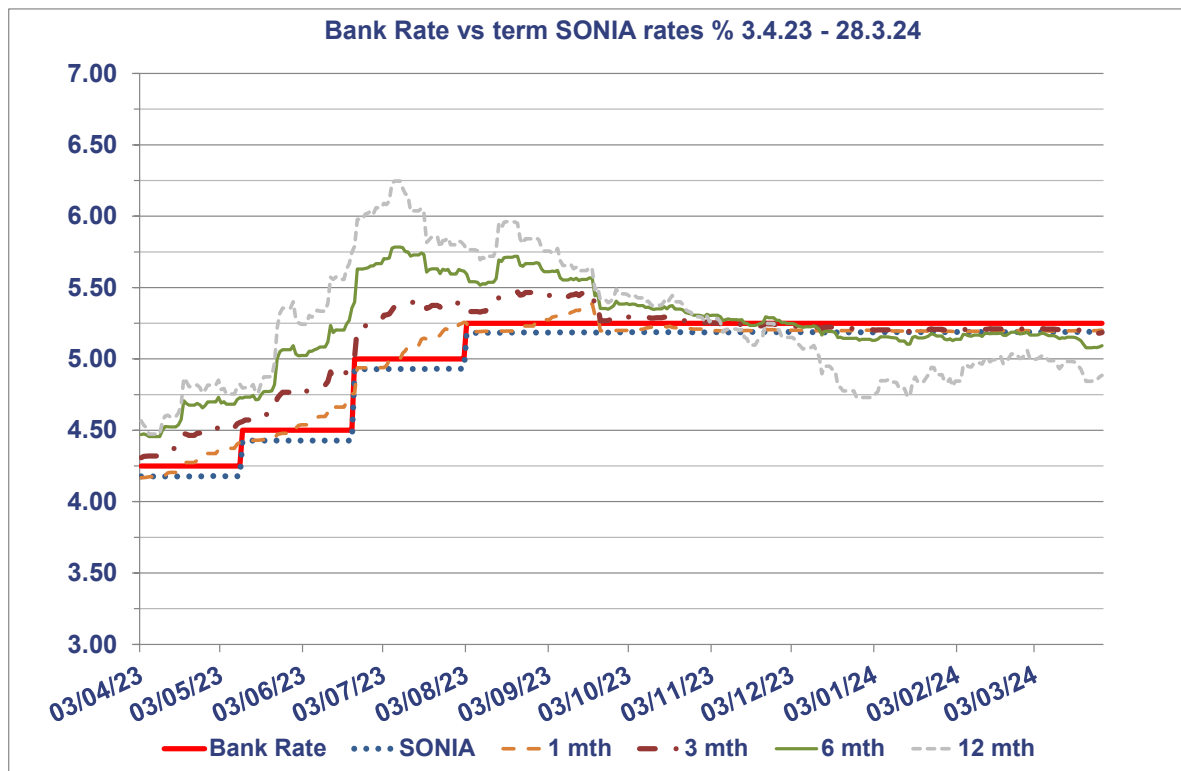
### Investment Strategy and Control of Interest Rate Risk

30. Investment returns picked up throughout the course of 2023/24 as the Bank of England, adopted tighter monetary policy to respond to continuing inflationary pressures.
31. Starting at 4.25% in April 2023, bank rate moved up in stepped increases of either 0.25% or 0.50%, reaching 5.25% by the end of August. There were no further increases in Bank Rate to the end of the financial year. Markets are now anticipating a Bank Rate cut in either June or August 2024.
32. The Bank of England Bank Rate and SONIA rates for 2023/24 were as follows.

	Bank Rate	SONIA	1 Month	3 Month	6 Month
<b>High</b>	5.25%	5.19%	5.39%	5.48%	5.78%

<b>High Date</b>	03/08/23	28/03/24	19/09/23	30/08/23	07/07/23
<b>Low</b>	4.25%	4.18%	4.17%	4.31%	4.46%
<b>Low Date</b>	03/04/23	04/04/23	03/04/23	03/04/23	06/04/23
<b>Average</b>	5.03%	4.96%	5.02%	5.13%	5.23%
<b>Spread</b>	1.00%	1.01%	1.22%	1.17%	1.33%

\* SONIA is the Sterling Overnight Index Average. A replacement set of indices (for LIBID) for benchmarking investments. The benchmarking rates used by the Council, are a backward-looking set of reference rates that reflect the investment yield curve at the time an investment decision was taken.



33. The change in investment rates meant that all local authorities were faced with the challenge of proactive investment of surplus cash for the first time in over a decade. This emphasised the need for a detailed working knowledge of cashflow projections, so that the appropriate balance could be maintained between maintaining cash for liquidity purposes, and laddering deposits on a rolling basis to lock in the increase in investment rates as duration was extended.
34. While the Council has taken a cautious approach to investing, it is also fully appreciative of changes to regulatory requirements for financial institutions in terms of additional capital and liquidity that came about in the aftermath of the global financial crisis of 2008/09. These requirements have provided a far stronger basis for financial institutions, with annual stress tests by regulators evidencing how institutions are now far more able to cope with extreme stressed market and economic conditions.

## Borrowing Strategy and Control of Interest Rate Risk

35. During 2023/24, the Council maintained an under-borrowed position. This meant that the capital borrowing need (the CFR) was not fully funded with loan debt, as cash supporting the Council’s reserves, balances and cash flow was used as an interim measure. This strategy was prudent, as although short term investment rates were equal to, and sometimes higher than long term borrowing costs, the latter are expected to fall back through 2024/25 and 2025/26.

36. The Council has sought to minimise additional long term borrowing at elevated rates (greater than 4%) and has focussed on a policy of internal borrowing, supplemented by temporary, short term borrowing if required.

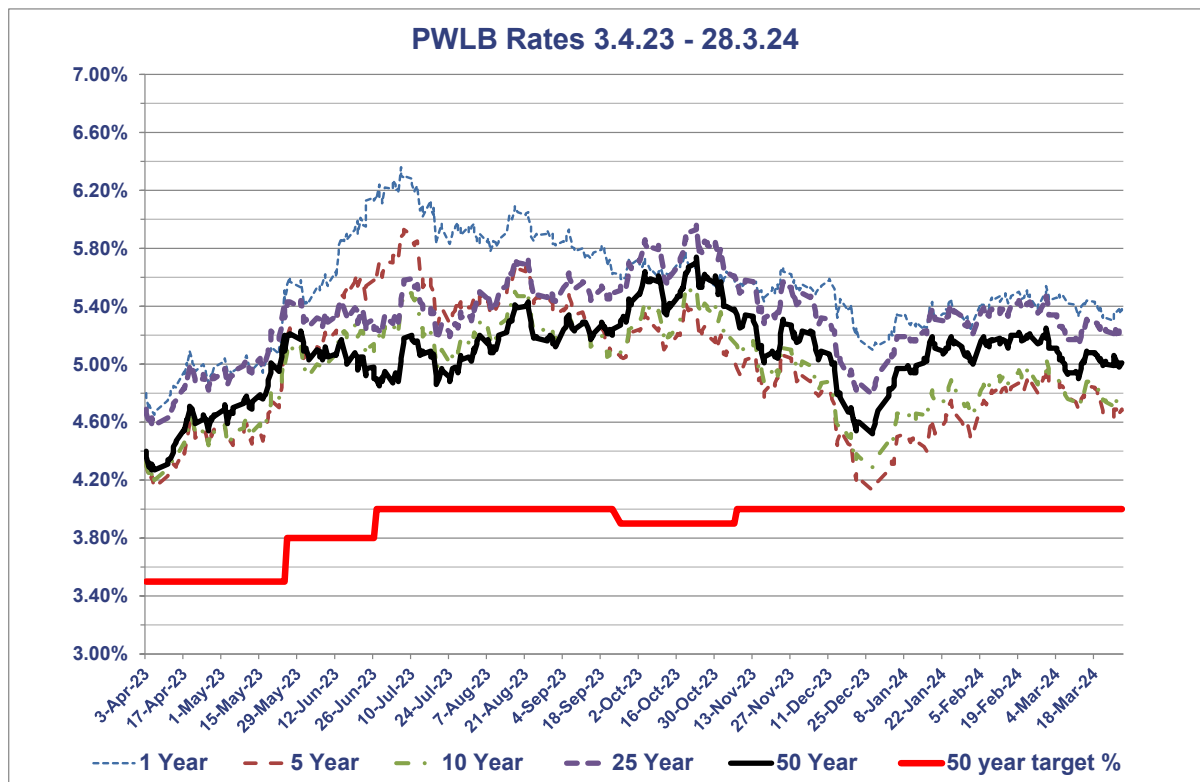
37. Against this background and the risks within the economic forecast, caution was adopted within the treasury operations. The treasury team monitored interest rates in financial markets and adopted a pragmatic strategy based upon the following principles to manage interest rate risks.

- If it had been felt that there was a significant risk of a much sharper rise in long and short term rates than initially expected, the portfolio position would have been reappraised. Fixed rate funding would have been drawn whilst interest rates were lower than they were projected to be in the next few years.
- However, it was anticipated that, there was a significant risk of a sharp fall in long and short term rates, so long term borrowings were postponed, and potential rescheduling from fixed rate funding into short term borrowing was considered to meet cashflow needs.

38. Interest rate forecasts initially suggested further gradual rises in short, medium, and longer term fixed borrowing rates during 2023/24. Bank rate had initially been forecast to peak at 4.5% but it is now expected to have peaked at 5.25%.

39. The following table and graph show PWLB rates for range of maturity periods, the average borrowing rates, the high and low points in rates and spreads over the year.

<b>PWLB Rates</b>	<b>1 Year</b>	<b>5 Year</b>	<b>10 Year</b>	<b>25 Year</b>	<b>50 Year</b>
<b>Low</b>	4.65%	4.13%	4.20%	4.58%	4.27%
<b>Low Date</b>	06/04/2023	27/12/2023	06/04/2023	06/04/2023	05/04/2023
<b>High</b>	6.36%	5.93%	5.53%	5.96%	5.74%
<b>High Date</b>	06/07/2023	07/07/2023	23/10/2023	23/10/2023	23/10/2023
<b>Average</b>	5.54%	4.99%	4.97%	5.34%	5.08%
<b>Spread</b>	1.71%	1.80%	1.33%	1.38%	1.17%



40. PWLB rates are based on gilt (UK Government Bond) yields, through HM Treasury determining a specified margin to add to them. The main influences on gilt yields are Bank Rate, inflation expectations and movements in US treasury yields.

41. As a general rule, short-dated gilt yields will reflect expected movements in Bank Rate, whilst medium to long-dated yields are driven primarily by the inflation outlook.

42. The current margins attributed to gilt yield prices are as follows,

- PWLB Standard Rate = gilt plus 100 basis points
- PWLB Certainty Rate = gilt plus 80 basis points
- Local Infrastructure Rate = gilt plus 60 basis points
- HRA Borrowing Rate = gilt plus 40 basis points

43. There is likely to be a fall in Gilt yields and PWLB rates over the next one to two years, as Bank rate falls and inflation moves below the Bank of England's 2% target.

44. The Bank of England is currently embarking on a process of quantitative tightening. The Bank's original stock of gilts and corporate bonds will gradually be sold back into the market over several years. The impact this policy will have on the market pricing of gilts is currently unknown.

### **Borrowing Outturn**

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



46. No new borrowing was undertaken during the year.

47. Two naturally maturing PWLB loans were repaid during 2023/24 as follows,

Pool	Lender	Principal £m	Type	Interest Rate %	Loan Term
HRA	PWLB	8.000	Fixed Interest Rate Maturity	2.70	12 years
General Fund	PWLB	2.000	Fixed Interest Rate Maturity	4.45	13 years

### LOBO Repayment

48. The Council holds five market loans defined as a ‘Lender Option, Borrower Option’ (LOBO) loans. The interest rate on these loans is initially fixed, but the lender has the option to propose, on pre-determined dates, a new fixed interest rate. The borrower (the Council) has the option to either accept the new rate or repay the entire loan.

49. Under normal circumstances, if the Council chooses to repay a LOBO loan outside of the predetermined dates (for example, to access cheaper finance elsewhere), it would need to pay a ‘break’ penalty, which can be prohibitively expensive.

50. In October 2023, the Council was approached by Bayerische Landesbank, asking whether it would consider repaying the loan held with them, without incurring any penalties. This was due to a planned reduction in, and sale of, their loan portfolio.

51. Taking into account a number of factors, including future borrowing need, interest repayments and forecast interest rates, a decision was taken to repay the loan, as follows:

Pool	Lender	Principa l £m	Type	Interest Rate %	Loan Term Remaining
General Fund	Bayerische Landesbank	4.000	LOBO	4.20	43 Years

### Borrowing in Advance of Need

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

### Debt Rescheduling

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

## **Investment Outturn**

54. The Council's investment policy is governed by DLUHC investment guidance, which has been implemented in the annual investment strategy approved by the Council on 31 January 2023. This policy sets out the approach for choosing investment counterparties and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data.
55. The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.
56. A summary of the Council's investment position as at 31 March 2024 is detailed at Appendix 2.
57. The Council maintained an average balance of £164.670m of internally managed funds (compared to £220.288m in 2022/23). The difference between the balances available for investment and the actual investments is due to the varying level of working capital (creditors, debtors and other long term liabilities) and internal borrowing.
58. The internally managed funds earned an average rate of 5.17%. The comparable performance indicator is the 90 day backward looking SONIA rate, which was 4.84%.
59. The Council's total interest received from all investments for 2023/24 was £10.383m. The Council's budgeted investment return for 2023/24 was £3.742m, therefore forecast investment income (interest) for the year to date is £6.641m over achieved against budget. The interest received was higher than budgeted due to increases in interest rates, which rose more steeply and higher than forecast and remained higher than expected for longer. Particularly in the latter end of the financial year, the Council was able to take advantage of the local authority to local authority lending markets, where rates were artificially inflated due to a lack of cash in the market.
60. The position on interest income must be compared with external interest costs payable. The Council paid external interest costs (on both the general fund and the HRA debt) of £13.571m against a budget of £12.246m. This is a £1.325m overspend against budget. The overspend is due to additional borrowing undertaken in March 2022, which was taken after the budget was approved.
61. The net underspend in respect of interest receivable/payable, for both general fund and HRA, is £5.316m. This has been accounted for in the overall revenue outturn position for 2023/24.

## **CCLA Property Fund**

62. The Council holds £20m of units in the CCLA property fund (known as a pooled investment fund). The fund is designed for local authorities seeking exposure to UK commercial property for longer term investments. The aim of this investment is to

provide a higher level of investment income, together with long term capital appreciation.

63. Due to a fall in property prices, the fund is currently valued at a lower price than the initial investment. This difference does not represent a cost to the Council, as it is not charged to the Council's revenue account but held in a separate unusable reserve.
64. Accounting directive (IFRS9) states that changes in value between the cost and market value of pooled investment funds should be charged to revenue annually. However, the Secretary of State mandated that this general accounting practice should be statutorily over-ridden for local authorities, and any changes between cost and market value only need to be recognised in the accounts when the asset is sold. IFRS9 is explained in further detail in paragraph 76-77.

### **Breach of Counterparty Limit – HSBC**

65. A money market fund is held with Aberdeen Investments, which enables the Council to diversify its investments, whilst maintaining a high level of liquidity.
66. In June 2023 an investment was arranged with Aberdeen Investments for £24.5m, leaving a balance of approximately £0.260m remaining in the Council's bank account. However, due to a communication and training issue, the payment to Aberdeen Investments was not prepared and not sent.
67. The monetary limit on the Council's bank account with HSBC is £10m, but as the above money market fund payment was not made, the funds in the account overnight totalled £24.760m, breaching the limit by £14.760m. The position was rectified the following day, when the previous day's investment was cancelled and replaced with another money market fund investment, and the bank account balance was reduced to a level within the counterparty limits.
68. In addition to the breach, the Council did not meet its contractual obligations under the investment made with Aberdeen Investments. However, given the long standing and good working relationship the Council holds with Aberdeen Investments, no additional charges were levied on the Council.
69. The risk of the above situation recurring has been mitigated through additional training and review, for both dealers and authorisers. The daily documentation has been improved to include guidance notes and checklists, which are more complete and unambiguous.
70. This breach was previously reported in the Mid Year Treasury Report, reviewed by Cabinet on 14 November 2023, in line with the agreed reporting processes.

### **Performance Measurement**

71. One of the key requirements in the CIPFA Code of Practice is the formal introduction of performance measurement relating to investments, debt and capital financing activities. Whilst investment performance criteria have been well developed and universally

accepted, debt performance indicators continue to be a more problematic area with the traditional average portfolio rate of interest acting as the main guide (table currently in paragraph 26).

72. The Council's current performance indicators were set out in the annual Treasury Management Strategy Statement 2023/24. However additional security and liquidity benchmarks will be investigated, developed and introduced for possible introduction for the next TMSS (2025/26).

### **Economic Background and Interest Rate Forecast**

73. Against a backdrop of stubborn inflationary pressures and other global factors, interest rates have been volatile right across the yield curve, from Bank Rate through to 50-year gilt yields, for the whole of 2023/24.
74. In March 2024, the Bank of England left bank rate at 5.25% for the fifth time in a row, with no MPC members voting for a rise.
75. Unemployment is currently under 4%, and annual wage inflation is running at above 5%. The CPI measure of inflation, which peaked at 11.1% in October 2022, is now due to slide below the 2% target rate and remain below this benchmark for the next couple of years.

### **Other Issues – IFRS9 Fair Value of Investments**

76. Following the consultation undertaken by the Department of Levelling Up, Housing and Communities on IFRS 9, the Government has extended the mandatory statutory override for local authorities to reverse out all unrealised fair value movements resulting from pooled investment funds to 31st March 2025. Local authorities are required to disclose the net impact of the unrealised fair value movements in a separate unusable reserve throughout the duration of the override in order for the Government to keep the override under review and to maintain a form of transparency.
77. This is relevant for the investments held with the CCLA (see paragraph 62 – 64). Total investments of £20m were made, and the unrealised fair value of these investments at year end are £16.703m. The difference between the initial investment and the unrealised fair value will be held in an unusable reserve until such time that the investment is sold (realised) or the statutory over-ride no longer applies.

### **Overview & Scrutiny Engagement**

78. Regular reports are taken to the Overview and Scrutiny Management Committee and its Financial Planning Task Group relating to the Council's financial position. This report will be considered by Financial Planning Task Group on 9 July 2024 and Overview and Scrutiny Management Committee on 23 July 2024.

### **Safeguarding Implications**

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

### **Public Health Implications**

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

### **Procurement Implications**

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

### **Equalities Impact of the Proposal**

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

### **Environmental and Climate Change Considerations**

83. Wiltshire Council will not intentionally invest in any investment that is not ethical and would not be consistent with our environmental and social policy objectives.

84. Where appropriate, the Council will consider investments that deliver environmental and social benefits, whilst maintaining our Security, Liquidity and Yield criteria.

### **Risks Assessment**

85. All investments have been at fixed rates during the period. The Council's current average interest rate on long term debt is 3.43%, which compares favourably with similar rates of other UK local authorities.

86. The primary management risks to which the Council is exposed are adverse movements in interest rates and the credit risk of counterparties.

87. Investment counterparty risk is controlled by assessing and monitoring the credit risk of borrowers as authorised by the Annual Investment Strategy.

### **Financial Implications**

88. These have been examined and are implicit throughout the report. A financial risk remains from the statutory IFRS 9 override for local authorities set out in paragraphs 76-77, which is currently due to cease on 31st March 2025. If the market does not recover sufficiently to bring the value of the fund up to the purchase price and the statutory override is not extended the council will need to meet any gap between price and valuation from the General Fund.

## **Workforce Implications**

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

## **Legal Implications**

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

## **Proposals**

91. Council is requested to:

Note that the contents of this report are in line with the Treasury Management Strategy 2023/24.

**Andy Brown**

**Deputy Chief Executive and Corporate Director of Resources**

**Lizzie Watkin**

**Director of Finance and Procurement (S.151 Officer)**

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10 June 2024

## **Appendices**

Appendix 1 Borrowing Portfolio

Appendix 2 Investment Portfolio

## Borrowing Portfolio as at 31 March 2024

PWLB – HRA	Start Date	Maturity Date	Amount £m	Interest Rate %	Annual Interest £m
PWLB – HRA	28/03/2012	28/03/2025	8.000	2.82	0.226
PWLB – HRA	28/03/2012	28/03/2026	10.000	2.92	0.292
PWLB – HRA	28/03/2012	28/03/2027	8.000	3.01	0.241
PWLB – HRA	28/03/2012	28/03/2028	6.000	3.08	0.185
PWLB – HRA	28/03/2012	28/03/2029	7.000	3.15	0.220
PWLB – HRA	28/03/2012	28/03/2030	8.000	3.21	0.257
PWLB – HRA	28/03/2012	28/03/2031	2.000	3.26	0.065
PWLB – HRA	28/03/2012	28/03/2032	5.000	3.30	0.165
PWLB – HRA	28/03/2012	28/03/2033	6.000	3.34	0.200
PWLB – HRA	28/03/2012	28/03/2034	7.000	3.37	0.236
PWLB – HRA	28/03/2012	28/03/2035	2.000	3.40	0.068
PWLB – HRA	28/03/2012	28/03/2037	9.000	3.44	0.309
<b>Total PWLB – HRA</b>			<b>78.000</b>		<b>2.464</b>

PWLB – General Fund	Start Date	Maturity Date	Amount £m	Interest Rate %	Annual Interest £m
PWLB – General Fund	15/02/2010	01/06/2024	2.000	4.49	0.090
PWLB – General Fund	14/08/2001	01/12/2025	0.123	4.875	0.006
PWLB – General Fund	15/02/2010	01/06/2026	2.000	4.54	0.091
PWLB – General Fund	21/08/2002	01/06/2027	4.000	4.75	0.190
PWLB – General Fund	08/02/2022	01/02/2028	20.000	1.95	3.900
PWLB – General Fund	29/07/1999	01/06/2028	1.000	4.75	0.048
PWLB – General Fund	15/02/2010	01/06/2028	2.000	4.56	0.091
PWLB – General Fund	08/02/2022	01/02/2029	20.000	1.98	3.960
PWLB – General Fund	29/07/1999	01/06/2029	1.000	4.75	0.048
PWLB – General Fund	29/07/1999	01/06/2030	1.000	4.75	0.046
PWLB – General Fund	20/05/2005	01/06/2030	2.000	4.45	0.089
PWLB – General Fund	05/12/2005	18/03/2031	5.000	4.25	0.213
PWLB – General Fund	29/07/1999	01/06/2031	1.000	4.75	0.048
PWLB – General Fund	20/05/2005	01/06/2031	2.000	4.45	0.089
PWLB – General Fund	21/11/2005	18/09/2031	2.000	4.25	0.085
PWLB – General Fund	20/05/2005	01/06/2032	2.000	4.45	0.089
PWLB – General Fund	04/11/1999	01/12/2032	1.500	4.625	0.069
PWLB – General Fund	20/05/2005	01/06/2033	2.000	4.45	0.089
PWLB – General Fund	15/11/1999	19/09/2033	1.000	4.25	0.042
PWLB – General Fund	20/05/2005	01/06/2034	2.000	4.45	0.089
PWLB – General Fund	15/11/1999	18/09/2034	1.000	4.25	0.043
PWLB – General Fund	21/11/2005	18/09/2034	5.000	4.25	0.213
PWLB – General Fund	14/06/2005	14/06/2035	5.000	4.35	0.218

<b>PWLB – General Fund</b>	<b>Start Date</b>	<b>Maturity Date</b>	<b>Amount £m</b>	<b>Interest Rate %</b>	<b>Annual Interest £m</b>
PWLB – General Fund	15/11/1999	18/09/2035	1.000	4.25	0.043
PWLB – General Fund	21/11/2005	18/09/2035	5.000	4.25	0.213
PWLB – General Fund	15/11/1999	18/09/2036	0.500	4.25	0.021
PWLB – General Fund	15/11/1999	18/09/2036	0.500	4.25	0.021
PWLB – General Fund	11/01/2006	01/12/2037	4.000	4.00	0.160
PWLB – General Fund	11/01/2006	01/12/2038	4.000	4.00	0.160
PWLB – General Fund	15/02/2010	01/06/2041	2.000	4.57	0.091
PWLB – General Fund	11/08/2006	01/12/2041	3.000	4.35	0.131
PWLB – General Fund	15/02/2010	01/06/2042	2.000	4.57	0.091
PWLB – General Fund	11/08/2006	01/12/2042	2.000	4.35	0.087
PWLB – General Fund	11/08/2006	01/12/2043	2.000	4.35	0.087
PWLB – General Fund	06/09/2006	01/12/2044	3.000	4.25	0.128
PWLB – General Fund	06/09/2006	01/12/2045	3.000	4.25	0.128
PWLB – General Fund	29/06/2006	18/09/2046	4.000	4.45	0.178
PWLB – General Fund	30/08/2006	01/12/2046	2.000	4.25	0.085
PWLB – General Fund	29/06/2006	18/09/2047	4.000	4.45	0.178
PWLB – General Fund	30/08/2006	01/12/2047	2.000	4.25	0.085
PWLB – General Fund	09/10/1998	18/09/2048	1.000	4.50	0.045
PWLB – General Fund	29/06/2006	18/09/2048	3.500	4.45	0.156
PWLB – General Fund	30/08/2006	01/12/2048	2.000	4.25	0.085
PWLB – General Fund	09/10/1998	18/09/2049	1.000	4.50	0.045
PWLB – General Fund	29/06/2006	18/09/2049	3.000	4.45	0.134
PWLB – General Fund	30/08/2006	01/12/2049	2.000	4.25	0.085
PWLB – General Fund	30/08/2006	01/06/2050	5.000	4.25	0.213
PWLB – General Fund	17/09/1998	18/09/2050	1.000	5.125	0.051
PWLB – General Fund	17/09/1998	18/09/2051	1.000	5.125	0.051
PWLB – General Fund	07/03/2007	01/06/2052	2.000	4.25	0.085
PWLB – General Fund	23/07/1998	03/06/2052	1.000	5.50	0.055
PWLB – General Fund	07/03/2007	01/06/2053	2.000	4.25	0.085
PWLB – General Fund	23/07/1998	02/06/2053	1.000	5.50	0.055
PWLB – General Fund	19/06/1998	01/06/2054	1.000	5.375	0.054
PWLB – General Fund	19/06/1998	01/06/2055	1.000	5.375	0.054
PWLB – General Fund	21/06/2006	01/06/2055	2.000	4.30	0.086
PWLB – General Fund	22/06/2006	18/09/2055	4.000	4.35	0.174
PWLB – General Fund	19/06/1998	01/06/2056	1.500	5.375	0.081
PWLB – General Fund	21/06/2006	01/06/2056	3.000	4.30	0.129
PWLB – General Fund	22/06/2006	01/06/2056	6.000	4.35	0.261
PWLB – General Fund	02/10/1997	25/09/2057	1.500	6.625	0.99
PWLB – General Fund	12/03/2019	13/03/2063	10.000	2.36	0.236
PWLB – General Fund	12/03/2019	13/03/2064	10.000	2.36	0.236
PWLB – General Fund	12/03/2019	13/03/2065	10.000	2.36	0.236
PWLB – General Fund	08/02/2022	01/03/2071	20.000	2.00	4.000

<b>PWLB – General Fund</b>	<b>Start Date</b>	<b>Maturity Date</b>	<b>Amount £m</b>	<b>Interest Rate</b>	<b>Annual Interest</b>
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				%	£m
PWLB – General Fund	08/02/2022	01/01/2072	20.000	2.00	4.000
<b>Total PWLB - General Fund</b>			<b>244.123</b>		<b>8.246</b>

<b>Market Loans</b>					
<b>Lender</b>	<b>Start Date</b>	<b>Maturity Date</b>	<b>Amount £m</b>	<b>Interest Rate %</b>	<b>Annual Interest £m</b>
Barclays Bank	03/12/2004	03/12/2054	10.000	4.45	0.445
FMS Wermanagement	07/12/2004	08/12/2053	10.000	4.45	0.445
Depfa Deutsche Pfandbriefbank	10/12/2004	10/12/2052	10.000	4.45	0.445
Dexia Credit Local	10/12/2004	11/12/2051	10.000	4.45	0.445
Barclays Bank	31/08/2005	31/08/2055	5.000	3.99	0.199
Dexia Credit Local	20/02/2006	18/02/2066	6.000	4.45	0.267
Barclays Bank	31/07/2007	01/08/2067	6.000	4.21	0.253
<b>Total – Market Loans</b>			<b>57.000</b>		<b>2.499</b>

<b>Salix Loans</b>					
<b>Lender</b>	<b>Start Date</b>	<b>Maturity Date</b>	<b>Amount £m</b>	<b>Interest Rate %</b>	<b>Annual Interest £m</b>
SALIX1	22/11/2019	01/04/2025	0.310	0.00	0.000
SALIX2	02/03/2020	02/03/2026	2.052	0.00	0.000
SALIX3	01/07/2021	01/07/2027	1.810	0.00	0.000
<b>Total – Salix Loans</b>			<b>4.172</b>		<b>0.000</b>

<b>Loan Summary</b>	<b>Amount £m</b>	<b>Annual Interest £m</b>
PWLB – HRA	78.000	2.499
PWLB – General Fund	244.123	8.246
Market Loans	57.000	2.464
Salix Loans	4.172	0.00
<b>Total – All Loans</b>	<b>398.926</b>	<b>13.209</b>

\* Annual interest = Total amount of annual interest payable per loan outstanding as at 31 March 2024.

This will not equal the amount of interest paid during 2023/24 – as the total loan portfolio has changed during the year.

## Investment Portfolio as at 31 March 2024 (compared to the counterparty list)

Counterparty	Amount £m	Interest Rate %	Start Date	Maturity Date	LAS Credit Rating **
First Abu Dhabi Bank PJSC	10.000	6.74	10/07/2023	05/07/2024	Orange – 12 Months
London Borough of Barking and Dagenham	10.000	6.45	12/03/2024	12/06/2024	Yellow – 60 Months
Blackpool Borough Council	12.000	6.75	26/03/2024	26/06/2024	Yellow – 60 Months
Black Rock Money Market Fund	0.034	5.24	*	*	AAA
JP Morgan Money Market Fund	0.001	5.12	*	*	AAA
Federated Money Market Fund	29.416	5.29	*	*	AAA
Aberdeen Money Market Fund	1.460	5.27	*	*	AAA
BNP Money Market Fund	29.145	5.31	*	*	AAA
<b>Total</b>	<b>92.056</b>				

## Long Term Investment Portfolio as at 31 March 2024

Counterparty	Amount £m	Gross Dividend Rec'd £m	Start Date	Current Valuation £m	Notes
CCLA – Property Fund	10.000	0.437	31/03/2022	7.518	Current valuation unrealised – no impact on revenue
CCLA – Property Fund	10.000	0.533	31/01/2023	9.185	Current valuation unrealised – no impact on revenue
<b>Total</b>	<b>20.000</b>	<b>0.970</b>		<b>16.703</b>	

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

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

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

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

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

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

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Wiltshire Council

Full Council

24 July 2024

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## Gypsies and Travellers Development Plan Document - Pre-submission Draft Plan

### Executive Summary

The Gypsies and Travellers Development Plan Document has been in development since 2020. A Pre-Submission Draft Plan (the Plan) has now been prepared. It has been informed by evidence including an up-to-date gypsy and travellers' accommodation assessment (GTAA), engagement with the community and other stakeholders.

The Plan addresses the accommodation needs of Wiltshire's travelling communities to 2038 and updates Core Policy 47 'Meeting the needs of Gypsies and Travellers' of the Wiltshire Core Strategy. This includes both the needs of travelling showpeople and gypsies and travellers. It will sit alongside the Wiltshire Local Plan review and together they will form the Local Plan for Wiltshire and complete the update of the Wiltshire Core Strategy.

Progression of the Plan alongside the wider Wiltshire Local Plan review will ensure that the accommodation needs of all parts of Wiltshire's communities can be addressed and the council meets its equality duties. Like the Local Plan, substantial time and investment has been made in preparing the Plan. This has included the consideration and allocation of council owned land due to the lack of private sites put forward through the call for sites exercises.

The council undertook consultation on the scope and objectives of the Plan early 2021 (Regulation 18 stage), as well as the accommodation needs at that time, the proposed approach to meeting needs and call for sites. Since then, significant work has been undertaken to prepare a draft Plan, which has involved assessing the potential to accommodate need on existing as well as new sites and ensuring that the Plan responds to evidence in the updated GTAA.

The Plan contains policies that collectively make provision for the needs of the travelling community. These include policies allocating new sites and existing sites to allow for additional pitches and plots to come forward as well as safeguarding existing sites so that they can continue to meet needs in the longer term. The plan takes a supportive approach to allowing for the siting of additional caravans on sites where planning permission is needed to help meet the needs of teenagers and younger single adults.

A criteria-based policy is also included to assess other new sites that may come forward to meet demonstrable needs that arise during the plan period, for example from undetermined households in the GTAA. It also includes a policy to address the needs of households that do not meet the planning definition of travellers, but nonetheless have protected characteristics and may require culturally appropriate accommodation such as mobile homes.

To help address the accommodation needs of travellers passing through the county and manage unauthorised encampments the Plan makes provision for three emergency stopping places to be delivered by the council by 2029. The first site is allocated in the Plan, and two additional sites will need to be brought forward by the council through implementation of the plan.

The council has reached the final consultation stage, where representations are invited on soundness and legal compliance, which is known as the Regulation 19 stage. The council will be publishing what it considers to be a sound plan and following consultation can proceed to submission and examination by a government appointed Planning Inspector.

Completion of the Regulation 19 consultation will enable the council to formally submit the Plan and for it to be examined in public by an independent Planning Inspector appointed by the Secretary of State. It is only once these stages have been completed, with a positive recommendation by the Inspector, that the Plan can be adopted by the council and gain full weight in decision making.

Publication of the draft Plan for consultation is proposed to start late summer 2024 and last for a period of at least six weeks in line with legislation and the council's Statement of Community Involvement.

Following the consultation, once the outcome has been considered a report will be brought back to Cabinet and Council in December, in order that the Plan can be taken forward to submission.

## **Proposals**

- 1) That the Gypsies and Travellers Plan - Pre-submission Draft Development Plan Document at Appendix 1 (subject to modification in (2)) be approved for publication in line with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), for a period of at least six weeks public consultation.
- 2) To authorise the Director for Planning in consultation with the Director for Legal and Governance and Cabinet Member for Finance, Development Management and Strategic Planning: to make any necessary minor changes to the Pre-submission Draft Development Plan Document before it is published; to finalise the associated evidence documents for publication alongside the Plan; and to make arrangement for and undertake statutory consultation.

## **Reason for Proposals**

To ensure the council continues to make progress in updating its Local Plan, and alongside the wider Wiltshire Local Plan review in line with the timescale set out in the recently approved Local Development Scheme and statutory requirements.

Alongside the wider Wiltshire Local Plan review, the Plan will help ensure that the

council is planning to meet the accommodation needs of all different sectors of Wiltshire's community.

**Parvis Khansari**  
**Corporate Director - Place**

**Gypsies and Travellers Development Plan Document - Pre-submission Draft Plan**

**Purpose of Report**

1. This report seeks to:
  - (i) Seek approval for the Pre-Submission Draft Gypsies and Travellers Development Plan Document to be formally published for a final stage of consultation; and
  - (ii) Set out the arrangements for consultation and next steps.

**Relevance to the Council's Business Plan**

2. The Council's 'Wiltshire Gypsy, Roma, Traveller and Boater Strategy 2020-2025' recognises the importance of a settled base to support the health and well-being and educational needs of these communities. Providing for the housing needs of, and improving health outcomes for, Wiltshire's gypsy and traveller communities aligns with the 2022-2032 Business Plan mission Resilient Society. The importance of updating the Local Plan to provide an effective policy framework for the sustainable growth of Wiltshire is also explicitly referred to.

**Background**

3. The council has a statutory duty to prepare and maintain their Local Plan.
4. National planning policy sets out the government's overarching aim in planning for travellers, which is "*to ensure fair and equal treatment for travellers, in a way that facilitates the traditional and nomadic way of life of travellers while respecting the interest of the settled community*" (Paragraph 3, Planning policy for traveller sites - updated December 2023). It requires local planning authorities in producing their local plan to set pitch targets for gypsies and travellers and plot targets for travelling showpeople to address the likely permanent and transit site accommodation needs.
5. Alongside the Wiltshire Local Plan review, the council's [Local Development Scheme \(March 2024\)](#) makes provision for a separate single plan to be prepared to address the housing needs of gypsies and travellers and review Core Policy 47 Meeting the needs of gypsies and travellers of the Wiltshire Core Strategy.
6. Following [Cabinet approval](#), consultation was undertaken on the scope of the Plan, starting 13 January 2021 and closing on 9 March 2021 (aligned to consultation on the wider Wiltshire Local Plan review) and comments invited on: the proposed objectives of the plan; level of need to be addressed informed by a gypsy and traveller accommodation assessment; approach to meeting accommodation needs; and site assessment criteria. A call for sites was also undertaken to identify potential sites to be considered for allocation, which has remained open since then.



7. At the time the consultation was approved, capital budget was set aside to fund the delivery of three emergency stopping places in the light of the commitment made in the council's Emergency Stopping Places Strategy, approved by Cabinet in 2018.
8. The outcome of the consultation was subsequently published on the [council's website](#). In total 64 responses were made from different stakeholders including parish and town councils and 20 travellers who responded by telephone. During the consultation the opportunity was also taken to engage with travellers on unauthorised encampments. In response to the consultation and to take into account the more recent change to national planning policy in relation to the definition of gypsies and travellers, the council's gypsy and traveller accommodation assessment has been updated to ensure the plan is robust and informed by up to date evidence
9. The Gypsy and Traveller Accommodation Assessment (June 2024) (GTAA) has a base date of 1 April 2024 (forming the start of the plan period) and identifies needs across the plan period to 2038. It takes into consideration the revised definition of travellers, which includes those who for educational, health or old age have ceased to travel temporarily or permanently. Previously travellers who had ceased to travel (for whatever reason) were not included. This change was introduced by the December 2023 update to the government's Planning policy for traveller sites.

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

10. A Pre-Submission Draft Plan (the Plan) has been prepared, which is provided at **Appendix 1**, and has been informed by evidence as set out in the GTAA.
11. Progression of the Plan alongside the wider Wiltshire Local Plan review will ensure that the accommodation needs of all parts of Wiltshire's communities can be addressed and the council meets its equality duties. Like the Local Plan, substantial time and investment has been made in preparing the Plan. This has included the consideration of council owned land to identify sites for allocation due to the lack of private sites put forward through the call for sites exercises.
12. Core Policy 47 has been reviewed to ensure the Plan provides a sound basis on which to make provision for the needs of the travelling community and is replaced by policies that work collectively to do this. These include policies allocating new sites and existing sites to allow for additional pitches/plots<sup>1</sup> to come forward as well as safeguarding existing sites so that they can continue to meet needs in the longer term. The Plan takes a supportive approach to allowing for the siting of additional caravans on sites where planning permission is needed to help meet the needs of teenagers and younger single adults.
13. A criteria-based policy is also included to assess other new sites that may come forward to meet demonstrable local needs that arise during the plan period, for example from undetermined households in the GTAA that are later established to meet the planning definition. It also includes a policy to address the needs of

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<sup>1</sup> When referring to the accommodation needs of these groups reference is made to plots when referring to travelling show people and pitches when referring to gypsies and travellers.

households that do not meet the planning definition of travellers, but nonetheless have protected characteristics and may require culturally appropriate accommodation such as mobile homes.

14. The format of the draft Plan is as follows:

- (i) Chapters 1 and 2 explain the role and purpose of the Plan; its objectives and how it relates to the Local Plan.
- (ii) Chapter 3 contains the strategy for meeting traveller needs over the Plan period to 2038. It includes targets for permanent pitches for both gypsies and travellers and permanent plots for travelling showpeople over the whole plan period to 2038 and for the first five years to 2029, based on the GTAA; as well as 3 emergency stopping place sites to be delivered by the council by 2029.

It contains policies relating to the safeguarding of existing sites for their continued use by travellers and intensification of existing sites to meet needs on sites, as well as criteria to assess new sites against. It also includes policy to address need for culturally appropriate accommodation.

- (iii) Chapter 4 contains site allocations relating to existing sites that are proposed for intensification to meet identified needs arising on those sites (16 sites); as well as new allocations for permanent accommodation (7 sites) and 1 site for transit accommodation (emergency stopping place). 3 existing travelling showpeople sites are also allocated for intensification to meet onsite needs.
- (iv) Chapter 5 clarifies how monitoring of the plan policies will be carried out.

15. At the Regulation 19 stage, the council is publishing what it considers to be a sound Plan that meets all the necessary legal requirements. See Legal Implications below. To be sound, as set out in the National Planning Policy Framework (paragraph 35), a Plan must be:

- (i) **Positively prepared** - providing a strategy which, as a minimum, seeks to meet the area's objectively assessed needs; and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development.
- (ii) **Justified** - an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence.
- (iii) **Effective** - deliverable over the plan period, and based on effective joint working on cross boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground.
- (iv) **Consistent with national policy** - enabling the delivery of sustainable development in accordance with policies in the National Planning Policy Framework and other statements of national policy, where relevant.

16. Alongside the Plan other documents will be published, including those setting out evidence informing the plan and its preparation. They will include:

- (i) Wiltshire Gypsy and Travellers Accommodation Assessment (2024), Opinion Research Services
- (ii) Sustainability Appraisal including Non-technical Summary
- (iii) Habitats Regulations Assessment, LUC
- (iv) Evidence papers in relation to site selection and delivery, and the approach to teenage need.
- (v) Duty to cooperate statement - setting out engagement undertaken with neighbouring authorities and prescribed bodies as part of plan preparation.

#### Next steps and consultation arrangements

17. Subject to Council approval, preparations will be made to finalise and publish the consultation documents including the draft Plan. They will be made available for public inspection for the start of the consultations at the council's principal offices during normal opening hours as well as on the council's website.

18. Consultation needs to be undertaken for a period of at least six weeks in line with legal requirements and the council's [Statement of community involvement \(July 2020\)](#). In keeping with the March 2024 update to the Local Development Scheme, this is planned to commence by mid Q3, 2024. Publication of the draft plan for consultation is therefore proposed to start late summer 2024. A reasonable part of the consultation period will need to be outside of the August holiday period, as required by the Statement of community involvement.

19. Consultation is proposed to include the following:

- (i) Online publication of consultation documents on the council's website including the consultation portal.
- (ii) Consultation documents to be available for viewing at the council's main office hubs and/or council libraries as appropriate.
- (iii) Press release and publication of adverts in local newspapers to cover Wiltshire advertising the start of the consultation.
- (iv) Notifications to be sent to all Members and Town and Parish Councils.
- (v) Publicise through council newsletter.
- (vi) Email/letter to consultees on strategic planning consultation database informing them of the consultation.
- (vii) Social media campaign to raise awareness of the consultation and how to engage.
- (viii) In person engagement events and webinar.
- (ix) Chair's announcements where possible at Area Board meetings leading up to and at the start of the consultation to publicise the consultation and raise awareness.
- (x) Leaflet drop to traveller households, which will be designed and undertaken with the support of a third party familiar with traveller engagement.

20. Completion of the Regulation 19 consultation stage will enable the council to formally submit the Plan (following approval by Cabinet and Council) and for it to be examined by an independent Inspector appointed by the Secretary of State. It is only once these

stages have been completed, with a positive recommendation by the Inspector that the Plan can be adopted by the council and gain full weight in decision making.

21. Once the Regulation 19 consultation has been completed, and responses collated and a consultation report produced including the main issues raised, the Plan, following approval by Cabinet and Council, can be submitted and proceed to Examination in Public (EiP). The EiP is the final stage in the process and upon submission, the Inspector will take control of the process. In some cases, more than one Inspector is appointed to undertake the EiP. The Inspector's role is to examine whether the Plan meets the test of soundness defined in the National Planning Policy Framework (paragraph 35). As set out above, they require that the plan is positively prepared, justified, effective and consistent with national policy and meets all the relevant legislative requirements, including the duty to cooperate. The EiP focuses on the main issues that purport to affect the Plan's soundness and legal compliance.
22. At the end of the EiP the Inspector produces a report on behalf of the Secretary of State setting out recommendations and the reasons for them. The outcome could be one of three: (i) that the Plan is sound and legally compliant as submitted and should be adopted; (ii) the Plan is unsound and/or legally non-compliant as submitted but it is possible to make it so through main modifications, if requested to do so by the Council as local planning authority; (iii) the Plan is unsound and/or legally non-compliant and that it is not possible to make it so through main modifications, which would lead to an authority being invited to withdraw the Plan before a recommendation to that effect was made.

### **Safeguarding Implications**

23. Although there are no direct safeguarding implications arising from the proposals, the plan is a key document in ensuring that the accommodation needs of the traveller community are being met and new sites are in locations, which as a minimum, have access to education and health services. Emergency stopping sites are a safe alternative to roadside encampments.

### **Public Health Implications**

24. As recognised in the Health Needs Assessment for Gypsy, Traveller and Boater Populations Living in Wiltshire (July 2019) ethnic gypsies and travellers have significantly worse health outcomes than the general population and experience substantial health inequalities. Living conditions are one of the most significant contributory factors to poor health. Providing a settled base in locations where there is access to health and education services and connections to main service infrastructure has public health benefits.

### **Procurement Implications**

25. There are no direct procurement implications relating to the proposals in the report, other than potentially securing the services of a third party to facilitate effective consultation with Wiltshire's gypsy and traveller communities. See financial implications also. However, the development of the Plan to date has been supported by evidence procured from suppliers. Any future procurement will be undertaken in line with corporate procedures.

## **Equalities Impact of the Proposal**

26. The council is subject to a public sector equality duty introduced by the Equality Act 2010. This consultation will be carried out in accordance with the Council's adopted Statement of Community Involvement, which takes an inclusive approach to consultation ensuring that everyone can be involved.
27. Positively planning for the needs of Wiltshire's travelling communities will have a positive impact. A lack of suitable accommodation, as referred to above, can underpin many of the inequalities that they experience.
28. An Equality Impact Assessment is being carried out alongside the preparation of the Plan and will accompany the draft Plan when it is submitted to the Secretary of State for examination.

## **Environmental and Climate Change Considerations**

29. Sustainability Appraisal (incorporating the provisions of Strategic Environmental Assessment) and Habitats Regulations Assessment have been undertaken as part of the Plan's preparation. They help to ensure that negative environmental impacts are avoided, appropriate mitigation is identified, and policies and proposals deliver development in a sustainable manner while ensuring that accommodation needs can be addressed. These will be published alongside the Plan at the start of the consultation.

## **Workforce Implications**

30. Preparation and implementation of the Plan has workforce implications for services across the council, as well as the Planning Service. A cross-authority delivery group has been supporting the development of the plan including officers from legal, development management, property, housing services and communications, as well as strategic planning. A dedicated project manager is in place. Specialist input from other services in relation to site assessments has been integral to development of the Plan e.g. highways, drainage, landscape, and ecology.
31. Input will continue to be required from services as the Plan progresses through the next stages of the process and resources aligned to ensure there is sufficient capacity. It is anticipated that this will be absorbed within the current capacity of services but will be kept under review.

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

32. The principal risk is that the accommodation needs of these communities will not be met, which has implications for safeguarding and their health and wellbeing. It is likely to also lead to more incidents of unauthorised encampments, speculative development proposals and associated conflict with the settled community.
33. It is important for the council to continue to make progress on preparing the Plan alongside the Wiltshire Local Plan review in line with the commitment set out in the recently updated Local Development Scheme. This will ensure the housing needs of all sectors of the community are addressed in updating the Local Plan for Wiltshire.

## **Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks**

34. Communities may be concerned about new development taking place near to where they live. This is being mitigated by working with the council's communications team to design the consultation material and enable effective communication and engagement during the preparation of the Plan.

## **Financial Implications**

35. The financial implications of taking forward the Plan through Regulation 19 consultation stage, the examination stage and onto adoption has been planned for in the Council's Medium Term Financial Strategy (MTFS). They will be met from the Strategic Planning service budget and the Local Plan earmarked reserve.
36. As previously reported and recognised by Cabinet, council owned land and financial investment is needed to support the delivery and management of transit accommodation (i.e. emergency stopping places). Provision has been made for this in the council's Capital Programme. However, the Emergency Stopping Places Strategy will need to be updated to support the identification and delivery of two further sites, in addition to the one that is set out in the Plan. Any further financial implications will be considered at that time. To ensure sufficient permanent sites can be allocated in the Plan, 5 sites comprising a total of 22 pitches are also included.

## **Legal Implications**

37. The council has a statutory duty to prepare and maintain a Local Plan for Wiltshire (referred to in legislation as development plan documents), for which the process is set out in the Planning and Compulsory Purchase Act (PCPA) 2004 (as amended) and Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). The Plan has been prepared in line with Regulations and appropriate consultation has been undertaken as set out in the background in line with legislation. There is a statutory duty to ensure the Plan is updated every five years. It is therefore important that progress be made with the Gypsies and Travellers Plan as it is now over nine years since the Wiltshire Core Strategy was adopted.
38. The Plan has been prepared in accordance with Section 33A of the PCPA 2004 (as amended), which requires the council to cooperate with neighbouring authorities constructively, actively and on an on-going basis to address any strategic cross boundary issues associated with the Plan, as well as other prescribed stakeholders. This engagement will be continued by the council during and beyond the Plan period. A statement has been prepared outlining the engagement that has taken place.
39. At the Regulation 19 stage, the council has a duty to engage with the public and other stakeholders and must carry out consultation in accordance with the council's adopted Statement of Community Involvement and Regulations. Comments received at this stage of the process, once the Plan has been submitted for examination, will ultimately be considered by the Inspector appointed by the Secretary of State to examine the Plan.

## **Overview and Scrutiny Engagement**

40. Overview and Scrutiny has not been formally engaged in the specific proposals in this report. However, members of the Environment Select Committee have received several informal confidential briefings during the development of the Plan, which have allowed for discussion and challenge to the emerging policies in the lead up to Cabinet and Council.

## **Options Considered**

41. Approval of the Plan and publishing it for formal consultation would mean significant progress on the Plan's preparation in line with expectations set out in the Local Development Scheme. Consultation must be undertaken in line with Regulations and the Council's Statement of Community Involvement.

## **Conclusions**

42. The Gypsies and Travellers Development Plan Document - Pre-submission draft Plan has been in preparation for a considerable period of time. It is based on robust evidence including an up-to-date gypsy and traveller accommodation assessment and informed by engagement with the community and other stakeholders.
43. Alongside the wider Wiltshire Local Plan review it will complete the review of the Wiltshire Core Strategy and ensure the housing needs of all sectors of Wiltshire's community can be addressed through an up-to-date Local Plan.

## **Nic Thomas - Director, Planning**

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## **Appendices**

Appendix 1: Gypsies and Travellers Development Plan Document - Pre-submission draft plan

## **Background Papers**

Wiltshire Council Gypsies and Travellers Accommodation Assessment, June 2024, Opinion Research Services; which can be viewed via this [Link](#).

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# **APPENDIX 1**

## **Gypsies and Travellers Development Plan Document**

**Pre-submission Draft 2024 to 2038 (Regulation 19)**

**Council version July 2024**

## 1 Introduction

### What is this Plan?

- 1.1 The Gypsies and Travellers Development Plan Document (hereafter referred to as the Plan) sets out Wiltshire Council's strategic planning policies for meeting the accommodation needs of gypsies and travellers and travelling showpeople. It will replace 'Core Policy 47: Meeting the needs of gypsies and travellers' of the Wiltshire Core Strategy (adopted January 2015).
- 1.2 The Plan covers the period to 2038, consistent with the plan period of the wider Wiltshire Local Plan review which is being prepared alongside it. Together both plans will update the Wiltshire Core Strategy in full and guide the determination of planning applications within Wiltshire; except for the small part of Wiltshire that is in the New Forest National Park in the extreme south- east of the county, where the New Forest National Park Authority is the local planning authority. Figure 1 in Chapter 3 shows the plan area.
- 1.3 The Plan has been prepared in accordance with national planning policy including Planning policy for traveller sites, updated December 2023<sup>1</sup> and the National Planning Policy Framework<sup>2</sup>. It is based on robust evidence in the form of a Gypsy and Traveller Accommodation Assessment (GTAA) to establish the accommodation needs of Wiltshire's travelling community across the plan period from 1 April 2024 to 31 March 2038.<sup>3</sup> This considers the need for transit provision and permanent accommodation within the plan area.
- 1.4 Consistent with national policy, the Plan focuses on addressing the accommodation needs of gypsies and travellers and travelling showpeople who meet the planning definitions<sup>4</sup> as follows:
- Gypsies and travellers - Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily or permanently, but excluding members of an organised group of travelling showpeople or circus people travelling together as such.*
- Travelling showpeople - Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who on the grounds of their own or their family's or dependants' more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily or permanently, but excludes Gypsies and Travellers as defined above.*
- 1.5 The Plan uses the term 'travellers' to collectively refer to 'gypsies and travellers' and 'travelling showpeople' as defined above. When referring to accommodation needs, the term 'pitch' is used for 'gypsies and travellers' and 'plots' for 'travelling showpeople'. Traveller households live on a pitch or plot.

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<sup>1</sup> [Planning policy for traveller sites - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/policies/planning-policy-for-traveller-sites)

<sup>2</sup> [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/policies/national-planning-policy-framework)

<sup>3</sup> Wiltshire Council Gypsy and Traveller Accommodation Assessment June 2024, Opinion Research Services - [Gypsy and Travellers - planning - Wiltshire Council](#)

<sup>4</sup> Annex 1, Planning Policy for Traveller Sites

- 1.6 Policies in the Wiltshire Core Strategy, which will be replaced by those in the emerging Wiltshire Local Plan review<sup>5</sup>, complement the policies in this Plan where appropriate, but for the purpose of planning for travellers this Plan is the starting point for determining planning applications.
- 1.7 While this Plan is the starting point when determining planning applications for traveller sites, all other relevant policies within the development plan and national policy will be taken into account along with other material considerations. This will include, but not limited to policy on Green Belt, historic environment, Areas of Outstanding Natural Beauty (now known as National Landscapes), and biodiversity; as well as neighbourhood plans where they contain relevant policies.
- 1.8 The GTAA advises that the needs for those households who did not meet the planning definition for travellers should be addressed as part of general housing need and separate policies would therefore apply<sup>6</sup>. However, travellers may be able to claim a right to culturally appropriate accommodation under the Equality Act (2010) because of their protected characteristics. This means that consideration will need to be given to mobile homes as a form of housing when considering applications for such use and applying policies within the development plan.

#### **How to use this Plan?**

- 1.9 The objectives of the Plan are set out in Chapter 2, with policies setting out the Plan's strategy for meeting the objectives together with development management policies within Chapter 3. Chapter 4 allocates specific sites to help meet needs. Chapter 5 sets out how the plan will be monitored over the plan period to ensure its continued effectiveness.
- 1.10 The policies in the Plan require changes to be made to the existing policies maps that support Wiltshire's adopted local plan. Figures 2 to 27 include the changes to be made in relation to allocated sites. Safeguarded sites are shown Appendix 2 to this Plan.

#### **How has the Plan been prepared?**

- 1.11 There has been an open call for sites during the preparation of the Plan, and this has been supplemented by a targeted approach to landowners requesting them to put forward their land for consideration in 2023. Despite these efforts only limited sites have been put forward for consideration through the Plan.
- 1.12 The GTAA has been kept up to date during the Plan's preparation and through its preparation, engagement has been undertaken with both the traveller community and neighbouring authorities. Legislation and national planning policy requires local planning authorities and other prescribed bodies to cooperate on strategic cross-boundary matters when preparing plans. A statement setting out how the council has addressed the duty to cooperate forms part of the evidence base and will be updated until the Plan is submitted for examination.
- 1.13 Alongside the GTAA, evidence papers and technical assessments have been prepared to inform the plan, including sustainability appraisal and assessment under

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<sup>5</sup> [The Local Plan review - Wiltshire Council](#)

<sup>6</sup> Paragraphs 1.15 and 3.37, 2024 GTAA

the Habitats Regulations. These assessments ensure that the Plan: promotes sustainable development and economic, social and environmental impacts (positive and negative) have been considered in its preparation; and that the potential for adverse impacts on features of sites protected under the Conservation of Habitats and Species Regulations 2017 (as amended) and appropriate mitigation are also considered.

- 1.14 The Plan has now reached the Regulation 19 consultation stage and consultation is being undertaken in accordance with the council's Statement of Community Involvement<sup>7</sup>.

### **Next Steps**

- 1.15 Following the close of the consultation, the council will consider all representations received before submitting the Plan to the Secretary of State for examination, which is anticipated early 2025 following approval by Cabinet and Council December 2024<sup>8</sup>.

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<sup>7</sup> Statement of Community Involvement, Wiltshire Council, July 2020

<sup>8</sup> Wiltshire Local Development Scheme, Wiltshire Council, March 2024

## 2 Objectives

- 2.1 National planning policy requires that councils plan for the accommodation needs of all groups within the community, including travellers<sup>9</sup>. Their overarching aim is to ensure fair and equal treatment of travellers in a way that facilitates the traditional and nomadic way of life of travellers while respecting the interests of the settled community. In respect to plan-making, in summary authorities are required to:
- Assess the permanent and temporary accommodation needs of travellers.
  - Identify land in the right locations to meet need through sustainable development.
  - Address unauthorised encampments.
  - Reduce tensions between traveller and settled communities in plan-making and decision taking.<sup>10</sup>

### **Wiltshire's travelling community**

- 2.2 Most gypsies and travellers in Wiltshire are English or Romany Gypsies, and Irish Travellers. They are a diverse group of communities which share some features but have their own histories and traditions. A key common feature is nomadism. The Equality Act 2010 recognises ethnic travellers, and they are protected against discrimination.
- 2.3 Distinct from these groups are travelling showpeople. They run fairs, circuses and shows and their presence in Wiltshire goes back many years.
- 2.4 There are 85 sites with around 380 pitches and plots for gypsies and travellers and travelling showpeople in Wiltshire<sup>11</sup>. The majority are authorised private sites for gypsies and travellers. There are also three sites with 50 pitches for gypsies and travellers that are owned and managed by Wiltshire Council. The distribution of sites in Wiltshire generally follows an arc from Cricklade in the north of the county to Warminster in the west, with additional sites around Salisbury in the south<sup>12</sup>.
- 2.5 Some sites contain travellers who do not meet the planning definition because they have never travelled but have protected characteristics and a need for culturally appropriate accommodation such as mobile homes. There are also some travellers that live in bricks and mortar housing.
- 2.6 Many travellers pursue an active nomadic life and are mainly self-employed. However, these traditional patterns are changing, and this has increased the need for new sites that serve as a settled base.
- 2.7 In addition to travellers who have a settled base in the county, groups travel through Wiltshire, and this can result in temporary unauthorised encampment on private and public land. The number and location of encampments varies year by year.
- 2.8 The importance of a settled base to support the health and well-being and educational needs of these communities is recognised in the Council's 'Wiltshire Gypsy, Roma, Traveller and Boater Strategy 2020-2025'. Providing for the

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<sup>9</sup> Paragraph 63, National Planning Policy Framework

<sup>10</sup> Paragraphs 3 and 4, Planning policy for traveller sites

<sup>11</sup> Figure 5, Page 29, 2024 GTAA

<sup>12</sup> Page 36, 2024 GTAA

accommodation needs of, and improving health outcomes for, Wiltshire's gypsy and traveller communities also aligns with the council's 2022-2032 Business Plan.

2.9 The following four objectives have been developed for the Plan:

**Objective 1:** To meet identified accommodation needs for gypsy and traveller pitches and travelling showpeople plots to 2038 through site allocations, broad locations for growth and a policy framework for assessing proposals.

**Objective 2:** To make provision for three council-managed emergency stopping places to provide temporary accommodation.

**Objective 3:** To deliver well-designed sites in keeping with their surroundings, and in appropriate and sustainable locations with access to services and facilities which respect both the interests of the settled and traveller community.

**Objective 4:** To set out the approach to meeting needs for culturally appropriate accommodation for gypsies and travellers that do not meet the planning definition.

### 3 Strategy for meeting traveller needs

- 3.1 The Wiltshire Council Gypsy and Travellers Accommodation Assessment, June 2024 (GTAA)<sup>13</sup> provides a robust assessment of the accommodation need for Wiltshire's travelling community. It identifies permanent pitch need for gypsies and travellers, and permanent plot need for travelling showpeople over the period 2024/25 to 2038/39. As the plan period extends to 2037/38, the headline figures in the GTAA have been adjusted to take off the final year.
- 3.2 The GTAA methodology can be summarised as follows:
- Desk-based data review
  - Stakeholder engagement, including with neighbouring authorities
  - Survey of traveller communities, including households residing in bricks and mortar
  - Application of the planning definitions in national policy<sup>14</sup>
  - Calculation of need and supply
  - Application of household formation rates over the plan period
- 3.3 It identifies current pitch and plot need from the following sources:
- Households on unauthorised sites for which planning permission is not expected.
  - Concealed, doubled-up or over-crowded households (including single adults).
  - Teenage children who may be in need of a pitch of their own in the next 5 years.
  - In-migration/roadside.
  - Households in bricks and mortar needing to move to sites.
  - Households in need on waiting lists for public sites.
- 3.4 The assessment also provides evidence on transit (also referred to as temporary) accommodation requirements over the plan period.
- 3.5 The GTAA identifies for the plan period - 1 April 2024 to 31 March 2038 - the need for 182 gypsies and traveller pitches for households that meet the planning definition<sup>15</sup> comprising: 60 concealed or doubled-up households or single adults; 54 from teenagers who may need a pitch of their own in the next 5 years; 11 households on unauthorised developments; 4 from in migration/roadside; 6 households living in bricks and mortar; and 47 from future household formation<sup>16</sup>.
- 3.6 The GTAA goes on to recognise the likelihood that the need from teenagers in the short to medium term will not need a formal pitch set up. Instead, other approaches can be taken to meeting these needs including through siting additional touring caravans on existing pitches/sites or in larger extended family groups through sharing accommodation. This is also the case for single concealed or doubled up adults.<sup>17</sup>

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<sup>13</sup> [Gypsy and Travellers - planning - Wiltshire Council](#)

<sup>14</sup> Annex 1, Planning Policy for Traveller Sites

<sup>15</sup> Figure 2 (Page 7) 2024 GTAA. See paragraph 1.3 for explanation of time periods used in GTAA.

<sup>16</sup> Paragraph 1.18, 2024 GTAA. Excludes 6 dwellings identified in Figure 2 for year 15 that relate to future household formation.

<sup>17</sup> Paragraphs 1.11-1.13, 2024 GTAA

- 3.7 For travelling showpeople a need for 12 plots has been identified over the plan period, comprising: 8 from concealed households, 3 from teenagers, and 1 from future household formation.<sup>18</sup>
- 3.8 The GTAA, in accordance with national policy, breaks down the overall permanent pitch and plot need into five-year bands from 2024/25 to 2038/39, which form targets. As the plan period extends to 2037/38 the final year is excluded. The current need informs the first five-year band 2024/25 - 2028/29, and future need arises thereafter from new household formation. This is set out in Tables 1 and 2 and excludes the need arising from teenage children due to potential for this to be met on existing pitches/sites<sup>19</sup>.

**Table 1: Pitch need from gypsies and travellers meeting the planning definition**

Year Period	0-5 <sup>20</sup>	6-10	11-14	Plan period
Dates	2024-29	2029-34	2034-38	2024-2038
Pitch need	81	25	22	128

**Table 2: Plot need from travelling showpeople meeting the planning definition**

Year Period	0-5 <sup>21</sup>	6-10	11-14	Plan period
Dates	2024-29	2029-34	2034-38	2024 - 2038
Plot need	8	0	1	9

- 3.9 The strategy to meet needs across the plan period is based on the requirements set out in national policy<sup>22</sup>, which requires the plan to:
- (i) identify a supply of specific deliverable sites sufficient to provide 5 years' worth of sites against locally set targets: and
  - (ii) identify a supply of specific, developable sites, or broad locations for growth, for years 6 to 10 and, where possible, for years 11-15.
- 3.10 Based on the GTAA findings, Policy GT1 therefore sets out the target number of pitches and plots to be provided and planned for across the plan period. It provides for permanent pitches for gypsies and travellers, and plots for travelling showpeople as defined in national policy.
- 3.11 For the first five years of the plan, to 1 April 2029, the plan seeks to identify sufficient specific deliverable sites through intensification of existing sites and new allocations. For years 6 to 10 and 11-14, need significantly reduces and is based on new household formation to meet local needs. The plan therefore safeguards existing

<sup>18</sup> Paragraph 1.26 and Figure 4 (Page 77), 2024 GTAA

<sup>19</sup> Figures 8 to 11, (Pages 47-50), 2024 GTAA

<sup>20</sup> Excludes need arising from teenage children.

<sup>21</sup> Excludes need arising from teenage children.

<sup>22</sup> Paragraph 10, Planning policy for traveller sites



sites to allow them to continue to meet the needs of travellers, which in effect form 'broad locations for growth', the need between years 6-10 is relatively modest and could be met from turnover or additional pitches on existing sites.

- 3.12 Policy GT1 also makes provision for the needs of teenage children (arising on sites) to be met through siting of additional caravans where this is in line with relevant design considerations and other development plan policies; helping maintain family cohesion. This approach may also provide suitable accommodation for single adults, reducing the need for pitches. As such, the siting of additional caravans will be monitored across the plan period.
- 3.13 In some circumstances touring caravans can be stationed on existing sites without the need for planning permission unless conditions have been imposed to manage the number of caravans stationed on a site. Even though planning permission may not be needed there are also regulations in place to ensure safe living conditions.<sup>23</sup> Where planning permission is required, applications for additional caravans on sites to meet a need will be assessed on a case-by-case basis against policies in the development plan including Policy GT3: New sites and intensification of existing sites. This is recognised in Policy GT1.
- 3.14 The GTAA also estimates a potential need of up to 37 pitches from undetermined gypsy and traveller households (27 pitches current need and 11 future need) but the study could not confirm that they meet the planning definition<sup>24</sup>. Should a need be demonstrated during the plan period then the Plan allows for additional pitches on existing sites where they can accommodate them and provide acceptable living standards. In addition, the plan allows for windfall sites where they are to meet a demonstrable local need and there are no alternative sites.
- 3.15 Delivery of new pitches and plots will be monitored over the plan period, with the GTAA reviewed around every 5 years to ensure the level of provision remains appropriate for the community.
- 3.16 The GTAA also considers the temporary accommodation need of travellers based on stakeholder consultation, analysis of unauthorised encampments in Wiltshire and consideration of existing travelling routes within the county. There is currently no temporary accommodation available in Wiltshire and the GTAA recommends identifying emergency stopping sites in three broad locations around Trowbridge, Salisbury, and the north of the county.<sup>25</sup>
- 3.17 Emergency stopping sites are basic sites with limited facilities to discourage long stay<sup>26</sup>. They can be occupied by groups for a limited period, ordinarily no more than 28 days. To allow for the effective management of unauthorised encampments, it is recognised that the council will need to manage these in order that they can be opened as needed. Policy GT1 therefore makes provision for three sites to form a basic network of sites that can be used when required. Chapter 4 of the Plan allocates a first emergency stopping site in the north of the county and the council is committed to identifying and delivering a further two sites in the south and west of the county in accordance with Policy GT5.

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<sup>23</sup> Planning conditions, Mobile Homes Act 2013, Fire Safety measure – regulated reform (Fire Safety) Order 2005

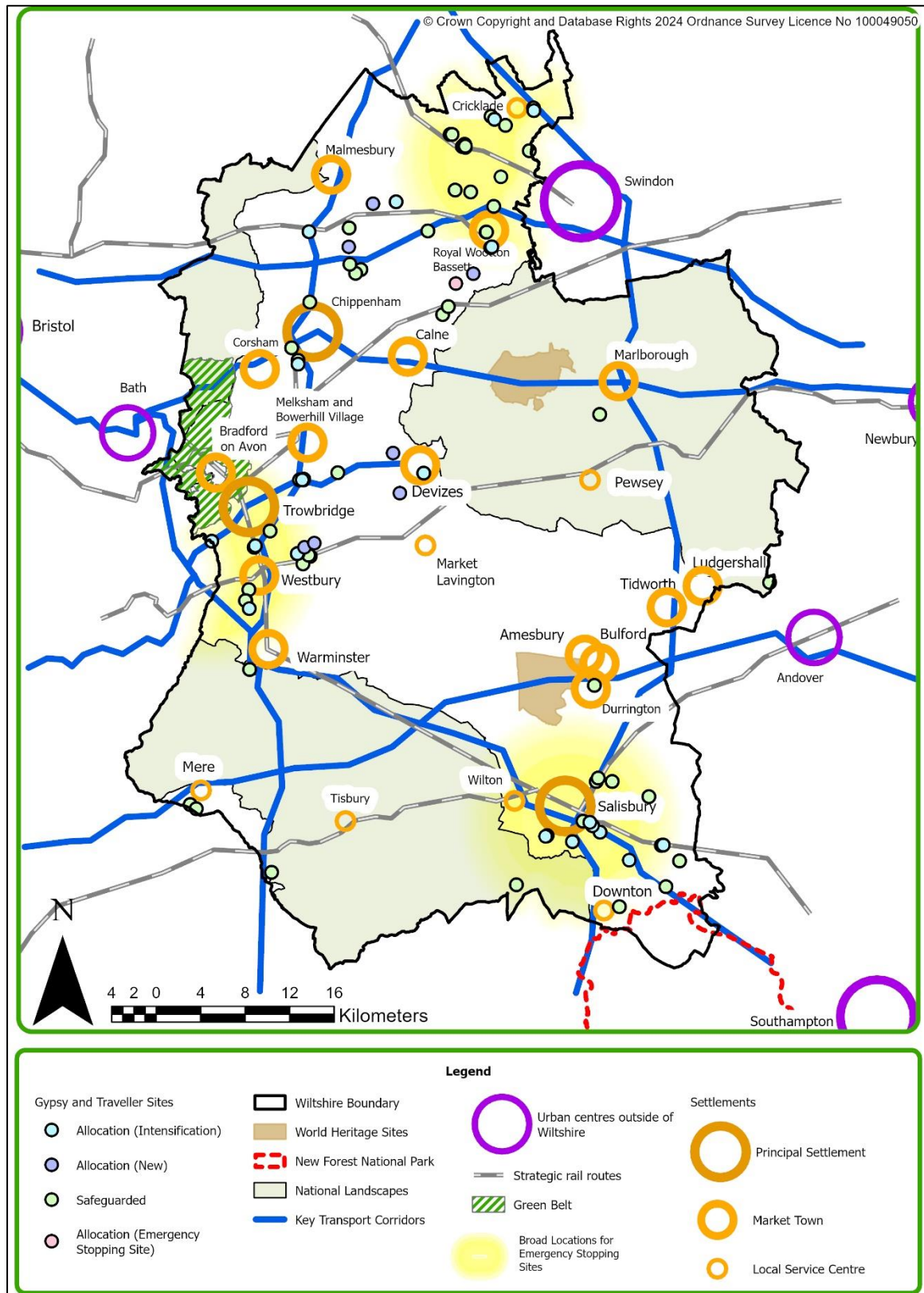
<sup>24</sup> Figures 17-18 (Page 63), 2024 GTAA

<sup>25</sup> Paragraphs 1.28-1.30, 2024 GTAA

<sup>26</sup> Designing Gypsy and Traveller Sites - Good Practice Guide (DCLG, 2008)

3.18 A key diagram, Figure 1, provides an overview of the strategy to meeting accommodation need.

**Figure 1: Key Diagram**



**Policy GT1: Meeting the needs of gypsies and travellers, and travelling showpeople**

Provision should be made for 128 permanent pitches for gypsies and travellers and 8 plots for travelling showpeople, where they meet the planning definition, during the period 2024 to 2038 through the following sources:

- Appropriate intensification of authorised permanent sites;
- Site allocations;
- Safeguarded sites; and
- Windfall sites in accordance with Policy GT3.

Of this total provision, by 2029 provision should be made for 81 additional permanent pitches for gypsies and travellers that meet the planning definition; 8 plots for travelling showpeople that meet the planning definition; and 3 council emergency stopping sites in accordance with Policy GT5.

Proposals for the intensification of safeguarded sites, identified in accordance with Policy GT2, to provide additional pitches and plots or for the siting of additional caravans will be supported, where the development would meet a demonstrable on-site need and accord with other policies in the development plan.

- 3.19 Chapter 4 of the Plan sets out site allocations for both new sites and intensification of existing authorised sites through the provision of new pitches and plots. Table 3 summarises the supply from these sources against the first five-year target in Policy GT1 (by 2029). The table also includes any planning permissions granted since the GTAA base date of 31 March 2024.
- 3.20 Table 3 shows that supply for gypsy and traveller pitches is sufficient to meet the identified targets in the first five years of the plan period (2024 to 2029) consistent with national policy<sup>27</sup>.

**Table 3: Supply of pitches and plots against 2029 targets**

	Gypsy and Traveller Pitches	Travelling Showpeople Plots
2024-29 Need (a)	81	8
Planning permissions (b)	16*	-
Site intensification (c)	44	8
New site allocations (d)	34	-
Total Supply (e) = (b+c+d)	94	8
(a)-(e) - surplus	(-13)	0
Years of supply 2024-29	5.80	5.00

\* Includes planning permissions 1 April to 10 July 2024

- 3.21 There is an inconsistency between the Planning policy for traveller sites and the National Planning Policy Framework<sup>28</sup>, which requires 5-year supply from adoption of

<sup>27</sup> Paragraph 10, Planning policy for traveller sites

the plan. This can only reasonably be considered from the closest monitoring period to the anticipated adoption of the Plan (1 April 2025). On this basis, while the supply of gypsy and traveller pitches reduces from adoption of the plan it is still in excess of the 5-year requirement.

**Table 4: Five Year Supply from anticipated plan adoption date (2025)**

	<b>Gypsy and Traveller Pitches</b>	<b>Travelling Showpeople Plots</b>
2025-30 Need (a)	86	8
Planning permissions (b)	16*	-
Site intensification (c)	44	8
New site allocations (d)	34	-
Total Supply (e) = (b+c+d)	94	8
(a)-(e) - surplus	(-8)	0
Years of supply from plan adoption (2025)	5.47	5.00

\* Includes planning permissions 1 April to 10 July 2024

- 3.22 Nonetheless, beyond the first five years of the plan period (years 6+) as set out in Tables 1 and 2 the targets for pitches and plots come from household formation. The plan, in Policies GT1 and GT2, by safeguarding sites and allowing for their intensification in effect identifies these as 'broad locations for growth'. It makes provision for additional pitches or plots to come forward where possible to meet identified on site needs over the plan period. Such need could also be met through pitch/plot turnover. Some of this need may also relate to single adults whose needs, as set out in paragraph 3.6, may be met on existing sites without the need for a formal pitch set up.
- 3.23 To ensure sufficient supply over the plan period to meet identified needs, Policies GT1 and GT3 make provision for windfall sites that will be considered on a case by-case basis. These are sites on unallocated land where sustainable development can be achieved, and planning permission granted to assist meeting identified local pitch need. They should meet the criteria in Policy GT3 and accord with other relevant policies of the development plan.

### **Safeguarding Traveller Sites**

- 3.24 Most traveller sites in Wiltshire have planning permission or benefit from a certificate of lawfulness for the existing use. Some were granted planning permission when previous planning definitions for travellers were in force. Others do not benefit from planning permission but are now considered lawful through the passage of time where the site has been used as a traveller site for a continuous period of at least ten years.
- 3.25 Safeguarding permitted sites to ensure that they can continue to provide accommodation now and for future needs forms part of the strategy set out in Policy

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<sup>28</sup> Paragraph 69 a), National Planning Policy Framework

GT1. The GTAA confirms that future need for new pitches and plots from year 6 onwards arises on existing sites through household formation.

- 3.26 Policy GT2 therefore safeguards sites, as shown on the Policies Map, from other uses unless it can be demonstrated that they are no longer needed to meet any identified accommodation need for gypsies and travellers and travelling showpeople. This will ensure that there remains a supply of traveller sites throughout the plan period and needs can be met through turnover on sites. The number of pitches and plots on sites within Policy GT2 are set out within the GTAA<sup>29</sup>. The safeguarded sites, as they will appear on the Policies Map, are shown in Appendix 2.
- 3.27 Some sites have planning permission with conditions attached that restrict the use of the site to named residents and sometimes this includes their resident dependants. In view of the overall need and to maintain a supply of suitable sites into the future it is generally appropriate to safeguard these sites also where acceptable in planning terms. In these instances, where there is an identified local need an application to vary the relevant restrictive condition will need to be submitted and assessed against policies of the development plan. It would not be appropriate however to safeguard any sites in the designated green belt, for this reason the site referred to as Shop Lane is excluded.
- 3.28 Some sites listed in Policy GT2 are also allocated in Chapter 4 of this Plan for additional growth that meets need in the first five years. They would see an increase in the number of pitches or plots and will require planning permission before they can be implemented.
- 3.29 The policy also covers new sites as soon as they receive planning consent where they are for households that meet the planning definition, including new permanent sites proposed for allocation in this Plan.
- 3.30 The approach to addressing the needs of travellers, as set out in the GTAA, that have never travelled but are ethnic gypsies or travellers and have protected characteristics is set out in Policy GT4. This recognises that there is need arising from such households who are already residing on existing sites. Exceptionally therefore in the interest of family cohesion Policy GT2 allows for the intensification of existing sites to meet on site needs as identified through the GTAA. Given the exceptional nature of this conditions will be used to manage future use of the site.

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<sup>29</sup> Figure 6 (Pages 31-36), 2024 GTAA. Sites are listed under 'site status' and number of pitches and plots on sites at April 2024 provided.

## **Policy GT2: Safeguarding gypsies and travellers, and travelling showpeople sites**

The gypsies and travellers and travelling showpeople sites listed below and as shown on the Policies Map are safeguarded from alternative development unless they are no longer required to meet any identified needs for gypsies and travellers or travelling showpeople.

Any other site that is subsequently granted permanent planning permission for gypsies and travellers shall be safeguarded in accordance with this policy.

Exceptionally, provision of additional pitches or the siting of additional caravans that are for gypsies and travellers that do not meet the planning definition on the following sites will be supported where this meets a demonstrable on-site need and meets the site-specific criteria in Policy GT3. In such circumstances, planning conditions would be used to define the specific circumstances and manage future use of the site.

<b>Gypsy and Traveller Sites</b>
<b>Fairhaven Gypsy Site</b>
<b>Lode Hill Gypsy Site</b>
<b>Thingley Gypsy Site</b>
<b>79 Southampton Road (The Piggeries)</b>
<b>Badgers Rest</b>
<b>Bonnie Farm</b>
<b>Bournelake</b>
<b>Braemar</b>
<b>Braemar (2)</b>
<b>Brewers Pit</b>
<b>Bridge Paddocks</b>
<b>Broken Cross Bridge</b>
<b>Calcutt Park</b>
<b>Christian Place</b>
<b>Dairyhouse Bridge Gypsy Site</b>
<b>Dillons Farm</b>
<b>Easton Lane Gypsy and Traveller Site</b>
<b>Ernies Yard</b>
<b>Former Glenville Nurseries</b>
<b>Frampton Farm</b>
<b>Greenacres Mobile Park (adj West Wilts Crem)</b>
<b>Greenfield View</b>
<b>Hicks Leaze</b>
<b>Hedgerow Stables</b>
<b>Jacob Manor</b>
<b>Land adjacent B4040</b>
<b>Land adjacent Bridge Paddocks (1)</b>
<b>Land adjacent Bridge Paddocks (2)</b>
<b>Land adjacent Hisomley Farmhouse</b>
<b>Land Adjacent Old Telephone Exchange</b>
<b>Land adjoining Swindon &amp; Cricklade Railway</b>
<b>Land at A361 (Blossom Hill)</b>
<b>Land at Capps Lane (Shellbrook View)</b>
<b>Land at Four Oaks</b>
<b>Land at Jane Oaks Farm</b>

Land at Lower Westbury Road
Land at Orchard Paddock
Land at west side of B3092, Mapperton Hill
Land at White Horse View
Land opposite 6 Hawkeridge Road (Horseshoe Stables Farm)
Land south of Bridge Paddocks
Land south of Old Farm
Land west of Bushton Road
Land west of Penn Farm (1)
Land west of Penn Farm (2)
Lansdowne
Little Acre
Littleton Stables
Llamedos
Melbourne View
Nials Yard
Oak Tree Field Gypsy Site
Pudding Brook
Purdys Farm
Rose Field Caravan Site
Sambourne Park
Specks Caravan Site
Sunnyside, Yarnbrook Road
Thatado Barn
The Lodge
The Old Chalkpit
The Paddock, Hook
The Paddock, Startley
The Poplars Residential Park
The Poplars
Tricky's Paddock
Valley View
Blandford Road
Hatt Hill
Viny Ridge
The Caravan at No.9 Old Court
Travelling Showpeople Sites
Land adj Nursteed Park
Land opposite The Laurels
Petersfinger Business Park
Porton Road
The Yard at No.6 Old Court

## **Assessing proposals for new gypsies and travellers and travelling showpeople sites and intensification of existing sites**

- 3.31 The Plan proposes to meet identified need in Policy GT1 through safeguarding and intensification of existing sites, and new site allocations. It also identifies windfall sites as an additional source of supply to meet the identified needs of gypsies and travellers and travelling showpeople who meet the planning definition during the plan period. However, windfall sites should only be considered where there are no alternatives sites available including sites allocated in the Plan.
- 3.32 Policy GT3 sets out the general locational criteria that should be met for new windfall sites, which will need to be considered alongside national policies and other development plan policies relating to, but not limited to: Green Belt (traveller sites are inappropriate development in the Green Belt), Areas of Outstanding Natural Beauty (now known as National Landscapes), World Heritage Sites, historic environment including archaeology, flood risk, internationally and nationally protected sites for biodiversity, contaminated land, transport etc. It also sets out site specific criteria to be applied in assessing proposals to help determine their suitability.
- 3.33 It is recognised that during the plan period there may be a demonstrable local need for additional accommodation on sites safeguarded and allocated through this Plan to meet the changing needs of on-site households. Policies GT1, GT2 and GT4 collectively set out policy requirements to be met depending on whether the need is for households who meet the planning definition for travellers, or it relates to households that do not but there is the need for culturally appropriate accommodation. In addition, Policy GT3 seeks to ensure that new sites in the open countryside are strictly controlled by requiring the occupants of these to have a demonstrable need and meet the planning definition.
- 3.34 The site-specific criteria included in Policy GT3 can apply equally when considering proposals for additional accommodation on existing sites to ensure that the site can accommodate the development and intensification does not lead to unacceptable impacts, including on acceptable living standards. They cover matters that are particularly relevant to the assessment of traveller site proposals, but other national and development plan policies will also apply and supplement these, including those relating to the historic environment, transport and ecology for example.
- 3.35 In assessing proposals for travelling showpeople or where mixed uses are proposed, the site and its surrounding context must be suitable for mixed residential and business uses, including storage required and/or land required for exercising animals; and would not result in an unacceptable loss of amenity and adverse impact on the safety and amenity of the site's occupants and neighbouring properties. The Showmen Guild of Great Britain has produced guidance on design for travelling showpeople sites, which should also be taken into account in assessing proposals.
- 3.36 Traveller site development in Wiltshire must, like other forms of residential development, also ensure that it does not have an adverse impact on internationally important protected sites, which are safeguarded for their ecological importance under the Conservation of Habitats and Species Regulations 2017 (the Habitat Regulations).
- 3.37 Each protected site has a zone of influence or catchment area within which adverse impacts could occur if mitigation is not provided for alongside development. The protected sites are: the River Avon (Hampshire) Special Area of Conservation (SAC);



Bath and Bradford on Avon Bats SAC; Salisbury Plain Special Protection Area (SPA); North Meadow and Clattinger Farm SAC; and Solent Maritime SAC (catchment of the River Test); and New Forest protected sites. Where appropriate, measures will need to be secured for proposals consistent with the mitigation strategies for each protected site.

### **Policy GT3: New sites and intensification of existing sites**

**Proposals for new gypsy and traveller sites and travelling showpeople sites will need to satisfy the following criteria, and accord with other policies in the development plan:**

- **Development is for occupants that meet the planning definition for gypsies and travellers or travelling showpeople and have an identified need; and**
- **Site is located within a reasonable distance and safely accessible to local services and community facilities, in particular a primary school and a doctor's surgery or health centre.**

**Proposals for new sites and intensification of existing sites will need to meet the following criteria and accord with other policies in the development plan where relevant to the site:**

- **Development of the site alone or in combination with other traveller sites respects the scale of, and does not dominate, the nearest settled community.**
- **Safe vehicular and pedestrian access can be provided and maintained for all users including emergency vehicles and refuse collection vehicles.**
- **Highway network can accommodate vehicles likely to be generated by the site and development does not result in unacceptable impact on highway safety.**
- **Services can be provided, such as water, power, sewerage and drainage. Where practicable, development should connect to the mains, or an alternative acceptable solution can be achieved.**
- **Appropriate space and screening for bins on-site and kerbside to enable storage and collection of waste.**
- **Proposals should be accompanied by a drainage strategy that applies the surface water hierarchy and demonstrates the suitability of proposed foul drainage solutions.**
- **Sufficient space is provided within the site layout for safe vehicle parking and turning, circulation space, residential amenity and play areas, as well as separation of family pitches/plots in the interest of adequate privacy.**
- **Development would not result in unacceptable levels of noise, air quality and light pollution.**

- **Development would not result in unacceptable harm to landscape character, result in the loss or harm to existing important landscape features.**
- **Development can be landscaped and/or screened to reflect the character and appearance of the area around the site to ensure the development does not appear isolated and does not unacceptably impact on the amenity of neighbouring properties.**
- **Development should not adversely impact on public rights of way.**
- **Buffers can be provided to protect sensitive habitats and lighting designed to avoid illumination of sensitive habitats.**
- **Development can protect and retain ecological features so that their value, connectivity, and functionality remain intact.**

**All planning permissions will be subject to conditions to ensure use of the site is appropriately managed.**

#### **Addressing need for culturally appropriate accommodation**

- 3.38 In line with national policy, the Plan does not set targets or allocate land to meet the need from travellers that do not meet the planning definition. However, the GTAA recognises that there are households that have never travelled for work purposes but are ethnic gypsies or travellers and have protected characteristics in Equality Law. As such, there may be the need for culturally appropriate accommodation, for instance mobile homes rather than bricks and mortar housing.
- 3.39 Any proposals for new culturally appropriate accommodation should be determined against housing policies in the Local Plan to ensure that caravan parks or new mobile home developments are consistent with locational requirements for general housing developments. This is because such accommodation should not enjoy the flexible policy regime afforded to new sites for travellers that meet the planning definition in national policy. New sites for non-definition households are not therefore supported through Policy GT3.
- 3.40 The 2024 GTAA identifies an accommodation need from 70 households during the plan period who do not meet the planning definition. For the first five years, 48 households have an identified need, of which 24 are teenagers.<sup>30</sup>
- 3.41 There are existing lawful park home sites in Wiltshire that could provide culturally appropriate accommodation to help meet identified need for this household category. This may form a source of housing to meet needs through turnover within the normal housing market.
- 3.42 Exceptionally, in the interest of family cohesion and because gypsy and traveller households that do not meet the planning definition are already residing on existing sites, as recognised in the GTAA, Policy GT2 allows for the intensification of existing

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<sup>30</sup> Figures 21-22 (Page 65), 2024 GTAA

sites to meet the on-site identified needs within the 2024 GTAA where it is otherwise acceptable in planning terms. Chapter 4 of the plan also includes site allocations for an additional 6 pitches on such sites in line with this exceptional approach. Other sites safeguarded under Policy GT2 may also provide an additional source of supply later in the plan period.

- 3.43 Any remaining unmet need for households identified within the GTAA that do not meet the planning definition but have a need can be met through windfall proposals that are consistent with relevant strategic settlement and housing policies in the Local Plan. The Settlement Strategy and Delivery Strategy of the adopted Wiltshire Core Strategy (Core Policies 1 and 2) and emerging Wiltshire Local Plan (Policies 1 and 2) set out the strategic policies for the location and delivery of new housing. The Settlement Strategy identifies those settlements where housing development is supported, and delivery strategy provides more detail about how sites should be brought forward at those places. The settlements categorised as Principal Settlements, Market Towns, Local Service Centres and Large Villages all have defined settlement boundaries, as set out on the policies map, within which new housing is generally supported where it is consistent with other development plan policies. Small Villages are also identified, while these do not have defined boundaries, infill housing development is supported in their existing built-up areas where it is consistent with the other requirements of policy, as well as those in the wider development plan. Policies also allow in certain circumstances for housing developments to be brought forward through neighbourhood plans adjacent to these settlements, or through site allocations in a development plan document.
- 3.44 The approach to addressing needs through these sources is set out in Policy GT4. This also requires that proposals must meet an identified need for ethnic travellers that do not meet the planning definition but nonetheless are covered by the stipulations in the Equality Act. This is to meet the objectives of this Plan and to ensure that provision can be monitored effectively against identified need.

**Policy GT4: Meeting needs of gypsies and travellers for culturally appropriate accommodation**

**The identified local accommodation needs for persons that do not meet the planning definition but identify as travellers in line with the stipulations in the Equality Act 2010 will be met by:**

- **Site allocations for intensification of existing sites;**
- **Safeguarded sites listed in Policy GT2;**
- **Proposals for sites that are within settlements identified in the Settlement Strategy and consistent with other relevant development plan policies; and**
- **Sites that are brought forward through neighbourhood plans or a subsequent site allocation plan.**

## Meeting temporary accommodation needs

- 3.45 Policy GT1 makes provision for three emergency stopping sites by 2029 to address the lack of temporary accommodation in Wiltshire. Chapter 4 of the Plan allocates a first emergency stopping site in the north of the county and the council is committed to identifying and delivering a further two sites in the south and west of the county in accordance with Policy GT5. The use of these sites will be monitored to inform the need for further provision across the plan period.
- 3.46 Wiltshire Council routinely manages unauthorised encampments as described in the GTAA<sup>31</sup> and operates a tolerating approach to unauthorised encampments where practicable<sup>32</sup>. The council works with travellers on a case-by-case basis to manage the circumstances of their stay and assist with matters such as ensuring the welfare of vulnerable persons within a group under statutory provisions.
- 3.47 There may however be situations where travellers wish to access a designated site on their way through the county. There may also be cases where the council working with the police need to direct travellers away from an encampment to a suitable site within the county under provisions in enforcement legislation<sup>33</sup>.
- 3.48 Consistent with the recommendations in the GTAA, Policy GT1 proposes three emergency stopping sites in the north, west and south of Wiltshire to form a basic network of sites that could be used where required. Three sites are proposed given the size of the county and the presence of strategic travelling routes such as the M4, the A36 and the A350<sup>34</sup>. The position of these should take into consideration the location of any existing or planned temporary accommodation in neighbouring authorities to ensure they complement temporary provision in those areas and help form part of a wider network of temporary accommodation. The Key Diagram identifies broad locations for emergency stopping sites (Figure 1).
- 3.49 Emergency stopping sites are basic sites with limited facilities equipped with hardstanding, fence, and rubbish disposal as a minimum but portable toilets, water and sewage disposal could also be made available, consistent with Government advice<sup>35</sup>. They can be occupied by groups for a limited period, ordinarily no more than 28 days. Each site should provide facilities to support 6 touring caravans and their vehicles as most unauthorised encampments in Wiltshire are small. Proposals will be assessed against the criteria in Policy GT5 and other policies in the development plan as appropriate.
- 3.50 The Council's Emergency Stopping Places Strategy (July 2018) will be reviewed and updated as appropriate to set out the Council's approach to ensuring delivery of emergency stopping sites in accordance with policies GT1 and GT5.
- 3.51 The criteria in Policy GT5 have been shaped using the site selection criteria in the Emergency Stopping Places Strategy, which have been refined and developed to reflect the key policy considerations for emergency stopping sites. These will need to

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<sup>31</sup> Paragraphs 7.53 to 7.55, 2024 GTAA

<sup>32</sup> <https://www.wiltshire.gov.uk/article/1745/Unauthorised-Encampments>

<sup>33</sup> Section 62A Criminal Justice and Public Order Act

<sup>34</sup> Page 54, 2024 GTAA

<sup>35</sup> Department for Levelling Up, Housing and Communities: Policy Paper Traveller Site Fund 2022/23 - prospectus, updated 19 May 2022.

be considered alongside policies in the wider development plan including those on landscape, ecology, historic environment and drainage.

- 3.52 A first site at Thickthorn Farm is allocated in Chapter 4 of the Plan under Policy GT31 for which capital funding has been secured.

#### **Policy GT5: Emergency Stopping Sites**

**Emergency stopping sites provided by the council in accordance with Policy GT1 should:**

- **Be located near, and accessible, to key travelling routes to form a network of sites in the north, west and south of the county;**
- **Be located to avoid adverse impacts on environmental designations, biodiversity and areas of flood risk or other hazards including contaminated land;**
- **Not have an unacceptable impact on land uses in the surrounding area including the amenity of neighbouring properties and on the character and appearance of the landscape;**
- **Be served by an independent safe vehicular access including for emergency vehicles and not have an unacceptable impact on the safe operation of the highway network;**
- **Accommodate 6 touring caravans and parking for towing vehicles, and space for vehicular movements including turning, onsite facilities, circulation space and to enable fire safety standards to be met; and**
- **Provide for appropriate boundary treatment around the site to contain the use, mitigate any visual impact on the landscape and avoid unacceptable impacts on residential amenity for both occupiers and neighbouring properties.**

## 4 Site Allocations

- 4.1 The strategy for meeting needs, as set out in Policy GT1, includes the intensification of existing sites to enable the most efficient use of land as well as new allocations to help meet need within the first 5 years of the Plan. All allocations in this section will need to be assessed against Policy GT3 as well as the specific requirements identified in the individual policies for each allocation.
- 4.2 Intensification of sites will meet an on-site need for additional permanent pitches for gypsies and travellers and permanent plots for travelling showpeople that meet the planning definition.
- 4.3 In total, policies for the intensification of existing sites will deliver 44 pitches for gypsies and travellers, and 8 plots for travelling showpeople, that meet the planning definition, as set out in the following table:

**Table 5: Allocations for site intensification (planning definition)**

<b>Policy Reference</b>	<b>Site Name</b>	<b>New Pitches/ Plots</b>
<b>Gypsy/Travellers</b>		
Policy GT6	Braemar	5
Policy GT7	Calcutt Park	1
Policy GT8	Dillions Farm	1
Policy GT9	Easton Lane	3
Policy GT10	Lansdowne	7
Policy GT11	Oak Tree Field	14
Policy GT12	Poplar Tree Residential Park	7
Policy GT13	The Poplars	2
Policy GT14	Rose Field Caravan Site	2
Policy GT15	Land to the South of Bridge Paddocks	2
<b>Total</b>		<b>44</b>
<b>Travelling Showpeople</b>		
Policy GT16	Land Opposite the Laurels	3
Policy GT17	Land adjacent Nursteed Park	4
Policy GT18	Petersfinger Business Park	1
<b>Total</b>		<b>8</b>

- 4.4 Exceptionally, consistent with Policy GT4, provision is made for 6 additional pitches allocated on five sites for an on-site need from gypsy and traveller households that do not meet the planning definition.

**Table 6: Allocations for site intensification (do not meet planning definition)**

<b>Policy Reference</b>	<b>Site Name</b>	<b>New Pitches</b>
<b>Gypsy/Travellers</b>		
Policy GT19	Former Glenville Nurseries	1
Policy GT20	Greenfield View	1
Policy GT21	Land at Capps Lane	1
Policy GT22	Melbourne View	1
Policy GT23	79 Southampton Road	2
<b>Total</b>		<b>6</b>

4.5 New deliverable site allocations have been identified to help meet the need for gypsy and traveller pitches from households that meet the planning for the period 2024-29.

4.6 In total, policies for the following site allocations are proposed to deliver 34 permanent pitches by 2029, consistent with the broad locational and site-specific criteria in Policy GT3.

**Table 7: New Site Allocations (planning definition)**

<b>Policy Reference</b>	<b>Site Name</b>	<b>New Pitches</b>
<b>Gypsy/Travellers</b>		
Policy GT24	Bushton North Farm, Bushton	3
Policy GT25	Housecroft Farm 1, Edington	2
Policy GT26	Housecroft Farm 2, Edington	2
Policy GT27	Land at Cleverton, Cleverton	10
Policy GT28	Oxhouse Farm, Rowde	10
Policy GT29	Upper Seagry Farm, Upper Seagry	5
Policy GT30	Whistley Road, Potterne	2
<b>Total</b>		<b>34</b>

4.7 Consistent with Policy GT1 and Policy GT5, Policy GT31 also allocates a single emergency stopping site for 6 pitches on Land at Thickthorn Farm.

## Site intensification

### Policy GT6: Braemar and Braemar (2), Shaftesbury Drove, Coombe Bissett

- 4.8 There are two lawful gypsy and traveller sites in this location: Braemar (2 pitches) and Braemar (1 pitch). The wider land also hosts a bricks and mortar property named 'Hill View'. The GTAA identifies an accommodation need of four pitches at Braemar (2) and one at Hill View. There is also evidence of potential teenage accommodation need by 2029.
- 4.9 Policy GT6 allocates five pitches to meet the combined identified pitch need on undeveloped land within the wider site area. The land provides flexibility to offer shared dayrooms and touring caravans, to meet identified need from teenagers.
- 4.10 The site lies within the River Avon SAC catchment. An Appropriate Assessment required by the Habitat Regulations will be undertaken by the council following the submission of a planning application. Applicants need to follow Wiltshire Council's advice on its website in terms of nutrient neutrality<sup>36</sup>.
- 4.11 A package treatment plant is required to manage foul drainage in the absence of a sewer connection.
- 4.12 The Shaftesbury Drove (on the southern boundary of the site) is a key piece of green infrastructure, which has potential to be used as a flightline for bats. Boundary planting and screening will be required, also in the interest of protecting the Right of Way.
- 4.13 The site is in open land between two recorded cropmark complexes of likely later prehistoric field systems in an area of generally high archaeological potential. Further investigation is therefore required, including a geophysical site survey and trial trench evaluation to identify any heritage assets, and assess the impact of the development proposal and inform mitigation measures, as necessary.
- 4.14 The site falls within the zone of influence of the New Forest designated sites and mitigation for recreational pressures will be required.

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<sup>36</sup> <https://www.wiltshire.gov.uk/Phosphorus-and-nitrogen-mitigation>



## Policy GT6 - Braemar and Braemar (2)

Land at Braemar and Braemar 2, as identified on the Policies Map, is allocated for the development of an additional 5 gypsy and traveller pitches where it accords with policies in the development plan. Proposals should also comply with the following requirements:

- Secure mitigation measures in accordance with the requirements of the Council's nutrient neutrality strategy.
- Deliver an acceptable drainage strategy that sets out how surface and foul water drainage will be achieved.
- Ensure that landscape and ecological mitigation is delivered, including the formation of a 10-meter buffer of native trees and shrubs within the site, along the southern boundary.
- Ensure the retention of the northern hedgerow.
- Ensure that any identified heritage assets are conserved with mitigation measures secured, where necessary.
- Secure a financial contribution to the New Forest Protected Sites Mitigation Strategy.

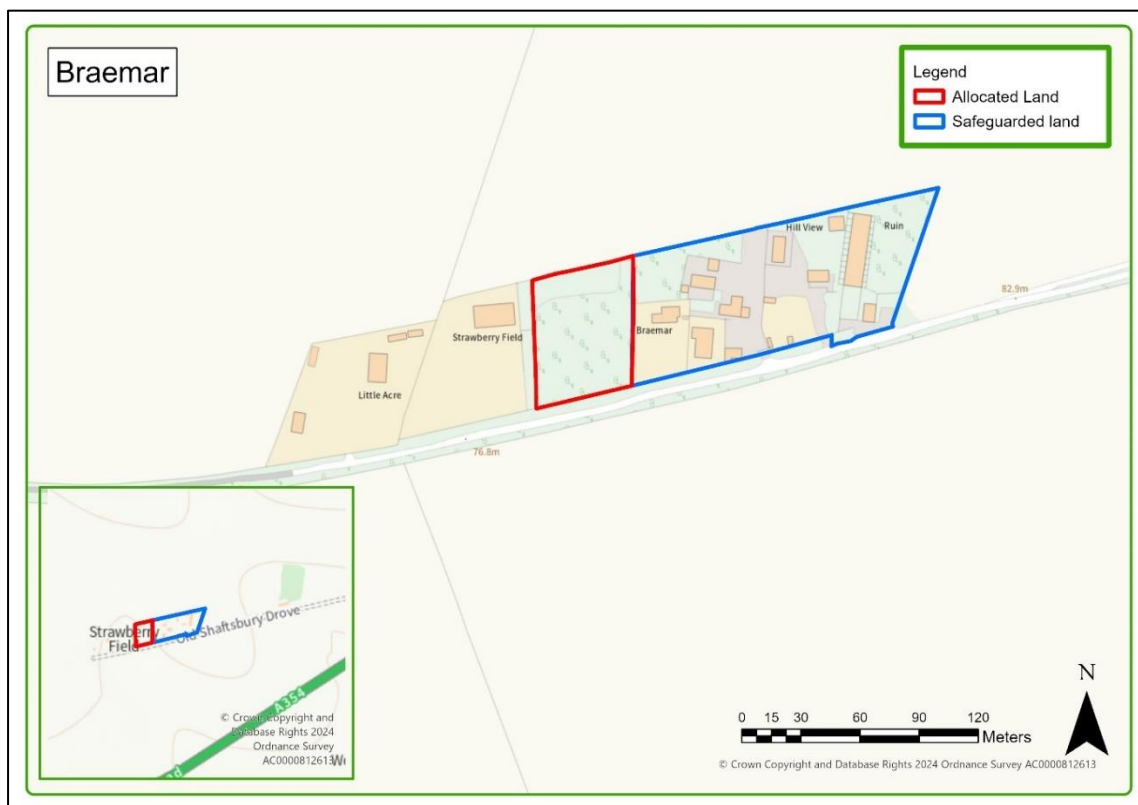


Figure 2: Policy GT6 - Braemar and Braemar (2) Site Allocation

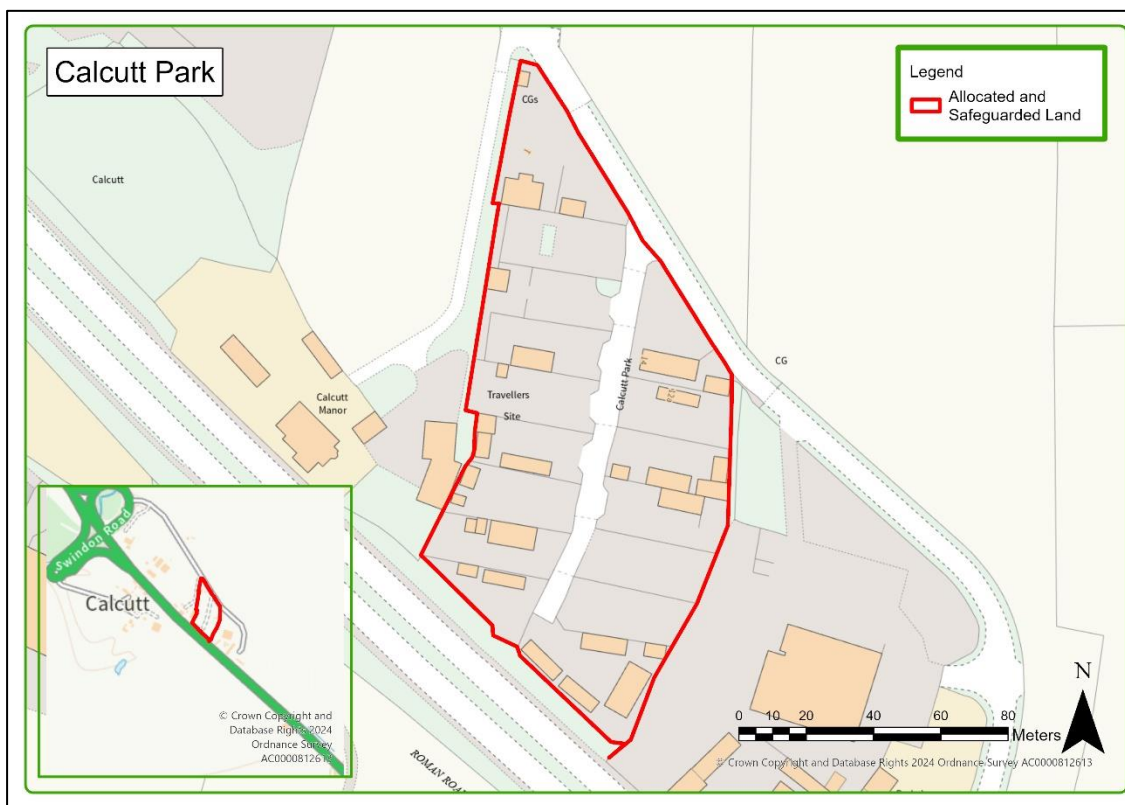
### **Policy GT7: Calcutt Park, Calcutt, Cricklade**

- 4.15 Calcutt Park is an existing lawful gypsy and traveller site with 12 permitted pitches, situated outside Cricklade to the east of the A419. The GTAA identifies an on-site need for 1 pitch. Pitch 12 is proposed for intensification with one additional pitch in Policy GT7. The GTAA also identifies that by 2029 there may be an accommodation need from teenagers on the wider site. The approved pitches at this site may accommodate additional touring caravans if required.
- 4.16 A payment will be required towards the North Meadows and Clattinger Farm SAC Mitigation Strategy before commencement of development to mitigate for increase in visitor numbers to that area. The eastern boundary planting requires retention and protection in perpetuity.

#### **Policy GT7 - Calcutt Park**

**Land at Calcutt Park, as identified on the Policies Map, is allocated for the development of 1 additional gypsy and traveller pitch by way of subdivision of Pitch 12, where it accords with policies in the development plan. Proposals should also comply with the following requirements:**

- **Ensure acceptable surface and foul water drainage measures are delivered within the site.**
- **Provide appropriate fencing within the site to ensure the retention and protection of the eastern boundary planting.**
- **Ensure the illumination of habitats is avoided by directing artificial lighting away from the eastern boundary.**
- **Secure a financial contribution to the North Meadows and Clattinger Farm SAC Mitigation Strategy**



**Figure 3: Policy GT7 - Calcutt Park Site Allocation**

**Policy GT8: Dillons Farm, Dean Road, East Grimstead**

- 4.17 Dillons Farm is a lawful gypsy/traveller site with a single pitch, situated to the south-east of East Grimstead, adjacent to Dean Road. The GTAA identifies a need for one gypsy and traveller pitch. Accordingly, Policy GT8 allocates an additional pitch at this site.
- 4.18 Site access improvements will be required. If this requires hedgerow removal this will need replanting on a new alignment.
- 4.19 The site lies in the catchment of the River Test and applicants need to follow Wiltshire Council’s advice on its website in terms of nutrient neutrality<sup>37</sup>. An Appropriate Assessment required by the Habitat Regulations will be undertaken by the Council following the submission of a planning application.
- 4.20 A package treatment plant is the required option for off-grid foul drainage management. There is groundwater flood risk present on site which requires further investigation. A drainage strategy should be submitted with a planning application to demonstrate how the groundwater flood risk, surface water and foul water drainage will be managed.

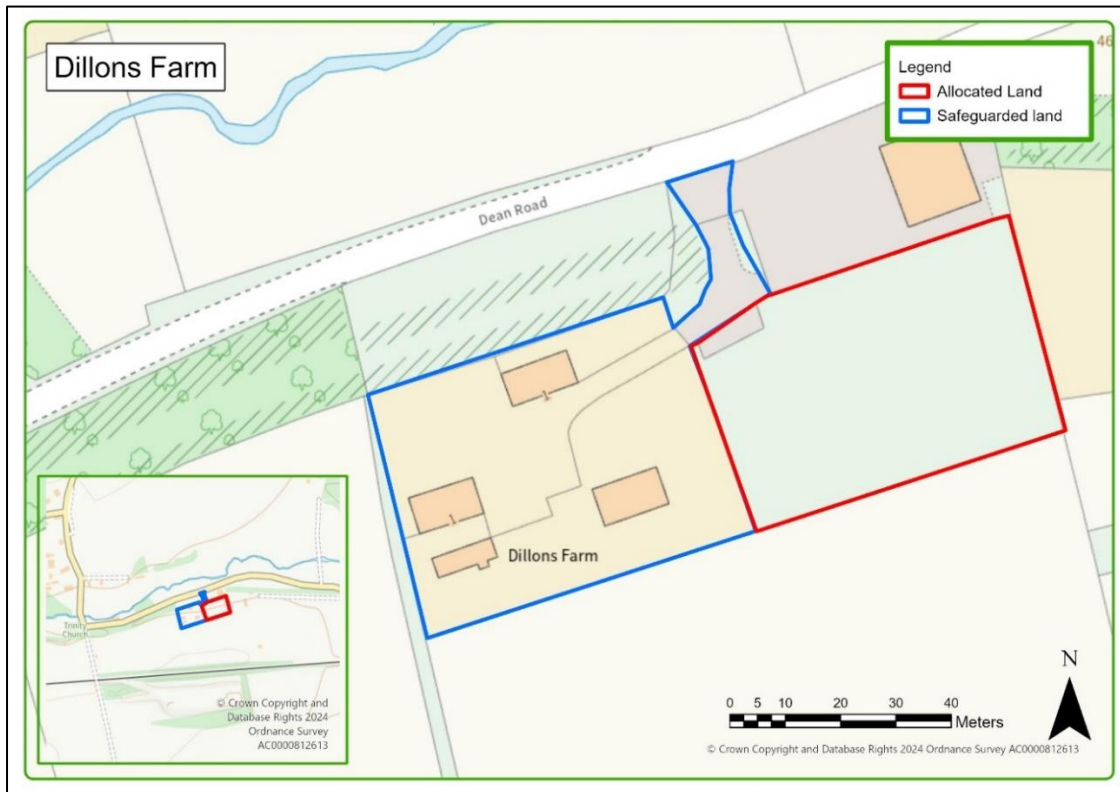
<sup>37</sup> <https://www.wiltshire.gov.uk/Phosphorus-and-nitrogen-mitigation>

- 4.21 The site lies on the edge of the zone of influence for Mottisfont Bats SAC. Mitigation to buffer hedgerows will be required to avoid adverse effects. The site also falls within the zone of influence of the New Forest designated sites and mitigation for recreational pressures will be required.
- 4.22 Due to the proximity to the rail line a noise assessment is required to inform a proposal in the interest of residential amenity and the occupant's health.

#### **Policy GT8 - Dillons Farm**

**Land at Dillons Farm, as identified on the Policies Map, is allocated for the development of 1 additional gypsy and traveller pitch where it accords with policies in the development plan. Proposals should comply with the following requirements:**

- **Secure mitigation measures in accordance with the requirements of the Council's nutrient neutrality strategy.**
- **Provide an improved access to meet visibility requirements for highway safety, with hedgerow replanting if required.**
- **Deliver sufficient drainage measures to manage surface water, mitigate risk from groundwater flooding and provide foul water drainage.**
- **Incorporate 10-metre buffers to hedgerows to ensure protection against adverse effects on existing hedgerows.**
- **Ensure the delivery of measures to mitigate any identified adverse impacts from noise, including from the railway to the south of the site to protect residential amenity of future site occupants.**
- **Secure a financial contribution to the New Forest Protected Sites Mitigation Strategy.**



**Figure 4: Policy GT8 - Dillons Farm Site Allocation**

**Policy GT9: Easton Lane, Chippenham**

- 4.23 This site hosts five lawful gypsy and traveller pitches and is situated to the south-west of Chippenham near the Thingley rail junction. The GTAA identifies an accommodation need for three pitches and there may be accommodation need from teenagers by 2029.
- 4.24 Policy GT9 allocates an additional three permanent pitches. The existing permitted pitches are of sufficient size to accommodate additional touring caravans to address accommodation need from teenage children, if required by 2029.
- 4.25 Improvements to the existing access are needed in the interest of highway safety.
- 4.26 There is groundwater flood risk which needs to be addressed in a drainage strategy. Proposals should include native tree planting to mitigate views from the wider area, break up visual massing, deliver effective countryside transition and provide improved landscape structure.
- 4.27 The site is located above a historic landfill site. Ground investigations are required in accordance with the Council's adopted Contaminated Land Supplementary Planning Document (December 2012) and the adopted Contaminated Land Strategy<sup>38</sup>. If

<sup>38</sup> [Contaminated land - Wiltshire Council](#)

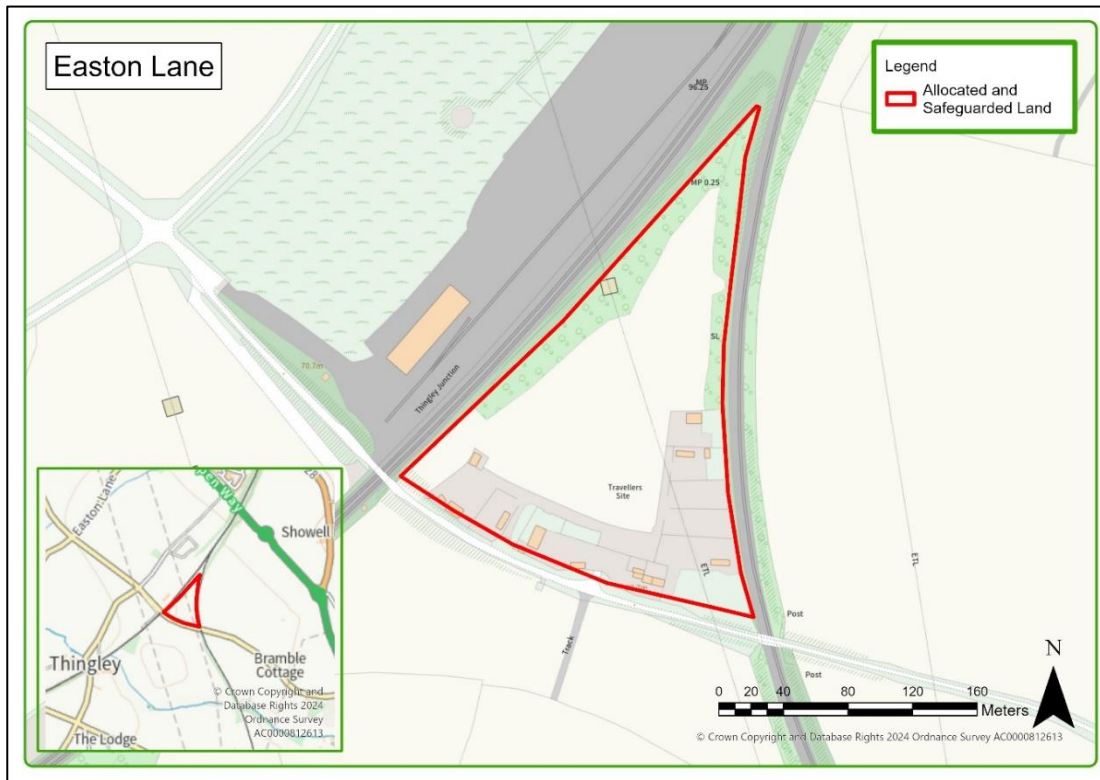
contamination is identified, a remediation scheme should be submitted with the planning application to identify the measures required to mitigate the risk from pollution.

- 4.28 A 25m wide high-quality habitat lies adjacent to the railway lines and should be retained.
- 4.29 The site is situated between two rail lines. A noise assessment will be required to ascertain the need for mitigation required to ensure acceptable living conditions for pitch occupants.

#### **Policy GT9 - Easton Lane**

**Land at Easton Lane, as identified on the Policies Map, is allocated for the development of 3 additional gypsy and traveller pitches where it accords with policies in the development plan. Proposals should comply with the following requirements:**

- **Provide an improved access and ensure that any gates are set back a sufficient distance from the site access, in the interests of highway safety.**
- **Deliver sufficient drainage measures to manage surface water, manage the risk from groundwater flooding and provide foul water drainage.**
- **Provide sufficient landscaping within the site, incorporating native tree planting to mitigate the landscape impacts of the development.**
- **Prevent unacceptable risk to future occupiers from pollution by securing the implementation of remediation measures, as necessary.**
- **Ensure the retention of the existing 25m wide habitat adjacent to the railway lines.**
- **Ensure the delivery of measures to mitigate any identified adverse impacts from noise, including from the railways to the east and west of the site.**



**Figure 5: Policy GT9 - Easton Lane Site Allocation**

**Policy GT10: Lansdowne, Trowbridge Road, Semington**

- 4.30 This site is situated to the south of Semington at the A361 roundabout. It has permission for a total of 7 gypsy and traveller pitches.
- 4.31 The 2024 GTAA identifies an accommodation need of 7 additional pitches at this site and there may also be an accommodation need for teenage children by 2029.
- 4.32 Policy GT10 proposes an additional 7 pitches at this site. Based on the evidence in the site assessment, there remains limited space for additional touring caravans to meet the accommodation needs of teenage children. However, if fewer dayrooms are proposed there may be space to accommodate a small number of additional touring caravans if required.
- 4.33 A transport statement should be submitted with a planning application including vehicle tracking information. Highway and access improvements will be required to secure the required visibility splays at the site entrances and A361 junction, ensure sufficient space is available for all vehicles to safely manoeuvre and provide passing bays in the vicinity of the site. There is no public sewer connection and package treatment plants could prove a viable option. A drainage strategy should be submitted with a planning application to demonstrate how surface and foul water will be managed.
- 4.34 In terms of landscape and amenity, the site would benefit from the planting of native hedgerow frontage boundaries turning into the site and avoid long lengths of wall and

solid timber fences. Screening would also assist mitigating the visual impacts of development on the users of footpaths SEMI14, 19 and 21.

- 4.35 The site lies just within the 2km core area of a Large Lesser Horseshoe Bat roost. An ecological impact assessment report should be submitted to assess the impact of the proposed development and include mitigation measures including ensuring that external artificial lightings are avoided. The site would benefit from buffers and fencing to separate development from highway planting, noise and fumes.
- 4.36 Due to the proximity of the site to the A361 a noise assessment will be required to ascertain the need for mitigation required to ensure acceptable living conditions.

#### **Policy GT10 - Lansdowne**

**Land at Lansdowne, as identified on the Policies Map, is allocated for the development of 7 additional gypsy and traveller pitches where it accords with policies in the development plan. Proposals should comply with the following requirements:**

- **Deliver safe access(es) to the site, including necessary visibility splays at the site entrances and at the A361 junction, sufficient manoeuvring space and passing bays, as required in the interests of highway safety.**
- **Deliver sufficient drainage measures to manage surface water and provide foul water drainage.**
- **Ensure landscape mitigation is provided by incorporating native hedgerow planting at the site's southern boundary.**
- **Ensure that the proposed development is designed to ensure that identified bat habitat is not adversely affected by artificial lighting.**
- **Incorporate buffer planting and fencing to separate the site from the highway, in the interests of amenity.**
- **Ensure the delivery of measures to mitigate any identified adverse impacts from noise, including from the A361 to the north.**





**Figure 6: Policy GT10 – Lansdowne Site Allocation**

**Policy GT11: Oak Tree Field, Odstock**

- 4.37 This gypsy/traveller site has 32 lawful pitches and is situated to the north of Salisbury Hospital. The GTAA identifies an accommodation need for a single pitch and there may be accommodation need from teenagers on site by 2029.
- 4.38 The site was subject to a lapsed planning application for 14 additional pitches on the former transit site, in 2014. As a result, Policy GT11 allocates approximately 14 pitches accordingly, on the former transit section of the site which is previously developed land. There would be sufficient space to accommodate need from teenagers if required.
- 4.39 There is evidence of high groundwater which needs to be investigated. If the development is at risk from groundwater flooding, a drainage strategy should be submitted to demonstrate how this risk will be managed to protect the development.
- 4.40 The site lies within the River Avon SAC catchment. Appropriate Assessment will be undertaken by the Council following submission of a planning application. Applicants need to follow Wiltshire Council’s advice on its website in terms of nutrient neutrality<sup>39</sup>. The site also falls within the zone of influence of the New Forest designated sites and mitigation for recreational pressures will be required.

<sup>39</sup> <https://www.wiltshire.gov.uk/Phosphorus-and-nitrogen-mitigation>

## Policy GT11 - Oak Tree Field

Land at Oak Tree Field, as identified on the Policies Map, is allocated for approximately 14 additional gypsy and traveller pitches where this accords with policies in the development plan. Proposals should also comply with the following requirements:

- Secure mitigation measures in accordance with the requirements of the Council's nutrient neutrality strategy.
- Deliver sufficient drainage measures to manage surface water, mitigate risk from groundwater flooding and provide foul water drainage.
- Secure a financial contribution to the New Forest Protected Sites Mitigation Strategy.

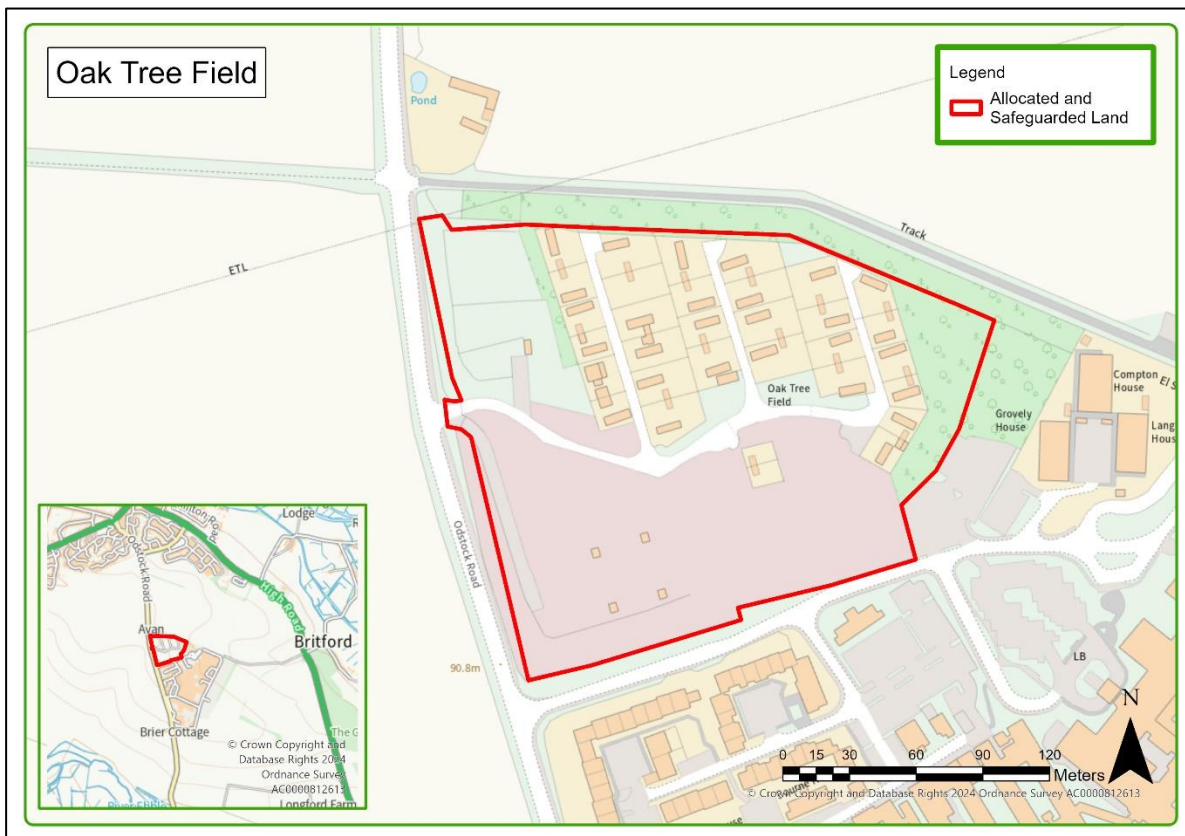


Figure 7: Policy GT11 - Oak Tree Field Site Allocation

## **Policy GT12: Poplar Tree Residential Park, Southwick**

- 4.41 This site hosts five lawful gypsy and traveller pitches and is situated at the junction between Poplar Tree Lane and Frome Road, Southwick. The GTAA identifies a need for seven additional pitches at this site and there may be an accommodation need from teenagers by 2029.
- 4.42 Policy GT12 identifies an additional 7 pitches at this site to meet identified need, by way of pitch subdivision and utilising undeveloped areas within the centre of the site. Additional touring caravans could also be stationed on the site given the size of the pitches to meet teenage children's accommodation needs by 2029 if required.
- 4.43 There are various surface and foul drainage schemes in place for the current lawful development, consented and implemented over time. A drainage strategy should consider how the development will be comprehensively serviced with foul and surface water drainage solutions and include the measures proposed to manage the surface and foul water for the proposed development. Existing boundary vegetation along the A361 should be retained, increased in width to five meters and protected by substantial fencing.
- 4.44 The site falls within the Trowbridge Bat Mitigation Strategy habitat mitigation zone, but it is not considered to contribute to bat habitat in any significant way. An Appropriate Assessment will be undertaken by the Council following submission of a planning application in accordance with the Habitat Regulations.

### **Policy GT12 - Poplar Tree Residential Park**

**Land at Poplar Tree Residential Park, as identified on the Policies Map, is allocated for the development of additional 7 gypsy and traveller pitches where it accords with policies in the development plan. Proposals should comply with the following requirements:**

- **Provide details of the drainage strategy for the site and provide sufficient drainage measures for surface and foul water drainage.**
- **Secure the retention, enhancement and protection of the existing boundary vegetation along the A361. The hedgerow should be increased in width to five metres and protected by fencing to provide a sufficient buffer and enhance existing habitats.**
- **Ensure that the proposed development is designed to ensure that identified bat habitat is not adversely affected by artificial lighting.**
- **Secure a financial contribution to the Trowbridge Bat Mitigation Strategy**



**Figure 8: Policy GT12 - Poplar Tree Residential Park Site Allocation**

**Policy GT13: The Poplars, Sand Pit Lane, Dilton Marsh**

- 4.45 The Poplars is a lawful gypsy/traveller site with two pitches at Sand Pit Lane, Dilton Marsh. The GTAA identifies a need for two additional pitches. Policy GT13 allocates two additional pitches at this site to meet identified need.
- 4.46 Highway and access improvements will be required for the development. Foul and surface water drainage solutions must be explored in greater detail in a Drainage Strategy that supports a planning application. There is evidence of groundwater flooding and no sewer connections are available.
- 4.47 The site is within a risk zone for great crested newts and the core area of a greater horseshoe bat roost at Westbury Leigh. Effects on the Bath and Bradford on Avon Bats SAC are considered minimal, but development should avoid illumination of boundary habitats, and incorporate buffers where practical.
- 4.48 The site is situated adjacent to the rail line. A noise assessment will be required to ascertain if mitigation will be required to ensure acceptable living conditions for site occupants.
- 4.49 The site lies within the zone of influence for the Salisbury Plain Special Protection Area (SPA). The current mitigation strategy for the SPA has financial mechanisms in place.

### Policy GT13 - The Poplars

Land at the Poplars, as identified on the Policies Map, is allocated for the development of 2 additional gypsy and traveller pitches where it accords with policies in the development plan. Proposals should comply with the following requirements:

- Secure visibility splays of 2.4m x 43m at the site access to ensure and maintain highway safety.
- Deliver a passing bay scheme on land within the boundary of the allocation.
- Deliver sufficient drainage measures to manage surface water, manage risk from groundwater flooding and provide foul water drainage. Avoid illumination of boundary habitats.
- Appropriate mitigation is in place for the Salisbury Plain Special Protection Area Mitigation Strategy.
- Ensure the delivery of measures to mitigate any identified adverse impacts from noise, including from the railway

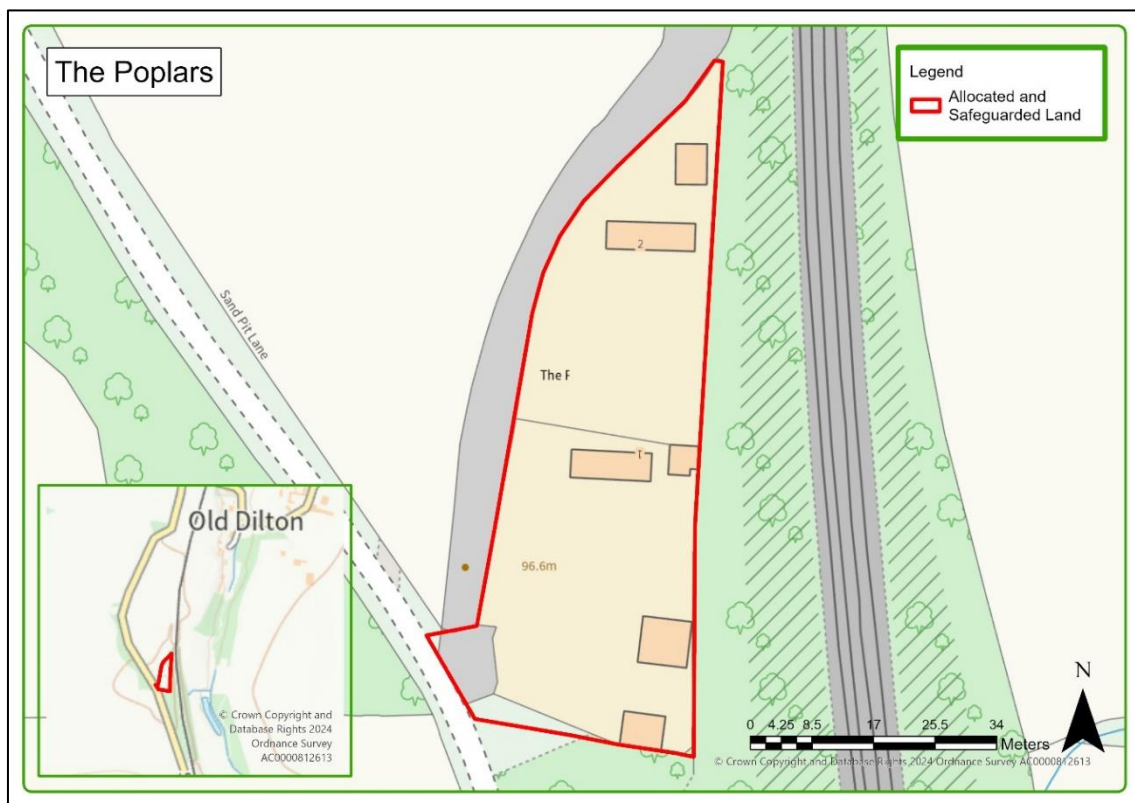


Figure 9: Policy GT13 - The Poplars Site Allocation

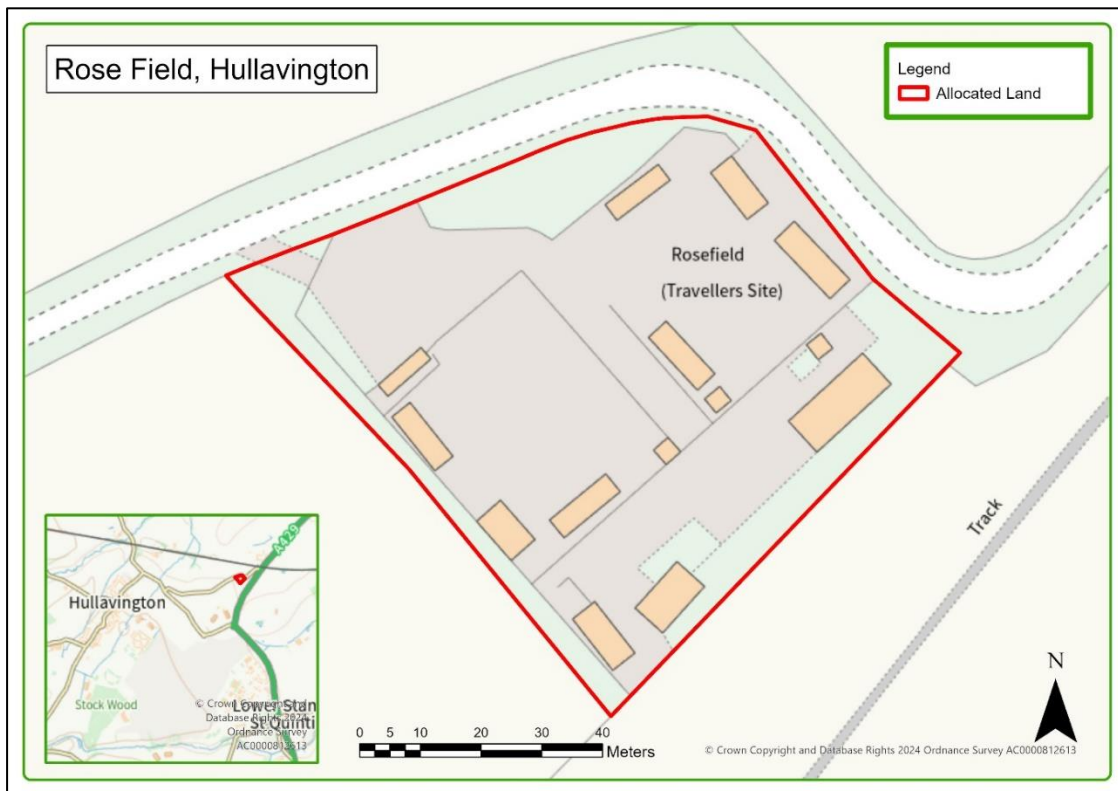
### Policy GT14: Rose Field Caravan Site, Hullavington

- 4.50 This lawful site hosts 6 pitches and is situated to the east of Hullavington. The GTAA identifies a need for two additional pitches. Policy GT14 allocates this site for the development of two additional pitches.
- 4.51 The site is located in a high groundwater area. A drainage strategy will need to be submitted setting out how surface water and foul drainage are to be managed.
- 4.52 Existing boundary vegetation should be retained and maintained, and no external lighting should be included in a development proposal.

**Policy GT14 – Rose Field Caravan Site, Hullavington**

**Land at Rose Field Caravan Site, as identified on the Policies Map, is allocated for the development of 2 additional gypsy and traveller pitches where it accords with policies in the development plan. Proposals should comply with the following requirements:**

- **Deliver sufficient drainage measures to manage surface water, manage the risk from groundwater flooding and provide foul water drainage.**
- **Ensure the retention and maintenance of boundary vegetation**
- **Avoid installation of external lighting that could illuminate boundary vegetation**



**Figure 10: Policy GT14 - Rose Field Caravan Site Allocation**

### **Policy GT15: Land south of Bridge Paddocks**

- 4.53 This lawful site hosts 4 gypsy and traveller pitches and is located between Royal Wootton Bassett and Leigh, along Braydon Road.
- 4.54 The GTAA identifies a need for 2 additional pitches at this site. Policy GT15 allocates the site for an additional two pitches to the east of the internal access track.
- 4.55 Creation of a safe access is required, to maintain visibility splays between the edge of the carriageway and a line extending from a point 2.4 metres back from the edge of the carriageway, measured along the centre line of the access, to the points on the near-side carriageway edge 125 metres to the right and 215 metres to the left of the access. A licence will be required to undertake works on land forming part of the highway.
- 4.56 Implementation of vehicular access might require native hedgerow removal in which case a native hedgerow should be replanted along the back edge of any adjusted alignment as part of an enforceable hard and soft landscaping scheme.
- 4.57 Sufficient standoff from the edge of development to the public footpath PURT126 route will be necessary to incorporate into a scheme.
- 4.58 A drainage strategy will need to be submitted setting out how surface water and foul drainage are to be managed.
- 4.59 The site lies within the 9.4km mitigation zone for North Meadow and Clattinger Farm SAC. A payment will be required towards the North Meadows and Clattinger Farm SAC Mitigation Strategy before commencement of development to mitigate for increase in visitor numbers to that area.
- 4.60 Impacts from external lighting on the adjacent woodland to the east and south of the site must be avoided. Any proposal submitted should demonstrate sufficient fencing and landscaping of development to avoid impacts on the woodland.
- 4.61 There may be possible impacts on great crested newts as the development would lie within an amber risk zone adjacent to the woodland and within 250m of a pond. An assessment should be undertaken to confirm the likelihood of, or presence of great crested newts and any measures required to mitigate the impact of the development on great crested newts and their habitat should be identified and secured.

## Policy GT15 - Land South of Bridge Paddocks

Land at South of Bridge Paddocks, as identified on the Policies Map, is allocated for the development of 2 additional gypsy and traveller pitches where it accords with policies in the development plan. Proposals should comply with the following requirements:

- Securing visibility splays of 125m (right) and 215m (left), with access set back 2.4m from the carriageway, in the interest of highway safety.
- Replanting of native hedgerow on new alignment where required for creation of safe access.
- Secure appropriate hard and soft landscaping as part of development
- Deliver sufficient drainage measures to manage surface water and provide foul water drainage.
- Avoid installation of external lighting that could illuminate woodland to the east and south.
- Secure sufficient standoffs to mitigate impacts on public footpath PURT126.
- Secure a financial contribution to the North Meadow and Clattinger Farm SAC Mitigation Strategy.
- Secure appropriate mitigation for great crested newts, as required.

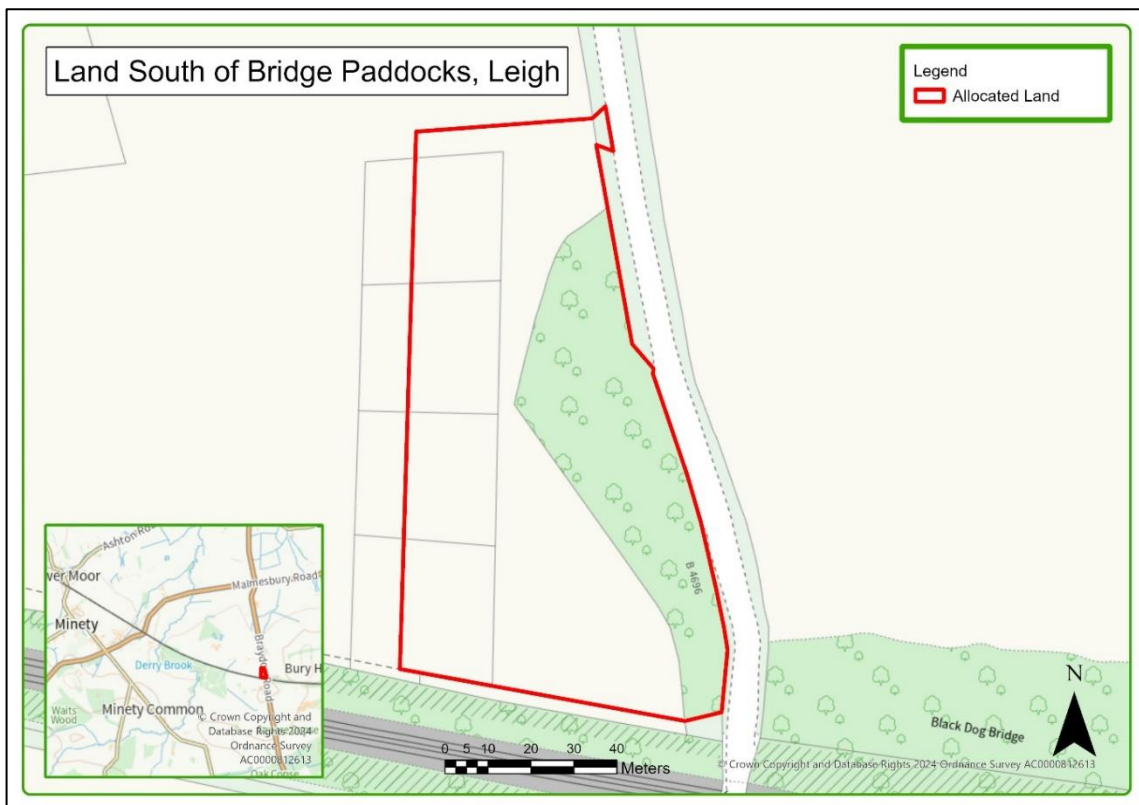


Figure 11: Policy GT15 - Land South of Bridge Paddocks Site Allocation



## Travelling Showpeople

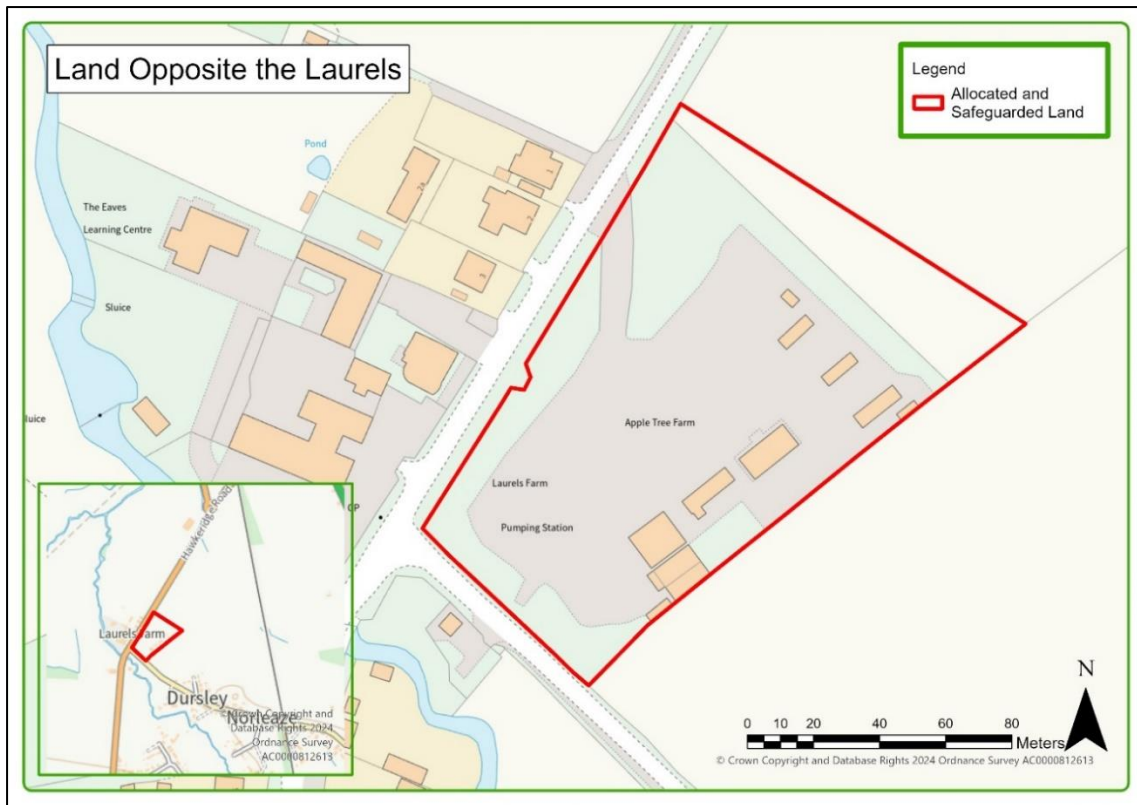
### Policy GT16: Land opposite the Laurels, Heywood

- 4.62 This site hosts five lawful travelling showpeople plots and an area for storage of equipment. It is situated between Trowbridge and Westbury. The 2024 GTAA identifies a need for an additional three plots at this site and accommodation for teenagers may be required by 2029.
- 4.63 Policy GT16 allocates three additional showpeople plots at this site to meet identified need. There would also be scope to station touring caravans to meet accommodation need from teenagers if required.
- 4.64 The site is crossed by public footpath HEYW16. The path would benefit from diversion round the north-east of the site as a minimum and could provide better network links, in collaboration with the adjacent landowner.
- 4.65 Given the stationing of high-sided vehicles the site would benefit from new native tree planting and hedgerow reinforcement around its boundaries. Encroachment should not go further than 5m from the centre line of on-site hedgerows.
- 4.66 The site lies within the Trowbridge Bat Mitigation Strategy area and would contribute to recreational pressure at Round Wood and Picket and Clanger Woods. Hedgerows should be buffered in any development proposal. An Appropriate Assessment would be undertaken by the Council following submission of a planning application.
- 4.67 The site also lies in the zone of influence for Salisbury Plain Special Protection Area (SPA). The current mitigation strategy for the SPA has financial mechanisms in place.

#### **Policy GT16 – Land opposite the Laurels**

**Land opposite the Laurels, as identified on the Policies Map, is allocated for the development of 3 additional travelling showpeople plots where it accords with policies in the development plan. Proposals should comply with the following requirements:**

- **Deliver sufficient drainage measures to manage surface and foul water drainage.**
- **Divert footpath HEYW16 around the north-east of the site, to ensure a Public Right of Way is maintained.**
- **Incorporate native tree planting and hedgerow reinforcement around the site's boundaries to improve landscaping.**
- **Incorporate buffers to hedgerow boundaries to minimise landscape impact from the development.**
- **Secure a financial contribution to the Trowbridge Bat Mitigation Strategy**
- **Secure appropriate mitigation in accordance with the Salisbury Plain Special Protection Area Mitigation Strategy.**



**Figure 12: Policy GT16 – Land Opposite the Laurels Site Allocation**

**Policy GT17: Land adjacent Nursted Park, Devizes**

- 4.68 This site hosts two showpeople plots, equipment storage area and vehicle parking and is an established site. There is no planning permission for the existing development, but the site is immune from planning enforcement. The 2024 GTAA identifies a need for four additional showpeople plots. In the interest of good planning, planning permission should be sought for a total of six plots to regularise the use and accommodate identified need in accordance with Policy GT17.
- 4.69 Improvement to the site access and visibility splay are required and vehicle tracking are to be provided as part of a proposal.
- 4.70 There is evidence of groundwater flood risk present on site which needs to be addressed in a drainage strategy.
- 4.71 Perimeter planting would improve on-site amenity and of that for adjoining residential properties. The area for storage should be enclosed and separated from the residential area in the interest of amenity and safety.
- 4.72 The site lies in the zone of influence for Salisbury Plain Special Protection Area (SPA). The current mitigation strategy for the SPA has financial mechanisms in place.

### Policy GT17 – Land adjacent Nursteed Park

Land adjacent Nursteed Park, as identified on the Policies Map, is allocated for the development of 6 travelling showpeople plots where it accords with policies in the development plan. Proposals should comply with the following requirements:

- Secure visibility splay of 2.4m x 43m at the site access to ensure and maintain highway safety.
- Deliver sufficient drainage measures to manage surface, groundwater and foul water drainage.
- Provide perimeter planting in the interest of protecting amenity both within the site and on neighbouring land uses.
- Secure appropriate mitigation in accordance with the Salisbury Plain Special Protection Area Mitigation Strategy.

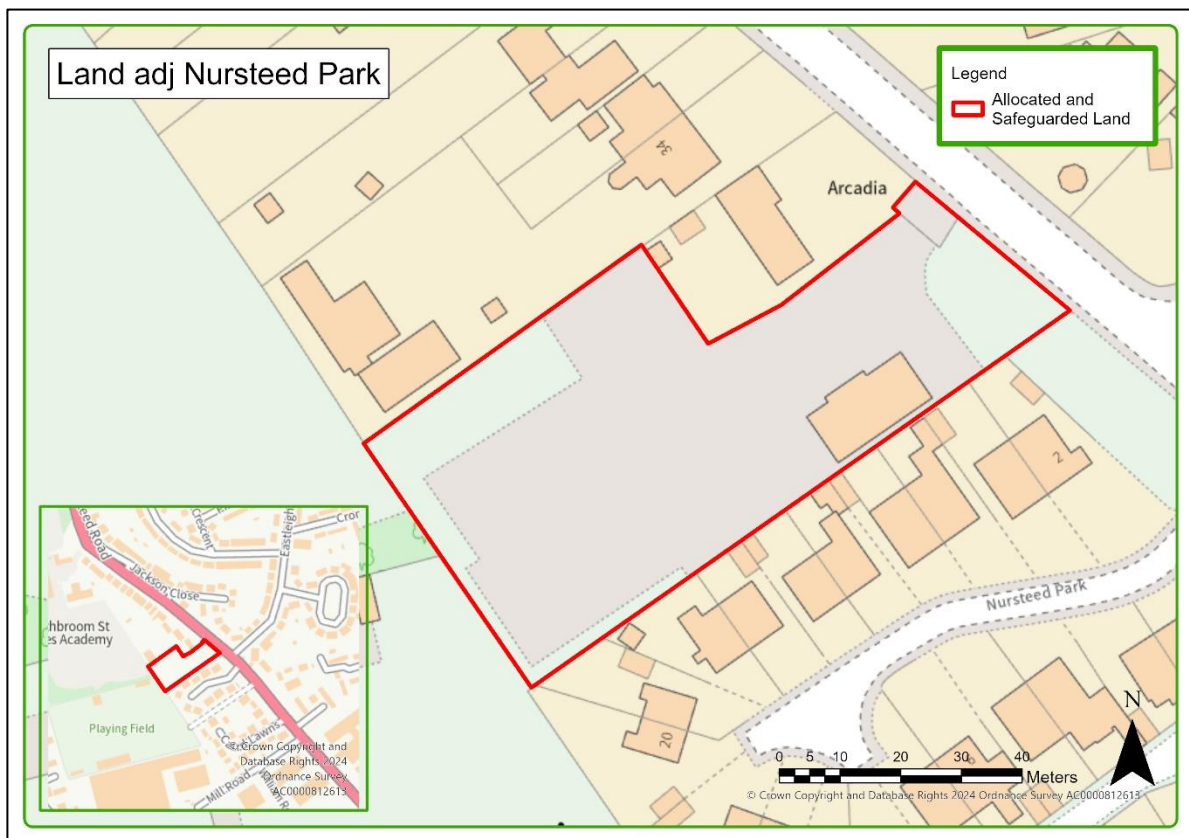


Figure 13: Policy GT17 - Land adjacent Nursteed Park Site Allocation

### **Policy GT18: Petersfinger Business Park, Salisbury**

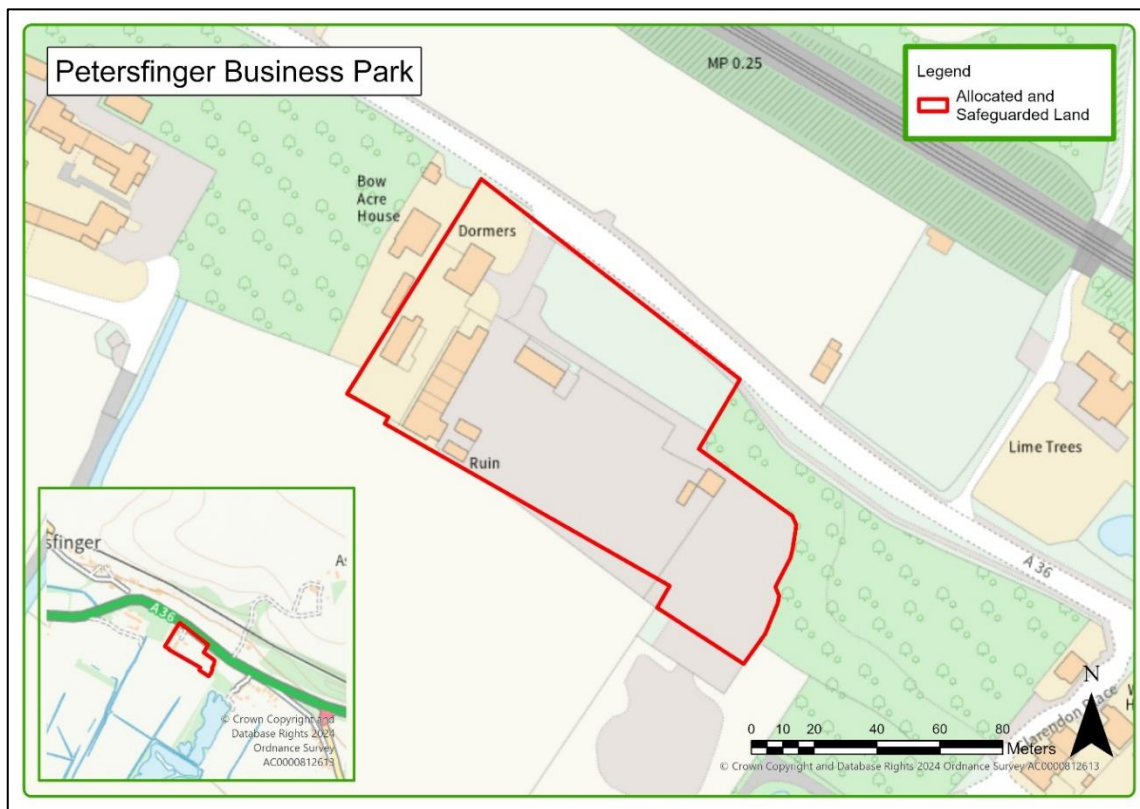
- 4.73 This site hosts a lawful plot for showpeople and storage area and is situated in Petersfinger, adjacent to the A36. The 2024 GTAA identifies an accommodation need for a single showpeople plot at this site and there may be accommodation need from teenagers by 2029.
- 4.74 Policy GT18 allocates one additional showpeople plot at this site to meet identified need. The additional plot should be accommodated within the existing permitted site to avoid exposure to traffic noise from the adjacent A36.
- 4.75 Additional land is available to accommodate touring caravans to meet identified need from teenagers if required with some reconfiguration of the site.
- 4.76 There is evidence of groundwater flood risk present on site which needs to be addressed in a drainage strategy. Mains water and sewer connections are available but will require capacity assessment by Wessex Water.
- 4.77 The site lies within the River Avon SAC catchment. Appropriate Assessment will be undertaken by the Council following submission of a planning application. Applicants need to follow Wiltshire Council's advice on its website in terms of nutrient neutrality<sup>40</sup>. The site also falls within the zone of influence of New Forest protected sites and mitigation will be required.
- 4.78 The site is located adjacent to the A36. A noise assessment will be required to ascertain if mitigation will be required to ensure acceptable living conditions for site occupants.

#### **Policy GT18 - Petersfinger Business Park**

**Land at Petersfinger Business Park, as identified on the Policies Map, is allocated for the development of 1 additional travelling showpeople plot where it accords with policies in the development plan. Proposals should comply with the following requirements:**

- **Secure mitigation measures in accordance with the requirements of the Council's nutrient neutrality strategy.**
- **Deliver sufficient drainage measures to manage groundwater flood risk and surface and foul water drainage.**
- **Secure a financial contribution to the New Forest Protected Sites Mitigation Strategy.**
- **Ensure the delivery of measures to mitigate any identified adverse impacts from noise, including from the A36.**

<sup>40</sup> <https://www.wiltshire.gov.uk/Phosphorus-and-nitrogen-mitigation>



**Figure 14: Policy GT18 - Petersfinger Business Park Site Allocation**

## Site Allocations to meet pitch needs from households that do not meet the planning definition

### Policy GT19: Former Glenville Nurseries, Royal Wootton Bassett

- 4.79 This site hosts 11 lawful gypsy and traveller pitches and is situated to the south of Royal Wootton Bassett adjacent to Marlborough Road. The GTAA identifies a need for 1 pitch and potentially teenage accommodation by 2029. According to the evidence, need arises on Pitch 7 on this site.
- 4.80 Policy GT19 allocates an additional pitch at Pitch 7 on this site. There is some potential for touring caravans to be stationed near the entrance of the pitch.

#### Policy GT19 - Former Glenville Nurseries

Land at Former Glenville Nurseries, as identified on the Policies Map, is allocated for the development of 1 additional gypsy and traveller pitch by way of subdivision of Pitch 7, where it accords with policies in the development plan. Proposals should comply with the following requirements:

- Deliver sufficient drainage measures to manage surface and foul water drainage.

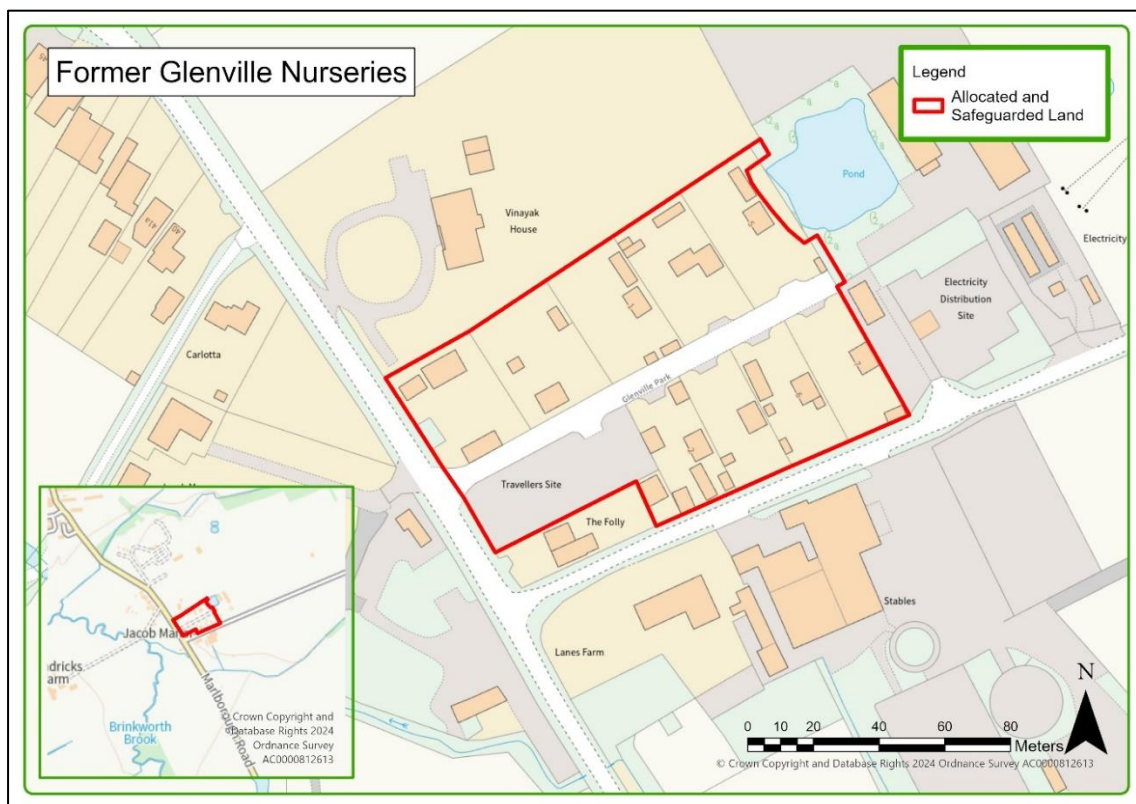


Figure 15: Policy GT19 – Former Glenville Nurseries Site Allocation

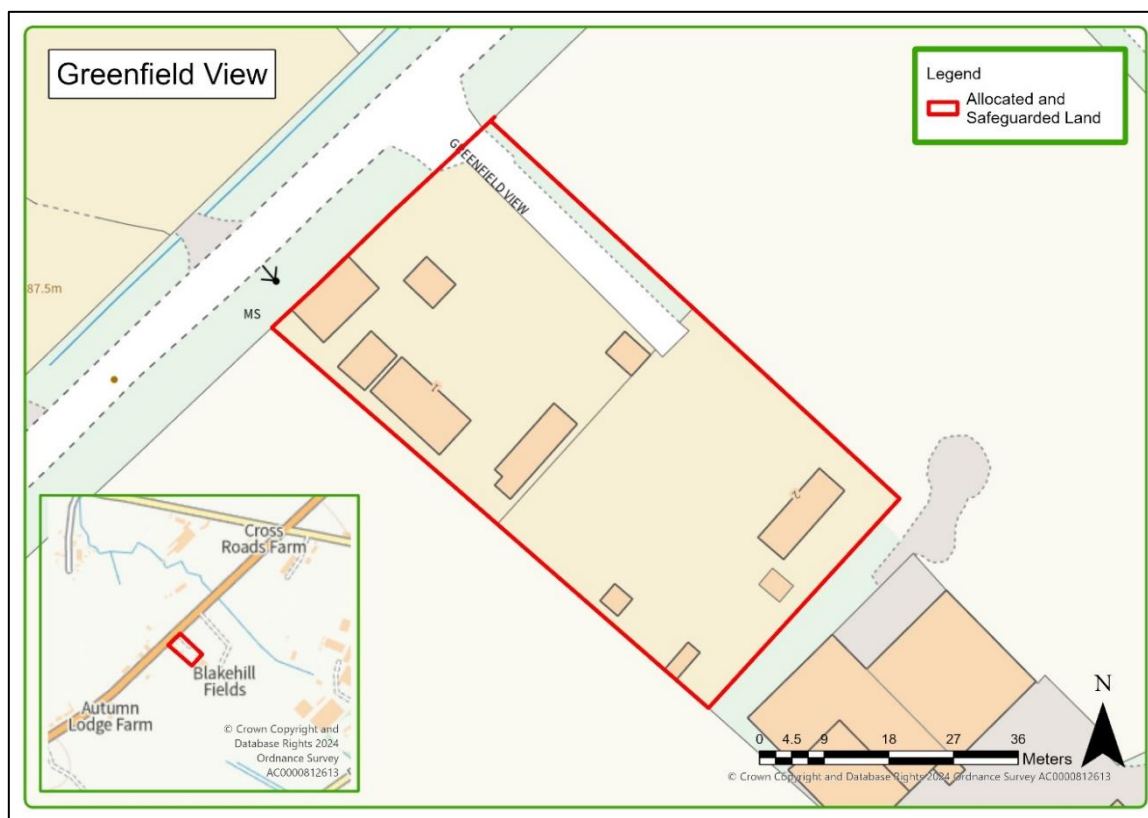
### **Policy GT20: Greenfield View, Leigh**

- 4.81 This site hosts two lawful gypsy and traveller pitches and is located between Leigh and Upper Chelworth Lodge. The GTAA identifies a need for one pitch. There may also be an accommodation need from teenagers.
- 4.82 Policy GT20 allocates a single pitch at this site. It is considered that there would be additional space to accommodate touring caravans at this site by 2029 if required to meet teenagers accommodation needs.
- 4.83 The site lies within 2.5km from North Meadow and Clattinger Farm SAC and a payment will be required towards the North Meadows and Clattinger Farm SAC Mitigation Strategy before commencement of development to mitigate for increase in visitor numbers to that area.
- 4.84 Foul drainage should be achieved by way of private sewage treatment plant in the absence of available sewer connections.
- 4.85 Existing boundary trees and vegetation should be retained and managed in perpetuity.
- 4.86 Potential effects from proximity to a working farm to the south-east should be further assessed in terms of noise, odour and pests. A contaminated land assessment is required to establish any mitigation that may be required due to the potential for previous agricultural or mechanical land use.

### **Policy GT20 - Greenfield View, Leigh**

**Land at Greenfield View, as identified on the Policies Map, is allocated for the development of 1 additional gypsy and traveller pitch where it accords with policies in the development plan. Proposals should comply with the following requirements:**

- **Deliver sufficient drainage measures to manage surface water and foul water drainage.**
- **Secure the retention and future management of the existing boundary trees and vegetation.**
- **Prevent unacceptable risk to future occupiers from pollution by securing the implementation of remediation measures, as necessary.**
- **Secure a financial contribution to the North Meadow and Clattinger Farm SAC Mitigation Strategy.**



**Figure 16: Policy GT20 - Greenfield View Site Allocation**

**Policy GT21: Land at Capps Lane, Bratton**

- 4.87 This lawful traveller site has planning permission for 1 pitch is situated on Capps Lane outside the village of Bratton. The GTAA identifies an accommodation need of one pitch at this site.
- 4.88 Policy GT21 allocates this site for one pitch. Highway and access improvements will be required. A package treatment plant is the preferred option for foul drainage management. Any loss of vegetation should be compensated for through the council's offsetting scheme. Buffers should be provided around the proposed development and the road frontage hedgerow retained and managed in perpetuity.
- 4.89 The site lies within the grey zone of the Trowbridge Bat Mitigation Strategy. Financial contributions will be required. The site also lies in the zone of influence for Salisbury Plain Special Protection Area (SPA). The current mitigation strategy for the SPA has financial mechanisms in place.



## Policy GT21 - Land at Capps Lane

Land at Capps Lane, as identified on the Policies Map, is allocated for the development of 1 additional gypsy and traveller pitch where it accords with policies in the development plan. Proposals should comply with the following requirements:

- Incorporating a passing bay scheme on land in ownership of the applicant and demonstrate vehicle tracking.
- Secure the retention and future management of the hedgerow along the road frontage.
- Incorporate buffers to hedgerows around the proposed pitch.
- Secure a financial contribution to the Trowbridge Bat Mitigation Strategy.
- Secure appropriate mitigation in accordance with the Salisbury Plain Special Protection Area Mitigation Strategy.

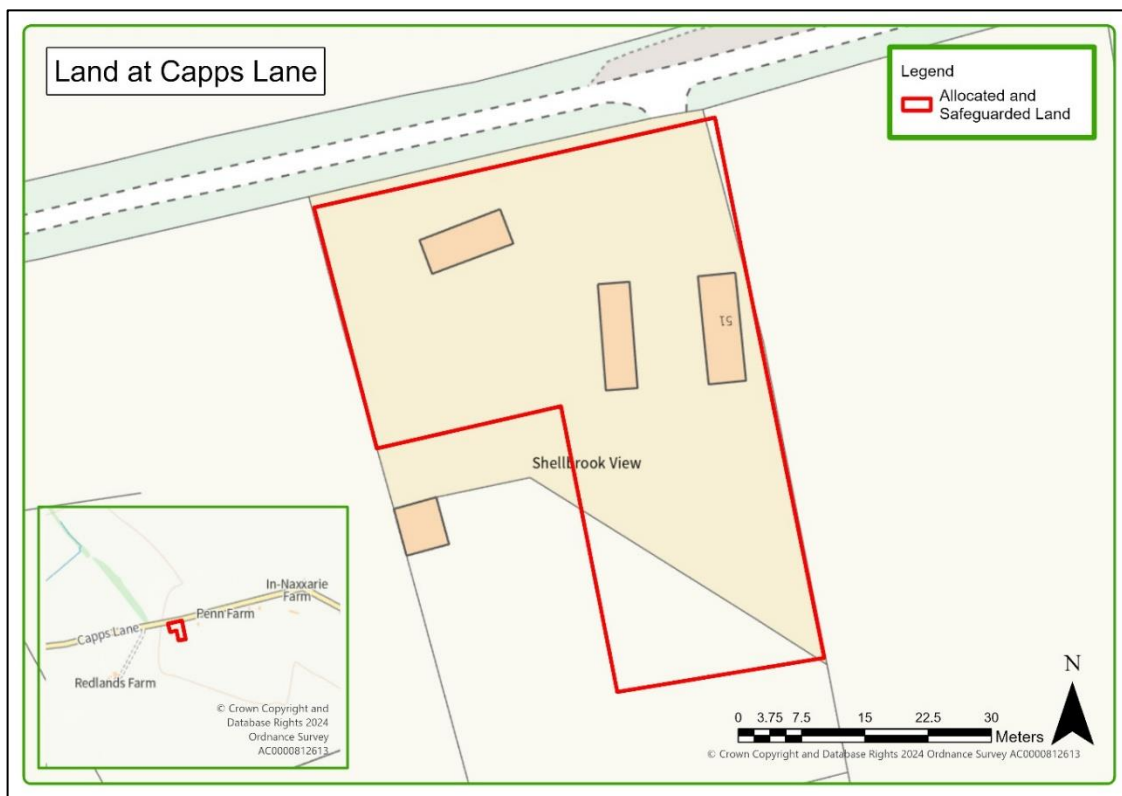


Figure 17: Policy GT21 – Land at Capps Lane Site Allocation

## **Policy GT22: Melbourne View, Brinkworth**

- 4.90 This site hosts four lawful pitches and additional touring caravans for storage and is situated between Brinkworth and Little Somerford along the B4042. The GTAA evidences a need for three additional pitches at this site; and there may be accommodation need from teenagers by 2029. One pitch can be accommodated in view of the densely developed nature of the site. Accordingly, Policy GT22 allocates one additional pitch at this site.
- 4.91 The site has permission for the storage of touring caravans but planning conditions require that they cannot be lived in. There may therefore be potential to provide for teenagers subject to the appropriate consents.
- 4.92 In the absence of available mains sewer, a package treatment plant is required.
- 4.93 The site sits above a historic landfill site. The original planning permission dates back to 2004 and subsequent permissions only relate to the increase in the number of caravans to be stationed on site. Ground investigations are required in accordance with the Council's adopted Contaminated Land Supplementary Planning Document (2012) and the adopted Contaminated Land Strategy<sup>41</sup>.
- 4.94 In biodiversity terms a buffer to the site's northern boundary shrub and tree habitat should be maintained. The site lies in a risk zone for great crested newts, but impacts can be avoided if development is restricted to hardstanding areas.

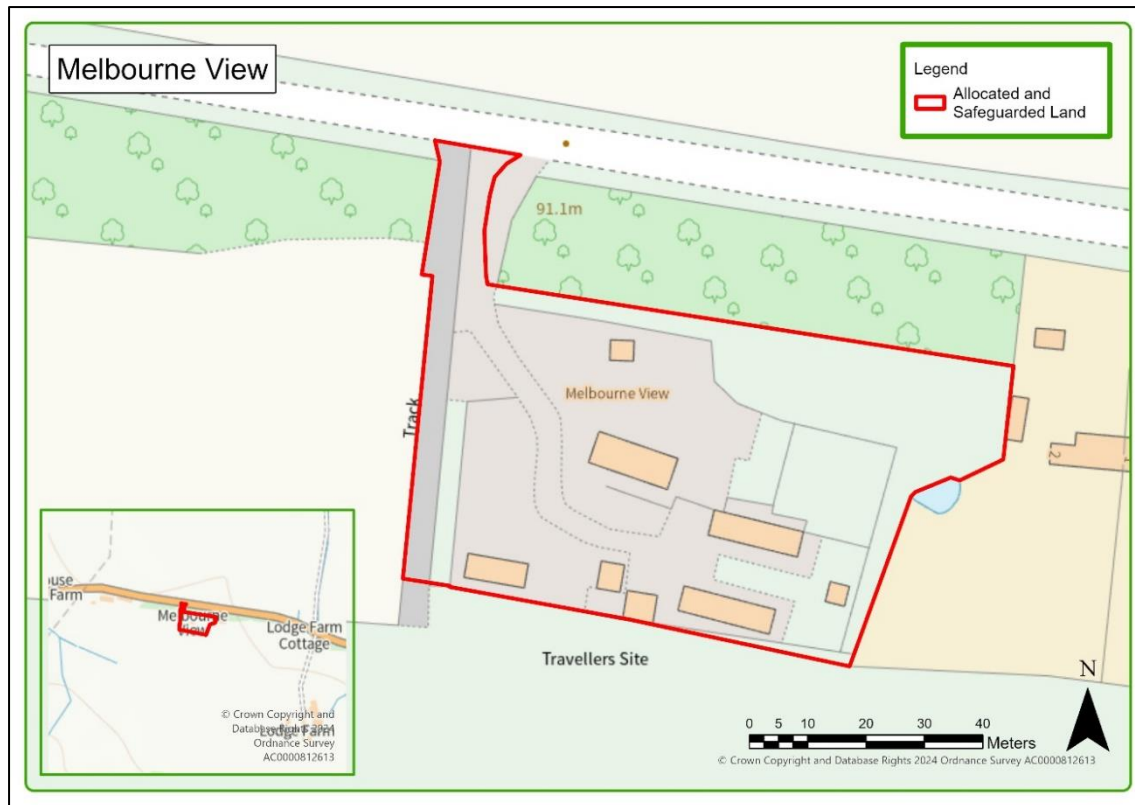
### **Policy GT22 - Melbourne View**

**Land at Melbourne View, as identified on the Policies Map, is allocated for the development of 1 additional pitch where it accords with policies in the development plan. Proposals should comply with the following requirements:**

- **Deliver sufficient drainage measures to manage surface and foul water drainage.**
- **Secure a buffer to priority shrub and tree habitat on the northern site boundary, to maintain ecological value.**
- **Prevent unacceptable risk to future occupiers from pollution by securing the implementation of remediation measures, as necessary.**

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<sup>41</sup> [Contaminated land - Wiltshire Council](#)



**Figure 18: Policy GT22 – Melbourne View Site Allocation**

**Policy GT23: 79 Southampton Road, near Alderbury**

- 4.95 This gypsy and traveller site hosts two lawful single dwellings and mobile homes is situated between Salisbury and Alderbury. The 2024 GTAA identifies a need for an additional 2 pitches. There is also evidence that teenage children may require accommodation by 2029.
- 4.96 Accordingly, Policy GT23 identifies 2 additional gypsy/traveller pitches. There is sufficient room available on the site for the accommodation of additional tourers if required.
- 4.97 The site lies within the River Avon SAC catchment. An Appropriate Assessment will be undertaken by the Council following submission of a planning application in accordance with the Habitats Regulations. Applicants need to follow Wiltshire Council’s advice on its website in terms of nutrient neutrality<sup>42</sup>.
- 4.98 The site is within the catchment of the Petersfinger Sewage Treatment Works and mains connection for foul drainage which is available is recommended to achieve phosphate neutrality.
- 4.99 The site also falls within the zone of influence of New Forest protected sites and mitigation will be required.

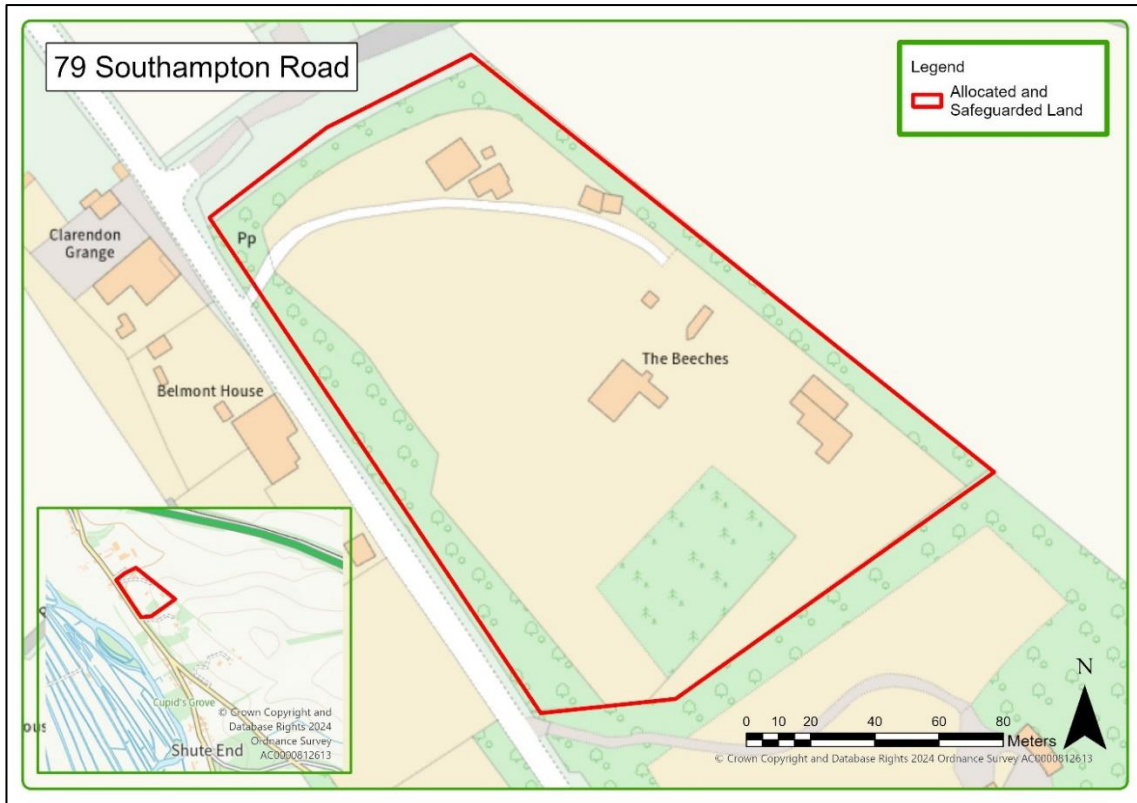
<sup>42</sup><https://www.wiltshire.gov.uk/article/Phosphorus-and-nitrogen-mitigation>

- 4.100 There is evidence of groundwater flood risk present on site, and this should be investigated further in the drainage strategy.
- 4.101 The site is in an area populated by cropmarks of ancient field systems and with recorded evidence for later prehistoric, Roman and Saxon settlement and funerary evidence which requires monitoring of preparatory groundworks.
- 4.102 The proposal should be informed by a heritage impact assessment to establish the impact of the development on Belmont House (Grade II listed building) and its setting. The assessment should include consideration of the impact during winter months when trees are not in leaf and identify mitigation measures as required to conserve the designated heritage asset.
- 4.103 A 15–20-metre buffer to mature trees on the south-western boundary will be required.

#### **Policy GT23 - 79 Southampton Road**

**Land at 79 Southampton Road, as identified on the Policies Map, is allocated for the development of 2 additional pitches where it accords with policies in the development plan. Proposals should comply with the following requirements:**

- **Secure mitigation measures in accordance with the requirements of the Council's nutrient neutrality strategy.**
- **Provide sufficient drainage measures to manage groundwater flood risk and surface and foul water drainage. Mains sewer connection will be required.**
- **Ensure the conservation of designated heritage assets and their setting, including Belmont House Grade II Listed Building..**
- **Ensure archaeological monitoring and recording during construction to protect potential sub-surface heritage assets.**
- **Provide a 15-20 metre buffer to mature trees on the southwestern site boundary, to mitigate for landscape impacts from the development.**
- **Secure a financial contribution to the New Forest Protected Sites Mitigation Strategy.**



**Figure 19: Policy GT23 - 79 Southampton Site Allocation**

## **New Site Allocations**

- 4.104 In accordance with Policy GT1 new sites are allocated to meet identified need for gypsy and traveller households that meet the planning definition.

### **Policy GT24: Bushton North Farm, Breach Lane, Bushton**

- 4.105 This site is located at the western edge of a field which is in agricultural use. Access would be gained from Breach Lane using an existing gated field access which requires upgrading.
- 4.106 Due to the ecological sensitivity of the site, no more than three permanent gypsy/traveller pitches will be supported. The site can enable off-grid power supply and off-grid foul drainage. Existing hedgerows and trees around the site must be protected and enhanced, and a new hedgerow will be required on the site's eastern boundary to assimilate the development. The site falls within a high- risk zone for great crested newts. An assessment should be undertaken to confirm the likelihood of, or presence of great crested newts and any measures required to mitigate the impact of the development on great crested newts and their habitat should be identified and secured.
- 4.107 Only a small part of the site should be developed for the 3 pitches with part of the site being undeveloped and used for mitigation as listed in Policy GT24 including amenity space for residents. It is important that proposals demonstrate the most efficient use of land by delivering a satisfactory layout that does not occupy more land within the allocation than is required. This will ensure the retention of greenfield land as far as practicable and avoid unnecessary encroachment into the countryside.

## Policy GT24 – Bushton North Farm

Land at Bushton North Farm, as shown on the Policies Map, is allocated for the development of no more than 3 gypsy/traveller pitches where it accords with policies in the development plan. Proposals should comply with the following requirements:

- Delivers a layout that demonstrates the most efficient use of land and retains greenfield land within the site as far as practicable.
- Improve the existing access with a 2.4m x 215m visibility splay, set back by 2.4m from the carriageway to ensure highway safety when accessing and egressing the site.
- Provide sufficient drainage measures to manage surface and foul water drainage.
- Ensure connection to mains water is provided for the development.
- Ensure electricity supply to the development is provided by on-site renewable energy sources.
- Provide a 10-metre buffer to existing on-site hedgerows and trees to mitigate the landscape impact from the development.
- Provide a new hedgerow along the open eastern boundary of the site to mitigate the landscape impact of the development.
- Secure appropriate mitigation for protected species, including great crested newts, as required.

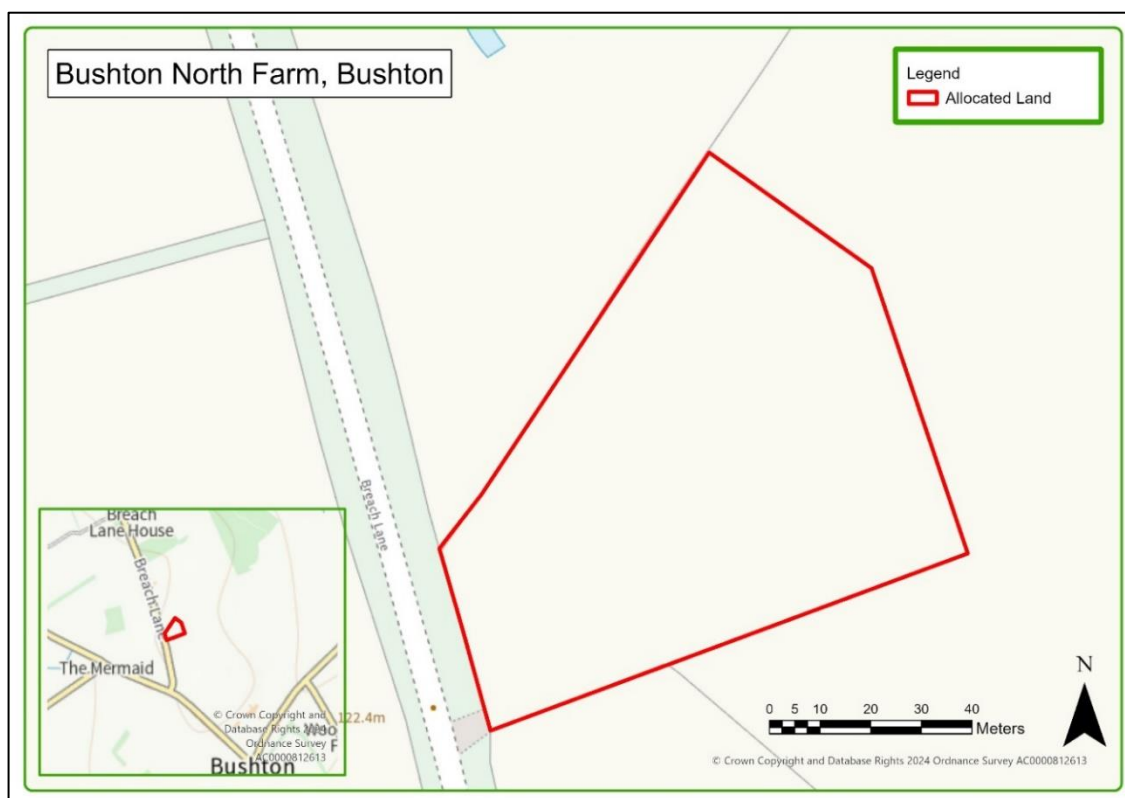


Figure 20: Policy GT24 – Bushton North Farm Site Allocation

### **Policy GT25: Land at Housecroft Farm 1, Bratton Road, Edington**

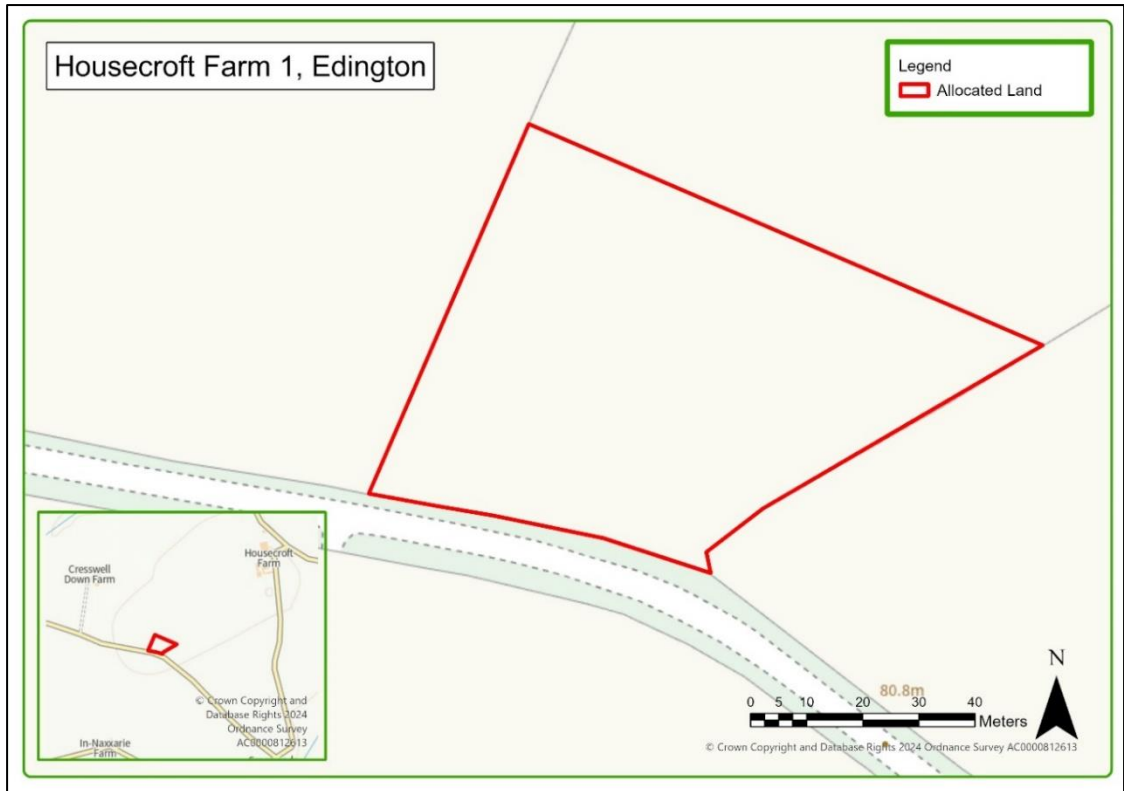
- 4.108 This site forms part of the Housecroft Farm estate and is situated adjacent to Bratton Road. Given the exposed location of the site only a small development can be supported and the layout must ensure that
- 4.109 An existing field access can be utilised and improved. A mains water connection can be achieved. Foul water management is to be achieved by off-grid package treatment. In the absence of mains power renewable or low carbon power supply is preferred.
- 4.110 On-site features such as hedgerows must be retained and protected through appropriate standoffs and avoidance of external lighting. New native hedgerow planting will be required around the site.
- 4.111 Financial contributions to the Trowbridge Bat Mitigation Strategy will be required. The site also lies in the zone of influence for Salisbury Plain Special Protection Area. The current mitigation strategy for the SPA has financial mechanisms in place.
- 4.112 Only a small part of the site should be developed for the 2 pitches with part of the site being undeveloped and used for mitigation as listed in Policy GT25 and amenity space for residents. It is important that proposals demonstrate the most efficient use of land by delivering a satisfactory layout that does not occupy more land within the allocation than is required. This will ensure the retention of greenfield land as far as practicable and avoid unnecessary encroachment into the countryside.

#### **Policy GT25 – Land at Housecroft Farm (1)**

**Land at Housecroft Farm, as shown on the Policies Map, is allocated for the development of no more than 2 gypsy/traveller pitches where it accords with policies in the development plan. Proposals should comply with the following requirements:**

- **Delivers a layout that demonstrates the most efficient use of land and retains greenfield land within the site as far as practicable.**
- **Provide vehicular site access to be set 2.4m back from the carriageway with 160m visibility in both directions.**
- **On-site renewables should be installed to supply electricity to the development.**
- **Provide sufficient drainage measures to manage surface and foul water drainage.**
- **Provide new hedgerow along the new alignment to mitigate the loss of removal of hedgerows for vehicular access improvements.**
- **Provide new characteristic native hedge field boundary to the north, and provide new hedgerow trees on all boundaries, to minimise landscape impact from the development.**
- **Secure the retention and protection of existing hedgerows on the east, west and southern boundaries with a 10-metre wide habitat buffer, to minimise landscape impact from the development.**
- **Secure a financial contribution to the Trowbridge Bat Mitigation Strategy**
- **Secure appropriate mitigation in accordance with the Salisbury Plain Special Protection Area Mitigation Strategy.**





**Figure 21: Policy GT25 – Housecroft Farm 1 Site Allocation**

**Policy GT26: Land at Housecroft Farm (2), Edington Road, Edington**

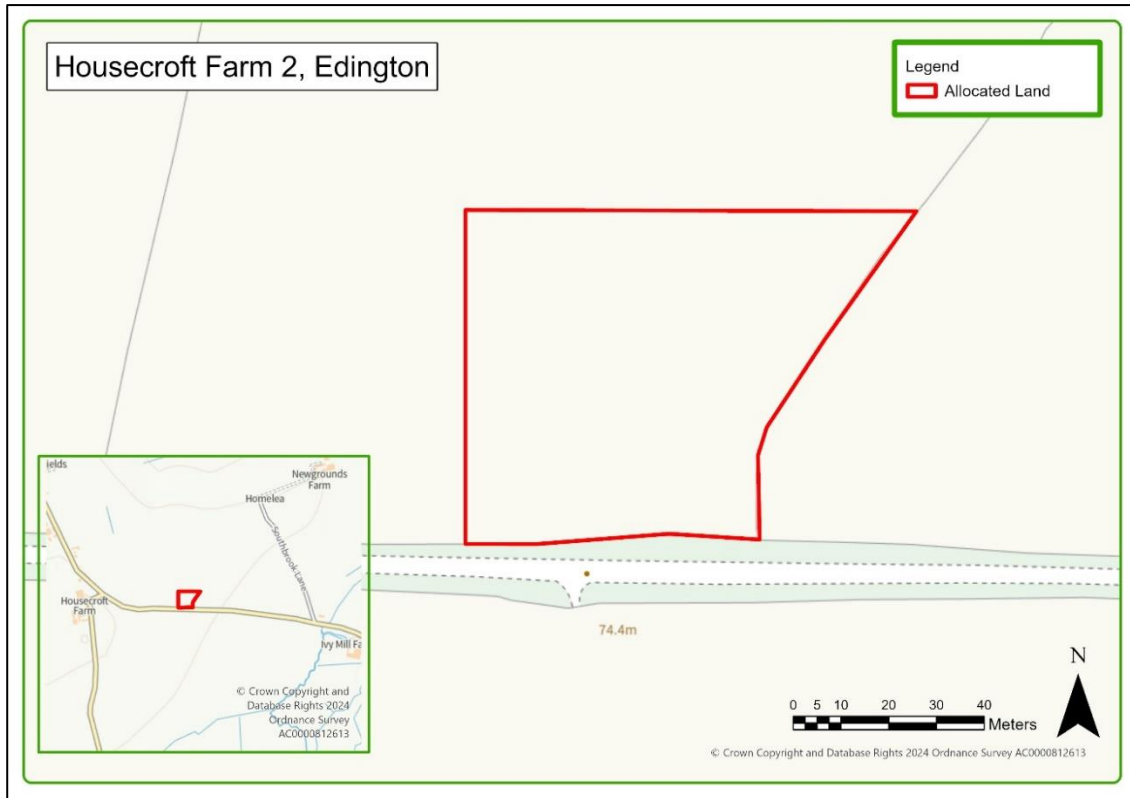
- 4.113 The site forms part of the Housecroft Farm estate and is situated at its eastern end along Edington Road. The site is exposed and for this reason only a small development can be supported.
- 4.114 An existing field access can be utilised and improved. Vehicle tracking information should be submitted with an application. A mains water connection can be achieved.
- 4.115 Foul water management is to be achieved by off-grid package treatment. In the absence of mains power, a renewable or low carbon power supply is preferred.
- 4.116 On-site features such as hedgerows must be retained and protected through appropriate standoffs and avoidance of external lighting. New native hedgerow planting will be required around the site.
- 4.117 Financial contributions to the Trowbridge Bat Mitigation Strategy will be required. The site also lies in the zone of influence for Salisbury Plain Special Protection Area (SPA). The current mitigation strategy for the SPA has financial mechanisms in place.
- 4.118 Only a small part of the site should be developed for the 2 pitches with part of the site being undeveloped and used for mitigation as listed in Policy GT26 and amenity space for residents. It is important that proposals demonstrate the most efficient use of land by delivering a satisfactory layout that does not occupy more land within the

allocation than is required. This will ensure the retention of greenfield land as far as practicable and avoid unnecessary encroachment into the countryside.

**Policy GT26 - Land at Housecroft Farm (2)**

**Land at Housecroft Farm, as shown on the Policies Map, is allocated for the development of no more than 2 gypsy/traveller pitches where it accords with policies in the development plan. Proposals should comply with the following requirements:**

- **Delivers a layout that demonstrates the most efficient use of land and retains greenfield land within the site as far as practicable.**
- **Provide vehicular site access to be set 2.4m back from the carriageway with 160-215m visibility in both directions to ensure highway safety when accessing and egressing the site.**
- **Ensure electricity supply to the development is provided by on-site renewable energy sources where connection to mains electricity supply cannot be achieved.**
- **Provide sufficient drainage measures to manage surface and foul water drainage.**
- **Provide new hedgerow along the new alignment to mitigate the loss of removal of hedgerows for vehicular access improvements.**
- **Provide new characteristic native hedge field boundary to the north and west, and provide new hedgerow trees on all boundaries to minimise landscape impact from the development.**
- **Ensure the retention and protection of existing hedgerows on the east, west and southern boundaries with a 10-metre-wide habitat buffer to minimise landscape impact from the development.**
- **Secure a financial contribution to the Trowbridge Bat Mitigation Strategy**
- **Secure appropriate mitigation in accordance with the Salisbury Plain Special Protection Area Mitigation Strategy.**



**Figure 22: Policy GT26 – Housecroft Farm 2 Site Allocation**

**Policy GT27: Land at Cleverton, Cleverton**

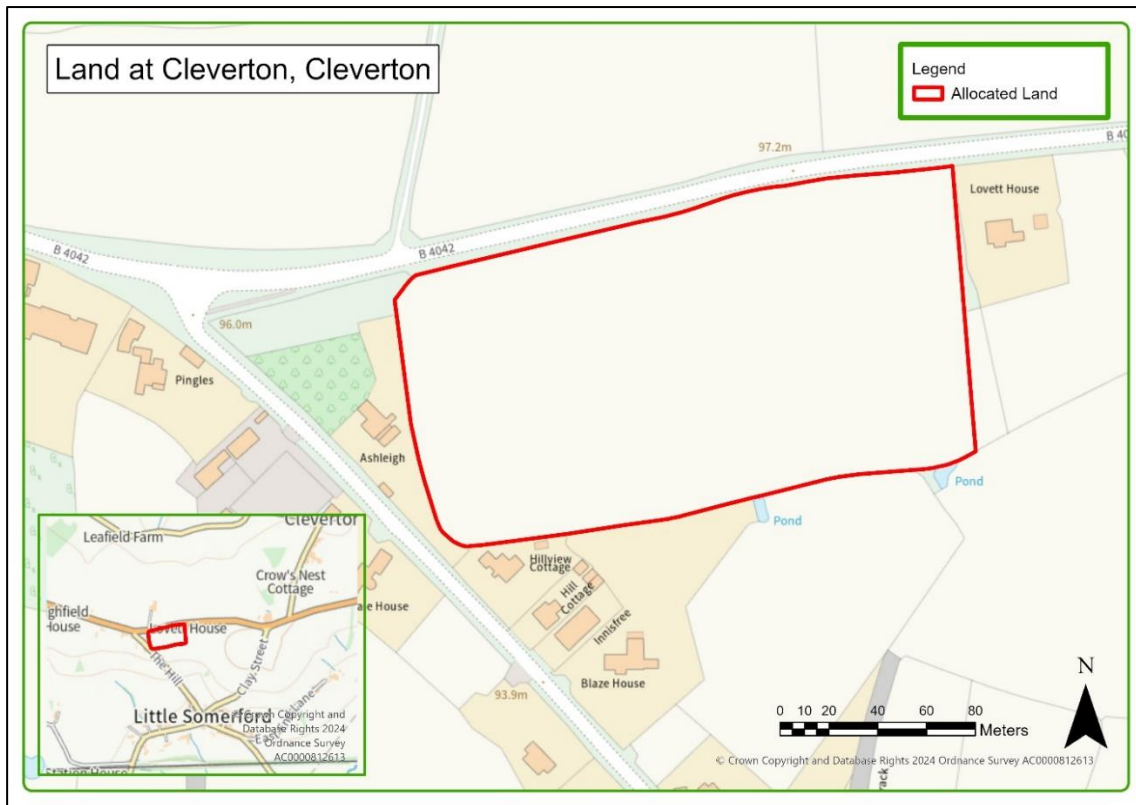
- 4.119 The site lies adjacent to the B4042 between Little Somerford and Malmesbury and is in agricultural use. The site is suitable for the allocation and development of 10 pitches.
- 4.120 The site benefits from an existing agricultural access onto the B4042 and mains connection for water and power. A flood risk assessment will be required. There is evidence of groundwater and surface water flood risk to be further addressed in the drainage strategy.
- 4.121 Existing hedgerows should be supplemented with new higher planting. New woodland and tree planting would be required within the site. Adequate separation distances to nearby residential properties are also required to safeguard residential amenity.
- 4.122 The grassland quality must be established prior to development to assess the ecological impact of the development and inform compensation requirements. The southern and western hedgerows are of high biodiversity value and should be protected and improved.
- 4.123 An assessment should be undertaken to confirm the likelihood of, or presence of great crested newts and any measures required to mitigate the impact of the development on great crested newts and their habitat should be identified and secured.

- 4.124 There is potential within the site for archaeological features. Further investigation is required, including a geophysical site survey and trial trench evaluation to identify any heritage assets and assess the impact of the inform a development proposal and inform mitigation measures, as necessary.
- 4.125 Only a part of the site should be developed for the 10 pitches with part of the site being undeveloped and used for mitigation as listed in Policy GT27 and amenity space for residents. It is important that proposals demonstrate the most efficient use of land by delivering a satisfactory layout that does not occupy more land within the allocation than is required. This will ensure the retention of greenfield land as far as practicable and avoid unnecessary encroachment into the countryside.

#### **Policy GT27 - Land at Cleverton**

**Land at Cleverton, as shown on the Policies Map, is allocated for the development of 10 gypsy/traveller pitches where it accords with policies in the development plan. Proposals should comply with the following requirements:**

- **Delivers a layout that demonstrates the most efficient use of land and retains greenfield land within the site as far as practicable.**
- **Provide vehicular site access to be set 2.4m back from the carriageway with 160m visibility in both directions, to ensure safe access and egress to the site**
- **Provide connections to mains electricity and water.**
- **Ensure any risk of flooding is mitigated.**
- **Provide sufficient drainage measures to manage surface, groundwater and foul water drainage.**
- **Secure ecological mitigation and compensation measures as required, to protect grassland habitat and hedgerows.**
- **Provide new hedgerow along the new alignment to mitigate the loss of removal of hedgerows for vehicular access improvements.**
- **Enhance existing hedgerows fronting the B4042 with new, higher planting.**
- **Secure the retention and protection of the southern hedgerow, the provision of a 15-metre grassland corridor intermixed with new hedgerow planting and the provision of adequate protective fencing.**
- **Provide a 5-metre buffer to the western hedgerow.**
- **Secure appropriate mitigation for protected species, including great crested newts, as required.**
- **Provide new woodland and tree planting within the site to mitigate for landscape impacts from the development.**
- **Securing suitable separation distances to neighbouring residential properties, in the interest of safeguarding amenity of future residents of the site and neighbouring residents.**
- **Avoid illumination of southern and western boundaries by external lighting.**
- **Ensure that any identified heritage assets are conserved with mitigation measures secured, where necessary.**



**Figure 23: Policy GT27 - Land at Cleverton Site Allocation**

**Policy GT28: Land at Oxhouse Farm, Rowde**

- 4.126 The site lies adjacent to Devizes Road to the east of Rowde and is in agricultural use. It is suitable for the allocation and development of 10 pitches.
- 4.127 The site benefits from an existing agricultural access onto Devizes Road and mains connection for water and power can be achieved.
- 4.128 On-site features such as field ditches and existing hedgerows must be retained and protected through appropriate standoffs, fencing and avoidance of external lighting. New native hedgerow planting will be required around the site. Woodland planting within and on the corners of the site will assist in its assimilation into the countryside.
- 4.129 The site may contain archaeological features and provide for ground nesting birds. Investigatory surveys will be required to establish the presence and extent of such features, and how to mitigate for impact on these.
- 4.130 Only a part of the site should be developed for the 10 pitches with part of the site being undeveloped and used for mitigation as listed in Policy GT28 and amenity space for residents. It is important that proposals demonstrate the most efficient use of land by delivering a satisfactory layout that does not occupy more land within the allocation than is required. This will ensure the retention of greenfield land as far as practicable and avoid unnecessary encroachment into the countryside.

## Policy GT28 - Land at Oxhouse Farm

Land at Oxhouse Farm, as shown on the Policies Map, is allocated for the development of 10 gypsy/traveller pitches where it accords with policies in the development plan. Proposals should comply with the following requirements:

- Delivers a layout that demonstrates the most efficient use of land and retains greenfield land within the site as far as practicable.
- Provide vehicular site access to be set 2.4m back from the carriageway with 43m visibility in both directions, to ensure highway safety when accessing and egressing the site.
- Provide connections to mains electricity and water.
- Provide sufficient drainage measures to manage surface and foul water drainage.
- Provide new hedgerow and tree planting along site boundaries.
- Provide a 15-metre wide buffer with new hedgerow planting to western boundary and stream, to be protected by substantial fencing.
- Provide new woodland and tree planting within the site and its corners to mitigate for landscape impacts from the development.
- Avoid illumination of western boundary by external lighting to protect boundary habitats.
- Ensure that any identified heritage assets are conserved with mitigation measures secured, where necessary.
- Submission of ground nesting birds survey.

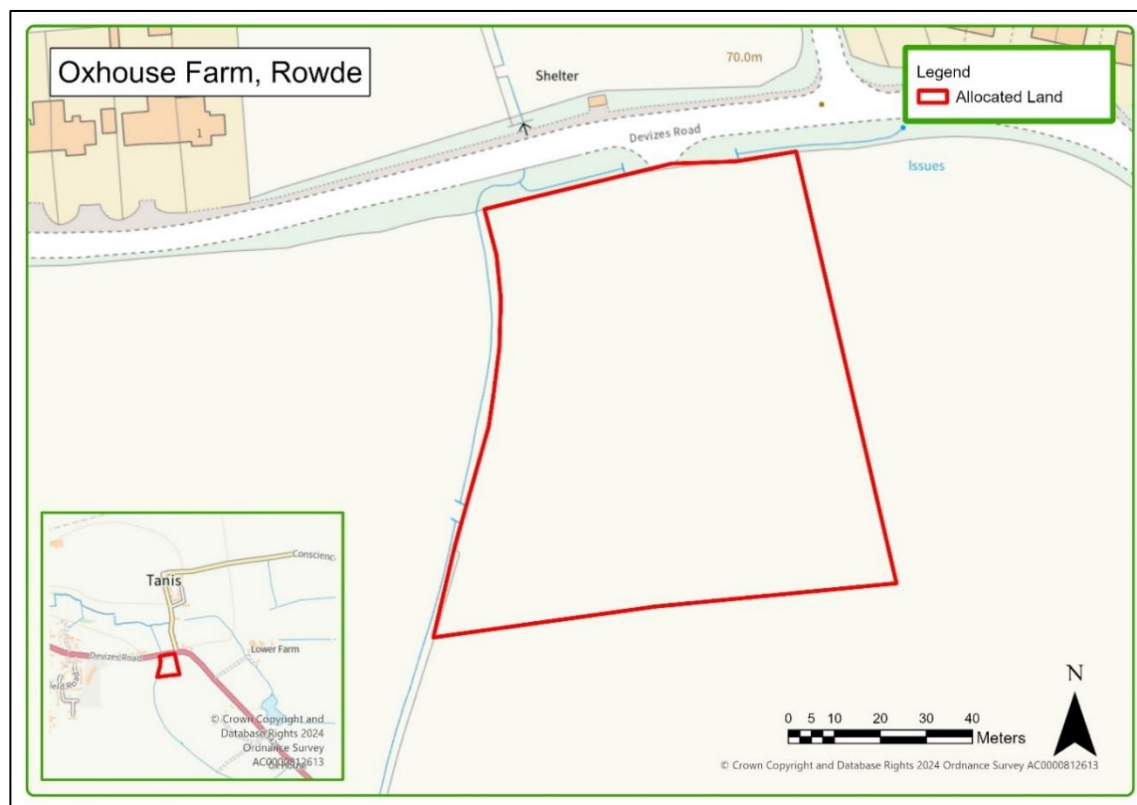


Figure 24: Policy GT28 - Oxhouse Farm Site Allocation

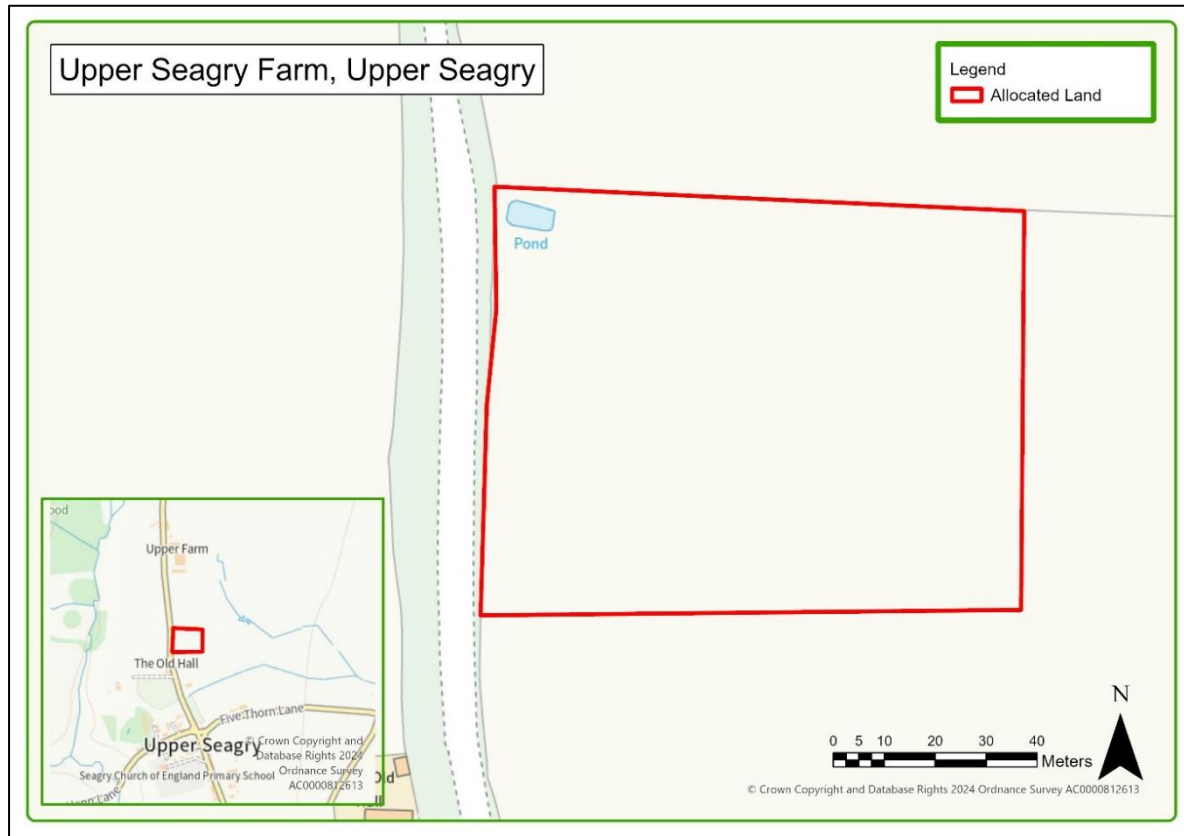
### **Policy GT29: Land at Upper Seagry Farm, Upper Seagry**

- 4.131 The site lies adjacent to Startley Road to the north of Upper Seagry and is in agricultural use. It is suitable for the allocation and development of 5 pitches.
- 4.132 The site benefits from an existing field access and mains connection for water and power could be achieved. If a foul sewer connection is considered this will be 300m away and may require a pumping station to secure outfall. There is evidence of high groundwater which would need to be investigated further in the drainage strategy.
- 4.133 On-site hedgerows and trees must be retained and protected through appropriate standoffs. New native hedgerow planting will be required along the southern and eastern boundary. The presence of great crested newts must be investigated through a survey and any required mitigation identified and secured.
- 4.134 Only a part of the site should be developed for the 5 pitches with part of the site being undeveloped and used for mitigation as listed in Policy GT29 and amenity space for residents. It is important that proposals demonstrate the most efficient use of land by delivering a satisfactory layout that does not occupy more land within the allocation than is required. This will ensure the retention of greenfield land as far as practicable and avoid unnecessary encroachment into the countryside.

#### **Policy GT29 - Land at Upper Seagry Farm**

**Land at Upper Seagry Farm, as shown on the Policies Map, is allocated for the development of 5 gypsy/traveller pitches where it accords with policies in the development plan. Proposals should comply with the following requirements:**

- **Delivers a layout that demonstrates the most efficient use of land and retains greenfield land within the site as far as practicable.**
- **Provide new vehicular site access to be set 2.4m back from the carriageway with 215m visibility to the north and at least 90m to the south, to ensure highway safety.**
- **Provide new hedgerow along the new alignment to mitigate the loss of removal of hedgerows for vehicular access improvements.**
- **Provide connections to mains electricity and water.**
- **Provide sufficient drainage measures to manage surface water, groundwater and foul water drainage.**
- **New hedgerow and tree planting along southern and eastern boundaries**
- **Provide 20-metre and 10-metre wide buffers to the northern and western hedgerow boundaries respectively, to mitigate for landscape impacts from the development.**
- **Secure appropriate mitigation for protected species, including great crested newts, as required.**



**Figure 25: Policy GT29 - Upper Seagry Farm Site Allocation**

**Policy GT30: Land at Whistley Road, Potterne**

- 4.135 This site lies adjacent to Whistley Road just outside Potterne. The site is suitable for the development of two pitches.
- 4.136 The site benefits from an existing field access which needs to be improved and any hedgerow removed must be replanted on an adjusted alignment. Mains connections can be achieved. There is evidence of ground instability which would need to be investigated further in a ground investigation report.
- 4.137 A drainage strategy should determine appropriate surface water drainage solutions.
- 4.138 New native hedgerow boundaries and trees are required to screen the site from neighbouring properties and rights of way and integrate it into the open countryside.
- 4.139 On-site hedgerows must be protected by buffers and from external lighting.
- 4.140 Only a part of the site should be developed for the 2 pitches with part of the site being undeveloped and used for mitigation as listed in Policy GT30 and amenity space for residents. It is important that proposals demonstrate the most efficient use of land by delivering a satisfactory layout that does not occupy more land within the allocation than is required. This will ensure the retention of greenfield land as far as practicable and avoid unnecessary encroachment into the countryside.



### Policy GT30 Land at Whistley Road

Land at Whistley Road, as shown on the Policies Map, is allocated for the development of no more than 2 gypsy/traveller pitches where it accords with policies in the development plan. Proposals should comply with the following requirements:

- Delivers a layout that demonstrates the most efficient use of land and retains greenfield land within the site as far as practicable.
- Provide a vehicular site access to achieve 2m x 90m visibility splay, to ensure highway safety.
- Replace hedgerow on new alignment fronting the road if required.
- Deliver connections to mains electricity and water.
- Ensure the necessary remediation measures are undertaken to address any identified ground stability issues.
- Provide sufficient drainage measures to manage surface and foul water drainage.
- Provide new hedgerow and tree planting around the site.
- Provide a 5-metre buffer from the centreline of roadside hedgerow and 5-metre buffers from the outer limit of western and eastern hedgerows.
- Avoid illumination of hedgerow boundaries by external lighting to protect boundary habitat.

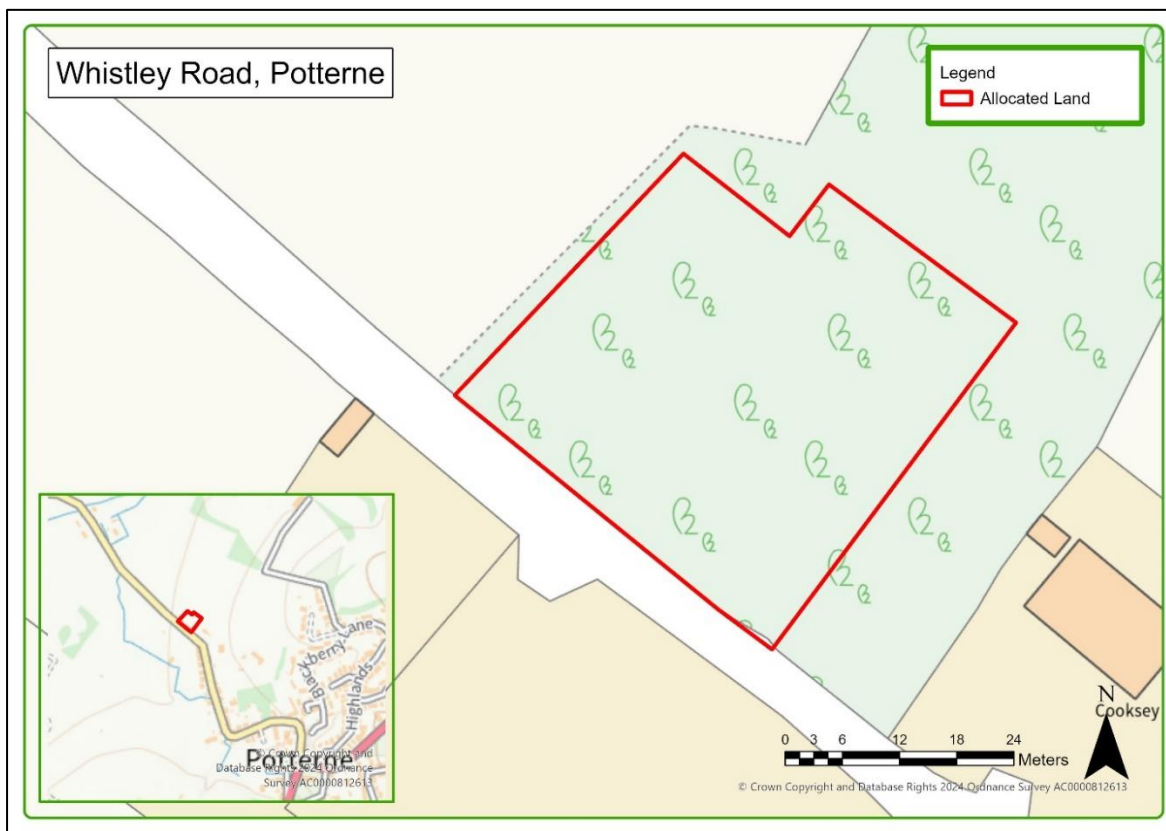


Figure 26: Policy GT30 - Land at Whistley Road Site Allocation

## **Emergency Stopping Site**

### **Policy GT31: Land at Thickthorn Farm, Preston Lane, Lyneham**

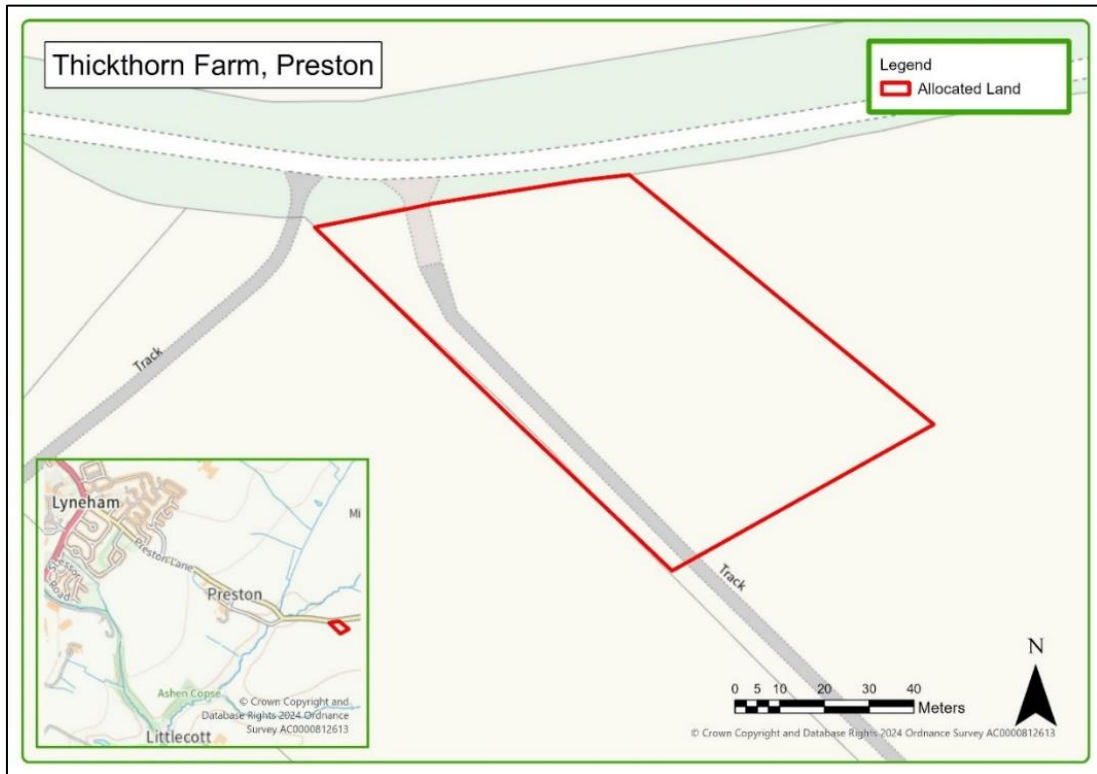
- 4.141 The proposed site lies approx. 300m to the west of Thickthorn Cottages adjacent to Preston Lane.
- 4.142 An emergency stopping site is proposed for 6 pitches and basic facilities in accordance with Policy GT5.
- 4.143 Access improvements and a drainage strategy will be required. There is evidence of medium/high groundwater risk. Off-site watercourses could be utilised if acceptable.
- 4.144 Appropriate standoffs to on-site hedgerows and new hedgerows and tree/copse will be required.
- 4.145 Only a part of the site should be developed for the 6 emergency stopping pitches with part of the site being undeveloped and used for mitigation as listed in Policy GT31 and amenity space. It is important that proposals demonstrate the most efficient use of land by delivering a satisfactory layout that does not occupy more land within the allocation than is required. This will ensure the retention of greenfield land as far as practicable and avoid unnecessary encroachment into the countryside.

#### **Policy GT31 - Land at Thickthorn Farm**

**Proposals for an emergency stopping site with 6 pitches as shown on the policies map will be supported where they accord with policies in the development plan.**

**Proposals should comply with the following requirements:**

- **Delivers a layout that demonstrates the most efficient use of land and retains greenfield land within the site as far as practicable.**
- **Provide access visibility splays of 2.4m x 215 (right) and 180m (left) to ensure highway safety when accessing and egressing the site.**
- **Provide sufficient drainage measures to manage surface water and groundwater.**
- **Provide additional hedgerows including hedgerow trees on the open eastern and southern site boundaries, and additional tree/copse planting in the north-western field corner to mitigate landscape impacts from the development.**
- **Incorporate a 10-metre buffer to ensure the retention and protection of existing hedgerows within the site.**



**Figure 27: Policy GT31 - Thickthorn Farm Site Allocation**

## 5 Monitoring and Implementation

- 5.1 The Monitoring Framework serves to monitor the effectiveness of the Plan, and to assemble evidence that can inform its review, including the Gypsy and Traveller Accommodation Assessment. It sets out how the delivery of each policy will be monitored. Policies deliver against the plan objectives in Section 2.
- 5.2 Monitoring activity will identify net additional provision. This covers gains of new pitches and plots, and losses of pitches or plots, or redevelopment of sites that have been permanently vacated. Identifying whether permissions which result in a gain or loss of pitches or plots have been implemented, will be carried out through the bi-annual surveying activity required for the Traveller Caravan Count. This will be reported through an annual update of the Council's five-year land supply, and periodically through the authority monitoring report.
- 5.3 A non-exhaustive list of information to inform monitoring of the Plan is shown below:

<ul style="list-style-type: none"><li>• Planning application reference</li><li>• Registration date</li><li>• Site address</li><li>• Description of development</li><li>• Pitches or plots proposed to be gained</li><li>• Pitches or plots proposed to be lost</li><li>• Number of static caravans to be provided</li><li>• Number of mobile caravans to be provided</li><li>• Number of touring caravans to be provided</li><li>• Categorisation: gypsy and travellers / showpeople site; meets or does not meet PPTS Annex 1 definition; allocation; intensification; windfall</li><li>• Planning application / planning appeal - status and decision date</li><li>• Length of permission - permanent or temporary</li><li>• Conditions of permission (e.g. personal, no. of caravans/pitches)</li><li>• Completion date</li></ul>
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- 5.4 The Plan policies will operate to achieve the objectives set out in chapter 2 of the Plan. Each objective will be monitored against performance indicators, and the progress towards delivering that objective in the Plan period. Each objective will be monitored periodically according to the frequency of activity that helps deliver that objective. Each objective will be monitored and an assessment made of whether the policy is proving effective. Where indicators show a policy is not performing as anticipated, or negative effects against meeting an objective are occurring then this may indicate intervention is required.

<p><b>Objective 1:</b> To meet identified accommodation needs for gypsy and traveller pitches and travelling showpeople plots to 2038 through site allocations, broad locations for growth and a policy framework for assessing proposals.</p>
<p><b>Policies required to deliver the objective:</b> GT1, GT2, GT3, GT6 to GT18, GT24 to GT30</p>
<p><b>Performance indicators:</b>  Approved permissions on allocated sites.   Implemented permissions on allocated sites.   Approved permissions which meet accommodation needs which are not being met through new allocated sites or sites allocated for intensification, including locating additional touring caravans to meet identified need.   Implemented permissions which meet accommodation needs which are not being met through new allocated sites or sites allocated for intensification, including locating additional touring caravans to meet identified need.   Losses of existing gypsy and traveller sites or travelling showpeople sites for other land uses.</p>
<p><b>Assessment against performance indicators:</b>  Objective met / Objective on course to be met / No progress towards meeting objective / Negative or detrimental effects against the objective.</p>
<p><b>Frequency of review:</b> Annually</p>

<p><b>Objective 2:</b> To make provision for three council-managed emergency stopping places to provide temporary accommodation.</p>
<p><b>Policies required to deliver the objective:</b> GT1, GT5, GT31</p>
<p><b>Performance indicators:</b>  Identification of suitable sites within the broad locations identified on the Key Diagram.   Approved permissions on suitable sites.   Implemented permissions on suitable sites.</p>
<p><b>Assessment against performance indicators:</b>  Objective met / Objective on course to be met / No progress towards meeting objective / Negative or detrimental effects against the objective.</p>
<p><b>Frequency of review:</b> Annually</p>

<p><b>Objective 3:</b> To deliver well-designed sites in keeping with their surroundings, and in appropriate and sustainable locations with access to services and facilities which respect both the interests of the settled and traveller community.</p>
<p><b>Policies required to deliver the objective:</b> GT1, GT3, GT6 to GT30</p>
<p><b>Performance indicators:</b>  Approved permissions for new pitches and plots (including locating additional touring caravans to meet identified need) which demonstrate the criteria in applicable policies.</p> <p>Implemented permissions for new pitches and plots (including locating additional touring caravans to meet identified need) which demonstrate the criteria in applicable policies.</p> <p>Refused planning applications which do not demonstrate the policy criteria required to meet this objective.</p>
<p><b>Assessment against performance indicators:</b>  Objective met / Objective on course to be met / No progress towards meeting objective / Negative or detrimental effects against the objective.</p>
<p><b>Frequency of review:</b> Every three years</p>

<p><b>Objective 4:</b> To set out the approach to meeting needs for culturally appropriate accommodation for gypsies and travellers that do not meet the planning definition.</p>
<p><b>Policies required to deliver the objective:</b> GT2, GT4, GT19 to 23 and policies in the Wiltshire Local Plan.</p>
<p><b>Performance indicators:</b>  Approved permissions on suitable sites.</p> <p>Implemented permissions on suitable sites.</p>
<p><b>Assessment against performance indicators:</b>  Objective met / Objective on course to be met / No progress towards meeting objective / Negative or detrimental effects against the objective.</p>
<p><b>Frequency of review:</b> Annually</p>

## Appendix 1: Glossary

**Appropriate Assessment:** Forms part of the Habitat Regulations Assessment (see below). Must be applied by the local authority in plan-making and at planning application stage, if there is a risk of a likely significant effect on the integrity of a European Site(s) or there is not enough evidence to rule out a risk.

**Broad Locations for Growth:** Where additional development to meet need is considered possible, but the specific number of new pitches or plots cannot yet be identified.

**Certificate of Lawfulness (or Lawful Development Certificate):** There are 2 types of lawful development certificate. A local planning authority can grant a certificate confirming that: (a) an existing use of land, or some operational development, or some activity being carried out in breach of a planning condition, is lawful for planning purposes under section 191 of the Town and Country Planning Act 1990; or (b) a proposed use of buildings or other land, or some operations proposed to be carried out in, on, over or under land, would be lawful for planning purposes under section 192 of the Town and Country Planning Act 1990.

**Dayroom:** Also referred to as an amenity building in the context of traveller sites. Often brick-built and includes basic amenities for travellers, including a toilet, kitchen/food preparation area, and washing facilities/showers. Can include a small dining area.

**Deliverable Sites:** To be considered deliverable, sites should be available now, offer a suitable location for development, and be achievable with a realistic prospect that development will be delivered on the site within 5 years. Sites with planning permission should be considered deliverable until permission expires, unless there is clear evidence that schemes will not be implemented within 5 years, for example they will not be viable, there is no longer a demand for the type of units or sites have long-term phasing plans.

**Developable Sites:** To be considered developable, sites should be in a suitable location for traveller site development and there should be a reasonable prospect that the site is available and could be viably developed at the point envisaged.

**Development Plan Document:** Part of the suite of planning documents that make up the development plan for the local authority area as defined in planning legislation.

**Drainage Strategy:** A strategy submitted alongside a planning application that sets out how surface water and/or groundwater will be managed on site.

**Equality Act:** The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. Romany Gypsies, Irish Travellers, Scottish Travellers and Roma are protected against race discrimination under the Act.

**Emergency Stopping Site:** A temporary site with limited facilities to be occupied by Gypsies and Travellers while they travel.

**Geophysical Survey:** Provides a non-intrusive method for assessing the archaeological potential of sites.

**Gypsies and Travellers:** A range of groups with different histories, cultures and beliefs, including Romany Gypsies, Welsh Gypsies, Scottish Gypsy Travellers, Roma, and Irish Travellers. For the purpose of planning, gypsies and travellers are defined by Planning Policy for Traveller Sites (2023) as 'Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily or

permanently, but excluding members of an organised group of travelling showpeople or circus people travelling together as such.'

**Gypsy and Traveller Accommodation Assessment:** Identifies the current and future need for gypsy, traveller and travelling showpeople accommodation.

**Habitat Regulations Assessment:** The Conservation of Habitats and Species Regulations 2017 as amended (known as the Habitats Regulations) require that local authorities must carry out an assessment under the Habitats Regulations, known as a habitats regulations assessment (HRA), to test if a plan or project proposal could significantly harm the designated features of a European site.

**International, national and locally designated sites of importance for biodiversity:** All internationally important sites (Special Areas of Conservation, Special Protection Areas, and Ramsar sites), national sites (Sites of Special Scientific Interest) and locally designated sites including Local Wildlife Sites.

**National Planning Policy Framework:** The National Planning Policy Framework sets out the Government's planning policies for England and how these should be applied.

**Nutrient Neutrality:** Natural England describes this as a means of ensuring that a development plan or project does not add to existing nutrient burdens within catchments, so there is no net increase in nutrients as a result of the plan or project. In Wiltshire, development in the River Avon and River Test catchments must not result in net increase in nutrients (phosphorous and nitrogen respectively).

**Package Treatment Plant:** Also referred to as Small Sewage Treatment Plant - a system that treats the liquid so it is clean enough to go into the ground or a surface water.

**Pitch:** Residential pitch for gypsies and travellers. Commonly a pitch accommodates a single household and consists of a static caravan, a dayroom (see above), and space for stationing of a touring caravan, car parking and garden/play area.

**Plot:** Occupied by travelling showpeople. A plot commonly includes residential accommodation in the form of a static caravan and/or touring caravan, and has capacity for storage and maintenance of equipment such as fairs and rides.

**Planning condition:** Can be used by the local planning authority as part of planning permission to manage the use of the site. Planning conditions can enhance the quality of development and enable development to proceed where it would otherwise have been necessary to refuse planning permission, by mitigating the adverse effects.

**Planning Policy for Traveller Sites:** This document sets out the Government's planning policy for traveller sites which should be read in conjunction with the National Planning Policy Framework.

**Renewable and low carbon energy:** Includes energy for heating and cooling as well as generating electricity. Renewable energy covers those energy flows that occur naturally and repeatedly in the environment – from the wind, the fall of water, the movement of the oceans, from the sun and also from biomass and deep geothermal heat. Low carbon technologies are those that can help reduce emissions (compared to conventional use of fossil fuels)

**Statement of Community Involvement:** A document that is legally required by the Planning and Compulsory Purchase Act 2004 and to be maintained by local planning authorities. It sets out how the local planning authority engages with local communities and stakeholders on planning matters including both plan-making and decision-taking.



**Transport Statement:** Assesses the potential transport impacts of development and may propose mitigation measures to promote sustainable development. Proportionate to the potential impact of the development (i.e. in the case of developments with anticipated limited transport impacts).

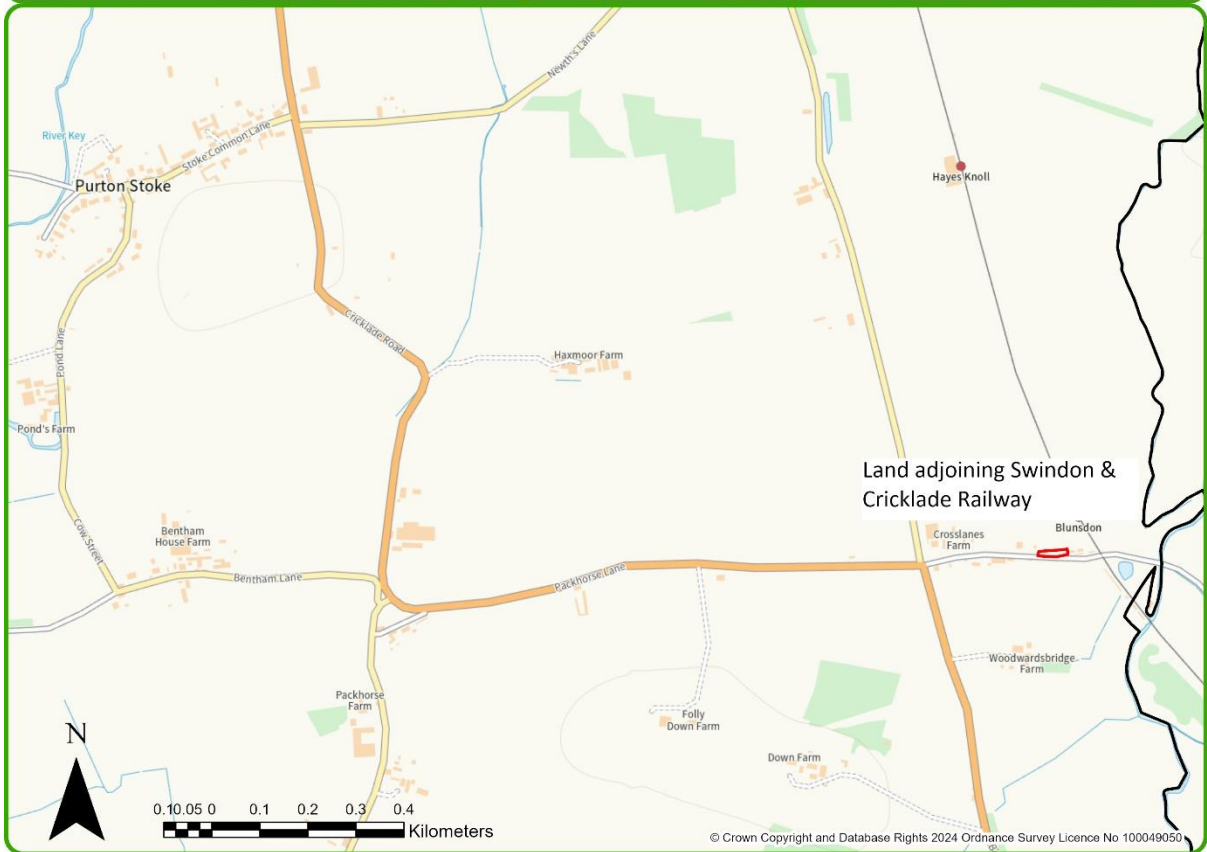
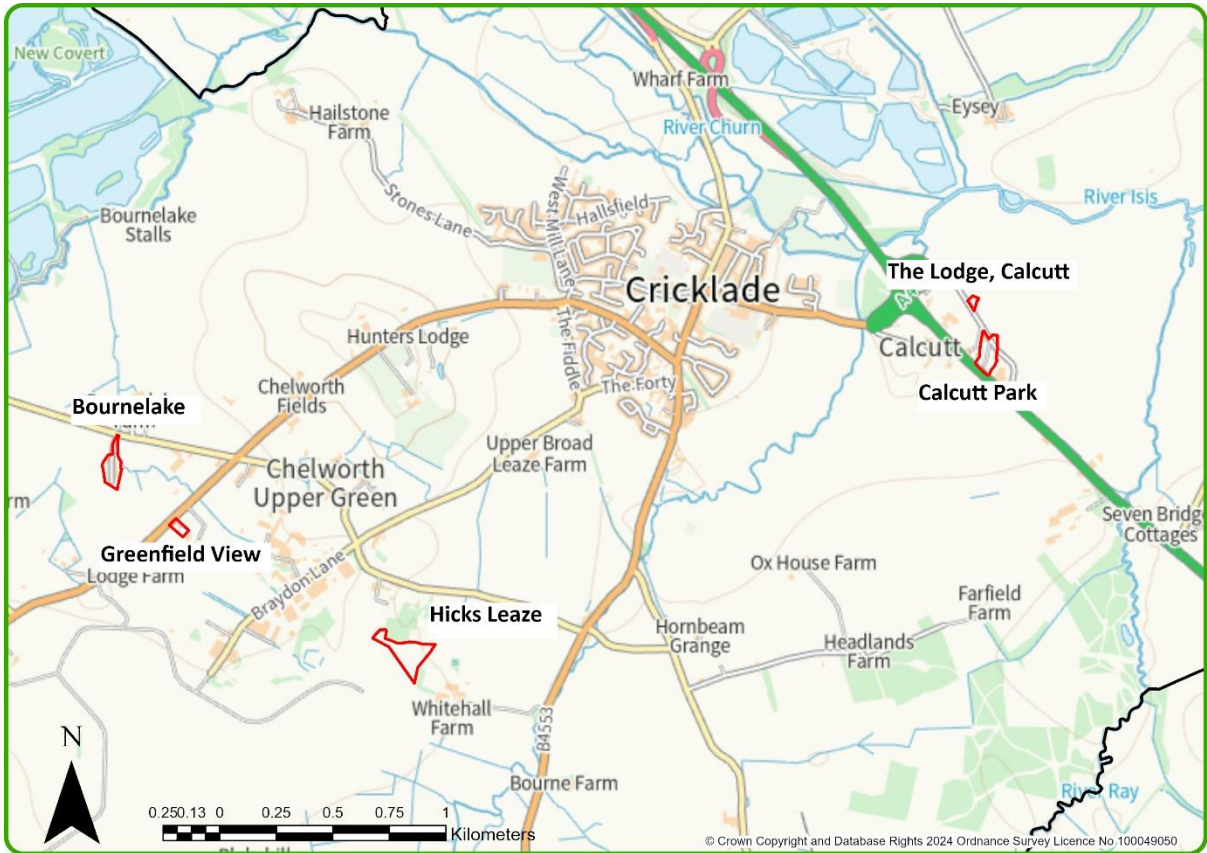
**Travelling Showpeople:** Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who on the grounds of their own or their family's or dependants' more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily or permanently but excludes Gypsies and Travellers.

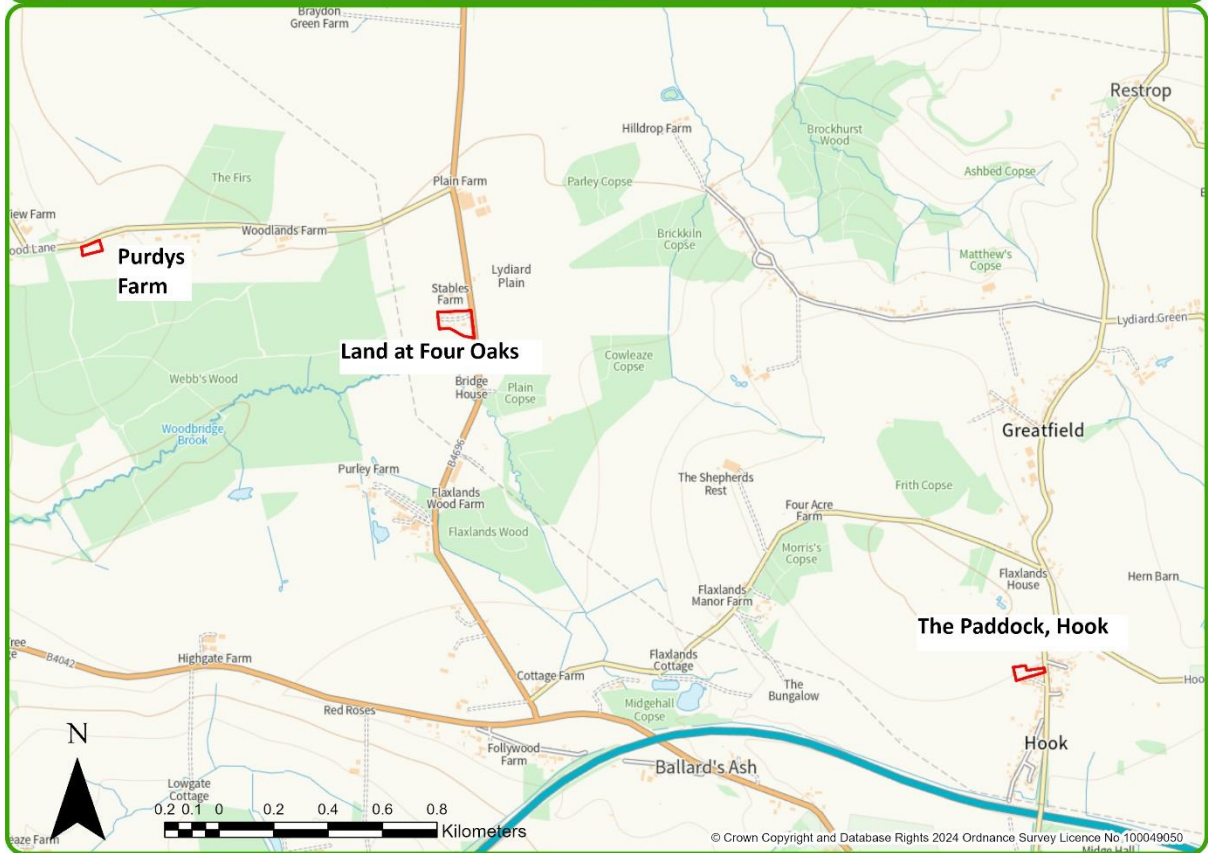
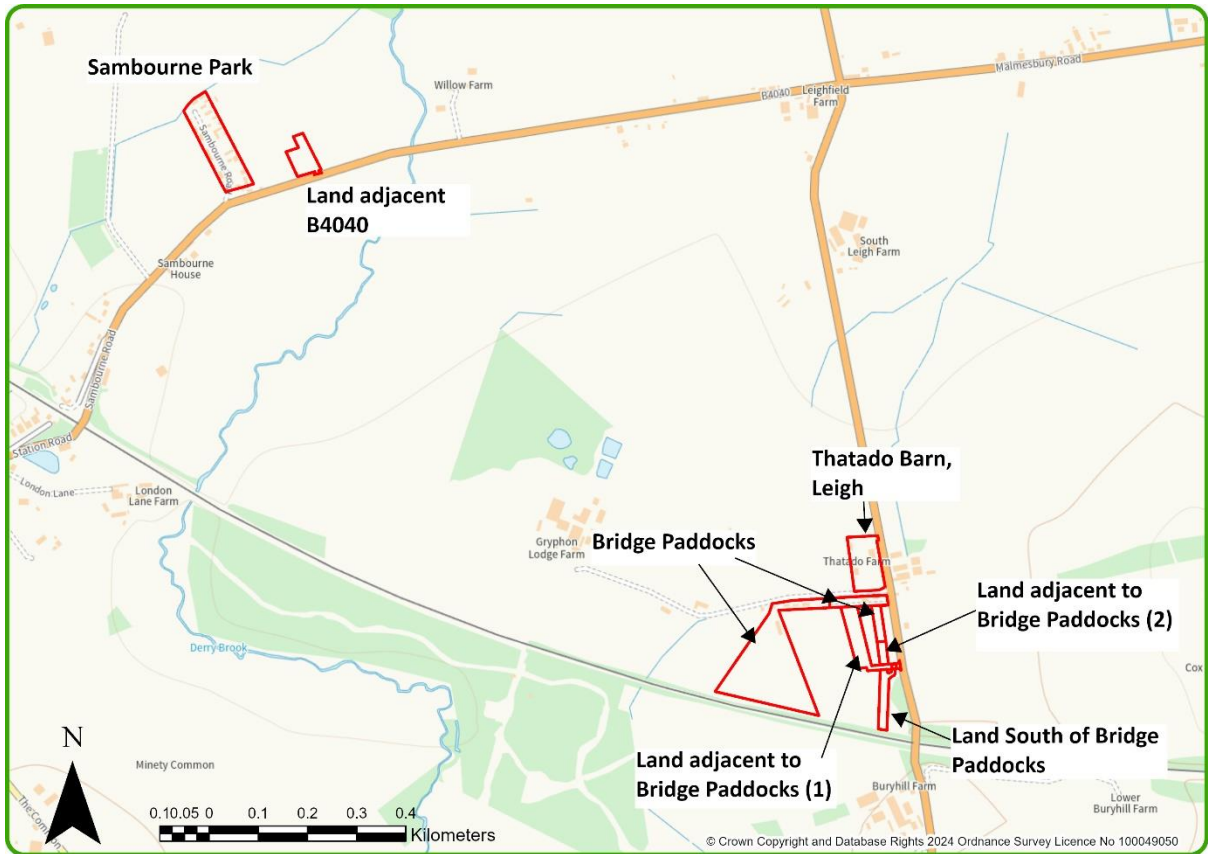
**Windfall Site:** Sites that are not specifically identified in the development plan.

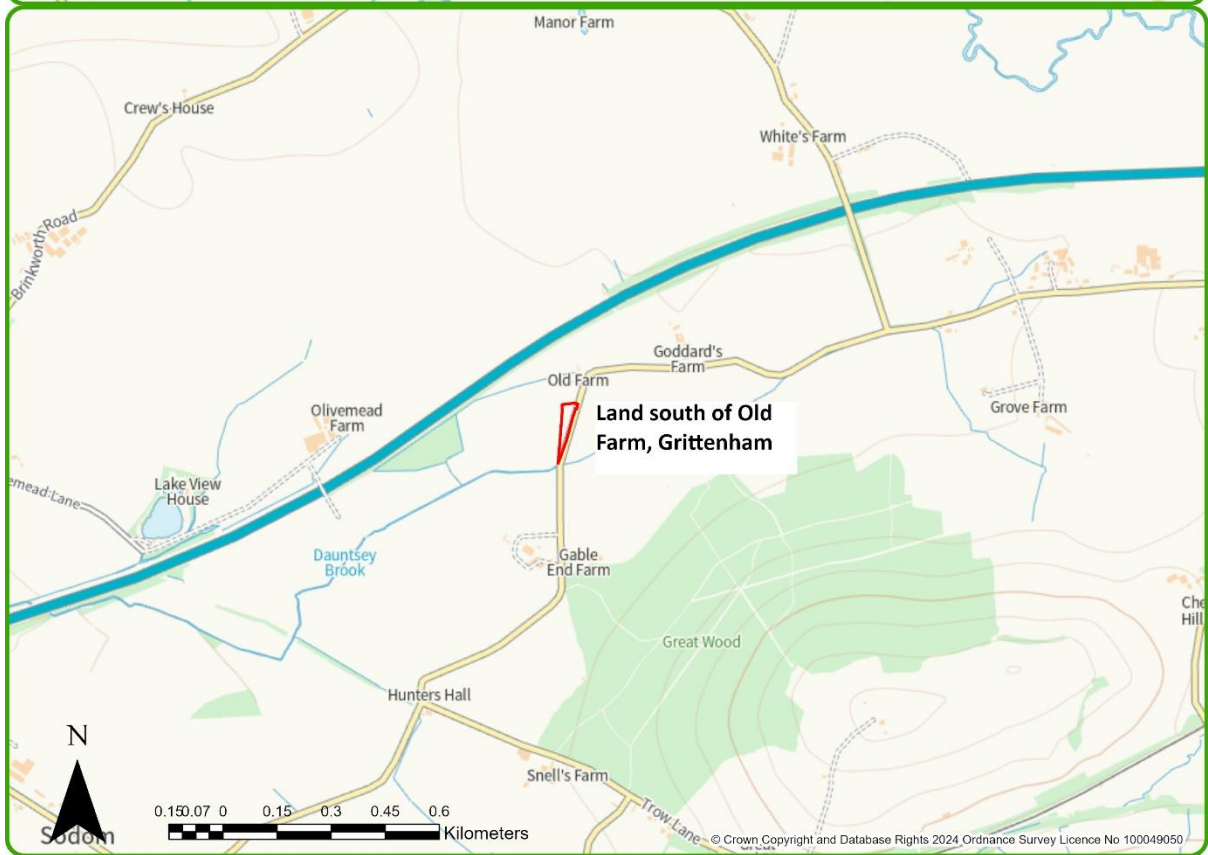
**Unauthorised development:** The carrying out of development without the required planning permission; or failing to comply with any planning condition (see above) or limitation subject to which planning permission has been granted.

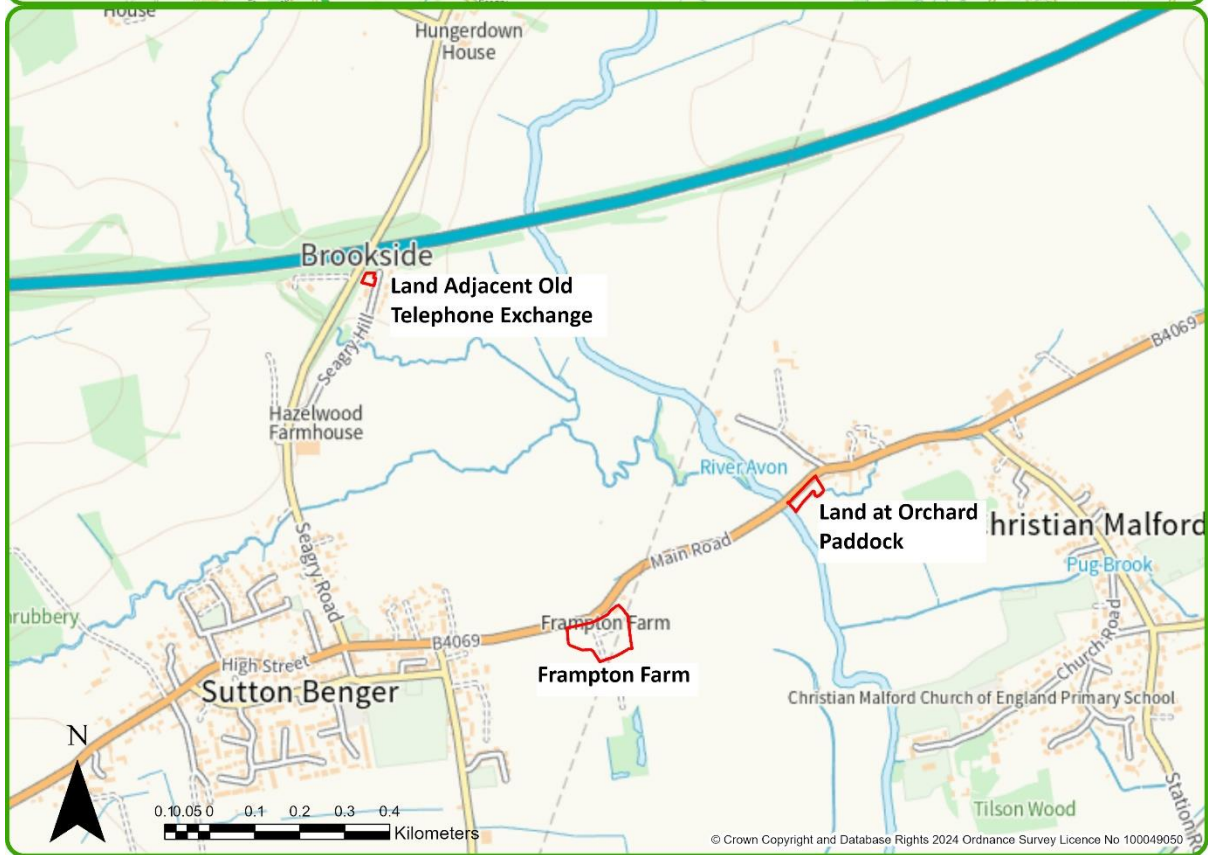
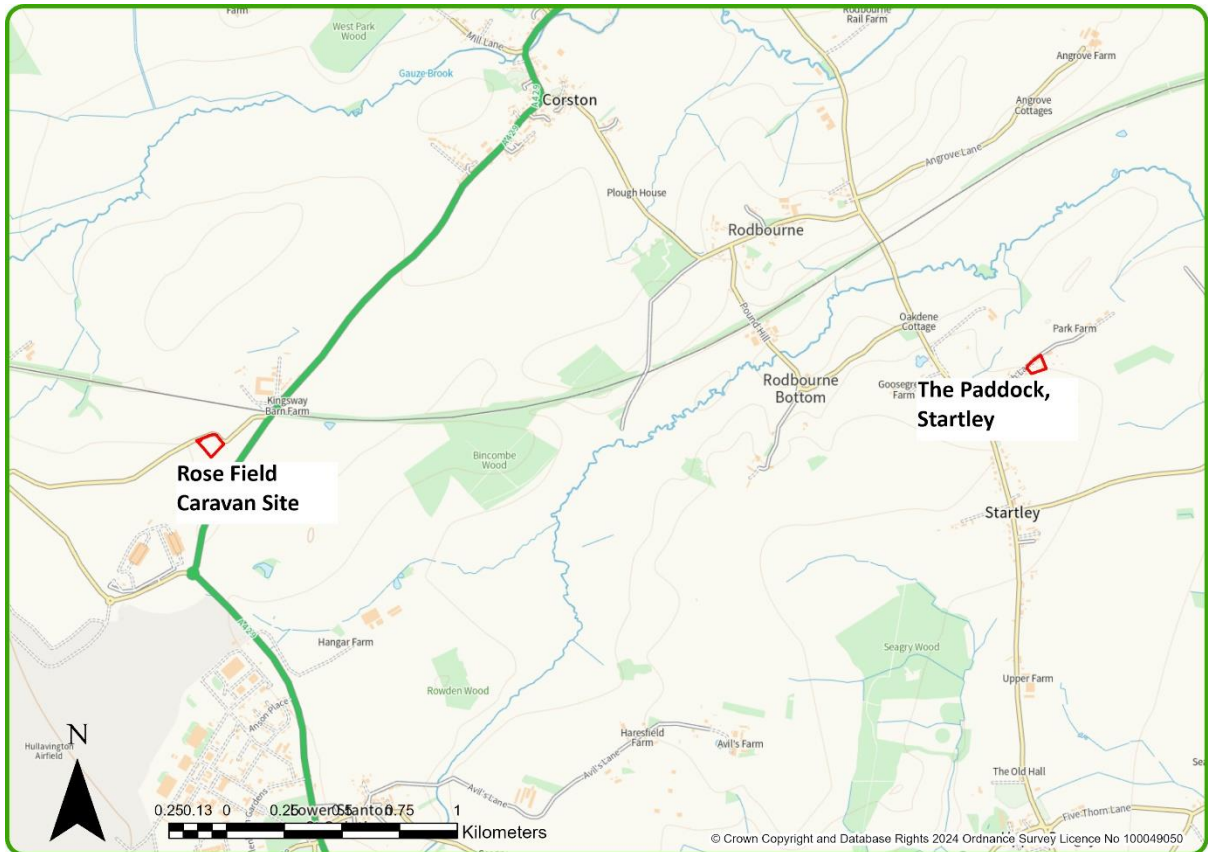
**Yard:** Collection of plots exclusively occupied by travelling showpeople.

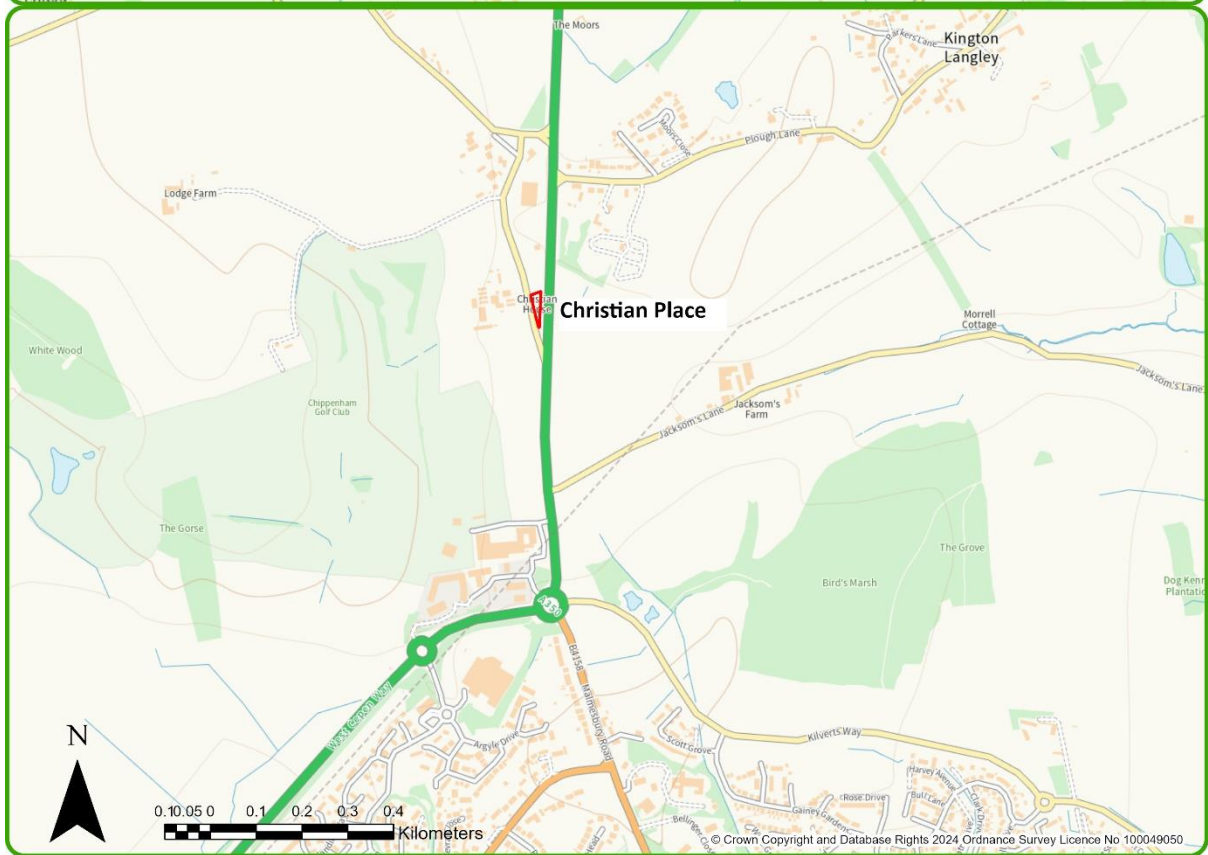
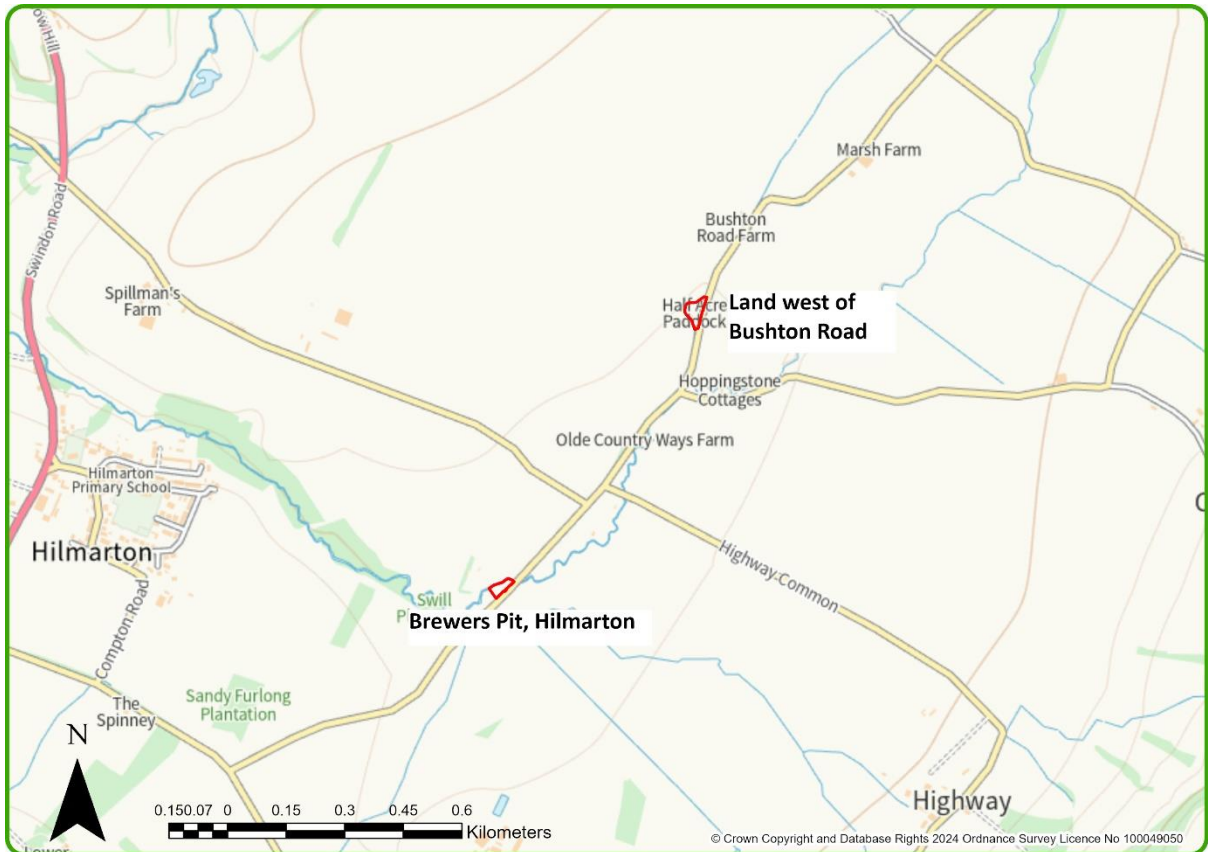
## Appendix 2: Changes to Policies Map - Safeguarded Sites identified in Policy GT2

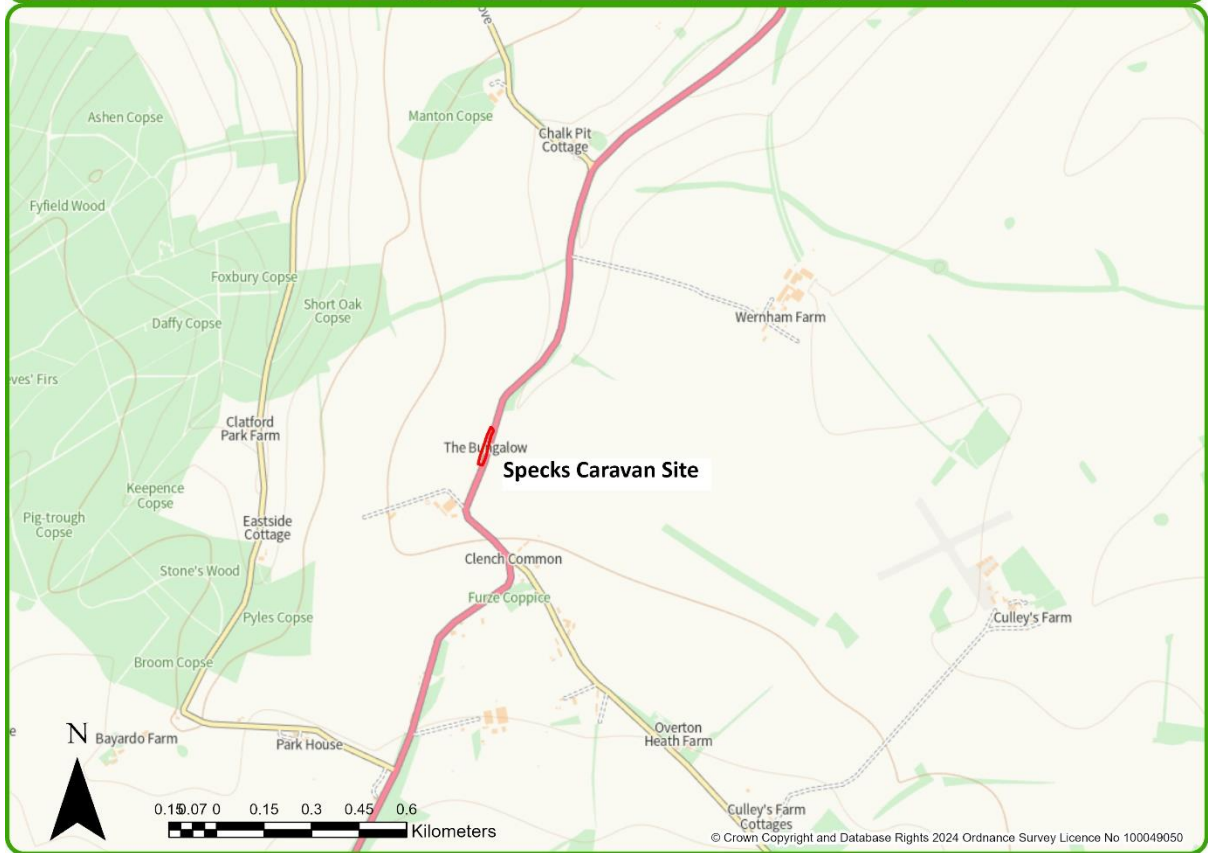
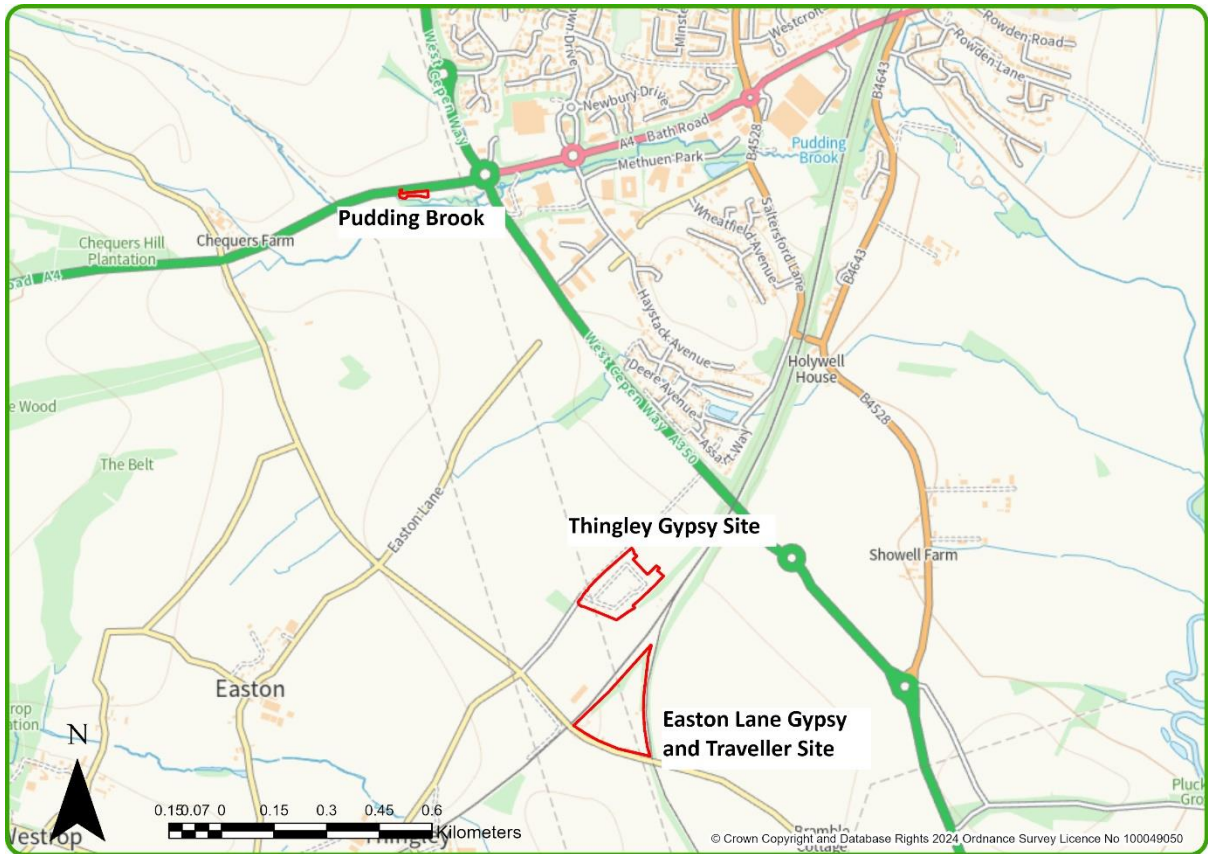






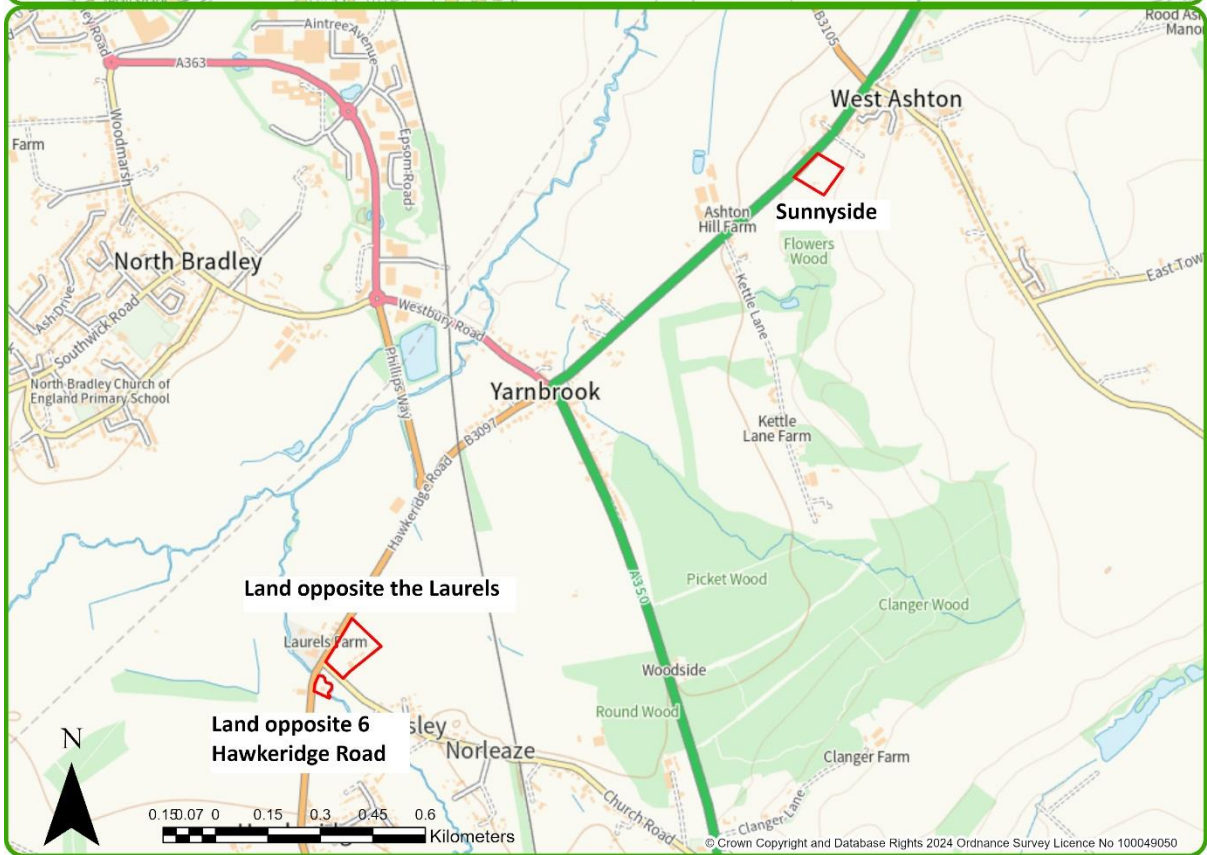


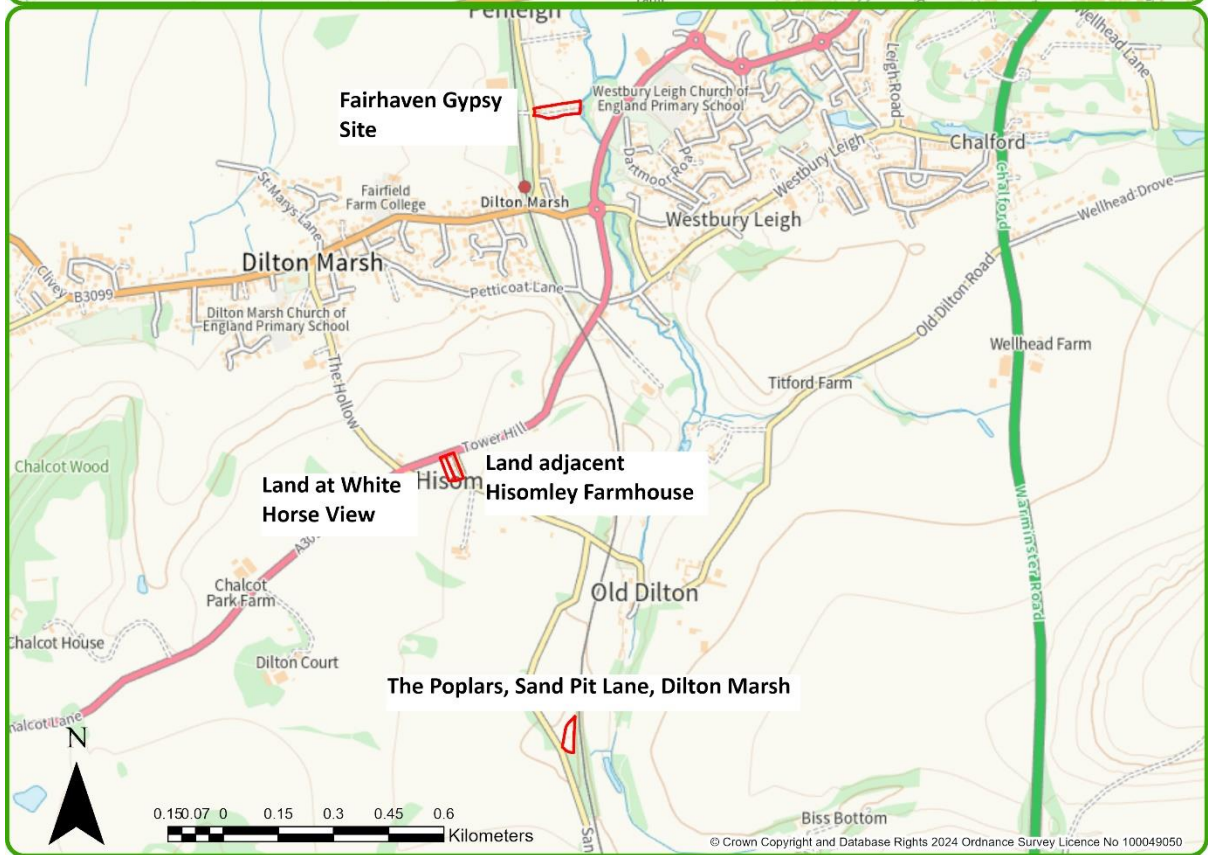
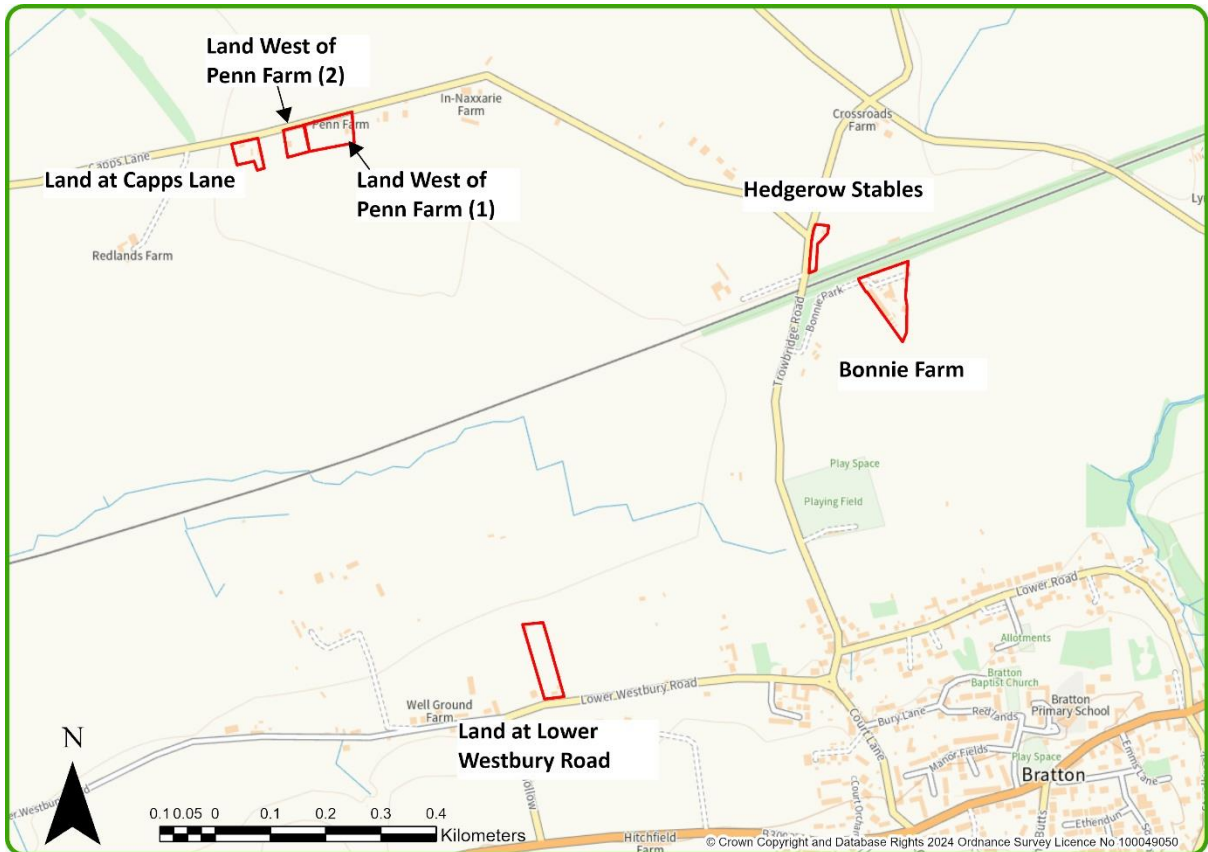


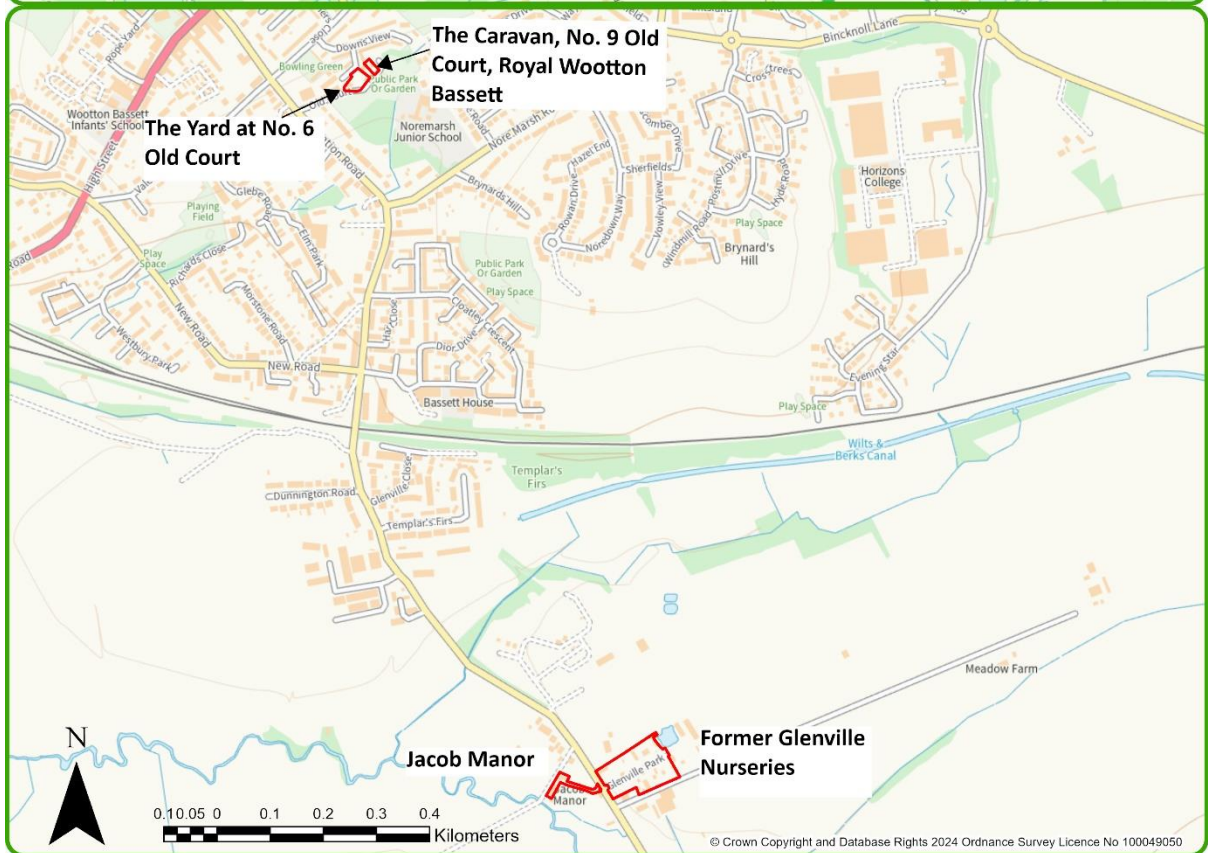
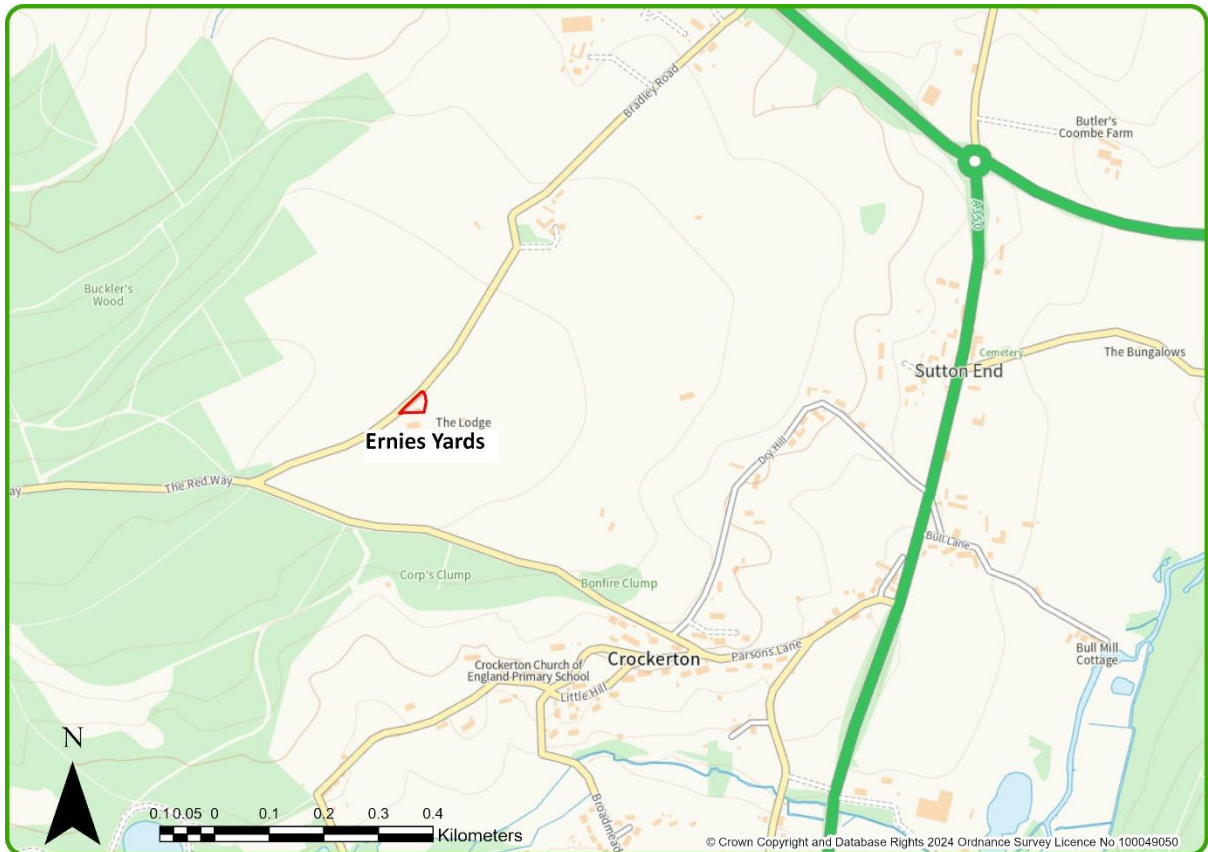


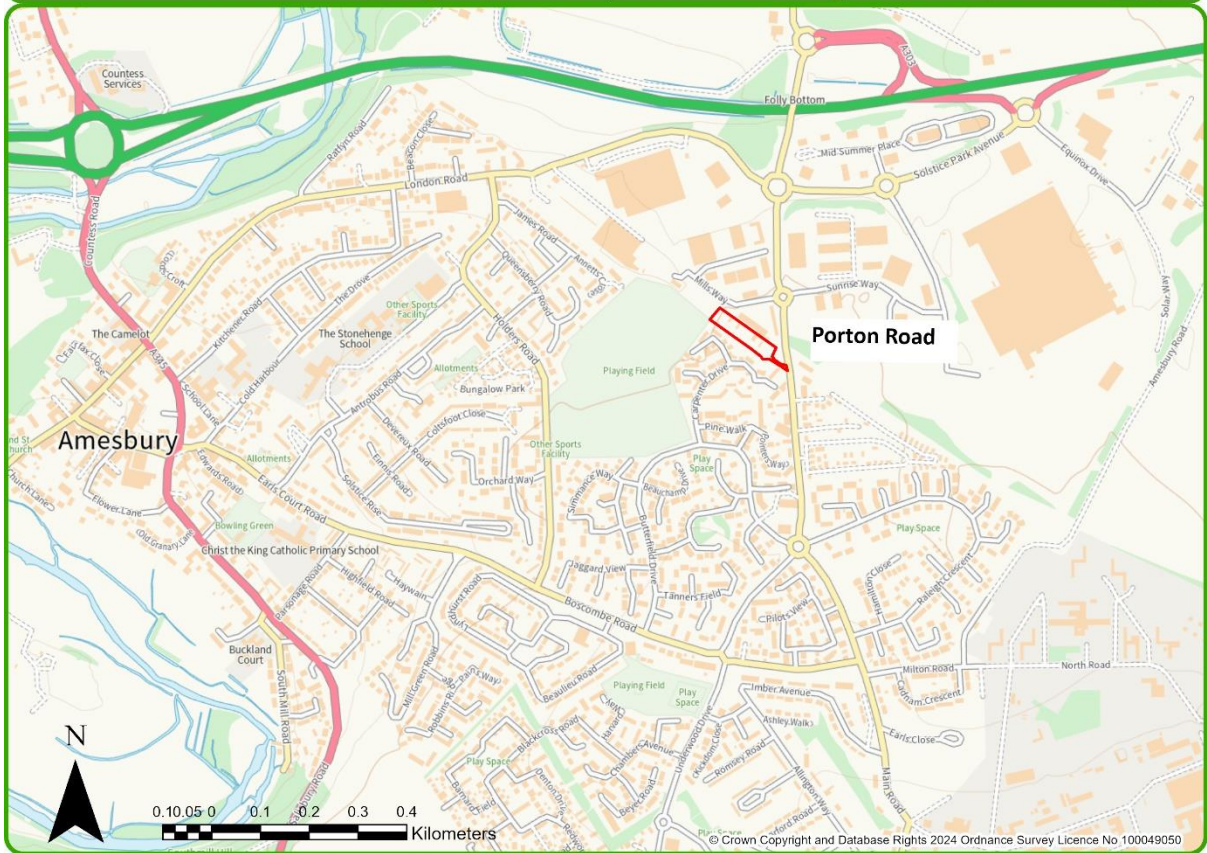
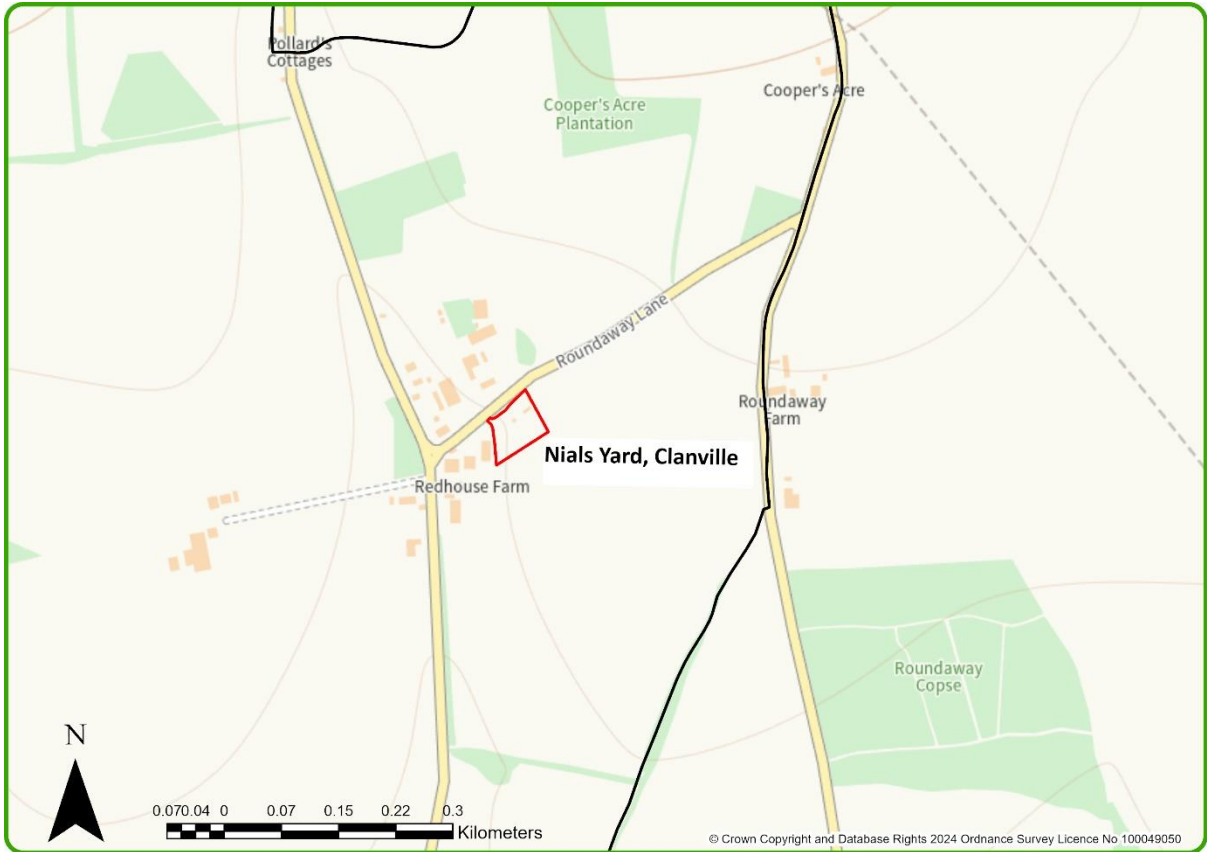


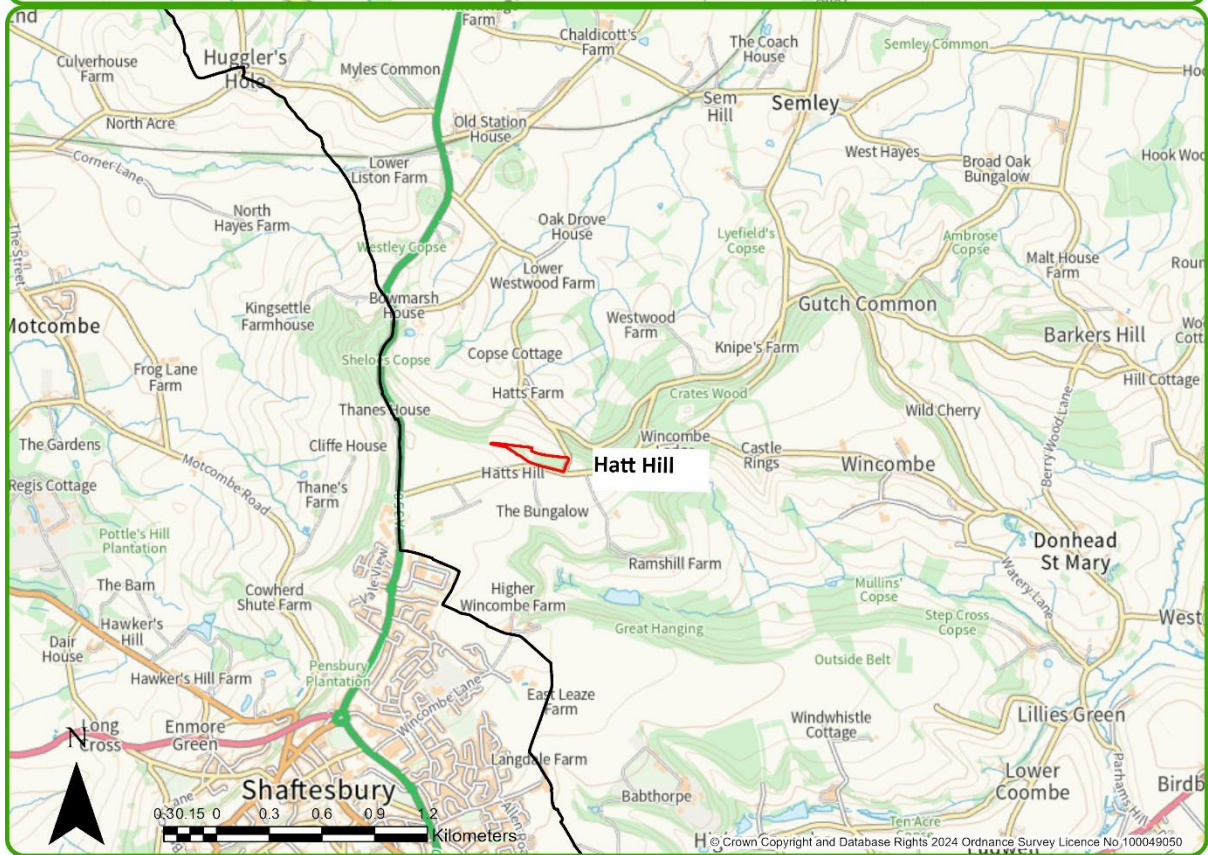
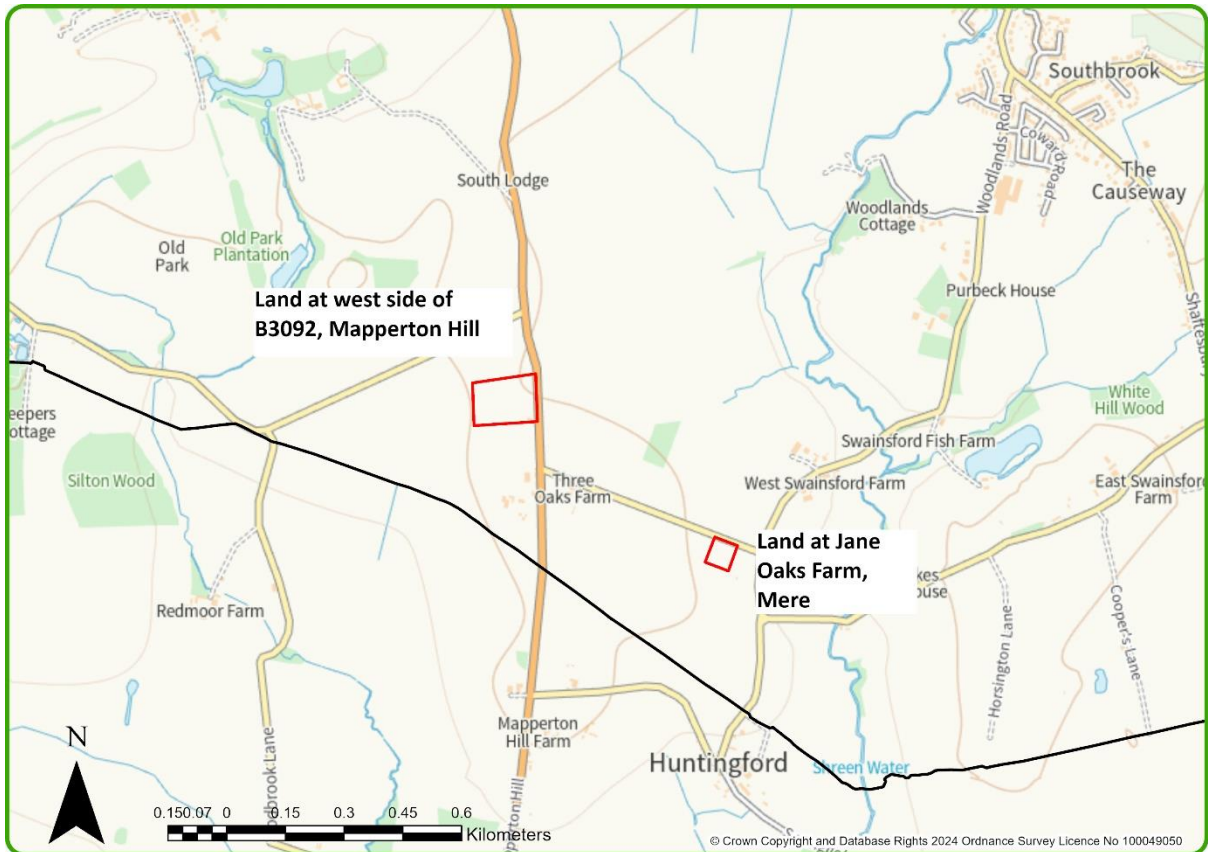


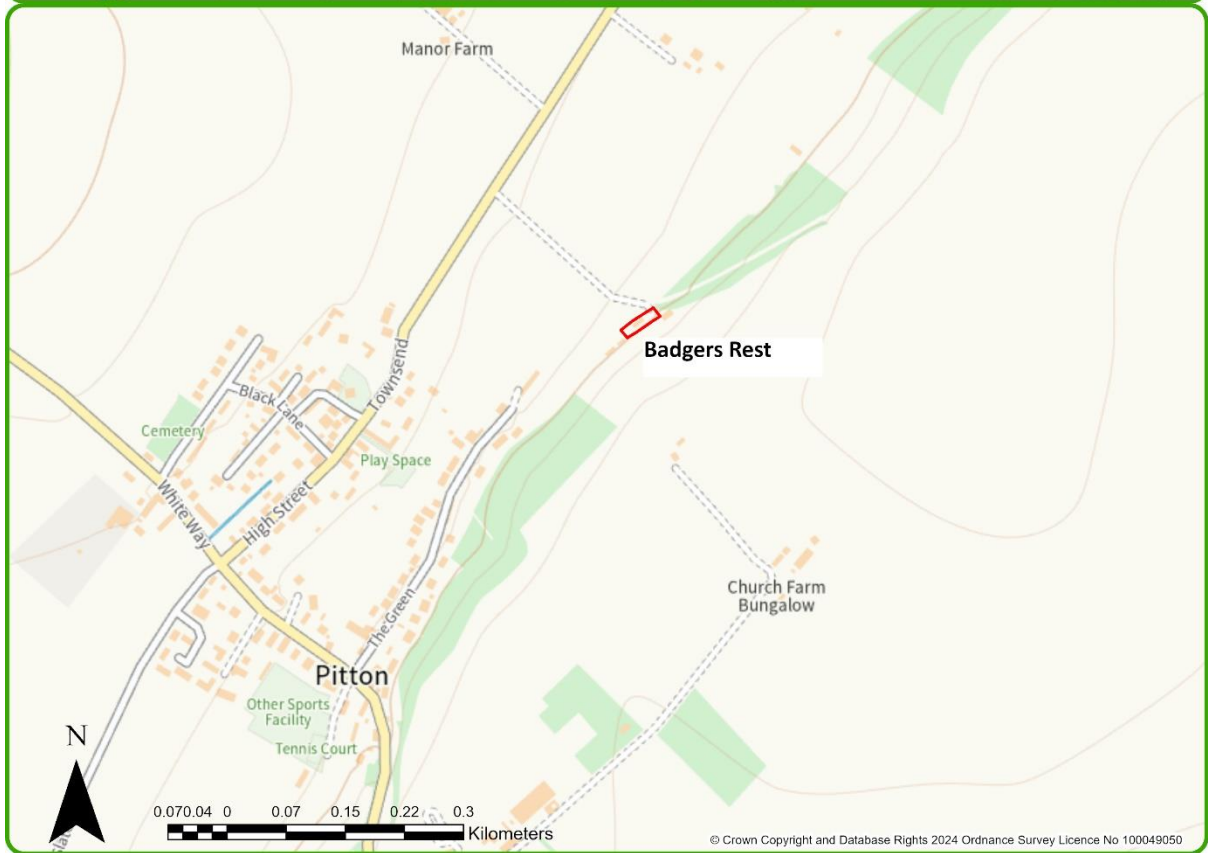
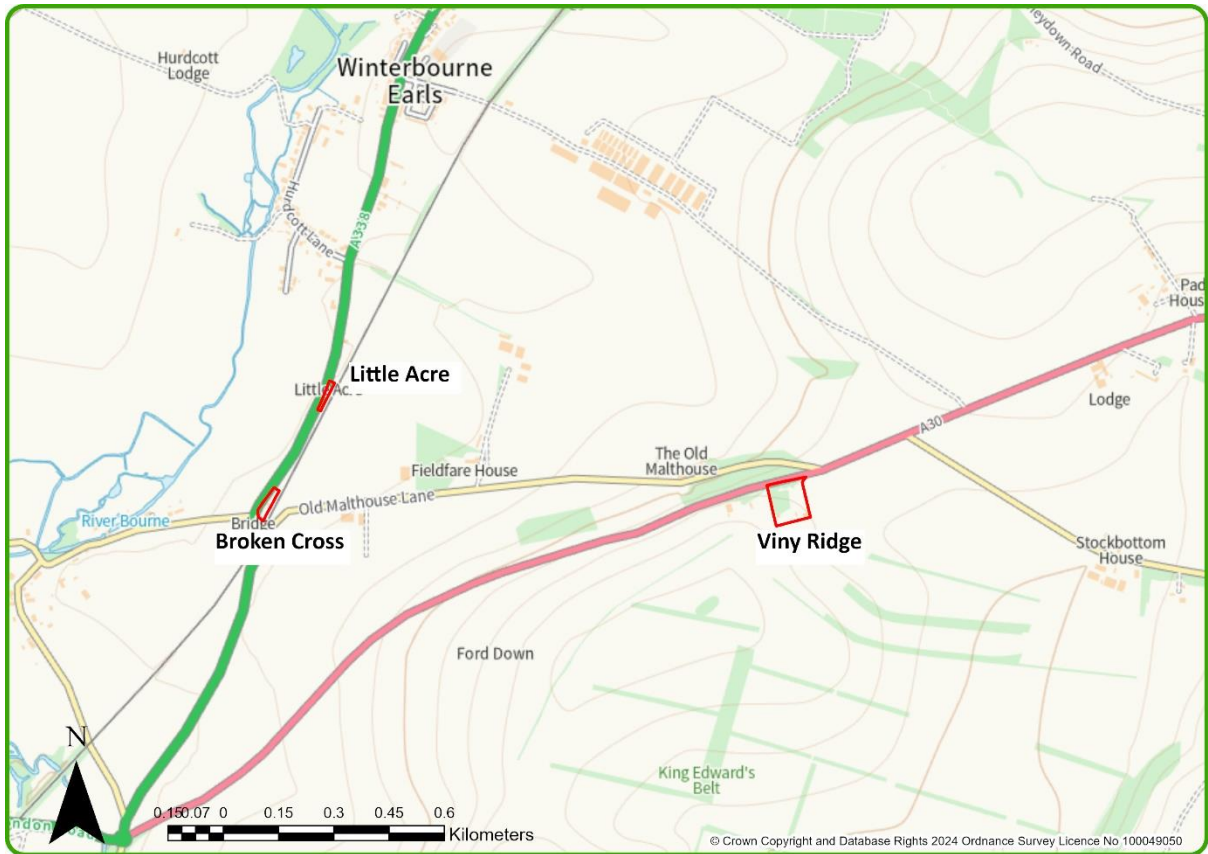


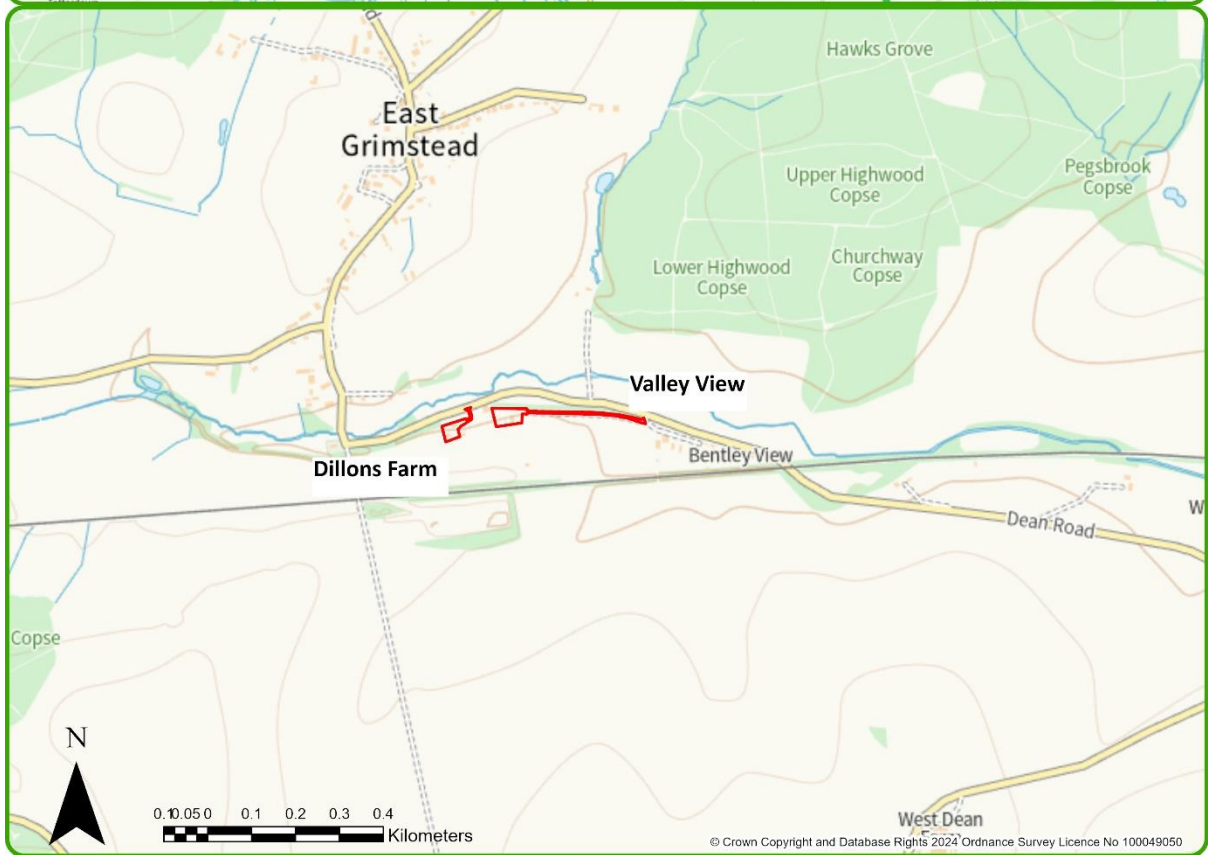
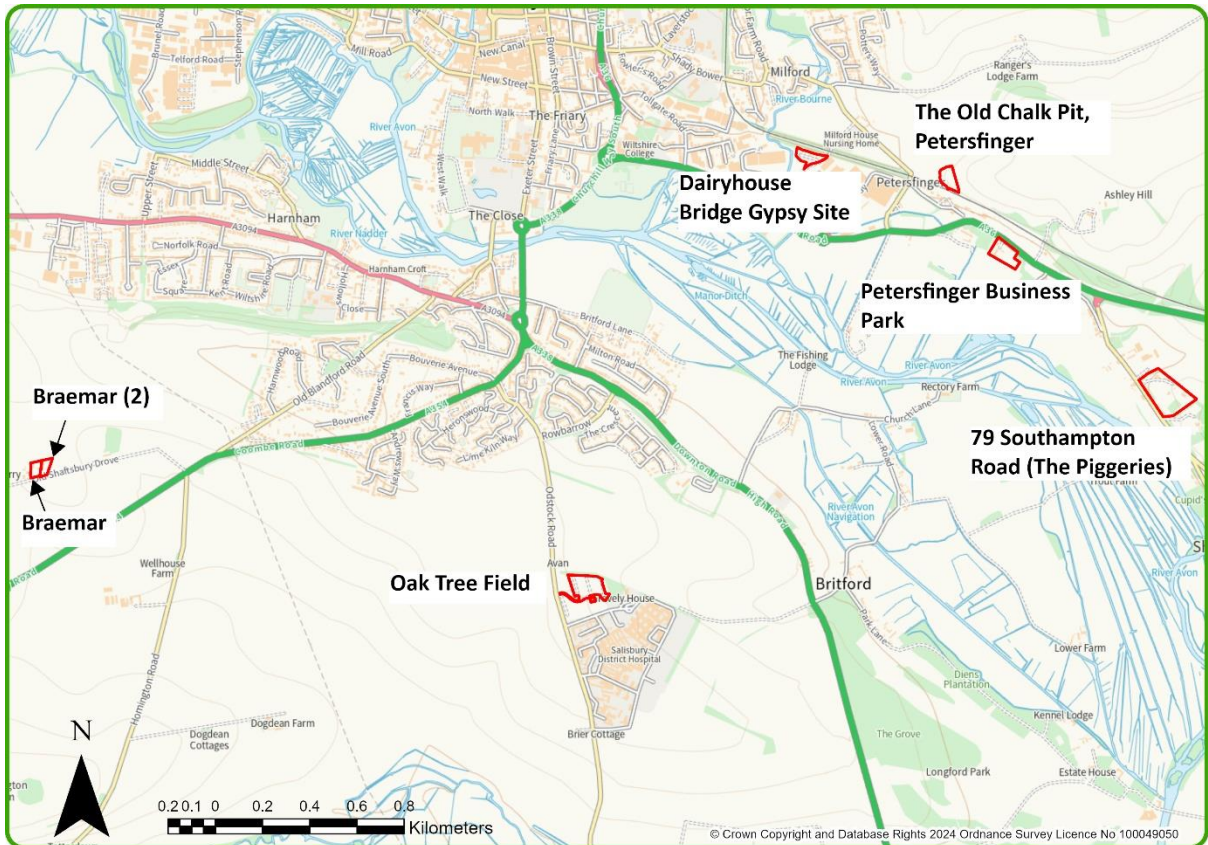


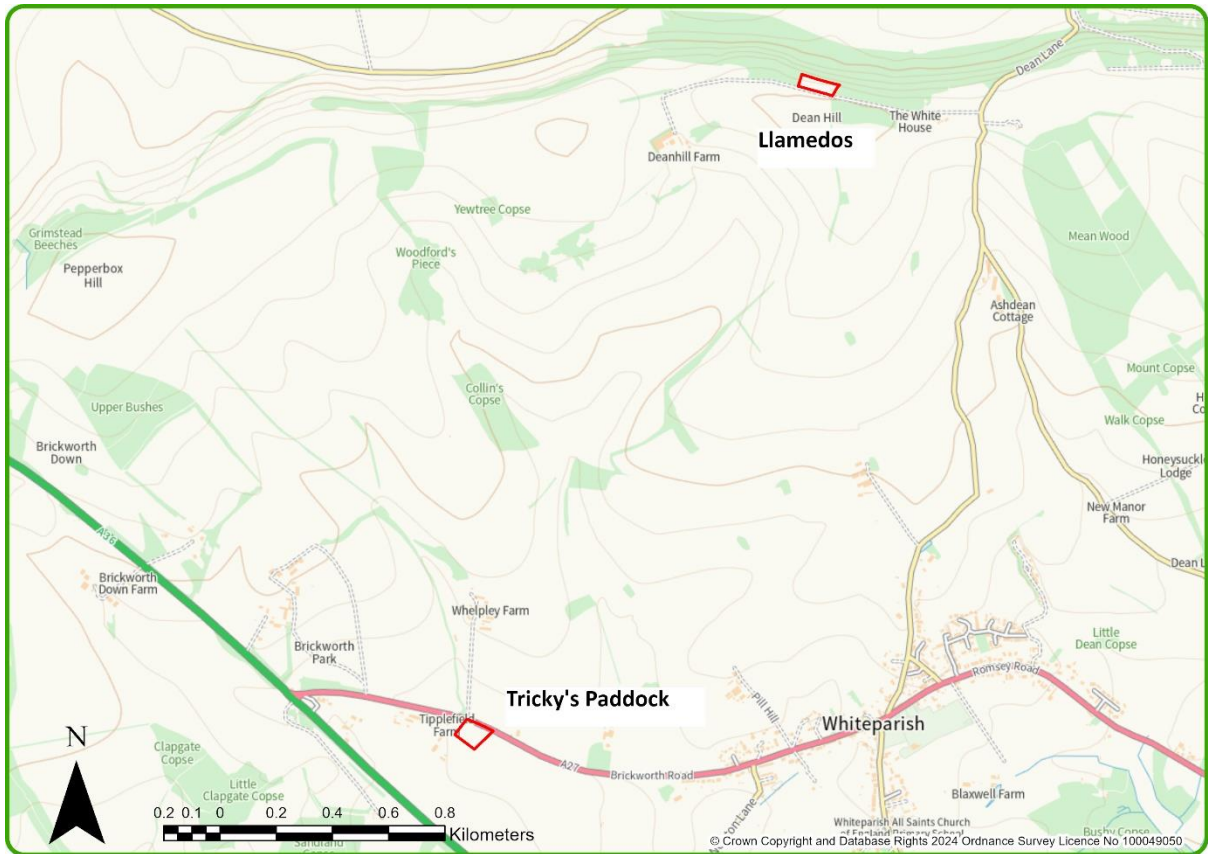




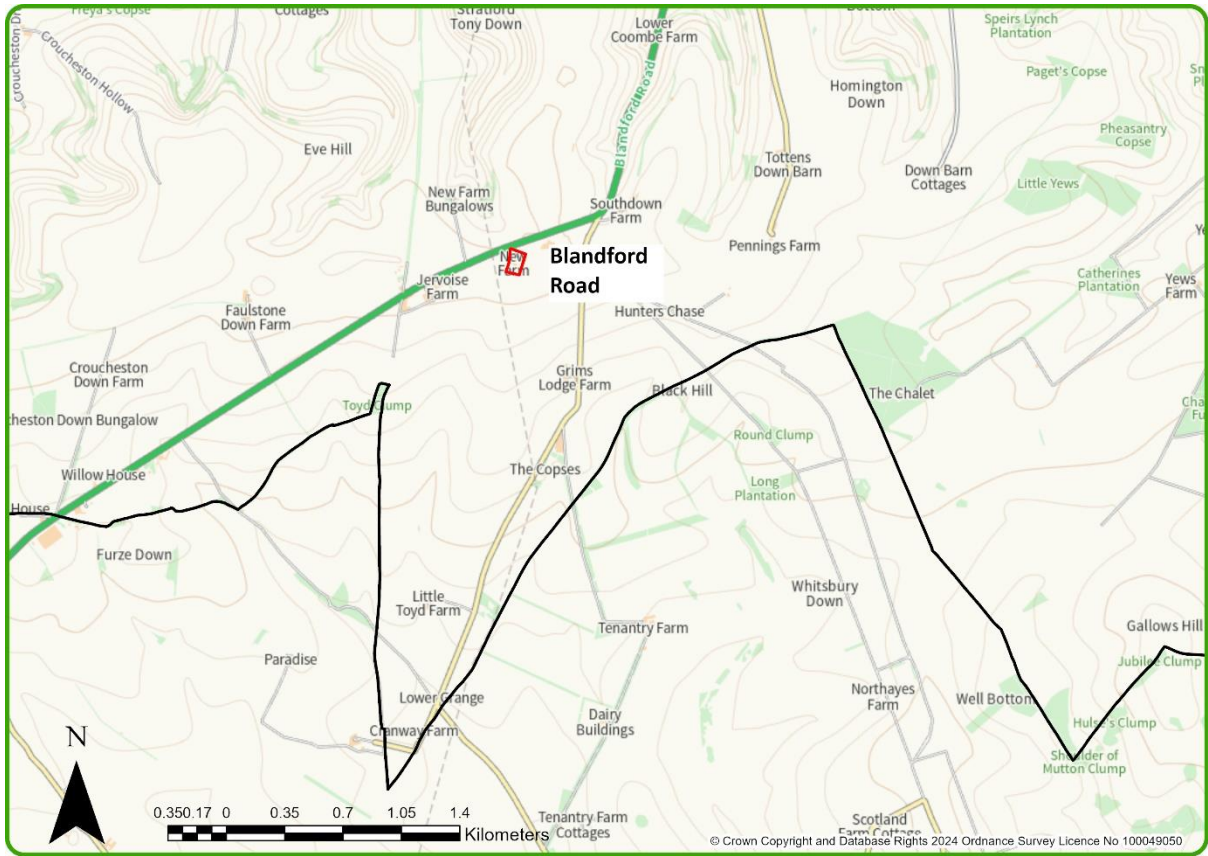












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Wiltshire Council

Full Council

24 July 2024

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## Wiltshire Cultural Strategy

### Executive Summary

Wiltshire is a thriving county with rich and diverse arts culture and heritage.

The council provides grant funding support to four strategic arts partners who operate in the county as well as operating both the Wiltshire and Swindon History Centre and the Young Gallery in Salisbury through a trust model. Many of our 20 leisure centres and 31 libraries also provide spaces for arts and cultural activity. It also provides additional support to heritage organisations and museums and has either delivered or supported a broad array of arts and cultural events, activities and programmes, as well as investigating in related infrastructure, which has ensured arts and culture enriches the lives of residents.

The development of the Wiltshire Cultural Strategy 2024-2030 has been commissioned by Wiltshire Council (WC), with financial support from the Arts Council England (ACE).

The ambition for the Strategy is for it to be an enabling framework built around five pillars: Economy, Identity, Tourism, Health and Wellbeing and Community.

The strategy has been developed over a five-month period. In that time extensive research was undertaken including reviewing strategies, data and management plans, benchmarking, and national case studies. There was a detailed mapping exercise to identify key cultural assets. This was combined with a multi-layered consultation and engagement programme.

There are three core principles embedded across the Strategy:

- **Empower others:** Take an enabling approach, working in partnership, co-creating and making things easier for independent action
- **Environment:** Be ambitious in caring for, and enhancing the natural environment and addressing climate change
- **Access:** Work towards universal 'cultural entitlement' and ensure all opportunities are designed to be inclusive and accessible to all.

The strategy includes the core objectives:

- Increase the number of people experiencing and creating culture in Wiltshire
- Increase engagement in arts and cultural activities by diverse audiences, including those who face engagement barriers
- Enable places to shape their own cultural identity
- Support good physical and mental health and wellbeing and community resilience
- Use art and culture as a vehicle to revitalise town centres and increase footfall
- Use art and culture as a mechanism to support economic growth in Wiltshire
- Enable the creation of a diverse creative workforce for the future

- Use art and culture to attract greater visitor numbers to Wiltshire and increase tourism
- Increase engagement with nature and the environment through culture and reduce the environmental impact of cultural activity

The Strategy:

- identifies the ambitions and actions for each of the key themes. The strategy includes a detailed action plan that outlines how Wiltshire Council will deliver on this strategy over the short, medium and long term.
- includes an Evaluation plan detailing how progress will be measured
- proposes a governance structure that will drive the delivery of the Strategy.

### **Proposals**

That Full Council

- 1) Adopt the Cultural Strategy
- 2) Include the Cultural Strategy at Part 3B Paragraph 1.2 of the Constitution as a Policy Framework item.

### **Reason for Proposals**

The Wiltshire Cultural Strategy 2024-2030 supports the delivery of key priorities set out in Wiltshire Council's 2022-32 Business Plan. It seeks to address key challenges outlined above through a better connected, stronger creative and cultural sector and a more vibrant and diverse cultural offer, delivered through collaboration with strategic partners, the cultural and creative sector and communities.

**Parvis Khansari**

**Corporate Director, Place**

**Wiltshire Cultural Strategy**

**Purpose of Report**

- 1. To adopt the Wiltshire Cultural Strategy 2024-2030.

**Relevance to the Council’s Business Plan**

- 2. The Strategy will support good access to culture which forms part of Wiltshire Council’s Business Plan under its mission of wanting “Wiltshire to be a place where we all live well together.” (p.4)
- 3. The Strategy will ‘Support for community-based cultural activities, linking major arts organisations, museums and community groups.’ (Resilient Society: We live well together p.15)
- 4. The development of ‘New strategies for regeneration, visitor economy and cultural offers...’ is included in the Business Plan. (‘Thriving Economy: We have vibrant, well-connected communities. p.26).
- 5. The Wiltshire Cultural Strategy supports the business plan mission priorities as follows:

**Council business plan**

The people of Wiltshire are empowered to live full, healthy and enriched lives.

Our communities continue to be beautiful and exciting places to live.

We lead the way in how councils and counties mitigate climate challenges ahead.

Our local economy thrives and is supported by a skilled workforce.

**Cultural strategy**

The strategy supports the development of a thriving cultural sector will enable residents developing their creativity and engage in sociable cultural activity for the benefit of their mental wellbeing.

The strategy connects people to the natural landscape through culture, and where the rich diversity of its different towns, villages, cities and landscapes encourages creativity, curiosity, and discovery.

It will support cultural communities with distinctive, sustainable cultural hubs and vibrant high streets. There is a year-round calendar of festivals and events that attract people from across the county and beyond and which operate in an environmentally responsible way

The strategy supports the development of the tourist economy highlighting the county’s interesting and exciting

## **Council business plan**

## **Cultural strategy**

contemporary culture and rich cultural heritage and demonstrates that Wiltshire offers something for residents and visitors alike.

It provides multi-faceted support for arts and cultural organisation that in turn provide a rich source of employment opportunities in creative industries.

### **Background**

6. Wiltshire Council has not previously developed a Council Cultural Strategy since its formation in 2009.
7. The development of the Wiltshire Cultural Strategy 2024-2030 has been commissioned by Wiltshire Council (WC), with financial support from the Arts Council England (ACE).
8. The council provides grant funding support to four strategic arts partners who operate in the county as well as operating both the Wiltshire and Swindon History Centre and the Young Gallery in Salisbury through a trust model. Many of our 20 leisure centres and 31 libraries also provide spaces for arts and cultural activity.
9. Wiltshire Council provides additional support to heritage organisations and museums and has either delivered or supported a broad array of arts and cultural events, activities and programmes, as well as investing in related infrastructure, which has ensured arts and culture enriches the lives of residents.
10. The county has a rich contemporary culture with three Arts Council England National Portfolio Organisations along with a variety of other arts organisations it has several recognised creative clusters in Trowbridge, Salisbury, Malmesbury and Marlborough and specialisms in createch, architecture, publishing and the creative arts.
11. The county has long been a magnet and inspiration for visual artists, writers and musicians, and a place that inspires people to get involved in culture as volunteers.
12. The county is animated year-round by a rich and diverse range of festivals and events that together tell Wiltshire's collective story of cultural tradition and contemporary interests.
13. The strategy places culture and creativity at the heart of Wiltshire's economic and social future and ensure community engagement and ownership. And acts as a vehicle to support the delivery of key priorities set out in Wiltshire Council's 2022-2032 Business Plan.

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

14. Culture is a difficult concept to define, and it means different things to different people. For some, culture is about preserving and sharing customs, beliefs, and a way of life, protecting heritage and history, and preserving it for future generations. For others, culture is a way to reconnect people with the places they live, providing a sense of belonging and sharing our passions and traditions with visitors. Culture attracts visitors

and inspires reactions. It contributes to our health and wellbeing, it stimulates growth, employment, and development, and it grounds us in our communities, making our city, towns, and villages, places where people want to live, work, and raise a family.

15. For Wiltshire Council, culture is a multifaceted concept. The strategy was built around five key themes.

- **Economy** - Culture is a central pillar of our approach to economic development, regeneration, and the development of vibrant local communities. It helps us re-imagine the way in which people engage with their towns and encourages long-term and sustainable businesses on our high streets.
- **Identity** - Culture connects people with the places they live. It helps us discover more about our environment, its history, and its heritage. It also teaches us about ourselves, and our connection with our County.
- **Tourism** - Culture is also a key component of our offer to visitors, both from the UK, and further afield.
- **Health and wellbeing** - Culture contributes to both mental and physical health. It helps people get active. It stimulates minds, and encourages healthy, active, and engaged lifestyles.
- **Community**: Culture brings communities together, whether it's through village fetes, community fairs and festivals.

16. It is intended for it to be a co-created County-level strategy reflecting the views and input of the sector, relevant partners and communities. It includes a detailed action plan that outlines how Wiltshire Council will deliver the strategy.

17. However, despite the main positive cultural aspects of the county, there are cultural challenges that the strategy and action plan seeks to address including:

- There are social and health inequalities in some communities and access to cultural opportunities depends on where you live
- the scale and geography of the county can make communication and knowledge exchange difficult.
- The creative and cultural sector is fragmented and fragile and levels of engagement and visitor numbers have not returned to pre-pandemic levels.
- There are issues around raising the aspiration and attainment of young people and the need to ensure that there is more in the cultural offer to inspire and empower them.
- Wiltshire's identity, economy and future is intrinsically linked with the natural environment and the county is committed to taking an ambitious approach to addressing climate change and enhancing the natural environment in all it does.

18. Development of the strategy was underpinned by five phases:

- **Phase 1**: Carry out research that will highlight the challenges and opportunities for developing culture across Wiltshire.
- **Phase 2**: Establish a governance model to oversee both the development of the strategy and its implementation
- **Phase 3**: Create an engagement plan and consult with relevant stakeholders to establish local priorities, opportunities and challenges
- **Phase 4**: Support the Project Steering Group to develop the Cultural Strategy – helping to identify a vision and create an action plan, including determining what success will look like and how this will be measured.
- **Phase 5**: development of the Cultural Strategy.

19. Extensive research was undertaken including reviewing strategies, data and management plans, benchmarking, and national case studies. There was a detailed mapping exercise to identify key cultural assets. This was combined with a multi-layered consultation and engagement programme that included in 22 key stakeholder discussions, 3 workshops (2 face to face and 1 online) and an online survey.
- 772 local people were consulted as part of this process
  - 639 assets were identified and mapped
  - 50+ strategic documents and data sources were reviewed and analysed
20. As well as gathering information, the process aimed to raise awareness of the new Cultural Strategy; build trust with local residents, creative and cultural practitioners and other stakeholders; embed local ownership of the nascent ideas and develop or strengthen strategic partnerships that will help drive forward the Strategy.
21. The Evidence Base and SWOT revealed several key aspects that the Strategy addresses:
- The importance of the natural landscape and the level of ambition around environmental action
  - Balancing the unique identities, needs and independence of each place with the need to work together on shared initiatives that transcend any one organisation
  - A generally high quality of life but with pockets of social and health inequalities in particular communities
  - A vibrant cultural sector that drives health and wellbeing and placemaking, but which is fragmented and fragile. Strong clusters around festivals and events, cultural hubs and visual arts
  - A relatively hidden creative sector which needs support to grow
  - A patchy cultural education offer for children and young people with unclear talent pathways into the creative sector
  - Low value of tourism with numbers that have not returned to pre-pandemic levels.
  - Lots of good practice and activity which is not effectively joined up or celebrated
  - A hugely diverse range of partners and people involved in culture with different capacities, resources and objectives and which will require a multi-layered approach
  - Culture cuts across many different council teams, policy areas and partnerships with no central co-ordination
  - Extreme pressures on resources which makes it essential to find ways of working with others to deliver shared goals.
22. The strategy has been developed upon on the seven pillars of Identity, Health and wellbeing, Community, Economy, Tourism, Communicate and Connect, with each pillar having an outcome for 2030 beyond.
23. The strategy's vision states that Wiltshire will be:
- a vibrant beacon of culture
  - a place of creativity, celebration and connection
  - a place where culture supports health and happiness
  - a place where young people and creative enterprise can flourish
  - a place where economic growth is stimulated through distinctive and vibrant places where people want to visit, live, work, and raise a family



- a better-connected place where culture is the heartbeat of every village, town, city and landscape.

24. There are three core principles embedded across the Strategy:

- **Empower others:** Take an enabling approach, working in partnership, co-creating and making things easier for independent action
- **Environment:** Be ambitious in caring for, and enhancing the natural environment and addressing climate change
- **Access:** Work towards universal 'cultural entitlement' and ensure all opportunities are designed to be inclusive and accessible to all.

25. The strategy's core objectives include:

- Increase the number of people experiencing and creating culture in Wiltshire
- Increase engagement in arts and cultural activities by diverse audiences, including those who face engagement barriers
- Enable places to shape their own cultural identity
- Support good physical and mental health and wellbeing and community resilience
- Use art and culture as a vehicle to revitalise town centres and increase footfall
- Use art and culture as a mechanism to support economic growth in Wiltshire
- Enable the creation of a diverse creative workforce for the future
- Use art and culture to attract greater visitor numbers to Wiltshire and increase tourism
- Increase engagement with nature and the environment through culture and reduce the environmental impact of cultural activity.

### **Safeguarding Implications**

26. Any projects linked to the Wiltshire Cultural Strategy will be delivered under Wiltshire Council's policies and procedures on safeguarding children and vulnerable adults.

### **Public Health Implications**

27. Health and wellbeing is one of the seven pillars upon which the strategy has been developed. With an ambition for people in Wiltshire to live full, healthy and enriched lives through developing their creativity and taking part in sociable cultural activity.

28. The Public Health team were included on the Key Stakeholders 1-2-1 meetings and have been involved in the follow up stakeholder workshop.

29. People in Wiltshire have a great quality of life, but health inequalities exist between different groups of people and between those living in our most and least deprived areas. Encouraging, supporting and inspiring people to get active and connect with others through arts and culture has been shown to have a transformative effect on health and happiness.

30. There is evidence to support that those who engaged in crafts during middle and old age were 45% less likely to develop mild cognitive impairment. (reference <https://www.thebestofhealth.co.uk/health-conditions/dementia/arts-crafts-prevent-memory-loss/> )

31. The strategy action plan for health and wellbeing aims to:

- Increase engagement and awareness of Creative Health through briefing sessions, workshops and advocacy

- Support social prescribing working with GPs and cultural partners from across the county
- Harness our key assets in the natural environment, heritage and libraries to support universal access to creative health opportunities.

### **Procurement Implications**

32. Any procurement linked to the Cultural Strategy will be implemented under Wiltshire Council's policies and procedures on procurement.

### **Equalities Impact of the Proposal**

33. The research undertaken as part of the development of the Cultural Strategy has indicated that there are gaps in the accessibility of arts and culture. Therefore, one of the underpinning principles is to 'Work towards universal 'cultural entitlement' and ensure all opportunities are designed to be inclusive and accessible to all'

34. The Strategy seeks to:

- increase engagement in arts and cultural activities by diverse audiences, including those who face engagement barriers.
- Use arts and culture to address issues of health inequalities faced by certain residents
- Support the placing shaping agenda that help to foster a sense of collective identity.
- Support aspirations and attainment of young people related to the cultural sector. With the potential to focus on the young military population and families in the Tidworth area.

35. Any project arising directly from the Cultural Strategy will follow the Wiltshire Council's guidance on Equality Impact assessments (EqIA) to considering how decisions made and services delivered affect people who share protected characteristics and will implement accordingly.

36. Equalities Impact Assessment for projects linked to the delivery of the Strategy will be evolving and developed to ensure projects address these key issues.

### **Environmental and Climate Change Considerations**

37. The Climate Change team were included on the Key Stakeholders 1-2-1 meetings and have been involved in the follow up stakeholder workshop.

38. The environment and climate change consideration are embedded in the strategy via one of the three core principles of Environment: Be ambitious in caring for, and enhancing the natural environment and addressing climate change

39. The Cultural Strategy will support how arts and cultural activity can be delivered in a sustainable and environmentally responsible way.

### **Workforce Implications**

40. The Cultural Strategy action plan seeks to increase the council's resources for culture through the creation of 1 FTE post to cover public art as part of a wider Cultural Development Officer post.

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

41. There is likely to be reputational damage to the Council in the event the Cultural Strategy is not approved and taken forward given that its development is included in

the Business Plan. There could also potentially be public outcry from the arts and cultural sector.

**Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks**

42. The Strategy Action plan that has been developed will need a One Council approach to ensure its successful delivery. Therefore, services will need to be fully onboarded.
43. It will be essential to monitor how the council's finances and priorities may affect the ability to successfully deliver the aims and outcomes.

**Financial Implications**

44. Wiltshire Council has developed the strategy with the assistance of consultants FEI who have been funded by financial assistance from Arts Council England and the Wiltshire Towns Programme.
45. Future delivery of the Strategy will initially include primarily Leisure, Culture and Communities officers time and use of Arts service budget to deliver elements such as the Cultural Assembly until the Cultural Strategic Partnership has been established.
46. Key members of the Cultural Strategic Partnership will include the Council's four Arts Partners who received annual funding from the Arts Service budget.
47. Projects indicated on the action plan will be assessed on a project-by-project basis to assess whether it could be funded through council budget or will need to be external grant funded before any project proceeds.
48. The Action Plan indicates the creation of a full-time post for of a Cultural Development officer whose role will include deliver of the public art programme and as such will be part funded by the public art contribution as indicated in the [Public Art and Design in the Public Realm – 2024 Guidance](#).

**Legal Implications**

49. The development of the Strategy has included a varied consultation that includes 772 people from council services, arts and cultural organisations and individuals, schools and residents.
50. Approval of the Cultural Strategy is being sought in line with the Council's constitution including budget and policy framework, the Financial Regulations and the procurement and contract regulations and in accordance with any statutory requirements imposed on the Council.
51. Legal advice will be sought to ensure compliance with Subsidy Control and grant funding conditions, where appropriate.

**Overview and Scrutiny Engagement**

52. The Cultural Strategy will be presented to the Environment Select Committee at its meeting on 18 July 2024.

**Conclusions**

53. The Wiltshire Culture Strategy places culture and creativity at the heart of Wiltshire's economic and social future and ensure community engagement and ownership. And acts as a vehicle to support the delivery of key priorities set out in Wiltshire Council's 2022-2032 Business Plan.

## **Appendices**

Appendix A – Wiltshire Cultural Strategy 2024-2030

Appendix B – Wiltshire Cultural Strategy Action plan

Appendix C – Wiltshire Cultural Strategy Evaluation plan

# **Wiltshire Cultural Strategy 2024-2030**

Connecting through creativity

DRAFT

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## 1. Foreword

To be added by Leader post adoption

## 2. Introduction and context

Wiltshire is an exceptionally varied county with a rich tapestry of distinctive places set in an ancient and dynamic landscape. Wiltshire is home to the World Heritage Site of Stonehenge and Avebury, three National Landscapes – North Wessex Downs, Cranborne Chase and West Wiltshire Downs and the Cotswolds – and the New Forest National Park, all linked through vibrant connected green and blue infrastructure. Salisbury Plain exemplifies the multiple layers of use and identity so typical of Wiltshire, being simultaneously an important area for biodiversity, farming and military activity so integral to the county's identity. Our history as a place for creativity and innovation, connection to nature and living, working and celebrating alongside each other stretches back thousands of years and is symbolised by our iconic white horses carved into a landscape shaped by a huge range of custodians over time.

Wiltshire is a patchwork of over 250 villages and towns and the historic cathedral city of Salisbury. Each have their own distinctive characters, histories and identities. From ancient Lacock, the home of English photography, to the modern super-garrison town of Tidworth where a quarter of the population are under 15 years old, from the vibrant music, literature and visual arts of Corsham to the rich and unique calendar of colourful festivals and fairs in Devizes, and from the modern market town of Trowbridge with its thriving tech cluster to the lively market town of Chippenham, the county has been shaped into places made distinctive through culture.

Wiltshire's heritage is constantly being reinvented and made relevant through engagement with communities and contemporary ideas, led by organisations including the National Trust, English Heritage, Salisbury Cathedral, Wessex Archaeology, the Wiltshire and Swindon History Centre, Wiltshire Museum and Salisbury Museum.

Wiltshire also has a rich contemporary culture with three Arts Council England National Portfolio Organisations - Wiltshire Creative, Wiltshire Music Centre and Pound Arts - and arts organisations such as Trowbridge Town Hall Arts, Devizes Outdoor Celebratory Arts (DOCA), Kandu Arts, Folio Arts and the Last Baguette Theatre Company. Wiltshire has several recognised creative clusters in Trowbridge, Salisbury, Malmesbury and Marlborough and specialisms in createch, architecture, publishing and the creative arts. The county has long been a magnet and inspiration for visual artists, writers and musicians, and a place that inspires people to get involved in culture as volunteers.

The county is animated year-round by a rich and diverse range of festivals and events that together tell Wiltshire's collective story of cultural tradition and contemporary interests. There are 95 festivals including Salisbury International Arts Festival, WOMAD, Verve Festival, Chalke History Festival, the Westbury, White Horse Soapbox Derby, the Pewsey Carnival (which has been running since 1898),

the Urchfont Scarecrow Festival and the Devizes Confetti Battle (dating back to 1913).

Despite all these strengths there are challenges. There are social and health inequalities in some communities and access to cultural opportunities depends on where you live. The scale and geography of the county can make communication and knowledge exchange difficult. The creative and cultural sector is fragmented and fragile and levels of engagement and visitor numbers have not returned to pre-pandemic levels. There are particular issues around raising the aspiration and attainment of young people and the need to ensure that there is more in the cultural offer to inspire and empower them. Wiltshire's identity, economy and future is intrinsically linked with the natural environment and the county is committed to taking an ambitious approach to addressing climate change and enhancing the natural environment in all it does.

This is Wiltshire Council's first Cultural Strategy, and it seeks to address these challenges through a better connected, stronger creative and cultural sector and a more vibrant and diverse cultural offer, delivered through collaboration with strategic partners, the cultural and creative sector and communities. The Strategy has been developed through an extensive research process which analysed over 100 data sources, conducted four national case studies and mapped 639 cultural assets. The consultation process engaged with 772 local people during March and April 2024 in conversations, via workshops and through a public survey.

### Key Statistics

- Population of 510,400 with 47.2% living in rural areas, including smaller towns, villages, hamlets or isolated dwellings <sup>1</sup>
- 3,255 square kilometres
- 253 towns and parishes
- 173 town halls
- 164 community groups
- 134 Areas of Special Scientific Interest
- 95 annual festivals and events
- 53 outdoor assets
- 50 museums
- One County Archive and Local Study centre
- 30 libraries
- 23 performing arts venues
- 22 visual arts galleries and studios
- 18 historic houses and gardens
- 17 Artsmark schools
- Eight White Horses
- Five National Landscapes (Cranbourne Chase, North Wessex Downs, West Wiltshire Downs, Cotswolds and New Forest National Park)
- Three Arts Council England National Portfolio Organisations
- One World Heritage Site
- International Visitor spend was worth £92 million to the economy in 2019 (Visit Britain)

<sup>1</sup> Calculated using [2011 Rural-Urban Classification](#)



- Stonehenge was the most visited attraction with 977k in 2022
- Creative industries account for 5% of employment and 10% of businesses

## 2.1 What we were told

“A vibrant range of cultural events that represent the many and varied communities in the county, where providers are given the investment to do what they do best - engage and work with Wiltshire residents to increase their wellbeing and enrich their lives through learning, sharing, actively engaging with Wiltshire's amazing cultural heritage that has the capacity to bring everyone together through a shared joy of history.”

“A way of life that is simply celebrated”

“Accessible, wide ranging, exciting, ground-breaking.”

“Part of everyday life.”

“Wiltshire punches well above its weight in offering arts, culture and heritage - it just needs to publicise it better both locally and nationally.”

“We want to see a thriving ecosystem of partnerships amidst increasingly dwindling resources and the climate crisis doing bold stuff because we have to.”

‘How do we coordinate people having more, better, accessible high-quality fun?’

## 2.2 Definition of culture

Culture means many things to many people, and we take it to mean all those places, practices, activities and objects whose origin lies in human creativity, whether past or present.

It includes all arts, culture, creative practices, and heritage – built, natural and intangible such as local customs and traditions. It encompasses festivals and events, arts centres and arts development, music venues, community hubs for culture, libraries, museums, creative industries, archives, heritage sites and activities, the historic environment and the open public spaces where cultural events can happen.

For Wiltshire Council, culture is understood through five key themes:

- **Economy** - Culture is a central pillar of our approach to economic development, regeneration, and the development of vibrant local communities. It helps us re-imagine the way in which people engage with their towns and encourages long-term and sustainable businesses on our high streets
- **Identity** - Culture connects people with the places they live. It helps us discover more about our environment, its history, and its heritage. It also teaches us about ourselves, and our connection with our county
- **Tourism** - Culture is a key component of our offer to visitors, both from the UK, and further afield
- **Health and wellbeing** - Culture contributes to both mental and physical health. It helps people get active. It stimulates minds, and encourages healthy, active, and engaged lifestyles

- **Community:** Culture brings communities together, whether it's through village fetes, community fairs and festivals.

### 3 Our vision – connected through creativity

Wiltshire will be a vibrant beacon of culture where the joys of curiosity, community, nature and heritage help imagine new futures and improve the quality of life for everyone. Our vision is for Wiltshire to be a place of creativity, celebration and connection, inspired by the rich diversity of our surroundings, powered by culture, driven by purpose, and united in action.

By 2030, our vision is for a better-connected place where culture is the heartbeat of every village, town, city and landscape. Through creativity, shared experiences, a collective commitment to our environment and access for all, we aim to foster a sense of belonging that resonates with everyone. Wiltshire will be a place where culture supports health and happiness, where young people and creative enterprise can flourish and where economic growth is stimulated through distinctive and vibrant places where people want to visit, live, work, and raise a family. We want all residents in Wiltshire to enjoy the benefits that culture brings including those who face additional barriers to cultural engagement and creative participation.

### 4. Our principles

The strategy is built on three shared principles, which everyone will be encouraged to adopt:

- **Empower others** - Take an enabling approach, working in partnership, co-creating and making things easier for independent action.
- **Environment** - Be ambitious in caring for and enhancing the natural environment and addressing climate change
- **Access** - Work towards universal 'cultural entitlement' and ensure all opportunities are designed to be inclusive and accessible to all

#### 4.1 Summary of our pillars and outcomes

There are seven pillars to our strategy, and each has an outcome for 2030 and beyond.

- **Identity** - Wiltshire will be a national leader in connecting people to the natural landscape through culture, and where the rich diversity of its different towns, villages, cities and landscapes encourages creativity, curiosity, and discovery
- **Health and wellbeing** - People in Wiltshire live full, healthy and enriched lives through developing their creativity and taking part in sociable cultural activity
- **Community** - People in Wiltshire live in cultural communities with distinctive, sustainable cultural hubs and vibrant high streets. There is a year-round calendar of festivals and events that attract people from across the county and beyond and which operate in an environmentally responsible way

- **Economy** - Everyone has the opportunity to develop the cultural and creative skills they need to flourish in life. Wiltshire is the natural place to grow creative and cultural enterprises of all types
- **Tourism** - Wiltshire is a place where everyone is invited. There is something for everyone amongst its rich natural beauty and vibrant cultural offer so go explore
- **Communicate** - Wiltshire has a thriving and connected cultural ecosystem where learning is shared, and success is captured and celebrated
- **Connect** - Cultural leadership in the county is dispersed, collaborative and collegiate, based on unity of effort and freedom of action working towards common goals.

## 4.2 Summary of our core objectives

The objectives we want to achieve through our cultural strategy are:

- Increase the number of people experiencing and creating culture in Wiltshire
- Increase engagement in arts and cultural activities by diverse audiences, including those who face engagement barriers
- Enable places to shape their own cultural identity
- Support good physical and mental health and wellbeing and community resilience
- Use art and culture as a vehicle to revitalise town centres and increase footfall
- Use art and culture as a mechanism to support economic growth in Wiltshire
- Enable the creation of a diverse creative workforce for the future
- Use art and culture to attract greater visitor numbers to Wiltshire and increase tourism
- Increase engagement with nature and the environment through culture and reduce the environmental impact of cultural activity

## 5 Our priorities

### 5.1 Identity

There is a need to balance the unique identities, independence and opportunities of each place with the huge gains which will come from working together on shared initiatives that transcend any one organisation or place.

We know:

- Engaging in local arts and cultural activities is valuable in fostering a sense of collective identity, space for interaction and shared experience and thus contributes towards people having a stronger attachment to place.<sup>2</sup>

Our ambition is:

- We want Wiltshire to be a national leader in connecting people to the natural landscape through culture, and where the rich diversity of its different towns, villages, cities and landscapes encourages creativity, curiosity, and discovery.

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<sup>2</sup> The value of arts and culture in place-shaping (2019) Wavehill

We will:

- Co-ordinate and initiate landscape-scale cultural projects ensuring that culture is embedded from the start (Appendix A: Action Plan: 1.1)
- Support places to develop their own cultural narrative statements by sharing best practice and providing templates for co-creation (Appendix A: Action Plan: 1.2)
- Co-ordinate themed programming and joint planning and promotion across the county, starting with literature, visual arts and heritage (Appendix A: Action Plan: 1.3)
- Shape places through culture making good use of the public art guidance and other opportunities through planning gain. (Appendix A: Action Plan: 1.4)

Links to:

- ACE Outcomes: A Creative and Cultural Country and Cultural Communities
- Wiltshire Council: Resilient Society, Thriving Economy, Sustainable Environment.

## 5.2 Health and wellbeing

Wiltshire has a great quality of life, but health outcomes can vary hugely amongst different communities and in different places. It is important to encourage people to take responsibility for their own wellbeing and physical health by inspiring them to get active and connect with others. Arts and culture have been shown to have a transformative effect on health and happiness and there is a growing interest in Creative Health.

We know:

- Scientists have found that those who engaged in crafts during middle and old age were 45% less likely to develop mild cognitive impairment.<sup>3</sup>

Our ambition is:

- People in Wiltshire live full, healthy and enriched lives through developing their creativity and taking part in sociable cultural activity.

We will:

- Increase engagement and awareness of Creative Health through briefing sessions, workshops and advocacy (Appendix A: Action Plan: 2.1)
- Support social prescribing working with GPs and cultural partners from across the county (Appendix A: Action Plan: 2.2)
- Engage Public Health via a cultural workshop and identify opportunities to embed culture in community conversations, consultation and commissioning (Appendix A: Action Plan: 2.3)
- Harness our key assets in the natural environment, heritage and libraries to support universal access to creative health opportunities (Appendix A: Action Plan: 2.4).

Links to:

- ACE Outcomes: Cultural Communities

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<sup>3</sup> <https://www.thebestofhealth.co.uk/health-conditions/dementia/arts-crafts-prevent-memory-loss/>

- Wiltshire Council: Empowered People, Resilient Society.

## 5.3 Community

Wiltshire is home to some exceptional cultural venues that serve as important landmarks and cultural development hubs for their community, and which bring life to the high street. We want every community to have the hub they deserve. We want to do more to support cultural volunteers and ensure the ongoing sustainability of the joyous and eclectic mix of festivals and events which celebrate place and drive significant social and economic benefits through increased audience diversity.

We know:

- If people feel proud of the places they live, they are more likely to engage in other civic areas and activity including volunteering.<sup>4</sup>

Our ambition is:

- People in Wiltshire live in cultural communities with distinctive sustainable cultural hubs and vibrant high streets. There is a year-round calendar of festivals and events that attract people from across the County and beyond and which operate in an environmentally responsible way.

We will:

- Support new and existing cultural hubs working with cultural organisations and communities to increase investment and sustainability (Appendix A: Action Plan: 3.1)
- Champion Cultural Volunteers through promoting best practice, providing training and profiling culture within wider volunteering strategy and activity (Appendix A: Action Plan: 3.2)
- Work with festivals and events to encourage them to network, collaborate and take a leading role in improving environmental sustainability (Appendix A: Action Plan: 3.4)
- Run a workshop with Council Environmental Health and Licensing officers and the sector to improve guidance and develop toolkits (Appendix A: Action Plan: 3.4).

Links to:

- ACE Outcomes: Cultural Communities, Creative People
- Wiltshire Council: Resilient Society, Thriving Economy, Sustainable Environment.

## 5.4 Economy

The vitality of our creative economy relies on our cultural vibrancy and on improving the flow of talent, ideas and skills across and beyond the county. Cultural education is the foundation of both, and we want to ensure that all young people can develop their potential and creative passions through access to culture and a creative education throughout their lives. We want to make the creative and cultural sector

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<sup>4</sup> Townscapes: Pride in Place (2022) Bennet Institute of Public Policy

more visible and better connected, helping it to grow through targeted support, advice and resources.

We know:

- The creative industries and cultural sector combined contributed almost £160 billion to UK GVA in 2022. Creative Industries are growing faster than the UK economy as a whole.<sup>5</sup>

Our ambition is:

- Everyone has the opportunity to develop the cultural and creative skills they need to flourish in life. Wiltshire is the natural place to grow creative and cultural enterprises of all types.

We will:

- Seek to ensure a cultural education for all by working with schools to increase the number of ArtsMark and ArtsAwards, consulting with young people to understand more about their needs and by building links between the creative and education sectors (Appendix A: Action Plan: 4.1.1)
- Develop a Young People's Arts and Culture Forum (Appendix A: Action Plan: 4.1.2)
- Help creative businesses to grow by recognising the richness of the whole of the cultural and creative ecosystem (Appendix A: Action Plan: 4.2)
- Attract new creative businesses by providing attractive and affordable spaces and providing support programmes for creative start-ups (Appendix A: Action Plan: 4.3).

Links to:

- ACE Outcomes: Creative People, A Creative and Cultural Country, Cultural Communities
- Wiltshire Council: Thriving Economy, Resilient Society, Empowered People.

## 5.5 Tourism

Wiltshire boasts some major attractions and has a huge variety of honeypot sites within its boundaries. Stonehenge attracts around a million people per year and the county is an exceptionally attractive film and event location. We want to raise the profile of Wiltshire internationally and encourage visitors and residents to explore all the county has to offer year-round, encouraging active and sustainable travel wherever possible.

We know:

- Culture enhances our profile overseas. Culture in the UK ranked fourth in the world in the Nation Brands Index driven by its interesting and exciting contemporary culture and rich cultural heritage.<sup>6</sup>

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<sup>5</sup> <https://www.gov.uk/government/statistics/dcms-and-digital-sector-gva-2022-provisional>

<sup>6</sup> <https://www.visitbritain.org/research-insights/uks-image-overseas> Nation Brands Index (2023)

Our ambition is:

- Wiltshire is a place where everyone is invited. There is something for everyone amongst its rich natural beauty and vibrant cultural offer, so go explore.

We will:

- Develop a Visitor Economy Strategy that recognises the key role that the cultural and creative sector play in growing a sustainable visitor economy (Appendix A: Action Plan: 5.1.1)
- Work more closely with our strategic partners and the operators and stewards of key sites to support the impact of tourism, events and film (Appendix A: Action Plan: 5.2)
- Grow the Explore Wiltshire and Event Wiltshire apps as a cultural resource and cultivate culture ambassadors who can curate recommendations and itineraries (Appendix A: Action Plan: 5.3)
- Develop the Wiltshire Marque and roll out to include makers and artisans. The Wiltshire Marque will give individual businesses a distinctive 'Wiltshire' banner under which to sell their goods, promoting Wiltshire as a quality food destination and helping customers identify Wiltshire produce. (Appendix A: Action Plan: 5.1.3)

Links to:

- ACE Outcomes: Cultural Communities
- Wiltshire Council: Thriving Economy, Sustainable Environment.

## 5.6 Communicate

Wiltshire is blessed with a huge variety of cultural activity delivered in a range of different ways, but the size, geography and transport infrastructure of the county can make it hard to navigate. Improving communication was a key request across all of our consultation. We want to do more to profile good practice and encourage networking, knowledge exchange and collaboration. We want to work together to make the case for culture and celebrate our successes.

We know:

- 96% of Wiltshire residents we surveyed rate Culture as important or extremely important to their lives.

Our ambition is:

- Wiltshire has a thriving and connected cultural ecosystem where learning is shared and success is captured and celebrated.

We will:

- Expand and promote the Arts in Wiltshire blog so that it is aligned to the themes of the cultural strategy and provides the sector with a voice (Appendix A: Action Plan: 6.1)
- Run an annual Cultural Assembly every autumn to showcase best practice and provide networking opportunities (Appendix A: Action Plan: 6.2)

- Capture and celebrate value by developing a shared evaluation framework so that we can better make the case for culture. (Appendix A: Action Plan: 6.3)

Links to:

- ACE Outcomes: Cultural Communities
- Wiltshire Council: Thriving Economy, Resilient Society.

## 5.7 Connect

Culture in Wiltshire is created by a wide range of organisations and diverse groups of people, located in different parts of the county. Culture reaches broadly across many of Wiltshire Council's different service areas, functions and partnerships. Wiltshire Council wants to work through these partnerships and play a greater co-ordinating role, enabling the county's independent spirit to thrive whilst amplifying impact and making better use of resources.

We know:

- In 2021/22 61.6% of people in Wiltshire attended an arts event, museum or gallery or spent time doing an arts activity compared to 60.2% nationally.

Our ambition is:

- Cultural leadership in the county is dispersed, collaborative and collegiate, based on unity of effort and freedom of action working towards common goals.

We will:

- Develop a county-wide Strategic Partnership bringing together key cultural organisations in Wiltshire (Appendix A: Action Plan: 7.1)
- Work with Area Boards and Town and Parish Councils to encourage the development of local cultural partnerships and plans, aligning investment priorities (Appendix A: Action Plan: 7.2.2)
- Bring Council officers from across the organisation together into a Council Culture Forum to share progress and knowledge on a regular basis (Appendix A: Action Plan: 7.3.1)
- Seek to increase inward investment in culture across the county (Appendix A: Action Plan: 7.4).

Links to:

- ACE Outcomes: Cultural Communities
- Wiltshire Council: Thriving Economy, Resilient Society.

## 6 Evaluation

We have developed a detailed evaluation plan (Appendix B) to measure progress against our seven core objectives. Some baselines and targets have been established through our evidence base and others will be developed in the initial year.

We will use the following methods to evaluate and report on our progress:



Data collected and shared at a national level which enables us to compare our progress with other local authorities and includes:

- [Visit Britain](#) - Day visits and overnight stays
- [Active Lives survey](#) - Children and adults engagement with arts and culture, sport and volunteering
- [Lottery investment](#) - Amount of funding invested in the county
- [ONS survey](#) - Levels of Wellbeing and Life Satisfaction
- [Nomis](#) – Labour market and census

Data we produce each year for our [Community Area Joint Strategic Needs Assessment](#) which brings together 140 indicators spanning 10 topics including communities, recreation and culture and which enable us to compare needs and progress across the 18 different Community Areas.

We will include questions around culture in Public Health and Community Engagement surveys, starting with the Youth Engagement Consultation planned for 2024.

We will include questions about engagement with, and perception of, culture in Resident and Visitor Surveys.

We will conduct a high-level online Sector Survey health-check to capture key information from the sector to measure progress and shape ongoing support.

We will bring impactful examples of good practice to life via case studies, commissioned articles on the Arts in Wiltshire blog and through the annual Cultural Assembly.

The Arts in Wiltshire blog will evolve to be an archive of stories, case studies and annual reports over time. We will undertake regular subscriber surveys to ensure that the blog remains relevant.

The mapping exercise will be repeated in 2029 as part of the development process for the next strategy.

We will produce update reports for key Council meetings including Executive Leadership Meetings, Cabinet, the Health and Wellbeing Board and for distribution via the Community Area Boards.

## 7 Governance and delivery

This Strategy has been developed by Wiltshire Council through consultation and is envisaged as being a Strategy that can be owned and delivered by different stakeholders.

The Strategy has been developed to align with the priorities and work-plans of Wiltshire Council and its key strategic partners, and to deliver the outcomes of key stakeholders such as the DCMS, Arts Council England and the National Lottery Heritage Fund.

Overall leadership will be provided by a Wiltshire Council Steering Group which will include senior officers from Leisure, Culture and Communities and Economic

Regeneration. Co-ordination will be undertaken initially by the Arts and Funding Manager until additional resources can be identified.

We have developed a detailed Action Plan (Appendix A) which sets out how Wiltshire Council will deliver the Strategy, and which identifies lead officers and partners inside and outside the Council.

Actions are identified as being short, medium or long-term priorities using the following definitions:

- Short-term: Already underway or can be within 3-6 months, via existing or newly aligned resources
- Medium-term: To be undertaken within 1-2 years; may require additional planning, fundraising and resources
- Long-term: To be realised over a 3-6 year timescale for more complex work programmes.

We will encourage our key stakeholders to identify where they can align or develop activity which supports the delivery of the outcomes of this strategy. We will co-ordinate this through our leadership of the Connect theme and its three layers of cultural partnership working:

- The Strategic Partnership Group will include the National Trust, English Heritage, National Landscapes, the Canal and River Trust, Natural England, the Environment Agency, National Highways, Salisbury Cathedral, a representative from the funded arts organisations and Wessex Archaeology. This will be convened and chaired by Director of Leisure, Culture and Communities. This group will meet twice a year
- Once they are established, the place-based cultural partnerships will become part of the Cultural Assembly Steering Group. This will be convened and chaired by the Arts and Funding Manager. This group will meet three times a year.
- The Council Forum will include officers from Culture, Heritage, Libraries, Communities, Economic Regeneration, Engagement and Partnerships, Planning, Natural and Historic Environment, Licensing, Public Health, Families, Children and SEND. This will be convened and chaired by Head of Development, Leisure Culture and Communities This group will meet four times a year.

We will utilise these fora to build consortiums and partnerships to develop new projects and bid for major funding when the opportunities arise.

We will capture and share progress through our leadership of the Capture theme through the Arts in Wiltshire blog, the Cultural Assembly and shared evaluation framework.

## 8 Appendix

Appendix A: Wiltshire Cultural Strategy 2024-2030: Action plan

Appendix B: Wiltshire Cultural Strategy 2024-2030: Evaluation plan

**Appendix A : Wiltshire Cultural Strategy 2024-2030: Action plan**

**Theme 1: Identity**

**Outcome** Wiltshire is a national leader in connecting people to the natural landscape through culture. The rich diversity of its different places encourages creativity, curiosity, and discovery

**Key Objectives** Increase the number of people experiencing and creating culture in Wiltshire

Enable places to shape their own cultural identity

Actions	Potential activity	Timescale	Lead - see key	Wiltshire Council	Partners	Links to		
1.1 Initiate and co-ordinate landscape scale projects	1.1.1 Co-ordinate information about all major landscape projects that include cultural activity currently under-way: A303, Salisbury River Park, National Forest and add to the Regeneration website	Short	VM/ TE	Economic Regen, Climate and Environment, Planning, WHS Manager	National Landscapes, National Trust, English Heritage, National Highways/ Wessex Archaeology, WHS, Natural England	7.1	7.3	5.2
	1.1.2 Explore potential for developing new arts and cultural projects - test with the Council forum and Strategic Partners Forum to identify priorities and approaches	Medium/ Long	TE	Economic Regen, Climate and Environment, Planning	National Landscapes, National Trust, English Heritage, National Highways/ Wessex Archaeology, WHS, arts partners			
	1.1.3 Encourage National Landscapes to sign up to the NL Art in Landscapes strategy.	Short/ Medium	LT	Climate and Environment	National Landscapes			
1.2 Support places to develop their own cultural statements	1.2.1 Present the Cultural Strategy to all places via Area Boards and Town and Parish Councils and communicate via the quarterly Town Team newsletter	Short	DR	Engagement & Partnerships	Town and Parish Councils, Area Boards, Anchor cultural place-partners			
	1.2.2 Invite places to submit their own response to how they will deliver on the themes and outcomes of the Cultural Strategy as part of the reporting on Activity Generation Grants	Short/ Medium	VM/ TE	Engagement & Partnerships, Heritage, Economic Ren, Planning	Town and Parish Councils, Area Boards, Anchor cultural place-partners	7.2.1		
	1.2.3 Help to guide these so that they are aligned with other local plans (neighbourhood plans, local resilience plans / emergency plans, climate action plans) and include environmental impacts	Medium/ ongoing	RS/ VB	Engagement & Partnerships, Culture, Heritage, Economic Regen, Planning				
1.3 Co-ordinate themed programming	1.3.1 Initiate thematic tags in the Explore Wiltshire app	Short	TB	Culture, Heritage, Climate and Environment,	Town and Parish Councils, Area Boards, cultural partners	5.2.2		
	1.3.2 Call together three open space meetings of all cultural partners (Literature, Visual Arts, Heritage) to explore options for cross-promotion	Short/ Medium	TE/ TB	Culture, Heritage, Engagement & Partnerships	Town and Parish Councils, Area Boards, cultural partners			

	1.3.3 Consider thematic areas in work to increase marketing or promotion	Medium/Long	VM	Culture, Heritage, Engagement & Partnerships	National and regional audience partners, cultural partners			
1.4 Shape places through culture	1.4.1 Use the public art policy and Section 106 to support place-making through culture for both landscape scale projects and community scale ones	Short/ongoing	TE	Culture, Heritage, Economic Regeneration, Planning, Climate and Environment	Local cultural partnerships and forums			
<b>Theme 2: Health and wellbeing</b>								
<b>Outcome</b> People in Wiltshire live full, healthy and enriched lives through developing their creativity and taking part in sociable cultural activity								
Key Objectives Increase engagement in arts and cultural activities by diverse audiences, including those who face engagement barriers Support good physical and mental health and wellbeing and community resilience								
Actions Potential activity Timescale Lead - see key Wiltshire Council Partners Links to								
2.1 Increase local engagement and awareness of Creative Health	2.1.1 Collate briefing information about Creative Health working closely with local partners and engaging with national partners and best practice	Medium	TE	Communities, Heritage, Public Health, Libraries	Key local sector partners: Well City Salisbury, Wiltshire Music Centre (Celebrating Age). National Academy for Social Prescribing, National Centre for Creative Health, Arts Council England			
	2.1.2 Run Creative Health briefing session to share findings and initiate a call for evidence and scope ideas around priorities of these themes: social prescribing, targeted community work, universal access	Medium	TE	Communities, Heritage, Public Health, Libraries	Cultural partners, health partners, community partners			
	2.1.3 PH to incorporate information on county-wide Creative Health initiatives in to their regular report to Health and Wellbeing board	Medium	KD	Culture, Heritage, Communities, Public Health	Health and Wellbeing Board			
	2.1.4 Work with partners to identify funding to support a range of pilot projects across the Creative Health theme	Medium/Long	TE	Communities, Public Health, Heritage, Libraries	Cultural partners, health partners, community partners			
2.2 Support pilots and the roll out of social prescribing	2.2.1 Engage with Chippenham Social prescribers project and capture evaluation	Short	TE	Public Health, Economic Regeneration				
	2.2.2 Investigate how to work with Primary Care providers to support the wider adoption and roll out of the Chippenham Social Prescribing project in to other areas	Medium/ongoing	TE	Public Health	Well City Salisbury, cultural partners, health partners			

2.3 Embed culture in all PH community consultation, co-creation and commissioning	2.3.1 Scope out pipeline of potential consultations where culture can be included as a question - starting with School Health and Wellbeing Survey	Short	KD	Culture (TE), Public Health, Engagement & Partnerships			
	2.3.2 PH to incorporate arts into service development, commissioning and communication.	Medium	KD	Public Health, Heritage, Libraries	Sector lead: Wiltshire Music Centre (Celebrating Age). Cultural partners, community partners		
	2.3.3 PH to provide a training session on JSNA/CAJSNA to the arts sector to support with evidence based funding bids	Short/ Medium	MR	Culture (TE), Public Health, Heritage,	Cultural partners, community partners		
	2.3.4 PH to raise awareness through campaigns to promote staying safe in the natural environment i.e. sun safety, tick awareness	Medium / Long	KD	Public Health	Cultural partners, community partners		
2.4 Harness key assets to support universal access to creative health	2.4.1 Include call out for examples of Natural Wellbeing in Creative Health call out and work with key strategic partners to embed health in all projects	Short/ Medium	TE	Public Health, Heritage, Climate and Environment,	National Landscapes, National Trust, English Heritage, Wessex Archaeology, WHS, Town and Parish Councils, Area Boards	2.1.2	1.1.2
	2.4.2 Include and profile Libraries , History Centres and musuems in the Creative Health call out and process	Short/ Medium	RB/ TB	Culture (TE), Public Health,		2.1.2	
	2.4.3 PH to utilise the natural environment within commissioned services to support wellbeing of residents.	Medium	KD	Public Health, Heritage, Climate and Environment,	National Landscapes, National Trust, English Heritage, Wessex Archaeology, WHS, Town and Parish Councils, Area Boards		
<b>Theme 3: Community Outcome</b>							
<b>People in Wiltshire live in cultural communities with distinctive sustainable cultural hubs and vibrant high streets. There is a year-round calendar of festivals and events that attract people from across the County and beyond and which operate in an environmentally responsible way.</b>							
Key Objectives Use art and culture as a vehicle to revitalise town centres and increase footfall							
Actions Potential activity Timescale Lead - see key Wiltshire Council Partners Links to							
3.1 Support new and existing cultural hubs	3.1.1 Support growth and sustainability for the 4 existing cultural hubs and 2 heritage hubs and continue to offer regular support and advice via regular meetings	Short/ ongoing	DR	Culture, Heritage	Wiltshire Creative, Trowbridge Town Hall Arts, Wiltshire Music Centre, The Pound Arts, Wiltshire Museum, Salisbury Museum	3.5.1	
	3.1.2 Scope out potential for new/ improved cultural and heritage venues as part of town centre visions planning.	Medium/ ongoing	VM	Culture, Heritage, Planning, Engagement & Partnerships	Westbury Town Council. Other town and parish Councils, Area Boards, cultural partners	1.2.2	
	3.1.3 Support the mobilisation of City Hall Salisbury by the market via Savills	Short	TE	Economic Regen, Planning	Salisbury Cultural Pillar		

	3.1.4 Support museums in their fundraising and development efforts (including Devizes Assize)	Short/ongoing	HP	Culture, Heritage, Planning, Engagement & Partnerships	Wiltshire Museum, Devizes Town Council, other cultural partners such as DOCA			
	3.1.5 Investigate the possibility of improving the Young Gallery as part of the wider Library improvement plan and Salisbury Cultural Quarter development	Short/medium	RB	Culture, Economic Regen, Planning	Salisbury Cultural Pillar			
	3.1.6 Implement the library capital development programme with a view to improving their flexibility for wider cultural use	Short/ongoing	RB	Culture, Heritage, Economic Regen,	Cultural partners			
	3.1.7 Ensure that relevant programmes for business support are available to the cultural and creative sector, giving recognition to different formations such as CICs, Charities etc.	Short/ongoing	TE	Culture, Heritage, Engagement & Partnerships	Cultural partners			
3.2 Develop a strand of support for Culture Volunteers	3.2.1 Ensure that cultural sector is represented in the planned workshop between Wiltshire Council and Wessex Community Action and included in the VCS Strategic Framework	Short	RS	Libraries, Communities, Heritage, Engagement & Partnerships, Public Health	Cultural partners, Town and Parish Councils, Area Boards, Wiltshire Community Foundation, Community First, Wessex Community Action			
	3.2.2 Signpost to best practice for recruiting and retaining cultural volunteers and importance of diversity (including SW Museum Dev Young Gallery and Libraries).	Medium	RB	Culture, Heritage, Engagement & Partnerships	Cultural partners, Wiltshire Community Foundation, Community First, Wessex Community Action			
	3.2.3 Consider running an award for culture volunteers - possibly as part of the Wiltshire Life Awards or as part of the Cultural Assembly	Long	TE	Libraries, Communities, Heritage				
	3.2.4 Promote wider support for volunteers to the cultural sector and encourage them to make use of VCS resources including the Wiltshire Together website	Short/ongoing	TE	Communities, Public Health, Adult Social Care, Engagement & Partnerships	Wiltshire Community Foundation, Community First, Wessex Community Action			
	3.2.5 Collate resources and links on good governance for arts and culture boards.	Medium/ongoing	RS/ TE	Culture, Heritage, Engagement & Partnerships	Arts Council England			
3.3. Support Festivals and Events to grow and innovate	3.3.1 Consider development work on festivals and events as part of the visitor economy strategy	Medium/Long	VM	Culture, Heritage, Communities, Environment, Highways and Transport				

	3.3.2 Promote sustainable event production resources - consider commissioning an environmental production toolkit	Medium/Long	VB	Culture, Heritage Economic Regen, Environmental Health, Climate and Environment, Highways and Transport	Cultural partners, Vision 2025, A Greener Festival, Arts Council England			
3.4 Improve processes for licensing and production of outdoor events of all types - including filming	3.4.1 Run a workshop with the licensing and environmental health team to identify challenges and opportunities around event production. Include sector rep	Short/medium	TE	Economic Regen, Environmental Health, Highways and Transport	Cultural partners			
	3.4.2 Develop a user-friendly guide to putting on events for WC website - work with sector to develop this	Medium	TE	Economic Regen, Environmental Health, Highways and	Lead: DOCA and major event partner			
<b>Theme 4: Economy</b>								
<b>Outcome</b> Everyone has the opportunity to develop the cultural and creative skills they need to flourish in life. Wiltshire is the natural place to grow creative and cultural enterprises of all types.								
<b>Key Objectives</b> Enable the creation of a diverse creative workforce for the future Use art and culture as a mechanism to support economic growth in Wiltshire								
<b>Actions</b>	<b>Potential activity</b>	<b>Timescale</b>	<b>Lead - see key</b>	<b>Wiltshire Council</b>	<b>Partners</b>	<b>Links to</b>		
4.1 Cultural education for all	4.1.1 Promote ArtsMark and Arts Awards to all schools	Short/ongoing	TE	Families, Children and SEND	Cultural sector			
	4.1.2 Investigate the possibility to consult with young people to understand more about their culture needs and ambitions - via the School Health and Wellbeing Survey	Short / Medium	TE/ KD	Public Health, Engagement and Partnerships				
	4.1.2 Develop a Young Peoples Arts and Culture Forum	Medium/ongoing	TE	Libraries, Families, Children and SEND	Cultural sector			
	4.1.3 Work with Creative and Cultural organisations and Wiltshire College to develop creative pathways for young people - seek funding	Medium/Long	TE	Culture, Heritage, Engagement & Partnerships	Town and Parish Councils, Area Boards, Cultural sector			
	4.1.4 Look to try and develop a bridge between schools and the cultural sector (building on CEDP and music hub) and with targetted opporunities for SEND	Medium/Long	DR	Culture, Heritage, Engagement & Partnerships, Families,	Key orgs: Wiltshire Creative, Wiltshire Music Centre, Trowbridge Town Hall Arts. Music Connect Wider cultural sector			

	4.1.5 Seek to have culture as a regular agenda item on the Youth Council agenda	Short/ongoing	DR	Culture				
	4.1.6 Advocate to embed high quality (professionally delivered) cultural provision for young people on all service agreements and commissions relating to children, young people and families	Medium/Long	DR	Families, Children and SEND, Public Health				
4.2 Strengthen existing creative businesses	4.2.1 Identify any relevant creative and cultural sector priorities within work on the Economic Strategy	Short/ongoing	VM	Culture	FSB, Salisbury BID, Trowbridge Chamber of Commerce			
	4.2.2 Recognise the link between cultural vibrancy, quality of life and economic vitality in all economic regeneration policies	Short/ongoing	VM	Culture, Planning				
	4.2.3 Seek to include charitable companies (that employ people) and freelancers as important parts of the creative and cultural sector	Short/ongoing	VM	Culture				
	4.2.4 Support the work of Tech Trowbridge and promote other opportunities for networking across the county	Medium/ongoing	VM	Culture	Tech Trowbridge, Town Hall Arts Trowbridge			
	4.2.5 Build partnerships with neighbouring universities and explore the potential for increasing the number of knowledge exchange and transfers with Wiltshire based companies	Medium/Long	VM	Culture	Tech Trowbridge, FSB, Salisbury BID, Trowbridge Chamber of Commerce, Wiltshire College, creative businesses			
	4.2.6 Identify opportunities to deliver sector specific skills development for the heritage sector	Medium/ongoing	HP	Culture				
4.3 Attract and grow new creative businesses	4.3.1 Seek to encourage suitable and affordable spaces for creative start-ups and co-working space via the Enterprise Network	Medium/ongoing	VM	Culture, Heritage	Wiltshire College, FSB, Trowbridge Chamber of Commerce			
	4.3.2 Actively promote the county as a location for creative businesses	Medium/ongoing	VM	Culture	FSB			
	4.3.3 Seek to develop programmes to support new enterprises and freelancers working with Wiltshire College and other providers	Long/ongoing	VM	Culture, Heritage	Wiltshire College			
<b>Theme 5: Tourism</b>								
<b>Outcome</b>	<b>Wiltshire is a place where everyone is invited. There is something for everyone amongst its rich natural beauty and vibrant cultural offer so go explore.</b>							
Key Objectives	Use art and culture to attract greater visitor numbers to Wiltshire and increase tourism							
Actions	Potential activity	Timescale	Lead - see key	Wiltshire Council	Partners			Links to
5.1. Support cultural tourism	5.1.1 Develop a Visitor Economy Strategy - ensure this links to the cultural strategy and recognises cultural tourism	Short	VM	Culture, Heritage				
	5.1.2 Deliver the Towns Team Programme and identify opportunities to continue activity post April 2025	Short/ongoing	VM	Culture, Heritage				
	5.1.3 Develop the Wiltshire Marque and roll out to include makers and artisans	Short/Medium	VM	Culture, Heritage				
	5.1.4 Encourage cultural partners to work with food and drink providers on joint promotion efforts	Medium/ongoing	VM/ TE	Culture, Heritage				
5.2 Work with Strategic Partners on tourism, events and film	5.2.1 Convene major strategic partners and attractions owners to explore shared ambitions around culture and tourism		DR/ VM	Economic Regeneration, Culture, Climate and Environment	National Landscapes, National Trust, English Heritage, WHS, Longleat, Natural England	1.1.2	7.1	



	5.2.2 Consider options for setting up a film office with these partners	Short/ Medium	VM	Economic Regeneration, Culture	National Landscapes, National Trust, English Heritage, WHS, Longleat,			
	5.2.3 Map out key events and opportunities and challenges around events - liaise with Environmental Health Highways to address issues	Medium/ Long	VM	Economic Regeneration, Culture, Environment, Highways and Transport	National Landscapes, National Trust, English Heritage, WHS, Longleat,			
5.2 Grow the Explore Wiltshire and Event Wiltshire Apps as a cultural resource	5.2.1 Actively market the app to cultural partners	Short/ ongoing	TE	Heritage, Libraries, Economic Regeneration, Engagement and Partnerships	Cultural partners			
	5.2.2 Encourage strategic use of tagging to support clustering	Short/ ongoing	VM	Culture	Cultural partners	1.3. 1		
	5.2.3 Curate customer journeys and recommendations and embed in app	Medium/ ongoing	TE	Heritage, Economic Regeneration, Engagement and Partnerships	Cultural partners			
5.3 Cultivate resident 'tourists'	5.3.1 Ensure that data seeks to captures visits across the county as well as from into the county	Medium/ ongoing	VM					
	5.3.3 Encourage cultural providers to collect postcodes	Medium/ ongoing	TE	Culture, Heritage	Cultural partners	2.1. 5		
<b>Theme 6: Capture, Communicate and Celebrate</b>								
<b>Outcome</b>	<b>Wiltshire has a thriving and connected cultural ecosystem where learning is shared and success is captured and celebrated.</b>							
<b>Key Objectives</b>	Increase the number of people experiencing and creating culture in Wiltshire							
<b>Actions</b>	<b>Potential activity</b>	<b>Timescale</b>	<b>Lead - see key</b>	<b>Wiltshire Council</b>	<b>Partners</b>	<b>Links to</b>		
6.1 Expand and promote the Arts in Wiltshire blog	6.1.1 Conduct a readers survey to understand more about how the blog is used and valued	Short	TE	Comms				
	6.1.2 Develop a marketing strategy for the blog, making use of Wiltshire Council resources and reach	Short	TE	Comms				
	6.1.3 Reorganise the structure to support the framework of the Cultural Strategy including! rebranding to include heritage	Short	TE	Comms				
	6.1.4 Commission special features on case studies and guest writers - linked to the strategy themes	Short/ ongoing	TE	Comms				
	6.1.5 Relaunch the Blog alongside the Strategy	Short	TE	Comms				
	6.1.6 Develop a social media campaign to support the blog	Medium/ ongoing	Te	Comms				

6.2 Run an annual Cultural Assembly	6.2.1 Work with a small steering group of key cultural partners / key WC officers to curate the first Cultural Assembly - along the themes of this strategy	Short	TE	Economic Regeneration, Heritage, Public Health, Engagement and Partnerships, Climate and Environment			
	6.2.3 Deliver the first Cultural Assembly/ launch the Strategy	Short/ Medium	DR	Culture, Economic Regeneration, Engagement and Partnerships, Comms			
	6.2.3 Evaluate and plan for next one - with steering group	Medium/ ongoing	TE	Economic Regeneration, Heritage, Public Health, Engagement and Partnerships, Climate and Environment			
6.3 Capture and celebrate value	6.3.1 Develop a shared evaluation framework for use by all cultural partners that supports the aim of this strategy. Include measurements around access and environmental impacts. Make a requirement of funding and support/ permissions at county and town / place level	Short/ Medium	PP	Libraries, Economic Regeneration, Public Health, Climate and Environment, Engagement and Partnerships		2.1.5	
	6.3.2 Encourage a consistent approach to case studies and vox pops which can be shared via the blog	Short/ Medium	PP	Libraries, Comms			
	6.3.3 Collate figures and key stats and share via an annual report	Medium/ ongoing	TE	Culture, Regeneration, Comms			
	6.3.4 Consider developing an annual awards ceremony/ gala event as part of the Cultural Assembly	Medium/ Long	DR	Culture, Regeneration, Comms			

<b>Theme 7 : Connect Leadership, Governance and Delivery</b>							
<b>Outcome</b>	<b>Cultural leadership in the county is dispersed, collaborative and collegiate based on unity of effort and freedom of action working towards common goals</b>						
<b>Key Objectives</b>	Increase the number of people experiencing and creating culture in Wiltshire						
<b>Actions</b>	Potential activity	Timescale	Lead - see key	Wiltshire Council	Partners	Links to	

7.1 Develop a County-wide Strategic Partnership	7.1.1 Convene major strategic partners for culture and tourism (Links to 5.2)	Short/ongoing	DR	Economic Regeneration, Culture, Climate and Environment	National Landscapes, National Trust, English Heritage, WHS, Longleat, Natural England, Salisbury Cathedral	5.2	1.1.2
	7.1.2 Develop ToR						
	7.1.3 Meet four times per year						
	7.1.4 Evaluate and assess membership and ToR annually						
7.2 Strengthen local cultural place partnerships	7.2.1 Provide feedback on individual places cultural frameworks and identify areas for collaboration and knowledge exchange	Medium/ongoing	PP	Heritage Economic Regeneration, Libraries, Climate and Environment		1.2.2	
	7.2.2 Work with Area Boards and Town and Parish Councils to improve impact of funding streams - for example consider aligning criteria to the overall cultural strategy and local cultural framework. Incentivise using funding for leverage. Consider multi-year and cross county programmes.	Medium/Long	PP	Culture, Economic Regeneration, Engagement and Partnerships			
	7.2.3 Provide opportunities for local people to engage in culture more-through encouraging local cultural 'town hall' meetings around specific calls to actions such as public art projects or information on county-wide initiatives	Medium/Long	PP	Culture, Economic Regeneration, Engagement and Partnerships, Planning			
7.3 Develop a Council culture forum	7.3.1 Convene key officers involved in delivering this cultural strategy to meet quarterly	Short/ongoing	PP	Heritage, Economic Regeneration, Engagement and Partnerships, Planning, Climate and Environment, Public Health, Environmental Health and Licensing, Libraries, Families, Children and SEND			
	7.3.2 Map the key reporting structures and meetings and ensure that culture is included in all key agendas	Short/ongoing	TE				
	7.3.3 Ensure regular updates on the Cultural Strategy to Cabinet	Short/ongoing	TE				
7.4 Seek to increase investment in culture	7.4.1 Protect current levels of investment in cultural organisations	Short/ongoing	DR				

	7.4.2 Identify and make bids to secure public funding to support projects emerging from this Strategy	Medium/ongoing	TE	Heritage, Economic Regeneration				
	7.4.3 Seek to identify potential private partners for projects emerging from this Strategy	Medium/ongoing	VM	Culture, Heritage, Economic Regeneration, Climate and Environment				
	7.4.4 Seek to increase budgets for culture via increased income (film, events, rents ) and planning gain so that county wide funding programmes can be launched that support the delivery of this Strategy	Medium/ongoing	DR/VM	Culture, Heritage, Economic Regeneration, Climate and Environment, Planning, Engagement and Partnerships				
	7.4.5 Develop a funding guidelines /pack for arts and cultural organisations		TE					
	7.4.6 Seek to increase resources for culture - increasing by 1 FTE post to cover public art as part of a wider Cultural Development Officer post	Medium/Long	DR	Culture, Economic Regeneration, Planning				
	7.4.7 Look at innovative means of supporting culture via trusts, asset transfer, spin outs, shared services and partnerships with neighbouring authorities	Medium/ongoing	TE	Culture, Economic Regeneration, Planning				

TE	Tamzin Earley	Arts and Funding Officer, Culture
LT	Lynn Trigwell	Head of Climate and Environment
DR	David Redfern	Director - Leisure, Culture and Communities
VM	Victoria Maloney	Head of Economic Regeneration
KD	Katie Davies	PH Principal Health Improvement
RB	Rebecca Bolton	Service Manager Libraries
HP	Heather Perry	Conservation and Museums Manager
VB	Victoria Burvill	Climate Manager
RS	Rhys Schell	Service Manager - Engagement and Partnerships
TB	Terry Bracher	Heritage Service Manager
PP	Paul Pritchard	Head of Development



Theme 4: Economy																							
Outcome			Everyone has the opportunity to develop the cultural and creative skills they need to flourish in																				
Key Objectives			Enable the creation of a diverse creative workforce for the future Use art and culture as a mechanism to support economic growth in Wiltshire																				
Actions	Potential activity	Timescale																					
4.1 Cultural education for all	4.1.1 Promote ArtsMark and Arts Awards to all schools	Short/ ongoing																					
	4.1.2 Consult with young people via survey	Short / Medium																					
	4.1.2 Develop Young Peoples Art and Culture Forum	Short/ ongoing																					
	4.1.3 Develop pathways/ careers programme	Medium/ Long																					
	4.1.4 Look to try and develop a bridge between schools and the cultural sector	Medium/ Long																					
	4.1.5 Seek to have culture as a regular agenda item on the Youth Council agenda	Short/ ongoing																					
4.2 Strengthen existing creative businesses	4.1.6 Embed cultural provision for young people on all service agreements	Long/ ongoing																					
	4.2.1 Develop Economic Strategy	Short/ ongoing																					
	4.2.2 Recognise the link between cultural vibrancy, quality of life and economic	Short/ ongoing																					
	4.2.3 Seek to include charitable companies and freelancers in policy	Short/ ongoing																					
	4.2.4 Support the work of Tech Trowbridge	Medium/ ongoing																					
	4.2.5 Build partnerships with neighbouring universities	Medium/ Long																					
4.3 Attract and grow new creative businesses	4.2.6 Sector specific skills development for the heritage sector	Medium/ ongoing																					
	4.3.1 Seek to encourage suitable and affordable spaces	Medium/ ongoing																					
	4.3.2 Actively promote the county as a location for creative businesses	Medium/ ongoing																					
	4.3.4 Develop programmes to support new enterprises	Long/ ongoing																					
Theme 5: Tourism																							
Outcome			Wiltshire is a place where everyone is invited. There is something for everyone amongst its rich																				
Key Objectives			Use art and culture to attract greater visitor numbers to Wiltshire and increase tourism																				
Actions	Potential activity	Timescale																					
5.1 Support cultural tourism	5.1.1 Develop a Visitor Economy Strategy	Short																					
	5.1.2 Deliver the Towns Team Programme	Short/ ongoing																					
	5.1.3 Develop the Wiltshire Mark	Short/ Medium																					
	5.1.4 Encourage cultural partners to work with food and drink providers	Medium/ ongoing																					
5.2 Work with Strategic Partners on tourism, events and film	5.2.1 Convene major strategic partners and attractions owners group	Short/ Medium																					
	5.2.2 Consider options for setting up a film office with these partners	Short/ Medium																					
	5.2.3 Map out key events and opportunities and challenges around events	Medium/ Long																					
5.2 Grow the Explore Wiltshire and Event	5.2.1 Actively market the app to cultural partners	Short/ ongoing																					
	5.2.2 Encourage strategic use of tagging to support clustering	Short/ ongoing																					
	5.2.3 Curate customer journeys and recommendations	Medium/ ongoing																					
5.3 Cultivate resident 'tourists'	5.3.1 Ensure that data captures visits across the county as well as from into the	Medium/ ongoing																					
	5.3.2 Promote details of active travel options between places via cultural events	Medium/ Long																					
	5.3.3 Encourage cultural providers to collect postcodes	Medium/ ongoing																					
Theme 6: Capture, Communicate and Celebrate																							
Outcome			Wiltshire has a thriving and connected cultural ecosystem where learning is shared and success																				
Key Objectives			Increase the number of people experiencing and creating culture in Wiltshire																				
Actions	Potential activity	Timescale																					
6.1 Expand and promote the Arts in Wiltshire blog	6.1.1 Conduct a readers survey to understand more about how the blog is used	Short																					
	6.1.2 Develop a marketing strategy for the blog, making use of Wiltshire Council resources and reach	Short																					
	6.1.3 Reorganise the structure to support the framework of the Cultural Strategy	Short																					
	6.1.4 Commission special features on case studies and guest writers	Short/ ongoing																					
	6.1.5 Relaunch the Blog alongside the Strategy	Short																					
	6.1.6 Develop a social media campaign	Short/ ongoing																					
6.2 Run an annual Cultural Assembly	6.2.1 Work with a small steering group to curate the Cultural Assembly	Short																					
	6.2.3 Deliver the first Cultural Assembly/ launch the Strategy	Short/ Medium																					
	6.2.3 Evaluate and plan for next one - with steering group	Medium/ ongoing																					
6.3 Capture and celebrate value	6.3.1 Develop a shared evaluation framework	Short/ Medium																					
	6.3.2 Encourage a consistent approach to case studies and vox pop	Short/ Medium																					
	6.3.3 Collate figures and key stats and share via an annual report	Medium/ ongoing																					
	6.3.4 Consider developing an annual awards ceremony/ gala event	Medium/ Long																					
Theme 7 : Connect Leadership, Governance and Delivery																							
Outcome			Cultural leadership in the county is dispersed, collaborative and collegiate based on unity of effort																				
Key Objectives			Increase the number of people experiencing and creating culture in Wiltshire																				
Actions	Potential activity	Timescale																					





Appendix B: Wiltshire Cultural Strategy 2023-2030: Evaluation plan  
Evaluation Plan Final

Theme	Outcome	Main Objectives	Indicator	How to measure it	Baseline if known	Target
Identity	Wiltshire is a national leader in connecting people to the natural landscape through culture. The rich diversity of its different places encourages creativity, curiosity, and discovery.	Increase engagement with nature and the environment through culture and reduce the environmental impact of cultural activity	More people engage with environmental sustainability as result of their cultural activity	Resident Survey / Question included in Evaluation Framework	To be established	Increase of 5% yoy from baseline
			More cultural producers recognise the importance of environmental action and strive to improve their environmental responsibility	Number of Environmental actions taken by organisers - Sector Survey	To be established	Increase each year
		Enable places to shape their own cultural identity	Places develop their own cultural statements and embed culture in their Neighbourhood Plans	Number of Neighbourhood Plans that include Culture	To be established	Increase each year
			More people rate Culture as important or very important	Resident Survey	2024 Survey: Extremely important (74%) and Important (22%)	Increase each year
Health and wellbeing	People in Wiltshire live full, healthy and enriched lives through developing their creativity and taking part in sociable cultural activity.	Support good physical and mental health and wellbeing and community resilience	More people report better health and wellbeing as a result of cultural activity	Resident Survey / Question included in Evaluation Framework	To be established	Increase each year
			Culture is identified as a mechanism in public health projects	Public Health report	Case studies highlighted and shared	Increase in number of targetted culture projects supported via PH
			Happiness scores improve	ONS	Average 7.35 (2022-23)	Happiness and wellbeing is improved overall - case studies illustrate how culture has supported specific communities
			Health profile of Wiltshire improves	Community Insight	Various metrics to be considered in general population and in targetted groups	Health and wellbeing is improved overall - case studies illustrate how culture has supported target communities
Community	People in Wiltshire live in cultural communities with distinctive sustainable cultural hubs and vibrant high streets. There is a year-round calendar of festivals and events that attract people from across the County and beyond and which operate in an environmentally responsible way.	Use art and culture as a vehicle to revitalise town centres and increase footfall	Increase in footfall when events and other activity are taking place	Footfall monitoring	To be established	Increase by 5% in targeted areas
			More people report that they are happy with the cultural provision on offer locally	Resident Survey / Question included in Evaluation Framework	2024 Survey: 55% said that there was not enough on offer locally	Decrease to 25% by 2030
			Increase in cultural assets	Mapping to be repeated in 2029	639 assets identified in 2024 mapping	Increase by 10% by 2029
			Decrease in number of empty shops	Occupancy rate	To be established	Decrease
			Increase in number of festivals and events and a spread both across the year and county	Analysis using Event App data	To be established	More events, more evenly distributed
Economy	Everyone has the opportunity to develop the cultural and creative skills they need to flourish in life. Wiltshire is the natural place to grow creative and cultural enterprises of all types.	Enable the creation of a diverse creative workforce for the future	More young people engaging with culture and reporting a positive experience	Young Persons survey	To be established (Include question in survey planned for 2024)	Increase each year
			More young people taking part in creative work experience and apprenticeships	Schools/ College Survey	To be established	Increase each year
			Increase in the number of Artsmark school	Arts Award website	2023: 17 schools	Increase by 2-3 each year (double by 2030)
			Increase in the number of Arts Awards	Survey of Arts Awards Centres	To be established	Increase each year
		Use art and culture as a mechanism to support economic growth in Wiltshire	Increase in the diversity of creative organisations and boards	Sector Survey - conducted every 2 years	To be established	Increase each year
			Increase in number and productivity of the creative and cultural sector in Wiltshire	NOMIS (Ec Regen) Sector Survey	Metric to be established	To be defined by Economic Regeneration Strategy
			Increase in public funding for arts and culture	Arts Council/ National Lottery website	2022-2023: £5,832,365 (Lottery) including £1,042,875 Arts and £427,890 Heritage	Increase each year
			Increase in levels of sponsorship in arts and culture	Sector Survey	To be established	Increase each year
Tourism	Wiltshire is a place where everyone is invited. There is something for everyone amongst its rich natural beauty and vibrant cultural offer so go explore.	Use art and culture to attract greater visitor numbers to Wiltshire and increase tourism	Increase in earned income by sector	Sector Survey	To be established	Increase each year
			More people come to the county because of the cultural offer/ specific events	Audience Survey/ Survey Via App data/ Question included in Evaluation Framework	To be established	Increase each year
			Number and spend of day/ overnight visitors	Visit England reports	2021-2023: 35.5m visits and £1.036m spend	To be defined by Tourism Strategy
			Total economic impact of tourism	NOMIS (Ec Regen)	To be established	Increase each year
			Increase in engagement with the apps by visitors and residents	Via App data (Ec Regen)	To be established	Increase each year
			Increase in positive press/ social media coverage of culture in Wiltshire	Analysis via Strategy updates	Case studies highlighted and shared	
Communicate	Wiltshire has a thriving and connected cultural ecosystem where learning is shared and success is captured and celebrated.	Increase engagement in arts and cultural activities by diverse audiences, including those who face engagement barriers	More people take part in arts and culture	Taking Part Survey/ Resident Survey	2021-2022: Attended an arts event, museum or gallery or spent time doing an arts activity in the last 12 months = 61.6%	Increase by 2% each year
			The diversity of those taking part is more representative of the county and targets those who face engagement barriers	Audience Survey/ Question included in Evaluation Framework/ Case Studies	To be established	To be more representative of the county demographic
			People facing barriers to engagement report positive experiences of culture	Sector Survey and Case studies	Case studies highlighted and shared	Improved quality of offer
			More people are aware of what's on offer across the county	Arts in Wiltshire Blog sign ups/ App data	To be established	Increase each year
Connect	Cultural leadership in the county is dispersed, collaborative and collegiate, based on unity of effort and freedom of action working towards common goals.	Increase the number of people experiencing and creating culture in Wiltshire	Increase in positive perceptions of the cultural offer in Wiltshire	Resident Survey	To be established	
			Increase in the number of cultural volunteers	Resident Survey	To be established	Increase each year
			Venues and events report increases in audience and participant numbers	Sector Survey - conducted every 2 years	Case studies highlighted and shared	Increase each year
			Increase in the number of people engaging with Libraries	Community Insight/ Library Survey	2024: 24% have a library card	To be defined by Library Strategy
			Increase the number of partners involved in culture	Analysis via Strategy updates	To be established	To be established
Increase in investment levered and enabled by Wiltshire Council	Analysis via Strategy update	To be established	To be established			

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**Wiltshire Council**

**Full Council**

**24 July 2024**

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**Notice of Motion No. 2024-04 - Housing**

**From Cllr Nick Botterill and Cllr Allison Bucknell**

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

**Motion**

This Council expects Housing Associations which own homes in Wiltshire to be putting their social purpose first and foremost, as is the case with those homes owned by Wiltshire Council. There is a desperate need for social and affordable properties for rent in Wiltshire and we are concerned by the recent reports of future property sales by GreenSquare Accord as well as a number of cases where Aster tenants have been removed from their homes so that demolition can take place before properties are rebuilt for sale on the open market.

Selling social and affordable homes in our towns and villages will undermine the social fabric of the area. We therefore call on Housing Associations to invest in their older stock in Wiltshire and not be disposing of it on the housing market in the anticipation of buying cheaper replacements in our towns or in other local authority areas.

We request the Director responsible for housing write to all Housing Associations in Wiltshire setting out this motion.

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**Wiltshire Council**

**Full Council**

**24 July 2024**

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## **Proposed Changes to the Constitution**

### **Summary**

This report asks Full Council to consider proposed changes to the Constitution as recommended by the Standards Committee.

### **Proposals**

That Council approve the following updated sections of the Constitution:

- 1) Part 10 – Contract and Procurement Rules
- 2) Protocol 11 – Arrangements for dealing with Code of Conduct Complaints

### **Reason for Proposals**

To ensure that the constitution remains up to date and effective.

**Perry Holmes - Director, Legal & Governance (and Monitoring Officer)**

## **Proposed Changes to the Constitution**

### **Purpose of Report**

1. This report asks Council to consider proposed changes to the following sections of the Constitution:
  - Part 10 – Contract and Procurement Rules
  - Protocol 11 – Arrangements for dealing with Code of Conduct Complaints (including incorporating the Local Assessment Criteria)
2. The changes have been recommended by the Standards Committee.

### **Background**

3. The Standards Committee has responsibility for oversight of the Council's constitution and making recommendations to Council.
4. The Standards Committee has established the Constitution Focus Group to review sections of the Constitution and present it with proposals to consider.
5. The Focus Group met on 3 April 2024, 10 June 2024, and 24 June 2024 to consider the above sections of the Constitution.
6. The Standards Committee met on 2 July 2024 to consider the proposed changes.

### **Relevance to the Council's Business Plan**

7. Changes are required to be made to Part 10 of the Council's Constitution (Procurement and Contract Rules) to comply with incoming UK procurement legislation and the proposed changes support the Council's business plan in various ways set out below.
8. **Section 1 - Empowered People and Section 2 – Resilient Society.** Much of the support, advice, accommodation and services etc used by the residents of Wiltshire is obtained through contracts that have been awarded as result of a procurement process. In order that those processes are of good quality and compliant to relevant UK procurement legislation and policy, there is a need to ensure that Part 10 is current and reflective of relevant changes. Failure to do so could mean that our procurement and contracting processes are not compliant which could open the Council to costly and time-consuming challenges. Dealing with such challenges could create a risk of disruption to service delivery. Ensuring that the right changes happen at the right time would support sections 1 and 2 of the business plan.
9. **Section 3 – Thriving Economy.** New UK procurement law sets out clear expectations around engagement with Small to Medium Enterprises (SMEs) and how procurement activity can improve their participation in bidding for contracts when advertised. The

proposed changes to Part 10 seek to ensure the Council will be supporting SMEs to participate in procurement processes which in turn should support local workforce development and associated benefits.

10. **Section 4 – Sustainable Environment.** The proposed changes to Part 10 seek to support the outcomes associated with a sustainable environment. Contracts awarded as part of procurement processes need to be conducted in accordance with the relevant UK procurement legislation to ensure that the Council is free to commence such processes and reduces the risk of challenge. Failure to do so could impact the speed at which the Council can award contracts that support the outcomes of achieving a sustainable environment.
11. **Section 5 – Wiltshire Council.** The proposed changes to Part 10 seek to ensure that our procurement activity aligns with the relevant UK procurement law, updated policies and ambitions in respect of value for money, social value, support of small and medium-sized enterprises, commercial and procurement delivery and skills and capability for procurement, which are set out in the National Procurement Policy Statement (currently under consultation). Doing so will seek to ensure that the Council's ambitions to continue to be a healthy organisation that is forward thinking and embracing change as well as helping to achieve expectations set out in respect of social value and tackling the climate emergency are supported.

## **Main Considerations**

### Part 10

12. Part 10 was last updated in May 2019 to reflect practice and UK and European procurement law in force at that time.
13. When the UK exited from the European Union this triggered the need to review and implement new procurement legislation, which is due to come into force on the 28 October 2024.
14. As part of the creation of the new legislation, the Government set out its expectations in respect of transparency ambitions in public sector procurement and contract management. This is at the heart of the new legislation. The Council has, and is continuing to, update its processes and policies so that we are compliant with UK procurement law which brought about the need to review Part 10.
15. In addition to the need to review Part 10 to ensure compliance with the Procurement Act 2024, there was a need to consider updates to reflect current practice, to remove contradictions, and ensure that it did not contain unnecessary operational 'process' information and to ensure that it was future-proof as far as is reasonably practicable.
16. The Focus Group considered the changes at two meetings and agreed a number of small changes, which were subsequently approved by the Standards Committee.
17. The proposed changes are set out in Appendix 1

### Protocol 11

18. Under Section 27 of the Localism Act 2011, all local authorities must promote and maintain high standards of conduct by their members and co-opted members, including by adopting a code of conduct setting out the behaviour that is expected of members when acting in their official capacity.

19. Under Section 28 of the Localism Act 2011, principal authorities such as Wiltshire Council must have in place arrangements under which allegations of misconduct can be investigated and determined. Protocol 11 of Wiltshire Council's Constitution sets out the process the council follows in assessing and determining such allegations.
20. At present, Protocol 11 (Appendix 1) sets out the overall process for considering Code of Conduct complaints, and a separate document, the Local Assessment Criteria (Appendix 2), provides the Assessment Sub-Committee with further guidance on factors to consider when assessing such complaints. The current versions of both documents were last updated in July 2019 and have been in force since January 2020. Since that time, experience gained by officers, members and the council's appointed Independent Persons has highlighted parts of both documents that require correction or clarification.
21. The changes proposed have been discussed with:
- Members of the Standards Committee's Assessment Sub-Committee, which assesses allegations of member misconduct when requested to do so by the Monitoring Officer.
  - The council's three Independent Persons, appointed under Section 28 (7) of the Localism Act 2011, and whose views may be sought before a decision is made on an allegation of misconduct or who may be consulted by a member who is the subject of a complaint.
  - The Standards Committee's Constitution Focus Group, which has approved the changes proposed.
22. At present, there is some overlap between Protocol 11 and the Local Assessment Criteria in terms of content and purpose. To provide greater clarity for everyone involved in the complaints process, it is proposed that content from both documents be combined into a single, new Protocol 11, with the separate Local Assessment Criteria document being removed.
23. The proposed new Protocol 11 includes a significant amount of textual change, but the key amendments aim to provide:
- a) Consistent use of terminology.
  - b) Clarity around timescales for the submission, assessment and determination of complaints.
  - c) More information about the role of Independent Persons.
  - d) Clarity around the process followed by the Monitoring Officer when exploring 'alternative resolution'.
  - e) More guidance for complainants on providing sufficient information when submitting complaints.
  - f) A more comprehensive list of reasons why complaints may not proceed.
  - g) Greater clarity around the options available to the Monitoring Officer when an investigation is completed.
  - h) Greater clarity and detail around the process followed by the Hearing Sub-Committee, including during the pre-hearing stage.
  - i) A new requirement that an Independent Person must be consulted before the council departs from the arrangements set out in the Protocol.
  - j) Information on the role of the Local Government and Social Care Ombudsman (LGSCO) and its contact details.



k) Greater clarity around requirements for confidentiality.

24. The following documents are provided:

Appendix 2a	Proposed new Protocol 11 without track changes or comments
Appendix 2b	Proposed new Protocol 11 with track changes and comments

25. Procedural rules for the Assessment Sub-Committee were approved by the Standards Committee on 2 July 2024 to reflect the above documents, in the event Full Council approves the changes to the constitution.

### **Overview and Scrutiny Engagement**

26. The Constitution Focus Group includes a representative from Overview and Scrutiny, and changes to all parts have been reviewed by its members.

### **Safeguarding Implications**

27. There are no safeguarding implications.

### **Public Health Implications**

28. There are no public health implications.

### **Procurement Implications**

29. Ensuring that Part 10 represents UK procurement law will support the Procurement Team to deliver good quality, compliant procurement processes.

30. Failure to adopt the changes to Part 10 could see the Council either act outside of the Constitution or UK procurement law making the Council open to challenge.

### **Equalities Impact of the Proposal**

31. There are no equalities implications.

### **Environmental and Climate Change Considerations**

32. There are no environmental implications.

### **Workforce Implications**

33. There are no workforce implications.

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

34. Failure to amend Part 10 of the Council's Constitution as recommended will mean:

- It references outdated UK and European law and policy therefore it will not be aligned with new and changing UK procurement legislation.
- The content is not reflective of current processes and good practice.

- The Council will not be acting in line with what it has set out in the Constitution in conducting its procurement activity in accordance with new and updated UK procurement legislation.

### **Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks**

35. No risks have been identified if the proposed actions are taken.

### **Financial Implications**

36. There are no financial implications.

### **Legal Implications**

37. Legal Services has collaborated with the Procurement Team in re-drafting Part 10 of the Council's Constitution, taking into consideration the current processes and those required by the imminent change in law.

38. Legal Services confirms that the decision being sought is in line with the Council's Constitution including budget and policy framework, the Financial Regulations and the incoming UK Legislation and guidance as it is drafted to date.

39. Failure to change our policies and processes in response to changes to the law could give rise to challenges which will present a cost and time pressure to the Council.

40. An increased risk of challenge is likely to cause disruption to service delivery while matters are concluded.

41. By adopting the proposed changes to Part 10 this will seek to ensure that the Council remains compliant with UK procurement law and sets out the expectations for officers when they are seeking to undertake procurement activity.

### **Proposals**

42. To recommend Full Council approve changes to the following sections of the Constitution:

- Part 10 – Contract and Procurement Rules
- Protocol 11 – Arrangements for dealing with Code of Conduct Complaints (including incorporating the Local Assessment Criteria)

### **Perry Holmes - Director, Legal and Governance (and Monitoring Officer)**

Report Authors: Deborah Bull, Head of Procurement, Henry Powell, Democracy and Complaints Manager

### **Appendices:**

Appendix 1a – Proposed Part 10 (clean version)

Appendix 1b – Proposed Part 10 (tracked changes)

Appendix 2a – Proposed new Protocol 11 without track changes or comments

Appendix 2b - Proposed new Protocol 11 with track changes or comments

**Background Papers**

[Current Protocol 11](#)  
Local Assessment Criteria

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**Wiltshire Council  
Constitution  
Part 10  
Procurement and Contract  
Rules**

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# PART 10

## PROCUREMENT AND CONTRACT RULES

### SECTION A: GENERAL

#### 1. Introduction

- 1.1 These Procurement and Contract Rules (the “Rules”) apply to the acquisition of all goods, services and/or works on behalf of the Council (see definition of Procurement).
- 1.2 The Rules must be read in conjunction with the Procurement Manual, which gives detailed instructions and guidance in their implementation.
- 1.3 All Legislation must be complied with. Any change to the relevant Legislation must be observed until the Rules are revised. If the Rules or the Procurement Manual conflict in any way with the Legislation in force in England, then that Legislation takes precedence.

#### 2. Definitions

In the Rules, the following words and phrases have the following meanings:

<b>Above Threshold</b>	Procurement activity that takes place at or above the financial Threshold
<b>Below Threshold</b>	Procurement activity that takes place below the financial Threshold
<b>Contract</b>	Any Contract relating to the provision of goods, services and/or works which is subject to the Rules. Please see the relevant section of the Procurement Manual relating to different types of contracts
<b>Direct Award</b>	The award of a Contract directly to a Supplier without competition as set out in relevant Legislation and/or policy
<b>Financial Regulations</b>	The Financial Regulations set out in the Council’s Constitution as updated from time to time, which provide financial controls around commitments including Contracts
<b>Legislation</b>	The Procurement Act 2023, Public Contracts Regulations 2015, Concessions Contracts Regulations 2016 or Utilities Contracts Regulations 2016 as applicable or any other relevant UK or European Law

<b>Modification of a Contract</b>	The modification of a contract as set out in relevant Legislation and/or policy
<b>Procurement</b>	The process by which goods, services and/or works of any value or type are acquired on behalf of the Council. Such process commences with the initial planning and completes at the end of the Contract liability period or the end of the useful life of goods or works procured
<b>Procurement Manual</b>	The Council's Procurement Manual as updated from time to time and approved by the Director responsible for Procurement in consultation with the relevant Cabinet Member
<b>Procurement Pipeline</b>	The anticipated Procurement activity scheduled to take place in the next 18 months for Above Threshold and Below Threshold Procurements (as detailed in the Procurement Manual) to be created, maintained and shared in accordance with the Procurement Manual
<b>Procurement Team</b>	The Council's centralised Procurement function
<b>Relevant Stakeholders</b>	Any person or groups of people internally or externally who can be affected by or affect the goods, services and/or works
<b>Scheme of Sub-delegation</b>	Delegation by Corporate Directors to officers in their service areas to exercise on their behalf powers delegated to them under Part 3B of the Constitution as updated from time to time
<b>Supplier</b>	A supplier contracted to provide goods, services and/or to undertake works
<b>Threshold</b>	The relevant Threshold value in the applicable Legislation and policy

### 3. Objectives

3.1 The Procurement Team will provide a timely and efficient service whilst conducting Procurements in a manner which has regard to the importance of:

- 3.1.1 delivering value for money;
- 3.1.2 maximising public benefit;
- 3.1.3 sharing information for the purpose of allowing Suppliers and others to understand the Council's Procurement policies and decisions;
- 3.1.4 ensuring the Council acts, and is being seen to act, with integrity; and
- 3.1.5 equal treatment of Suppliers.



## 4. Responsibilities

### 4.1 Each Director shall:

- 4.1.1 ensure all officers of the service area comply with the following:
  - The Procurement Act 2023 (for Procurements commenced after this Act comes into force on 28<sup>th</sup> October 2024)
  - The Public Contracts Regulations 2015, Concessions Contracts Regulations 2016 or Utilities Contracts Regulations 2016 as applicable (for Procurements commenced prior to the Procurement Act 2023 coming into force);
  - all other applicable Legislation;
  - The Rules and the Procurement Manual;
  - All other relevant parts of the Council's Constitution including the Parts relevant to Financial Regulations and decision making;
- 4.1.2 be responsible for all Procurements undertaken for the service area;
- 4.1.3 be responsible for ensuring all Procurement activity will follow the relevant and appropriate decision making process as set out in the Procurement Manual;
- 4.1.4 be responsible for the Procurement Pipeline for their service area including taking responsibility for corporate Contracts where appropriate.
- 4.1.5 assess the ability to join up spending / Contracts across other service areas to secure efficiencies and value for money;
- 4.1.6 in conjunction with the Procurement Team, the Finance Team and Legal Services, ensure that training on the Rules and the Procurement Manual is provided to all staff of the service area; and
- 4.1.7 ensure that all officers refer to the latest versions of all documents referred to in the Rules.

### 4.2 The Head of Procurement shall:

- 4.2.1 ensure the appropriate Procurement process is followed and conducted in line with the Rules, the Procurement Manual and relevant Legislation.
- 4.2.2 Regularly review Procurement governance, considering any relevant audit reports, changes in Legislation, advice from Relevant Stakeholders and Council policies.
- 4.2.3 Review all Procurement-related Cabinet Reports and ensure such Cabinet Reports are approved by the Corporate Director responsible for Procurement, prior to submission to the Cabinet.

### 4.3 The Procurement Team shall in conjunction with Legal Services ensure that all standard Procurement templates are reviewed and updated as necessary.

### 4.4 Legal Services shall in conjunction with the Procurement Team ensure

that all model Contracts are reviewed and updated as necessary.

# **PART 10**

## **PROCUREMENT AND CONTRACT RULES**

### **SECTION B: PROCUREMENT PROCEDURE**

#### **5. All Procurements**

- 5.1 At the outset of each Procurement the requirement (the scope of the goods, services and/or works) must be defined and authority sought from the relevant officer to commence the Procurement.
- 5.2 At the earliest opportunity:
  - 5.2.1 And ideally at least 12 months in advance of the intended Contract start date, the Procurement Team must be consulted;
  - 5.2.2 Legal Services must be instructed where it is reasonably foreseeable that deviation from the Council's standard template Contracts might be required and/or where it is unclear which form of Contract is suitable for the Procurement; and
  - 5.2.3 Any other Relevant Stakeholder(s) must be consulted.
- 5.3 Where consideration is being given to signing a third party's terms and conditions advice from Legal Services must be sought.
- 5.4 Where there is an existing and appropriate contractual arrangement consideration of its use must be given as part of the assessment of the range of available options as set out in the Procurement Manual.
- 5.5 Contracts which are subject to the Rules can only be signed and/or sealed as set out in Part 8.

#### **6. Above Threshold Procurement**

- 6.1 All officers must comply with paragraph 5 above and this paragraph 6 for all Above Threshold Procurements.
- 6.2 The process by which Above Threshold Procurements should be undertaken is set out in the Procurement Manual and may be updated from time to time.
- 6.3 In all instances officers must contact the Procurement Team to commence Procurement activity in accordance with the Procurement Manual.
- 6.4 Under no circumstances should Procurement activity be undertaken or Contracts entered into without the support of the Procurement Team.

## **6.5 Modifications or Direct Awards**

- 6.5.1 Modifications to Contracts can only be made in accordance with the Legislation.
- 6.5.2 The processes set out in the Procurement Manual must be adhered to.
- 6.5.3 Authorisation from Corporate Director responsible for Procurement or the Director responsible for Legal Services will be required (as set out in the Procurement Manual) where the need for a Modification or Direct Award:
  - falls outside of the above and arises for reasons which are outside of the control of the Council; and/or
  - there remains residual risk.

## **7. Below Threshold Procurement**

- 7.1 All officers must comply with paragraph 5 above and this paragraph 7 for all Below Threshold Procurements.
- 7.2 In all instances officers must contact the Procurement Team to commence Procurement activity in accordance with the Procurement Manual.
- 7.3 Under no circumstances should Procurement activity be undertaken or Contracts entered into without the support of the Procurement Team.

## **7.4 Modifications or Direct Awards**

- 7.4.1 Modifications to Contracts can only be made in accordance with the Procurement Manual
- 7.4.2 The processes set out in the Procurement Manual must be adhered to.
- 7.4.3 Authorisation from Corporate Director responsible for Procurement or the Director responsible for Legal Services will be required (as set out in the Procurement Manual) where the need for a Contract or Direct Award:
  - falls outside of the above and arises for reasons which are outside of the control of the Council; and/or
  - there remains residual risk.

## **8. Awarding Contracts**

- 8.1 All officers must follow the general process for awarding Contracts as set out in the Procurement Manual.
- 8.2 Unless the Contract involves a function reserved to Full Council, Cabinet or a Committee (see Part 3 Section B of the Constitution) and subject to rule 8.4 below, the authority to approve the award of Contracts as a result of a Procurement exercise is delegated to Corporate Directors in accordance with the Scheme of Delegation or officers within the directorate as may be authorised by the relevant Corporate Director Scheme of Sub-delegation.

8.3 Cabinet approval must be obtained for any Contract (or project that may require multiple contracts to be awarded) which involves a key decision under Part 2 “Articles of the Constitution”.

#### 8.4 **Executing Contracts**

8.4.1 A Contract must be executed under seal where any of the following applies, unless advised otherwise by Legal Services:

- Exceeds £1m in value; or
- Is considered to be of a strategically important or politically sensitive nature and therefore required a key decision in accordance with Part 2; or
- Where the extended limitation period of 12 years would be of value.

8.4.2 Where a Contract does not require execution under seal it must only be signed by the following (and their nominees in accordance with their Scheme of Sub-Delegation):

- Solicitor to the Council; or
- Corporate Director responsible for Procurement.

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**Wiltshire Council  
Constitution  
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**Contents** Review section heading, page & para numbering, etc once content finalised

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# PART 10

## PROCUREMENT AND CONTRACT RULES

### SECTION A: GENERAL

#### 1. Introduction

~~1.1~~ These Procurement and Contract Rules (the “Rules”) ~~are the standing orders which~~ apply to the acquisition of the acquisition of all goods, services and/or services or works supplies, services and works by or on behalf of the Council ~~(including Council controlled schools)~~ (see also definition of Procurement).

~~1.1~~ ~~A successful challenge made under the community right to challenge set out in Part 5 of the Localism Act 2011 will trigger a Procurement as set out in the Rules. This includes council~~Council ~~controlled schools and where the council~~Council ~~acts as lead commissioner on behalf of a third party using external funds.~~

~~1.2~~ These Rules apply to the whole lifecycle of the procurement process, from initial concept to the end of an asset’s useful life or the end of the contract liability period.

~~These Rules are divided into Sections A, B and C:~~

~~Section A (“General”) sets out the Objects and Principles of these Rules;~~

~~Section B (“Procurement Procedure”) sets out the rules for planning a Procurement and the procedure which must be followed for every Procurement up to signature of the relevant contract; and~~

~~Section C (“Contract Maintenance, Monitoring and Administration”) sets out the rules for managing the relevant contract until termination or expiry together with other administration matters.~~

~~1.2~~ The Rules must be read in conjunction with the Procurement Manual, ~~[and online toolkit]~~ which gives detailed instructions and guidance in their implementation.

~~1.3~~ All applicable English or European law Legislation must be complied with. Any change to the relevant English or European law Legislation must be observed until the Rules are revised. If the Rules or the Procurement Manual conflict in any way with English law or European law Legislation in force in England, then that Legislation takes precedence.

~~The Procurement Manual will be updated from time to time and officers must always refer to the latest information as published on the Intranet.~~

~~1.3~~ These Rules do not apply to:

~~1.3.1~~ ~~Contracts of employment; or,~~

~~1.3.2~~ ~~Contracts that relate solely to the purchase or acquisition of land; or,~~

~~1.3.3~~ ~~contracts awarded by schools which are outside the control of the~~

~~council~~Council such as academies and foundation schools, or  
 1.3.4 ~~Investment Manager contracts awarded by the Wiltshire Pension  
 Fund Committee~~

~~1.4~~ A list of the definitions used in these Rules is given at Schedule 1 attached to this

**2. Definitions**

In the Rules, the following words and phrases have the following meanings:

<b><u>Above Threshold</u></b>	<u>Procurement activity that takes place at or above the financial Threshold as set out in relevant Legislation</u>
<b><u>Below Threshold</u></b>	<u>Procurement activity that takes place below the financial Threshold as set out in relevant Legislation</u>
<b><u>Call-off contract</u></b>	<u>Individual Contracts that fall under a Framework Agreement instructing specific goods, services and/or works to be carried out. An individual Contract instructing a Supplier to deliver specific goods, services and/or works</u>
<b><u>Contract</u></b>	<u>A Contract for the provision of goods, services and/or works which is subject to the Rules</u>
<b><u>Direct Award</u></b>	<u>The award of a Contract directly to a Supplier without competition as set out in relevant Legislation and/or policy</u>
<b><u>Financial Regulations</u></b>	<u>The Financial Regulations set out in the Council's constitution as updated from time to time, which provide financial controls around commitments including contracts</u>
<b><u>Framework Agreement</u></b>	<u>An agreement which allows the Council to Call-off from a Supplier a range or pre-defined supplies or services. See Call-off Contract definition</u>
<b><u>Legislation</u></b>	<u>The Procurement Act 2023, Public Contracts Regulations 2015, Concessions Contracts Regulations 2016 or Utilities Contracts Regulations 2016 as applicable or any other relevant UK or European Law</u>
<b><u>Modification of a Contract</u></b>	<u>The Modification of a Contract as set out in relevant Legislation and/or policy</u>
<b><u>Procurement</u></b>	<u>The process by which goods, services and/or works of any value or type are acquired on behalf of the Council. Such process commences with the initial planning and completes at the end of the Contract liability period or the end of the useful life of goods or works procured</u>
<b><u>Procurement Manual</u></b>	<u>The Council's Procurement Manual as updated from</u>

	<u>time to time and approved by the Director responsible for procurement in consultation with the relevant Cabinet Member.</u>
<b><u>Procurement Pipeline</u></b>	<u>The anticipated Procurement activity scheduled to take place in the next 12 months for Above Threshold and Below Threshold Procurements to be created and maintained in accordance with the Procurement Manual</u>
<b><u>Procurement Team</u></b>	<u>The Council's centralised Procurement function.</u>
<b><u>Relevant Stakeholders</u></b>	<u>Any person or groups of people internally or externally who can be affected by or affect the goods, services and/or works</u>
<b><u>Scheme of Sub-delegation</u></b>	<u>Delegation by Corporate Directors to officers in their service areas of the authority to exercise on their behalf powers delegated to them under Part 3B of the Constitution as updated from time to time</u>
<b><u>Supplier</u></b>	<u>Supplier contracted to provide goods, services and/or to undertake works</u>
<b><u>Threshold</u></b>	<u>A financial threshold for supplies, services or works above which the UK Regulations or the Procurement Act 2023 applies.</u>

## ~~2. Objects~~

~~2.1 These Rules have three objects:~~

~~2.1.1 To deliver Best Value;~~

~~2.1.2 To manage and reduce the council's corporate risk;~~

~~2.1.3 To ensure accountability for all procurement decisions.~~

## ~~3. Objectives Principles~~

~~3.1 All Procurements must be carried out in a manner which has regard to the importance of:~~

~~3.1.1 delivering value for money;-~~

~~3.1.2 maximising public benefit;~~

~~3.1.3 -ensuring the sharing information for the purpose of allowing sSuppliers and others to understand the Council's pProcurement policies and decisions;~~

~~3.1.4 -ensuring the Council acts, and is being seen to act, with integrity; and~~

~~3.1.5 -equal treatment of sSuppliers.~~

## ~~4. Responsibilities~~

~~3.1 It is the responsibility of the Directors to ensure that the purchase of goods, services and works comply with:~~

~~3.1.1 English law;~~

~~3.1.2 The Public Contracts Regulations (Utilities Contract Regulations and Concessions Contract Regulations) that are currently in force;~~

- ~~• The Council's Constitution including these Procurement and Contract Rules, Financial Regulations and Financial Procedure Rules (Part 9);~~

~~3.1.3 The Procurement Manual;~~

~~3.1.4 Compliance with the council's decision-making process.~~

~~3.2 Whether or not a Procurement is subject to the EU Regulations, it must be conducted in accordance with the basic EU Treaty Principles. In particular, this means all Procurements must be carried out in a fair, open and transparent way.~~

~~3.3 Any change to the relevant English or European law must be observed until these Rules are revised. If these Rules or the Procurement Manual conflict in any way with English law or European law in force in England then that legislation takes precedence.~~

~~3.4 The strategic advice of Legal Services and the Strategic Procurement Hub and accountancy must be sought during the earliest stages of planning any Procurement. See further Section B of these Rules.~~

~~3.5~~

~~3.6 All Procurements must comply with the Best Value processes set out in the Procurement Manual.~~

### 3.7.4.1 Each Director shall:

4.1.1 ensure all officers of the service area comply with the following:

- The Procurement Act 2023 (for Procurements commenced after this Act comes into force on 28<sup>th</sup> October 2024{DATE?})
- The EU Regulations (for Procurements commenced prior to the Procurement Act 2023 coming into force);
- all other applicable English law
- The Rules and the Procurement Manual;
- All other relevant parts of the Council's Constitution including the Parts relevant to Financial Regulations and decision making;

4.1.2 be responsible for all Procurements undertaken for ~~his or her~~ the service area;

~~3.7.14.1.3~~ be responsible for ensuring all Procurement activity will follow the relevant and appropriate decision making process as set out in the Procurement Manual;

~~3.7.2~~ ensure that Best Value is achieved in all Procurements for his or her service area; be responsible for the Procurement Pipeline for their service area including taking responsibility for corporate Contracts where appropriate. (Unless there is a clear corporate benefit of procurement, for example facilities management)

~~3.7.3~~ ensure that during the earliest stages of planning any Procurement for his or her service area:

~~the strategic advice of Legal Services, Accountancy, Human Resources and the Strategic Procurement Hub is sought; and~~

~~4.1.4~~ where appropriate, TUPE is considered and the Wiltshire Pension Fund consulted;

4.1.5 assess the ability to join up spending / eContracts across other service areas to secure efficiencies and value for money;

4.1.6 in conjunction with the Procurement Team, the Finance Team and Legal Services, ensure that training on the Rules and the Procurement Manual is provided to all staff of the service area;

4.1.7 ensure that all officers refer to the latest versions of all documents referred to in the Rules.

~~3.7.4~~

### 4.2 The Head of Procurement shall:

4.2.1 ensure the most suitable appropriate procurement process is followed and conducted in line with the Rules, the Procurement Manual and relevant Legislation. for each Procurement and that Sourcing Plans and all notices (as applicable) under the Procurement Act 2023 are prepared and approved in accordance with the Rules.

4.2.2 Regularly review Procurement governance, considering any relevant audit reports, changes in Legislation external regulations, laws, advice from Relevant Stakeholders Legal

Services and the Finance Team and Council  
policies Strategy.

4.2.3 Review all Procurement-related Cabinet Reports and ensure such  
Cabinet Reports are approved by the Corporate Director,  
responsible for procurement, prior to submission to the Cabinet.

4.3 The Procurement Team shall in conjunction with Legal Services ensure that all  
review all standard tender Procurement templates are reviewed and updated  
as necessary at least annually.

4.4 Legal Services shall in conjunction with the Strategic Procurement  
Hub Team ensure that all keep current and formally review all model  
Contracts are reviewed and updated as necessary at least annually.

- ~~3.7.5 assess the ability to join up spending / contracts across other service areas to secure efficiencies and value for money;~~
- ~~3.7.6 implement and operate a Scheme of Sub-delegation for his or her service area;~~
- ~~3.7.7 in conjunction with the Strategic Procurement Hub, Accountancy and Legal Services, ensure that training on these Rules and the Procurement Manual is provided to Budget Managers and Commissioning Officers in accordance with the Procurement Manual;~~
- ~~3.7.8 ensure that all Procurements for his or her service area are conducted in a fair, open and transparent way;~~
- ~~3.7.9 ensure that Budget Managers in his or her service area comply with the duties listed at rule 3.8 below;~~
- ~~3.7.10 ensure that Commissioning Officers in his or her service area comply with the duties listed at rule 3.9 below.~~

~~3.8 Each Budget Manager shall for all Procurements within his or her remit:~~

- ~~3.8.1 ensure compliance with these Rules, the Procurement Manual, the Wiltshire Council Council Financial Regulations and Financial Procedure Rules and EU Regulations (where applicable);~~
- ~~3.8.2 ensure that the Best Value processes set out in these Rules and the Procurement Manual are achieved;~~
- ~~3.8.3 ensure that only standard documentation or documentation approved by Legal Services is used in accordance with rule 7 below;~~
- ~~3.8.4 operate within an effective check and challenge system and in line with the Behaviours Framework;~~
- ~~3.8.5 ensure that the requirements from the Strategic Procurement Hub to provide information and documentation for the Corporate Contracts Register set out in these Rules are complied with in a timely manner.~~

~~3.9 Commissioning Officers must comply with these Rules and the Procurement Manual.~~

~~3.10 A successful challenge made under the community right to challenge set out in Part 5 of the Localism Act 2011 will trigger the procurement processes set out in these Rules.~~

~~3.11 The council Council must comply with its obligations and duties in respect of State Aid in its commercial arrangements with third parties.~~

## Schedule 1 – Definitions

In the Rules, the following words and phrases have the following meanings:

<b>Behaviours Framework EPIC Values</b>	The Council's set of core behaviours which define how officers are expected to carry out their roles
<b>Best Value</b>	The optimum combination of whole life cost and benefits to meet the Council's requirements, and includes consideration of social responsibility, equality, economic factors and sustainability
<b>Budget Manager</b>	An officer with budgetary responsibility for the spend relating to a Procurement
<b>Contractor</b>	Provider contracted to furnish supplies or undertake works
<b>Commissioning Officer</b>	An officer with strategic responsibility for commissioning a service
<b>Contract Management</b>	The administration of a completed contract by Council officers to include ensuring compliance with its terms and conditions and implementation of any required variation
<b>Corporate Contracts Register</b>	The central repository of (i) key contract information as required under the Transparency Act
<b>EU Regulations</b>	The <u>Public Contracts Regulations 2015</u> , <u>Concessions Contracts Regulations 2016</u> and <u>Utilities Contracts Regulations 2016</u>
<b>EU Threshold</b>	A financial threshold for supplies, services or works above which the EU Regulations <u>or the Procurement Act 2023</u> applies, where EU Threshold is used in these rules unless specifically stated it shall be the threshold for supplies and services.
<b>Exemption</b>	Has the meaning given in rule 14
<b>Financial Regulations</b>	The Financial Regulations set out in the Council's constitution as updated from time to time, which provide financial controls around commitments including contracts
<b>Framework Agreement</b>	An agreement which allows the Council to call-off from a supplier a range of pre-defined supplies or services. Each call-off constitutes a standalone contract made on the terms and conditions of the Framework Agreement
<b>Grant</b>	Has the meaning given in Protocol 8 ("Wiltshire Council Partnership Protocol") of the constitution as updated from time to time



<b>Invitation to Tender (ITT)</b>	An invitation to tender documents in the form required by the Rules
<b>OJEU</b>	The Official Journal of the European Union
<b>Partnership</b>	Has the meaning given in Protocol 8 (“Wiltshire Council Partnership Protocol”) of the constitution as updated from time to time
<b>Procurement</b>	<del>The process by which acquisition on behalf of the council Council of supplies goods, and/or services or works of any value or type are acquired on behalf of the Council. Such process to includes the entire process from commences with the initial planning and completes to at the end of the contract liability period or the end of an item’s the useful life of goods or works procured</del>
<b>Procurement Manual</b>	The Council’s online Procurement Manual as updated by the Head of Strategic Procurement from time to time and published on the Intranet
<b>Procurement Plan</b>	The schedule demonstrating a minimum of 12 months’ forward planning of Tender Level Procurements for each service area, to be created and maintained in accordance with the Procurement Manual
<b>Purchase Order</b>	<del>An order constituting a legally binding offer by the Council to purchase such goods and/or services or works as are detailed in the order. detailing the products or services required by the council Council. Sending a Purchase Order to a supplier constitutes a legal offer by the council Council to buy products or services. Acceptance of a Purchase Order by a supplier usually forms a one-off contract between the Council and the supplier, so no contract exists until the Purchase Order is accepted</del>
<b>Regulation 84-Evaluation Report</b>	Report recommending the award of a contract following a procurement process (Template held by SPH)
<b>Service’s-Responsible Officer</b>	The Officer responsible for the commissioning and delivering the outcomes from the procurement process
<b>Rules</b>	These Procurement and Contract Rules
<b>Scheme of Sub-delegation</b>	Delegation by Directors to officers in their service areas of the authority to exercise on their behalf powers delegated to them under Part 3B of the constitution as updated from time to time
<b>Sourcing Plan</b>	Required for all over EU Threshold tenders which lays out procurement options and recommended approach which must be approved by the Head of Strategic Procurement or their Nominee

<b>SPH</b>	Strategic Procurement Hub, central procurement team
<b>Tender</b>	A supplier's formal written offer made in competition to supply specified supplies or services or carry out specified work at a stated cost or rate, made in response to an Invitation to Tender
<b>Tender Level Procurement</b>	Expenditure which exceeds the EU Regulation thresholds at which an advert must be placed in the Official Journal of the European Union

# PART 10

## PROCUREMENT AND CONTRACT RULES

### SECTION B: PROCUREMENT PROCEDURE

#### 5. All Procurements

5.1 ~~Prior to the inception of each Procurement a decision to award a contract has been made by a person with authority to do so on behalf of the Council in and that such decision has been properly recorded in a Record of Officer Decision in accordance with the relevant sections of Part 3 of the Council's Constitution. At the outset of each Procurement the requirement (the scope of the goods, services and/or works) must be defined and authority sought from the relevant officer to commence the Procurement.~~

#### 5.2 At the earliest opportunity:

5.2.1 ~~[and ideally [12 months]-in advance of the intended cContract start date, the Procurement Team must be consulted].~~

5.2.2 ~~[Legal Services must be instructed where it is reasonably foreseeable that deviation from the Council's standard template eContracts might be required and/or where it is unclear which form of eContract is suitable for the Procurement].~~

~~[the Information Governance Team must be consulted]~~

~~[the Finance Team must be consulted to confirm that the Council has the funds available to meet all its financial obligations within the service AND under the contract prior to signature.~~

5.2.3 ~~[Any other rRelevant Stakeholder (s)Department of the Council must be consulted (for example the Estates Team in respect of any required lease or licence, IT in respect of any [technological points], Human Resources)]~~

5.3 ~~[All officers must use the appropriate un-amended model template contract found on the Intranet as updated from time to time and instruct Legal Services where deviation from such model template may be needed and otherwise seek advice as required.]Where consideration is being given to signing a third party's terms and conditions advice from Legal Services must be sought.~~

~~Where there is an existing, appropriate authorised contractual arrangement this must be used unless a business case led by the relevant Officer in the Strategic Procurement Hub is properly approved. consideration of its use must be given as part of the assessment of the range of available options as set out in the Procurement Manual.~~

5.4 ~~Contracts which are subject to the Rules can only be signed and/or sealed as set out in part 8.~~

## **6. Above Threshold Procurement**

6.1 This paragraph applies in addition the requirements of paragraph 4 above where the value of a contract is more than or equal to the Threshold. All officers must comply with paragraph 5 above and this paragraph 6 for all Above Threshold Procurements.

6.2 The process by which Above Threshold Procurements should be undertaken is set out in the Procurement Manual and may be updated from time to time.

6.3 In all instances service areas must contact the Procurement Team to commence Procurement activity in accordance with the Procurement Manual.

6.4 Use the unamended: Under no circumstances should Procurement activity be undertaken or Contracts entered into without the support of the Procurement Team.

### **6.5 Modification or Direct Awards**

6.5.1 Modifications to Contracts or Framework Agreements can only be made in accordance with the Legislation.

6.5.2 The processes set out in the Procurement Manual must be adhered to.

6.5.3 Authorisation from Corporate Director, responsible for procurement, or the Director responsible for legal services will be required (as set out in the Procurement Manual) where the need for a Modification or Direct Award:

- falls outside of the above and arises for reasons which are outside of the control of the Council; and/or
- there remains residual risk.

Services Agreement Template or Goods and Services Template in respect of the acquisition of Goods and/or Services;  
Or seek the advice of Legal Services or the Procurement Team (as applicable) in respect of any other form of contract

### **Extensions to contracts or framework agreements**

The duration of a contract or Framework Agreement may only be extended if provision for that extension has been included in the terms of the contract or Framework Agreement, Tender documents and contract details notice.

## **7. Below Threshold Procurement**

7.1 All officers must comply with paragraph 4 above and this paragraph 6 for all Below Threshold Procurements.

7.2 In all instances service areas must contact the Procurement Team to commence Procurement activity in accordance with the Procurement Manual.

7.3 Under no circumstances should Procurement activity be undertaken or Contracts entered into without the support of the Procurement Team.

#### 7.4 Modifications or Direct Awards

7.4.1 Modifications to Contracts or Framework Agreements can only be made in accordance with the Procurement Manual

7.4.2 The processes set out in the Procurement Manual must be adhered to.

7.4.3 Authorisation from Corporate Director, responsible for procurement or the Director responsible for legal services will be required (as set out in the Procurement Manual) where the need for a Contract or Direct Award:

- falls outside of the above and arises for reasons which are outside of the control of the Council; and/or
- there remains residual risk.

~~Where the value of a contract is less than the Threshold.....~~

~~May use the unamended form of agreement and standard terms and conditions in respect of the acquisition of goods and/or services~~

~~Concession contracts?~~

#### ~~4. Planning each Procurement~~

~~4.1 Save where an Exemption is granted under rule 14 below, every Tender Level Procurement or complex or resource intensive procurement below tender level must be planned in accordance with these Rules and the Procurement Manual.~~

~~4.2 The Procurement Plan is the schedule demonstrating a minimum of 12 months' forward planning of such Procurements for each service area, to be created and maintained in accordance with the Procurement Manual.~~

~~4.3 Unless there is a clear corporate benefit of procurement, for example facilities management, each Director will be responsible for the Procurement Plan for his or her service area.~~

~~4.4 Each Budget Manager must ensure that his or her Procurements are represented in the Procurement Plan as soon as reasonably practicable in order to ensure timely consideration of the Procurement procedure which must be followed. They must also agree with Accountancy, before a Procurement Plan is submitted, that the council/Council has the funds and other resources available to meet all its obligations under any contract(s) that may result. This includes having sufficient non-pay budget provision in year and future years. The level of contracted work will then be driven by the ability to afford a contract as approved by accountancy. The award will also consider the value for money of the tenders and financial sustainability of the contract~~

#### ~~5. Responsibilities of the Head of Procurement~~

~~5.1 The To ensure procurement process is followed and that Sourcing Plans and Regulation 84 Reports are prepared and approved in accordance with the Rules~~

~~5.2 Regularly review procurement governance, considering any relevant audit~~

~~reports, changes in external regulations, laws, views from legal and accountancy teams and Council Council Strategy.~~

~~5.3 To ensure all procurement related Cabinet Reports are reviewed by the Head of Strategic Procurement and approved by the Corporate Director, Resources, prior to submission to the Cabinet.~~

## ~~6. Procurement Procedure~~

~~6.1 The procurement procedure to be taken is dependent on the estimated value of the supplies, services, or works to be provided. Full details of the processes and related information are given in the flow charts in Procurement Manual.~~

~~6.2 The value of the contract is the total value of the contract over its full duration including any extensions. Where the contract term is indeterminate or indefinite the value will be 48 times the monthly cost. When estimating the total value of a contract over its term, including extensions, all elements of cost must be considered not just the invoice value to be paid for the supplies, services or works.~~

## ~~7. Form of Contract and Tender Documentation~~

~~7.1 All Procurements, regardless of value, must either:~~

~~7.1.1 use the council/Council's appropriate un-amended model contract available on the Intranet as updated from time to time; or,~~

~~7.1.2 be referred to Legal Services to review the proposed contract or produce a new contract as appropriate.~~

~~7.2 In addition to the requirements of rule 7.1 all Procurements must either:~~

~~7.2.1 use the SAP Purchase Order procedure; or,~~

~~7.2.2 the Form of Agreement for low value one-off procurement of supplies and services; or,~~

~~7.2.3 use the council/Council's un-amended standard tender templates which are available on the Intranet as updated from time to time; or,~~

~~7.2.4 be referred to the Strategic Procurement Hub to review the proposed tender documentation in conjunction with Legal Services.~~

~~7.31.1 Legal Services shall in conjunction with the Strategic Procurement Hub keep current and formally review all model contracts at least annually.~~

~~7.4 Contract Managers must provide relevant information required and register contract details on the corporate Contracts Register.~~

~~7.5 The Strategic Procurement Hub shall in conjunction with Legal Services review all standard tender templates at least annually.~~

~~7.6 Where there is an existing, appropriate authorised contractual arrangement this must be used unless a business case led by the relevant Officer in the Strategic Procurement Hub is properly approved.~~

## ~~8. Receiving and Opening Tenders~~

~~8.1 All tenders must be received and opened in accordance with the details set out in the Procurement Manual.~~

## ~~9.8. Awarding Contracts and Audit Trails~~

~~8.1 The results of any evaluation process must be recorded in writing by the Officer in the Strategic Procurement Hub responsible for leading the Procurement general process for awarding Contracts is set out in the Procurement Manual.~~

8.2 Unless the Contract involves a function reserved to Full Council, Cabinet or a Committee (see Part 3 Section B of the Constitution) and subject to rule 8.4 below, the authority to approve the award of Contracts as a result of a Procurement exercise is delegated to Corporate Directors in accordance with the Scheme of Delegation or officers within the directorate as may be authorised by the relevant Corporate Director Scheme of Sub-delegation.

8.3 Cabinet approval must be obtained for any Contract (or programme) which involves a key decision under Part 2 “Articles of the Constitution”.

#### 8.4 Executing Contracts

8.4.1 A Contract must be executed under seal where any of the following applies, unless advised otherwise by Legal Services:

- Exceeds £1m in value; or,
- Is considered to be of a strategically important or politically sensitive nature and therefore required a key decision in accordance with Part 2; or,
- Where the extended limitation period of 12 years would be of value.

8.4.2 Where a Contract by the following requirements is in accordance with their Scheme of Sub-Delegation):

- Solicitor to the Council, or,
- Corporate Director responsible for procurement

Contract Managers must provide relevant information required and register contract details on the corporate Contracts Register.



~~9.1 — Any Officer awarding a contract must have sought confirmation from accountancy that the council/Council has the funds available to meet all its financial obligations within the service AND under the contract prior to signature.~~

~~9.2 — Commissioning Officers must be aware that the placing of any business with a third party constitutes a contractual commitment which must comply with the Rules. Placing an order off an approved contract may be undertaken by Officers with appropriate delegated budgets where those orders are placed against existing contracts based on pre-agreed terms and pricing. If any negotiations on price or changes to terms and conditions are required to place an order an Officer in the Strategic Procurement Hub must be contacted to determine how to proceed.~~

### ~~Authority to approve award of contracts~~

~~9.3 — Unless the Contract involves a function reserved to Full Council, Cabinet or a Committee (see Part 3 Section B of this Constitution) and subject to rule 9.6 below, the authority to approve the award of contracts as a result of a procurement exercise is delegated to Corporate Directors (and their nominees) in accordance with the Scheme of Delegation or officers within the directorate as may be authorised by the relevant Corporate Directors Scheme of Sub-delegation.~~

~~9.4 — Subject to the authority to award contracts being granted as per paragraph 9.4 and 9.6 these cContracts which are subject to paragraphs 9.4 and 9.6 may only be executed under Seal as per Rule 10 or be signed by the following (and their nominees in accordance with their Scheme of Sub-Delegation):~~

~~9.4.1 — Solicitor to the Council for all contracts, or,~~

~~9.4.2 — Corporate Director, Resources~~

~~9.5 — Cabinet approval must be obtained for any contract (or programme) which:~~

~~9.5.1 — Involves a key decision under this Constitution (see Part 1 paragraph 4.2.7)~~

~~9.5.2 — exceeds an annual value of £1 million or the total contract value exceeds £4million including any optional extension period;~~

~~9.5.3 — involves the transfer of 50 or more employees in or out of the Council; or~~

~~9.5.4 — relates to a matter which is commercially, politically or strategically sensitive.~~

~~9.6 — The legal requirements for issuing contract award notices must be followed.~~

## ~~**10. — Contracts to be executed under Seal**~~

~~10.1 — Where a contract either:~~

~~10.1.1 Exceeds £1m in value; or,~~

~~10.1.2 Is considered to be of a strategically important or politically sensitive nature; or,~~

~~10.1.3 Where the extended limitation period of 12 years would be of~~

value,

~~the contract must be executed under seal, unless advised otherwise by Legal Services.~~

# ~~PART 10~~

## ~~PROCUREMENT AND CONTRACT RULES~~

### ~~SECTION C: CONTRACT MAINTENANCE, MONITORING AND ADMINISTRATION~~

#### ~~11. General~~

~~11.1 Budget Managers, Commissioning Officers and those managing contracts shall observe the contract management, supplier management, set out in the Procurement Manual.~~

#### ~~12. Extensions to contracts or framework agreements~~

~~12.1 The duration of a contract or Framework Agreement may only be extended if provision for that extension has been included in the terms of the contract or Framework Agreement.~~

~~12.2 The duration of Tender Level Procurements awarded under the EU Regulations may only be extended if provision for that extension was identified in the original OJEU Notice.~~

~~12.3 An extension should not be made where it would have the effect of changing the fundamental nature of the original contract and in no circumstances should an extension be made to a contract that has the effect of increasing the contract to a value over the EU Thresholds in force at that time.~~

~~12.4 The advice of the lead Officer in the Strategic Procurement Hub and Legal must be sought in relation to any proposals to extend a contract, even if a contractual option exists to explore if best value is offered from that option. This advice must be sought in an appropriate time period that would allow a new procurement to be undertaken if the advice is that the contract should not be extended.~~

~~12.5 All extensions must be fully documented and the signatories of the formal extension documents shall be Legal Services or as specified within Rule 9.5.~~

~~12.6 Cabinet approval must be obtained for any extension where the decision falls under the criteria for a key decision under the Constitution.~~

~~12.7 Where an extension is not provided for under the existing contract then the request to extend will need to follow the extraordinary exemption route, unless the total value of the contract including extensions is less than the EU Threshold which case it will be treated as a normal exemption.~~

#### ~~13. Extensions Variations to contracts or framework agreements~~

~~13.1 In any case where a variation means that the value of a contract would exceed the relevant EU Threshold, or where there is any material change to the~~

~~contract, the contract must be treated as a new Procurement under these Rules~~  
~~the Rules.~~

~~13.2 All variations to contracts must be fully documented, whether they have a financial impact or not, and the signatories of the variation documents shall be Legal services or the same officers at 9.5.~~

~~13.3 Any variation resulting in additional spend above the budgeted contract level will need approval in accordance with the Financial Regulations and must be funded before a decision to vary is taken.~~

~~13.4 Cabinet approval must be obtained for any variation where the decision falls under the criteria for a key decision under the Constitution.~~

#### ~~14. Exceptions to these rules~~ the Rules

~~14.1 These Rules~~ The Rules apply to all supplies, services and works purchased by the Council. However, subject to rule 14.2, a formal exemption to the requirements of one or more of these Rules the Rules may be considered where the Procurement in question is not subject to the EU Regulations or existing legislation i.e. for procurement where the RfQ procedure may be used. Guidance on the exemption process is in the Procurement Manual.

~~14.2 Formal exemptions cannot be used to remove the requirement:~~

~~14.2.1 to use un-amended model contracts and standard tender templates, or to seek the advice of Legal Services and the Strategic Procurement Hub where the standard documentation must be amended, in accordance with rule 7 above;~~

~~14.2.2 to seek the advice of Legal Services and the Strategic Procurement Hub for all Tender Level Procurements.~~

~~14.3 The Strategic Procurement Hub may grant formal exemptions which fulfil the following strict criteria (“Exemptions”):~~

~~14.3.1 Works orders placed with utility companies, e.g. for re-routing cables or pipework. The term utilities does not include telecommunications.~~

~~14.3.2 Genuine emergencies—Critical preventative or remedial work where there is a real and imminent risk to the safety of people or property arising from a hitherto unforeseen ‘catastrophic’ event or incident such as fire, bombing, flooding, major landslide etc. Any contract entered into by the Council under this exemption must not be for a term of more than 6 months.~~

~~14.3.3 Collaborative/Joint Purchasing—Where another authority/public body is acting as ‘lead buyer’ and provided that the person(s) awarding the contract can demonstrate the arrangements comply with the requirements of Best Value and other applicable legislation including, where relevant, the EU Procurement Directives.~~

~~14.3.4 Sole source of supply—Where suitable supplies or service are genuinely only available from one supplier (e.g. if patent, copyright or other exclusive design rights exist). Similarly, for any highly~~

~~specialised/niche services where, for all practical purposes, no realistic alternative source of supply exists. Exemption requests made on this basis will be tested by the Strategic Procurement Hub using sourcing tools.~~

~~14.3.5 Urgent situations not of the Council's own making—The urgency must have been reasonably unforeseeable (e.g. existing supplier going into liquidation, urgently imposed statutory changes, etc.) and genuinely be a case of 'time is of the essence'. However, urgency arising through problems of the Council's own making (whatever the cause and regardless of whether it involved previous delays or shortage of resources, etc.) shall not in itself justify exemption. Any contract entered into by the Council under this exemption must not be for a term of more than 6 months. Where extensions of contracts are entered into without an Opportunity Assessment, the Strategic Procurement Hub will seek a temporary extension term in order to allow a full Opportunity Assessment to take place as soon as reasonably practicable. The avoidance of Opportunity Assessments will be exceptional.~~

~~14.3.6 Reasons of compatibility—If compatibility with existing supplies, equipment or services is essential and where they cannot be sourced from another supplier (e.g. spare parts/components for existing equipment) or where additional units are being purchased to match existing equipment and there is an overwhelming case for matching the existing items on the grounds of functionality, aesthetics, etc.~~

~~14.3.7 Procurements of a value of less than EU Threshold or extensions to contracts where the total value of the contract including extensions is less than the EU Threshold.~~

#### Extraordinary Exemptions

~~14.4—Any Exemption which does not fulfil the strict criteria of rule 14.3 will be an "Extraordinary Exemption".~~

~~14.5—Only the Head of Strategic Procurement in conjunction with the Solicitor to the Council (or nominee) may grant an Extraordinary Exemption.~~

~~14.6—Directors must ensure that the information submitted in all Exemption Request Forms and Extraordinary Exemption Request Forms for his or her service area is correct.~~

~~14.7—The procurement may proceed only after the notification of approval is received by the Commissioning Officer.~~

~~14.8—All Exemption requests which would contravene English law or European law in force in England will be rejected.~~

~~14.9—If the Exemption is approved, the application form will be endorsed and returned to the relevant Commissioning Officer who must enter the contract on to the Corporate Contracts Register in accordance with rule~~

~~7. A copy of the Exemption will be retained by the Strategic Procurement Hub.~~

### Procedure

~~14.10 Exemption requests made for one of the reasons under rule 14.3 must be submitted to [ProcurementUnit@wiltshire.gov.uk](mailto:ProcurementUnit@wiltshire.gov.uk). It is recommended that the SPH are engaged to support the development of the exemption. Wherever possible, completed Exemption Request Forms should be scanned and submitted by email.~~

~~14.11 An Exemption will be either:~~

- ~~14.11.1 approved by the Strategic Procurement Hub, registered and confirmed with the requesting Commissioning Officer;~~
- ~~14.11.2 held pending a request for further information (where appropriate);~~
- ~~14.11.3 rejected stating the reasons why; or~~
- ~~14.11.4 referred to Cabinet for determination.~~

~~14.12 Extraordinary Exemption requests must be submitted to the Head of Strategic Procurement (“Extraordinary Exemption Request Form”). Extraordinary Exemption Request Forms must include a full business case and must be countersigned by the relevant Service Director. Wherever possible, completed Extraordinary Exemption Request Forms should be scanned and submitted by email.~~

~~14.13 An extraordinary exemption will be either:~~

- ~~14.13.1 Approved by two of the following three designated officers:
  - The Head of Strategic Procurement and one of either
  - The Solicitor to the Council (or nominee); and
  - The Section 151 Officer, and registered and confirmed with the requesting Commissioning Officer~~
- ~~14.13.2 Held pending a request for further information (where appropriate) and then dealt with in accordance with rule, 14.11.1, 14.11.3 or 14.11.4.~~
- ~~14.13.3 Rejected stating the reasons why; or,~~
- ~~14.13.4 Referred to Cabinet for determination, and in the event of Cabinet approval, registered and confirmed in accordance with rule 14.11.1.~~

~~14.14 Within 10 working days of an Extraordinary Exemption approval made under rule 14, details of the approval decision and the attendant business case will be:~~

- ~~14.14.1 Notified to the relevant Cabinet Member; and,~~
- ~~14.14.2 published on the Intranet, and the approval decision will normally be made available to the public, except where the notification of approval states that this would not be appropriate for legal reasons.~~

## **~~15. Partnerships and Grants~~**

~~The Rules do not apply to Partnerships and Grants that are approved under the relevant policies and procedures.~~

**Wiltshire Council  
Constitution  
Protocol 11  
Arrangements for dealing  
with Code of Conduct  
complaints under the  
Localism Act 2011**

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# PROTOCOL 11

## ARRANGEMENTS FOR DEALING WITH CODE OF CONDUCT COMPLAINTS UNDER THE LOCALISM ACT 2011

### 1 Context

- 1.1 These arrangements are made under Section 28 of the Localism Act 2011. They set out the process for dealing with a complaint that an elected or co-opted member of Wiltshire Council, or of a parish, town or city council within its area, has failed to comply with their Code of Conduct when acting in their official capacity.
- 1.2 A flowchart of the complaints processed is attached at [Schedule 2](#).
- 1.3 These arrangements are subject to the Council's [procedures](#) for dealing with unreasonable and vexatious communications and unwanted behaviour.
- 1.4 The Monitoring Officer will determine as a preliminary issue whether a complaint relates to the Code of Conduct and is to be dealt with under these arrangements. Where a complaint is outside the scope of this Protocol, the Complainant will be directed to the relevant procedure as appropriate.
- 1.5 Where appropriate, the Monitoring Officer will encourage complainants to explore whether the matter can be resolved without the need to submit a formal complaint under this process.
- 1.6 Where a complaint could, under the Localism Act 2011, also be assessed by another local authority, the Monitoring Officers will agree which authority will deal with the complaint.

### 2 Interpretation

- 2.1 'Subject Member' means a member or co-opted member of Wiltshire Council, or of a parish, town or city council within its area, against whom a complaint has been made under the Code of Conduct.
- 2.2 'Complainant' means the individual who has submitted a complaint against a Subject Member.
- 2.3 'Council' means Wiltshire Council.
- 2.4 'Investigating Officer' means the person appointed by the Monitoring Officer to undertake an investigation of an allegation of misconduct by a Subject Member.
- 2.5 'The Monitoring Officer' is a senior officer of the authority who has statutory responsibility for maintaining the register of members' interests and who is responsible for administering the arrangements for dealing with complaints of member misconduct.

It includes any officer nominated by the Monitoring Officer to act on his or her behalf in that capacity.

- 2.6 'Independent Person' means a person appointed under Section 28(7) of the Localism Act 2011:
- 2.6.1 whose views must be sought and taken into account before a decision is made on an allegation of Subject Member misconduct under these arrangements.
  - 2.6.2 who may be consulted by the Subject Member about the complaint.
- 2.7 In order to avoid any conflict of interest, at least two Independent Persons will be allocated to each complaint: One to advise and assist the Monitoring Officer, Assessment Sub-Committee and Hearing Sub-Committee as appropriate, and the other to be available for consultation in confidence by the Subject Member. The Independent Person assigned to the Subject Member can answer questions regarding the complaints process, offer an impartial view and may, where appropriate, suggest options for resolving the matter informally.
- 2.8 'Parish Council' means a parish, town or city council within the area of Wiltshire Council.
- 2.9 'Code of Conduct' means the Code of Conduct for Members which the Council and Parish Councils are required to adopt under Section 27 of the Localism Act 2011.
- 2.10 'Parties' includes the Complainant, Member and the Investigating Officer.
- 2.11 The 'Assessment Sub-Committee' is a sub-committee of the Council's Standards Committee appointed to undertake the assessment of complaints and the consideration of investigation reports under sections 6 and 8 of these arrangements respectively when requested to by the Monitoring Officer.
- 2.12 The 'Hearing Sub-Committee' is a sub-committee of the Council's Standards Committee appointed to determine complaints of Subject Member misconduct under these arrangements. The Assessment and Hearing Sub-Committees shall operate in accordance with any procedural arrangements agreed by the Standards Committee.
- 2.13 'Valid receipt' means formal receipt of a complaint and any associated information necessary for processing that complaint.
- 2.14 Where a complaint is made against a member of a Parish Council the Clerk to the Parish Council will be notified of the complaint, the date of any hearing and the outcome of the matter.
- 2.15 Documents sent by post will be deemed to have been received by the Parties on the second day after the date of posting.

### **3 Making a complaint**

- 3.1 A complaint regarding a Member under their council's Code of Conduct should be submitted in writing on the appropriate Wiltshire Council form available digitally from its website at this [link](#) and in hard copy from Council offices. The complaint should be addressed to the Monitoring Officer (County Hall, Trowbridge, BA14 8JN or [MonitoringOfficer@wiltshire.gov.uk](mailto:MonitoringOfficer@wiltshire.gov.uk)).

- 3.2 Complaints must be made within **20 working days** of the date on which the Complainant became, or ought reasonably to have become, aware of the matter giving rise to the complaint. In cases where the Complainant could not reasonably have become aware of the matter giving rise to complaint within 20 working days, it must in any case be submitted within **6 months** of the incident giving rise to the complaint. Any timescales for processing the complaint will run from valid receipt by Council officers.
- 3.3 Complainants must include details of the specific incident(s) giving rise to their complaint, providing relevant information such as direct quotes, correspondence and dates. Complaints should also specify the sections of the Code of Conduct that the Complainant believes the Subject Member has breached through their actions. If insufficient information is provided, the complaint cannot be assessed, and no further action may be taken.
- 3.4 To be considered under this procedure, the complaint must meet the following initial tests:
  - 3.4.1. The complaint is regarding a member of the Council, or a member of a Parish Council within the area of Wiltshire Council;
  - 3.4.2. They were a member, and were acting in their official capacity (rather than in their private capacity), at the time of the incident giving rise to the complaint;
  - 3.4.3. The Subject Member remains a member of the relevant council, or, if not, there are exceptional circumstances to justify a decision that it is in the public interest to consider the complaint;
  - 3.4.4. A Code of Conduct for the relevant council is in force.
- 3.5 If the complaint fails one or more of these tests, then no further action will be taken.
- 3.6 Anonymous complaints will not be accepted for assessment unless the Monitoring Officer considers that allegations are of sufficient seriousness to justify this and that action could be taken without the Complainant's participation.
- 3.7 Where the Complainant's name is provided, but the Complainant wishes their identity to be withheld from the Subject Member, the complaint will not be accepted unless the Monitoring Officer considers that there would otherwise be a serious risk to the Complainant's personal safety, in which case the Monitoring Officer will decide how the complaint should be taken forward.
- 3.8 The Monitoring Officer will acknowledge receipt of the complaint within five days of receiving it and will send a copy to the Subject Member.
- 3.9 Where it will support the assessment of a complaint, and in all cases where a complaint will go forward for assessment by the Assessment Sub-Committee, a copy of the complaint will be sent to the Subject Member and they will be invited to submit a written response to the allegations within ten working days of the date on which it is sent to them. No adverse inference will be drawn from a lack of response as there is no statutory requirement to respond. However, a response is recommended to assist with the Council's assessment of the complaint.

- 3.10 At any time during the complaints process the Subject Member may seek advice and assistance in connection with the complaint from a friend or professional legal adviser, in confidence, and/or consult the Independent Person, where one is assigned to them.
- 3.11 Where a Complainant wishes to withdraw their complaint, the Monitoring Officer will take into account the following considerations:
- 3.11.1. The Complainant's reasons for wishing to withdraw the complaint;
  - 3.11.2. Is the complaint such that action can be taken on it, such as an investigation, without the Complainant's participation;
  - 3.11.3. Does the public interest in taking some action on the complaint outweigh the Complainant's wish to withdraw it.

#### **4 Initial assessment**

- 4.1 Within five working days of receiving the complaint, or of receiving the Subject Member's response to it where one is provided, or of the expiry of the Subject Member's deadline for providing a response (whichever is appropriate), the Monitoring Officer will undertake an initial assessment of the complaint, consulting an Independent Person when appropriate.
- 4.2 Where the Monitoring Officer determines that any of the following criteria apply, no further action will be taken and the Complainant will be informed of this decision:
- 4.2.1 The complaint is 'out of time' (see paragraph 3.2);
  - 4.2.2 Insufficient information has been provided to assess whether a breach of the Code of Conduct has potentially occurred (see paragraph 3.3);
  - 4.2.3 The complaint does not meet one or more of the initial tests set out at paragraph 3.4;
  - 4.2.4 The complaint is submitted anonymously but the allegations are not exceptionally seriousness in nature (see paragraph 3.6);
  - 4.2.5 The Complainant requests that their identity be withheld from the Subject Member, but a serious risk to the Complainant's safety has not been demonstrated (see paragraph 3.7);
  - 4.2.6 The same, or substantially the same, incident has been the subject of a previous Code of Conduct complaint that has either been determined or has been referred to the Assessment Sub-Committee;
  - 4.2.7 The complaint is essentially regarding the actions of the relevant council as a whole, rather than about an individual members' conduct;
  - 4.2.8 It would not be in the public interest to proceed as defined under paragraph 4.4.
- 4.3 Where the matter has been, or will be, referred to the Police or other regulatory agency, the Monitoring Officer may determine no further action will be taken or its assessment may be paused pending the outcome of the relevant agency's investigation.
- 4.4 The Monitoring Officer may decide not to take any further action on a complaint where, on the available information, it appears to be vexatious, malicious, politically motivated, retaliatory or if proven it would **not** reach the threshold of breaching of the Code of Conduct, and it would therefore not be in the public interest to take further action having mind to the efficient use of resources.

- 4.5 Where none of the criteria under paragraph 4.2 apply, the Monitoring Officer will either seek to resolve the complaint through alternative resolution or refer the complaint for assessment by the Assessment Sub-Committee.

## **5 Alternative resolution**

- 5.1 At any point prior to a complaint being referred to the Hearing Sub-Committee, the Monitoring Officer may seek to resolve the matter through alternative resolution to encourage higher standards of conduct in the future and ensure the efficient use of resources. This may involve mediation, training, the Subject Member providing an apology, or other suitable action. Where appropriate, the Monitoring Officer may also recommend remedial action by the relevant council.
- 5.2 When the Monitoring Officer seeks alternative resolution, they may identify a timeframe within which the complaint will be suspended for in order that alternative resolution can be explored and, where appropriate, completed.
- 5.3 Where the Subject Member makes an offer of alternative resolution that the Monitoring Officer considers to be reasonable, but the Complainant is not willing to accept that offer, this may be taken into account when determining whether further action is taken with regard to the complaint.
- 5.4 Where it becomes clear during an investigation that alternative resolution is an appropriate resolution to the matter, the Monitoring Officer will only do so following consultation with an Independent Person.
- 5.5 In all cases where alternative resolution is attempted, the Monitoring Officer will determine if it has satisfactorily resolved the complaint.

## **6 Assessment Sub-Committee**

- 6.1 If the complaint is not dismissed under paragraph 4.2, and is not successfully resolved through alternative resolution, the Monitoring Officer will refer the complaint for assessment by the Assessment Sub-Committee. In doing so, the Assessment Sub-Committee will consider the original complaint, the Subject Member's response, other relevant documentation, any prior attempts to resolve the complaint through alternative resolution and any further statement submitted to them by the Parties.
- 6.2 Having consulted the Independent Person, the Assessment Sub-Committee may decide:
- 6.2.1 That no further action should be taken on the complaint;
  - 6.2.2 To refer the complaint to the Monitoring Officer for investigation;
  - 6.2.3 To refer the complaint to the Monitoring Officer for alternative resolution (except where this has already been attempted).
- 6.3 Complaints will not normally be referred for investigation where the Subject Member has offered an apology, a reasonable explanation of the issues, or where the Assessment Sub-Committee considers that the matter can reasonably be addressed by other means. Investigation is normally reserved for serious complaints where alternative options for resolution are not considered appropriate. Investigation may not be appropriate where the Subject Member is seriously ill.

- 6.4 A single incident may give rise to similar complaints from a number of Complainants. Where possible these complaints will be considered by the Assessment Sub-Committee at the same time. Each complaint will, however, be determined separately. If an investigation is deemed to be appropriate the Monitoring Officer may determine that, in the interests of efficiency, only one complaint should be investigated, with other Complainants being treated as potential witnesses in that investigation.
- 6.5 Where the Assessment Sub-Committee refers a complaint to the Monitoring Officer for alternative resolution, the provisions under paragraph 5 will apply.
- 6.6 Where, following a referral by the Assessment Sub-Committee, alternative resolution is **unsuccessful** the Monitoring Officer may determine that no further action will be taken or refer the complaint back to the Assessment Sub-Committee for further consideration.
- 6.7 Where, following a referral by the Assessment Sub-Committee, alternative resolution is **successful**, the Monitoring Officer will report this to the Assessment Sub-Committee for information, but no further action will be taken.

## **7 Investigation**

- 7.1 If the Assessment Sub-Committee decides, taking into account paragraph 6.3, that a complaint merits formal investigation, the Monitoring Officer will appoint an Investigating Officer within five working days of the decision notice to investigate and inform the Parties of the appointment.
- 7.2 The Investigating Officer will investigate the complaint in accordance with guidelines produced by the Monitoring Officer. They will send a copy of the investigation report, including all documents relied upon as evidence, to the Parties, in confidence, within 35 days of the notification of the Investigating Officer's appointment.
- 7.3 The Parties will be invited to submit any written comments on the report to the Investigating Officer within working ten days of the date on which the report is sent to them. This provides a total of 45 days for the investigation process. The Investigating Officer will then amend their report or incorporate any comments within it as appropriate, before submitting it to the Monitoring Officer.

## **8. Consideration of Investigating Officer's report**

- 8.1 The Monitoring Officer will, as soon as reasonably practicable, review the Investigating Officer's report in consultation with the Independent Person.
- 8.2 If the Monitoring Officer considers that the investigation or report are not sufficient, they may ask the Investigating Officer to undertake further work.
- 8.3 Where the Investigating Officer concludes that, on the balance of probabilities, the Code of Conduct has **not** been breached, and the Monitoring Officer is satisfied that the Investigating Officer's investigation and report are sufficient, the Monitoring Officer will report to the Assessment Sub-Committee with a recommendation that no further action is taken.
- 8.4 The Assessment Sub-Committee may decide:

- 8.4.1 to dismiss the complaint; or
  - 8.4.2 to refer the complaint to the Hearing Sub-Committee.
- 8.5 Where the Investigating Officer concludes that, on the balance of probabilities, the Code of Conduct **has** been breached, the Monitoring Officer will, after consulting the Independent Person, either conclude that no further action is necessary, seek alternative resolution, or refer the matter for hearing before the Hearing Sub-Committee.
- 8.6 Where the Investigating Officer concludes that the Code of Conduct **has** been breached, but the Monitoring Officer determines that no further action is necessary, the Monitoring Officer will report to the Assessment Sub-Committee with a recommendation that no further action is taken.
- 8.7 The Assessment Sub-Committee may determine that:  
8.7.1 No further action will be taken with respect to the complaint; or  
8.7.2 The complaint will be referred to the Hearing Sub-Committee.
- 8.8 Where, following receipt of an investigation report, the Monitoring Officer seeks alternative resolution, the provisions under paragraph 5 will apply.
- 8.9 Where alternative resolution is **successful** at this stage, the Monitoring Officer will report this to the Assessment Sub-Committee for information, but no further action will be taken.
- 8.10 Where alternative resolution is **unsuccessful** at this stage, the Monitoring Officer will refer the matter for hearing before the Hearing Sub-Committee.
- 8.11 The Subject Member may elect to proceed to a hearing rather than accept alternative resolution.

## 9 Hearing

- 9.1 A hearing will be held within 20 days of the date on which the Monitoring Officer refers the matter to the Hearing Sub-Committee for determination, subject to reasonable requests from the Parties for an extension, or other reasons for delay, as determined by the Monitoring Officer.

### Before the hearing

- 9.2 The date of the hearing and the process to be followed will be provided to the Subject Member, Investigating Officer, relevant Independent Persons, Complainant and, for information, the Clerk of any relevant parish council.
- 9.3 The Subject Member will be asked if they:  
9.3.1 will attend the hearing;  
9.3.2 wish to be represented at the hearing, or wish to be accompanied by someone who will not represent them;  
9.3.3 disagree with any of the findings of fact in the investigation report, including reasons for any of these disagreements;  
9.3.4 wish to give evidence to the hearing, either verbally or in writing;  
9.3.5 wish to call relevant witnesses to give evidence to the Hearing Sub-Committee;

- 9.3.6 wish to request any part of the hearing to be held in private;
  - 9.3.7 wish to request any part of the investigation report or other relevant documents to be withheld from the public.
- 9.4 The Investigating Officer will be asked if they:
- 9.4.1 will attend the hearing;
  - 9.4.2 wish to be represented at the hearing;
  - 9.4.3 wish to invite such witnesses to attend the hearing as they consider appropriate;
  - 9.4.4 wish to request any part of the hearing to be held in private.
- 9.5 To support the efficient conduct of the hearing, members of the Hearing Sub-Committee, supported by the Monitoring Officer, will:
- 9.5.1 Identify areas of agreement and disagreement;
  - 9.5.2 Consider any additional evidence required for the hearing;
  - 9.5.3 Decide if any additional evidence submitted, or witnesses called, by the Investigating Officer and Subject Member are proportionate and directly relevant to the complaint;
  - 9.5.4 Identify any additional witnesses they wish to hear from;
  - 9.5.5 Determine timescales for the submission of any relevant further information in advance of the hearing;
  - 9.5.6 Finalise the date of the hearing, taking into account requests from the Parties for extension and any pre-hearing matters still to be resolved;
  - 9.5.7 Any other matters considered relevant.
- 9.6 This pre-hearing process may be conducted in writing and/or through a meeting, involving the parties where appropriate. If a meeting is required, it will not be in public, will not represent a formal meeting of the Hearing Sub-Committee, and the merits of the complaint will not be discussed. The outcome of any pre-hearing meeting in terms of directions for the hearing will be sent to the Parties in writing as soon as practicable.

#### During the hearing

- 9.7 The Hearing Sub-Committee may exclude the press and public from the hearing where it appears likely that confidential or exempt information will be disclosed and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.
- 9.8 The Investigating Officer will present their report and make representations to support their conclusions.
- 9.9 The Complainant may make a statement to support their complaint.
- 9.10 The Hearing Sub-Committee and Subject Member may ask questions of the Investigating Officer, with the Independent Person able to raise points for clarification and suggest areas for exploration by the Hearing Sub-Committee.
- 9.11 The Investigating Officer will ask questions of any witnesses they have called in turn.
- 9.12 The Hearing Sub-Committee and Subject Member may ask questions of any witnesses called by the Investigating Officer, with the Independent Person able to



raise points for clarification and suggest areas for exploration by the Hearing Sub-Committee.

- 9.13 The Subject Member may make representations to support their response to the complaint.
- 9.14 The Hearing Sub-Committee and Investigating Officer may ask questions of the Subject Member, with the Independent Person able to raise points for clarification and suggest areas for exploration by the Hearing Sub-Committee.
- 9.15 The Subject Member will ask questions of any witnesses they have called in turn.
- 9.16 The Hearing Sub-Committee and Investigating Officer may ask questions of any witnesses called by the Subject Member, with the Independent Person able to raise points for clarification and suggest areas for exploration by the Hearing Sub-Committee.
- 9.17 The Parties may each make a concluding statement in the following order:  
Investigating Officer, Complainant, Subject Member.
- 9.18 The Independent Person will be invited to give their views and raise any further points of clarification, which the Hearing Sub-Committee must have regard to.
- 9.19 The Hearing Sub-Committee will then withdraw to consider the case.
- 9.20 If the Independent Person withdraws with the Hearing Sub-Committee, they will not take part in any decision making as they are not part of the formal decision-making process. They will ensure that any views they give to the Hearing Sub-Committee are also conveyed back to the full meeting.
- 9.21 Any officer who retires with the Hearing Sub-Committee is there to advise on matters of procedure and law and any advice given must be conveyed back to the full meeting.
- 9.22 The Hearing Sub-Committee may conclude that the Subject Member did **not** breach the Code of Conduct, and, if so, dismiss the complaint.
- 9.23 If the Hearing Sub-Committee concludes that the Subject Member **did** breach the Code of Conduct, the Chairman will inform the Parties of this finding and the Hearing Sub-Committee will then consider what action, if any, should be taken.
- 9.24 The Investigating Officer and the Subject Member will be invited to make representations on the question of sanctions.
- 9.25 The Hearing Sub-Committee will, after consulting the Independent Person, determine what action, if any, to take (or **recommend** in the case of a parish councillor) in respect of the matter.

## 10 Sanctions

- 10.1 At the end of the hearing, the Chairman will announce the decision of the Hearing Sub-Committee in summary form.

10.2 The Council has delegated to the Hearing Sub-Committee such of its powers to take action in respect of individual members of the Council as may be necessary to promote and maintain high standards of conduct. The Hearing Sub-Committee may therefore impose (or, in the case of a parish, town or city councillor, recommend) one or more of the sanctions set out in [Schedule 1](#).

## **11 Decision**

11.1 At the end of the hearing, the Chairman will announce the decision of the Hearing Sub-Committee in summary form.

11.2 The Monitoring Officer will send the Parties, and where appropriate the relevant parish council, a formal decision notice, which will be published on the Council's website and made available for public inspection.

11.3 Where the decision relates to the Subject Member's role as a parish councillor, the Parish Council must be asked to meet to consider the sanction(s) recommended by the Hearing Sub-Committee and impose it. The Parish Council cannot overturn the finding that there has been a breach of the Code or impose a different or additional sanction. The Parish Council will be asked to report back to the Monitoring Officer within three months to confirm that they have met to impose the sanction(s), and if necessary, to write again once the sanction(s) has/have been fulfilled.

## **12 Revision of and departure from these arrangements**

12.1 The Council may by resolution agree to amend the arrangements set out in this Protocol, and has delegated to the Monitoring Officer, Assessment Sub-Committee and the Hearing Sub-Committee, following consultation with an Independent Person, the right to depart from these arrangements where they consider that it is expedient to do so in order to secure the effective and fair consideration of any matter.

## **13 Appeals**

13.1 There is no right of appeal for the complaint or the Member against a decision of the Monitoring Officer, Assessment Sub-Committee or Hearing Sub-Committee. However, members and members of the public can contact the Local Government and Social Care Ombudsman (LGSCO) if they are dissatisfied with the process followed. The LGSCO does not offer a right of appeal against a decision on member conduct complaints, but it can consider if there was fault in the way the Council considered the complaint.

[Local Government and Social Care Ombudsman](#)

Tel. 0300 061 0614

## **14 Confidentiality**

14.1 All information regarding the complaint will remain confidential until determined otherwise by the Monitoring officer, Assessment Sub-Committee or Hearing Sub-Committee. Except where confidentiality has been agreed by the Monitoring Officer, Assessment or Hearing Sub-Committee under paragraph 3.7, the published minutes of any Sub-Committee meetings will include details of the complaints discussed.

## Schedule 1 – Sanctions

### 1. Censure

- 1.1 Censure and report to the Council or relevant Parish Council; and/or

### 2. Removal from Committees, Sub-Committees, Cabinet and Outside Bodies

- 2.1 Recommend to the Member's Group Leader (or in the case of un-grouped members, recommend to Council or to Committees) that the Member is removed from any Committee or Sub-Committee of the Council;
- 2.2 Recommend to the Leader of the Council that the Member is removed from the Cabinet, or removed from particular portfolio responsibilities;
- 2.3 Remove the Member from any or all outside appointments to which they has been appointed or nominated by the Council or relevant Parish Council.

### 3. Training

- 3.1 Instruct the Monitoring Officer to arrange training for the Member.

### 4. Publish

- 4.1 Publish its findings in respect of the Member's conduct in the minutes of the Council or relevant Parish Council.

#### **Note:**

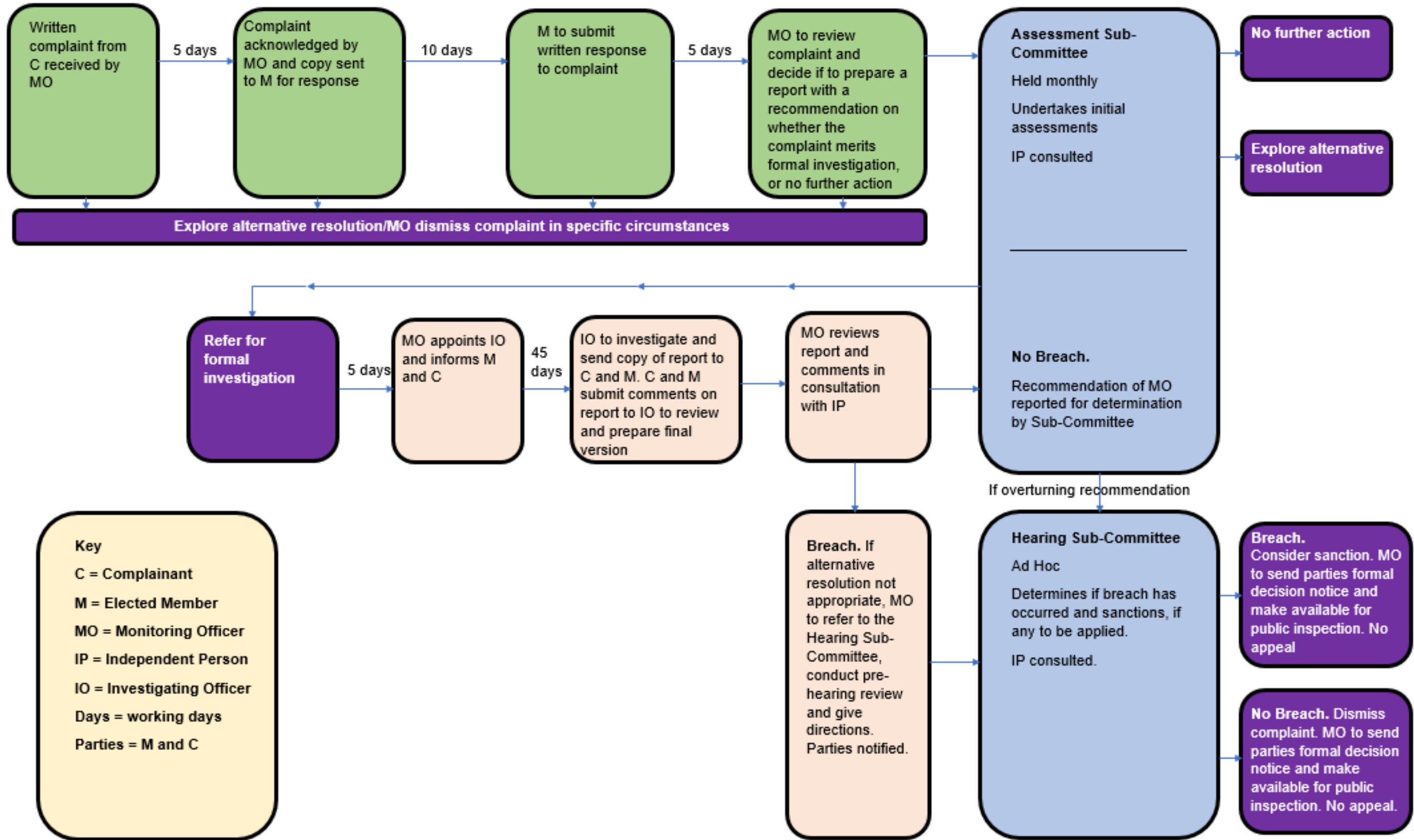
In the case of R v Broadland District Council ex parte Lashley the Court of Appeal recognised that it was within the Council's powers to take action that was calculated to facilitate and was conducive or incidental to, the council's functions (1) of maintaining its administration and internal workings in a state of efficiency and (2) of maintaining and furthering the welfare of its employees.

This may enable a Hearing Sub-Committee to impose restrictions on a member for the purpose of securing the efficient and effective discharge of the Council's functions. These might, for instance, include the withdrawal of certain facilities, such as a computer, e-mail and/or internet access, or exclusion from certain parts of the council's premises, provided that the measures do not interfere with the democratic process. However, this may not be used as a punitive measure nor, in particular, to justify the suspension or disqualification of a member.

Legal advice will need to be taken on the extent to which this potential option may be available in the particular circumstances of each case.

**Protocol 11 Schedule 2 – Flowchart of arrangements for dealing with Code of Conduct Complaints under the Localism Act 2011**

For full details of each stage, refer to the main protocol.



**Wiltshire Council  
Constitution  
Protocol 11  
Arrangements for dealing  
with Code of Conduct  
complaints under the  
Localism Act 2011**

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# PROTOCOL 11

## ARRANGEMENTS FOR DEALING WITH

### CODE OF CONDUCT COMPLAINTS

### UNDER THE LOCALISM ACT 2011

#### 4.1 Context

1.1 These arrangements are made under Section 28 of the Localism Act 2011. They set out the process for dealing with a complaint that an elected or co-opted member of Wiltshire Council, or of a parish, town or city council within its area, has failed to comply with their Code of Conduct when acting in their official capacity.

1.2 A flowchart of the complaints processed is attached at [Schedule 2](#).

1.3 These arrangements are subject to the Council's procedure for dealing with vexatious complaints.

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**Commented [HP1]:** The flowchart will be updated following approval of the Protocol by Standards Committee.

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1.3 procedures for dealing with unreasonable and vexatious communications and unwanted behaviour.

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Commented [PH2]: Reflects new terminology for these procedures.

1.4 The Monitoring Officer will determine as a preliminary issue whether a complaint relates to the Code of Conduct and is to be dealt with under these arrangements.

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1.4 Where a complaint is outside the scope of this Protocol, the Complainant will be directed to the relevant procedure as appropriate.

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Commented [PH3]: Replaces text previously included in the Local Assessment Criteria.

1.5 Where appropriate, the The Monitoring Officer will encourage complainants to explore whether the matter can be resolved without the need to submit a formal complaint under this process.

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1.6 Where a complaint could, under the Localism Act 2011, also be assessed by another local authority, the Monitoring Officers will agree which authority will deal with the complaint.

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Commented [PH4]: This refers to complaints about councillors who are also members of council(s) outside of Wiltshire.

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## 2.2 Interpretation

2.1 'Subject Member' means a member or co-opted member of Wiltshire Council, or of a parish, town or city council within its area, against whom a complaint has been made under the Code of Conduct.

2.2 'Complainant' means the individual who has submitted a complaint against a Subject Member. ~~'Complainant' does not include a body corporate.~~

2.3 'Council' means Wiltshire Council.

2.4 'Investigating Officer' means the person appointed by the Monitoring Officer to undertake an investigation of an allegation of misconduct by a Subject Member.

2.5 'The Monitoring Officer' is a senior officer of the authority who has statutory responsibility for maintaining the register of members' interests and who is responsible for administering the arrangements for dealing with complaints of member misconduct. It includes any officer nominated by the Monitoring Officer to act on his or her behalf in that capacity.

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2.6 'Independent Person' means a person appointed under Section 28(7) of the Localism Act 2011:

2.6.1 whose views must be sought and taken into account before a decision is made on an allegation of Subject Member misconduct under these arrangements.

2.6.2 who may be consulted by the Subject Member about the complaint.

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2.7 In order to avoid any conflict of interest, at least two Independent Persons will be allocated to each complaint: One to advise and assist the Monitoring Officer, or the Assessment Sub-Committee and Hearing Sub-Committee (as appropriate), and the other to be available for consultation by the Member.

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2.7 Assessment Sub-Committee and Hearing Sub-Committee as appropriate, and the other to be available for consultation in confidence by the Subject Member. The Independent Person assigned to the Subject Member can answer questions regarding the complaints process, offer an impartial view and may, where appropriate, suggest options for resolving the matter informally.

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Commented [PH5]: More detail added describing Independent Persons' role.



2.8 'Parish Council' means a parish, town or city council within the area of Wiltshire Council.

2.9 'Code of Conduct' means the Code of Conduct for Members which the Council and Parish Councils are required to adopt under Section 27 of the Localism Act 2011.

~~2.10 'Days' means working days.~~

~~2.11~~ 2.10 'Parties' includes the Complainant, Member and the Investigating Officer.

~~2.12~~ 2.11 ~~The 'Assessment Sub-Committee' is a sub-committee of the Council's Standards Committee appointed to undertake the initial assessment of complaints and the consideration of investigation reports under sections 6 and 8 of these arrangements respectively when requested by the Monitoring Officer. and consideration of investigation reports under sections 4 and 6 of these arrangements respectively. The sub-committee shall operate in accordance with procedural arrangements agreed by the Standards Committee.~~

~~2.11~~

~~2.13~~

~~2.14~~ The 'Hearing Sub-Committee' is a sub-committee of the Council's Standards Committee appointed to determine complaints of Subject Member misconduct under these arrangements.

2.12 ~~The Assessment and Hearing Sub-Committees shall operate in accordance with any procedural arrangements agreed by the Standards Committee.~~

~~2.15~~ 2.11 ~~The 'Assessment Sub-Committee' is a sub-committee of the Council's Standards Committee appointed to undertake the initial assessment of complaints and consideration of investigation reports under sections 4 and 6 of these arrangements respectively. The sub-committee shall operate in accordance with procedural arrangements agreed by the Standards Committee.~~

2.16 ~~2.13~~ 'Valid receipt' means formal receipt of a complaint and any associated information ~~requirement from the Council, if any, necessary~~ for processing of that complaint.

~~2.17~~ 2.12 ~~The 'Assessment Criteria' means the criteria approved by the Standards Committee and Council for the assessment of complaints, and which is attached with guidance to the Code of Conduct at [this link](#).~~

2.14 ~~2.14~~ Where a complaint is made against a mMember of a Parish Council the Clerk to the Parish Council will be notified of the complaint, the date of any hearing and the outcome of the matter.

~~2.18~~ 2.14 ~~and kept informed of the progress and outcome of the matter.~~

~~2.19~~

2.20 ~~2.15~~ Documents sent by post will be deemed to have been received by the Parties on the second day after the date of posting.

### 3 Making a cComplaint

3.1 ~~2.16~~ A complaint against regarding a Member under their council's Code of Conduct should be made submitted in writing on the appropriate Wiltshire Council's standards form

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Commented [PH6]: "Working days" is now stated throughout.

Commented [PH7]: Clarifying that some complaints are determined by the Monitoring Officer without them progressing to the Assessment Sub-Committee.

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available digitally from its website at this link and in hard copy from Council offices. The complaint should be addressed to the Monitoring Officer (County Hall, Trowbridge, BA14 8JN or [MonitoringOfficer@wiltshire.gov.uk](mailto:MonitoringOfficer@wiltshire.gov.uk)).

(available from the Council's website at this link and from Council offices) and addressed to the Monitoring Officer (County Hall, Trowbridge, BA14 8JN/ [governance@wiltshire.gov.uk](mailto:governance@wiltshire.gov.uk)) and must be made within 20 days of date on which the complainant became or ought reasonably to have become aware of the matter giving rise to the complaint. Any timescales for processing the complaint will run from valid receipt by council officers.

3.2 Complaints must be made within **20 working days** of the date on which the Complainant became, or ought reasonably to have become, aware of the matter giving rise to the complaint. In cases where the Complainant could not reasonably have become aware of the matter giving rise to complaint within 20 working days, it must in any case be submitted within **6 months** of the incident giving rise to the complaint. Any timescales for processing the complaint will run from valid receipt by Council officers.

3.1  
3.3 Complainants must include details of the specific incident(s) giving rise to their complaint, providing relevant information such as direct quotes, correspondence and dates. Complaints should also specify the sections of the Code of Conduct that the Complainant believes the Subject Member has breached through their actions. If insufficient information is provided, the complaint cannot be assessed, and no further action may be taken.

If the complaint does not meet the requirements of the Assessment Criteria, eg the complaint is out of time or insufficient evidence has been provided, then the complaint will not be taken forward for assessment.

3.4 To be considered under this procedure, the complaint must meet the following initial tests:

3.4.1. The complaint is regarding a member of the Council, or a member of a Parish Council within the area of Wiltshire Council;

3.4.2. They were a member, and were acting in their official capacity (rather than in their private capacity), at the time of the incident giving rise to the complaint;

3.4.3. The Subject Member remains a member of the relevant council, or, if not, there are exceptional circumstances to justify a decision that it is in the public interest to consider the complaint;

3.4.4. A Code of Conduct for the relevant council is in force.

3.5 If the complaint fails one or more of these tests, then no further action will be taken.

3.6 Anonymous complaints will not be accepted for assessment unless the Monitoring Officer considers that allegations are of sufficient seriousness to justify this and that action could be taken without the Complainant's participation.

3.7 Where the Complainant's name is provided, but the Complainant wishes their identity to be withheld from the Subject Member, the complaint will not be accepted unless the Monitoring Officer considers that there would otherwise be a serious risk to the Complainant's personal safety, in which case the Monitoring Officer will decide how the complaint should be taken forward.

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Commented [PH9]: The 20 working days time limit has not changed. A new introduction is the 6-month hard time limit, which only relates to complaints where the complainant could not reasonably have become aware of the incident giving rise to the complaint within 20 working days.

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Commented [PH10]: More guidance provided on the types of information required for a complaint to be assessed.

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Commented [PH11]: Paragraphs moved but not significantly amended.

3.23.8 The Monitoring Officer will acknowledge receipt of the complaint within five days of receiving it, and will send a copy to the Subject Member.

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3.9 Where it will support the assessment of a complaint, and in all cases where a complaint will go forward for assessment by the Assessment Sub-Committee, a copy of the complaint will be sent to the Subject Member and they will be invited to submit a written response to the allegations within ten working days of the date on which it is sent to them. No adverse inference will be drawn from a lack of response as there is no statutory requirement to respond. However, a response is recommended to assist with the Council's assessment of the complaint.

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Commented [PH12]: Reflecting how complaints that clearly do not meet the relevant criteria may not be sent to the subject member for response, as a response is not necessary for assessment.

3.3 The Member will be invited to submit a written response to the complaint within ten days of the date on which it is sent to them. No adverse inference should be drawn from a lack of response as there is no statutory requirement to respond, although this is recommended to assist the process and assessment.

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3.10 At any time during the complaints process the Subject Member may seek advice and assistance in connection with the complaint from a friend or professional legal adviser, in confidence, and/or consult the Independent Person, where one is assigned to them,

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Commented [PH13]: Reflects that where a complaint clearly fails to meet the relevant criteria and can be assessed without Subject Member's response, an Independent Person will not be assigned.

3.4 designated for that purpose.

3.5

3.11 Where a Complainant wishes to withdraw their complaint, the Monitoring Officer will take into account the following considerations:

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3.11.1. The Complainant's reasons for wishing to withdraw the complaint;

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3.11.2. Is the complaint such that action can be taken on it, such as an investigation, without the Complainant's participation;

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3.11.3. Does the public interest in taking some action on the complaint outweigh the Complainant's wish to withdraw it.

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3.6 Anonymous complaints will not be accepted for assessment unless the Monitoring Officer is satisfied that there would otherwise be a serious risk to the complainant's personal safety, in which case the Monitoring Officer will decide how the complaint should be taken forward.

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## 4 Initial Assessment

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4.1 Within five working days of receiving the complaint, or of receiving the Subject Member's response to it where one is provided, or of the expiry of the Subject Member's deadline for providing a response (whichever is appropriate), the Monitoring Officer will undertake an initial assessment of the complaint, consulting an Independent Person when appropriate.

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Commented [PH15]: Reflects how a) a response from the Subject Member is not always required, and b) where a response is sought, it is not always provided.

The Monitoring Officer will review the complaint within five days of receiving the Member's response and prepare a recommendation for the Assessment Sub-Committee

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4.2 Where the Monitoring Officer determines that any of the following criteria apply, no further action will be taken and the Complainant will be informed of this decision:

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4.2.1 The complaint is 'out of time' (see paragraph 3.2);

4.2.2 Insufficient information has been provided to assess whether a breach of the Code of Conduct has potentially occurred (see paragraph 3.3);

4.2.3 The complaint does not meet one or more of the initial tests set out at paragraph 3.4;

4.2.4 The complaint is submitted anonymously but the allegations are not exceptionally seriousness in nature (see paragraph 3.6);

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4.2.5 The Complainant requests that their identity be withheld from the Subject Member, but a serious risk to the Complainant's safety has not been demonstrated (see paragraph 3.7):

4.2.6 The same, or substantially the same, incident has been the subject of a previous Code of Conduct complaint that has either been determined or has been referred to the Assessment Sub-Committee;

4.2.7 The complaint is essentially regarding the actions of the relevant council as a whole, rather than about an individual members' conduct;

4.2.8 It would not be in the public interest to proceed as defined under paragraph 4.4.

Where the matter has been, or will be, referred to the Police or other regulatory agency, the Monitoring Officer may determine no further action will be taken or its assessment may be paused pending the outcome of the relevant agency's investigation.

4.3

4.1—4.4 In reaching this recommendation the Monitoring Officer will have regard to the Standards Committee Assessment Criteria.

The Monitoring Officer may decide not to take any further action on a complaint where, on the available information, it appears to be vexatious, malicious, politically motivated, retaliatory or if proven it would not reach the threshold of breaching of the Code of Conduct, and it would therefore not be in the public interest to take further action having mind to the efficient use of resources.

4.5 Where none of the criteria under paragraph 4.2 apply, the Monitoring Officer will either seek to resolve the complaint through alternative resolution or refer the complaint for assessment by the Assessment Sub-Committee.

4.2 The Monitoring Officer may seek to resolve the complaint informally, without the need for a formal decision by the Assessment Sub-Committee. This may involve mediation or other suitable action, including training or an apology by the Member.

4.3 When the matter is referred for informal resolution the Monitoring Officer will identify the time the complaint will be suspended for under paragraph 11.

4.4 Where the Member or the Council make a reasonable offer of local resolution, but the complainant is not willing to accept that offer, the Monitoring Officer may take this into account in deciding whether the complaint requires formal determination.

4.5 The Monitoring Officer may decide not to take any further action on a complaint where, on the available information, it appears to be trivial, vexatious, malicious, politically motivated or 'tit for tat', and it would not be in the public interest, including particularly the efficient use of resources.

4.6 If the complaint identified potential criminal conduct by any person, the Monitoring Officer may notify the Police or other regulatory agencies. The usual timescales for accepting a complaint may be disappplied in such cases.

4.7 If the complaint is not determined by alternative resolution or referral to the police or other regulatory agencies, or otherwise not taken forward, the recommendation of the Monitoring Officer on whether the complaint merits formal investigation shall be taken to a meeting of the Assessment Sub-Committee.

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Commented [PH16]: New criteria for consideration when assessing complaints, already considered in practice but not stated in the Protocol.

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Commented [PH17]: Clarifying that where appropriate such complaints may be paused rather than dismissed.

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Commented [PH18]: Language amended from "tit for tat" and "trivial".

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## 5 Alternative resolution

5.1 At any point prior to a complaint being referred to the Hearing Sub-Committee, the Monitoring Officer may seek to resolve the matter through alternative resolution to encourage higher standards of conduct in the future and ensure the efficient use of resources. This may involve mediation, training, the Subject Member providing an apology, or other suitable action. Where appropriate, the Monitoring Officer may also recommend remedial action by the relevant council.

5.2 When the Monitoring Officer seeks alternative resolution, they may identify a timeframe within which the complaint will be suspended for in order that alternative resolution can be explored and, where appropriate, completed.

5.3 Where the Subject Member makes an offer of alternative resolution that the Monitoring Officer considers to be reasonable, but the Complainant is not willing to accept that offer, this may be taken into account when determining whether further action is taken with regard to the complaint.

5.4 Where it becomes clear during an investigation that alternative resolution is an appropriate resolution to the matter, the Monitoring Officer will only do so following consultation with an Independent Person.

5.5 In all cases where alternative resolution is attempted, the Monitoring Officer will determine if it has satisfactorily resolved the complaint. The Assessment Sub-Committee may decide:

## 6 Assessment Sub-Committee

6.1 If the complaint is not dismissed under paragraph 4.2, and is not successfully resolved through alternative resolution, the Monitoring Officer will refer the complaint for assessment by the Assessment Sub-Committee. In doing so, the Assessment Sub-Committee will consider the original complaint, the Subject Member's response, other relevant documentation, any prior attempts to resolve the complaint through alternative resolution and any further statement submitted to them by the Parties.

6.2 Having consulted the Independent Person, the Assessment Sub-Committee may decide:

6.2.1 That no further action should be taken on the complaint;

6.2.2 To refer the complaint to the Monitoring Officer for investigation;

6.2.3 To refer the complaint to the Monitoring Officer for alternative resolution (except where this has already been attempted).

6.3 Complaints will not normally be referred for investigation where the Subject Member has offered an apology, a reasonable explanation of the issues, or where the Assessment Sub-Committee considers that the matter can reasonably be addressed by other means. Investigation is normally reserved for serious complaints where alternative options for resolution are not considered appropriate. Investigation may not be appropriate where the Subject Member is seriously ill.

6.4 A single incident may give rise to similar complaints from a number of Complainants. Where possible these complaints will be considered by the Assessment Sub-

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**Commented [PH20]:** A new provision allowing the Monitoring Officer to explore informal resolution during an investigation, but only following consultation with an Independent Person.

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**Commented [PH22]:** Detailing the information usually considered by the Assessment Sub-Committee.

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**Commented [PH23]:** Amended wording but no change to the options available to the Assessment Sub-Committee.

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Committee at the same time. Each complaint will, however, be determined separately. If an investigation is deemed to be appropriate the Monitoring Officer may determine that, in the interests of efficiency, only one complaint should be investigated, with other Complainants being treated as potential witnesses in that investigation.

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6.5 Where the Assessment Sub-Committee refers a complaint to the Monitoring Officer for alternative resolution, the provisions under paragraph 5 will apply.

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6.6 Where, following a referral by the Assessment Sub-Committee, alternative resolution is unsuccessful the Monitoring Officer may determine that no further action will be taken or refer the complaint back to the Assessment Sub-Committee for further consideration.

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6.7 Where, following a referral by the Assessment Sub-Committee, alternative resolution is successful, the Monitoring Officer will report this to the Assessment Sub-Committee for information, but no further action will be taken.

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4.9.1 to dismiss the complaint or take no further action on the complaint;

**Commented [PH25]:** Clarifies that, a) where alternative resolution is explored but is unsuccessful, the Monitoring Officer is empowered to refer the matter back to the Assessment Sub-Committee; b) where it is explored and is successful, the Assessment Sub-Committee will be notified.

4.9.2 to refer the complaint to the Monitoring Officer for investigation or other suitable action, including mediation.

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## 57 Investigation

5.47.1 If the Assessment Sub-Committee decides, taking into account paragraph 6.3, that a complaint merits formal investigation, the Monitoring Officer they will appoint an Investigating Officer within five working days of the decision notice to investigate and inform the Parties of the appointment.

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5.27.2 The Investigating Officer will investigate the complaint in accordance with guidelines produced by the Monitoring Officer. They will send a copy of the investigation report, including all documents relied upon as evidence, to the Parties, in confidence, within 35 days of the notification of the Investigating Officer's appointment.

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5.37.3 The Parties will be invited to submit any written comments on the report to the Investigating Officer within working ten days of the date on which the report is sent to them. This provides a total of 45 days from the beginning of the investigating in paragraph 5.2 to the receipt of any comments on for the investigation report process. The Investigating Officer will then amend their report or incorporate any comments within it as appropriate, before submitting it to the Monitoring Officer.

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## 68. Consideration of Investigating Officer's Report

6.48.1 The Monitoring Officer will, as soon as reasonably practicable, review the Investigating Officer's report in consultation with the Independent Person.

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8.1 If the Monitoring Officer is not satisfied that the investigation has been conducted properly, they may ask the Investigating Officer to reconsider their report and findings.

8.2 considers that the investigation or report are not sufficient, they may ask the Investigating Officer to undertake further work.

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6.28.3 Where the Investigating Officer concludes that on the balance of probabilities, the Code of Conduct has not been breached, there is no evidence of a failure to comply with the Code of Conduct and the Monitoring Officer is satisfied that the Investigating Officer's investigation and report is/are sufficient, the Monitoring Officer will report to the Assessment Sub-Committee with a recommendation that no further action is required/taken.

**Commented [PH26]:** "On the balance of probabilities" is the threshold complaint investigators work to.

6.38.4 The Assessment Sub-Committee may decide:

6.4.18.4.1 to dismiss the complaint or take no further action on the complaint; or  
6.4.28.4.2 to refer the complaint to the Hearing Sub-Committee or seek alternative resolution.

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6.4 The decision of the Assessment Sub-Committee at this stage shall be final.

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8.5 Where the Investigating Officer concludes that, on the balance of probabilities, the Code of Conduct has been breached, the Monitoring Officer will, after consulting the Independent Person, either conclude that no further action is necessary, seek alternative resolution, or refer the matter for hearing before the Hearing Sub-Committee.

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here the Investigating Officer concludes that there is evidence of a failure to comply with the Code of conduct the Monitoring Officer will, after consulting the Independent Person, either refer the matter for hearing before the Hearing Sub-Committee or seek alternative resolution.

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8.6 Where the Investigating Officer concludes that the Code of Conduct has been breached, but the Monitoring Officer determines that no further action is necessary, the Monitoring Officer will report to the Assessment Sub-Committee with a recommendation that no further action is taken.

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8.7 The Assessment Sub-Committee may determine that:

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8.7.1 No further action will be taken with respect to the complaint; or  
8.7.2 The complaint will be referred to the Hearing Sub-Committee.

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**Commented [PH27]:** Allows the Monitoring Officer to recommend that no further action is taken (following consultation with the Independent Person) where a breach is found by the Investigating Officer. This is usually in cases where the subject member's conduct is considered to represent a minor 'technical breach' of the Code of Conduct or that otherwise it would not be in the public interest or efficient use of resources to proceed.

8.8 Where, following receipt of an investigation report, the Monitoring Officer seeks alternative resolution, the provisions under paragraph 5 will apply.

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8.9 Where alternative resolution is successful at this stage, the Monitoring Officer will report this to the Assessment Sub-Committee for information, but no further action will be taken.

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8.10 Where alternative resolution is unsuccessful at this stage, the Monitoring Officer will refer the matter for hearing before the Hearing Sub-Committee.

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8.11 The Subject Member may elect to proceed to a hearing rather than accept alternative resolution.

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## 7 Alternative Resolution

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7.1 Following receipt of an investigation report, where the Monitoring Officer in consultation with the Independent person considers that the matter can reasonably be resolved without the need

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for a hearing, they will consult with the Parties to seek to agree a fair resolution which also helps to ensure higher standards of conduct for the future.

7.2 Alternative resolution may involve mediation and may include the Member accepting that their conduct was unacceptable and offering an apology, and/or remedial action by the Council or the Parish Council as the case may be. If the Member complies with the suggested resolution the Monitoring Officer will report the matter to the Assessment Sub-Committee and the relevant Parish Council where appropriate, for information, but will take no further action.

7.3 The Member may elect to proceed to a hearing rather than accept alternative resolution.

## 9 Hearing

8  
9.1 If the Monitoring Officer, after consultation with the Independent Person, considers that alternative resolution is not appropriate or, after exploring the possibility, concludes that it is unlikely to be achieved they will refer the matter to the Hearing Sub-Committee to conduct a local hearing to determine the complaint. A hearing will be held within 20 days of the date on which the Monitoring Officer refers the matter to the Hearing Sub-Committee for determination, subject to reasonable requests from the Parties for an extension, or other reasons for delay, as determined by the Monitoring Officer.  
the Member's right to request an extension of time.

### Before the hearing

9.2 The date of the hearing and the process to be followed will be provided to the Subject Member, Investigating Officer, relevant Independent Persons, Complainant and, for information, the Clerk of any relevant parish council.

9.3 The Subject Member will be asked if they:

9.3.1 will attend the hearing;

9.3.2 wish to be represented at the hearing, or wish to be accompanied by someone who will not represent them;

9.3.3 disagree with any of the findings of fact in the investigation report, including reasons for any of these disagreements;

9.3.4 wish to give evidence to the hearing, either verbally or in writing;

9.3.5 wish to call relevant witnesses to give evidence to the Hearing Sub-Committee;

9.3.6 wish to request any part of the hearing to be held in private;

9.3.7 wish to request any part of the investigation report or other relevant documents to be withheld from the public.

9.4 The Investigating Officer will be asked if they:

9.4.1 will attend the hearing;

9.4.2 wish to be represented at the hearing;

9.4.3 wish to invite such witnesses to attend the hearing as they consider appropriate;

9.4.4 wish to request any part of the hearing to be held in private.

9.5 To support the efficient conduct of the hearing, members of the Hearing Sub-Committee, supported by the Monitoring Officer, will:

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**Commented [PH31]:** Clarifying who will be informed of arrangements for hearing.

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- 9.5.1 Identify areas of agreement and disagreement;
- 9.5.2 Consider any additional evidence required for the hearing;
- 9.5.3 Decide if any additional evidence submitted, or witnesses called, by the Investigating Officer and Subject Member are proportionate and directly relevant to the complaint;
- 9.5.4 Identify any additional witnesses they wish to hear from;
- 9.5.5 Determine timescales for the submission of any relevant further information in advance of the hearing;
- 9.5.6 Finalise the date of the hearing, taking into account requests from the Parties for extension and any pre-hearing matters still to be resolved;
- 9.5.7 Any other matters considered relevant.

9.6 This pre-hearing process may be conducted in writing and/or through a meeting, involving the parties where appropriate. If a meeting is required, it will not be in public, will not represent a formal meeting of the Hearing Sub-Committee, and the merits of the complaint will not be discussed. The outcome of any pre-hearing meeting in terms of directions for the hearing will be sent to the Parties in writing as soon as practicable.

#### During the hearing

- 9.7 The Hearing Sub-Committee may exclude the press and public from the hearing where it appears likely that confidential or exempt information will be disclosed and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.
- 9.8 The Investigating Officer will present their report and make representations to support their conclusions.
- 9.9 The Complainant may make a statement to support their complaint.
- 9.10 The Hearing Sub-Committee and Subject Member may ask questions of the Investigating Officer, with the Independent Person able to raise points for clarification and suggest areas for exploration by the Hearing Sub-Committee.
- 9.11 The Investigating Officer will ask questions of any witnesses they have called in turn.
- 9.12 The Hearing Sub-Committee and Subject Member may ask questions of any witnesses called by the Investigating Officer, with the Independent Person able to raise points for clarification and suggest areas for exploration by the Hearing Sub-Committee.
- 9.13 The Subject Member may make representations to support their response to the complaint.
- 9.14 The Hearing Sub-Committee and Investigating Officer may ask questions of the Subject Member, with the Independent Person able to raise points for clarification and suggest areas for exploration by the Hearing Sub-Committee.
- 9.15 The Subject Member will ask questions of any witnesses they have called in turn.
- 9.16 The Hearing Sub-Committee and Investigating Officer may ask questions of any witnesses called by the Subject Member, with the Independent Person able to raise

**Commented [PH32]:** Significant detail added regarding the pre-hearing process conducted by the Hearing Sub-Committee (but no real change to the procedure followed).

points for clarification and suggest areas for exploration by the Hearing Sub-Committee.

9.17 The Parties may each make a concluding statement in the following order: Investigating Officer, Complainant, Subject Member.

9.18 The Independent Person will be invited to give their views and raise any further points of clarification, which the Hearing Sub-Committee must have regard to.

9.19 The Hearing Sub-Committee will then withdraw to consider the case.

9.20 If the Independent Person withdraws with the Hearing Sub-Committee, they will not take part in any decision making as they are not part of the formal decision-making process. They will ensure that any views they give to the Hearing Sub-Committee are also conveyed back to the full meeting.

9.21 Any officer who retires with the Hearing Sub-Committee is there to advise on matters of procedure and law and any advice given must be conveyed back to the full meeting.

9.22 The Hearing Sub-Committee may conclude that the Subject Member did **not** breach the Code of Conduct, and, if so, dismiss the complaint.

9.23 If the Hearing Sub-Committee concludes that the Subject Member **did** breach the Code of Conduct, the Chairman will inform the Parties of this finding and the Hearing Sub-Committee will then consider what action, if any, should be taken.

9.24 The Investigating Officer and the Subject Member will be invited to make representations on the question of sanctions.

9.25 The Hearing Sub-Committee will, after consulting the Independent Person, determine what action, if any, to take (or recommend in the case of a parish councillor) in respect of the matter.

The Member may be represented at the hearing by a friend or legal representative.

## 10 Sanctions

8.1 The Hearing Sub-Committee, supported by the Monitoring Officer, will conduct a pre-hearing review to identify the issues, areas of agreement and disagreement, and to give directions for the efficient conduct of the hearing. This may either be conducted in writing or by a meeting with the Parties.

8.2 The Monitoring Officer will notify the Parties in writing of the directions for the hearing.

8.3 The Sub-Committee may exclude the press and public from the hearing where it appears likely that confidential or exempt information will be disclosed and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

8.4 At the hearing, the Investigating Officer will present their report, call such witnesses as they consider necessary and make representations to substantiate their conclusion that the Member has failed to comply with the Code of Conduct.

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~~8.5—The Complainant will have the right to make a statement in support of their complaint.~~

~~8.6—The Members of the Hearing Sub-Committee and the Member may ask questions of the Investigating Officer and any witnesses called.~~

~~8.7—The Member will have an opportunity to give their evidence, to call witnesses and to make representations as to why they consider that they did not fail to comply with the Code of Conduct.~~

~~8.8—The Members of the Hearing Sub-Committee and the Investigating Officer will have the opportunity to ask questions of the Member and any witnesses called.~~

~~8.9—The Parties may each make a concluding statement.~~

~~8.10—The Members of the Hearing Sub-Committee will then withdraw, with the Independent Person, to consider the case, taking advice from the Independent Person and, where necessary, from the Monitoring Officer on law and procedure.~~

~~8.11—The Hearing Sub-Committee may conclude that the Member did not fail to comply with the Code of Conduct, and so dismiss the complaint.~~

~~8.12—If the Hearing Sub-Committee concludes that the Member did fail to comply with the Code of Conduct, the Chairman will inform the Parties of this finding and the Hearing Sub-Committee will then consider what action, if any, should be taken as a result of the breach.~~

~~8.13—The Investigating Officer and the Member will be invited to make representations on the question of sanctions.~~

~~8.14—The Hearing Sub-Committee will, after consulting the Independent Person, determine what action, if any, to take (or recommend in the case of a parish councillor) in respect of the matter.~~

## ~~9—Sanctions~~

~~10.1 At the end of the hearing, the Chairman will announce the decision of the Hearing Sub-Committee in summary form.~~

~~9.10.2 The Council has delegated to the Hearing Sub-Committee such of its powers to take action in respect of individual members of the Council as may be necessary to promote and maintain high standards of conduct. The Hearing Sub-Committee may therefore impose (or, in the case of a parish, town or city councillor, recommend) one or more of the sanctions set out in [Schedule 1](#).~~

## ~~10.11 Decision~~

~~10.11.1 At the end of the hearing, the Chairman will announce the decision of the Hearing Sub-Committee in summary form.~~

~~10.211.2 The Monitoring Officer will send the Parties, and where appropriate the relevant parish council, a formal decision notice, which will be published on the Council's website and made available for public inspection.~~

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11.3 Where the decision relates to the Subject Member's role as a parish councillor, the Parish Council must be asked to meet to consider the sanction(s) recommended by the Hearing Sub-Committee and impose it. The Parish Council cannot overturn the finding that there has been a breach of the Code or impose a different or additional sanction. The Parish Council will be asked to report back to the Monitoring Officer within three months to confirm that they have met to impose the sanction(s), and if necessary, to write again once the sanction(s) has/have been fulfilled.

#### 11.12 Revision of and departure from these arrangements

11.12.1 The Council may by resolution agree to amend these the arrangements set out in this Protocol, and has delegated to the Monitoring Officer, Assessment Sub-Committee and the Hearing Sub-Committee, following consultation with an Independent Person, the right to depart from these arrangements where they consider that it is expedient to do so in order to secure the effective and fair consideration of any matter.

#### 12 Appeals

13.1 There is no right of appeal for the complaint or the Member against a decision of the Monitoring Officer, Assessment Sub-Committee or Hearing Sub-Committees. However, members and members of the public can contact the Local Government and Social Care Ombudsman (LGSCO) if they are dissatisfied with the process followed. The LGSCO does not offer a right of appeal against a decision on member conduct complaints, but it can consider if there was fault in the way the Council considered the complaint.

Local Government and Social Care Ombudsman

Tel. 0300 061 0614

12.1

#### 13 Confidentiality

14.1 All information regarding the complaint will remain confidential until determined otherwise by the Monitoring officer, Assessment Sub-Committee or Hearing Sub-Committee. Except where confidentiality has been agreed by the Monitoring Officer, Assessment or Hearing Sub-Committee under paragraph 3.7, the published minutes of any Sub-Committee meetings will include details of the complaints discussed.  
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## Schedule 1 – Sanctions

### 1. Censure

Protocol 11  
Last Updated 9 July 2019 (in force 1 Jan 2020)

- 1.1 Censure and report to the Council or relevant Parish Council; and/or
- 2. Removal from Committees, Sub-Committees, Cabinet and Outside Bodies**
- 2.1 Recommend to the Member's Group Leader (or in the case of un-grouped members, recommend to Council or to Committees) that the Member is removed from any Committee or Sub-Committee of the Council;
- 2.2 Recommend to the Leader of the Council that the Member is removed from the Cabinet, or removed from particular portfolio responsibilities;
- 2.3 Remove the Member from any or all outside appointments to which they has been appointed or nominated by the Council or relevant Parish Council.
- 3. Training**
- 3.1 Instruct the Monitoring Officer to arrange training for the Member.
- 4. Publish**
- 4.1 Publish its findings in respect of the Member's conduct in the minutes of the Council or relevant Parish Council.

**Note:**

In the case of R v Broadland District Council ex parte Lashley the Court of Appeal recognised that it was within the Council's powers to take action that was calculated to facilitate and was conducive or incidental to, the council's functions (1) of maintaining its administration and internal workings in a state of efficiency and (2) of maintaining and furthering the welfare of its employees.

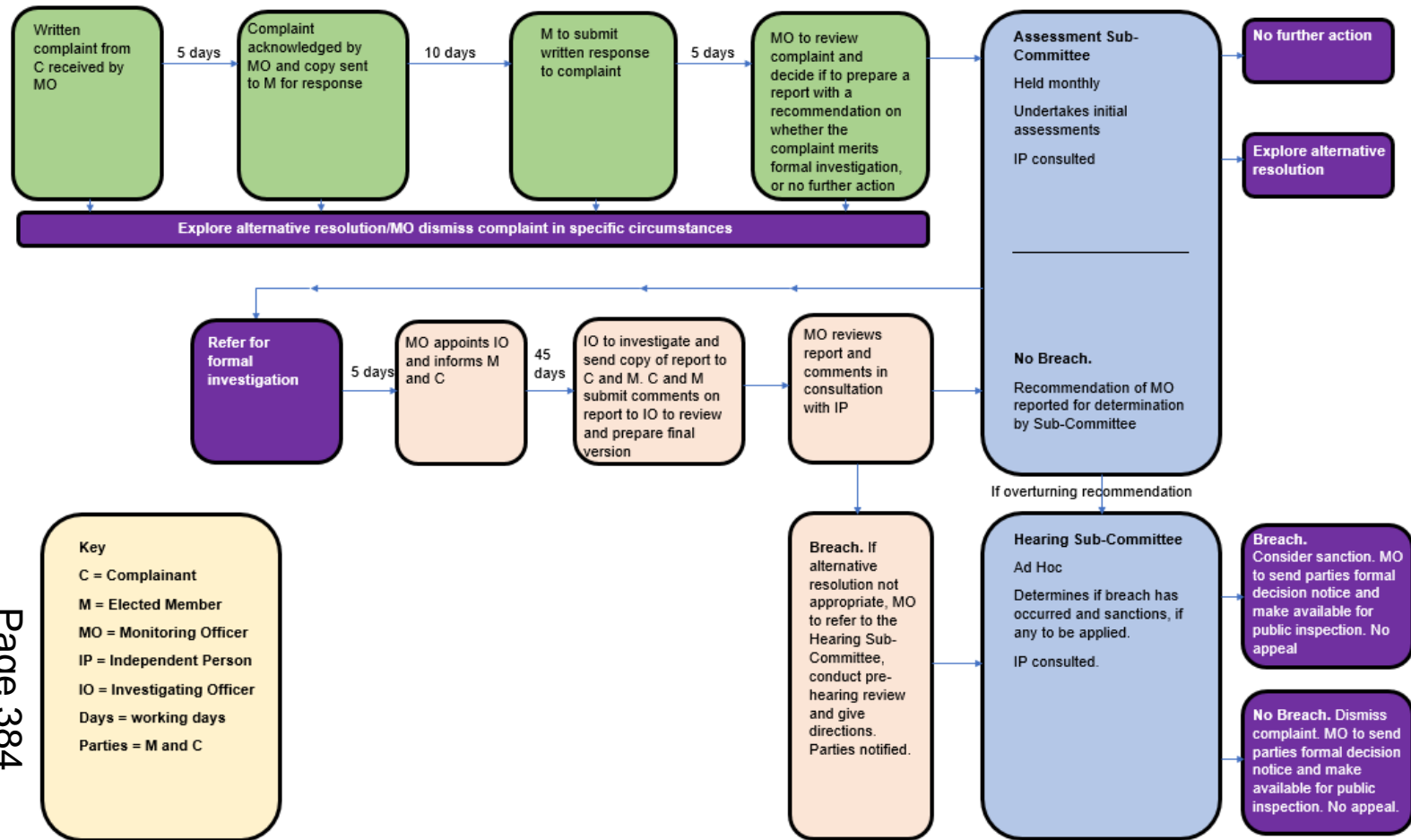
This may enable a Hearing Sub-Committee to impose restrictions on a member for the purpose of securing the efficient and effective discharge of the Council's functions. These might, for instance, include the withdrawal of certain facilities, such as a computer, e-mail and/or internet access, or exclusion from certain parts of the council's premises, provided that the measures do not interfere with the democratic process. However, this may not be used as a punitive measure nor, in particular, to justify the suspension or disqualification of a member.

Legal advice will need to be taken on the extent to which this potential option may be available in the particular circumstances of each case.

**Protocol 11 Schedule 2 – Flowchart of arrangements for dealing with Code of Conduct Complaints under the Localism Act 2011**

For full details of each stage, refer to the main protocol.

**Commented [HP36]:** Flowchart to be updated following approval of the Protocol by Standards Committee.



**Key**  
 C = Complainant  
 M = Elected Member  
 MO = Monitoring Officer  
 IP = Independent Person  
 IO = Investigating Officer  
 Days = working days  
 Parties = M and C