

## CABINET

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### **DRAFT MINUTES OF THE CABINET MEETING HELD ON 7 NOVEMBER 2017 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr John Thomson (Vice-Chairman), Cllr Chuck Berry, Cllr Richard Clewer, Cllr Laura Mayes, Cllr Toby Sturgis, Cllr Bridget Wayman, Cllr Philip Whitehead and Cllr Jerry Wickham

#### **Also Present:**

Cllr Clare Cape, Cllr Christine Crisp, Cllr Tony Deane, Cllr Richard Gamble, Cllr Gavin Grant, Cllr Deborah Halik, Cllr Darren Henry, Cllr Ruth Hopkinson, Cllr Atiquel Hoque, Cllr Tony Jackson, Cllr Bob Jones MBE, Cllr Brian Mathew, Cllr Steve Oldrieve, Cllr Stewart Palmen, Cllr Horace Prickett, Cllr Fleur de Rhé-Philippe, Cllr Tom Rounds, Cllr Ian Thorn, Cllr Philip Whalley, Cllr Roy While, Cllr Christopher Williams, Cllr Graham Wright, Cllr James Sheppard, Cllr Allison Bucknell and Cllr Andy Phillips

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#### **133 Apologies**

Apologies were received from Councillor Jon Hubbard.

#### **134 Minutes of the previous meeting**

The minutes of the meeting held on 10 October 2017 were presented.

#### **Resolved:**

**To approve as a correct record and sign the minutes of the meeting held on 10 October 2017.**

#### **135 Declarations of Interest**

There were no declarations of interest.

#### **136 Leader's announcements**

There were no announcements.

#### **137 Public participation and Questions from Councillors**

The Chairman referred to a question from Les Durrant of the Swindon DDP and the response that had been published in the supplement.

Councillor John Thomson stated, in response to a question from Councillor Brian Mathew, that all libraries had information about the new Universal Credit process and that some of the major libraries could provide more assistance than other small libraries. All staff, including volunteers, are trained to show people how access the forms and to signpost people to further assistance as appropriate. It was noted, however, that the Department for Work & Pensions will not allow library staff to help claimants fill in the forms. This was to ensure that the applicant is solely responsible for the accuracy of the information submitted.

The Leader suggested that Councillor Mathew should contact Councillor Thomson if he had any further concerns.

### 138 **Update: Special School Provision in Wiltshire**

Councillor Laura Mayes presented the report which provided an update to Cabinet on the work being undertaken to review Wiltshire's Special School provision.

Matters highlighted in the course of the presentation and discussion included: that report is an update in advance of a more detailed report in March; that the project had started two years ago, with Cabinet Members having been briefed in the interim on issues including the Wood report; the reasons for the need to make changes including the need to make improvements to the environment and the need to provide 226 additional places by 2026; that some children have to be placed outside of Wiltshire; the need to make provision more geographically equitable; the formula used to calculate future need; the financial context, and the increasing demand for services; the need to find a sustainable solution for transport issues; the impact of the army basing programme; the statutory duties placed on authorities regarding the provision of special school places; how schools had been engaged with to develop alternative proposals; and the consultation period prior to any decision and implementation.

Jan Winfield, Governor Larkrise School, addressed the meeting raising concerns about the level of detail in the current report and whether the alternative proposals submitted by schools would be given due consideration.

In response to these concerns, Councillor Laura Mayes emphasises that the report was an update, summarising issues so far, and that all proposals would be considered in detail at a later date.

Stuart Hall, Wiltshire Parent & Carers Council, emphasised the need to complete the review as soon as reasonable possible to meet the needs of children by providing flexible provision in the right environment.

Councillor Graham Wright, on behalf of Councillor Jon Hubbard – Chairman of the Children's Select Committee, outlined the process by which the proposals and process would be scrutinised and a report submitted to Cabinet.

In response to an issue raised Paul Cooke - Chair of Downlands School, Councillor Laura Mayes stated she would seek advice from officers regarding the issues raised in the letter from the commissioner for academy schools.

The Leader thanked those who had attended and contributed to the debate, and encouraged them to continue to engage positively with the review process.

At the conclusion of the debate, the meeting;

### **Resolved**

- i) To note the work to be undertaken to develop a clear and strategic direction for the provision of specialist SEN provision.**
- ii) To agree to receive a full report on the outcomes of this work, and any resulting recommendations, at the meeting of cabinet on 27 March 2018.**
- iii) That depending on the outcome of this work, this report will detail any further consultations that are necessary and outline how the local authority will discharge its duties in this regard.**

*Reason for Decision:*

*To update Cabinet on the work being undertaken to review special school provision in Wiltshire, in advance of a more detailed Cabinet paper in March 2018.*

## **139 Service User Engagement in Adult Care**

Councillor Jerry Wickham presented the report which informed the Cabinet of current contract and funding arrangements that the Council had with User Led Organisations and Healthwatch Wiltshire to engage with customers on adult care services, and made proposals for their future commissioning.

Matters highlighted in the course of the presentation and discussion included: how the current providers had been engaged with and given more time to develop proposals; the intention to reduced duplication and reduce management costs; the challenges of bringing organisations with different cultures together; and how performance management going forward would be addressed.

In presenting his proposals, Councillor Wickham stated that the contract should be awarded on the proviso that: if one or two organisations were awarded the contract, they would be required to commission user led services from a number of providers and for that they would need to ensure that the widest range of users were included.

Following a short debate, the meeting;

## **Resolved**

- 1. To agree to adopt Option 2, on the condition that the delivery of this provision should be achieved by either two or one organisations, and that, if in the latter case, there will be a requirement for the contacted organisation to commission user led services from a number of providers and for them to ensure that the widest range of users are included.**
- 2. To secure delegated authority for the Corporate Director for Adult Care and Health, in consultation with the Cabinet Member for Adult Social Care, Public Health and Public Protection and the Associate Director for Finance to award a contract to the preferred provider/s when identified, as a result of the tender process.**

*Reason for Decision:*

*Commissioners recognise that there is scope to remove duplication and that there are several activities currently funded in contracts that could be removed from future service specifications to achieve savings and provide a more focused service.*

*To ensure timely procurement of the service.*

## **140 Adult Social Care Transformation Programme**

Councillor Jerry Wickham presented the report which provided an update on the progress of the Adult Social Care Transformation programme to date, specifically the projects within the Front Door programme of works i.e. Multi-Agency Safeguarding Hub (MASH), Safeguarding and the Front Door Operating model.

Matters highlighted in the course of the presentation and discussion included: the links to the priorities in the business plan; the issues face in the recruitment of carers; that the budget had increased but there continued to be a need to address increasing demand in a sustainable way; that the Council in June had set up a transformation board chaired by the Cabinet Member; that there are efficiencies to be achieved that could result in a 10% saving of the budget; the need to address how communication is undertaken to improve how people are dealt with encouraging them use online information; the work to develop a MASH; that the Chair of the Health Select Committee, Councillor Crisp, had been invited to sit on the programme board; how the third sector and other councillors would be engaged in the process; and the links to the community focused work undertaken by the Area Boards.

Following a short debate, the meeting;

## **Resolved**

**1. To note the progress of the Adult Social Care Transformation Programme in respect of Front Door and MASH projects.**

*Reason for Decision:*

*To note the progress and receive further updates as the programme progresses*

**141 Service Devolution and Asset Transfer**

Councillor Philip Whitehead presented the report which sought Cabinet's endorsement of the draft policy and principals, appended to the report, for the transfer of appropriate packages of services and related assets to Town and Parish Councils.

Matters highlighted in the course of the presentation and discussion included: that by taking a more balanced approach to risk, the council hoped to streamline the process; how the uplift value of assets would be addressed if transferred assets were subsequently sold; the resources made to support the implementation of the policy; how the views of the rapid scrutiny exercise were taken into account; and how best to inform parish and town councils of the changes to the policy.

**Resolved**

**To endorse the Service Devolution and Asset Transfer Policy and principals as set out in this report for the transfer of appropriate packages of services and related assets to Town and Parish Councils.**

*Reasons for Decision:*

*Following the completion of a substantial package of services and assets to Salisbury City Council, a revised approach is being proposed to streamline the process, reduce the cost, time and resources required to facilitate future package transfers of services and related assets*

**142 Post 16 Area Wide Review of Education in Wiltshire**

Councillor Laura Mayes presented the report which informed Cabinet of the findings and recommendations from the government review of local further education provision which was completed earlier in 2017.

Matters highlighted in the course of the presentation and discussion included: how education provision can best meet the needs of the economy; the involvement of the Local Enterprise Partnership; the capital investment being made into colleges; and the responses to the review's recommendations.

In presenting the report Councillor Laura Mayes and the Leader expressed their thanks to Wiltshire College in recognition of their hard work and the improvements made in recent years.

## **Resolved**

- 1. To note the contents of the report as they relate to Wiltshire.**
- 2. To endorse the report's recommendation to be part of a strategic planning group to monitor implementation of the review recommendations and drive the collaborative agenda relating to post-16 learning and skills.**

### *Reasons for Decision:*

*The post-16 area review report and recommendations were published in August 2017. Given that this is a national report in the public domain, it is important for Cabinet to be aware of the findings and recommendations regarding further education provision in Wiltshire.*

## **143 Freehold of Asset to be Sold**

Councillor Toby Sturgis presented the report which asked Cabinet to declare that freehold interest of the 5 assets identified in the report could be sold by the Council.

Matters highlighted in the course of the presentation and discussion included: the process following any declaration of an asset as surplus; and how local views are taken into account.

Councillor Tony Deane, Division Member for Tisbury, raised concerns that the views of the community and the issues highlighted in the Neighbourhood Plan should be given greater primacy in considering the future of the Former Sports Centre. Councillor Toby Sturgis stated, in response, that he did not believe the item should not be removed from the list of assets for possible disposal, as he could not justify the continued spend on a redundant building and that the needs of the community, and specifically the education, would be taken into account. He emphasised that he would continue to work with the local member as plans progress.

The Leader proposed that education needs be included in the matters to be considered as one of the conditions of sale on the Former Sports Centre.

Councillor Sturgis, in response to a query from Councillor Ian Thorn, stated that in his opinion Core Policy 49 referred to rural communities, that building in question was considered a 'service centre', and therefore the policy did not apply.

## **Resolved**

- 1. To confirm that freehold interest of the following assets can be sold by the Council as follows:**

- a) **Site 1 – Nomansland (near Salisbury) – Land at School Road - That the freehold interest be sold on the open market.**
- b) **Site 2 - Trowbridge – Land at Frampton Court - That the freehold interest be sold to the owner of the new dwellings to the south.**
- c) **Site 3 - Warminster – Chapmanslade – Land to the rear of 102 High Street – To obtain an outline planning permission for residential development and dispose of the site on the open market.**
- d) **Site 4 - Corsham – Martingate Centre - To proceed with sale to Martingate Centre Limited, subject to the conditions outlined in the report.**
- e) **Site 5 - Tisbury – Former Sports Centre - That the freehold interest be sold, subject to the ecology planning obligations and education matters being resolved / satisfied.**

**2. To note the continuing approach set out in paragraph 8;**

**3. To authorise the Associate Director for People and Business to dispose of freehold interest of the assets.**

*Reasons for Decision:*

*To confirm the freehold interests of the assets can be sold in order to generate capital receipts in support of the Council's capital programme.*

#### **144 People Strategy (2017 - 2027) - Update**

Councillor Richard Clewer presented the report which outlined progress against one of the three strategic priorities in the People Strategy 2017 – 2027; Staff engagement, recognition & communication, and specifically the steps being taken to improve staff engagement.

Matters highlighted in the course of the presentation and discussion included: the use of online tools for training and development; how staff had been involved in the creation of new systems; the opportunities for engagement with staff; and the positive ratings for the Council on recruitment websites.

The Leader thanked the officers for their work on the programme, and recommended that further training be made available to Councillors on how they can use the staff recognition system called 'Epic'.

Following a short debate, the meeting;

#### **Resolved**

- 1. To endorse the actions and initiatives being taken to deliver the priorities in the new People Strategy to enable the council to attract, retain and develop staff.**
- 2. To recommend that Officers proceed with the new initiatives planned for 2018, including a focus on communication, additional staff**

**recognition and continuing to develop alternative approaches for improving the visibility of senior leadership.**

*Reasons for Decision:*

*Staff engagement is a key priority in the People Strategy 2017 – 2027. The strategy defines how we will manage our most important asset, and aims to ensure that we are able to attract, retain and motivate our staff to continue to develop great outcomes for communities and achieve the council's vision and our business plan*

**145 Award of contract for a Highway Infrastructure Asset Management System**

Councillor Bridget Wayman presented the report which sought approval from Cabinet to award a contract for a Highway Infrastructure Asset Management System.

Matters highlighted in the course of the presentation and discussion included: the purpose of the system; the opportunities for partnership working; and the efficiencies planned.

Following a short debate, the meeting;

**Resolved**

**To note the content of the report.**

**146 Urgent Items**

There were no urgent items.

**147 Exclusion of the Press and Public**

**Resolved**

**To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item Number 16 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.**

*Reason for taking item in private:*

*Paragraph 3 - information relating to the financial or business affairs of any particular person (including the authority holding that information).*

**148 Award of contract for a Highway Infrastructure Asset Management System (Part ii)**

Councillor Bridget Wayman presented the report which provided further information to support the Award of contract for a Highway Infrastructure Asset Management System paper considered in part one.

Following a short debate, and an opportunity for questions, the meeting;

**Resolved**

- (i) That the HIAMS contract should be awarded to Contractor A**
- (ii) To authorise the Corporate Director, to proceed with the award of this contract.**

*Reason for Decision:*

*Wiltshire Council is responsible for 4,500 kilometres of roads, 1,500 bridges and over 40,000 street lights with an estimated replacement value of £5 billion. The local highway network is vital for providing connectivity for businesses and communities. Effective maintenance to ensure its availability is essential to the economic development of the county.*

*Procurement of a modern Highways Infrastructure Asset Management System will provide Wiltshire Council with the digital tools to improve the efficiency of key and statutory services such as major maintenance, highway safety inspections, street lighting repairs, traffic management and road space co-ordination. It will enable the Council to achieve long-term improvements in asset condition through improved investment decisions and to deliver an efficient and modern highways service.*

*Following a full open procurement exercise with Oxfordshire County Council the submitted tenders have been assessed in terms of quality and price.*

*The most advantageous tender for the Council, taking into account quality and price, should be accepted in accordance with the procurement procedures.*

*There are processes in place to monitor and manage the performance of the successful tenderer.*

(Duration of meeting: 9.30 - 11.52 am)

These decisions were published on the 9 November 2017 and came into force on 17 November 2017

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